CityMail´s packing instruction for print file optimising program – POP

Applies from 2019-10-11

Print file optimising

There are more then one way to POP a file.

- Automatically by the Sorteringsprogrammet

- Automatically by 21 Grams sorting programs

- Integration in companys own Business system/Production system

- Upload by function in Customer web/Partner web
  When the file is complete the program sends an email to selected recipient.
  The email shows address matching statitics.
  NOTE! Aplies only to POP in Customer web/Partner web.

TEST (L123456) has prepared an address file for you.

Download file

Address Matching Statistics for Test

Matched by	Number of Addresses	Percentage
Postcode	0	0.00 %
Address	4	66.70 %
Mailbox	0	0.00 %
Name	1	16.70 %
Total addresses matched	**5**	**83.30 %**
Other postal operators	0	0.00 %
Undeliverable	0	0.00 %
Unmatched	1	16.70 %
Total addresses	**6**	**100%**

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Produktionsfil

There will be new columns in the production file.

Serial number: Numbered column to maintain the production order

Print/SortKey: Shall be printed on the postal item

Postal operator: Receiving postal distributor

Buntning/BundleKey: Bundeling support

SortKey

The SortKey is devided in two parts.

One part is for bundeling and packing, the other part is used by CityMail in our production line (highlighted below).

The numbers in the end of the SortKey is changed continuously.

Example full sorting by number:

UTO-R14 128 0777 – Local bundle

UTO-R14 128 0777 – Trans bundle

UTO-R14 128 0777 – Trans bundle

Explanation:

UTO = Destniation

R or S = Day

14 = Group

128 = Area index

0777 = Recipient index

Example sorting by hybrid:

STO-114 34 1077 – Local bundle

STO-114 34 1077 – Trans bundle

STO-114 34 1077 – Trans bundle

Explanation:

STO = Destination

114 34 = Five digit postal code

34 = Area index

1077 = Recipient index

Impact on UTÖ

UTÖ is using sorting by numbers which means that the day-part is in the HNC.

Example SortKey   UTÖ R7 14 0728

Possible HNC   LOKAL UTÖ/R/7/14
Possible HNC   TRANS UTÖ/R

For marking of trays are combination of destination day to be used.

UTÖ R	UTÖ S

Sorting and bundeling of POP

New HN-codes

For all destinations except UTÖ are sorting by postal code and/or

sorting by hybrid used, which means that the day-part

(day of delivery) is not visible in the HNC.

Example:

Old HNC
LOKAL

New HNC
LOKAL STH//111

Depending on bundle level, the HN-code can contain different amount of signs.

Example: LOKAL STH//111/43

If it is possible, place the SortKey 4 spaces to the right of the address,

on the same row as street address and the HNC on the same row

as the postal code. See picture example at the side.

Alternatively above the address, see picture example on the next page.

Size and font should be the same as the address.

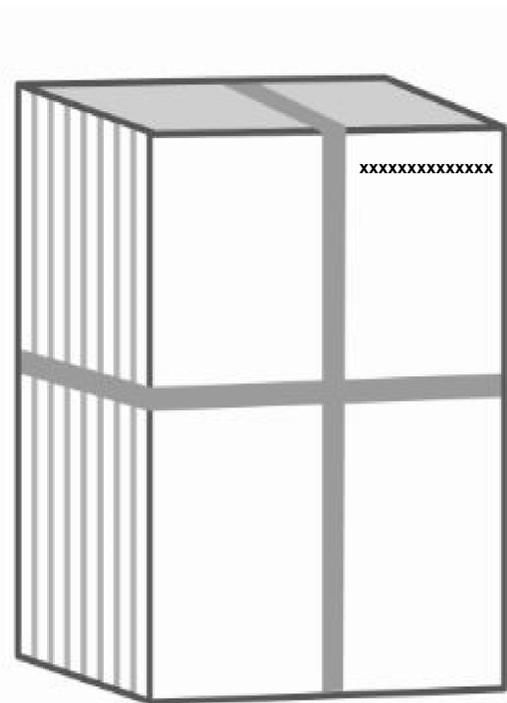If the address is smaller than 8 dots the SortKey must be at least 8 dots.

