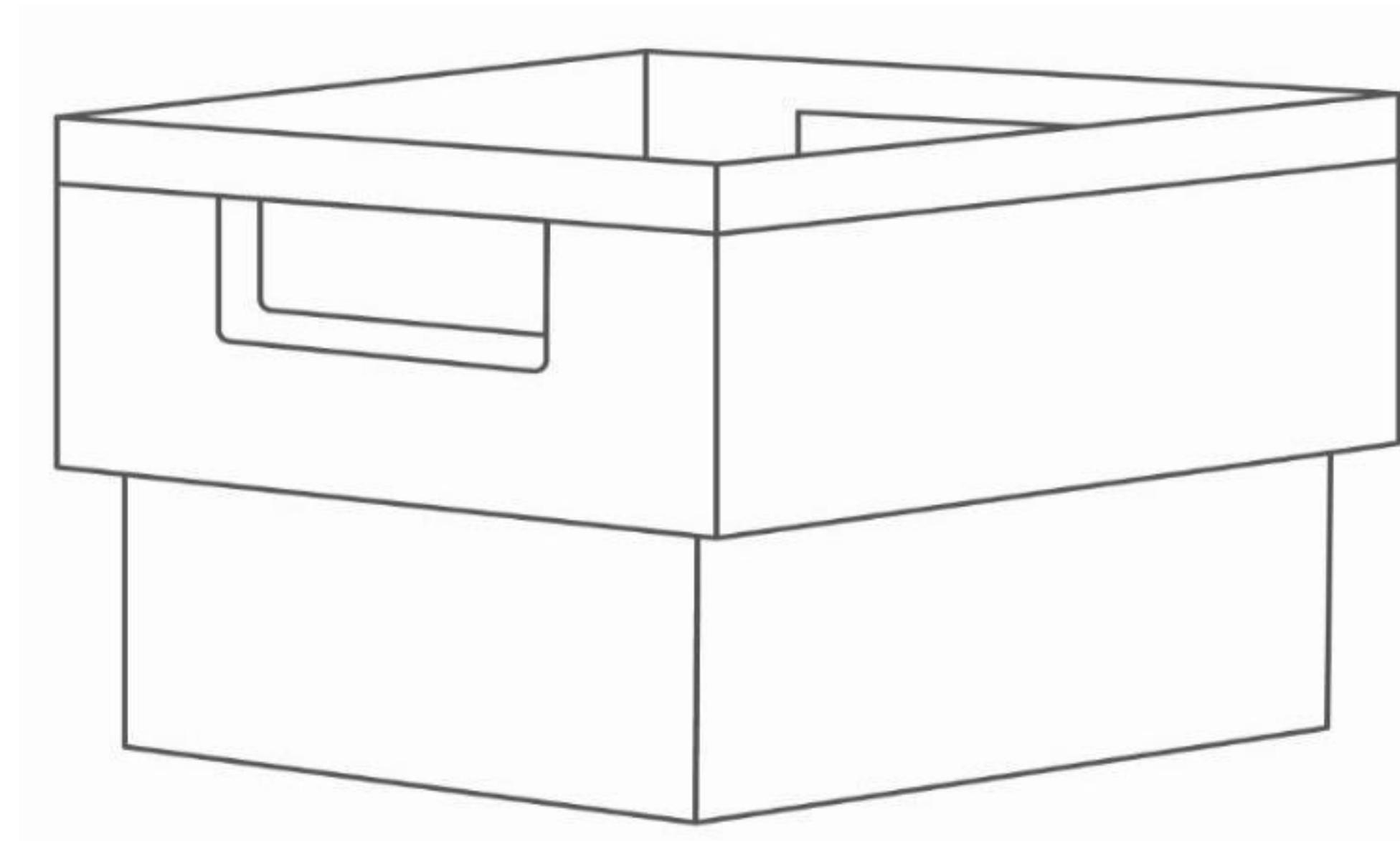




CityMail's packing instructions for ADR
- addressed letter distribution

CityMail's postal delivery zones from 2025-06-03

Postcodes

100 – 129, 131 – 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 72 -542 74, 542 85 – 542 88)

545 (545 00 -545 35)

580 – 582, 584, 586 – 587

600 – 603

620 – 624

630 – 649

700 – 711, 713, 715 – 739

740 – 741, 743 – 746, 749 – 769

821, 822 – 823, 828 (821 00 – 821 51), (828 31 – 828 33)

Destination

Stockholm – STO

Malmoe – MLM

Malmoe – MLM

Gothenburg – GBG

Orebro – ÖRE

Orebro – ÖRE

OST

OST

Gotland – GOT

Malardalen – MLD

Orebro – ÖRE

Malardalen – MLD

Malardalen – MLD



CityMail's postal delivery zones from 2025-06-03

Postcodes

100 – 129, 131 – 199
630 – 649, 740 – 741, 743 – 746, 749 – 769
821 00 – 821 51, 822 – 823, 828 31 – 828 33
200 – 269, 341*
400 – 449, 475
620 – 624
700 – 711, 713, 715-739, 542, 545**
580 – 582, 584, 586 – 587, 600 – 603

