

Letters

**Optimize your postage costs**  
Upstream services for letter processing

**SWISS POST** 

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 **Valid from 1 January 2012**  
You can find our **General Terms and Conditions** at any post office and on the Internet at [www.swisspost.ch](http://www.swisspost.ch).  
Subject to change.  
All prices are inclusive of VAT, unless stated otherwise.

# Discounts for sorting and mailing at a letter or logistics centre

## Benefits for senders

Enjoy discounts on large mailings and optimize your postage costs by carrying out upstream services.

### Discounts for upstream services

When sending mail, you can optimize the division of tasks between you and Swiss Post. By pre-sorting your letters and/or delivering them to one of our letter or logistics centres, you can substantially reduce the postage costs for large mailings. Your upstream services enable us to process your consignments even more efficiently. We are happy to pass on this benefit to you.

This brochure contains all the information, including conditions, on how the tasks are divided between us, as well as on the discounts you can enjoy.

Letter receptacles (LR), outer containers (OC) and pallets (PAL) play a key role as far as careful and efficient processing of letters and discounts for upstream services are concerned.

You can deliver letter receptacles in outer containers or on pallets. We provide the letter receptacles and outer containers free of charge.

➔ Read more about containers on pages 14–16



Letter receptacle (LR)



Outer container (OC)



Delivery on pallets (PAL)

# Discounts for upstream services

## Your work will be rewarded

Decide which upstream services you want to carry out for us and benefit from location and sorting discounts.

Swiss Post offers two different types of discounts for upstream services when posting addressed letters:

- Location discounts for mailing at specific locations (10,000 or more items)
- Sorting discounts for items pre-sorted by locality or delivery district (3,000 or more items)

You may combine the two types of discounts.

Please inform your customer adviser at least three working days in advance when mailing the following amounts of addressed items. In the event of OnTime Mail, please use the advance notice form at [www.post.ch/ontimemail](http://www.post.ch/ontimemail).

Mailing method/services	Volume
A Mail	From 20,000 items
B Mail single items	From 20,000 items
B Mail bulk items	From 10 bulk containers or pallets
OnTime Mail	Always (minimum amount 10,000 items)

### Location discounts



#### Requirements

- Addressed domestic letters with the same sender, franked as A Mail, B Mail single items or B Mail bulk mail. The offer includes DirectSelfmailer, DirectResponse Card, items at the OnTime Mail, registered mail and A Mail Plus.
- At least 10,000 addressed items, which qualify for a discount, as one mailing
- Unsorted items:
  - Items open (not bundled) in letter receptacles
  - Letter receptacles stacked in outer containers or on pallets
  - Correctly addressed outer containers and/or pallets

– Sorted items:


- Items bundled and stacked in outer containers or on pallets
- Sorted items not placed in letter receptacles
- Correctly addressed bundles (bundle slips), outer containers and/or pallets
- To qualify for the chosen service, bundles must be labelled with the correct bundle slips and the outer containers and/or pallets with the relevant container addresses
- Separate deliveries, which are to be mailed at different times or to different localities, cannot be grouped together
- Delivery (Monday to Friday, not including public holidays) to one of the following locations:


### Location discounts (for sorted and unsorted items)


Location		Discount
Letter centre		1.5 cents
Logistics centre		1.0 cents


### Extra discount for A Mail (unsorted items only)


An extra discount of 1 centime per item is offered if 10,000 or more addressed A Mail and A Mail Plus items with the same sender are delivered to a letter centre (Zurich-Mülligen, Härkingen or Eclépens) by 5 p.m. on Monday to Friday (not including public holidays). In this case, the discount is as follows:

Location		Discount
Letter centre		2.5 cents

 For more information on franking, see the brochure **Briefe: Angebote und Preise für Geschäftskunden (Letters: Offers and Prices for Business Customers)** (article no. 202.17)

 The addresses of all receiving offices which offer location discounts for business customers can be found on pages 18 and 19

 Read more about filling letter receptacles on page 14

 Read more about labelling outer containers and pallets on pages 9-11

## Mailing methods for unsorted items

### Franking/cancellation

- Postage paid items are marked with a postage paid impression by the mailer. On request, Swiss Post can mark items with a postage paid impression or cancellation for a fee
- Depending on the service selected, items can also be franked using the intelligent franking system (IFS), the WebStamp service or postage stamps. Please note the respective franking requirements for each product and service offering

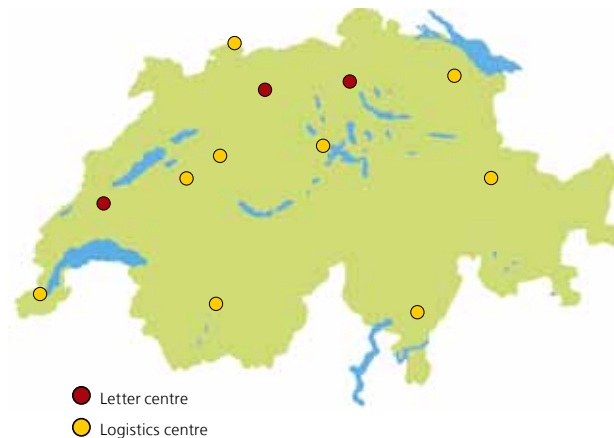
### Delivering unsorted items to Swiss Post

Unsorted items must be placed in letter receptacles, which must be delivered to Swiss Post stacked in labelled outer containers or on pallets. You can find out how to label outer containers and pallets correctly in the “Creating bundles and labelling containers” section.

