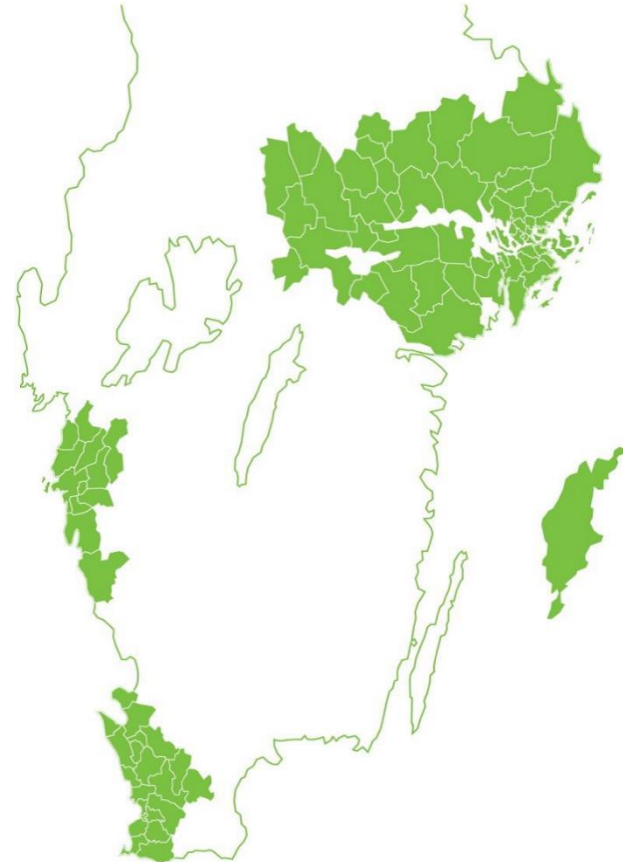


Bring Citymail's packing instructions for ODR

Bring Citymail's postal delivery zones

Postcodes	Carrier is labelled with
100 00 – 199 99	Stockholm
630 00 – 649 99	Stockholm
740 00 – 769 99	Stockholm
200 00 – 269 99	Malmoe
400 00 – 449 99	Gothenburg
475 00 – 475 99	Gothenburg
620 00 – 624 99	Gotland
700 00 – 739 99	Orebro

(Please note that ODR is not distributed by subcontractors)



Tags

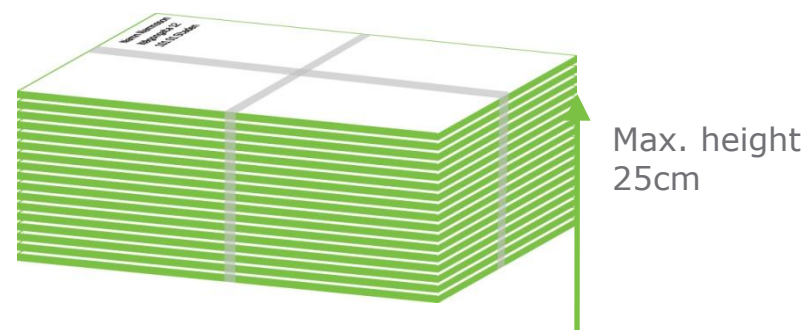
**Tags are attached to all dispatches.
The tags contain:**

- 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>	
CMC info TYP: ODR	
Utdelning: Samtliga index	
Antal: 641	Per bunt: _____