Destination

Stockholm – STO
Malardalen – MLD
Malardalen – MLD
Malmo – MLM
Gothenburg – GBG
Gotland – GOT
Orebro – ÖRE
OST

** 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, 545 00 – 545 35*

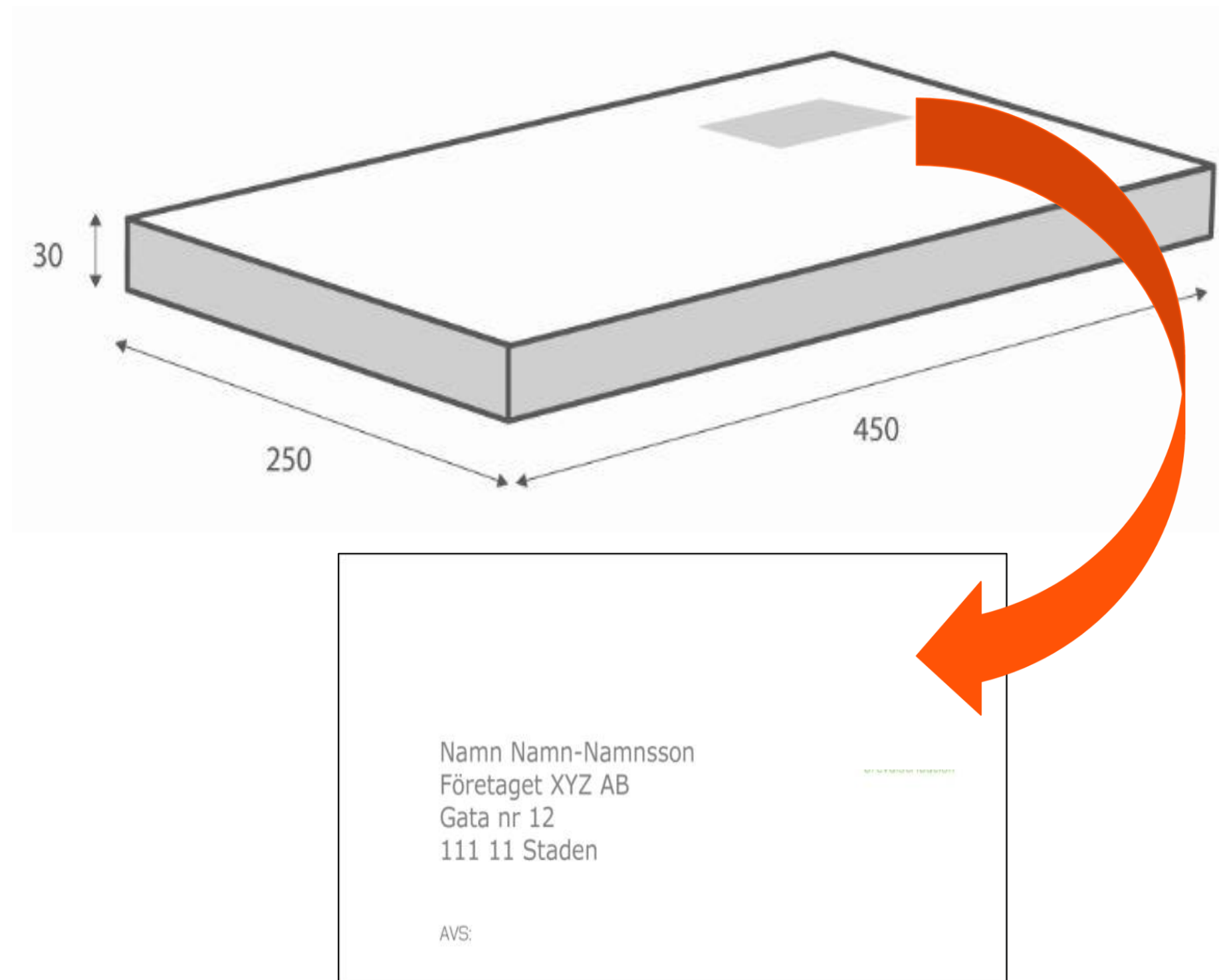


Shipment

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.

Addresses on items belonging to the same booking, must be placed in the same area and in the same direction on all items belonging to that booking.



