

CityMail's packing instructions for ADR
- addressed letter distribution

CityMail and efficiency

Since the beginning our business concept has revolved around reducing postage charges for Swedish companies. We have achieved this with a massive SEK 1.5 billion a year, by putting pressure on the market and always thinking outside the box.

We have developed a more effective and accurate delivery model that simplifies things for our customers on several levels. We receive our mailings pre-sorted from our post producers. Why sort prepaid business envelopes when you can sort the address file directly on a computer?

Our cooperation with several other postal delivery companies makes it possible for us to reach more households and companies than before.

All this (and much more) enables us to maintain a very high delivery quality. Our working method is also environmentally sustainable, which is a bonus for us and all our customers.

But everything depends on us and everybody else in the chain doing things in the most efficient way, like packing, for example.

That is what this presentation is all about.



CityMail's postal delivery zones from 2018-10-09

Postcodes

100 – 199

200 – 269

270 – 299 *(270, 271, 273, 276, 291, 295 – 298)*

340 *(340 32, 340 37)*

341 *(341 18, 341 21 - 341 51, 341 60, 341 70, 341 80 - 341 85)*

342

400 – 449

475

501 – 518 *(501, 503, 506, 507, 515, 518)*

542 *(542 00 – 542 45, 542 73, 542 85 – 542 88)*

582 – 599 *(582 – 587, 589, 591 - 597, 599)*

602 – 618 *(602, 603, 605, 614, 615, 617, 618)*

620 – 624

630 – 639

640 – 643

644 – 647

648 – 649

695

700 – 739

740 – 769

815 – 819 *(815, 819)*

821 *(821 00 – 821 51)*

941 – 977 *(941 – 946, 952 – 955, 961, 971 – 977)*

Destination

Stockholm – STO

Malmoe – MLM

UTB South – UTS

UTB South - UTS

Malmoe – MLM

UTB South - UTS

Gothenburg – GBG

Gothenburg - GBG

UTB South – UTS

Orebro – ÖRE

UTB East - UTÖ

UTB East - UTÖ

Gotland – GOT

Malardalen – MLD

UTB East – UTÖ

Malardalen – MLD

UTB East - UTÖ

UTB East - UTÖ

Orebro – ÖRE

Malardalen – MLD

UTB east - UTÖ

Malardalen – MLD

UTB East – UTÖ



CityMail's postal delivery zones from 2018-10-09

Postcodes

100 – 199

630 – 639, 644 – 647, 740 – 769, 821 00 – 821 51

582 – 599*, 602 – 618*, 640 – 643, 648 – 649, 695, 815 - 819*, 941 – 977*

200 – 269, 341**

270 – 299***, 340***, 342***, 501 – 518***

400 – 449, 475

620 – 624

700 – 739, 542****

Destination

Stockholm – STO

Malardalen – MLD

UTB East - UTÖ

Malmö – MLM

UTB Syd - UTS

Gothenburg – GBG

Gotland – GOT

Orebro – ÖRE

* Postcodes 582 – 587, 589, 591 - 597, 599, 602, 603, 605, 614, 615, 617, 618, 815, 819, 941 – 946, 954, 955, 961, 971 - 977

