

# Packing and Labelling Requirements for Bundles

Valid from 15.4.2024

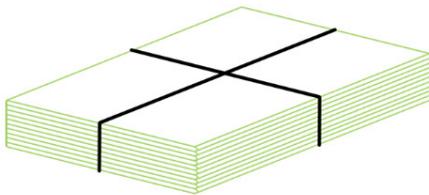
## Pre-sorting of items in bundles

As many items as possible in a mailing shall be sorted by the 4 digits of the postal code.

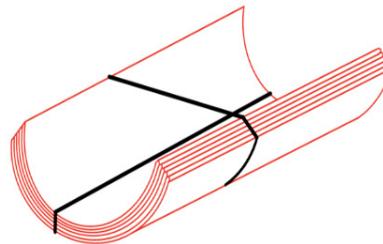
Pre-sorting in bundles depends on the number of items to each postal code, the properties and the weight of the items.

All the bundles must have an approximately flat top and bottom to ensure that the address side is not being bent.

Appropriate bundling



Inappropriate bundling



## Guidelines for packing bundles:

### Domestic service:

- 4-digits bundles\*: As a general rule 10 or more items to the same postcode shall be packed in a separate bundle. Fewer items may be bundled by the 4 digits provided that the bundle has an approximately flat top and bottom, and that the address side is not being bent.
- 2-digits bundles: When there are not enough items to make up a 4-digits bundle, the items shall be bundled in separate bundles per region by the first 2-digits of the postal code. A region bundle can contain several different postal codes, but the first 2-digits of the postal code must be identical in the entire bundle.
- Mixed bundles: If there are few items to one region the items to several different regions can be packed together.

*\*) Customers with production facilities for sorting street addresses we recommend that items in 4 digits bundles are packed alphabetically by street address in ascending order.*

### International service

- If there are minimum 10 items to the same country, or fewer items that can be made up in a approximately flat bundle, the items shall be bundled and labelled to the recipient country.
- If there are fewer than 10 items, these should be bundled and labelled to "Utland 0019 Oslo"
- Please note: all items to abroad must be packed in envelopes or be poly wrapped

### Packing of items in bundles (domestic)

Items sorted in bundles shall be packed according to: Packing list for items sorted in bundles.

## Labelling of the bundles

Due to the machine processing of Posten Norge AS, the labelling of bundles must be standardized. Bundles sorted by the 4-digits of the postal code, bundles sorted by the first 2-digits of the postal code and Mixed bundles must be labelled in compliance with the following requirements. If you chose to use a barcode (S18 4-State) to replace top sheets, the code should be used on all type of bundles in one order. The 4-State barcode shall contain the defined sorting codes specified by Posten.

### Bundles packed by all the 4-digits of the postal code

Bundles packed by the 4-digits shall be labelled and handed in in one of the following ways:

1. The top item is the address carrier of the bundle provided that the items meet the requirements for machine readable addresses, or the 4-State barcode can be used. See the following guidelines..
2. The bundle shall be labelled with a standard top sheet for 4-digits bundles. See the following guidelines.

A standard top sheet for 4-digits bundles must be used if a single item does not comply with the requirements for machine readable addresses. 4-State barcode can be used to replace top sheets.

### Bundles packed by the 2-digits of the postal code and Mixed bundles

For bundles packed by 2-digits and Mixed bundles a top sheet must always be applied.

For the layout of the standard top sheet for 2-digits bundles and Mixed bundles, see the following guidelines. 4-State barcode can be used to replace top sheets.

