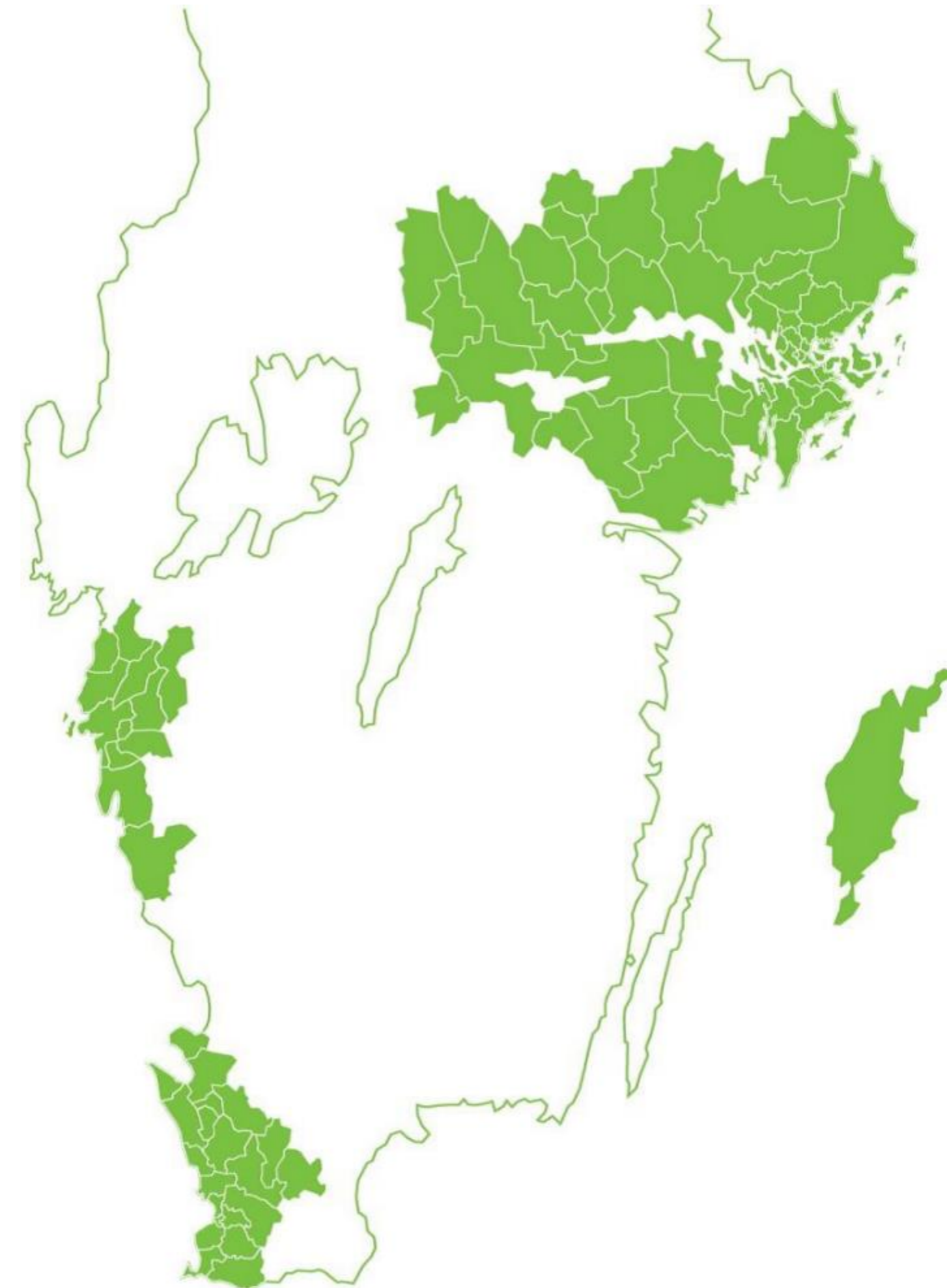


CityMail's packing instructions for OSI (UPI)
- unaddressed public information

CityMail's postal delivery zones

Postcode	Carrier is labelled
100 00 – 199 99	Stockholm
630 00 – 639 99	Malardalen
644 00 – 647 99	Malardalen
740 00 – 769 99	Malardalen
200 00 – 269 99	Malmoe
400 00 – 449 99	Gothenburg
475 00 – 475 99	Gothenburg
620 00 – 624 99	Gotland
700 00 – 739 99	Orebro

(Please note that OSI (UPI) is not distributed by subcontractors)



Tags

Tags are attached to all dispatches.

The tags contain:

The dispatch name, CityMail customer number and the order number.

Three or five-digit postcodes.

Place of destination.

The number of postal items going to a specific postcode.

Field for the number of postal items by bundle.

Other, internal CityMail information.

