

CityMail's packing instructions for ADR  
- addressed letter distribution

# CityMail's postal delivery zones from 2020-03-09

## Postcodes

100 – 199

200 – 269

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

400 – 449, 475

542 *(542 00 – 542 47, 542 73, 542 85 – 542 88)*

620 – 624

630 – 649

700 – 711, 713, 715 – 739

740 – 741, 743 – 746, 749 – 769

821 *(821 00 – 821 51)*

## Destination

Stockholm – STO

Malmoe – MLM

Malmoe – MLM

Gothenburg – GBG

Orebro – ÖRE

Gotland – GOT

Malardalen – MLD

Orebro – ÖRE

Malardalen – MLD

Malardalen – MLD



# CityMail's postal delivery zones from 2020-03-09

## Postcodes

100 – 199

630 – 649, 740 – 769, 821 00 – 821 51

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700 – 711, 713, 715 – 739, 542\*\*

## Destination

Stockholm – STO

Malardalen – MLD

Malmo – MLM

Gothenburg – GBG

Gotland – GOT

Orebro – ÖRE

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

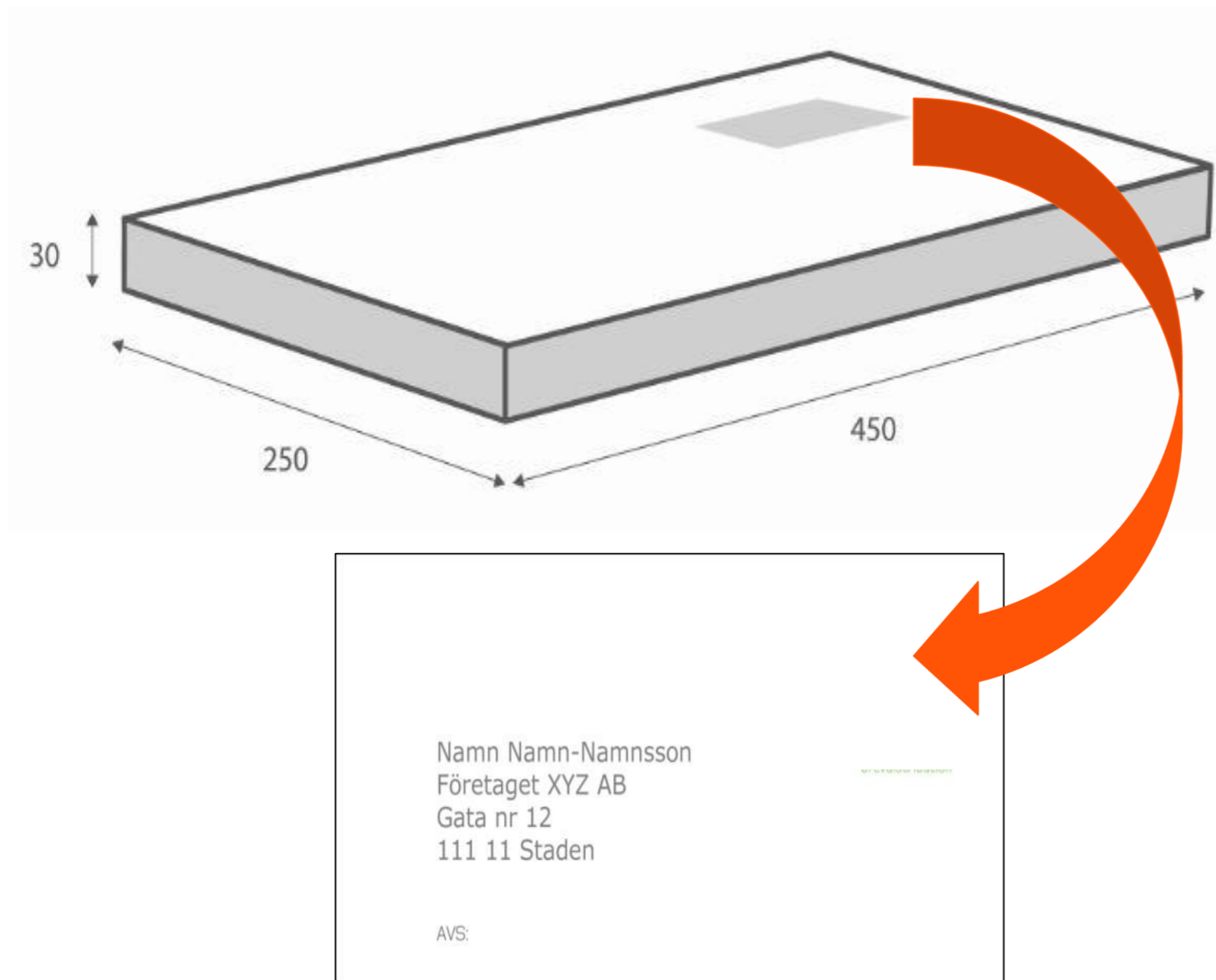
*\*\* Postcodes 542 00 – 542 47, 542 73, 542 85 – 542 88*