The maximum weights for letter receptacles, outer containers and pallets listed below apply.

Container	Weight
Letter receptacle (LR)	16.5 kg gross weight (including 1.5 kg tare)
Outer container (OC)	560 kg gross weight (including 96 kg tare)
Pallet (PAL)	600 kg gross weight

## Locations offering discounts



### Defined locations

- Letter centres:
  - Zurich-Mülligen
  - Härkingen
  - Eclépens
- Logistics centres:
  - Basel
  - Cadenazzo
  - Chur
  - Geneva
  - Givisiez
  - Gossau (SG)
  - Kriens
  - Ostermundigen
  - Sion



## Sorting discounts

It makes sense to sort items by delivery district if bundles measuring at least 3 cm in thickness can be created for each delivery district (at least 10 items on average). For nationwide mailings, this would mean approximately 250,000 items.

➔ Read more about the sort file on page 12

However, if a mailing is limited to one region or to one town and its conurbations, it makes sense to sort items by delivery district, even if a much smaller volume is involved. A minimum of 3,000 addressed items is required.

### Requirements

- Items addressed and franked as A Mail, B Mail single items or B Mail bulk items (offer also covers registered mail, A Mail Plus and OnTime Mail)
- At least 3,000 addressed items in the same category and weight class (including incomplete bundles and remaining consignments) from the same sender
- Items bundled and stacked in outer containers or on pallets
- Correctly addressed bundles (bundle slips), outer containers and pallets
- Sorted items not placed in letter receptacles
- Preparation (including placing items on pallets) in compliance with the specified mailing methods. If items are not delivered on pallets in line with the requirements, the discounts will be reduced or cancelled and any additional effort billed, even if pre-sorting was carried out correctly
- Sorting discounts apply also when mailing does not occur at one of the defined locations with a location discount
- Full postcodes (with two additional digits) must be used for local bundles in towns and cities
- No discount is offered on items in incomplete or transit bundles
- The sorting data used must be no more than 60 days old when the items are mailed
- The sorted items must always be placed on the pallets in line with the most recent numbering system

➔ Read more about mailing methods on page 7 and on pages 9–11

➔ You can find the defined locations on pages 3, 18 and 19

@ You can find the current numbering system at: [www.post.ch/vorleistungen](http://www.post.ch/vorleistungen)

Format	Dimensions and weight
Postcards	140 × 90 mm to 250 × 176 mm (B5), up to 20 g maximum
Standard letter	140 × 90 mm to 250 × 176 mm (B5), up to 20 mm thick and 100 g in weight
Midi letter	140 × 90 mm to 250 × 176 mm (B5), up to 20 mm thick and 101 g to 250 g in weight
Large letter	Up to B4 format (353 × 250 mm), up to 20 mm thick and 1000 g in weight

### Breakdown of sorting discounts

Format	District bundle, P.O. box bundle	Local bundle
Postcards	–	–
Standard letter	–	–
Midi letter	15 cents	7 cents
Large letter	20 cents	12 cents



### Combination of sorting and location discounts

If all of the specified conditions are met, location discounts are also offered on sorted items.

You can make up the minimum quantity of 10,000 items by mailing sorted and unsorted items (the latter placed in letter receptacles) at the same time.

Discounts on unsorted items (in letter receptacles) are calculated as described on page 4.

### Sample pricing

12,000 midi letters are delivered to the Härkingen Letter Centre. Of these, 8,000 items have been sorted by district bundle, 2,500 have been sorted by local bundle, 1,000 items are unsorted in incomplete bundles and 500 items are unsorted and open in letter crates. This results in the following discounts and savings:

No. of items	Upstream services	Sorting discount (per item)	Location discount (per item)	Total discount (per item)
8000	District bundles	15.0 cents	1.5 cents	<b>16.5 cents</b>
2500	Local bundles	7.0 cents	1.5 cents	<b>8.5 cents</b>
1000	Incomplete bundles	–	–	–
500	Remaining consignments open in letter crates	–	1.5 cents	<b>1.5 cents</b>

No discounts are offered on any unsorted items which are bundled or not placed correctly in letter receptacles (stacked in outer containers or on pallets).

