
Implementation Guidelines for Nordic Shipping Label

- General Descriptions

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DOCUMENT VERSION HISTORY

Date	Version	Changes
2018-07-24	5.5	Added information regarding payment reference when using C.O.D. Additional service printed in label, shall be in UPPERCASE.
2017-12-18	5.4	New layout of additional service and symbols in document. Added label print priority.
2017-10-17	5.3	Change name from FlexDelivery (A6) to Delivery without POD (A6). Removed additional service 17-21 (C3). Added additional service Before 9 (D6) and Before 12 (D7).
2017-02-07	5.2	One new service and several new additional service from 2/5 and 1/9-2017.
2016-04-01	5.1	<ul style="list-style-type: none"> • New names on several services and additional services from the 1st of August. • No, separate names on services when used in Denmark. • No separate logo on labels used in Denmark. • It is now possible to send MyPack Collect (19) to some countries outside the Nordics. • A new home delivery service called MyPack Home (17) has been added. • Removed issuer code Z16. Groupage in Denmark should also be handled by PostNord Denmark Z11. • Removed issuer code Z15. InNight services should be handled as all other services.
2015-04-01	5.0	<ul style="list-style-type: none"> • Logo on labels changed from "PostNord Logistics" to "PostNord"
2014-11-01	4.91	<ul style="list-style-type: none"> • Correction of Addressing export to/from Norway. • Adding information about Shipment ID. • Correction regarding InNight services routing codes in Norway.
2014-11-01	4.9	<ul style="list-style-type: none"> • The service Groupage has been added as a Nordic Service. • Additional Services Driver's Notification, ADR and Recipient Freight have been added as Nordic additional services. • Changed instruction for how to indicate shipment item types. • Default co name on sender changed for transports between Sweden and Norway.
2013-09-01	4.8	<ul style="list-style-type: none"> • Information about alternative label organization in order to have more free text lines has been added. • A new customer number issuer has been added and some of the names of the issuing companies have been changed. • Some headings changed on the label. "Parcels" has been changed to "Items" and "Parcel-ID" has been changed to "Shipment Item-ID".
2013-09-01	4.7	<ul style="list-style-type: none"> • Change of logo on shipping labels from postnord to postnord logistics. • Field for presenting entry code added.
2013-02-04	4.6	<ul style="list-style-type: none"> • Changed logo for MyPack Shipments in Denmark. • Additional service Optional Service Point now available in Denmark. • Additional service COD is no longer allowed to use with the service Pall.Ett (52) in Sweden. • Symbol added for additional service Delivery without POD. • Additional default address for MyPack Return in Norway. • Adjustment of size and placement of COD symbol. • LIT bar code removed. Not needed anymore.

2012-01-24	4.5	<ul style="list-style-type: none"> • Changes in how to write addresses when using additional service "Optional Service Point". • Changed size of the OCR barcode. • New example layouts.
2011-07-01	4.4	<ul style="list-style-type: none"> • New logo on label. • Measures for where to place service and additional service texts on the label added. • Size of parcel ID in text added. • Instruction added that the label should be able to hold four additional services at the same time.
2011-03-16	4.3	<p>Change of mission code and client number</p> <ul style="list-style-type: none"> • Client number 7 to 10 digits allowed • Client number in mission code 10 digits. <p>Information on what names of services and additional services that should be used in the GUI of the software.</p>
2011-03-15	4.2	<p>Change of names for Denmark Origin</p> <ul style="list-style-type: none"> • MyPack Return to Customer Return • MyPack will be Privatpakke uden omdeling. • MyPack with additional service Home Delivery to Privatpakke med omdeling. • PALL.ETT to Pallett
2011-03-10	4.1	<p>Change of names for additional services</p> <ul style="list-style-type: none"> • Limited quantity of hazardous goods change to Limited quantity of dangerous goods. • Notify by phone change to Notification by Phone.
2011-03-09	4.0	<p>Add Pages 1-4 with general information</p> <ul style="list-style-type: none"> • Information about conditions, checks and tests.

INTRODUCTION

This document describes PostNord's standards for shipping labels produced by shipping software. The target group is companies that want to produce shipping software capable of creating shipping labels with support for one or more of PostNord's shipping services.

They can be companies that produce shipping software sold to other companies or PostNord's clients who wish to implement support for PostNord's shipping labels in their client specific business system.

All information stated for each specific service or shown in examples is mandatory to print on the shipping labels.

