

# Sorting and packing instructions

## 1st class letters | Economy letters | ADR | International letters, 1st class | International letters, Economy | Periodicals A | Periodicals B

This document contains instructions for how shipments are to be organized for handing in to PostNord. It is essential to follow the instructions carefully, not only to ensure that your shipments can be distributed to the recipients in accordance with the product terms and conditions, but also to make sure that you pay the correct postage.

The instructions also apply to climate compensation services as stated above. When handing in multiple types of shipment, the different shipments must be kept separate. Only sorted shipments, economy and standard, can be co-sorted and co-loaded.

### Domestic letters and ADR

#### How to sort a shipment

##### Domestic

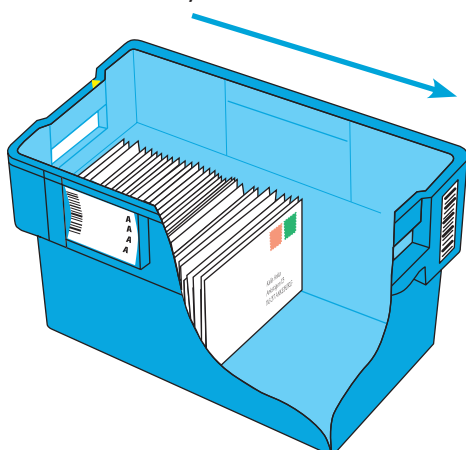
Sorted shipments are to be sorted in ascending zip code order, using all five (5) digits in the zip code. A sorting file is available to download from [postnord.se](https://postnord.se)

##### International

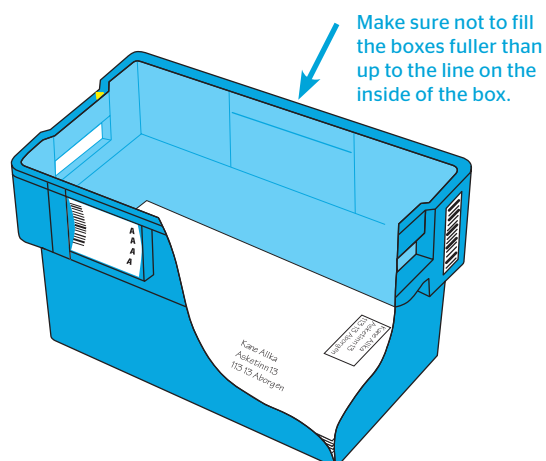
Sorted shipments are to be sorted per country. The Åland Islands are considered a country.

#### Choosing a PostNord load carrier for packing a shipment

Shipments of C5 size or smaller are to be placed in a single layer in PostNord transport boxes, arranged vertically with the reverse side facing in the direction of the yellow arrow on the box..



Shipments smaller than C4 format, but larger than C5, are to be placed flat, face up and sorted in PostNord transport boxes (max. weight 12 kg).



#### Formats larger than C4 or thicker than 20 mm

##### Economy domestic letters and ADR

Shipments in formats larger than C4 or more than 20 mm thick are to be placed in PostNord letter containers (max. weight 450 kg) or loaded onto Euro pallets (max. weight 700 kg, max. height 115 cm).

### 1st class letters, domestic

Shipments in formats larger than C4 or more than 20 mm thick are to be placed in PostNord letter containers (max. weight 450 kg) or loaded into sacks.

### Letter shipment, International

Shipments in formats larger than C4 or more than 30 mm thick are to be placed in PostNord letter containers (max. weight 450 kg) or loaded into sacks.

### 1st class letters, air mail

If shipments are to be transported by air mail, they must be placed in sacks (max. weight 25 kg).

## Addressing and labelling PostNord load carriers

### Transport box

When shipments are packed in blue PostNord transport boxes, the boxes must be filled to a minimum of 75% capacity (max. weight 12 kg). If this is not possible, go to the next step described below.

### Domestic

1. Place all shipments with zip codes featuring the same first three digits in one transport box. Exceptions: For zip codes with zero (0) as the third digit, go to the next step. Address the transport box with the three first digits from the zip code.



Example 1

2. Place all shipments for the same letter area in the transport box. Address the transport box to the letter area as listed in the fact sheet "Drop-off points and letter areas".