Packning and marking

Bundles

Bundles are made with the support from from the bundle logic in the address file, the column BundleKey.

Trans bundles are marked with Trans.

NOTE! SortKey and HNC are early drafts and their looks will change.

B | PP Sverige, Port Payé

STH 111 43 0345

FÖRNAMN EFTERNAMN
KUNGSGATAN 3
111 43 STOCKHOLM
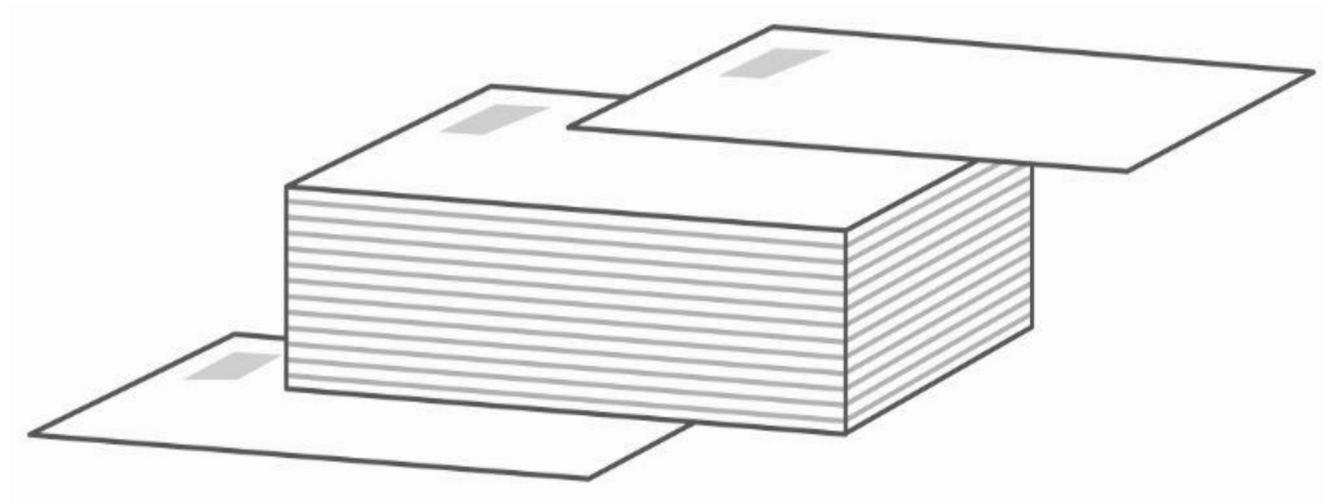
xxxxxxxxxxxxx

LOKAL UTO/R/1/14

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Separating and packing

The items shall be sorted in ascending and descending order within groups.

Bundles normaly contains only one group.

Each local bundle shall be clearly marked with which group it contains.

Bundle

Packing order destination UTÖ

Packing order for UTÖ is according to below:

- **UTÖ LOKAL**
  - Local bundles with SortKey
  - Local bundles without SortKey

- **UTÖ TRANS**
  - Trans bundles with SortKey
  - Trans bundles without SortKey

The local bundles for UTÖ shall never contain items both with and without SortKey.

The trans bundles can however contain items both with and without SortKey.

Only UTÖ shall be divided on "No match – match R-day – match S-day".

Packing order other destinations

Local bundles are followed by trans bundles in the respective destinations.

Example:

- **STH LOKAL**
  - Local bundles both with and without SortKey

- **STH TRANS**
  - Trans bundles both with and without SortKey

- **MLM LOKAL**
  - Lokal bundles both with and without SortKey

- **MLM TRANS**
  - Trans bundles both with and without SortKey

The destinations that don´t have full sorting by number gets their item sorted together regardless match or no match.

The movers from all destinations will be sorted together, either first or last in destination Stockholm.

Contacts at CityMail

For questions regarding packing and booking, please contact:

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