For information on service terms such as liability, weight and volume limits, valid recipient countries, valid C.O.D. amounts and currencies etc., please refer to the service specific special terms and conditions, price lists and product folders.

It is PostNord's ambition that the shipping labels for our services are as similar to each other as possible. If you develop support for one of PostNord's services, it should require a minimum of changes to follow the requirements for other services.

CONDITIONS

Creating PostNord's shipping labels are subject to two conditions.

- The system must have a number of built-in checks.
- The shipping labels must be tested before the system creating them is put into production.

CHECKS

The system must have the following built-in checks:

- A check that the most basic information is provided for the service must be performed, i.e. complete sender and recipient information, client number, Shipment Item ID (parcel number) and service code.
- A check that invalid combinations of service and additional service is not used as well as invalid combinations of additional services.
- Built-in block to prevent the allocated Shipment Item ID series from being overdrawn. When the number series has been exceeded, it should not be possible to print out shipping labels.
- Memory (date stamp) for already used Shipment Item ID:s so it is not possible to reuse them. Reusing a PostNord number series (UPU S10) is not allowed. Once a number series is used, a new should be ordered. However, this is not valid for Shipment Item ID:s issued by GS1. These may be reused after 18 months.
- Routines for ordering Shipment Item ID:s are country dependent. For details, please contact the PostNord representatives in your country.
- The information about checks for the Shipment Item ID also applies for the Shipment ID when used.
- A check that the weight has been provided. This is required in order to show the correct weight symbol.

CUSTOMER NUMBER

The customer number on the label should be the customer number from the sales agreement. The customer number could be from 7 to 10 digits.

If the sales agreement is with PostNord Sweden either the 8-digit customer number or the 10-digit production number may be used.

NOTE that if the 8-digit customer number is used, you must fill with zeros from the left when writing the number in plain text so that the total number of digits is 10.

There is an exception for PostNord MyPack Collect and PostNord Return Drop Off when POS is the Sorting Code. Then you will be given a specific customer number. This customer number should only be written in plain text. In the mission code the customer number from the agreement should still be used.

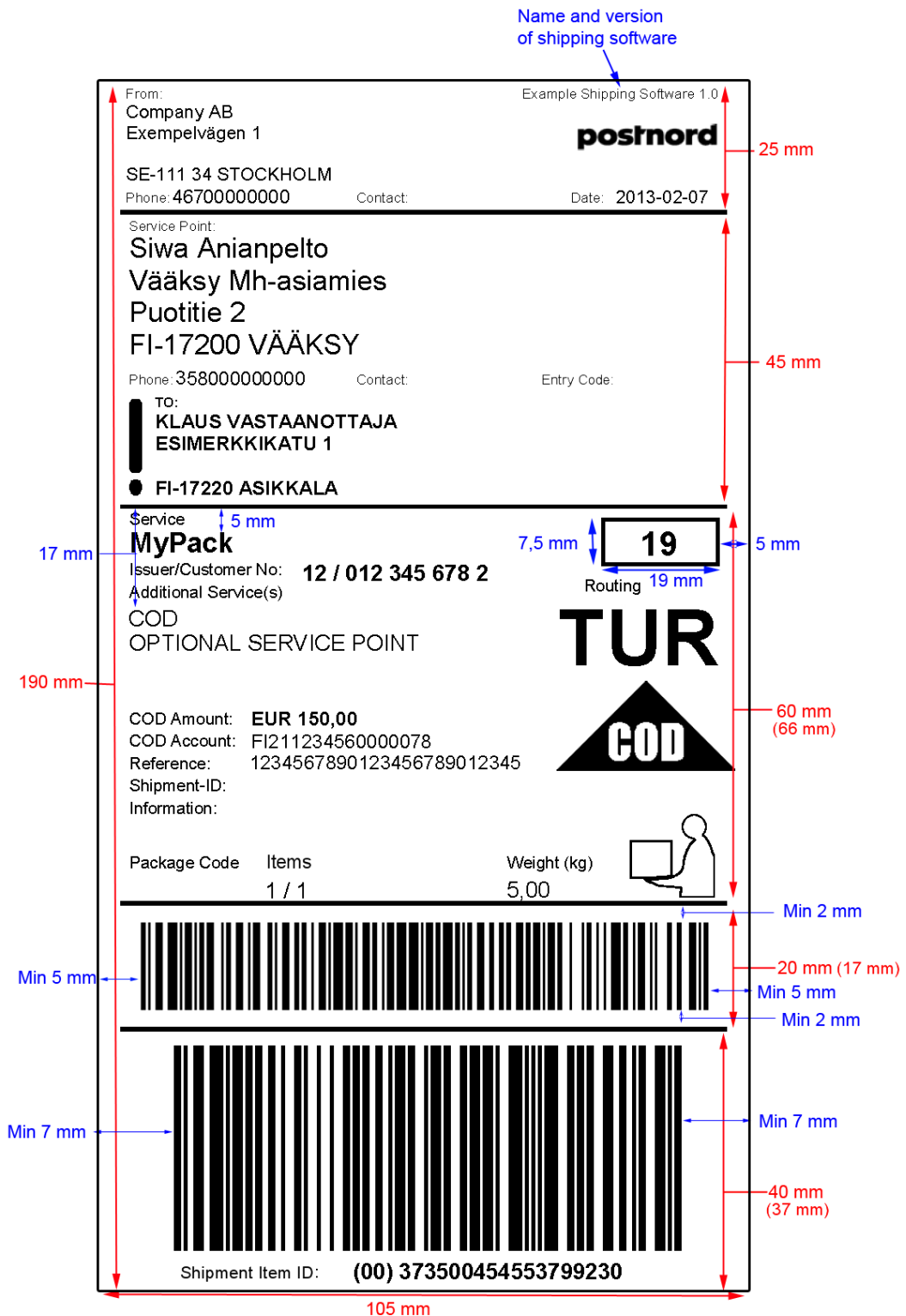
For details about the mission code, please refer to the mission code section.