Example 2

3. Arrange the shipments in consecutive zip code order. Address the transport box to the Letter Terminal, as listed in the fact sheet "Drop-off points and letter areas".



Example 3

4. For "ADR distribution, days 3 and 4", day 3 must always be stated on all load carriers, boxes or bundles.



Example of a box label: "ADR distribution, days 3 and 4"

### International

#### Letter shipment, International, 1st class, Denmark

These boxes must be addressed using the following box label:



### Other international services

1. Place all shipments, arranged by service and format, for one country in one box. The Åland Islands are considered a country.



2. If all the shipments for one country are not sufficient to fill the transport box to at least 75% of capacity, place the shipments in a box addressed to "International, other".

### Box trolley (max. weight 250 kg)

Box trolleys must contain at least 16 and no more than 20 transport boxes. If this is not possible, go to the next step described below.

### Domestic

1. At least 16 transport boxes with zip codes featuring the same first three digits. Label the box trolley with the first three digits from the zip code.
2. At least 16 transport boxes to the same letter area, as stated in the fact sheet "Drop-off points and letter areas", which you will find at postnord.se/en. Label the box trolley with the letter area.
3. At least 16 transport boxes addressed to the Letter Terminal according to the fact sheet "Drop-off points and letter areas", which you will find at postnord.se/en. Label the box trolley with the name of the Letter Terminal and "avg".

### *International*

1. Place all boxes for the same country and in the same format on one box trolley. The Åland Islands are considered a country.
2. If the shipments for a specific country are not sufficient to fill a box trolley with 16 transport boxes, address the box trolley "International, other".

### **Bundles**

#### *Domestic*

Bundles must weigh no more than 7 kg and must contain at least 10 shipments or be at least 5 cm thick.

#### Bundled shipments

Shipments that consist of thick or heavy items – such as catalogues, brochures and periodicals – are to be bundled instead of placed in boxes. Each bundle must be held firmly together with flat plastic bands both length- and width-wise. Bundles may also be wrapped in strong, non-colored and completely transparent plastic. The plastic must envelope the bundle completely so as to hold it firmly together. The plastic must not feature micro-perforations and the plastic thickness must be at least 50 µm.

Bundles are to be addressed using special bundle labels or by printing the bundle address directly on the shipments themselves. Bundle labels must contain information about the sender, service level, zip code and location, or the word "LOKAL".

#### Sorting bundles

Bundles must contain at least 10 shipments or be at least 5 cm thick. If this is not possible, go to the next step described below.

1. Collect all shipments with the same five-digit zip code. Address the bundle using all five digits in the zip code, together with the word "LOKAL", e.g. 54112 lokal.
2. Collect all shipments with zip codes featuring the same first three digits. Exceptions: For zip codes with zero (0) as the third digit, go to the next step. Address the bundle using the first three digits, together with the word "LOKAL". (For sorting based on fewer than three digits, go to the next step.)
3. Place all shipments for the same letter area in the transport box. Address the box to the letter areas listed in the table on page 8; e.g. NÄSSJÖ trans 52-54.
4. Place the shipments in the transport box in consecutive zip code order. Address the box to the Letter Terminal along with the abbreviation "avg", as stated in the table on page 9; e.g. NÄSSJÖ avg.

\* ) It is not necessary to attach bundle labels to bundles featuring special bundle information printed directly on the shipments themselves. In that case, print the bundle destination to the right of the name and address of the addressee on the top shipment in the bundle.

### *International*

Shipments to other countries are not to be bundled.

### **Letter container/Pallet**

A loaded letter container must not weigh more than 450 kg.

### **Pallet**

#### *Domestic*

If the shipments are loaded onto an approved Euro pallet, the pallet must weigh no more than 700 kg. Unless otherwise agreed, pallets handed in are not covered by the pallet exchange scheme. Each pallet must be safely and securely loaded, and must be fitted with a pallet lid. It must be banded with steel or robust plastic bands, with at least one band lengthwise and two bands widthwise. Pallets may be wrapped in shrink-wrap to protect the goods, and corner reinforcement pieces can also be used if the shipments are shock-sensitive. The plastic must enclose the pallet completely, and must be firmly anchored to the pallet.