# Shipment

All items in a shipment must have the same size format (e.g. C4, C5). If a shipment contains items of different sizes, they will be handled and priced as separate shipments or as individual mail items.

The weight of items within a shipment may vary. The maximum per item weight is 2 kg.

# 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**

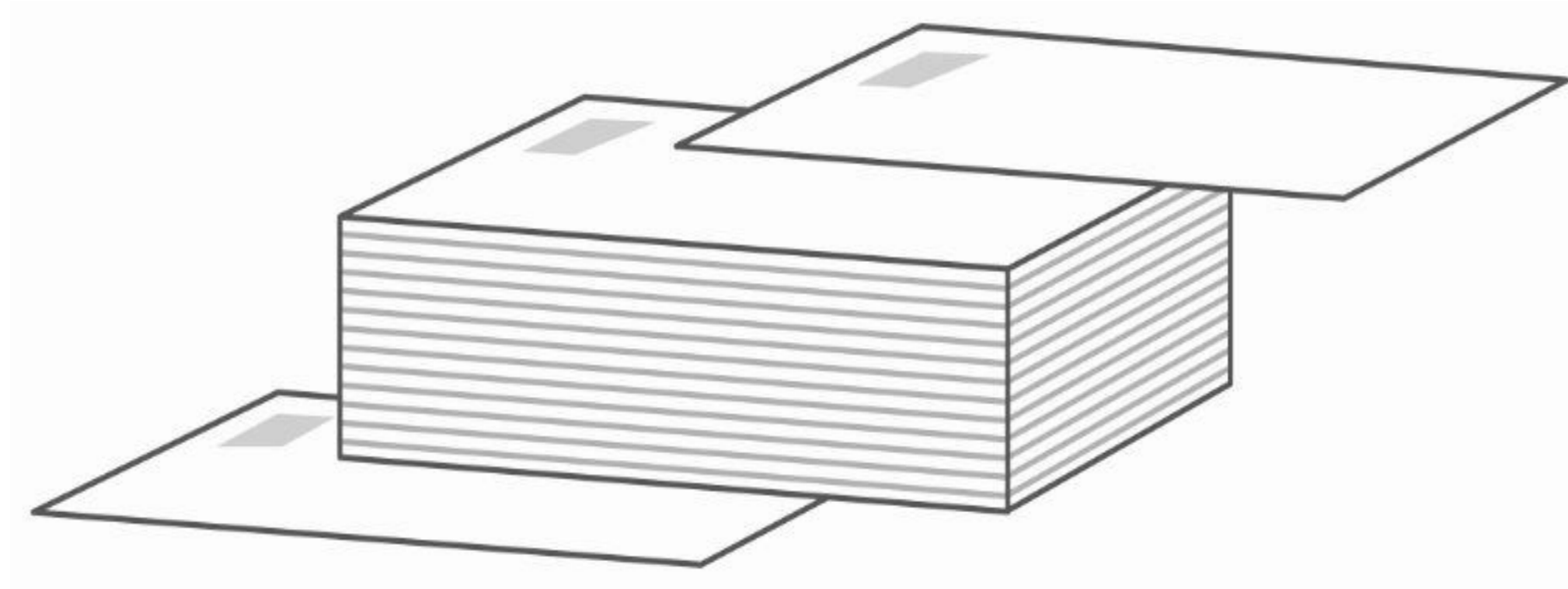


The postal items must be labelled with one of the following: Sweden Port Payé, Sweden Postage Paid, Customer Magazine, Members' Magazine, Market Journal, Periodicals or any other marking approved by CityMail.

