

# Bring Citymail's packing instructions for unaddressed public information

# Bring Citymail's postal delivery zones

## Postcodes

100 00 – 199 99

630 00 – 649 99

740 00 – 769 99

200 00 – 269 99

400 00 – 449 99

475 00 – 475 99

620 00 – 624 99

700 00 – 739 99

## Carrier is labelled with

Stockholm

Stockholm

Stockholm

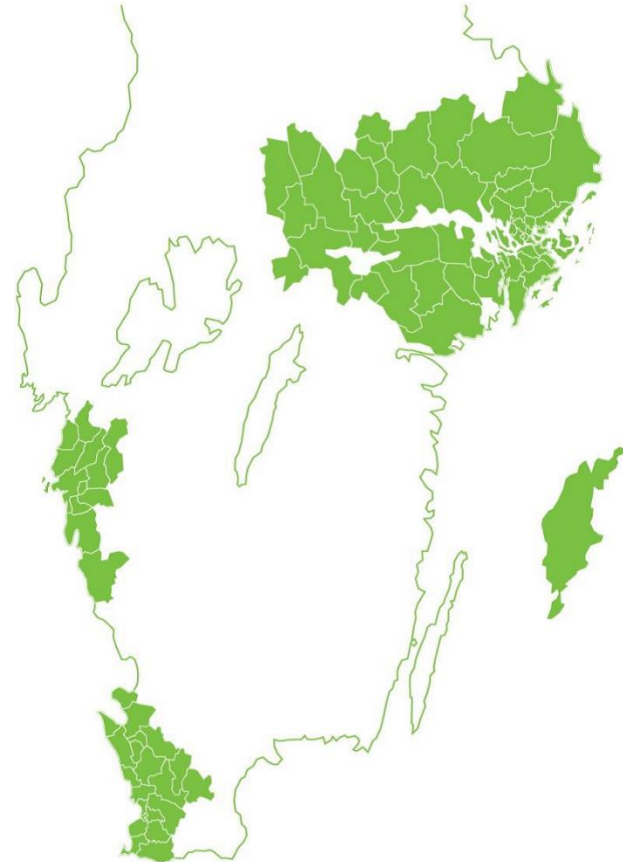
Malmoe

Gothenburg

Gothenburg

Gotland

Orebro




*(Please note that ODR is not distributed by subcontractors)*

# Tags

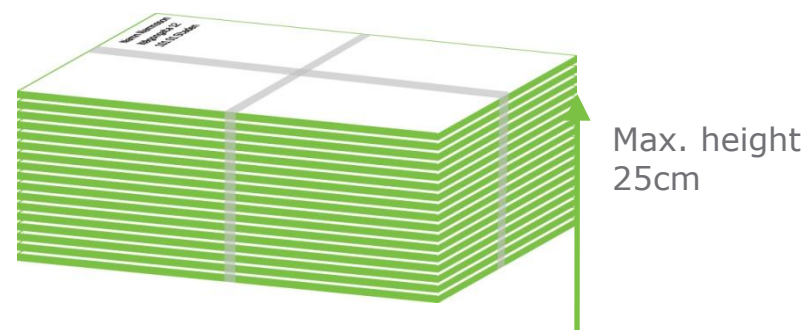
**Tags are attached to all dispatches.  
The tags contain:**

- The dispatch name, the Bring Citymail customer number and the order number.
- Three or five-digit postcodes.
- Place of destination.
- The number of postal items going to a specific postcode.
- Field for the number of postal items per bundle.
- Other, internal Bring Citymail information

Kund: K123456 Utskick: Utskickets namn Order: 123456	
<h1>132</h1>	
<b>CMC info</b> TYP: ODR	
Utdelning: Samtliga index	
Antal: 641	Per bunt: _____