Kund: K123456
Utskick: Utskickets namn
Order: 123456
<h1>132</h1>
CMC info
TYP: ODR
Utdelning: Samtliga index
Antal: 641
Per bunt: _____



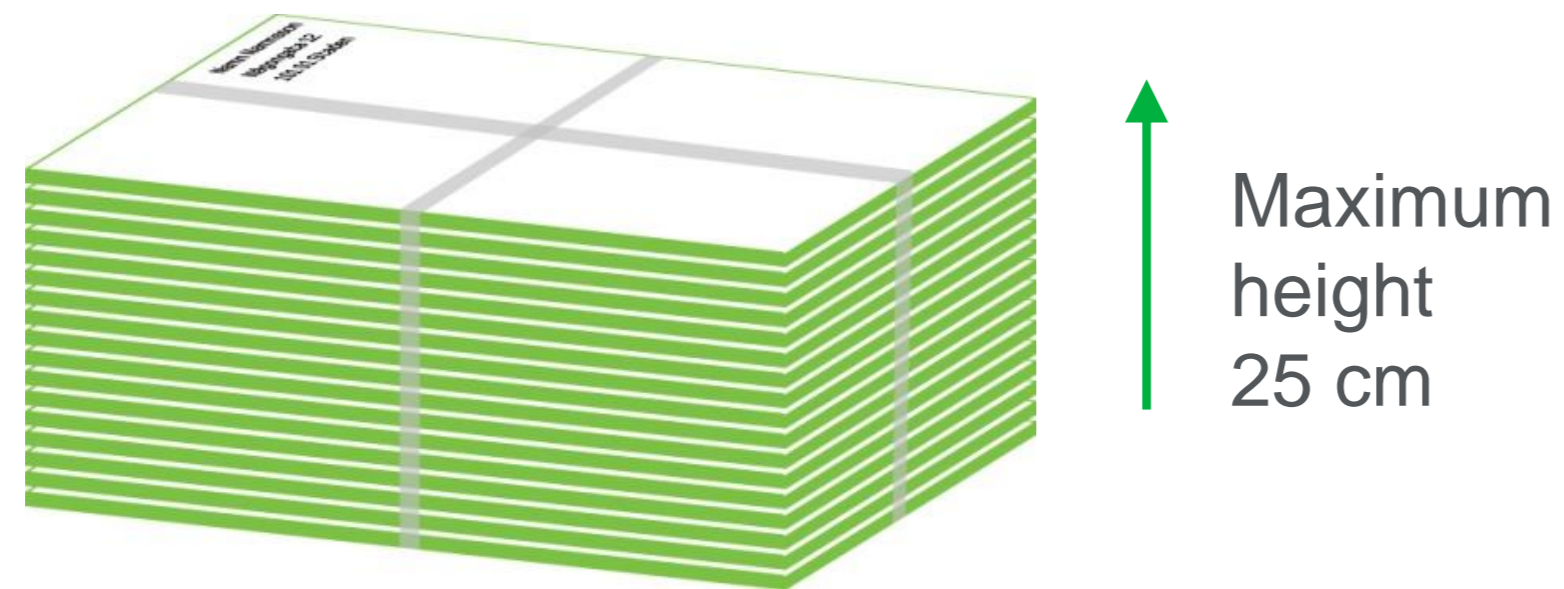
Bundles

All postal items must be bundled during production in even numbers, i.e. the same number in each bundle.

Bundles must not exceed 25 cm in height.

Bundles are kept together using bundle ties or plastic sheeting.

Corrugated cardboard boxes or crates are good alternatives.