### Dispatch list-based billing

Discounts for upstream services (location and sorting discounts) are deducted on the dispatch list for addressed letters.

The dispatch list can be compiled at [www.post.ch/mypostbusiness](http://www.post.ch/mypostbusiness).

## Mailing methods for sorted items

### Sorting report


The discounts are based on an IT mailing report generated by the mailer and containing the following details:


- Sender
- Mailer
- Total number of sorted items
  - in district bundles
  - in local bundles (midi and large letters only)
- Processing date of the last sort file changes

 **Read more about bundling on page 9**

Sample company	SORTING REPORT		22/11/2011	15:48	PAGE 002
Postcode	Locality	Total items	In district bundles	In local bundles	Other
1000	LAUSANNE	9	0	0	9
1000	LAUSANNE 25	6	6	0	0
1000	LAUSANNE 26	11	11	0	0
1003	LAUSANNE	35	10	25	0
1004	LAUSANNE	145	108	37	0
1005	LAUSANNE	55	30	25	0
1006	LAUSANNE	79	56	23	0
1007	LAUSANNE	92	67	25	0
1008	PRILLY	61	61	0	0
1008	JOXTENS-MEZERY	11	11	0	0
1009	PULLY	171	165	6	0
1010	LAUSANNE	64	42	22	0
1012	LAUSANNE	48	27	21	0
1018	LAUSANNE	74	50	24	0
102-104	PLZ/NPA 102-104	46	0	0	46
1020	RENENS VD	97	85	12	0


Excerpt from a sorting report


 For more information on franking, see the brochure **Briefe: Angebote und Preise für Geschäftskunden (Letters: Offers and Prices for Business Customers)** (article no. 202.17)


 For information on franking and cancellation, please consult your local logistics solutions and consulting team. You can find their contact addresses on Page 17

### Franking/cancellation

- Pre-sorted items must be marked with a postage paid impression by the mailer
- Depending on the service selected, pre-sorted bulk mailings can also be franked using the intelligent franking system (IFS), with WebStamp or with postage stamps. In this case, the items must be franked by the mailer (except in the case of an IFS with a date stamp). Please note the particular franking requirements for each product and service.

 For more information on special items, see the brochure **Briefe: Angebote und Preise für Geschäftskunden (Letters: Offers and Prices for Business Customers)** (article no. 202.17)

 Read more about labelling outer containers and pallets on pages 9–11

 You can find the current numbering system at: [www.post.ch/vorleistungen](http://www.post.ch/vorleistungen)

### Delivering pre-sorted items to Swiss Post

The pre-sorted items must be delivered in correctly labelled bulk containers or on pallets. Sorted items in district and local bundles must **not** be placed in letter receptacles. You can find out how to label outer containers and pallets correctly in the “Creating bundles and labelling containers” section.

Pallets and outer containers must be processed in accordance with Swiss Post’s current numbering system. They are first consolidated by pallets/outer containers for each routing area (e.g. 85) and only when no further consolidation is possible by centre (e.g. 8).

The maximum weights for outer containers and pallets listed below apply. The items must also be tied and stacked correctly to ensure that they will not fall apart or fall off the pallets.

Container	Weight
Outer container	560 kg gross weight (including 96 kg tare)
Pallet	600 kg gross weight

### Reduced surcharge for special items

Items which cannot be processed automatically or which are difficult to process automatically are regarded as special items. For the additional processing requirements, a surcharge of 15 cents per delivery will be charged.

If you pre-sort your items, this surcharge may be reduced or avoided altogether, as shown below:

Sorting level	Surcharge
Unsorted special items	15 cents
Special items in local bundles	10 cents
Special items in district or P.O. box bundles	–

It makes sense to pre-sort standard-format special items by delivery district and locality, even if they do not qualify for sorting discounts.



# Creating bundles and labelling containers

## Deliver your items correctly

Comply with the requirements for bundling items and labelling containers and ensure that your consignments are processed efficiently and carefully.

### Bundling

Sorted items which are eligible for discounts must be delivered in bundles tied cross-ways with the correct bundle slips/labels. Items which are not eligible for pre-sorting discounts must be delivered unbundled in letter receptacles to qualify for location discounts.

The thickness and size of the individual items determine the number of items that can be included in each bundle. Bundles have to be sufficiently robust to ensure that they can be processed by the distribution facilities at Swiss Post, will not fall apart during transportation and will protect the items from damage.

#### Guideline values for bundling

- At least three items and at least 3 cm thick
- No more than 50 items and 5 kg in weight

**Bundle addresses** (bundle slip data/routing channel information)

The bundle address must comply with the current numbering system for creating bundles, sacks and bulk containers / pallets.

#### District bundles

Items in district bundles must be organized alphabetically by street name and, within each street, by ascending house numbers.