## Single item address carrier for 4-digits bundles

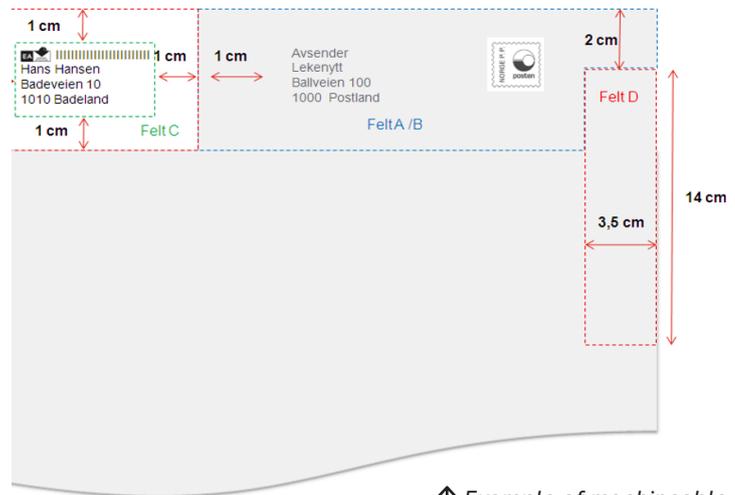
When the address field, Field C, on single items meets the requirements for machine readable addresses, the bundle can be packed without a top sheet.

### Placement of the address field

- The address field must be set according to the left margin, cf. Field C
- Logo/graphic elements can be placed to the left of the recipient's address provided that these elements do not contain digits and/or text that can be mistaken for a postal address (e.g. postal code, names of place and country or telephone number)
- There must be a blank space of minimum 1cm surrounding the entire address field and from all edges or any text or graphic elements.

### The recipient's address, Field C, should be set up as follows:

- The address always consists of at least 2 lines
- All lines are set with a straight left margin
- All lines are parallel with the upper edge of the item
- All the lines have the same line spacing of 1 or 1,5 without open lines



↑ Example of machineable single item without envelope

- The spacing between words is 1 or 2 characters (space bars)
- Customer number/ID or EA (electronic address updating) is always placed at the top of the address field

#### Typeface/fonts and font size

The following typefaces/fonts and font sizes shall be used in the address field, Field C:

- Arial in font sizes 10,11,12
- Courier New in front sizes 10,11,12
- Verdana in font sizes 9,10,11,12

The same font and font size must be used in the entire address. Bold, Italic and underlined text are not allowed.

#### Print contrast and background

The address must be printed with dark print on light one-coloured background; Print/Contrast Ratio (PCR) must be minimum 50 %.

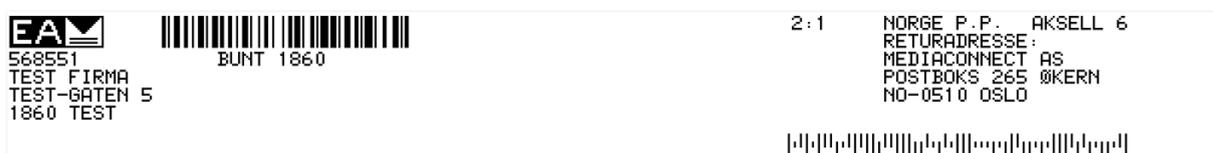
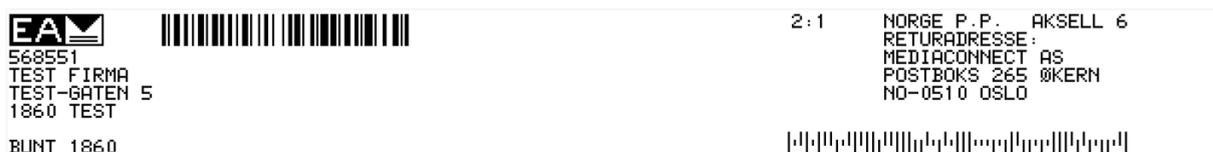
### Layout of address carrier with 4-State barcode

The 4-State barcode shall contain sorting codes specified by Posten:

Bundle category	Description	Innhold 4 state barcode	Visual marking (keyword)	Example	Example code	Visual marking (keyword)
4-digit	10 items or more to one postcode	Alfanumeric sorting code (xxxxZZZ)	"BUNT" + postcode, 4 digits	Bundle to 0590 Oslo	0590ZZZ	BUNT 0590
2-digit	10 items or more to one region (2 first digits in the postcode)	Alfanumeric sorting code (ref table 2 digits)	"BUNT REG" - region no, 2 digits	Bundle to region 05	0020AAF	BUNT REG 05
Diverse (domestic)	Bundles of excess items after sorting in 4 digit and 2 digit bundles	Alfanumeric default sorting code (0020ADB)	"BUNT DIV"	Bundle with excess items to various postcodes	0020ADB	BUNT DIV
Foreign	Alfanumeric sorting code (ref table foreign countries)	«BUNT UTL» + country code 2 characters	"BUNT UTL" + country code 2 characters	Bundle to Sweden	9999SEZ	BUNT UTL SE
Foreign diverse	Bundles of excess items after sorting per country	Alfanumeric default sorting code (9999ZZZ)	"BUNT UTL DIV"	Bundle with excess items to various countries	9999ZZZ	BUNT UTL DIV