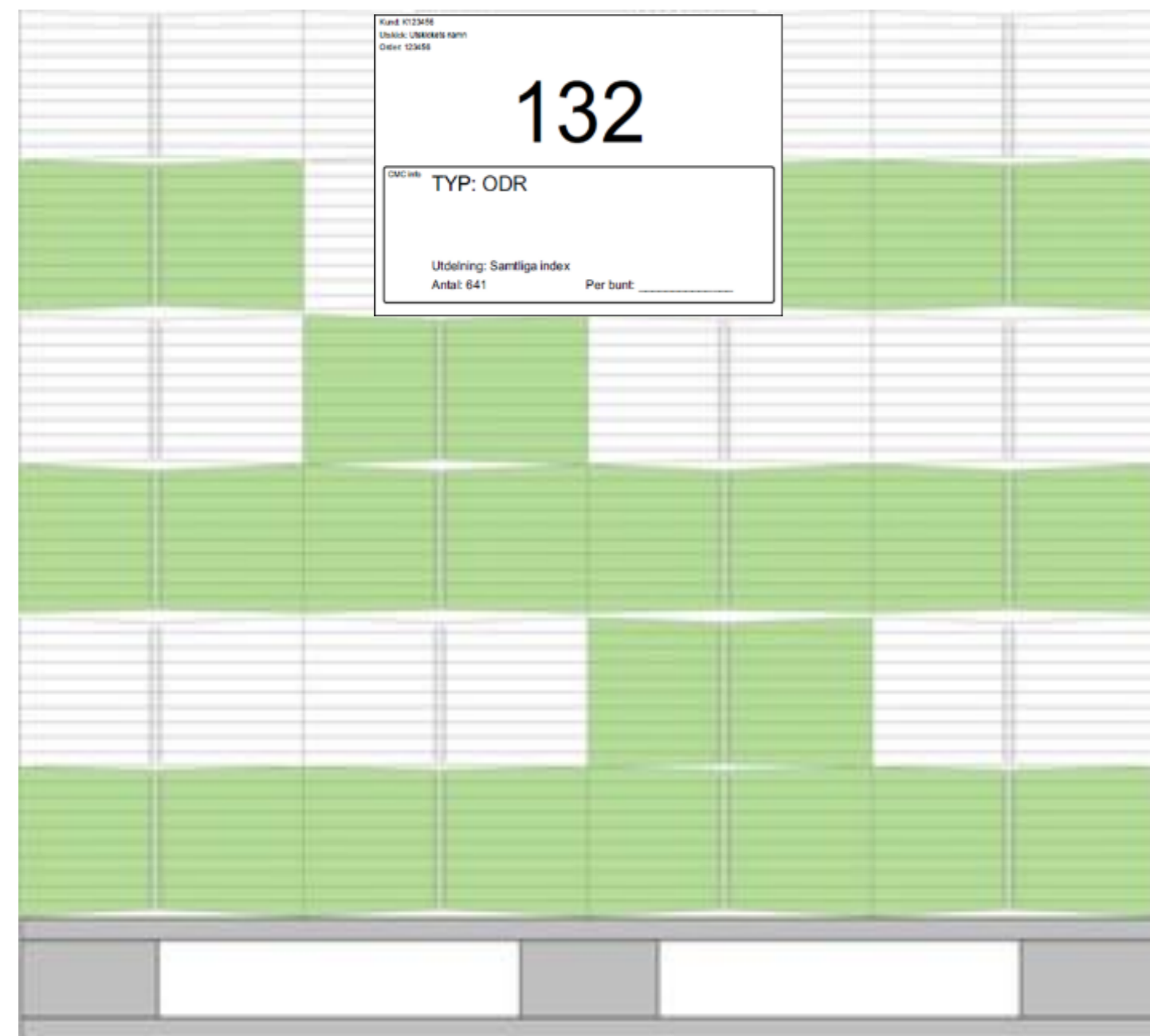
Note! Surplus already included in the amount by postcode. No extra copies are therefore required.

Separation and packing

All bundles are packed on a EUR pallet, i.e. a pallet that is 1.2x0.8 m in size.

A packed pallet must not exceed 1.2 m in height including the pallet.

The pallet must be clearly marked with a tag provided by CityMail.



Maximum
height
1.2 m

All goods must be secured before transport!



Separation and packing

For larger dispatches, each postcode is packed on a separate pallet.



All goods must be secured before transport!



Separation and packing

When sending medium-sized dispatches, several postcodes can be packed on the same pallet square as long as they are clearly separated. Separation is done by stacking.



Descending
postcode
order

Maximum
height
1.2 m

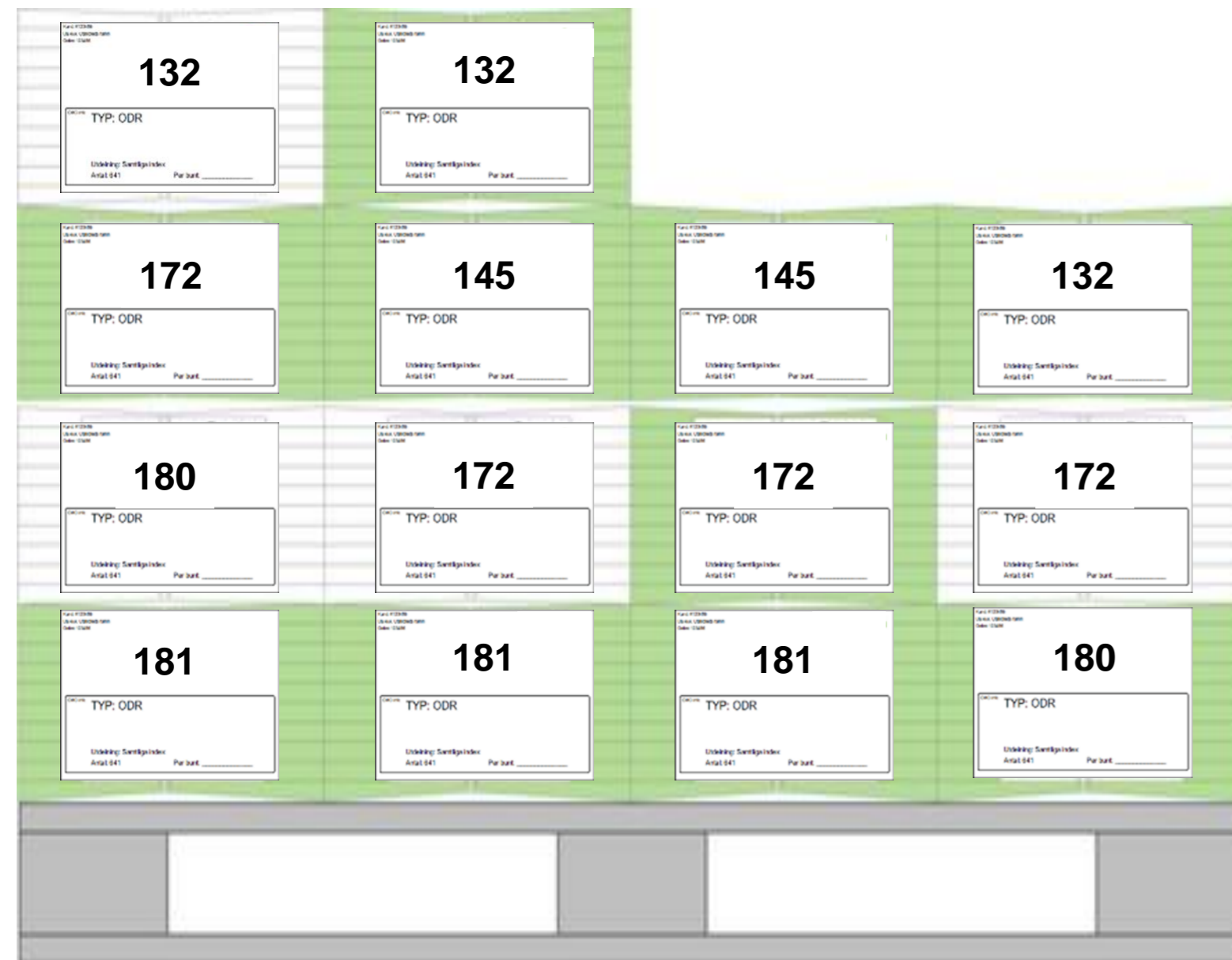
All goods must be secured before transport!