Postage and sender



B



B



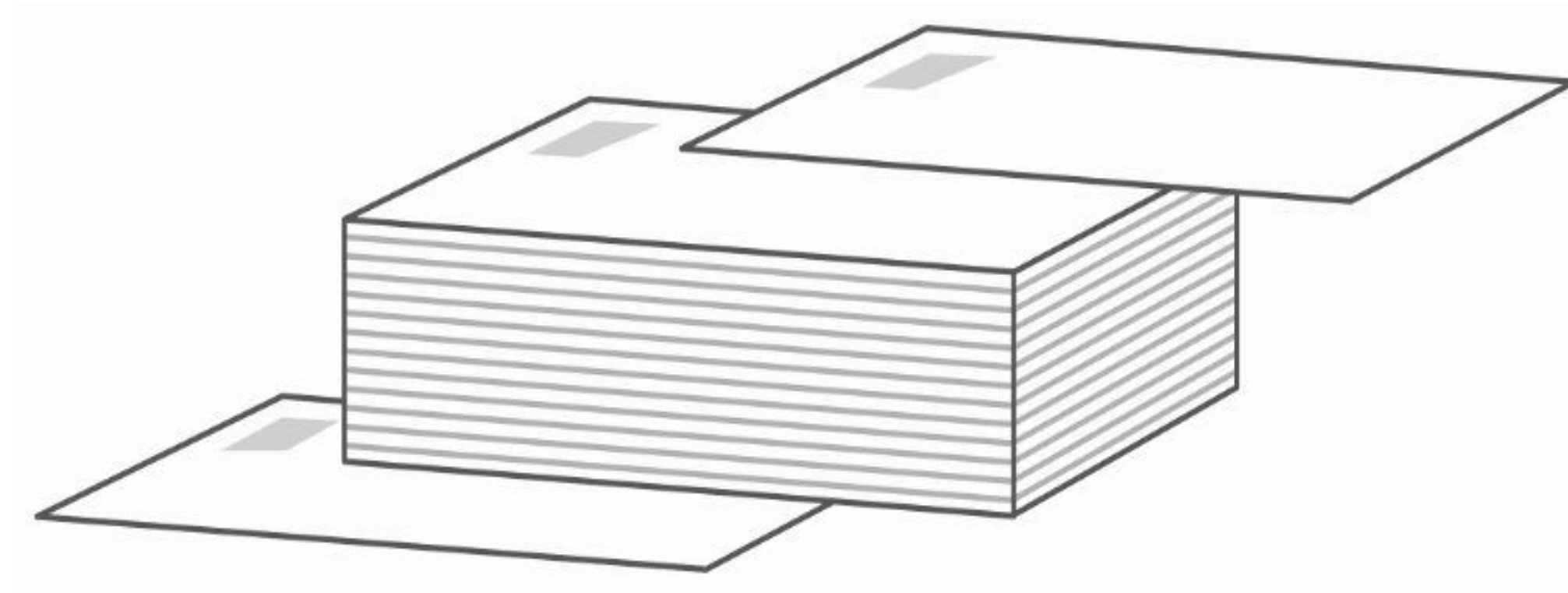
The postal items must be labelled with one of the following: Sweden Port Payé, Sweden Postage Paid, Customer Magazine, Members' Magazine, Market Journal, Periodicals or any other marking approved by CityMail.

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.

