

Label specification for mailbox package (Harmonized label)

Version 2.7

Valid from 01.04.2024



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Version management

| Version no | Date | Comments |
|------------|------------|---|
| 2.0 | 24.3.2017 | New version |
| 2.1 | 25.10.2017 | Deleted information about A- and B-post and some adjustments |
| 2.2 | 27.4.2018 | New symbol for "Pose på døren" |
| 2.3 | 3.4.2019 | Requirements using "Pose på Døren" |
| 2.4 | 29.10.2019 | Change and added product codes and added return label |
| 2.5 | 18.02.2020 | <Customer number> is mandatory on the label, sender. |
| 2.6 | 10.03.2021 | New symbol for 9650 "Retur Pakke i postkassen" |
| 2.7 | 01.04.2024 | Added additional service 1280. Removed symbol for "Pose på døren" |

Award of parcels number series

By contacting the integration teams, you will get a series of parcel number to use on this product.

Use the following emails:

For Norwegian customers: integrasjon.norge@bring.com

For Nordic customers: edi@bring.com

Technical specification for Tag Data Construction

Separate document prepared by Lyngsoe Systems. Specification for constructing tag data for RFID.

Harmonised Label

Harmonized label have a minimum size 99x105mm. The label contains – from the top to the bottom and from the left to the right - a header section, a sender section, a barcode section, a transport instructions section and an addressee section. The example label shown below gives the recommended layout for the label.

When required, rescaling of the label is allowed under the condition that the original specs concerning the barcode section and the addressee section are respected.

If you want a smaller label, please contact the following emails:

For Norwegian customers: integrasjon.norge@bring.com

For Nordic customers: edi@bring.com

Your desire will be submitted for a possible approval.

Rules addressing, fonts and font sizes

Addressing receiver

- The address must always consist 2 lines
- All lines must have straight left margin
- All line must have spacing of 1
- Customer number, EA (electronic address update) shall always place on top

Product codes and names for the letter packages

| Code | Name | RFID |
|------|-----------------------------|------|
| 3570 | Pakke i postkassen med RFID | Yes |
| 3584 | Pakke i postkassen | No |
| 9650 | Retur Pakke i postkassen | No |

Label design

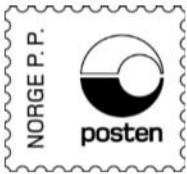




| | | |
|---|--|--|
| FROM | 00001234567 Company Address 1 Address 2 Postal code/place |  |
| TO | Receiver Address 1 Address 2 Postal code Town/Place ☎ 999 99 999 | |
|    | | |
|  *L A 0 0 3 7 5 5 0 7 6 N 0 * | | |

Figure 1 Label (illustration)

Free zone

According to the fields “TO” and “FROM”.

It must be a free zone between the frame and text in the address fields. The fields must have a free zone of 10mm. See the illustration figure 2 Free zone. The free zone is illustrated with arrows.

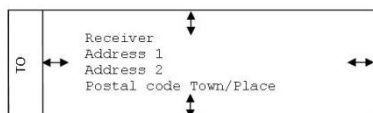


Figure 2 Free zone (illustration)

Header section

The header section is positioned at the top right corner of the label and contains information on the indicia, the *product identifier* as defined by the origin post, the *postal framework* that is used to process the item and the *service indicator* that is applicable when processing the item. If required, additional elements – not already described in this label specification – can be added in the header section. However, these additional elements may not cause any possible confusion or indistinctness.

Header dimensions

| Parameter | Value |
|---|--------------------------------------|
| Height section | 26 mm |
| Width section | 49 mm |
| Position section | In the top right corner of the label |
| Section borders thickness above & below | 0,25 mm |

Data elements

| Data element | Critical | Value | Fonts and size |
|-------------------------|-----------|-------|----------------|
| <Postal Framework Logo> | Mandatory | Logo | 1,09x1,3 cm |

Header layout

The example below shows the suggested position of the identified data elements in the header section.