Separation and packing

For smaller dispatches, several postcodes may be placed on the same pallet on condition that all the bundles/crates are clearly labelled and in postcode order.

However, a minimum number of mixed pallets is preferable.



↑
Descending
postcode
order

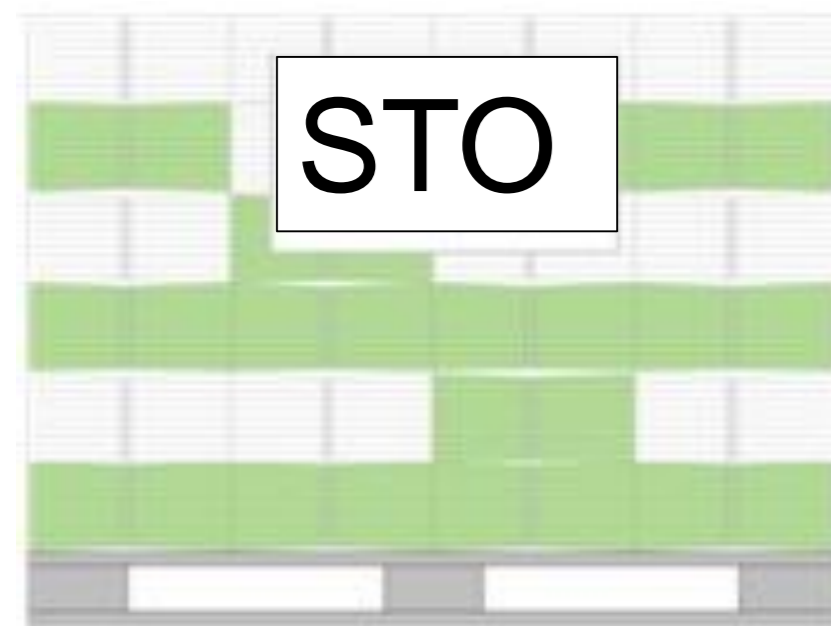
Maximum
height
1.2 m

All goods must be secured before transport!