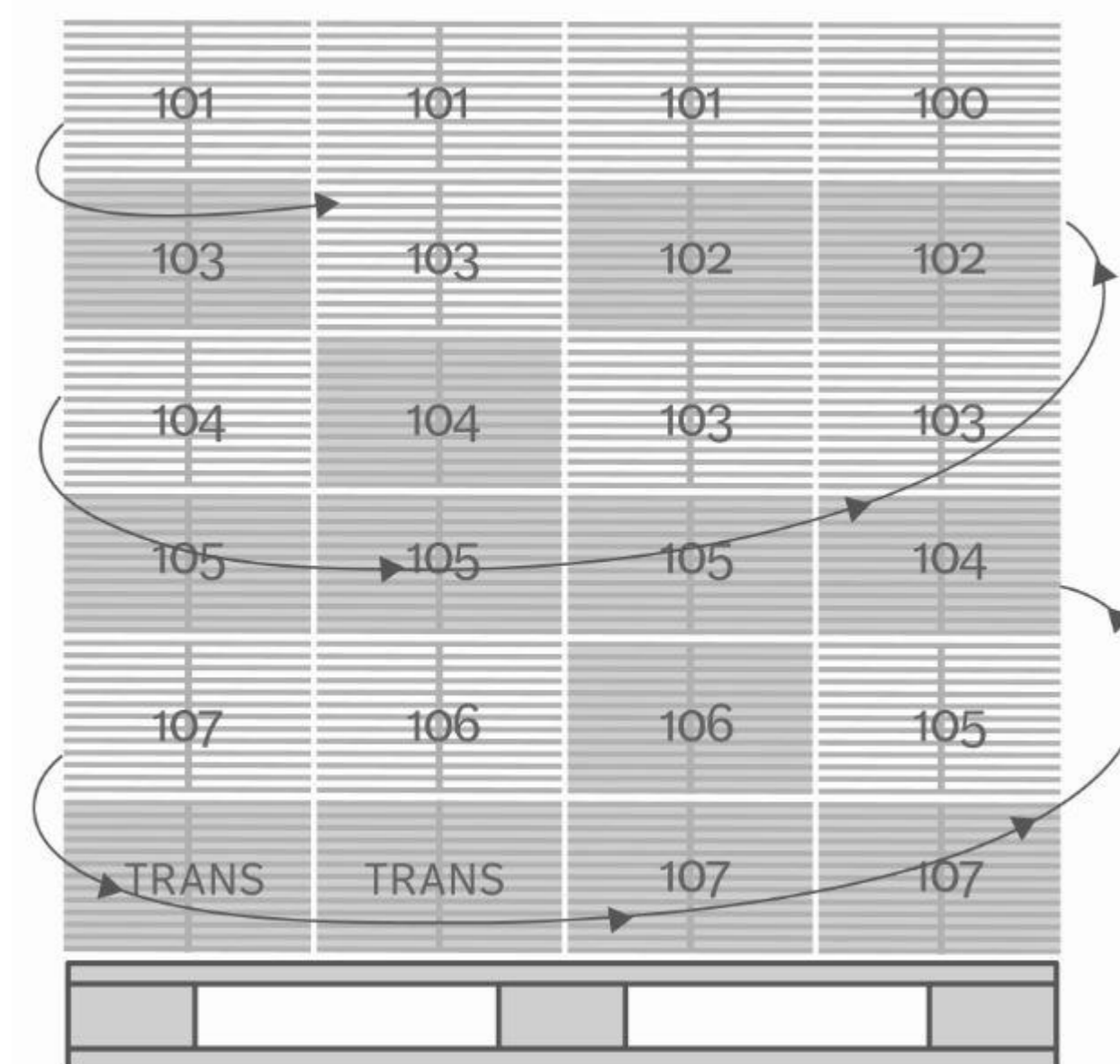
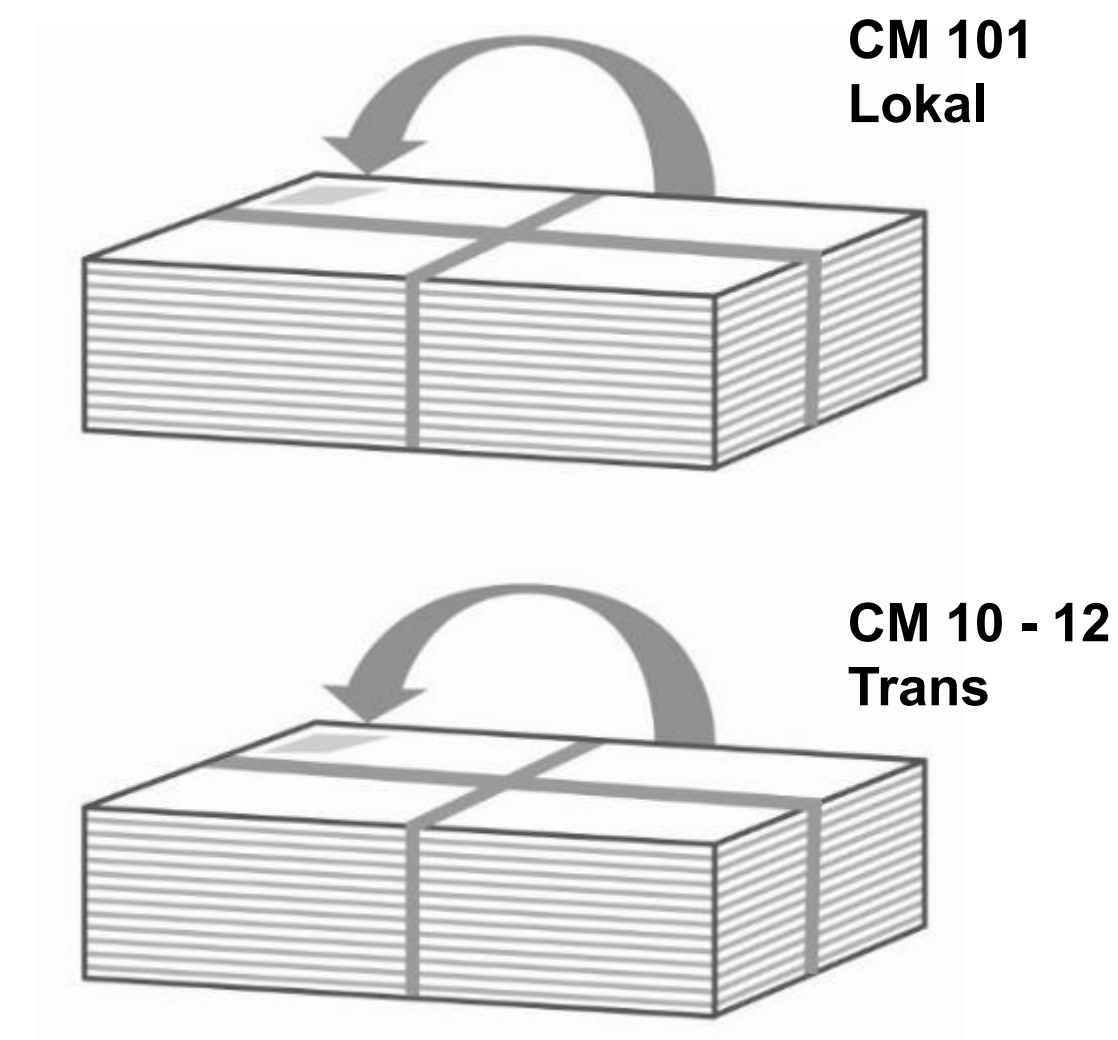
A bundle is held together by a bundle tie or plastic sheeting.

