



CityMail Sweden AB  
Org.nummer 556591-6961  
Box 90108, SE-120 21 Stockholm  
Västberga Alle 1  
www.citymail.se

## TERMS & CONDITIONS – DIGITAL NOTIFICATION & BOOKING

CityMail distributions are to be qualified by a CityMail Preprocessing Partner for the customer to receive a sorting discount. The following elements are to be implemented for a distribution to be qualified to receive a discount:

- A CityMail Preprocessing Partner is to be engaged to carry out sorting and digital notification.
- A certified system is to be used for sorting and notification.
- Distributions are to be booked via CityMail's Partnerwebb.
- A digital delivery note is to be sent before the goods arrive at CityMail.
- A delivery note is to accompany all goods\* delivered for distribution. The delivery note is to have been printed out from CityMail's Partnerwebb.

### DIGITAL NOTIFICATION *CityMail receivables*

Distributions are to be digitally notified via one XML file per e-mail sent to [avisering@citymail.com](mailto:avisering@citymail.com)  
Notifications can be submitted via FTP where specifically and specially agreed with CityMail.  
One notification file per distribution\* is to be sent to CityMail

#### ***Obligatory digital notification information***

Partner ID CityMail Preprocessing Partners are allocated a unique Partner ID, which is a six (6) digit number. This number is to be specified in each digital notification file.  
CityMail customer number  
The sender's (postage invoice recipient) CityMail customer number is to be included in the file. Distribution name  
The sender's name/distribution designation is to be stated in notifications.  
Day on which mailings are to be delivery to CityMail  
Preliminary day on which mailings are to be delivered (most probable day) is to be stated in the notification.  
Quantities  
A summary of the number of mailing items per 5-digit postcode, for distribution, is to be included with the notification file.

#### Other obligatory information

For full information and technical specifications on the obligatory contents of notification files, their format and structure, refer to the Appendix 'File Specification CityMail Notification File 2011'

#### **BOOKING**

Distributions are to be booked via CityMail's Partnerwebb. Distributions which have been notified from the sorting system become automatically visible on Partnerwebb. It can be set, in the notification file, which Partnerwebb logins the distribution is to be visible to (for example where the company that notified the distribution or the party who delivers the mailings to CityMail is not the customer). The notified distribution is to be booked before the goods are delivered to CityMail, however at the latest by 5.00 pm on the day the mailings are to be delivered to CityMail\*\*. The customer's discount is reduced by SEK 0.04 per mailing item where the digital notification arrives after 12.00 pm. Distributions larger than 10,000 mailing items are to be notified and booked at the latest by 5.00 pm on the day before the mailings are delivered to CityMail.

#### **DELIVERY NOTE AND DELIVERY TO CITYMAIL**

One electronic delivery note per booking is to be sent from Partnerwebb at the latest when the goods are delivered to CityMail. The delivery note is to contain the allocated booking id (a booking id is issued and is automatically added to the delivery note in Partnerwebb).  
The delivery note is to also be printed out and placed with the goods. ***A physical delivery note for each booking is to accompany the goods when delivered to CityMail.***