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.

# 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.

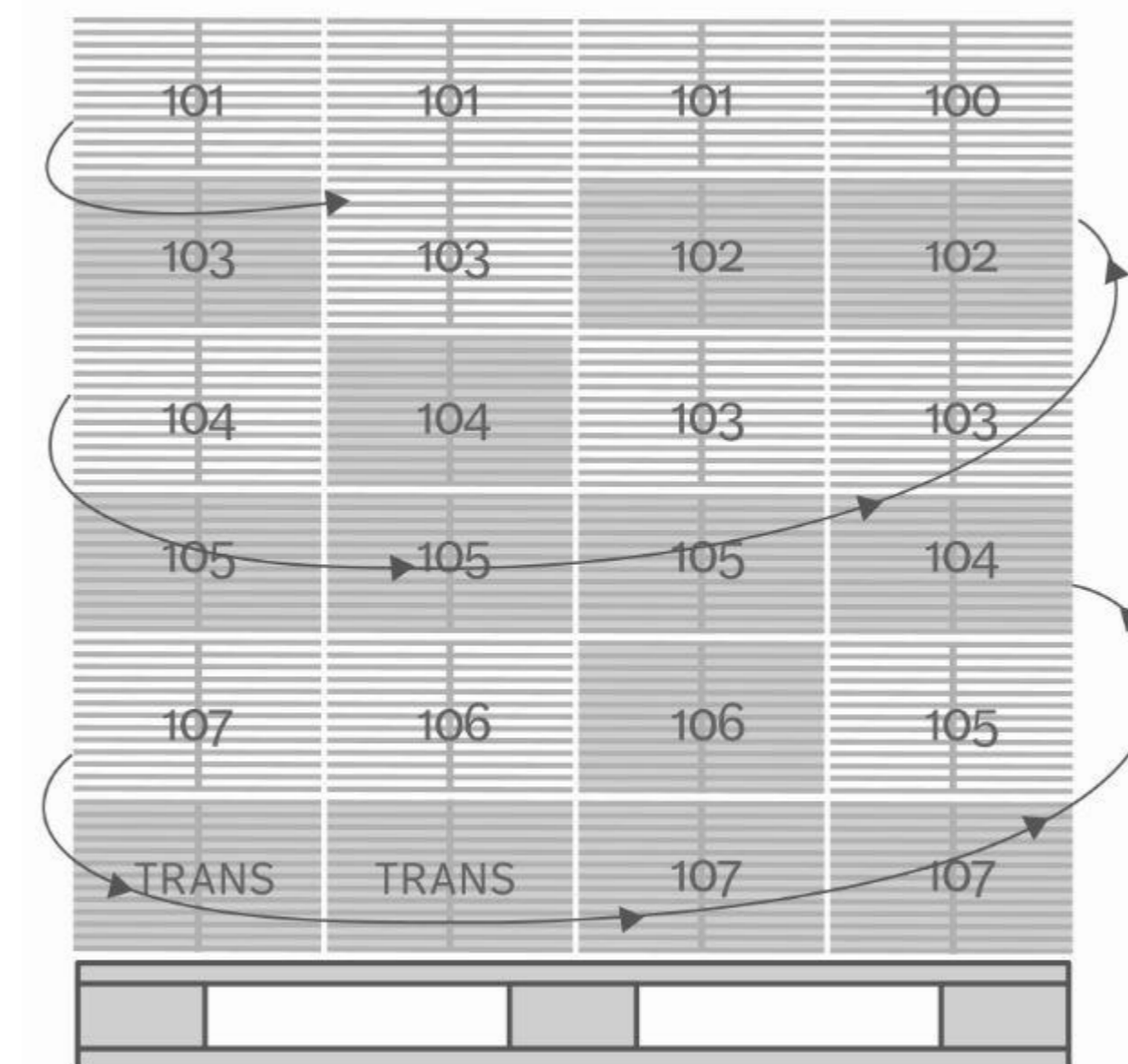
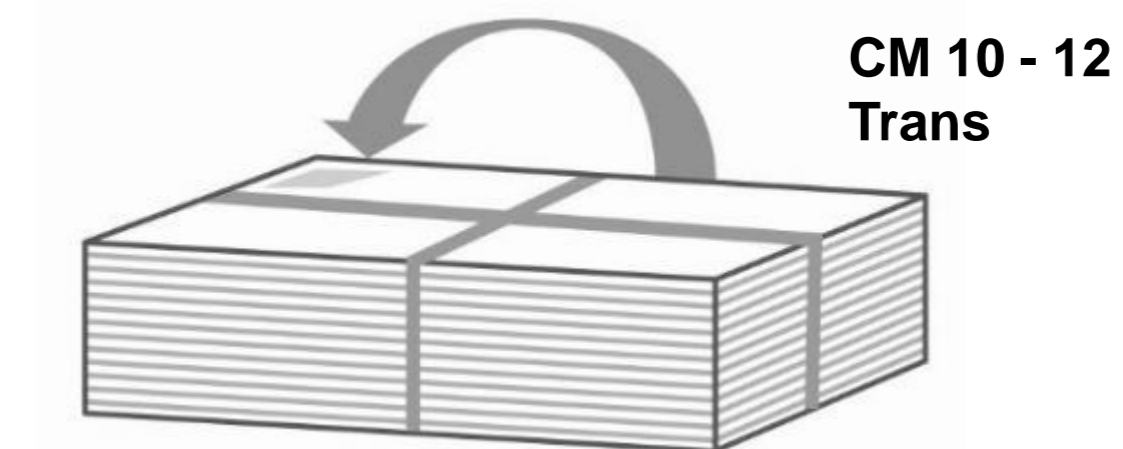
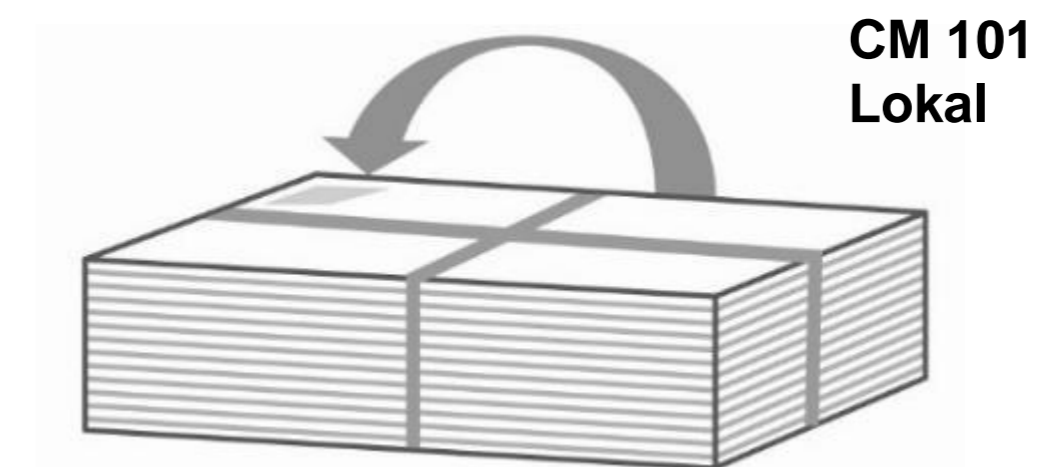
A bundle is held together by a bundle tie or plastic sheeting.