### Bundle slip colours and sizes

Bundle slips must be the following colours:

<b>White</b>	for A Mail
<b>Blue</b>	for B Mail single items (mailing of up to 500 items or larger deliveries which qualify for the service offering for single items and are paid for accordingly)
<b>Yellow</b>	for B Mail bulk items
<b>Neon-green</b>	for OnTime Mail

Bundle slips must meet the following requirements:

- Bundle slips for DirectResponse Cards, DirectSelf-mailer, registered mail and A Mail Plus must be the correct colour for the relevant mailing method (A Mail, B Mail single items, B Mail bulk items or OnTime Mail)
- Bundle slips must be labelled in black ink
- The address of the sender or mailer must be noted in the top right corner. The postcode and destination must be printed as large as possible, in characters at least 4 mm high (font size 18 pt)
- The postcode and destination must be in **bold** type and at least twice as large as the other information
- Items in C5 format (229 x 162 mm) require bundle slips in A6 format (148 x 105 mm); for larger or smaller items, the slips must be adapted accordingly
- Plastic straps in the relevant colours, at least 15 mm wide, may be used instead of the coloured bundle slips.

In this case, the bundle slip address must be printed in the address field of the topmost envelope

@ You can find the current numbering system at: [www.post.ch/vorleistungen](http://www.post.ch/vorleistungen)

→ Please contact your customer advisor or nearby logistics solutions and consulting team. You will find their contact addresses on page 17



### Sample bundle slips

The example below is based on B Mail single items (bundle slips would be white for A Mail, yellow for B Mail bulk items and neon-green for OnTime Mail).

#### Delivery district bundles

The bundle slips must display the following information:



- 1 Special name for the district bundles
- 2 Mailer/sender
- 3 No. of items per bundle
- 4 Postcode and destination
- 5 Delivery district 60
- 6 Total no. of items for the post office

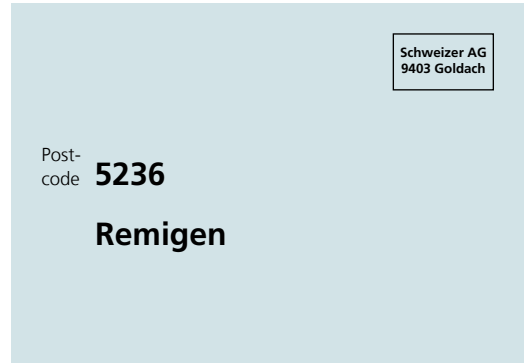
#### Bundles for P.O. box facilities

Separately addressed bundles must be created for P.O. box facilities.



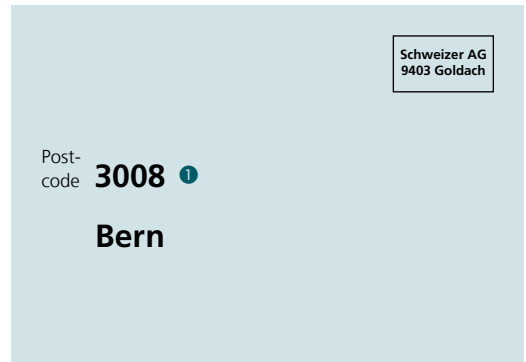
- 1 Special name for the P.O. box bundles
- 2 Mailer/sender
- 3 Total no. of items for the relevant P.O. box facility

#### Local bundles



#### Bundles for delivery groups and branch post offices

Separate bundles must be created for delivery groups in towns and cities and for branch post offices with their own delivery regions:



- 1 Delivery group (for residential address)

**@** You can find templates for labelling at: [www.swisspost.ch/briefe-aufgeben](http://www.swisspost.ch/briefe-aufgeben) or [www.post.ch/leistungen](http://www.post.ch/leistungen)

### Labelling pallets and outer containers

Individual letter receptacles do not need to be addressed because they are always stacked in outer containers or on pallets for delivery.

Pallets and outer containers must be processed in accordance with Swiss Post's current numbering system. They are first consolidated by pallets/outer containers for each routing area (e.g. 85) and only when no further consolidation is possible by centre (e.g. 8).

The following options in yellow are possible for a B Mail bulk mailing. (Addresses would be white for A Mail, blue for B Mail single items and neon-green for OnTime Mail.)

By means of barcode generation (Track & Trace pallets field), you can check the processing status of palletised items (sorted items on pallets or in bulk containers) at no extra charge. Further information is available as a download at [www.post.ch/sendungen-verfolgen](http://www.post.ch/sendungen-verfolgen). Please contact your customer advisor to find out more.