# Bundles

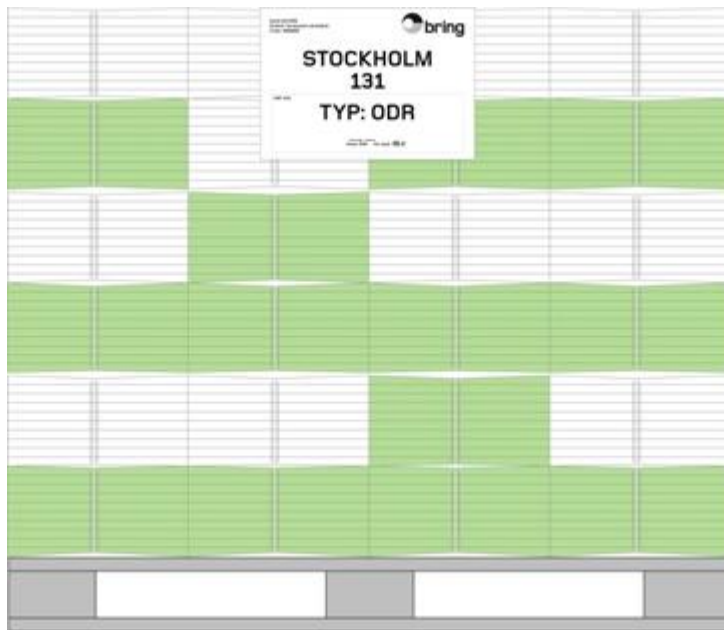
- All postal items must be bundled during production in even numbers, i.e. the same number in each bundle.
- Bundles must not exceed 25 cm in height.
- Bundles are kept together using bundle ties or plastic sheeting.
- Corrugated cardboard boxes or crates are good alternatives.



**NOTE!** Surplus numbers are already included in the numbers per postcode, no extra numbers are therefore required.

# Separation and packing

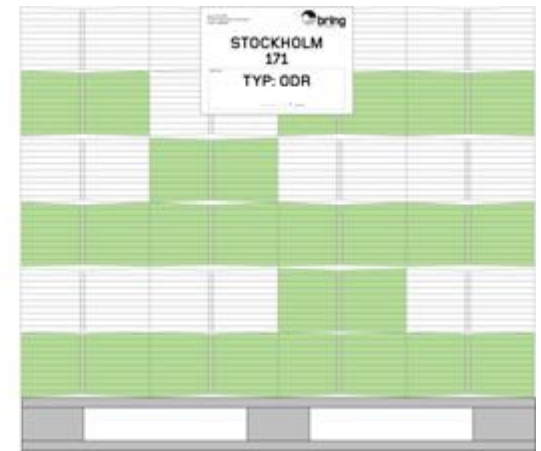
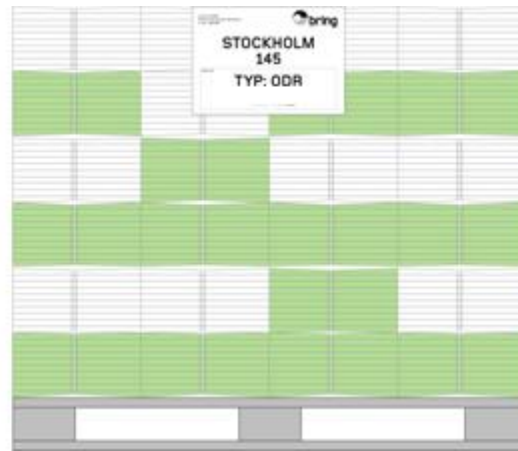
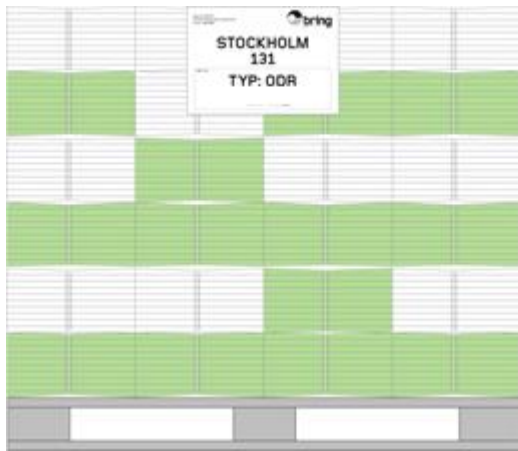
- All bundles are packed on a EUR pallet, i.e. a pallet that is 1.2x0.8 metres in size.
- A packed pallet must not exceed 1.2m in height including the pallet.
- The pallet must be clearly marked with a tag.
- All goods must be **secured** before transportation.



