

Packing list for items sorted in bundles

Valid from 6.3.2023

Items of small and large format

The packing list applies per handing-in/order and includes mailings sorted in 2- and 4 digit bundles in the postal code.

Pre-sorted bundles by 4 digits shall be made up directly to the sorting centre when the number of bundles adds up to more than half a pallet or 300 kilos.

Pre-sorted bundles by 2 digits destined to the postal code area of the handing-in sorting centre, must always be handed-in separated from other bundles.

2- and 4 digits bundles and mixed bundles to postal code 8000-8499 and 8600-8999 must always be packed separate.

2- and 4 digits bundles and mixed bundles to postal code 8500-8599 and 9000-9999 must always be packed separate.

Distribution of bundles - 4 digits bundles not packed to sorting centres:

- 2 digits bundles to the postal code area of the sorting centre must be packed separately
- 2- and 4 digits bundles and mixed bundles to postal code 8000-8499 and 8600-8999 must be packed separately
- 2- and 4 digits bundles and mixed bundles to postal code 8500 - 8599 og 9000-9999 must be packed separately
- 2 digits bundles to other sorting centres, 4 digits bundles, mixed bundles and bundles to abroad must be packed on the same pallet

Distribution of bundles - 4 digits bundles packed to sorting centres:

4 digits bundles which make up more than half a pallet or 300 kilos to a sorting centre, must be packed to the correct sorting centre. (more information is given in the sorting centres postal code list)

- 2 digits bundles to the postal code area of the sorting centre must be packed separately
- 2- and 4 digits bundles and mixed bundles to postal code 8000-8499 and 8600-8999 must be packed separately
- 2- and 4 digits bundles and mixed bundles to postal code 8500 - 8599 og 9000-9999 must be packed separately
- 2 digits bundles to other sorting centres, 4 digits bundles, mixed bundles and bundles to abroad must be packed on the same pallet

In consideration of Posten Norge AS's machine production must marking and addressing of bundles be in accordance to conditions for packing and marking of bundles.

In addition, conditions for Mail items with identical format applies.

Bundles pre-sorted by 2- and 4 digits of the postal code (Excluding 4 digits bundles made up directly for the sorting centre)

The bundles shall be palletized by postal code areas directly to the sorting centres according to the table below. The pallets must be labelled by “postal code area” and “address to sorting centre”.

The table applies to handing-ins to the individual terminal and to other delivery points within each terminal’s postal code area.

Handing-in centre	Postal code area	Address to sorting centre
ØSTLANDS-TERMINALEN (Oslo Letter centre)	2 - digits: 0000- 3999	0020 Oslo
	2 - digits: 4000 - 7999 and mixed bundles 0000 - 7999	0020 Oslo
	2- and 4 digits and mixed bundles: 8000 - 8499, 8600 - 8999	0020 Oslo
	2- and 4 digits and mixed bundles: 8500 - 8599, 9000 - 9999	0020 Oslo
	4 -digits: 0000 - 7999 Abroad/International and mixed bundles	0020 Oslo
STOKKE	2 - digits: 0000- 3999	0020 Oslo
	2 - digits: 4000 - 7999 and mixed bundles 0000 - 7999	0020 Oslo
	2- and 4 digits and mixed bundles: 8000 - 8499, 8600 - 8999	0020 Oslo
	2- and 4 digits and mixed bundles: 8500 - 8599, 9000 - 9999	0020 Oslo
	4 -digits: 0000 - 7999 Abroad/International and mixed bundles	0020 Oslo
STAVANGER	2 - digits: 0000- 3999	0020 Oslo
	2 - digits: 4000 - 7999 and mixed bundles 0000 - 7999	0020 Oslo
	2- and 4 digits and mixed bundles: 8000 - 8499, 8600 - 8999	0020 Oslo
	2- and 4 digits and mixed bundles: 8500 - 8599, 9000 - 9999	0020 Oslo
	4 -digits: 0000 - 7999 Abroad/International and mixed bundles	0020 Oslo
BERGEN	2 - digits: 0000- 3999	0020 Oslo
	2 - digits: 4000 - 7999 and mixed bundles 0000 - 7999	0020 Oslo
	2- and 4 digits and mixed bundles: 8000 - 8499, 8600 - 8999	0020 Oslo
	2- and 4 digits and mixed bundles: 8500 - 8599, 9000 - 9999	0020 Oslo
	4 -digits: 0000 - 7999 Abroad/International and mixed bundles	0020 Oslo
MOLDE	2 - digits: 0000- 3999	0020 Oslo
	2 - digits: 4000 - 7999 and mixed bundles 0000 - 7999	0020 Oslo
	2- and 4 digits and mixed bundles: 8000 - 8499, 8600 - 8999	0020 Oslo
	2- and 4 digits and mixed bundles: 8500 - 8599, 9000 - 9999	0020 Oslo
	4 -digits: 0000 - 7999 Abroad/International and mixed bundles	0020 Oslo