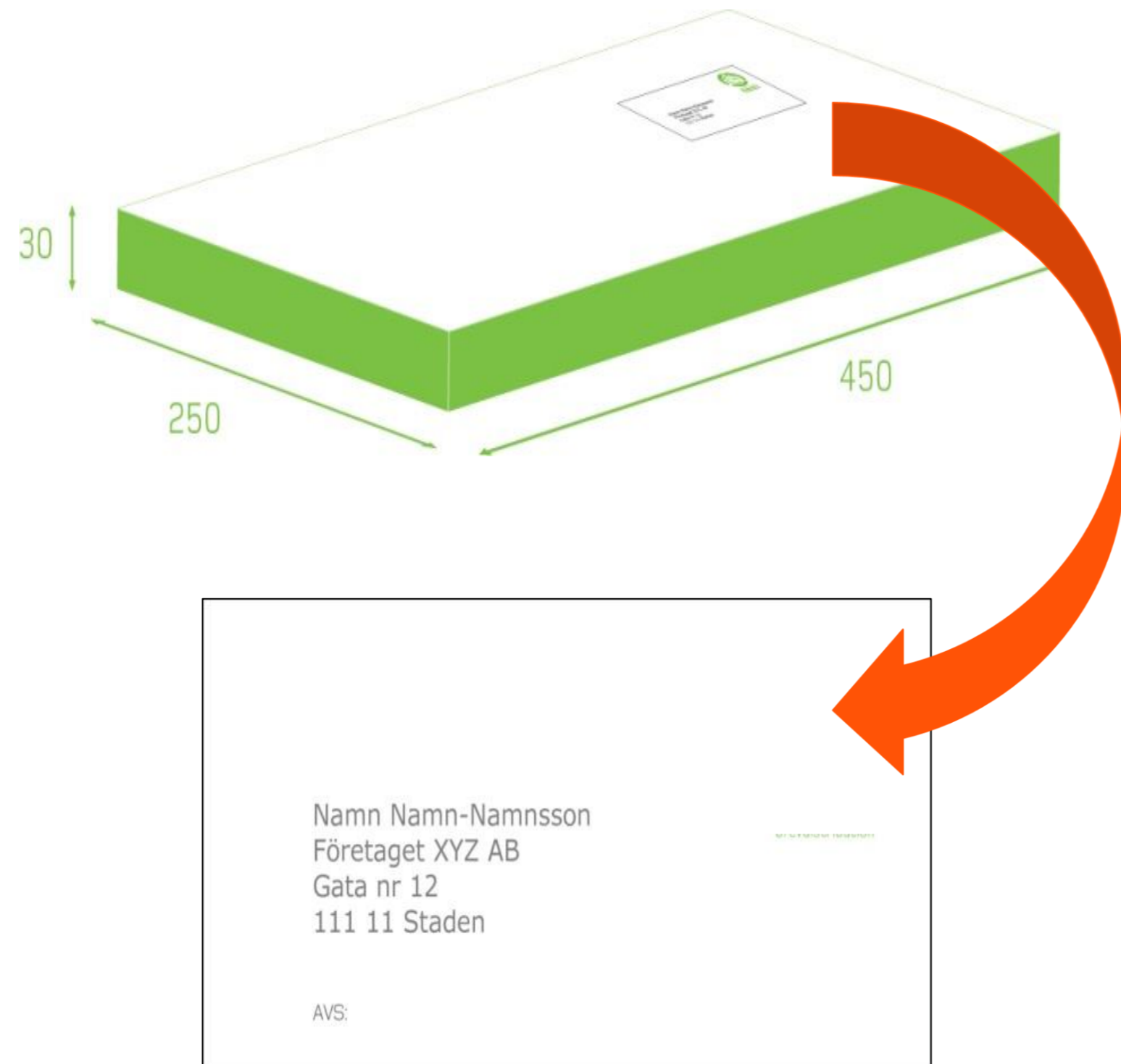
** Postcodes 341 18, 341 21 - 341 51, 341 60, 341 70, 341 80 - 341 85

*** Postcodes 270, 271, 273, 276, 291, 295 – 298, 340 32, 340 37, 342, 501, 503, 506, 507, 515, 518

**** Postcodes 542 00 – 542 45, 542 73, 542 85 – 542 88



Maximum format



CityMail Sweden AB undertakes to only deliver correctly addressed postal items that is within our specified dimensions.

- Standard: 30 x 250 x 450 mm.
- Maximum: 80 x 250 x 450 mm.

There is a surcharge for mail items thicker than 30 mm.

By correctly addressed items we mean correct name, street address, postcode and city.



Postage and sender



B



B



The postal items must be labelled with one of the following: Sweden Port Payé, Sweden Postage Paid, Customer Magazine, Members' Magazine, Market Journal, Periodicals or any other marking approved by CityMail.