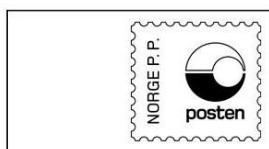


Figure 3 Franking mark (illustration)

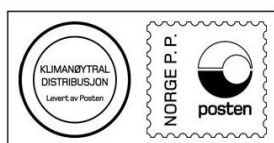


Figure 4 Franking and climate mark (illustration)

Sender section

The sender section is positioned next to the header sections and contains information on the sending party. The *sender's address* and *customer account number* are mentioned in this section. The address of the sender is preceded by the text "FROM", in capitals and oriented vertically.

| | |
|------|---|
| FROM | 00001234567 Company Address 1 Address 2 Postal code/place |
|------|---|

Figure 5: Sender section (illustration)

Font size

The following fonts and sizes can be used:

| Fonts | Size |
|-------------|------|
| Arial | 7 |
| Courier New | 7 |
| Verdana | 7 |

Font and size must be equal to the entire address.

Sender section dimensions

| Parameter | Value |
|---|--|
| Height section | 26 mm |
| Width section | 49 mm |
| Position section | At the top, next to the header section |
| Section borders thickness above & below | 0,25 mm |

FROM indicator

| Parameter | Value |
|-----------------|----------|
| Width dedicated | 8 mm |
| Orientation | Vertical |

Address of Sender

| Parameter | Value |
|--|--|
| Width dedicated | 26 mm |
| Address block | The address is always presented in block, without any white lines. If optional lines are not used, this cannot cause white lines to appear in the address block. |
| Section borders thickness | 0,25 mm |
| Minimum space between text and borders | 10 mm |

Address elements

| Data element | Critical | Value |
|---------------------|-------------|--------------------|
| <Customer number> | Mandatory | numeric characters |
| <Given name> | Optional | an1..14 |
| <Surname> | Optional | an1..20 |
| <Organization name> | Conditional | an1.35 |
| <Street name> | Mandatory | an1..30 |
| <Street number> | Mandatory | an1..5 |
| <Postal Code> | Mandatory | an1..9 |
| <Town/Place> | Mandatory | an1..35 |

Addressee section

The addressee section is positioned in the middle of the label. The section is preceded by the text “TO” in capitals and oriented vertically.

| | |
|----|--|
| TO | Receiver Address 1 Address 2 Postal code Town/Place |
|----|--|

Figure 6 Addressee section (illustration)

Fonts and font sizes

The following fonts and sizes can be used:

| Fonts | Size |
|-------------|---------|
| Arial | 10 - 12 |
| Courier New | 10 - 12 |
| Verdana | 9 - 12 |

Font and size must be equal to the entire address.

Addressee section dimension

| Parameter | Value |
|---|--------------------------|
| Height section | 26 mm |
| Width section | 90 mm |
| Position section | Below the sender section |
| Section borders thickness above & below | 0,25 mm |

TO indicator

| Parameter | Value |
|------------------|------------|
| Width dedicated | 9 mm |
| Text orientation | Horizontal |

Special terms when using “Pose på døren (Bag on door)”

When ordering mailbox package, the sender can order the additional services:

1081 - Forenklet utlevering (Simplified delivery)

1280 - Reservasjon mot endring (Reservation against change)

In the field “Address 2” under “TO”, always specify floor.

Address of addressee

| Parameter | Value |
|--|--|
| Minimum space between text and borders | 10 mm |
| Address block | The address is always presented in block, without any white lines. If optional lines are not used, this cannot cause white lines to appear in the address block. |

Address elements

| Data element | Critical | Value |
|---------------------|-------------|---------|
| <Given name> | Mandatory | an1..14 |
| <Surname> | Mandatory | an1..20 |
| <Organization name> | Conditional | an1..35 |
| <Street name> | Mandatory | an1..30 |
| <Street number> | Mandatory | an1..5 |
| <Postal Code> | Mandatory | an1..9 |
| <Town/Place> | Mandatory | an1..35 |

Transport Instruction Section

The transport instruction section contains symbols that represent operational instructions, delivery choices or item features. A set of standard symbols has been defined. Electronic notification and scan barcode is mandatory while others are mandatory depending on product selection. See the illustration below:



Figure 7 Transport instruction section (illustration)

Section Dimensions

| Parameter | Value |
|---|-----------------------------|
| Height section | 11 mm |
| Width section | 99 mm |
| Position section | Above the addressee section |
| Section borders thickness above & below | 0,25 mm |

Barcode section

The barcode section is positioned at the bottom of the label and contains the UPU S10 identifier. The application of technical specs of the barcode as described below is mandatory.