### Layout guidelines for barcode and visual marking

- 4-State barcode shall be placed bottom right in the addressing area (ref. illustration). The barcode must not be covered by the bundle strap.
- The visual code shall be placed below the recipients address. If possible, there should be open lines between the recipient address and the visual code. The visual code can by exception be placed as the 1st line in the recipient address, after customer reference number if in use (ref. illustration).



### Layout of the top sheet for 4-digits, 2-digits and Mixed bundles

The top sheet must as far as possible cover the item and always be placed so that the recipient's address and the return address of the item or any other information that can be mistaken for an address, are properly covered.

#### Fonts, font size and lines

The following setup applies to the address field of the top sheets:

- Arial, Verdana or Courier New shall be used in font sizes i 10-20
- The address must have a straight left margin
- All the lines must have the same line spacing of 1 or 1,5
- Fonts and font sizes must be the same in the entire address
- Bold, Italic and underlined text are not allowed.
- The top sheet must be white or light one-coloured, and the address must be in dark print, Print Contrast Ratio (PCR), minimum 50 %.

#### Placement of the address field and customer information

- The address field (postal code and/or regional address) must be placed minimum 1cm from the edges of the top sheet and in a way that bundling straps or strings do not cover the address field.
- There must be a blank space of 1cm around the entire address field
- The top sheet, including the customer information area, must not contain any information that can be confused with the addressing of the bundle, e.g. the sender's address/return address.
- An area above the address field of maximum 5cm from the upper edge of the sheet may be used for customer information etc.
- The font size of the customer information should not be larger than the one used for the postal code/region address.

## Address field on standard top sheet for 4-digits bundles

The top sheet for 4-digits bundles shall have an address of 3 lines: The keyword “Distribution” A 4-digits postal code Post office according to the contents of the bundle.

*Example of top sheet for 4-digits bundle. The address area may be given an alternative placement provided that there is a blank space of minimum 1cm around the address area and from the edges. →*



## Address field on standard top sheet for 2-digits bundles

The top sheet for 2-digits bundles shall have an address of 3 lines: Region number. Postal code/place.

### Address list for standard top sheet for 2-digits bundles

The list shows which postal code/place to use for the different regions. See the last page of this document.

*Example of top sheet for 2-digits bundles. The address area maybe given an alternative placement provided that there is a blank space of minimum 1cm around the address area and from the edges. →*



## Address field on standard top sheet for Mixed bundles

Mixed bundles shall have an address field of 3 lines: The keywords “Avgang” and “Diverse”.

Example of top sheet for Mixed bundles. The address area may be given an alternative placement provided that there is a blank space of minimum 1cm around the address area and from the edges. →



## Address field on the top sheet for bundles for abroad

Bundles for abroad must have a top sheet with an address of 3 lines.



↑ Example of top sheet for bundles to the recipient country



↑ Example of top sheet for bundles with items to multiple recipient countries

## Packing and bundling

The bundles must be properly packed and tightly secured with straps or plastic wrap. Straps must not obscure any address information to be used by Posten Norge AS. Cross strapping with black straps is recommended to ease the machine sorting of bundles.

The quality of the plastic must be minimum 60MY. The plastic must be wrapped tightly around the bundle. Maximum weight for one bundle is 6kg.



### Cross bundling ↑

Example: Placement of the address when cross bundling with straps are used.



### Edge strapping ↑

Example: Placement of the address when edge bundling with straps are used.

## Multi-copies

If there are more copies, open or plastic wrapped, to the same recipient, the copies can be made up into one single item. The top copy must be fitted with machine-readable address and be labeled in compliance with the example below.