Recommended maximum weight of a bundle is 7kg.

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

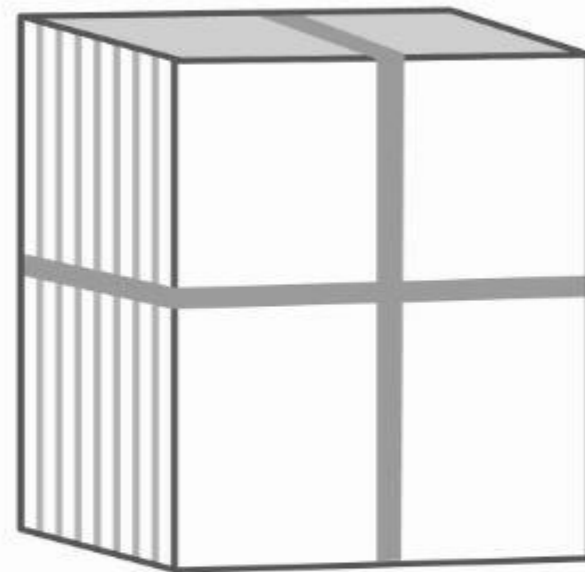
For volumes exceeding 3 000 items to the same destination\*, each bundle as far as possible could contain only one unique three- or five digit postcode. Labeling as five digit bundle respective three digit letter stack below.