**Pallet/outer container address** **SWISS POST** 

Sender: Sample sender  
Sender's address  
8888 Sender Location

Track&Trace pallet: 91.23.4567.8912.34.5678

**T&T** 

Mailer: Sample Print Shop  
Sample Street  
9999 Sample Town

Processing product:  
**B Mail bulk mailing**

Invoice reference: Sample  
Customer reference:


Date of mailing: dd/mm/yyyy  
Place mailed: (manual input possible)  
Sample

Contents:  
**8570 Weinfelden**

Pallet/outer container no.: 20 / No. of pallets/outer containers: 25  
No. of invoices on pallet/container: 5'000


V 04.02

Example of a B Mail bulk mailing by postcode

**Pallet/outer container address** **SWISS POST** 

Sender: Sample sender  
Sender's address  
8888 Sender Location

Track&Trace pallet: 91.23.4567.8912.34.5678

**T&T** 

Mailer: Sample Print Shop  
Sample Street  
9999 Sample Town

Processing product:  
**B Mail bulk mailing**

Invoice reference: Sample  
Customer reference:


Date of mailing: dd/mm/yyyy  
Place mailed: (manual input possible)  
Sample

Contents:  
**85**

Pallet/outer container no.: 20 / No. of pallets/outer containers: 25  
No. of invoices on pallet/container: 5'000


V 04.02

Example of a B Mail bulk mailing by routing area

**Pallet/outer container address** **SWISS POST** 

Sender: Sample sender  
Sender's address  
8888 Sender Location

Track&Trace pallet: 91.23.4567.8912.34.5678

**T&T** 

Mailer: Sample Print Shop  
Sample Street  
9999 Sample Town

Processing product:  
**B Mail bulk mailing**

Invoice reference: Sample  
Customer reference:

Date of mailing: dd/mm/yyyy  
Place mailed: (manual input possible)  
Sample

Contents:  
**8**

Pallet/outer container no.: 20 / No. of pallets/outer containers: 25  
No. of invoices on pallet/container: 5'000

V 04.02

Example of a B Mail bulk mailing by centre

# IT tools

## Tools to make your work easier

Swiss Post offers a range of online applications, enabling you to sort your addresses in line with Swiss Post's requirements.

Swiss Post sorts some 10 million addressed letters daily – by postcode in the dispatch services area and by street and P.O. box in the delivery area. Swiss Post has two IT files which enable automatic sorting for the entire dispatch and delivery organization:

- Postcode index
- Sort file

To sort addressed items more easily, we recommend keeping your own address details up to date at all times.

 To find out more, visit [www.swisspost.ch/match](http://www.swisspost.ch/match) under the heading "basic data"

### Postcode index (MAT[CH]zip)

The postcode index contains all valid postcodes for addresses (postcodes with two additional digits) in Switzerland and the Principality of Liechtenstein, as well as other data elements, such as alternative locality names, area names and municipality numbers assigned by the Federal Statistical Office (FSO). These digits enable mail items to be sorted automatically. Use of the postcode index is free.

### Sort file (MAT[CH]sort)

The mailer or sender must use the sort file to qualify for pre-sorting discounts on district bundles. Use of the "Mailsort" and "Paketsort" sorting documents is subject to charges.

The sort file is used for simple pre-sorting of bulk mailings by current district bundle. It is based on the data contained in the postcode index, but also contains the names of streets, hamlets and areas of land in the approximately 1,300 largest localities, with details of the postal delivery organizations.

 Read more about postal carrier allocation programmes on page 13

### Full version

Basic price (one-off fee for new users)	CHF 5,000.00 excl. VAT
Annual fee	CHF 750.00 excl. VAT (for the sort file for the whole of Switzerland; extracts are priced according to the effort involved)

### Extract

Basic price from	CHF 500.00 to CHF 5,000.00 excl. VAT
Annual fee	15% of the basic price (min. CHF 100.00) excl. VAT

Letters up to 1,000 g, up to B4 format and up to 2 cm thick or up to 250 g, up to B5 format and 5 cm thick must be sorted by letter delivery district ("Mailsort"). Catalogues weighing 500 g or more (CAT offer) must be sorted by parcel delivery district ("Paketsort").

### Up-to-date sorting data

Make sure you always use the latest sorting data. Any changes must be added before mailing. The sorting data must be a maximum of 60 days old when you mail items for which you want to claim discounts.

### Please note

- Sorting data may not be passed on to third parties
- Sorting data may be used on behalf of third parties; this use is governed by a contract
- If the sorting quality is insufficient, out-of-date sorting data are used or the maximum weights are exceeded, the discounts will be reduced or cancelled (and a processing fee charged)
- If you entrust third parties with the mailing of your consignments, you are responsible for compliance with the mailing conditions
- Swiss Post is not liable for incorrect data. Any errors in the sorting data proved to have been made by Swiss Post will not affect your discounts



**i** If you have any questions, please contact the Address Centre of Excellence directly (tel. +41 (0)58 448 43 00 or e-mail [match@post.ch](mailto:match@post.ch))

**@** You can find more information on the postcode index and sort file, such as descriptions of the data fields and delivery conditions, in the instructions at [www.post.ch/match](http://www.post.ch/match) under "basic data"

## Postal carrier allocation programmes

Briefly put, the postcode index and sort file contain postcodes, locality names and street names only. One key element of an address – the name – is not included. As our customer, you have access to full addresses with names, streets, postcodes and localities. However, your addresses do not include the attributes of the postal delivery organizations which are contained in the sort file. If you wish to sort your addresses by delivery district, they must have the number of the relevant Swiss Post delivery district assigned to them. To this end, various companies offer **postal carrier allocation programmes**, including on a PC basis. To enable the data to be assigned, the address files must contain the two additional postcode digits. This is the only way in which the sorting level required by Swiss Post can be achieved. The additional digits in the postcodes must not, however, appear in the addresses on the items. The postcodes appear with four digits (including on bundle slips and for routing channel information).