Bundles

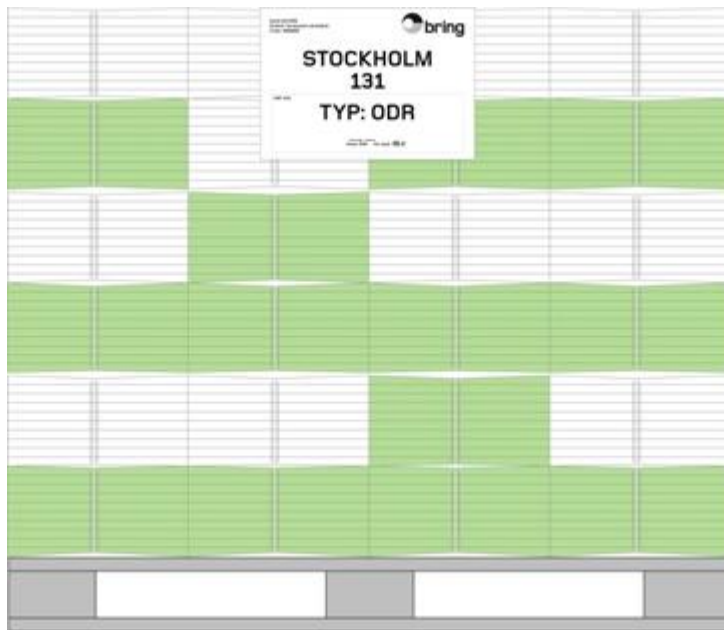
- All postal items must be bundled during production in even numbers, i.e. the same number in each bundle.
- Bundles must not exceed 25 cm in height.
- Bundles are kept together using bundle ties or plastic sheeting.
- Corrugated cardboard boxes or crates are good alternatives.



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

Separation and packing

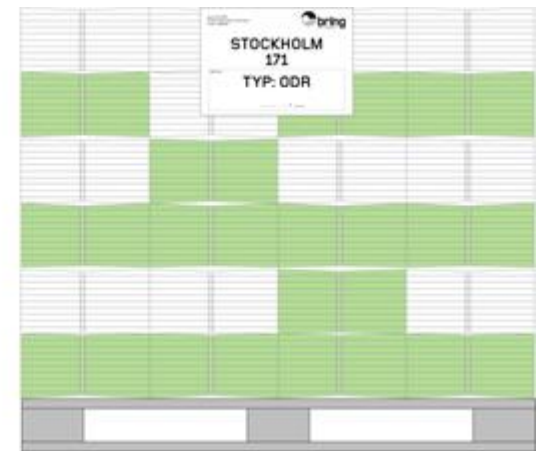
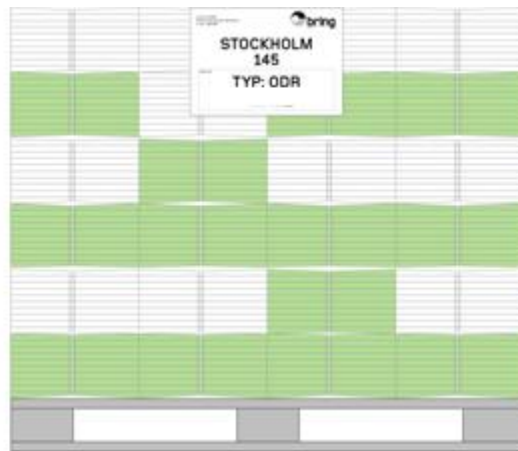
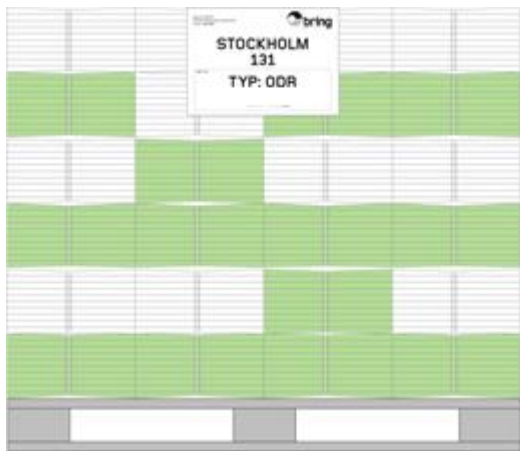
- All bundles are packed on a EUR pallet, i.e. a pallet that is 1.2x0.8 metres in size.
- A packed pallet must not exceed 1.2m in height including the pallet.
- The pallet must be clearly marked with a tag.
- All goods must be **secured** before transportation.