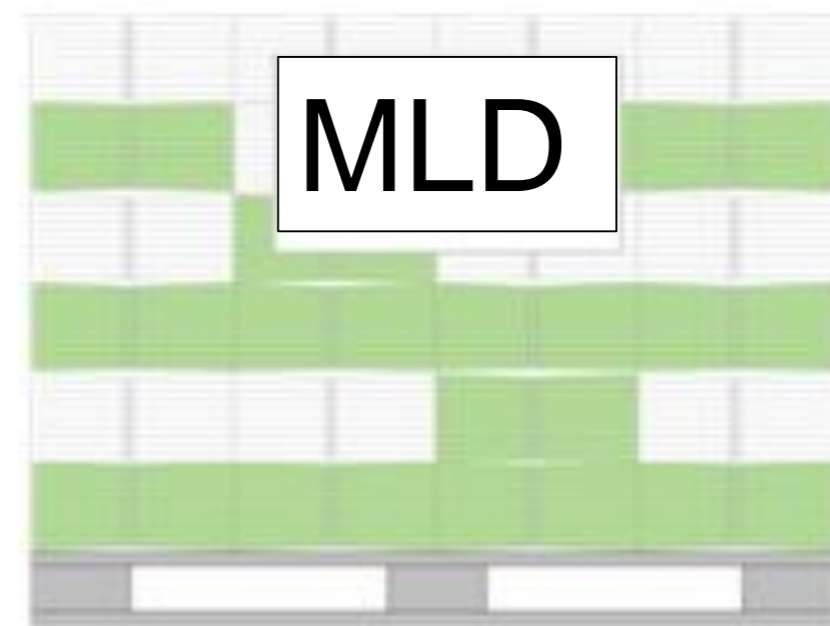


Separation and packing

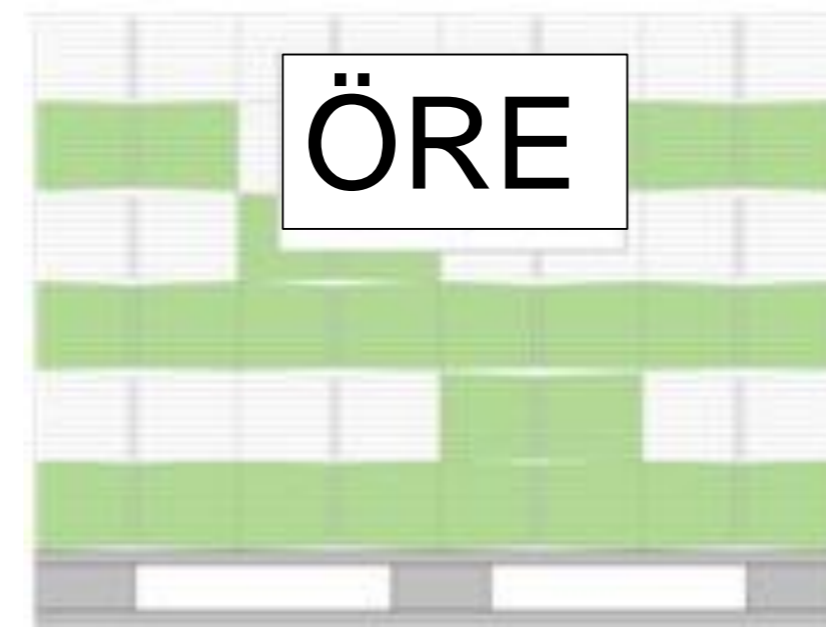
Dispatches to Stockholm, Malardalen, Orebro, Gothenburg, Malmoe, and Gotland are packed on separate pallets and marked with the place of destination.