TESTS

Test of shipping labels previously not supported by the current system.

Before the system may be used or sold, the shipping labels for PostNord's services and additional services supported by the system must be approved by PostNord. The approval process is handled differently in each country. For information about the process, contact the PostNord representatives in your country.

SIZE AND FONTS



Values in brackets indicate alternative label organization of the layout in order to have more free text lines. The layout for the PostNord Pallet service in the Examples document shows this alternative layout.

Preferred Fonts

Arial, Helvetica or similar.

Sizes of Text Content

Approx font sizes and minimum sizes in millimeters are as follows:

- Fixed texts: 8 (2 mm)
- Values with no other stated size: 10 (2,5 mm)
- Recipients (Service points if addressing to service point) name and address: 12 (3 mm)
- Additional Service: 10 (2,5 mm)
- COD Amount: 10 (2,5 mm)
- Service name: Bold 12 (3 mm)
- Service number: Bold 12 (3 mm)
- Routing: Bold 36 (9 mm)
- For MyPack POS: (R) 36 (9 mm), (3), 48 (11 mm)
- Parcel ID: Size 10 (2,5) Bold

Addressing to service point

The name and address to the recipient should be written to the right of the exclamation mark under the name and address of the service point. As in the example above.

- The heading should be TO: Bold and in CAPITALS, size 8 (2mm)
- Recipients name and address should be written in: Bold and in CAPITALS, size 10 (2,5 mm)

Number of Additional Services

There must be room for presenting four additional services at the same time.

Number of symbols

There must not be room for presenting more than three symbols. Symbols can not overlap.

Shipping Software and Version Number

It is mandatory to print the name of the shipping software that created the label as well as the version number of the software. The text should be written on the same level as the heading "From" and be aligned to the right. For client developed shipping software we recommend to print the company name and version number.

If version numbers are not used by the company developing the software, the number must not be printed on the label, for obvious reasons.