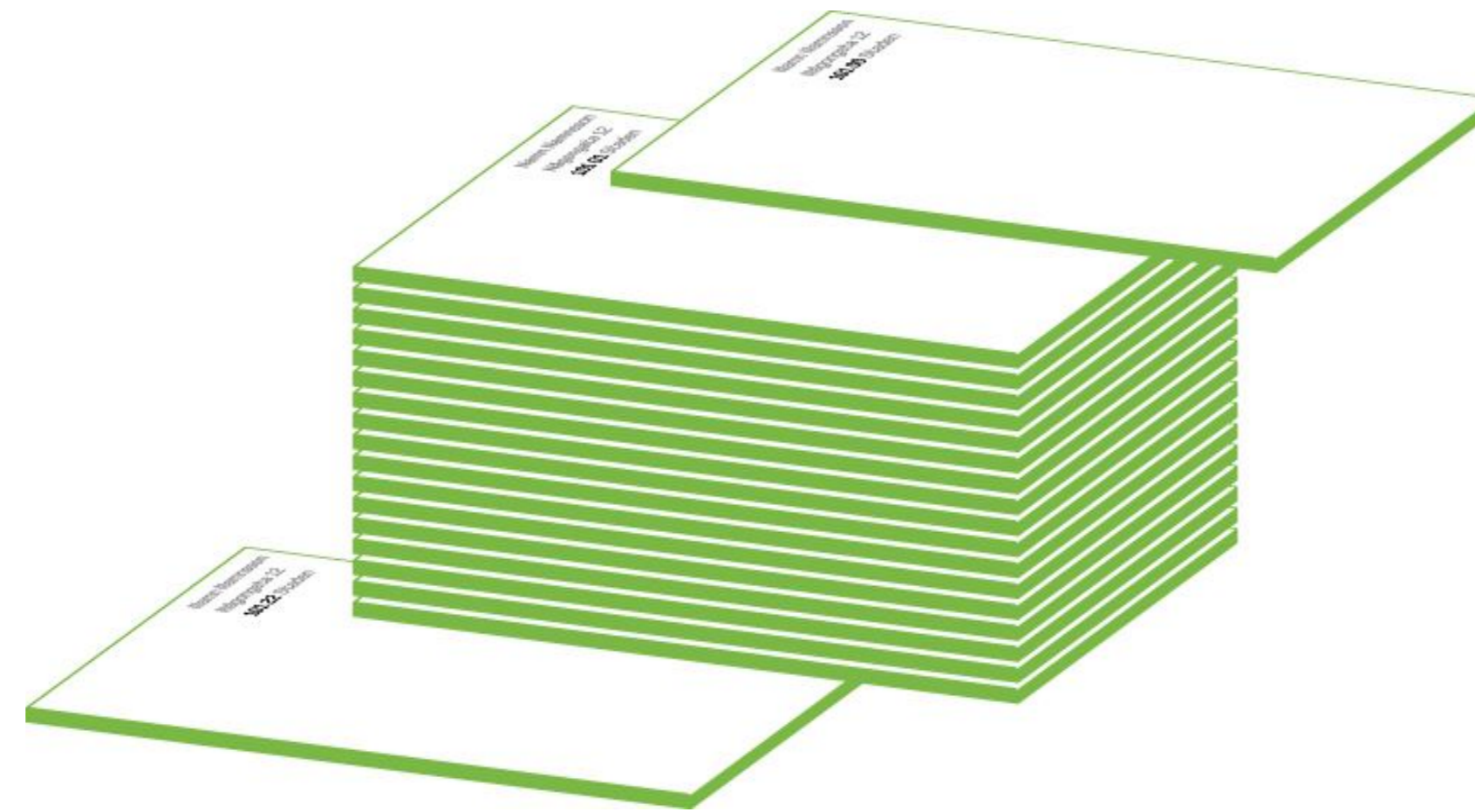
CityMail undertakes to only distribute postal items on which the sender can be clearly read (name and address of sender). A Swedish return address must be specified.

The above are not required if the items are BDR, Direct Mail Marketing (DMM).



Separation and packing

The postal items must be sorted in ascending or descending order on all five digits in the postcode.



Bundle

Separation and packing

Bundles packed straight onto a pallet should normally only contain postal items to recipients within the same three-digit postcode.

Each local bundle must be clearly marked with the three-digit postcode.

Trans bundles are marked with Trans or T and be first or last in the sorting.