Max. height
1.2m

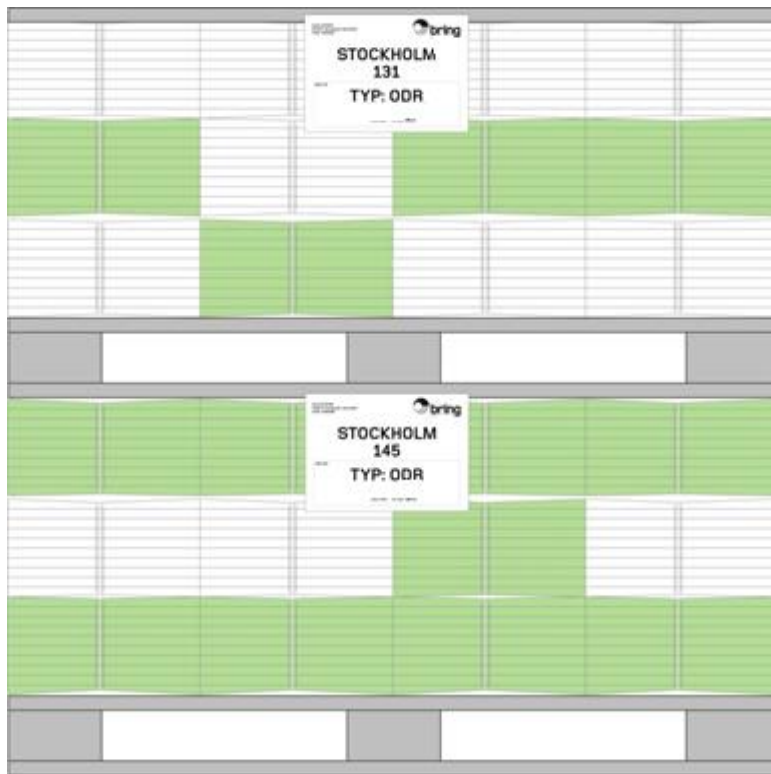
Separation and packing

- 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.

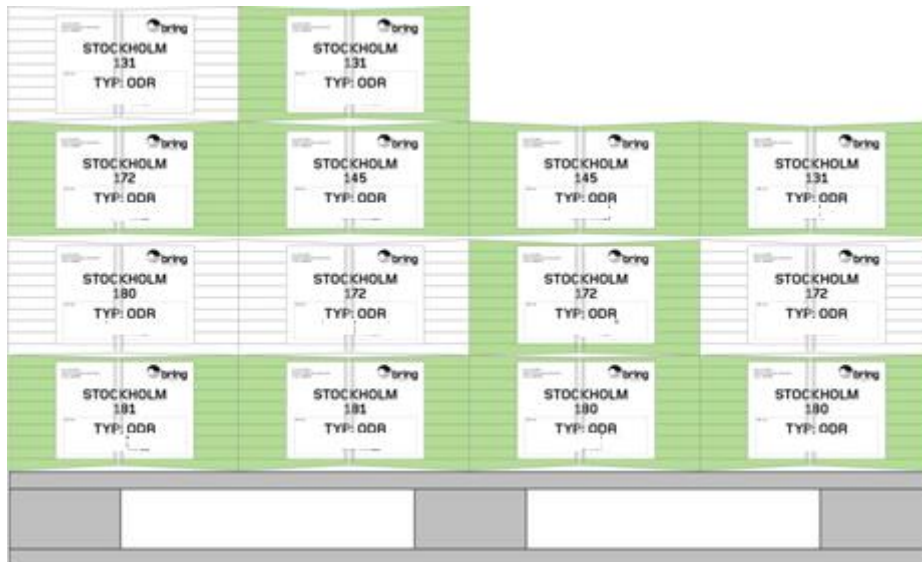


Descending
postcode order

Max. height
1.2 m

Separation and packing

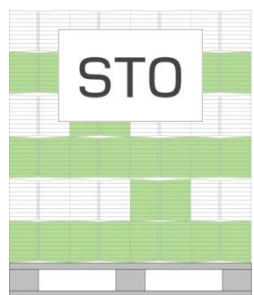
- For smaller dispatches, several postcodes may be placed on the same pallet on condition that all the bundles/crates are clearly labelled and in postcode order.
- However, a minimum number of mixed pallets is preferable.



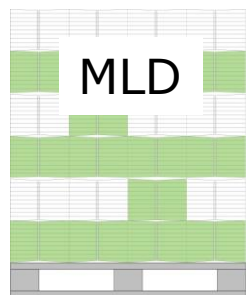
Descending
postcode order

Separation and packing

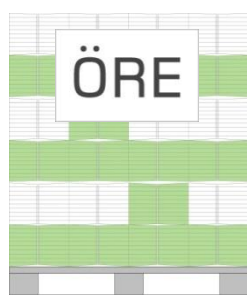
- Dispatches to Stockholm, Malardalen, Orebro, Gothenburg, Malmoe, and Gotland are packed on separate pallets and marked with the place of destination.