Handing-in centre	Postal code area	Address to sorting centre
TRONDHEIM	2 - digits: 0000- 3999	0020 Oslo
	2 - digits: 4000 - 7999 and mixed bundles 0000 - 7999	0020 Oslo
	2- and 4 digits and mixed bundles: 8000 - 8499, 8600 - 8999	0020 Oslo
	2- and 4 digits and mixed bundles: 8500 - 8599, 9000 - 9999	0020 Oslo
	4 -digits: 0000 - 7999 Abroad/International and mixed bundles	0020 Oslo
BODØ	2 - digits: 0000- 3999	0020 Oslo
	2 - digits: 4000 - 7999 and mixed bundles 0000 - 7999	0020 Oslo
	2- and 4 digits and mixed bundles: 8000 - 8499, 8600 - 8999	0020 Oslo
	2- and 4 digits and mixed bundles: 8500 - 8599, 9000 - 9999	0020 Oslo
	4 -digits: 0000 - 7999 Abroad/International and mixed bundles	0020 Oslo
TROMSØ	2 - digits: 0000- 3999	0020 Oslo
	2 - digits: 4000 - 7999 and mixed bundles 0000 - 7999	0020 Oslo
	2- and 4 digits and mixed bundles: 8000 - 8499, 8600 - 8999	0020 Oslo
	2- and 4 digits and mixed bundles: 8500 - 8599, 9000 - 9999	0020 Oslo
	4 -digits: 0000 - 7999 Abroad/International and mixed bundles	0020 Oslo

Pre-sorted 4 digits bundles made up directly for the sorting centre

Pre-sorted bundles by all 4 digits (when more than half a pallet or 300 kg to a sorting centre) shall be palletized by postal code areas directly to the sorting centres according to the table below.

The pallets are to be labelled by “postal code area” and addressed to “address to sorting centre”.
The table apply for handing-in at all sorting centres.

Postnummerområder	Address to sorting centre
4 -digits: 0000 - 1399	0020 Oslo
4 -digits: 1400 - 3099, 3300 - 3699	0020 Oslo
4 -digits: 3100 - 3299, 3700 - 3999, 4500 - 4999	0020 Oslo
4 -digits: 4000 - 4499, 5500 - 5599	0020 Oslo
4 -digits: 5000 - 5299, 5800 - 5899	0020 Oslo
4 -digits: 5300 - 5499, 5600 - 5799, 5900 - 5999, 6800 - 6999	0020 Oslo
4 -digits: 6000 - 6299, 6700 - 6799	0020 Oslo
4 -digits: 6300 - 6699	0020 Oslo
4 -digits: 7000 - 7999	0020 Oslo
2 - and 4 digits and mixed bundles: 8000 - 8499, 8600 - 8999	0020 Oslo
2 - and 4 digits and mixed bundles : 8500 - 8599, 9000 - 9999	