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

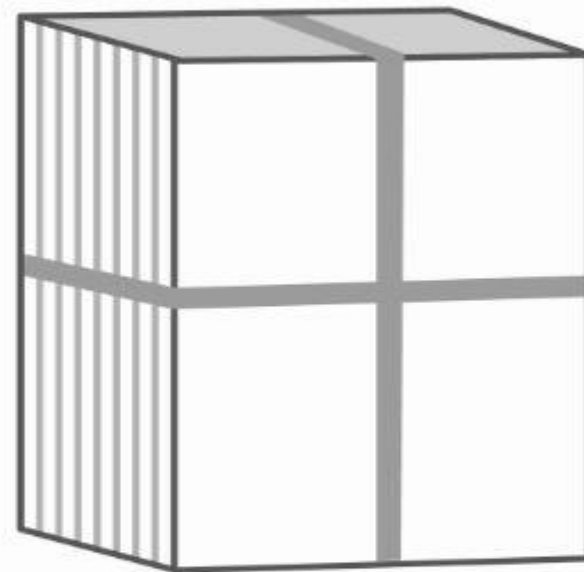
For volumes exceeding 3 000 items to the same destination*, each bundle as far as possible could contain only one unique three- or five digit postcode. Labeling as five digit bundle respective three digit letter stack below.

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



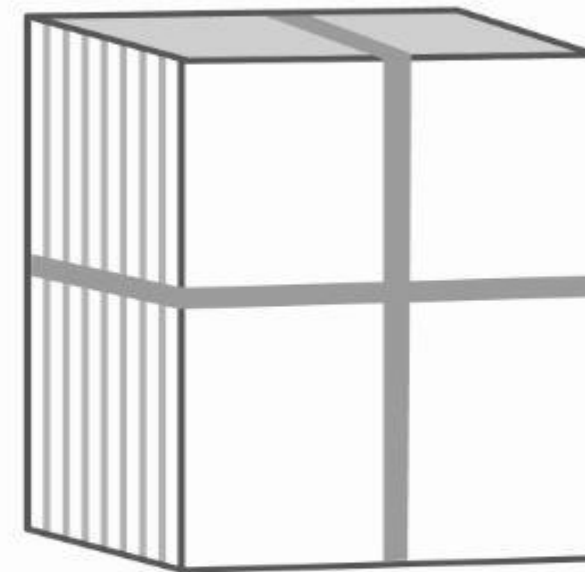
Postcode:

12345
12345
12345
12345
12345
12345

Three digit bundle

Marking:

Hn1 CM 123
Hn2 Lokal



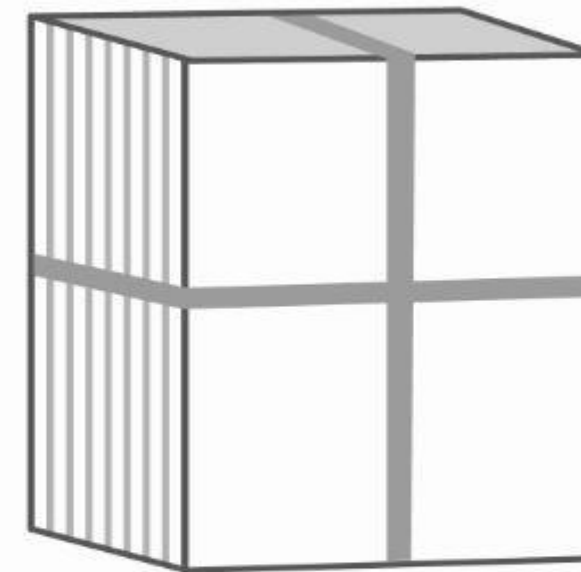
Postcode:

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.