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



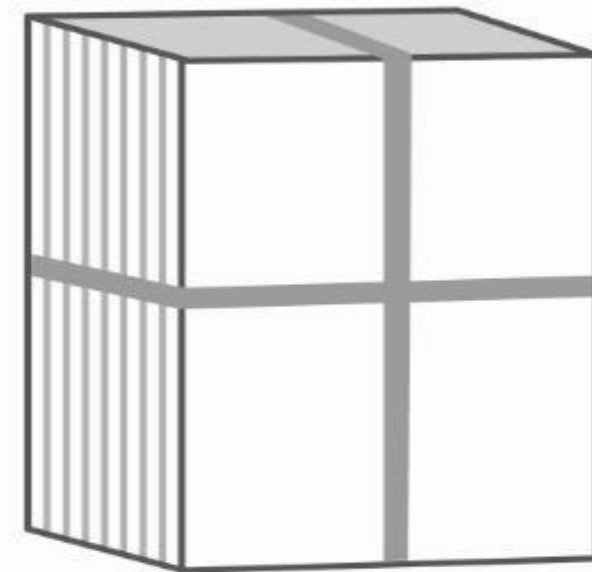
Postcode:

12345  
12345  
12345  
12345  
12345  
12345

## Three digit bundle

Marking:

Hn1 CM 123  
Hn2 Lokal



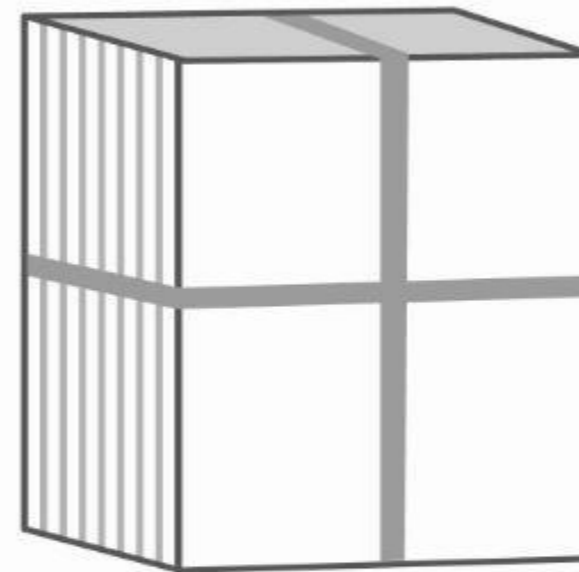
Postcode:

12345  
12346  
12347  
12348  
12349  
12352  
12356

## Trans bundle

Marking:

Hn1 CM 12-13  
Hn2 Trans



Postcode:

12345  
12346  
12347  
12348  
12349  
12352  
12356

\*The destinations are found on pages 2 and 3.



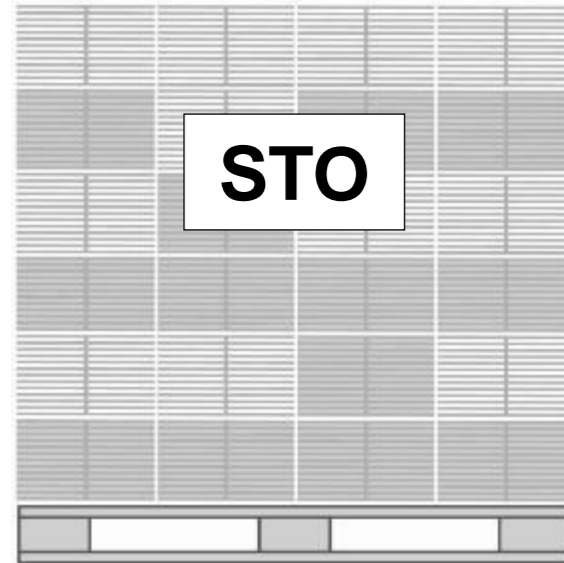
# Separating destinations

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.