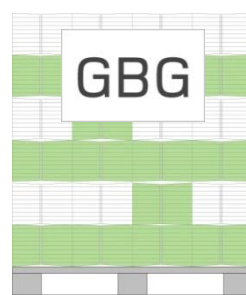
Postcode
100 00–199 99



Postcode
630 00–649 99
740 00–769 99



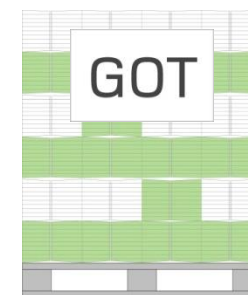
Postcode
700 00–739 99



Postcode
400 00–449 99
475 00–475 99



Postcode
200 00–269 99

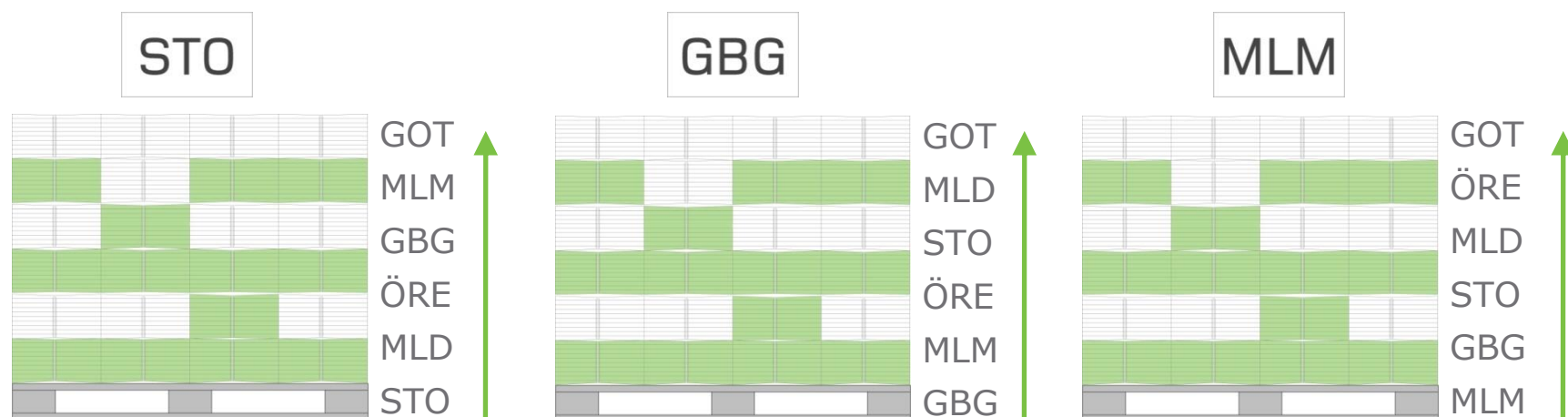


Postcode
620 00–624 99

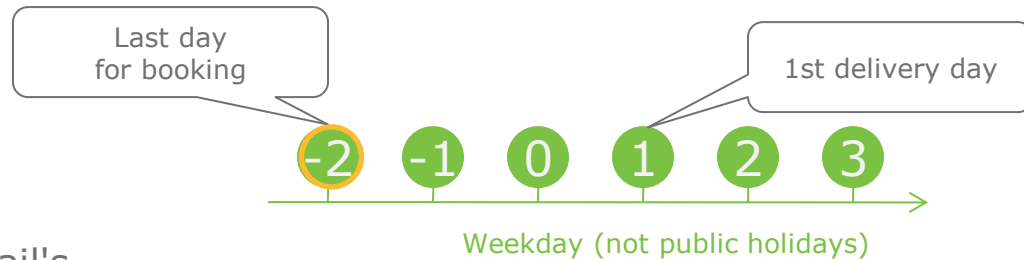
Separation and packing

- For smaller dispatches (volume < 4 pallets), several destinations may be placed on the same pallet on condition that all the bundles/crates are clearly labelled and in postcode order.