Service/Additional Service Chart

Basic Service Name/Code	Additional Service Name/Code																																				
	Cash on Delivery (A1)	Dangerous Goods IQ (A8)	Dangerous Goods (B9) ¹	Notification by Letter (A2)	Notification by E-mail (A4)	Notification by SMS (A3)	Notification by Phone (A9)	Optional Service Point (A7)	Delivery without POD (A6)	Private receiver (D5)	Time Agreed (Q1) ³	Driver Notification (B8) ³	Recipient Freight (C1)	ID Check (C4) ³	Delivery Notification (C5) ³	Delivery Confirmation (C6) ³	FlexChange (C7) ³	Delivery Advice (D3)	Insurance (A5)	Return to sender (D1)	Signature Assurance (D2)	Before 9 (D6) ⁶	Before 12 (D7) ⁶	Carry in (B7) ⁶	Climate Compensation (D9) ¹	Carry-Out (E2) ⁶	Return Pickup Private (E3) ⁶	Pickup Confirmation (E6) ⁶	Pickup Handover (E7) ⁶	Tyres (E1)	Collect in Store (E4)	Collect in Store—Label only (E5)	Return Wrapping (E8)	Age check (D8)			
PostNord MyPack Collect (19)	✓			✓	✓	✓		✓		✓																											
PostNord MyPack Home (17) ⁴		✓											✓	✓	✓	✓	✓	✓	✓																	✓	
PostNord Return Drop Off (24)																																					
PostNord Pallet (52)		✓	✓					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
InNight (48) ¹		✓	✓																	✓																	
InNight Reverse (49) ¹		✓	✓									✓								✓																	
InNight Systemtransporter (69) ¹		✓	✓																	✓																	
PostNord Groupage (83) ¹		✓	✓					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
PostNord Parcel (18) ⁴		✓						✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
PostNord MyPack Home Small (30) ⁷																																					
PostNord Return Pickup (20) ⁶		✓													✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

1. Requires a special contract.
2. Available domestic and export in/to Denmark.
3. Country dependencies. See Implementation Guidelines for the Shipping Instructions EDI message.
4. Not valid to Finland.
5. Available domestic Sweden and Denmark and export to Nordic.
6. Available from 1st of January 2019
7. Available domestic and export from Sweden.
8. Domestic in Sweden, Denmark and Norway.
9. Available domestic and export within Denmark and Sweden.

Please note that locally in each country there may be more additional services available for each service than shown in the table above. National additional service are presented in each country's appendix and/or in local EDI/shipping label implementation guidelines.

Issuer Codes

The issuer code indicates which of the companies within PostNord that you have an agreement with. That is which company has issued the customer number that you are using. The use of the issuer code for InNight services is an exception. If InNight-services are used domestic in Sweden or with export from Sweden the Swedish issuer code should be used. Otherwise use the InNight services issuer code.

Z11 PostNord Denmark (Post Denmark) (Parcels)

Z12 PostNord Sweden

Z13 PostNord Norway

Z14 PostNord Finland

Default should be to use the issuer code corresponding to the country of the consignor, but there must be a possibility to overrule this logic.

SERVICES

PostNord Parcel (Service Code 18)

Nordic parcel service business to business.

PostNord MyPack Collect (Service code 19)

When using the PostNord MyPack Collect service to recipients in Norway and Finland it is mandatory to use the additional service "Optional Service Point". This means that both the address of the recipient and the address of the service point where the shipment will be available for collection need to be printed on the label. To Sweden and Denmark, it is optional to use this additional service.

Crucial information for service points in Norway is the sorting code. The value of the sorting code directs both which label layout to use and the addressing on the label.

Service Point with Sorting Code "POS"

- No logo should be used.
- Label should be marked with number 3. Minimum height 12 mm and in bold
- "Routing" should have the text "POS". Minimum height 5 mm.
- "Service" should have the text "Posten Norge Servicepakke" . Min. height 4 mm.
- "Service code" should be "1202" .
- "Customer No" must be a specific number for each sending country.
- For information about sender's address for export to Norway see below under the heading "Addressing export to/from Norway".
- Address under "TO:" must be the receivers address.
- No information about service point.
Postal code of the receiver should have a minimum height of 8 mm.
- Postal code shall be in bold text.
- For placing of the information field, see appendix with label examples.

Service Point with Sorting Code other than "POS"

- Service points in Norway and Finland have a 3 letter routing code that needs to be printed on the label.
- "Service" should be "MyPack."
- " Product code" should be "19"
- If addressing to service point is used the text "OPTIONAL SERVICE POINT" Should be written under the heading "Additional service(s)"
- "Issuer/Customer No:" should have the Issuer Code followed by the customer number of the sending customer.

- When using the Additional service COD you should, under "Additional Service(s)", print "A1 - COD".
- For information about sender's address for export to Norway see below under the heading "Addressing export to/from Norway".
- Address under "TO:" should always be the address of the recipient. However when using additional service "Optional Service Point" the address of the service point should be written above the recipients address with the heading "Service Point:"
- Some service points in Finland have a value called "Handling Office" in the service point information.
When the service point have information about "Handling Office" the information shall be in address row 1 on the label.
The rest of the address moves down to rows 2-4.
- The Country code is mandatory for all addresses.
- For placing of addresses, see appendix with label examples.