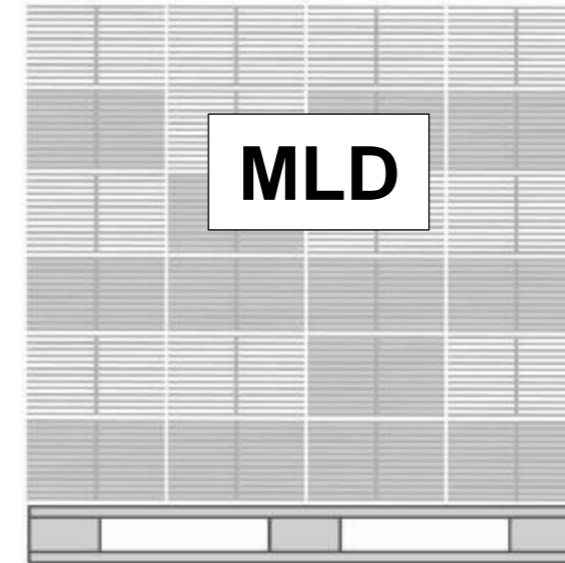
Pallets with bundles must not exceed 120 cm in height including the pallet.

Picture examples on next page.

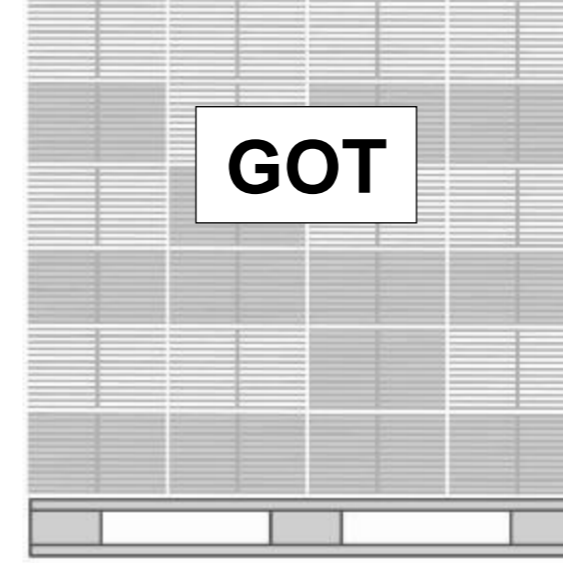
# Picture example



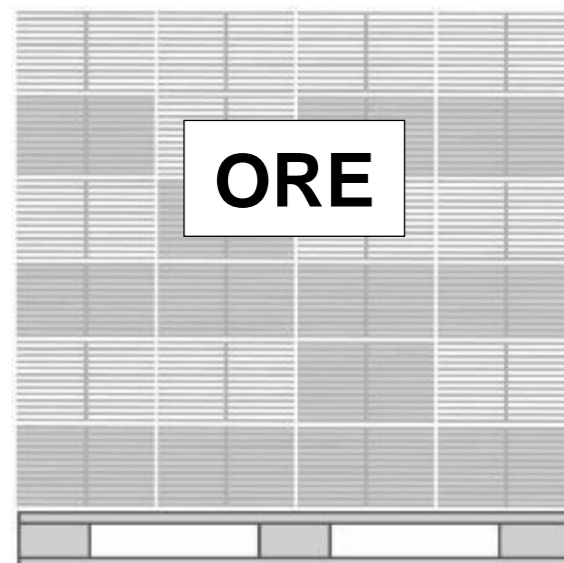
**Postcodes**  
100 – 199



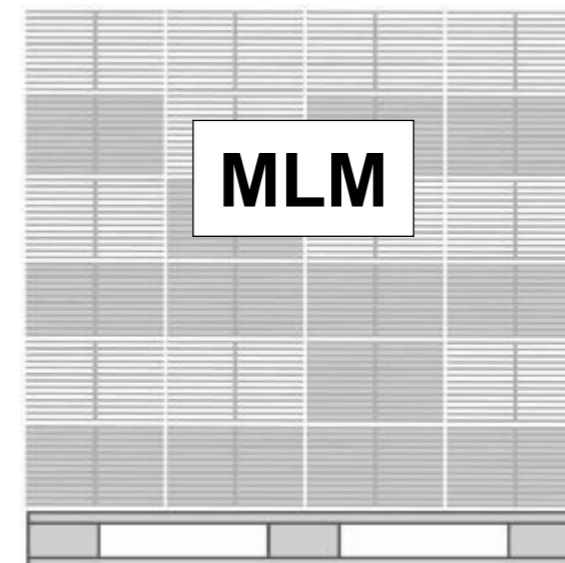
**Postcodes**  
630 – 649, 740 – 741,  
743 – 746, 749 – 769,  
821\*  
\*821 00 - 821 50