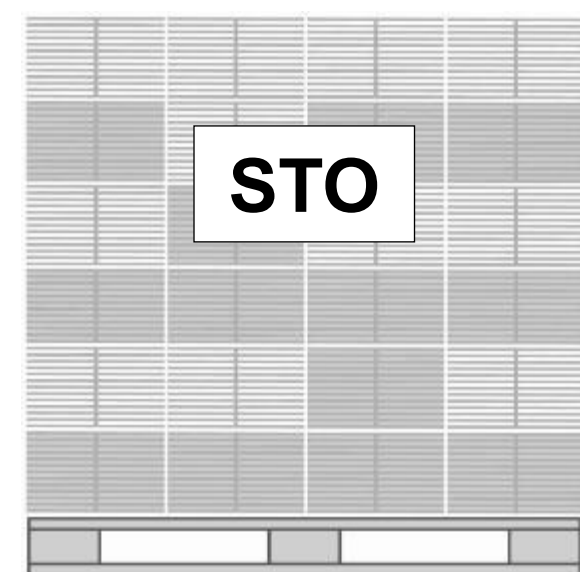
Separating destinations

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.

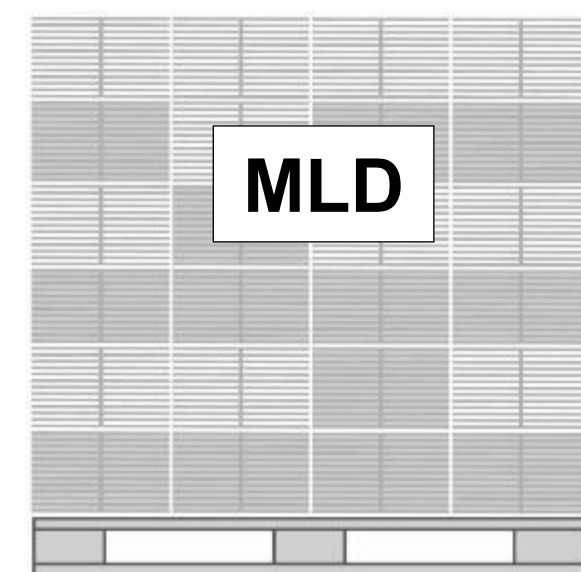
Pallets with bundles must not exceed 120 cm in height including the pallet.

Picture examples on next page.

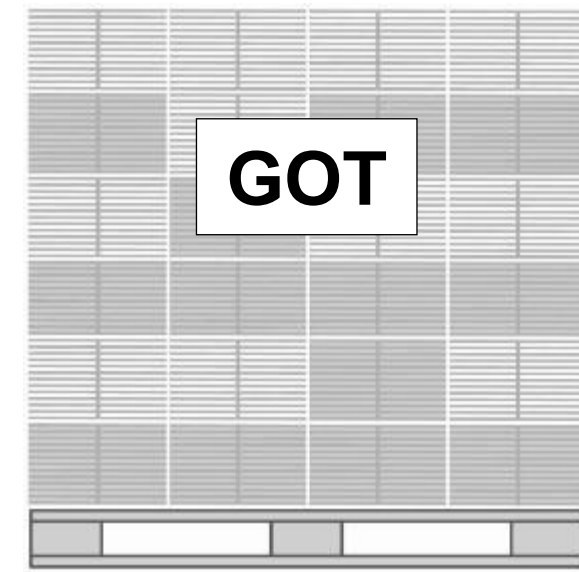
Picture example



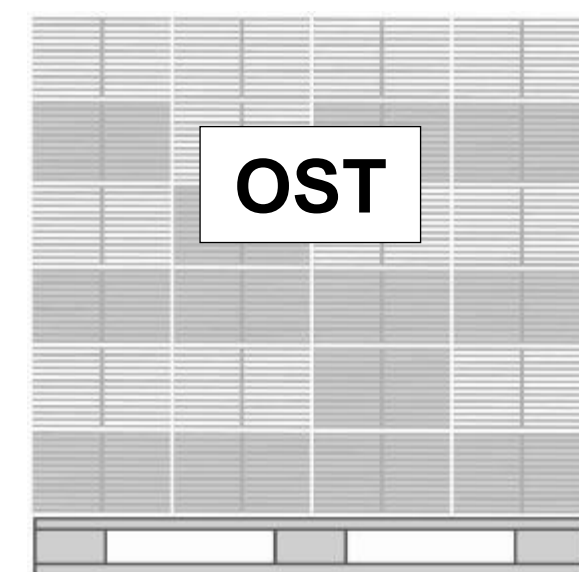
Postcodes
100 – 129, 131 – 199



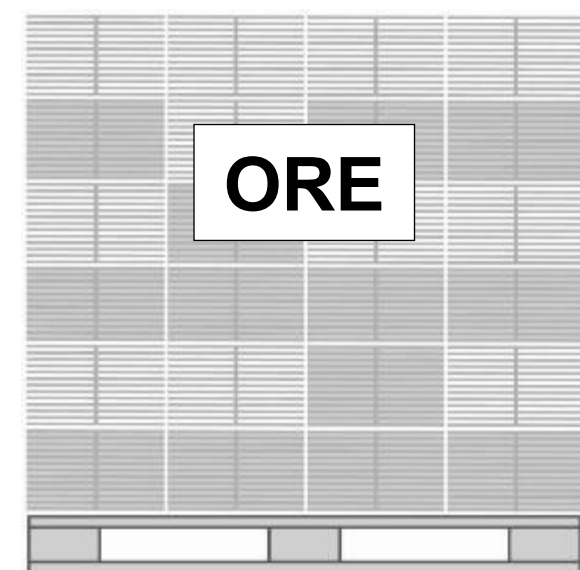
Postcodes
630 – 649, 740 – 741,
743- 746, 749 – 769, 821,
822 – 823, 828*
*821 00 - 821 50,828 31-828 33