NOTE! The bundles must be arranged in accordance with the destination order for each delivery destination as illustrated below.



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)

bring

Global Administrator
Partnersweb (L30025) 210-Kundinbörning

START BOKNING YLLOR OCH FACKINSTRUKTIONER ANDRA LÖSEBORD

UTERIKLISTA BOKNING BOKNING ANVÄRARE FÖLJESIDOR SERA MALLAR

Ska på mail / Vis mail OK Stockholm

Bokningsnummer
Användare STO-Kundinbörning
Leveransnummer L30025
Utskickets benämning

Kundnummer hos Bring Citymail
Kundnamn för fakturmottagare
Kundnummer för fakturmottagare
Kundnamn för fakturmottagare
Fakturainformation
Egen referens

Definierad
Pref. inlämningsdatum
Def. inlämningsdatum

Delleverans
Adressad skickning

DESTINATION	ANTAL
STO	10 STO
MLM	20 MLM
QBO	40 QBO
VIS	82 VIS
ÖRE	72 ÖRE
Totalt antal	
Styckevikt	(Om alla väger lika mycket)
Bruttovikt	(Vid olika styckevikt)

Prisinformation

10 STO	100 00 - 159 99, 230 00 - 649 99, 740 00 - 769 99
20 MLM	200 00 - 269 99, 271 00 - 271 99, 291 00 - 291 99, 296 00 - 296 99, 341 10 - 341 21, 341 51, 341 60, 341 70, 341 80 - 341 89
40 QBO	400 00 - 449 99, 475 00 - 475 99
82 VIS	620 00 - 624 99
72 ÖRE	700 00 - 739 99

Övrig information

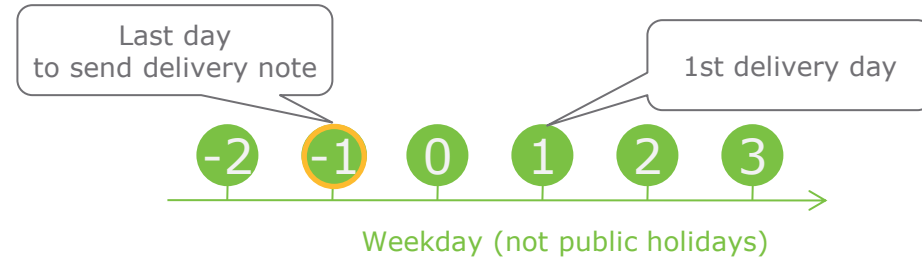
Kopie av bokningen
E-postadress 1
E-postadress 2

If you need login details to Bring Citymail's Partnerweb

Please e-mail:

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.

The screenshot shows the Bring Citymail Partnerweb interface. At the top, there are navigation tabs: "START", "BOKNING", "VILLKOR OCH FÖRESKRIFTER", and "ANDRA LÖSNINGAR". Below this, there are more tabs: "UTSÖKLISTA", "SKAP NY BOKNING", "ARKIVERADE FÖLJESEDLAR", and "MINA MALLAR". The main content area is a form for creating a booking. It includes fields for "Bokningsnummer", "Avsändare" (STO-Kundinlämning), "Leverantörsnummer" (L300253), and "Utöklets benämning". There are also fields for "Kundnummer hos Bring Citymail", "Kundnamn för fakturamottagare", "Kundnummer för fakturamottagare", "Kundnamn för fakturamottagare", "Fakturainformation", and "Egen referens". A "Datum" section includes "Frel. inlämningsdatum" and "Def. inlämningsdatum". A "Delleverans" section has radio buttons for "Ja" and "Nej", and a dropdown for "Adresserad sändning". Below the form is a table for "Antal och värdeuppgifter" with columns for "DESTINATION" and "ANTAL". The table lists destinations: STO (10 STO), MLM (20 MLM), OBG (40 OBG), VIB (62 VIB), and ORE (72 ORE). Below the table is a section for "POSTNUMMERSERIAL" with a list of numbers for each destination. At the bottom, there is an "Ovrig information" field and two "E-postadress" fields.

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 1st 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

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

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

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 67 57

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

