

Domestic Periodicals

The Periodicals service is the secure channel to your readers and subscribers.

Periodicals can be sent as

- Unsorted Periodicals, a minimum of 500 periodicals..
- Sorted Periodicals, a minimum of 500 periodicals.

To be distributed by PostNord, Periodicals should be both registered in PostNord's publication register and have Swedish Patent and Registration Office publication authorisation. Read more about how to apply for the periodicals service at postnord.se

Climate efficient Periodicals

Climate efficient Periodicals is an environmentally adapted service that you can select at no extra cost. The following conditions apply for customers wishing to send items using our label, for Climate efficient Periodicals:

- Suppliers at every stage must be certified in accordance with ISO 14 001 or equivalent.
- Paper and envelopes should meet Nordic Ecolabel criteria or equivalent.
- Printing should meet Nordic Ecolabel criteria or equivalent.
- The item and its contents should be recyclable as paper, cardboard or non-rigid plastic.
- All supplements accompanying the publication must meet the same requirements that apply for Climate efficient Periodicals.

Climate efficient Periodicals differ from other Periodicals through the use of carbon-offset distribution. By investing in quality-assured carbon offsetting projects of the highest standard within the UN's CDM system, which is controlled by the Kyoto Protocol, PostNord compensates for the greenhouse gas emissions generated by your mailing.

Wrapping

A periodical can be sent with or without wrapping. However, periodicals containing supplements

should be wrapped when:

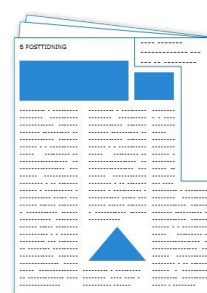
- The publication contains loose supplements in a format that is bigger than the publication.
- The supplement comprises/contains an article.
- A supplement differs in format and is attached to the outside or to the spine of the publication .
- If the publication is smaller than the supplement due to folding.

Marking

Enter the name of the recipient and sender together with the postal address directly on the publication or on the wrapping. All periodicals in a shipment must have the same Swedish sender. Mark the publication/wrapping with "A POSTTIDNING ej retur" or "B POSTTIDNING ej retur", depending on the level of service required.

Climate efficient Periodicals should be marked with a special label which you can find at postnord.se. No other labeling needed.

The title of the publication should be clearly visible on the cover, together with details of the issue number and year of publication.



Supplements

Supplements may be personally addressed and the content may be targeted. They may be included in the entire publication or in selected portions. Supplements may not, either individually or together, weigh more than the publication.

Booking

Periodicals A

The shipment should be booked by 9.00 a.m. the same day of handing in for

- Sorted Periodicals containing 25,000 items or more.
- Unsorted Periodicals containing 10,000 items or more.

Periodicals B

The shipment should be booked by 5.00 p.m. the day before handing in

- Sorted Periodicals containing 25,000 items or more.
- Unsorted Periodicals containing 10,000 items or more.

Invoice data

Before handing in, send invoice data electronically to PostNord and print the physical delivery note.

Packing

Unsorted shipments

Place the periodicals with the addresses facing in the same direction in PostNord's shipping crates.

Sorted shipments

Our brochure "Sorting and Packing Instructions" contains details on how to sort, pack and address your mail-out. You can find this brochure at postnord.se or order a copy from PostNord's customer service.

Posting

Unsorted shipments

Hand in on working days by 4.00 p.m. at PostNord Letter Terminals and all PostNord Business Service Centres.

Sorted shipments

Hand in on working days by 6.00 p.m. at PostNord's Letter Terminals and certain PostNord Business Service Centres.

Sample copies

When you hand in the shipment, you need to supply a sample copy of the publication, including any supplements and wrapping.

Invoice data/delivery note

Together with Posttidningarna, you attach the delivery note from the Electronic Invoice Document and one or more samples, including any covers.

You will find details of our consignment offices at posten.se, in the brochure "Sorting and Packing Instructions", or by contacting PostNord customer service.

Dimensions and weight

Minimum dimensions:

140 x 90 mm

Maximum dimensions:

It must be possible to deliver the publication (including cover and any supplements) through a letter slot of 30 x 250 mm, after folding.*

Maximum weight:

2 kg, including any supplements and wrapping.

Delivery

Periodicals A are normally delivered on the first or on the second working day (Monday-Friday) after the drop-off date.

Periodicals B are delivered within four working days of consignment.

If the recipient has moved and there is no forwarding address, or the recipient is not known at the address given, the publication will be discarded by PostNord.

Publication copies A

If you are a newspaper publisher or a publishing company and you want to send individual copies of a publication, you can use the "Publication copies A" service.

- The publication should be enclosed in wrapping and marked "A Tidningsexemplar ej retur" and have complete sender name.
- The item may only contain one copy of a publication.
- Max. weight 0,5 kg.

Before posting, send an electronic invoice to PostNord and print the physical delivery note. Copies of the publication are sent as A post.

Payment

The postage charge for the Periodicals service is paid on invoice.

Environmentally-certified distribution

PostNord is environmentally certified in accordance with ISO 14001, and we can also report service-specific environmental data to customers who would like this information.

* Publications that are longer than 350 mm and/or wider than 320 mm should be folded when handing in, otherwise a surcharge will be applied.

Terms and conditions

You can find specific terms and conditions for this service at postnord.se.

General terms and conditions

For customers paying on invoice or customers with agreements, PostNord's General Terms and Conditions for Commercial Clients and Other Organisations (PAKN) apply. These terms and conditions are available at postnord.se/kundvillkor and can also be ordered from customer service.

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Customer Service

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postnord.se