## Accessing the IT tools

Swiss Post is reliant on bulk mailings with sorted items always being assembled in line with the current sort file release. This is necessary to ensure that deliveries can be made in line with the chosen service level and that the service can be provided under favourable terms employing a high level of automation.

For this reason Swiss Post provides an updated sort file release generally every 14 days, and this should be incorporated immediately into the processing (sorting software).

The sort file release used must be no more than 60 days old when the mail is delivered to the centre. Please consider therefore your lead times between address selection and mail delivery to the centre, and liaise with your service provider accordingly.

The use of older sort file releases may cause delays in the delivery and may result in cancellation of the sorting discount, and in charges being applied for the additionally incurred costs.

### Please note

During the course of 2012, the current sort file MAT[CH]sort will be replaced by an extended street file. The new street file contains information to allow for sequencing and corresponds with the other basic data. Thanks to this street file, the postal carrier receives the addressed items sorted already into the correct sequence for their delivery round (to the level of delivery point at the building). During the transition period until the end of 2013, both files will be provided in parallel, as the utilisation of the new street file requires adaptations to the customer's software (see also section Postal carrier allocation programme).

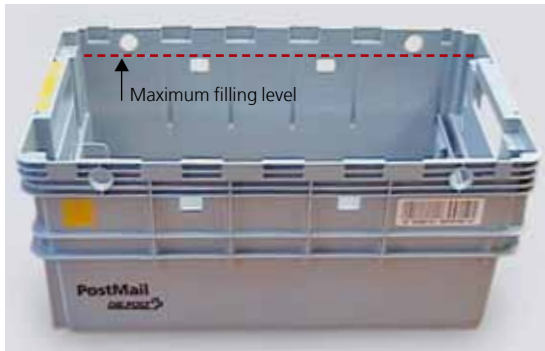


# Containers

## Standard containers enable efficient processing

Letter receptacles, outer containers and pallets play a key role in the processing of your consignments. Swiss Post is happy to provide you with the letter crates and bulk containers for your deliveries free of charge.

### Letter receptacles at a glance (LR)

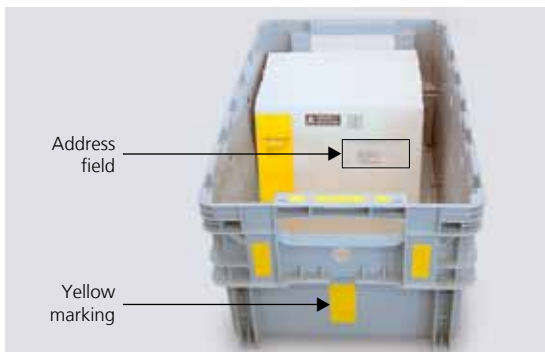


- No labelling required
- Dimensions: 50 x 29 x 22 cm
- Unladen weight: 1.5 kg
- Filling weight: 15 kg
- Stacking and nesting options
- Partitions

Letter receptacle

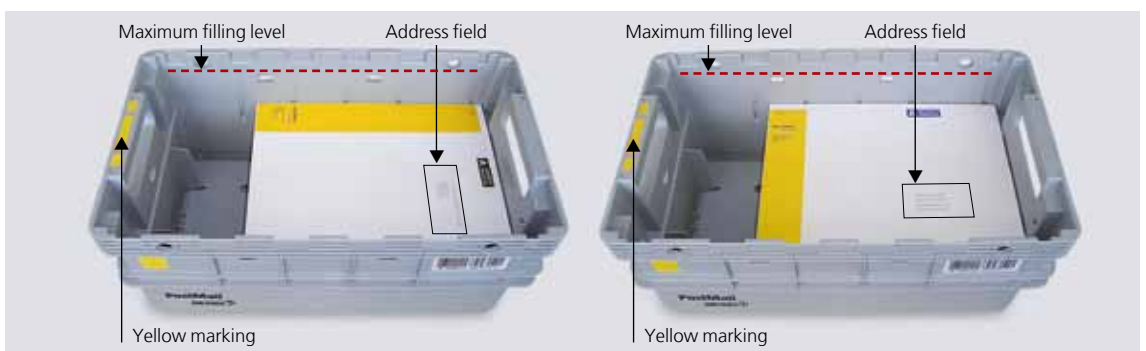
**i** If unsorted items are not placed correctly in letter receptacles, no discounts can be offered. Items that are delivered incorrectly have to be regrouped, which means extra effort

### Filling letter receptacles



Items **up to B5 format** are placed in the letter receptacles with the postage paid impression facing upwards (see illustration to the left).