100 - 199



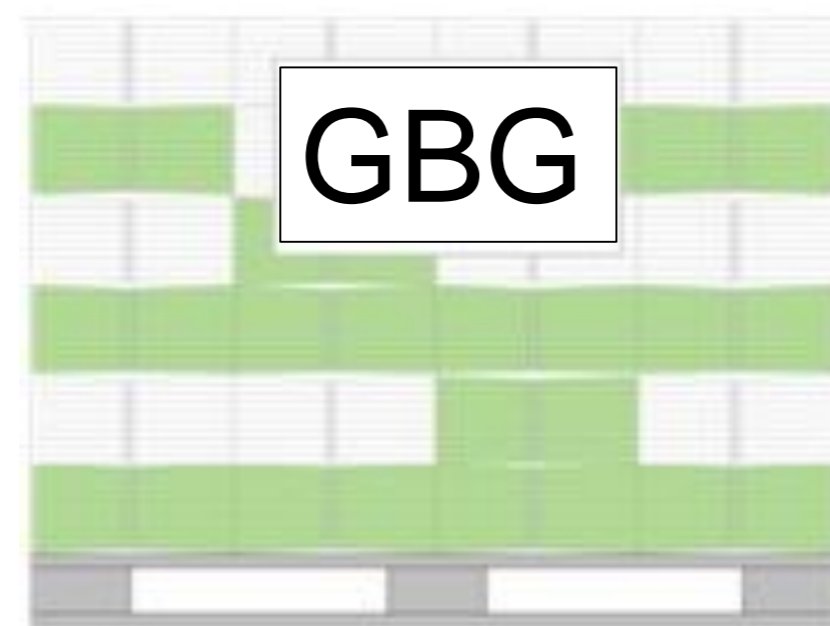
630 - 639
644 - 647
740 - 769



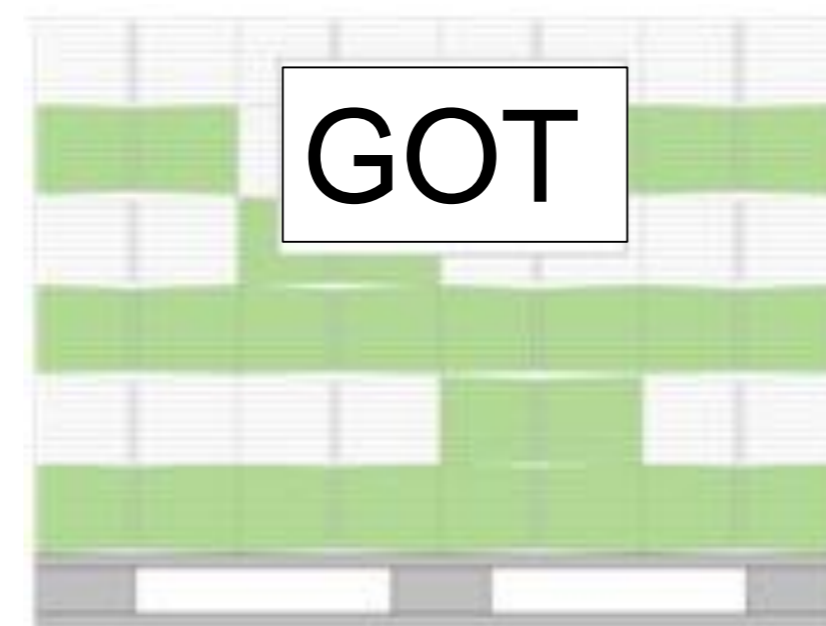
700 - 739



200 - 269



400 - 449
475



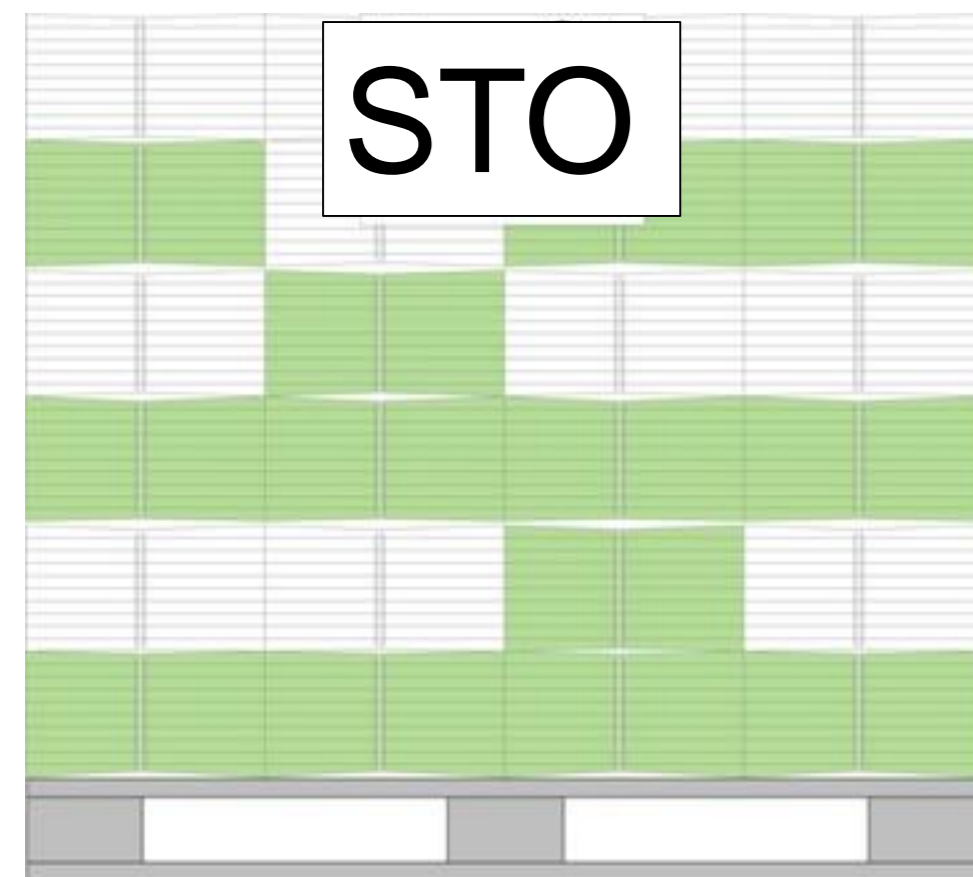
620 - 624



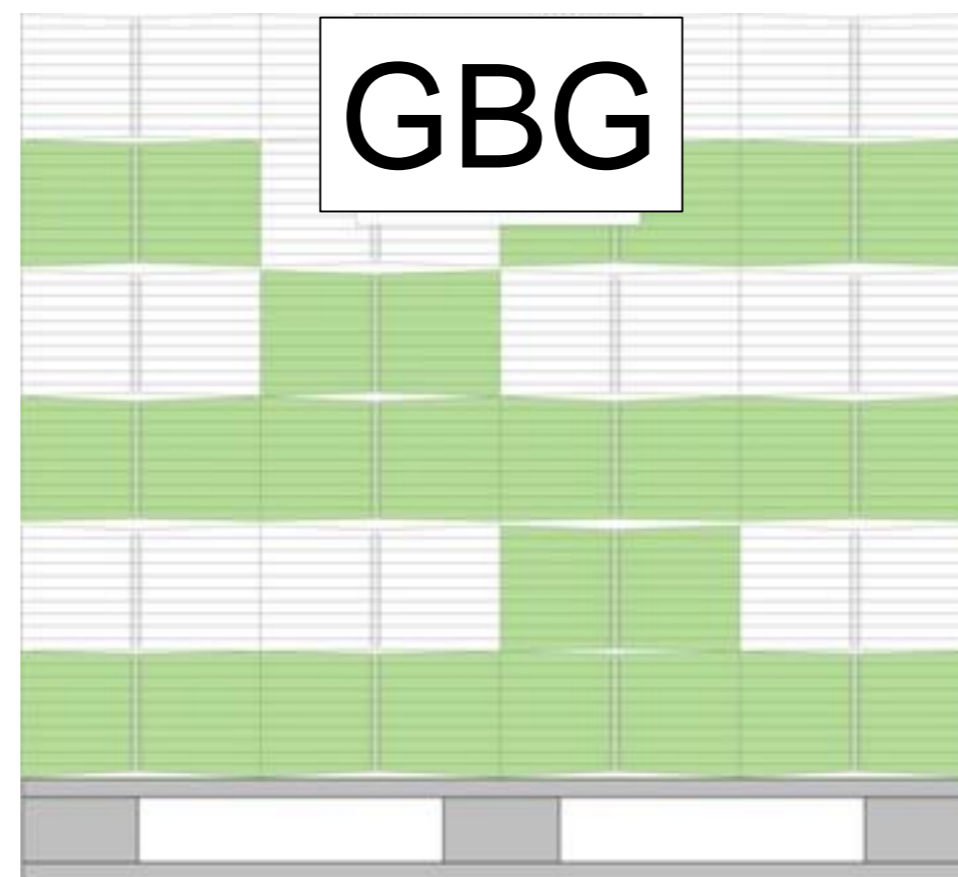
Separation and packing