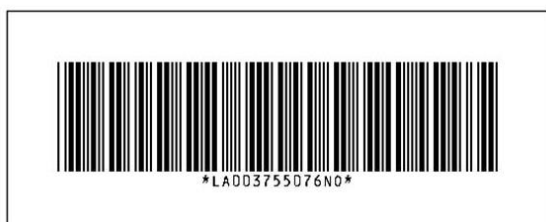


Figure 8 Barcode section (illustration)

Section Dimensions

| Parameter | Value |
|------------------|----------------------------|
| Height section | 38 mm |
| Width section | 99 mm |
| Position section | At the bottom of the label |

Technical specifications UPU S10 Identifier

| Parameter | Value |
|--|---|
| Barcode symbology | Code 39 |
| Character set | A-Z, 0-9 |
| Number of characters | 13 (excluding start, stop, symbology check value) |
| Symbology defined symbol check character | Mandatory (required by symbology) |
| Check digit | ISO "weighed modulus 11" |
| Narrow element (X) dimension | 0,375 mm |
| Wide/narrow (N) ratio | 2:1 |
| Intercharacter gap | Not applicable |
| Minimum bar height | 28 mm |
| Minimum quiet zones at ends | The symbol includes a quiet zone (10 x-dimensions or 3 mm whichever is greater), the start character "*", the encoded data, the stop character "*", and a trailing quiet zone (10 x-dimensions or 3 mm whichever is greater). The asterisk is only used as a start and stop code. |
| Font type alphanumerical representation | Free Sans |
| Font size alphanumerical representation | 10 (Capitals) |

Black identification bars

Above and below the UPU S10 identifier solid black identification bars will be printed on the label.

| Parameter | Value |
|-----------|---------------------------------|
| Thickness | 2.0 mm |
| Width | Bars extend full width of label |

Return label






| | | |
|---|---|---|
| FROM | Receiver Address 1 Address 2 Postal code/place |  |
| TO | 00007895417 Company Address 1 Address 2 Postal code Town/Place | |
| |    | |
|  *LA003755076N0* | | |

Figure 9: Return label

The label used for return is almost identical to the label described in chapter “Harmonized label”. The exceptions are:

- The return name and address in field 2. (the original sender)
- Customer number should always be included
- Not necessary to use labels with RFID chip
- Not necessary to use phone symbol and phone number

See the chapter “Symbols” for the description of the symbols used in the return label.



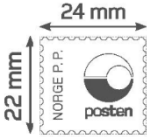
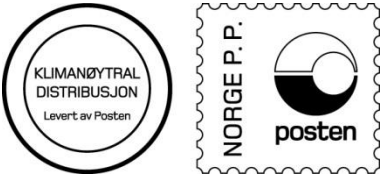
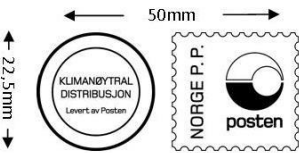



Symbols

We can send you the symbols by contacting the integration teams:




For Norwegian customers: integrasjon.norge@bring.com

For Nordic customers: edi@bring.com

Is it a need for franking mark with «nynorsk» text, please take contact. See contact information above.

| Symbol | Name | Description |
|---|-------------------------|---|
|  | RFID Symbol | Indicates that this label has an activated Posten Norway/Bring compliant RFID tag inside. RFID tagged items will automatically be tracked through our facilities. |
|  | | Mandatory size 22x24mm:  |
|  | | Mandatory size 22,5x50mm:  |
|  | Electronic notification | Indicates that recipient will receive electronic notifications on packet progress (required symbol). |
|  | Scan barcode | Indicated that this label has a Posten Norway/Bring compliant barcode. |
|  | Symbol for return label | Indicates that this is a label used for return. |

Example

| | | |
|---|---|---|
| FROM | 00001234567 Test AS Testgata 12 1033 Testvik |  |
| TO | Ole Test Gata 123 6. etasje 9999 Stedet | ☎ 999 99 999 |
|  | | |
|  *LADD3755076N0* | | |