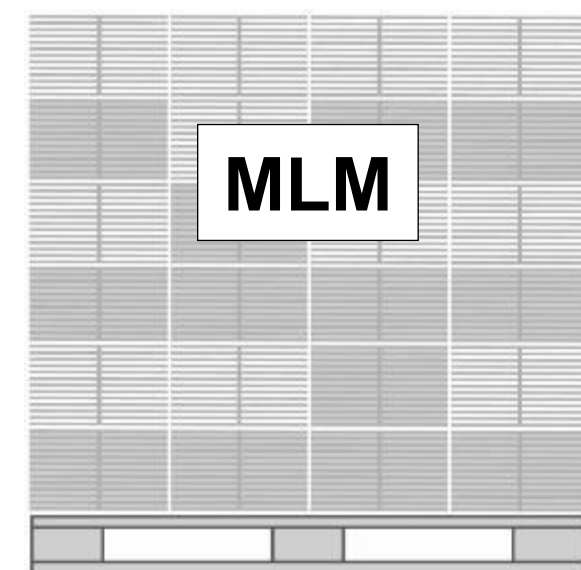
Postcodes
620 –624



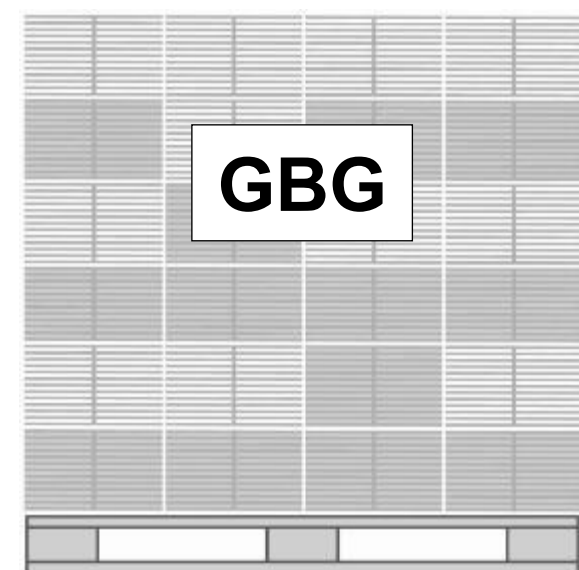
Postcodes
580 – 582, 584, 586 – 587,
600 – 603



Postcodes
700 – 711, 713,
715 – 739, 542*
*542 00 – 47, 542 73,
542 85 – 88,545 00 - 35



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!



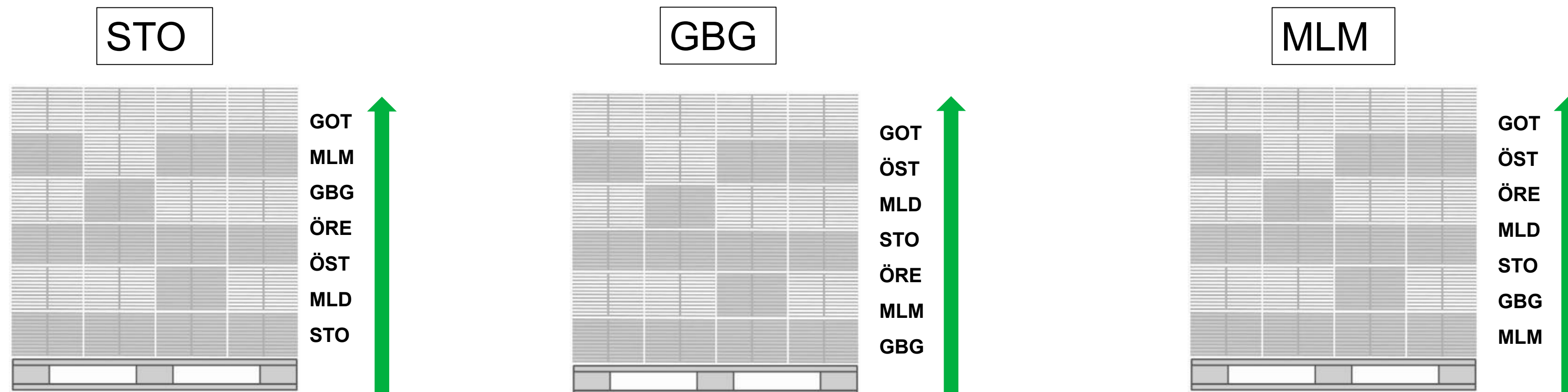
Separating destinations

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!