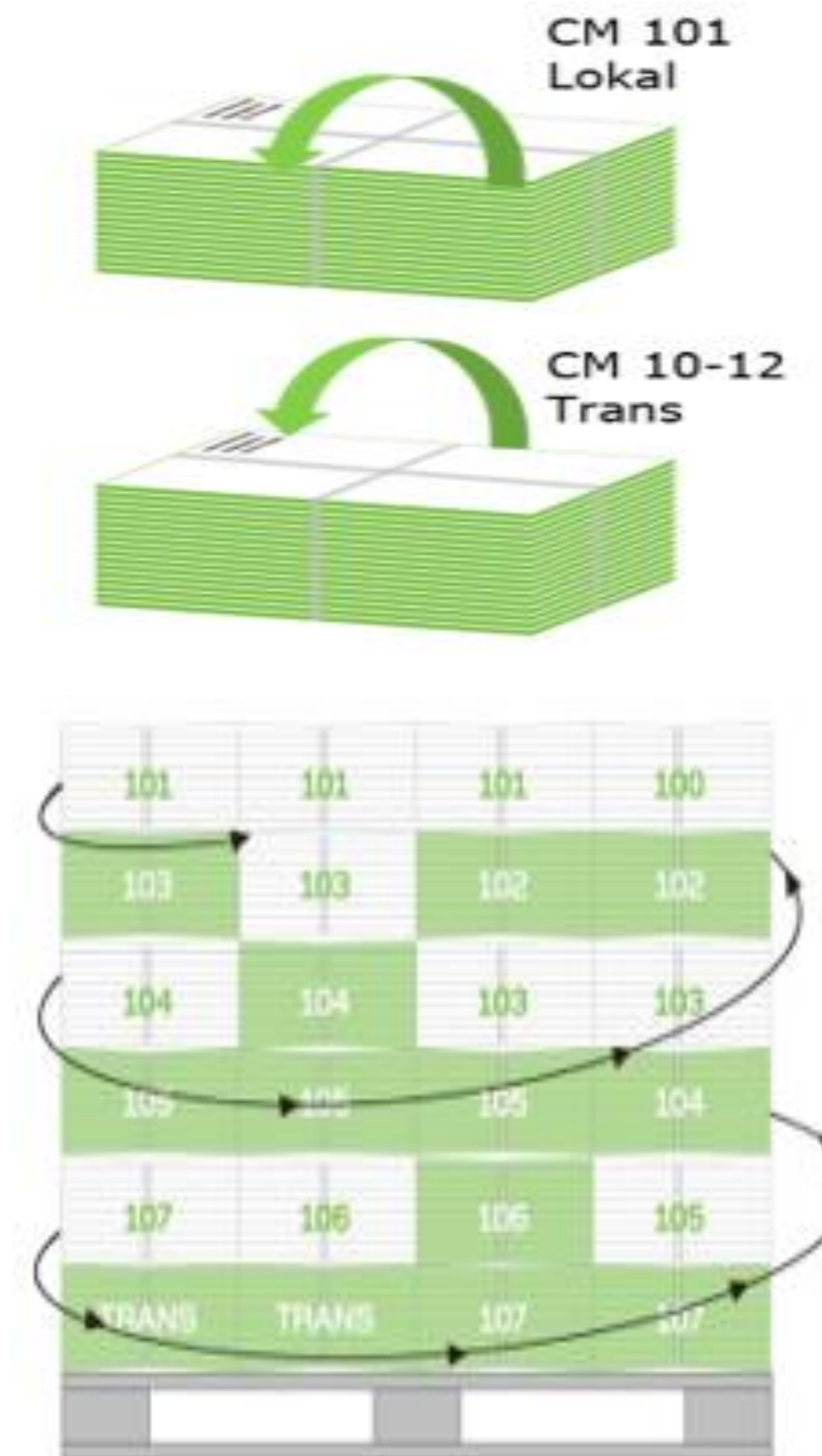
The bundles are sorted in ascending or descending order on the pallet.

A bundle is held together by a bundle tie or plastic sheeting.

The bundles are packed in spiral form on the pallet with the address facing upwards.

The pallet must be clearly marked with which postcode it contains. Pallet tags can be found at:

<https://www.citymail.se/dokument-villkor/>



Marking

For volumes exceeding 3 000 items to the same destination*, each bundle as far as possible could contain only one unique three- or five digit postcode. Labeling as five digit bundle respective three digit letter stack below.

Any trans bundles should be packed first or last on the podium or on a separate pallet. Marking according trans bundle below.

