

POSTEN NORGE

Label specification for letter packages (Harmonized label)

Version 1.4

Version management

Version no	Date	Comments
0.1	31.1.2015	First edition
0.2	3.2.2015	Added: Parcels number series, Technical specification for Tag Data Construction, Symbols, Header section B and "TO" section.
0.3	13.2.2015	Changed the content in Header section and new symbols
1.0	16.3.2015	First public release
1.1	9.5.2016	New design for label and some correction of texts
1.2	30.8.2016	New design label. More details described.
1.3	21.09.2016	Changing the barcode-specification. Only UPU S10 (Code 39) is allowed
1.4	23.09.2016	Correcting the barcode-spec, and the label design

Award of parcels number series

By contacting integrasjon.norge@bring.com we will send you a series of parcel number to use on this product.

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 us at: integrasjon.norge@bring.com. Your desire will be submitted for a possible approval.

The illustration below shows a label with a blank section to the left. That section is for sender information.

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 or 1,5
- Customer number, EA (electronic address update) shall always place on top

Fonts and font sizes

Følgende skrifttyper/fonter og fontstørrelse skal benyttes
The following fonts and sizes can be used:

- Arial, size 10 - 20
- Courier New, size 10 - 20
- Verdana, size 9 - 20






Font and size must be equal to the entire address.

The name and address for the sender must be smaller than the name and address for the receiver.

Product codes and priority for the letter packages

Code	Priority	RFID
3570	A	Yes
3571	B	Yes
3584	A	No
3585	B	No

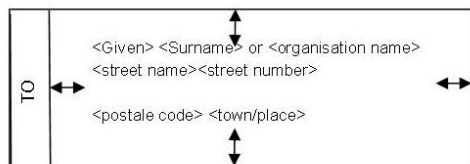
Label design

	FROM <Given name><Surname> Or <Organisation name> <Street name><Street number> <Postal code><Town/Place>	A PRIORITET PRIORITAIRE NORGE P.P. 
	TO <Given name><Surname> or <Organisation name> <Street name><Street number> <Postal code><Town/Place>	
	  	
 AA NNN NNN NNN AA		

Figur 1: Label

Free zone

In the frames “TO” and “FROM” it must be a free zone between the frame and text of 10mm. See the illustration below.



Figur 2: Free zone

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	40 mm
Position section	In the top right corner of the label
Section borders thickness above & below	0,25 mm

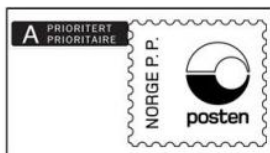
Data elements

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

Header layout

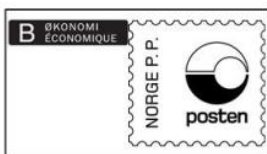
The example below shows the suggested position of the identified data elements in the header section.

A-post



Figur 3: Header section A-post

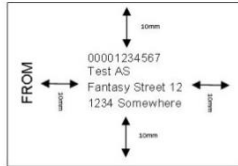
B-post



Figur 4: Header section B-post

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.



Figur 5: Sender section

Sender section dimensions

Parameter	Value
Height section	26 mm
Width section	34 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	0,75 mm

Address elements

Data element	Critical	Value
<Customer number>	Optional	11 numeric characters
<Given name>	Optional	an1..14
<Surname>	Optional	an1..20
<Organisation 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 dimension

Parameter	Value
Height section	27 mm
Width section	74 mm
Position section	Below the sender section
Section borders thickness above & below	0,25 mm

TO indicator

Parameter	Value
Width dedicated	14 mm
Text orientation	Horizontal

Address of addressee

Parameter	Value
Width dedicated	85 mm
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
<Organisation 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 and it's use is mandatory. In Norway we will only use the RFID symbol preliminary. See the illustration below:



Figur 6: Transport instruction section

Section Dimensions

Parameter	Value
Height section	11 mm
Width section	74 mm
Position section	Above the addressee section
Section borders thickness above &	0,25 mm

below	
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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.



Figur 7: Barcode section

Section Dimensions

Parameter	Value
Height section	41 mm
Width section	74 mm
Position section	At the bottom of the label

UPU S10 Identifier

Table 1 - Technical specs UPU S10 Identifier (code 39)

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 0.10 inches whichever is greater), the start character "*", the encoded data, the stop character "*", and a trailing quiet zone (10 x-dimensions or 0.10 inches whichever is greater). The asterisk is only used as a start and stop code.
Font type alphanumerical representation	FreeSans
Font size alphanumerical representation	10 (Capitals)
Structure of alphanumerical representation	AA NNN NNN NNN AA; with spaces inserted as shown to enhance readability



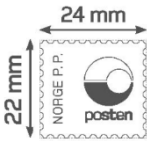



Black identification bars

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

Parameter	Value
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Thickness	2,5 mm
Width	Bars extend full width of label

Symbols

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: 
	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.