Max. height  
1.2m

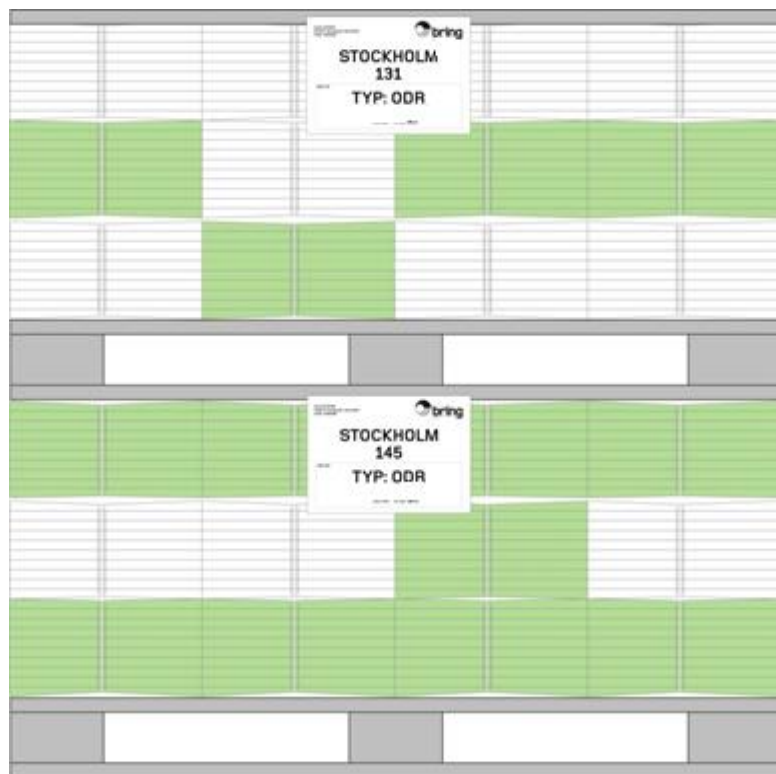
# Separation and packing

- For large dispatches, each postcode is packed on a separate pallet.



# Separation and packing

- When sending medium-sized dispatches, several postcodes can be packed on the same pallet square as long as they are clearly separated. Separation is then done by stacking.

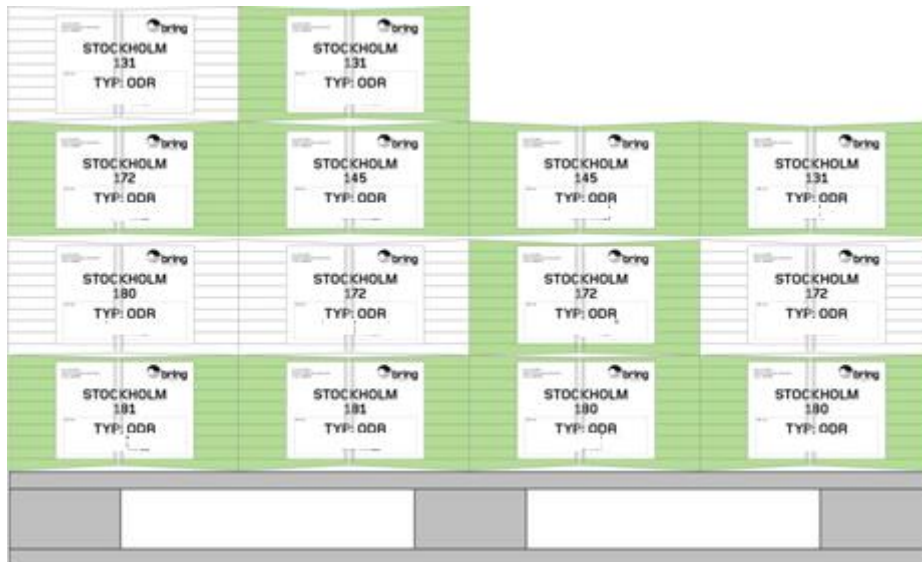


Descending  
postcode order

Max. height  
1.2 m

# Separation and packing

- For smaller dispatches, several postcodes may be placed on the same pallet on condition that all the bundles/crates are clearly labelled and in postcode order.
- However, a minimum number of mixed pallets is preferable.

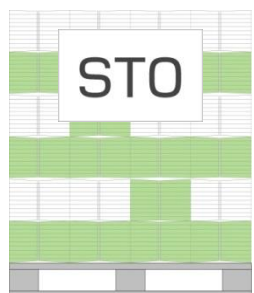


Descending  
postcode order

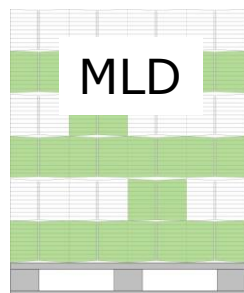


# Separation and packing

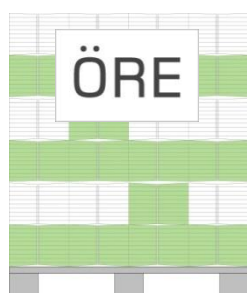
- Dispatches to Stockholm, Malardalen, Orebro, Gothenburg, Malmoe, and Gotland are packed on separate pallets and marked with the place of destination.