More information about service points is found in this document under the heading Service Points.

PostNord MyPack Collect to countries outside the Nordics

It is now possible to send MyPack Collect to some countries outside the Nordics. The deliveries outside the Nordics are performed in co-operation with our partner DPD. The number of available countries will be extended over time. Available countries are presented in the price list and/or the facts sheet on each Nordic countries web site.

As for Norway and Finland it is mandatory to use the Optional Service Point additional service. The service points in countries outside the Nordics are available via the same API:s as the Nordic service points.

Since it is DPD that is responsible for the deliveries outside the Nordics the shipping label to be used is the DPD shipping label. The service code to be used on the label is 337. In the shipping instructions file the service code should be 19 however.

Examples of what it should look like is presented in the examples file. Details about content of the label including barcode specification can be found in the DPD document "DPD Parcel Label Specification". Please note that the 2D code needs to be implemented.
Contact PostNord to get the DPD specification.

[PostNord Return Drop Off \(Service code 24\)](#)

The service PostNord Return Drop Off should be used when goods has to be returned after being delivered to the recipient. The recipient on the label must be the location where the packages shall be returned to.

For Norway, the address on PostNord Return Drop Off label depends on how the original parcel was addressed. For detailed information about addressing see below under "Addressing export to/from Norway".

Service Point with Sorting Code "POS"

- No logo should be used.
- Labels has to be marked with R3.
- Routing should have the text "POS".
- Service" should have the text "Posten Norge Returservice".
- Service Code should have the number "1207" .
- "Customer No" must be a specific number for each sending country.

Service point with sorting code other than "POS"

- "Routing should have the routing code given by your PostNord representative. "Service" should have the text "MyPack Return".
- Service code should be "24" .

- "Issuer/Customer No:" should have the Issuer Code followed by the customer number of the sending customer .
- For returns that are to stay in Norway use the recipients address.

For all addresses it is mandatory with country code.

Addressing export to/from Norway

If nothing else is agreed the following addresses should be used:

Export of MyPack (19) to Norway

If the service point has the sorting code "POS" the sender's address under "From" should be:

Company name
c/o PostNord AS
Postens Godssenter
NO-0068 Oslo

If the service point has a sorting code other than "POS" the sender's address under "From" should be:

Company name
c/o PostNord AS
3. Industrivei 25
NO-0668 Oslo

Export of MyPack Return (24) from Norway

If the parcel should be dropped off at a "POS" service point the recipient's address under "TO" should be:

Company name
c/o PostNord AS
Postens Godssenter
NO-0068 Oslo

If the parcel should be dropped off at a service point with other sorting code than "POS" recipient's address under "TO" should be:

Company name
c/o PostNord AS
3. Industrivei 25
NO-0668 Oslo

Export of MyPack Collect (19) from Norway

For shipments to Sweden, Denmark and Finland the sender's address under "From" should be:

Company name
c/o PostNord AB

SE-70298 Örebro

Export of PostNord Return Drop Off (24) to Norway

For PostNord Return Drop Off shipments to Norway from Sweden, Denmark and Finland the recipient's address under "TO" should be:

Company name
c/o PostNord AB

SE-70298 Örebro

PostNord Return Drop Off from countries outside the Nordics

It is now possible to handle returns from MyPack Collect customers outside the Nordics. The consumer hands over the return parcel to one of our partner DPD's service points and they are delivered back to the seller in the Nordics. Available countries are the same as for the MyPack Collect service.

Since the parcel should be handed over to a DPD service point the shipping label to be used is the DPD shipping label. The service code to be used on the label is 332. In the shipping instructions file the service code should be 24 however.

Texts that in the examples are written in both German and English should only be written in German if the consignor country is a german speaking country and only in English for other countries.

For the returns a receipt also needs to be printed. The idea with the receipt is that the consumer brings it to the service point together with the labeled parcel that should be sent back to the selling company. The service point signs it when the parcel has been handed over.

Examples of what it should look like is presented in the examples file. Details about content of the label including barcode specification can be found in the DPD document "DPD Parcel Label Specification". Contact PostNord to get the DPD specification.

[PostNord MyPack Home \(Service Code 17\)](#)

Additional service FlexChange (C7) is mandatory on the service.

It will be possible to send PostNord MyPack Home to countries outside the Nordics. Since it is DPD that will be responsible for these deliveries the shipping label to be used is the DPD shipping label. The service code to be used on the label is 327. In the shipping instructions file the service code should be 17 however.