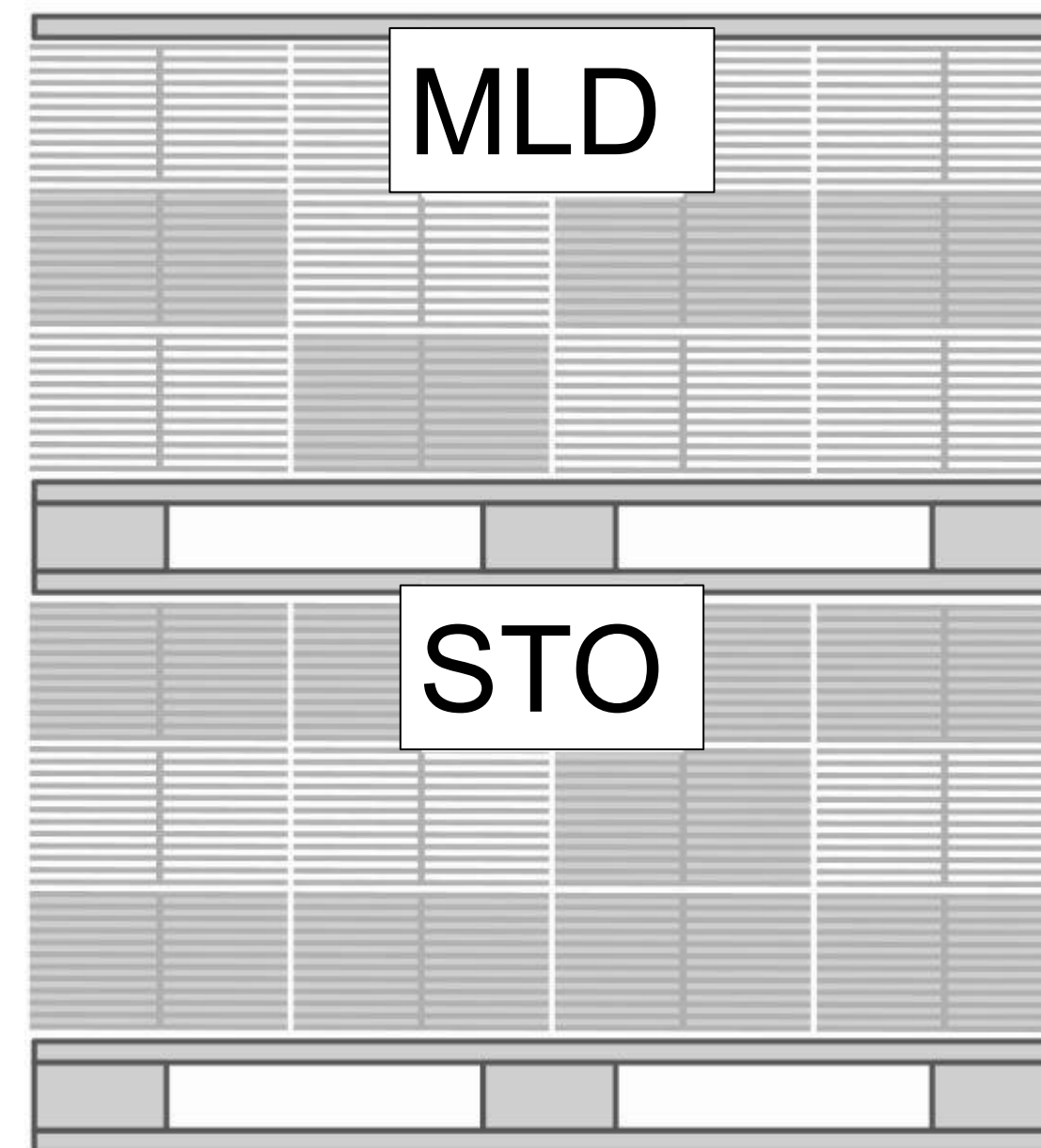


Separating destinations

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 Partnerweb: <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

Example: Booking >200 000 with delivery to Citymail on a Thursday, requires to be booked on the Partnerweb on the Monday before.

**Do you need login details to
CityMails Partnerweb?**

Please e-mail:

produktionsspecialist.sthlm@citymail.se



Delivery notes

Delivery notes are sent at CityMails Partnerweb: <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 Partnerweb?**

Please e-mail:

produktionsspecialist.sthlm@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 70-752 41 19
Fax: +46 31-706 38 02



Contacts at CityMail

**For questions regarding packing and booking,
please contact:**

Stockholm/Gothenburg/Malmö

Phone: +46 70-160 23 19

Phone: +46 70-726 27 20

produktionsspecialist.sthlm@citymail.se