Kundenr. 123456789	Returadresse	Norge P.P.
Navn Navnesen	Bladet AS	
Gaten 1	Veien 1	
1234 Stedet	4567 Plassen	

**FLEREKSEMPLAR**  
Alle sendinger til samme mottaker  
– må ikke åpnes

**MULTIPLE COPIES**  
Contains several copies to the same recipient  
– do not open

The maximum weight of the sample package is 2 kg.

When ordering a mailing you state the total number of items, including the number of copies made up into single items.

Multi-copies shall be handed in together with 4-digits bundles.

← *Example: Labelling of Multi-copies.*

## Address list for standard top sheet for 2-digits bundles

The table shows postal codes/places for the different regions.

Postalcode/ Place	Region number	Postalcode/ Place	Region number	Postalcode/ Place	Region number
0019 Oslo	Utland (Abroad)	0020 Oslo	Region 34	0020 Oslo	Region 68
0020 Oslo	*Region 01	0020 Oslo	Region 35	0020 Oslo	Region 69
0020 Oslo	Region 02	0020 Oslo	Region 36	0020 Oslo	Region 70
0020 Oslo	Region 03	0020 Oslo	Region 37	0020 Oslo	Region 71
0020 Oslo	Region 04	0020 Oslo	Region 38	0020 Oslo	Region 72
0020 Oslo	Region 05	0020 Oslo	Region 39	0020 Oslo	Region 73
0020 Oslo	Region 06	0020 Oslo	Region 40	0020 Oslo	Region 74
0020 Oslo	Region 07	0020 Oslo	Region 41	0020 Oslo	Region 75
0020 Oslo	Region 08	0020 Oslo	Region 42	0020 Oslo	Region 76
0020 Oslo	Region 09	0020 Oslo	Region 43	0020 Oslo	Region 77
0020 Oslo	Region 10	0020 Oslo	Region 44	0020 Oslo	Region 78
0020 Oslo	Region 11	0020 Oslo	Region 45	0020 Oslo	Region 79
0020 Oslo	Region 12	0020 Oslo	Region 46	0020 Oslo	Region 80
0020 Oslo	Region 13	0020 Oslo	Region 47	0020 Oslo	Region 81
0020 Oslo	Region 14	0020 Oslo	Region 48	0020 Oslo	Region 82
0020 Oslo	Region 15	0020 Oslo	Region 49	0020 Oslo	Region 83
0020 Oslo	Region 16	0020 Oslo	Region 50	0020 Oslo	Region 84
0020 Oslo	Region 17	0020 Oslo	Region 51	0020 Oslo	Region 85
0020 Oslo	Region 18	0020 Oslo	Region 52	0020 Oslo	Region 86
0020 Oslo	Region 19	0020 Oslo	Region 53	0020 Oslo	Region 87
0020 Oslo	Region 20	0020 Oslo	Region 54	0020 Oslo	Region 88
0020 Oslo	Region 21	0020 Oslo	Region 55	0020 Oslo	Region 89
0020 Oslo	Region 22	0020 Oslo	Region 56	0020 Oslo	Region 90
0020 Oslo	Region 23	0020 Oslo	Region 57	0020 Oslo	Region 91
0020 Oslo	Region 24	0020 Oslo	Region 58	0020 Oslo	Region 92
0020 Oslo	Region 25	0020 Oslo	Region 59	0020 Oslo	Region 93
0020 Oslo	Region 26	0020 Oslo	Region 60	0020 Oslo	Region 94
0020 Oslo	Region 27	0020 Oslo	Region 61	0020 Oslo	Region 95
0020 Oslo	Region 28	0020 Oslo	Region 62	0020 Oslo	Region 96
0020 Oslo	Region 29	0020 Oslo	Region 63	0020 Oslo	Region 97
0020 Oslo	Region 30	0020 Oslo	Region 64	0020 Oslo	Region 98
0020 Oslo	Region 31	0020 Oslo	Region 65	0020 Oslo	Region 99
0020 Oslo	Region 32	0020 Oslo	Region 66		
0020 Oslo	Region 33	0020 Oslo	Region 67		

\* Region 01 skal comprises both region 00 og region 01.