Examples of what it should look like is presented in the examples file. Details about content of the label including barcode specification can be found in the DPD document "DPD Parcel Label Specification".

Please note that the 2D code needs to be implemented.

Contact PostNord to get the DPD specification.

[PostNord Pallet \(Service Code 52\)](#)

Shipment item type is mandatory on label.

There are four different shipment item types to use with PostNord Pallet:

OA (Pallet 40x60 cm)

AF (Pallet 60x80 cm)

PE (Pallet 80x120 cm)

OF (Special pallet)

The shipment item types should be written like this on the label:

OA - 1/4 Pallet

AF – 1/2 Pallet

PE – EUR Pallet

OF – Special Pallet

[InNight \(Service Code 48\)](#)

[InNight Reverse \(Service Code 49\)](#)

[InNight Systemtransporter \(69\)](#)

There are two types of codes that are not used with the other services but are mandatory together with this service, a location code and a sorting position code.

The location code should be placed under the heading "Routing. Minimum height of the code is 8 mm.

The codes and names for locations used with road transports comply with United Nations standard description, UN/LOCODE (5 characters). For all air destinations IATA airport codes are used (3 characters).

The UN/LOCODE for Stockholm is for example SESTO.

The IATA code for the airport of Stockholm Arlanda Airport is ARN.

The above apply for all countries but Norway where 3 character routing codes (the same as for MyPack Collect) are used.

The sorting position codes (Receiver-ID) are decided together with each customer. The ID should be placed under the recipient information. For example, see the appendix.

As for the Pallet service, it is mandatory to present a shipment item type with the services 48 and 69.

The types available are:

PC (Parcel)

CW (Cage Roll)

OA (Pallet 40x60 cm)

AF (Pallet 60x80 cm)

PE (Pallet 80x120 cm)

OF (Special pallet)

The shipment item types should be written like this on the label:

PC – Parcel

CW – Cage Roll

OA - 1/4 Pallet

AF – 1/2 Pallet

PE – EUR Pallet
OF – Special Pallet

PostNord Groupage (Service Code 83)

It is mandatory to present a shipment ID on the label and in the transport instructions file. The shipment ID must be a GS1 GSIN number.

For shipment item type “parcel” it is mandatory to present the type on the label. For “pallets” we appreciate if you indicate the type. The Shipment Item type codes to be used are:




PC (Parcel)
OA (Pallet (40x60 cm))
AF (Half Pallet (60x80 cm))
PE (Pallet (80x120 cm))
OF (Special Pallet (larger than PE))

The shipment item types should be written like this on the label:




PC – Parcel
OA - 1/4 Pallet
AF – 1/2 Pallet
PE – EUR Pallet
OF – Special Pallet







ADDITIONAL SERVICES AND SYMBOLS

Regardless of the type of print-out or layout you will use, a number of symbols must be added to the shipping labels.

Weight symbol	Comments	Text to be printed on label	Symbol.print ed size on label	Text priority	Symbol priority
0-15 kg			 Hight: 20 mm, Width: 20 mm.	0	1
15-25 kg			 Hight: 20 mm, Width: 20 mm.	0	1
Over 25 kg			 Hight: 20 mm, Width: 20 mm.	0	1

Note! The indicated weight normally has nothing to do with billing; rather it is intended to reduce the risk of working related injuries. Therefore, an indication of the weight is necessary but it does not have to be the exact weight. The weight symbol is intended to be a protection and create good working conditions for those handling the parcels.

Additional service name (code)	Comments	Text to be printed on label	Symbol printed	Text priority	Symbol priority
Cash on Delivery (A1)	Currency code in ISO 4217.	Cash on Delivery COD Amount: Currency code and amount. COD Account number. For SE also Account Type. Payment reference as reference, see example.	 Base of the triangle 28 mm.	1	1
Dangerous Goods LQ (A8)		DANGEROUS GOODS LQ		1	N/A
Dangerous Goods (B9)		DANGEROUS GOODS		1	N/A
Notification by Phone (A9)	Phone Number in recipient field.	NOTIFICATION BY PHONE	 Hight: 11 mm, Width: 14 mm.	1	2
Optional Service Point (A7)	The exclamation mark should be placed to the left of	OPTIONAL SERVICE POINT	 Hight: 15 mm, Width: 2.5 mm	1	1