### **Loading letter containers or pallets with bundled shipments**

#### *Domestic*

Bundles are to be loaded into letter containers (max. weight 450 kg) or onto approved Euro pallets (max. weight 700 kg). The max. height of the load is to be 115 cm.

The load carrier must be filled to approx. 75% of capacity or weigh at least 200 kg

- with bundles for the same mail carrier office. Address the letter container or pallet directly to the mail carrier office; e.g. 54112 SKÖVDE.
- with bundles for the same letter area. Address the letter container or pallet to the letter area; e.g. 52-54 Nässjö Trans.

If the load carrier does not meet the above-mentioned filling level

- label the load carrier with the name of the Letter Terminal and the abbreviation "avg" as stated in the fact sheet "Drop-off points and letter areas", which you will find at [postnord.se/en](http://postnord.se/en).

#### *International*

Address the load carrier to a country, e.g. Germany. Place any remaining shipments that do not qualify for their own load carrier in a load carrier addressed to "International, Other".

### **Periodicals sorted according to the PostNord sorting file.**

Periodicals sorted according to the PostNord sorting file are to be addressed to:

1. individual zip code
2. mail carrier office
3. letter area

The sorted periodicals are either to be

- Bundled - load the bundles into letter containers or place them on pallets.
- Or placed in PostNord transport boxes; the boxes must then be loaded onto PostNord box trolleys.

### Bundles

Sorted periodicals handed in for distribution must be bundled or placed in PostNord transport boxes. Shipments of periodicals should primarily be handed in bundled, especially for large volumes. See the information in the section headed "Bundles" on page 3.

### Addressing bundles of periodicals

Each separate bundle of periodicals must be addressed to the zip code, mail carrier office or letter area to which the periodicals in the bundle are destined. The bundle information is to be clearly stated on each individual periodical, at the same time as the recipient's address details are printed on the periodical. For additional information see the section headed "Sorting bundles" on page 3.

### Loading bundles of periodicals

#### Periodicals B

Addressed bundles of periodicals are to be loaded into letter containers or onto approved Euro pallets addressed to a mail carrier office or letter area.

- The maximum weight for letter containers is 450 kg.
  - The maximum weight for pallets is 700 kg.
  - The maximum load height for pallets is 115 cm.
- Large volumes of bundles should always be loaded onto pallets. Each pallet must be loaded safely and securely. Pallets must be fitted with a pallet lid and banded using steel or strong plastic bands, with at least one band lengthwise and two widthwise. Pallets may be wrapped in shrink-wrap to protect the periodicals. The plastic must envelop the goods completely and must be securely anchored to the pallet.

### Addressing letter containers or pallets

The load carrier must be filled to approximately 75% capacity or weigh at least 200 kg

- with bundles for the same mail carrier office. Address the letter container or pallet directly to the mail carrier office; e.g. 54112 SKÖVDE.
- with bundles for the same letter area. Address the letter container or pallet to the letter area; e.g. 52-54 Nässjö Trans.

If the load carrier does not meet the above-mentioned filling level

- Label the load carrier with the name of the Letter Terminal and the abbreviation "avg" as stated in the fact sheet "Drop-off points and letter areas", which you will find at [postnord.se/en](http://postnord.se/en).

### Periodicals A

Periodicals A that do not need to be carried by air mail are to be loaded into letter containers (not onto pallets) in the same way as described for Periodicals B. Bundles of Periodicals A that are to be carried by air mail are to be loaded into sacks addressed with a sack label to the relevant mail carrier office/letter area.

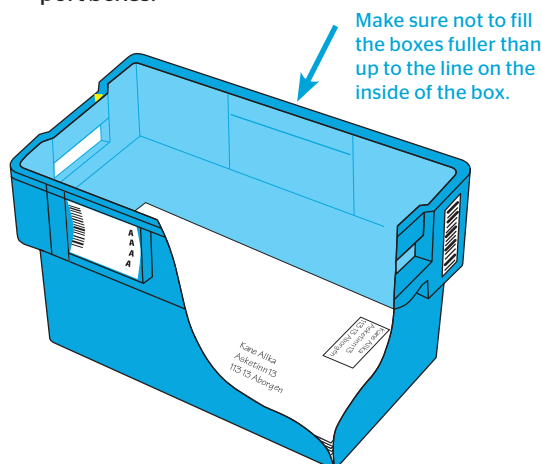
- The maximum weight for sacks is 25 kg.
- Unless otherwise agreed, pallets handed in are not covered by the pallet exchange scheme.