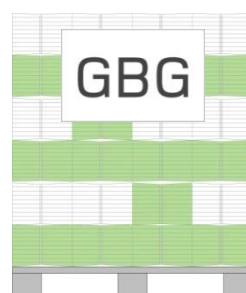
Postcode  
100 00–199 99



Postcode  
630 00–649 99  
740 00–769 99



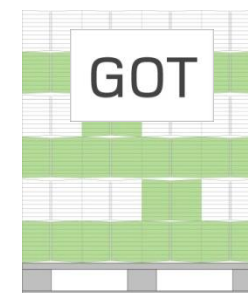
Postcode  
700 00–739 99



Postcode  
400 00–449 99  
475 00–475 99



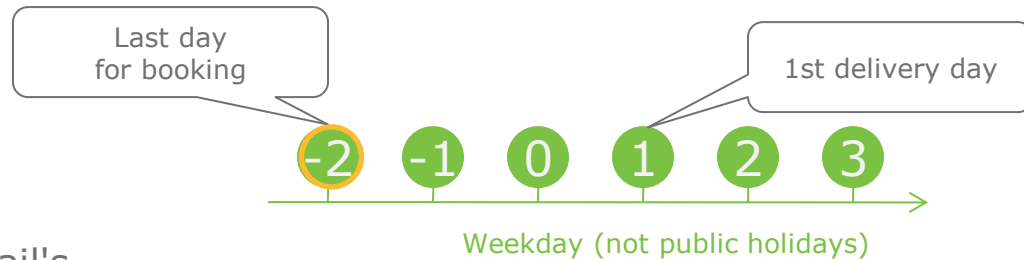
Postcode  
200 00–269 99



Postcode  
620 00–624 99



# Dispatch booking



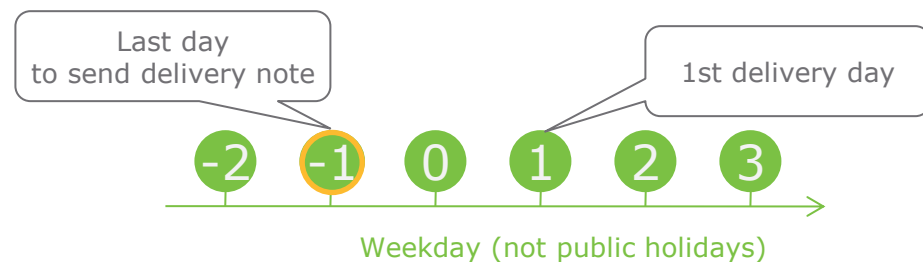
- Dispatch booking is done at Bring Citymail's Partnerweb: <https://partner.citymail.se/>
- Dispatches must be booked by 5 pm at the latest the weekday before delivery (3 weekdays at the latest before the 1st delivery day). Bookings must include:
  - Total number of items
  - Order number (entered into the "Other Information"-field on the delivery note)

## If you need login details to Bring Citymail's Partnerweb

Please e-mail:

[produktionsspecialist.syd@bringcitymail.com](mailto:produktionsspecialist.syd@bringcitymail.com)

# Delivery note



- Delivery notes are sent at Bring Citymail's Partnerweb:  
<https://partner.citymail.se/>
- Delivery notes are sent electronically as soon as the goods leave the customer/producer and are also attached to the goods.

# Delivery to Bring Citymail

Last day  
for handing in

1st delivery day



- The goods must reach Bring Citymail by 4 pm at the latest two weekdays before the 1<sup>st</sup> day of delivery, to one of our terminals in Stockholm, Gothenburg or Malmoe (see addresses below).



## Malmoe

Bring Citymail, Malmö  
Tegelvägen 4  
SE-232 54 Åkarp

[leverans.mlm@bringcitymail.com](mailto:leverans.mlm@bringcitymail.com)

Phone: +46 40-680 85 64

Fax: +46 40-680 85 51

## Stockholm

Bring Citymail, Stockholm  
Kumla gårdsväg 21  
SE-145 63 Norsborg

[leverans.sthlm@bringcitymail.com](mailto:leverans.sthlm@bringcitymail.com)

Phone: +46 8-599 099 60

Fax: +46 8-599 099 69

## Gothenburg

Bring Citymail, Gothenburg  
Ågatan 38  
SE-431 37 Mölndal

[leverans.gbg@bringcitymail.com](mailto:leverans.gbg@bringcitymail.com)

Phone: +46 31-706 38 27

Fax: +46 31-706 38 02

# Contacts at Bring Citymail

**For questions relating to packing and booking of ODR, please contact:**

## **Stockholm**

Phone: +46 70-160 23 19

Phone: +46 70-160 23 15  
produktionsspecialist.sthlm@bringcitymail.com

## **Gothenburg/Malmoe**

Phone: +46 70-160 27 15

Phone: +46 70-789 78 12  
produktionsspecialist.syd@bringcitymail.com