Five digit bundle



Marking:
Hn1 CM 12345
Hn2 Lokal

Postcode:

12345
12345
12345
12345
12345
12345
12345
12345

Three digit bundle



Marking:
Hn1 CM 123
Hn2 Lokal

Postcode:

12345
12346
12347
12348
12349
12352
12356

Trans bundle



Marking:
Hn1 CM 12-13
Hn2 Trans

Postcode:

12345
12346
12347
12348
12349
12352
13356

*The destinations are
Stockholm (100 – 199), Malardalen (630 – 639, 644 – 647, 740 – 769, 821 00 – 821 51),
UTÖ (582 – 587, 589, 591 – 597, 599, 602, 603, 605, 614, 615, 617, 618, 640 – 643, 648 – 649, 695, 815, 819, 941 – 946, 952 – 955, 961, 971 - 977),
Gotland (620 – 624), Orebro (700 – 739, 542), Malmoe (200 – 269, 341),
UTS (270, 271, 273, 276, 291, 295 – 298, 340 32, 340 37, 342, 501, 503, 506, 507, 515, 518),
Gothenburg (400 – 449, 475)



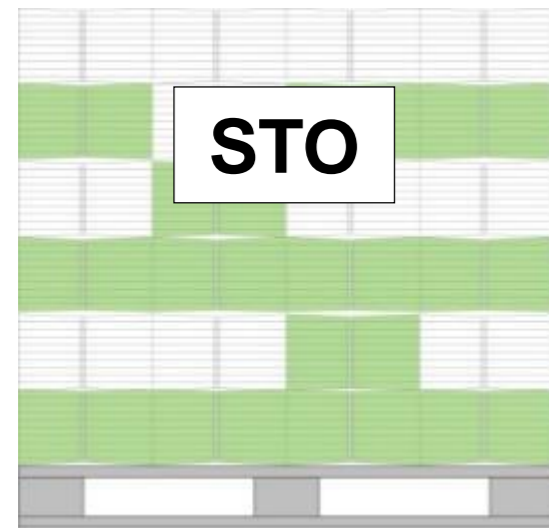
Separating destinations

Shipments that exceed 3 pallets as a total to all destinations is supposed to be packed on separate pallets and labeled with the destination. 1 mixed pallet per shipment is approved.

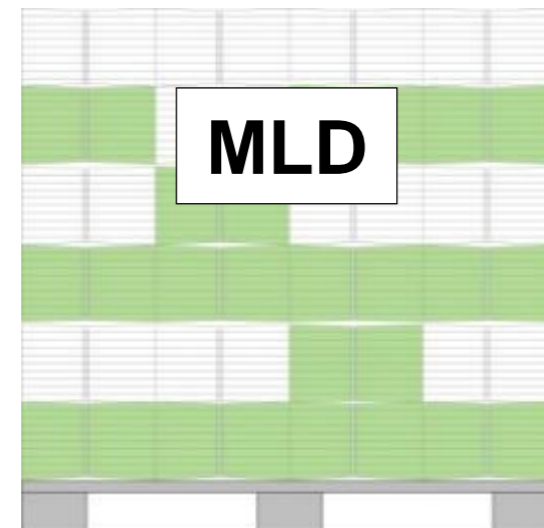
Pallets with bundles must not exceed 120 cm in height including the pallet.

Picture examples on next page.