The addresses **must be showing up to the yellow marking**. Items can only be processed automatically if these conditions are fulfilled.



Items which are **larger than B5 format** are laid flat in the letter receptacles. The addresses do **not** have to be showing up to the yellow marking. Please fill the letter receptacles up to the upper edge of the rectangular cut-out only (dotted red line).

### Outer containers at a glance (OC)



- External length: 126 cm
- External width: 57 cm
- Total height when empty: 153 cm
- Unladen weight: 96 kg (with side walls)
- Load capacity: 460 kg
- Material: metal
- Stackable (up to four outer containers)
- Can be rolled lengthwise
- Load volume: 24 stacked letter receptacles (4 x 6 LRs) or 48 nested letter receptacles (empty)
- Two stable, detachable side walls (for transporting sacks and bulky mail)

Empty outer container



Stacked outer containers



Outer containers filled with letter receptacles

## Pallets at a glance (PAL)



### Loaded pallets

- Six stacks of letter receptacles are placed on a pallet in seven layers (42 letter receptacles in total)
- For pallets with frames, a maximum of two frames may be placed on top of each other

### Empty letter receptacles

- If letter receptacles are empty, they are nested and placed on the pallets in layers. Nesting means placing the letter receptacles inside each other to reduce the storage volume
- Height: 103 cm

### Filled letter receptacles

- Filled letter receptacles are stacked in (seven) layers on the pallets
- To secure the letter receptacles for transportation, they are wrapped in stretch film or held in place with string or a strap
- Height: 157 cm

@ Order the empty containers you require at [www.post.ch/leergebinde](http://www.post.ch/leergebinde)

### Obtaining the letter crates and bulk containers

We provide letter receptacles and outer containers free of charge. However, the transportation of the containers is subject to charges. You can order the number of containers you require quickly and easily online, using the online calculator to determine how many empty containers you need.

Bulk containers must not be transported abroad; letter crates with pallets are intended for this purpose.

@ The EPAL guidelines can be found at [www.epal.ch](http://www.epal.ch)

We also offer a collection service on 0800 825 800. Please discuss plans for your mailings with your post office or customer advisor as early as possible so that we can take the necessary measures.

### Obtaining pallets

The responsibility for obtaining the pallets lies with the customer. If you deliver your addressed letters to us on EUR pallets (pallet bases, frames, exchangeable boards), they will be exchanged in line with the current EPAL guidelines. As a rule, the 1:1 exchange applies. One way pallets and damaged pallets will not be exchanged.

# Contact addresses

## Your contact persons at a glance

If you have any questions, please contact your customer advisor or nearby logistics solutions and consulting team.

Swiss Post  
PostMail Annahme  
Logistiklösungen und -beratung  
Belpstrasse 37  
Postfach  
3030 Bern

Tel. +41 (0)58 338 00 81  
E-mail [logistikberatung.bern.pm@post.ch](mailto:logistikberatung.bern.pm@post.ch)

Die Schweizerische Post  
PostMail Annahme  
Logistiklösungen und -beratung  
Molkenstrasse 8  
Postfach  
8026 Zürich

Tel. +41 (0)58 453 69 28  
E-mail [logistikberatung.zuerich.pm@post.ch](mailto:logistikberatung.zuerich.pm@post.ch)

La Poste Suisse  
PostMail Dépôt  
Solutions et conseils logistiques  
Case postale 1000  
1001 Lausanne

Tel. +41 (0)58 386 79 49  
E-mail [conseils.logistiques.lausanne.pm@poste.ch](mailto:conseils.logistiques.lausanne.pm@poste.ch)

La Posta Svizzera  
PostMail Accettazione  
Soluzioni e consulenze logistiche  
Via Industrie  
6590 Cadenazzo

