

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

Applies from 2025-06-03

# Print file optimising

There are more than 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 %
<b>Total addresses matched</b>	<b>5</b>	<b>83.30 %</b>
Other postal operators	0	0.00 %
Undeliverable	0	0.00 %
Unmatched	1	16.70 %
<b>Total addresses</b>	<b>6</b>	<b>100%</b>



# Produktionsfil

**There will be new columns in the production file.**

**Serial number:** Numbered column to maintain the production order

**PrintKey/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 sorting by hybrid:*

STH\_114 34 1077 – Local bundle

STH\_114 34 1077 – Trans bundle

STH\_114 34 1077 – Trans bundle

*Explanation:*

STH = Destniation

114 34 = Five digits postal code

34 = Area index

1077 = Recipient index

*Example full sorting by number (**are not used today**):*

STH\_A14 128 0777 – Local bundle

STH\_A14 128 0777 – Trans bundle

STH\_A14 128 0777 – Trans bundle

*Explanation:*

STH = Destination

A, B, C or D= Day

14 = Group

128 = Area index

0777 = Recipient index





# Sorting and bundeling of POP

## New HN-codes

For all destinations are sorting by postal code and/or sorting by hybrid used.

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

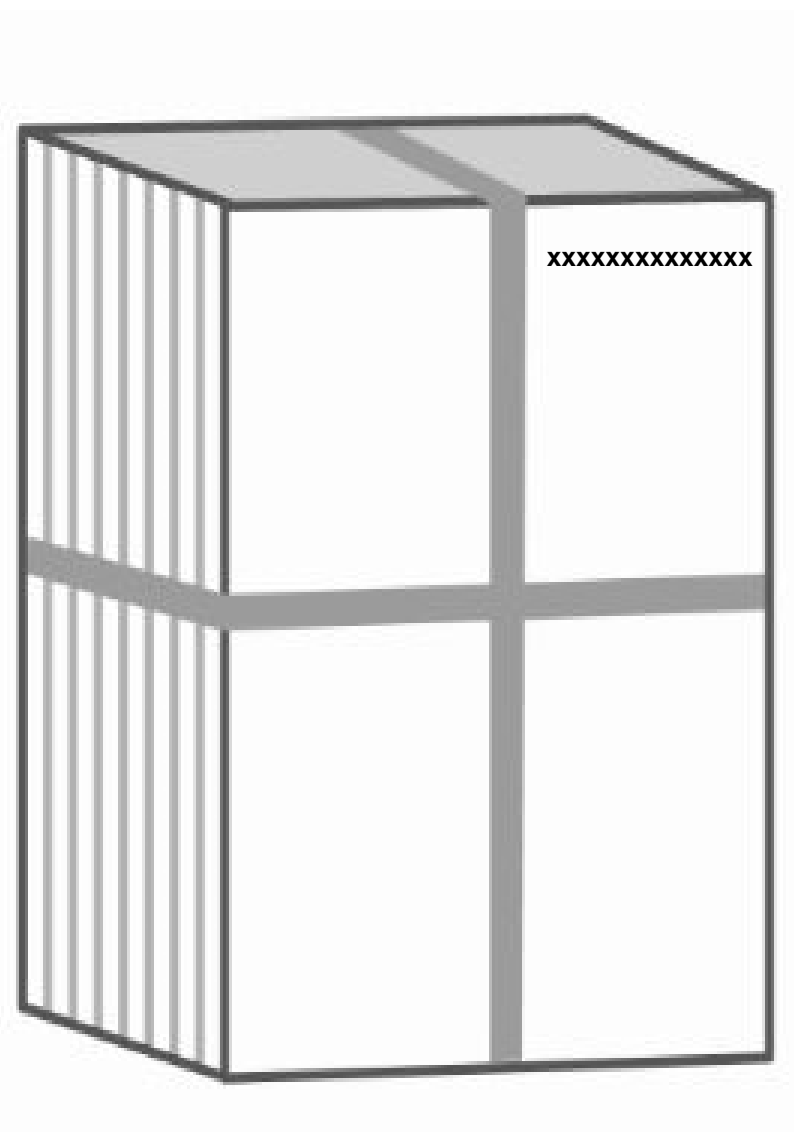
## Bundles

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

Trans bundles are marked with Trans.

Recommended maximum weight of a bundle is 7kg.

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



LOKAL STH//11

TRANS STH//11-12



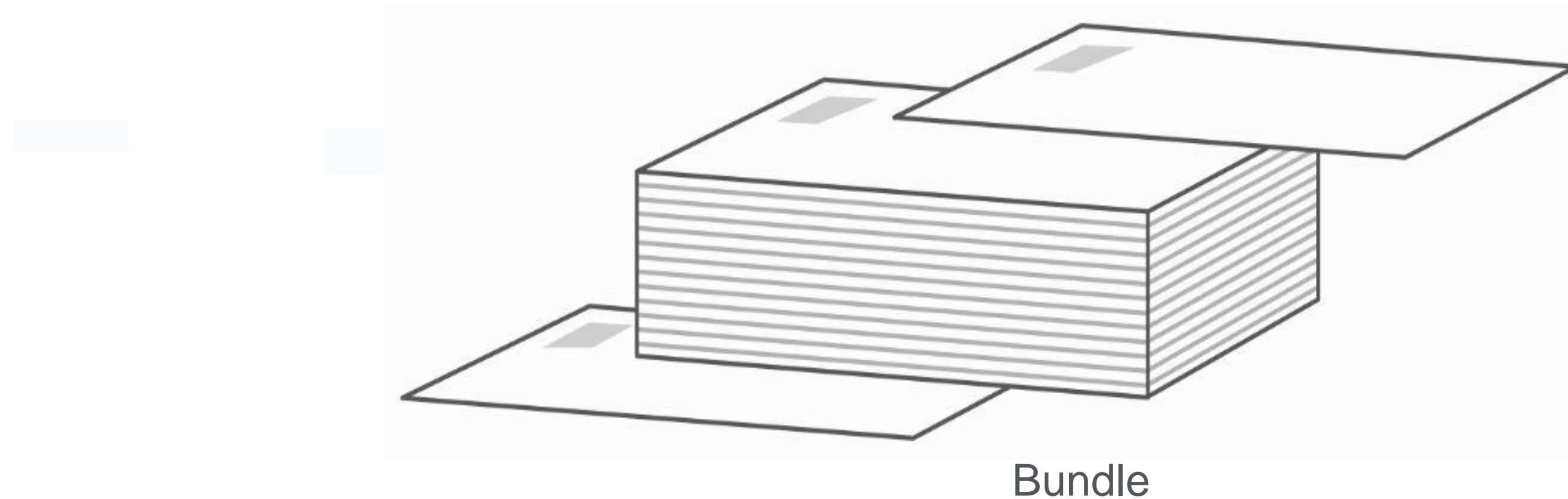


# Separating and packing

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

Bundles normally contains one three- or five digit post code.

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



# Packing order, sorting by hybrid

**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 has sorting by hybrid gets their item sorted together in postal code order regardless match or no match (means with or without SortKey).

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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