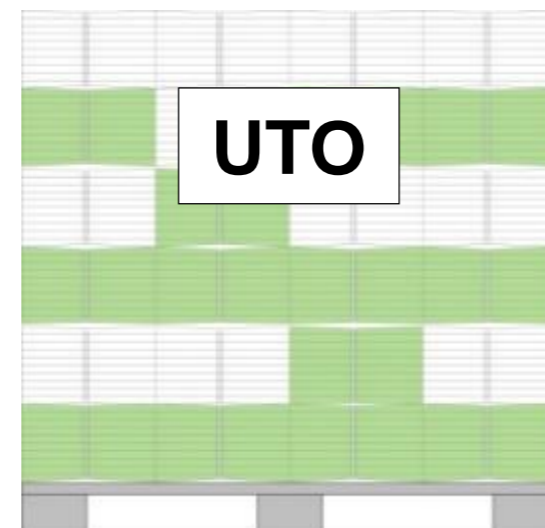
Picture example



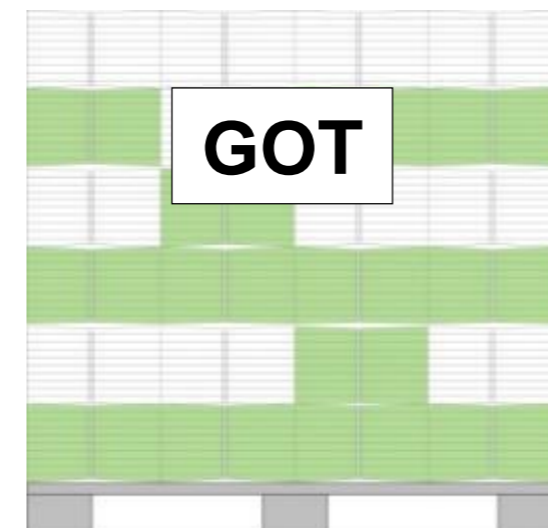
Postcodes
100 - 199



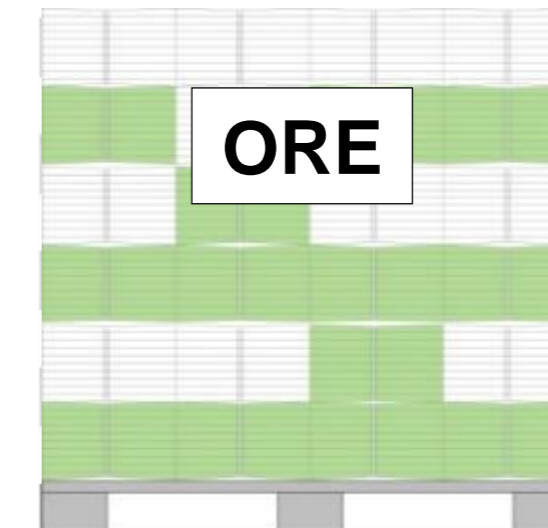
Postcodes
630 - 639, 644 - 647,
740 - 769, 821*
*821 00 - 821 50



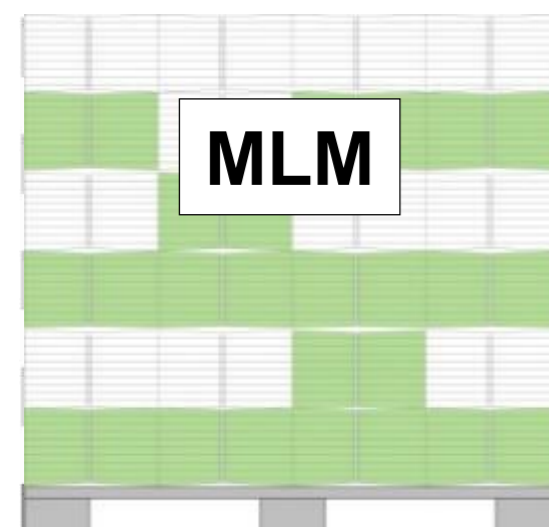
Postcodes
582 - 587, 589,
591 - 597, 599, 602,
603, 605, 614, 615,
617, 618, 640 - 643,
648 - 649, 695, 815,
819, 941 - 946,
952 - 955, 961,
971 - 977



