Label specification for mailbox package (Harmonized label)

Version 2.1

Valid from 1.1.2018

Contents

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

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 sporing	Yes
3584	Pakke i postkassen uten sporing	No

Label design
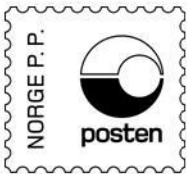
Figure 1 Label (illustration)

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.
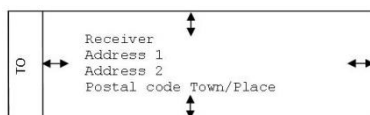

Figure 2 Free zone (illustration)

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.
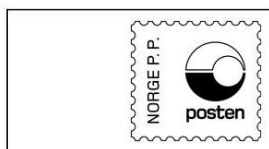
Figure 3 Franking mark (illustration)
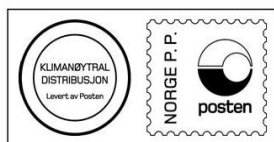
Figure 4 Franking and climate mark (illustration)

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 proceeded by the text "FROM", in capitals and oriented vertically.

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>	Optional	11 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 proceeded by the text "TO" in capitals and oriented vertically.

```
   ┌──────────────────────────────────────────┐
   │   │  Receiver                            │
   │ TO│  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

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 which every 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
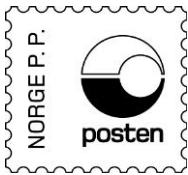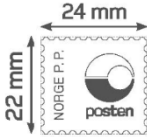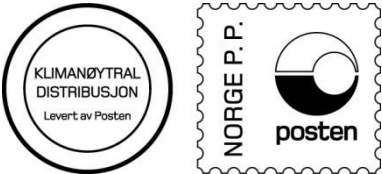
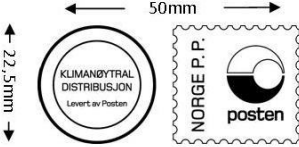# Symbols

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:
	Bag-on-door	Indicates that this item can be delivered as bag-on-door if it cannot be delivered to the recipient mailbox.
	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.