	the "TO" address as shown in the examples.				
Delivery without POD (A6)		DELIVERY WITHOUT POD	 Hight: 13 mm, Width: 10 mm	1	3
Private receiver (D5)		PRIVATE RECEIVER		1	N/A
Time Agreed (Q1)		TIME AGREED		1	N/A
Driver Notification (B8)	Phone Number in recipient field.	DRIVER NOTIFICATION	 Height 12 mm	1	3
ID Check (C4)		ID CHECK	ID Height 11 mm, Width 13 mm.	1	2
Before 9 (D6)		BEFORE 9	 13 mm, with 13 mm	1	1
Before 12 (D7)		BEFORE 12	 13 mm, with 13 mm	1	1
Carry In (B7)		CARRY IN		1	N/A
Climate Compensation (D9)		CLIMATE COMPENSATION	 10 mm, with 10 mm	3	3
Carry-Out (E2)		CARRY-OUT		1	N/A
Signature Assurance (D2)		SIGNATURE ASSURANCE	 Hight: 13 mm, Width: 10 mm	1	3
Age check (D8)	16, 18 or 20	AGE CHECK	16, 18, 20	1	1
FlexChange (C7)	Entry code (door code), if needed.	FLEXCHANGE		0	0
Split Shipment (E8)		SPLIT SHIPMENT		1	0
Return to sender (D1)		RETURN TO SENDER		1	N/A
Tyres (E1)		TYRES		2	0
Pickup Confirmation (E6)				N/A	N/A
Delivery Notification (C5)				N/A	N/A

Delivery Confirmation (C6)				N/A	N/A
Notification by Letter (A2)				N/A	N/A
Notification by E-mail (A4)				N/A	N/A
Notification by SMS (A3)				N/A	N/A
Recipient Freight (C1)				N/A	N/A
Delivery Advice (D3)				N/A	N/A
Insurance (A5)				N/A	N/A
Carry-Out (E2)				N/A	N/A
Return Pickup Private (E3)				N/A	N/A
Pickup Handover (E7)				N/A	N/A
Collect in Store (E4)				N/A	N/A
Collect in Store – Label only (E5)				N/A	N/A
Return Wrapping (B4)				N/A	N/A
Warranty Return (B3)				N/A	N/A
Return of Goods (B5)				N/A	N/A
Carry-In Heavy (B6)				N/A	N/A
Purchase on Invoice (C2)				N/A	N/A
Collection Request (E9)				N/A	N/A

SERVICE POINTS

The addresses to our service points are available via our API:s findNearestbyAddress and getServicePointInformation. Information about the API:s is presented at developer.postnord.com.

To be able to get a information about service points outside the Nordics you have to use the request parameter "agreementCountry". Please note that the agreementCountry parameter also can be used when performing searches for Nordic service points.

Please note that in getServicePointInformation there is no notification areas for DPD service points since that is a non-existing concept in the DPD world

Shipment ID

For services that require a shipment ID the GS1 GSIN ID must be used. Information about this ID type is found on GS1's web site.

BARCODE

Positioning of Bar Codes

For the bar codes to be read by PostNord's systems, it is necessary that they are placed correctly on the shipping label.

The parcel number bar code and the mission code bar code must not be placed closer to the label edge or other lines than 7 mm (5 mm for mission code). To minimize the risk of the bar code being placed to close to the label edge it is recommended that they are centred.

About Code 128

Code 128 has three character sets (subsets): A, B, and C. Character set A includes all capital alpha-numeric characters plus check characters and special characters. Character set B includes all standard capital and lower-case characters plus special characters. Character set C includes the setting with 100 digital pairs from 00 to 99 as well as special characters.

Character set C makes it possible to code numeric data (only!) with double density (two digits per bar-coded character) in relation to the other character sets.

The start character determines which character set will be used. The character set can be changed within the symbol by using code A, code B, code C or the character for shifting to capital letters.

By combining these character sets, the code can be made as short as possible.

The following instructions should be followed in order to minimize the length of the symbol.

- If the data begins with four or more digits, the start character C should be used.
 - If a checking character occurs in the data set before a lower-case character, start character A should be used. (The checking characters are listed under character set A with values from 64 to 95).
 - Otherwise, the start character B should be used.
- If the start character C is used and an odd number of digits start off the data set, place code A or code B before the final digit. Use instructions 1b and 1c above to choose between codes A and code B.
- If four or five digits occur together, then character sets A or B are used:
 - If there is an even number of digits in the group, place code C before the first digit.
 - If there is an odd number of digits in the group, place code C directly after the first digit.
- When character set B is used and a checking character occurs in the data set:
 - If a lower-case character occurs after a checking character but before another checking character occurs, place the shift character before the control character.
 - Otherwise, place code A before the checking character.