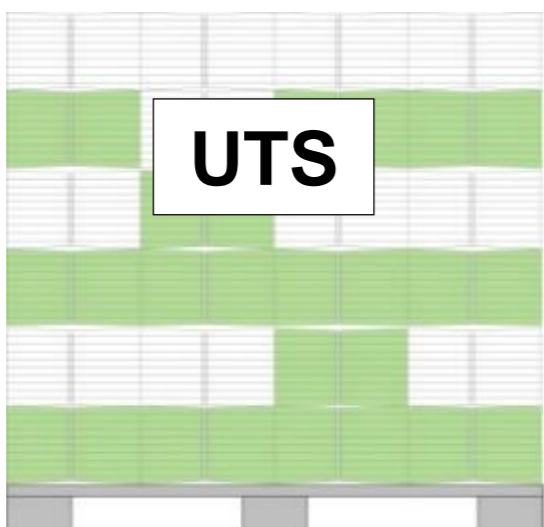
Postcodes
620 - 624



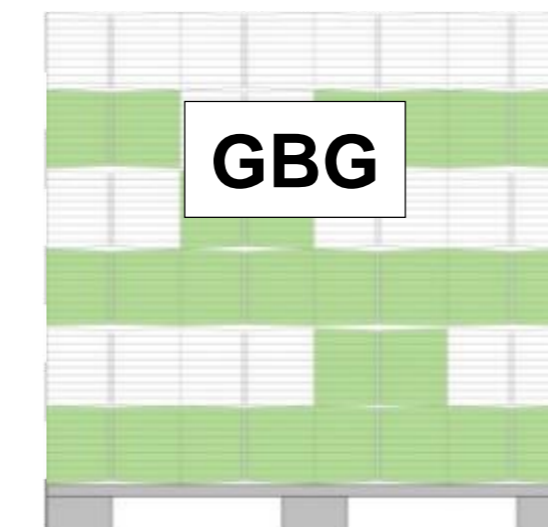
Postcodes
700 - 739, 542*
*542 00 - 45, 542 73,
542 85 - 88



Postcodes
200 - 269, 341*
*341 18, 341 21 - 51,
341 60, 341 70,
341 80 - 341 85



Postcodes
270, 271, 273, 276,
291, 295 - 298,
340 32, 340 37, 342,
501, 503, 506, 507,
515, 518



Postcodes
400 - 449, 475

All goods must be secured before transport!



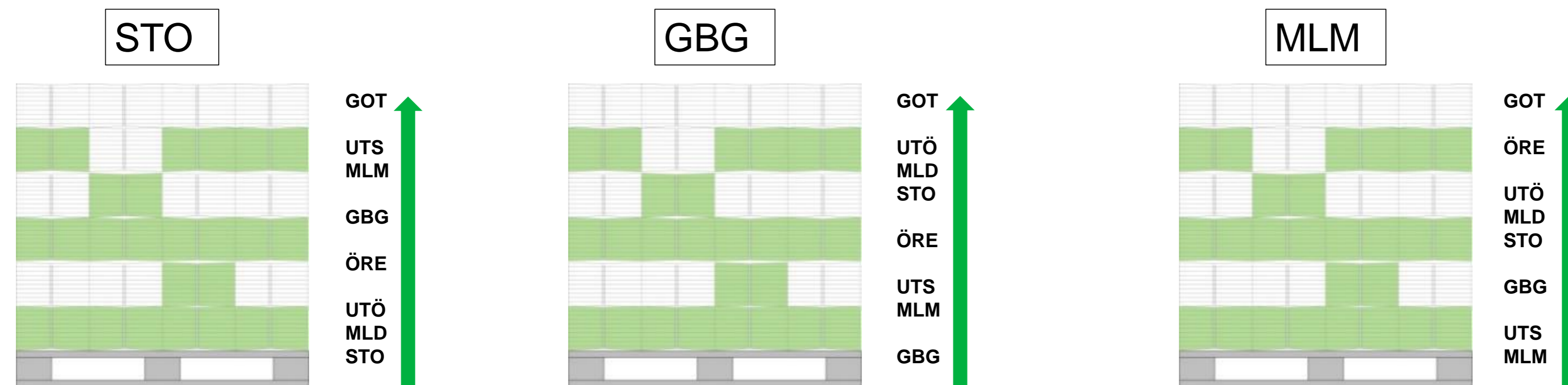
Separating destinations

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

Each bundle/crate must only contain postal items for the same place of destination.

Every destination must be separated with a sheet of paper.

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



All goods must be secured before transport!



Separating destinations

For smaller volumes to different destinations, pallets can be stacked.

This is done in accordance with the destination order for each delivery destination (see previous slide).

Picture example



All goods must be secured before transport!



Dispatch booking

Dispatch booking is done at CityMails Partnerwebb: <https://partner.citymail.se/>

Dispatches with:

- < 10 000 postal items must be booked by 12 pm on the day of delivery
- ≥ 10 000 – 200 000 postal items must be booked by 5 pm the weekday before delivery
- > 200 000 postal items must be booked at least 3 weekdays before delivery

**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 1 weekday 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 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