For smaller dispatches (< 4 pallets), several destinations can be placed on the same pallet on condition that all the bundles are clearly labelled and in postcode order.

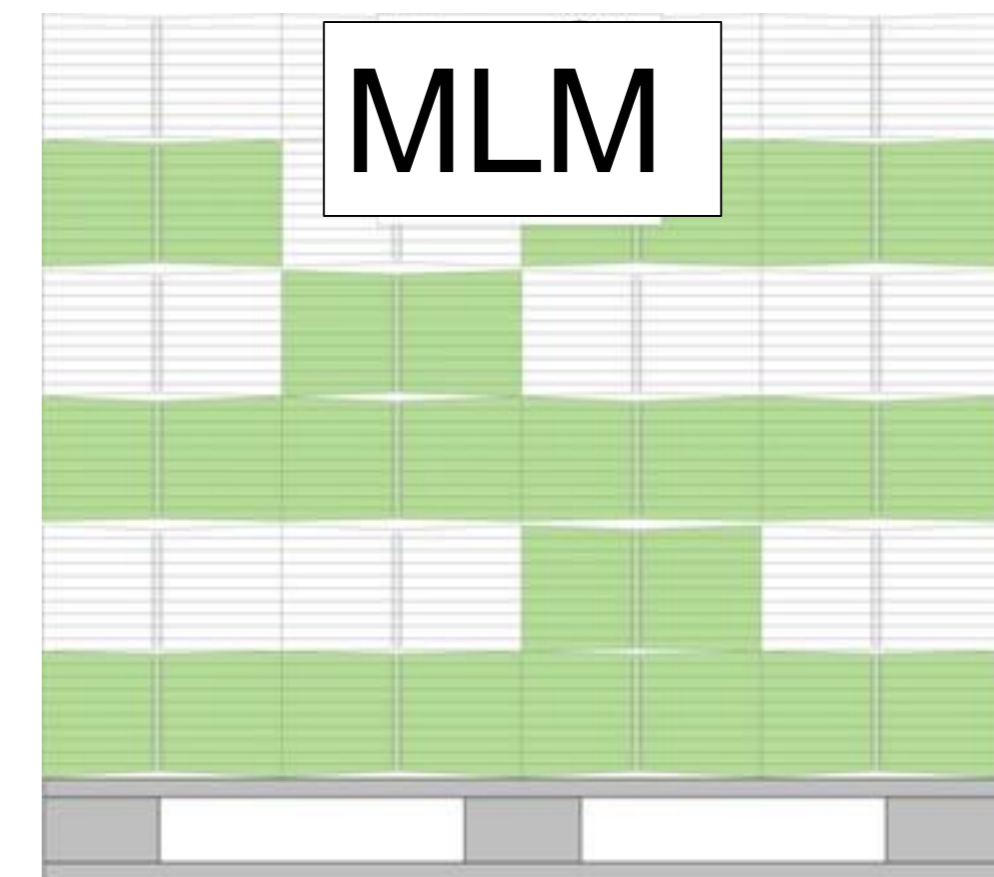
NOTE! The bundles must be arranged in accordance with the destination order for each delivery destination as illustrated below.