5. When character set A is used and a lower-case character occurs in the data set:

(a) If a checking character occurs after a lower-case character but before another lower-case character occurs, place the shift character before the lower case character.

(b) Otherwise, place code B before the lower-case character.

6. When character set C is used and a non-numeric character occurs in the data set, place code A or code B before the non-numeric character by using instructions 1b and 1c above to choose between code A and code B.

The above description is an excerpt from "GS1-128 - Specifications for the bar code" taken from GS1 Sweden's Web site: <http://gs1.com>.

Application Instructions

The contents of the different bar codes in this document are described below. In addition, a description is provided of how the different character sets within Code 128 should be combined for the bar codes to take up as little space as possible.

A = Use character set A in code 128.

B = Use character set B in code 128.

C = Use character set C in code 128.

SHIPMENT ITEM ID:S (PARCEL NUMBERS)

UPU S10 and GS1 SSCC

Contents	
UPU S10	Ten digit serial number. Check digit calculated according to weighted modulus 11 SE or DK as data identifier after serial number and check digit
GS1 SSCC	00 as data identifier for the number series 18 digits 18th digit is a checking digit that is calculated according to GS1's algorithm.
Symbology	
UPU S10	Code 128 according to ISO/IEC 15417
GS1 SSCC	GS1-128 Symbology specification
Bar Code Measurements	
UPU S10, GS1 SSCC	
Parcel Number	Narrow element 0.5-0.7 mm Height 32 mm
Plain text	
Parcel Number	Font Arial bold or comparable with the height 3 mm.

Example of Character Sets

Information	Character sets and application identifiers
Posten's standard: 7702 188 688 4 SE	C 7702188688 B 4SE
GS1 SSCC (Code 128 with function-code one directly after the start character): (00)3 7300001 234500001 5	CF ₁ 00373000012345000015

MISSION CODE

Data Contents

GS1 application identifier 421 to indicate "Ship to", which is the first part of the code

Consignee's country 3 digits (ISO 3166-1 numeric)

Consignee's postcode.

(If consignee's country is outside the nordic region, do not present a postcode.)

GS1 application identifier 90 to indicate the second part of the code. Function code one is used to indicate new AI.

Code indicating issuer of customer number, 2 digits

Customer number, 10 digits, fill with zeros from the left if shorter than 10 digits.

Service code 2 characters

Symbology

GS1-128 (Code 128 with function-code one directly after the start character)

Measurements

Narrow element 0.40 mm +/- 10%

height 14 mm

Plain text

The information is not to be printed in plain text by the bar code.

Example of Character Sets

Information

Character sets and application identifiers

Example:

CF₁4215780139F₁9012001234567819

Consignee's country code: 578 (Norway)

Consignee's postcode: 0139

Customer number issuer: 12 (PostNord Sweden)

Customer number: 012 345 678 2

Service: MyPack, product code 19

Will result in->

Missioncode: 42157801399012012345678219

Example:

CF₁4217521717B₃CF₁9013000123456752

Consignee's country code: 752 (Sweden)

Consignee's postcode: 17173

Customer number issuer: 13 (PostNord Norway / Tollpost Globe)

Customer number: 123 45 67

Service: Pall.Ett, product code 52

Will result in->

Missioncode: 421752171739013000123456752

CHECK DIGIT

Check digit according to weighted modulus 11 (for 10 digits)

The following number series of eight digits are used during calculation:

7 9 5 3 2 4 6 8

The series starts on the last digit that is to be checked. If the number that is to be checked contains more than 8 digits, begin again from the beginning of the number series

Example

Number to check	1	2	3	4	5	6	7	8	9	1	
Weighting factors	x9	x7	x8	x6	x4	x2	x3	x5	x9	x7	
Results:	9	14	24	24	20	12	21	40	81	7	=
											252

Remove the largest number within 252 that is dividable by 11.

In the example, the largest number is 242 ($11 \times 22 = 242$)

$252 - 242 = 10$, the remainder is 10.

The check digit becomes $11 - 10 = 1$

Exceptions

If the remainder is "0" the check digit becomes 5

If the remainder is "1" the check digit becomes