### Boxing periodicals

Place the sorted periodicals flat, with the address side up in PostNord transport boxes, which must be filled to at least 75% capacity.

Then place the boxes on a box trolley. Both the transport boxes and box trolleys must be addressed when they are handed in to PostNord. The maximum permitted weight of a transport box is 12 kg.

- The maximum load for a box trolley is 20 transport boxes.



### Addressing transport boxes and box trolleys

- Transport boxes that contain periodicals for the same zip code, and which are filled to at least 75% capacity, are to be addressed with box labels.
  - Line 1: The zip code of the mail carrier office; e.g. 54112
  - Line 2: Location; e.g. Skövde
- If there are fewer periodicals, fill the box with periodicals destined for the same mail carrier as stated in the PostNord sorting file, and address it to the relevant mail carrier office; e.g. 54112 Skövde.
- For small volumes, fill the box with periodicals for the same letter area and address the transport box to the letter area in question; e.g. NÄSSJÖ trans 52-54.
- If there are not enough periodicals to justify a separate transport box for the letter area, place them in a transport box addressed to the drop-off terminal; e.g. NÄSSJÖ avg.

If there are 16 or more boxes for the same mail carrier office on the box trolley, address the trolley there; e.g. 541 12 SKÖVDE. If there are fewer boxes, fill the trolley with boxes for the same letter area and address it to the letter area in question; e.g. NÄSSJÖ trans 52-54.54. For small volumes and mixed recipients, address the box trolley to the drop-off terminal; e.g. NÄSSJÖ avg.

### **Periodicals sorted without using the PostNord sorting file**

Place the periodicals in boxes or bundle them as described below.

#### *Boxing*

- Sort the periodicals by zip code, using all five digits in the zip code.
- Place the periodicals in PostNord transport boxes for the respective letter area; see the list of addresses in the fact sheet “Drop-off points and letter areas”, which you will find at [postnord.se/en](http://postnord.se/en).
- If the transport box for the letter area is filled to at least 75% capacity, use a box label to address it to the letter area in question; e.g. NÄSSJÖ trans 52-54.
- For smaller volumes, place the periodicals in a transport box addressed to the drop-off terminal; e.g. NÄSSJÖ avg.
- Place the transport boxes on PostNord box trolleys addressed with a label for the relevant drop-off terminal.

#### *Bundling*

- Sort the periodicals by zip code, using all five digits in the zip code.
- Place the periodicals in bundles for the respective letter area; see the list of addresses in the fact sheet “Drop-off points and letter areas”, which you will find at [postnord.se/en](http://postnord.se/en).
- Each bundle must be firmly bound or wrapped and addressed with a separate bundle label to the letter area; e.g. NÄSSJÖ trans 52-54.
- The bundle label must also contain information about the sender, the place of dispatch and the periodical service level.
- If there are fewer than ten periodicals for a given letter area, place the periodicals in a PostNord transport box and use a box label to address it to the relevant drop-off terminal; e.g. NÄSSJÖ avg.

#### **Misc.**

Load carriers (transport boxes, box trolleys, containers and, in some cases, even sacks) are available to collect from the Direct Drop-off point at your nearest Letter Terminal. If the nearest Letter Terminal does not have sufficient numbers of load carriers available, PostNord will provide notification when load carriers become available, or may decide which other type(s) of load carrier are to be used instead.

You can order labels for load carriers from the same Direct Drop-off point; for phone numbers, see the fact sheet “Drop-off points and letter areas”, which you will find at [postnord.se/en](http://postnord.se/en).

#### **Drop-off points and letter areas**

You can find a list of our letter terminals and separate drop-off points, as well letter areas, at [postnord.se/en](http://postnord.se/en).

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