GOT
MLM
GBG
ÖRE
MLD
STO



GOT
MLD
STO
ÖRE
MLM
GBG



GOT
ÖRE
MLD
STO
GBG
MLM



Dispatch booking

Dispatch booking is done at CityMail's Partnerweb : <https://partner.citymail.se/>

Dispatches must be booked by 5 pm at the latest the weekday before delivery (3 weekdays at the latest before the 1st delivery day).

Bookings must include:

- Total number of items.
- Order number (entered into the filed "Other information" on the delivery note).



**Do you need login details to
CityMails Partnerwebb?**

Please e-mail:

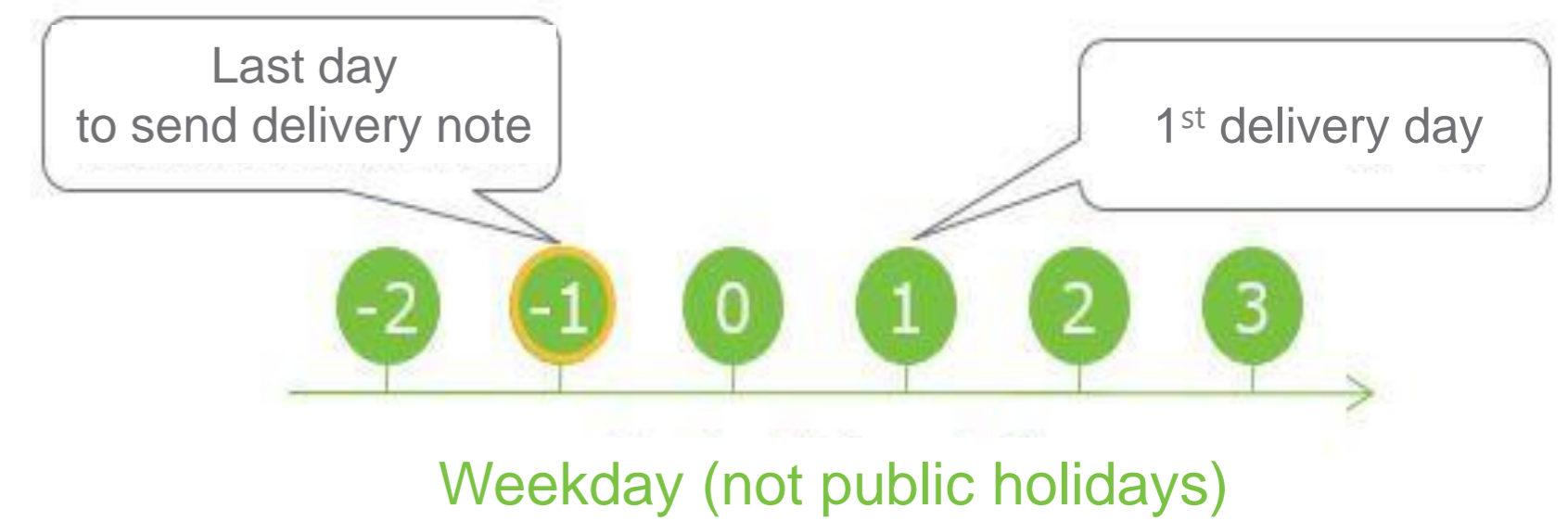
produktionsspecialist.syd@citymail.se



Delivery notes

Delivery notes are sent at CityMails Partnerwebb: <https://partner.citymail.se/>

Delivery notes are sent electronically via the Partnerweb as soon as the goods are ready to leave the customer/post producer and should also be attached to the goods.



**Do you need login details to
CityMails Partnerwebb?**

Please e-mail:

produktionsspecialist.syd@citymail.se

Delivery to CityMail

The goods must reach CityMail by 4 pm at the latest 2 weekdays before the 1st day of delivery.



Malmö
CityMail, Malmö
Tegelvägen 4
232 54 Åkarp

leverans.mlm@citymail.se
Tel: +46 40-680 85 64
Fax: +46 40-680 85 51

Stockholm
CityMail, Stockholm
Kumla gårdsväg 21
145 63 Norsborg

leverans.sto@citymail.se
Tel: +46 8-599 099 60
Fax: +46 8-599 099 69

Gothenburg
CityMail, Göteborg
Ågatan 38
431 37 Mölndal

leverans.gbg@citymail.se
Tel: +46 31-706 38 27
Fax: +46 31-706 38 02



Contacts at CityMail

For questions regarding to packing and booking, please contact:

Gothenburg/Malmoe

Phone: +46 70-789 78 12

Phone: +46 70-160 27 15

produktionsspecialist.syd@citymail.se

Stockholm

Phone: +46 70-160 23 19

Phone: +46 70-160 23 15

produktionsspecialist.sthlm@citymail.se