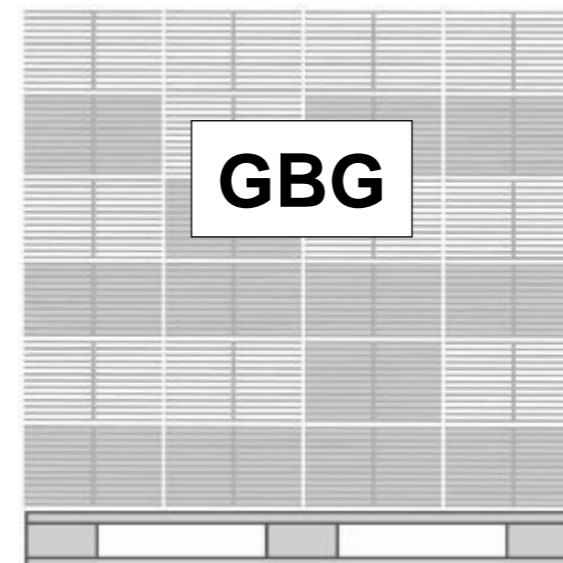
**Postcodes**  
620 – 624



**Postcodes**  
700 – 711, 713,  
715 – 739, 542\*  
\*542 00 – 47, 542 73,  
542 85 – 88



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



**Postcodes**  
400 – 449, 475

All goods must be secured before transport!



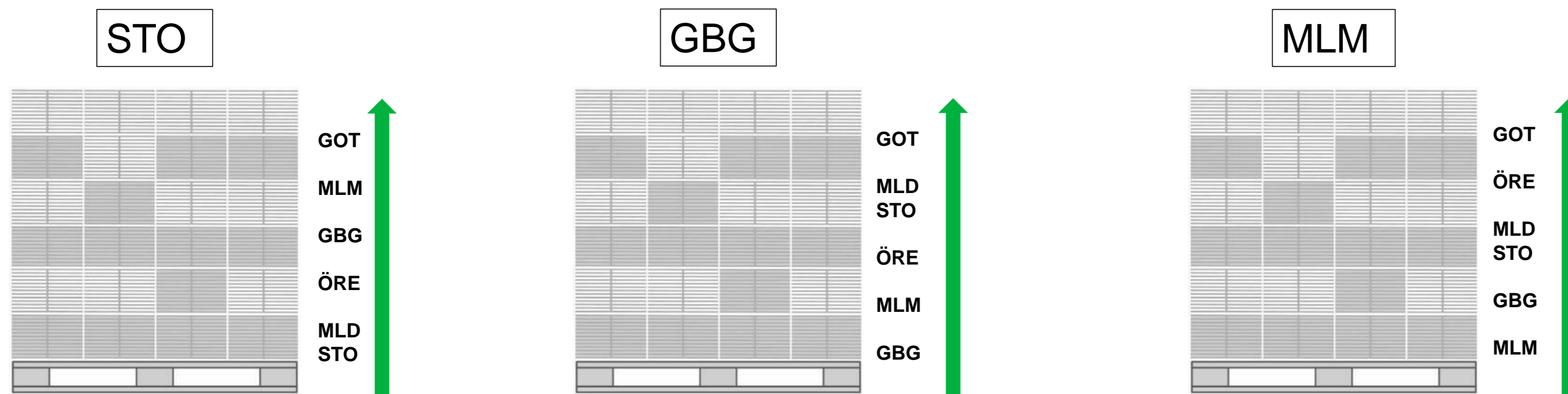
# Separating destinations

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!