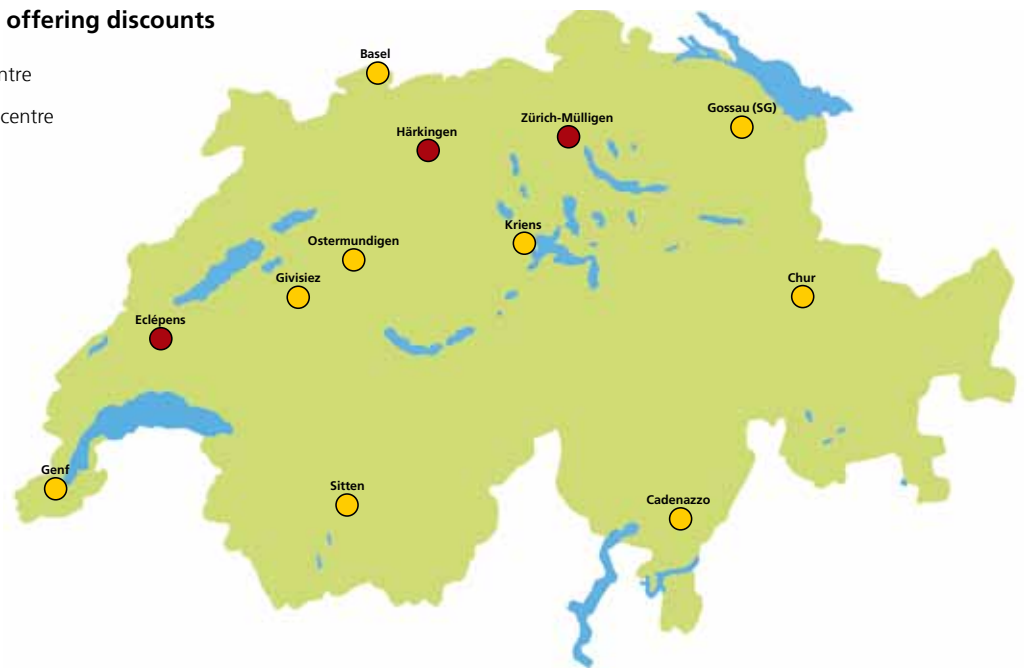
Tel. +41 (0)58 448 63 60  
E-mail [consulenze.logistiche.cadenazzo.pm@posta.ch](mailto:consulenze.logistiche.cadenazzo.pm@posta.ch)

# Overview of locations offering discounts


## All letter centres and logistics centres at a glance

### Locations offering discounts

- Letter centre
- Logistics centre



<span style="color: red;">●</span> Letter centre	Telephone number	Opening times
<b>Eclépens</b> Centre courrier Z.I. Le Marais 1300 Eclépens	+41 (0)58 386 87 20	Mon.–Fri.: 10 a.m.–6.30 p.m.
<b>Härkingen</b> Briefzentrum Lischmatt 40 4621 Härkingen	+41 (0)58 667 71 11	Mon.–Fri.: 7.30 a.m.–6.30 p.m.
<b>Zürich-Mülligen</b> Briefzentrum Zürcherstrasse 161 8952 Schlieren	+41 (0)58 386 50 92	Mon.–Fri.: 7.30 a.m.–6.30 p.m.

 <b>Logistics centre</b>	<b>Telephone number</b>	<b>Opening times</b>
<b>Genève</b> Centre logistique de Genève Rue de Montbrillant 38 1211 Genève 2	+41 (0)58 448 80 04	Mon.–Fri.: 8.30 a.m.–12 noon 1.00 p.m.–6 p.m.
<b>Givisiez</b> Base de distribution Rte Jo Siffert 34 1762 Givisiez	+41 (0)58 448 04 89	Mon.–Fri.: 7.30 a.m.–6 p.m.
<b>Sion</b> Région Distribution Rue de la Blancherie 4 1950 Sion	+41 (0)58 386 94 65	Mon.–Fri.: 7.30 a.m.–12 noon 1.30 p.m.–6 p.m.
<b>Ostermundigen</b> Logistikzentrum Briefverarbeitung Milchstrasse 8 3072 Ostermundigen	+41 (0)58 338 63 29	Mon.–Fri.: 8.30 a.m.–12 noon 1 p.m.–6.30 p.m.
<b>Basel</b> Logistikzentrum Briefverarbeitung Peter Merian-Strasse 90 4052 Basel	+41 (0)58 453 30 47	Mon.–Fri.: 10.00 a.m.–6.30 p.m.
<b>Kriens</b> Logistikzentrum Briefverarbeitung Nidfeldstrasse 1 6010 Kriens	+41 (0)58 448 48 53	Mon.–Fri.: 9 a.m.–12 noon 2 p.m.–6.30 p.m.
<b>Gossau (SG)</b> Logistikzentrum Briefverarbeitung Lagerstrasse 4 9200 Gossau SG	+41 (0)58 448 99 90	Mon.–Fri.: 7.30 a.m.–6.30 p.m.
<b>Chur</b> Briefzustellregion Gürtelstrasse 14 7000 Chur	+41 (0)58 386 32 12	Mon.–Fri.: 7.30 a.m.–9.00 a.m. 2 p.m.–6 p.m.
<b>Cadenazzo</b> Centro logistico Lavorazione delle lettere Via Industrie 12 6593 Cadenazzo	+41 (0)58 448 63 56	Mon.–Fri.: 3.00 p.m.–6.15 p.m.



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PostMail  
Viktoriastrasse 21  
3030 Berne  
Switzerland

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