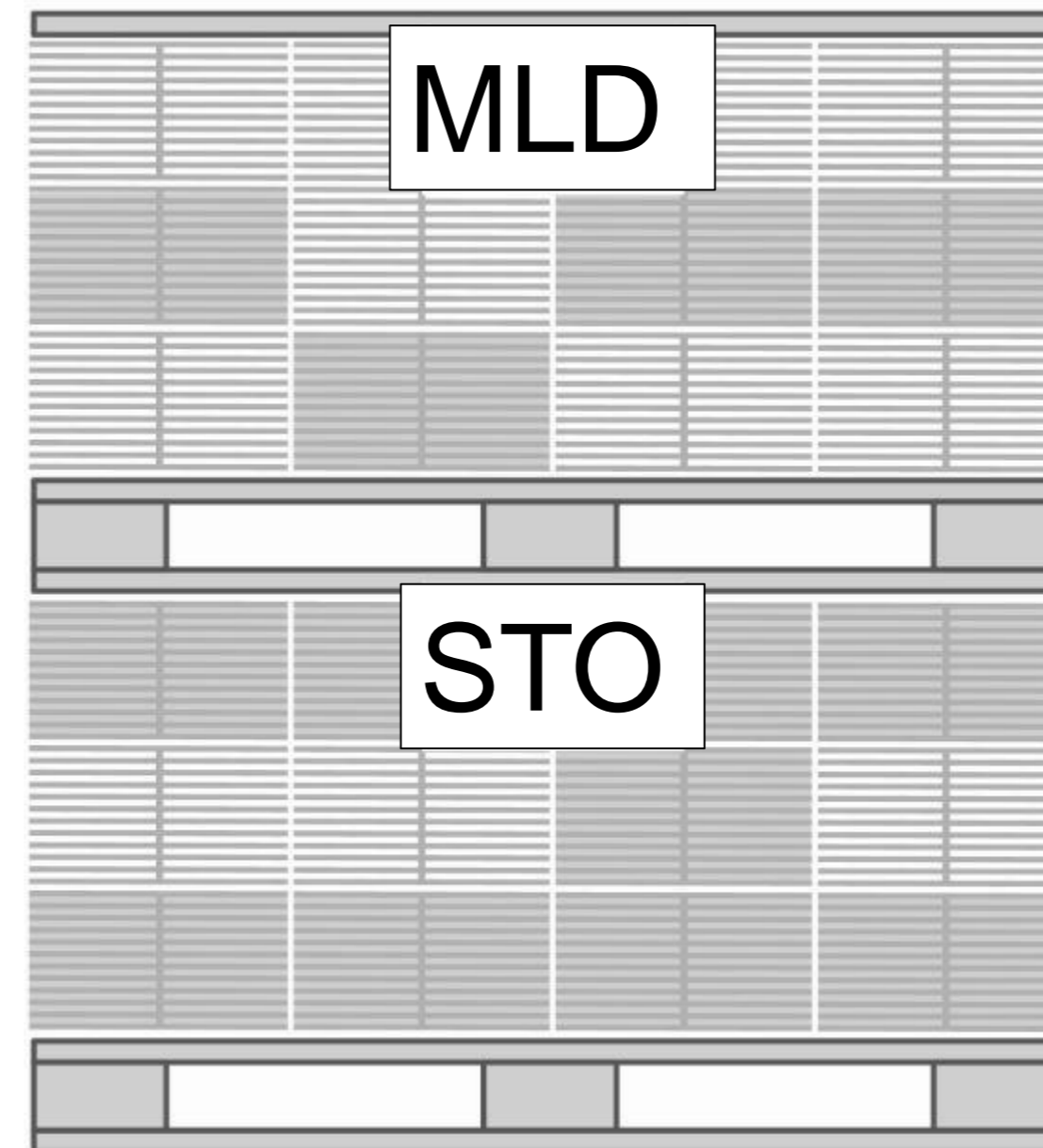


# Separating destinations

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](mailto: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](mailto:produktionsspecialist.syd@citymail.se)



# Delivery to CityMail

The goods must reach CityMail by 4 pm at the latest 1 weekday before the 1<sup>st</sup> day of delivery.

Malmö  
CityMail, Malmö  
Tegelvägen 4  
232 54 Åkarp

[leverans.mlm@citymail.se](mailto: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](mailto: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](mailto:leverans.gbg@citymail.se)  
Tel: +46 70-752 41 19  
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](mailto:produktionsspecialist.syd@citymail.se)

## Stockholm

Phone: +46 70-160 23 19

Phone: +46 70-160 23 15

[produktionsspecialist.sthlm@citymail.se](mailto:produktionsspecialist.sthlm@citymail.se)

