Manual for

PostNord Denmark

EDIFACT transport instruction

IFTMIN

KUNDEMIN5 - Release 5.04

PostNord Shipments

1. Table of contents

2.   Version management

Version management was introduced in version 4.06.01

This version complies with the subset specification (k5_KUNDEMIN5.pdf).

The first number reflects the version of KUNDEMIN.
The second number shows which version of the subset specification is referred to.
The third number is consecutive of this document, per KUNDEMIN version.

5.00.01	**16/01/2015**	**Initial version**
5.02	**16/01/2015**	**Initial version**
5..03	**02/01/2017**	**Initial version**
5.04	**10/05/2017**	**Initial version**

3.   Purpose

This manual is a tool for PostNord customers who have chosen to interchange a transport instruction with PostNord Denmark. It will provide an introduction to EDIFACT as well as a detailed explanation of how the PostNord Denmark subset of an IFTMIN is to be structured.

The transport instruction may be used for PostNord Denmark's products and services including DPD product "DPD Classic".

The transport instruction is designed to enable our customers to forward all necessary information regarding parcels and Light goods transports to PostNord, with a view to mutual exchange of information for the benefit of all parties.

The transport instruction does not amount to an order in the sense of the Danish Contracts Act.

3.1   Reading instructions

It is a good idea to read the entire manual, if you are faced with structuring an EDIFACT for the first time.

If you have previously worked with EDIFACT, you may skip chapter 4 as this chapter deals with the basic use and structure of EDIFACT.

Even though the subset specification (KUNDEMIN5.03.xlsx) will often be sufficient, we recommend that you read chapter 4, which may answer many of your questions.

The remaining chapters dealing with PostNord Denmark's products as well as examples should be read by everyone.

3.2   Transport instruction usage

Transport instructions are used by PostNord Denmark for sorting and managing parcels and PostNord Pallet s and to offer information regarding the items to sender and recipient.

Figure 1 – Logical EDI data flows for parcels and PostNord Pallet s when PostNord Denmark receives transport instructions
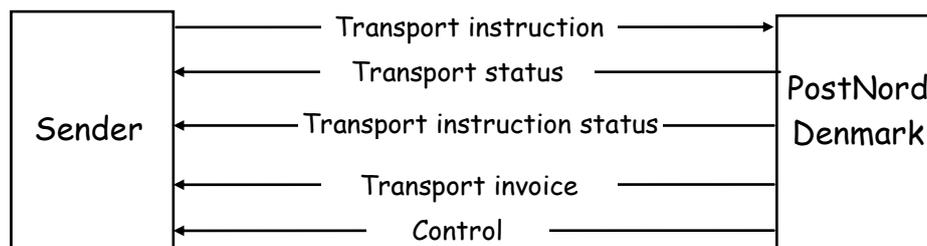
The figure illustrates how PostNord Denmark on the basis of transport instructions received, may forward the daily transport status and transport instruction status as well as transport invoice to the sender of parcels and PostNord Pallet s.

4. EDIFACT

This chapter describes the background for EDIFACT, who is behind it and what we actually need it for. We will not go into detail, but merely provide a broader understanding of the concept and demystify the letters, codes and all the numbers.

How exactly to use the PostNord Denmark's version of the EDIFACT message IFTMIN will be dealt with in chapter 5.

4.1 Behind EDIFACT

EDIFACT is an abbreviation of 'Electronic Data Interchange for Administration, Commerce and Transport' and is a range of standards for how to interchange a large number of documents electronically in for instance the transport sector. This could be an invoice, a purchase order, an order confirmation or a transport instruction.

EDIFACT, which is typically further shortened to simply EDI, is administered by UN/ECE, which is a subsection of the UN (United Nations Economic Commission for Europe). Thus, UN/ECE is responsible for outlining and maintaining all these standards for Europe, and they typically publish an updated version of each document a couple of times a year.

These standards are a common denominator for the administration, trade and transport sector all over Europe, and you rarely need more than a fraction of what each document contains.

Typically, the procedure is, therefore, to look at the standard you need and then remove all the unnecessary information. What is left is a subset of a standard. This subset is called a 'genuine subset', which indicates that you stay within the technical guidelines stated in the standard. For instance this could be the length of fields, character codes, currency codes, declaration of weight, etc.

PostNord Denmark's use of the EDIFACT transport instruction IFTMIN is, thus, a genuine subset of UN/ECE's IFTMIN D.12A standard. 'D' stand for Draft, and '12 A' means that this was the first standard of its kind in 2012.

4.2 Standard structure

The standard describes how data is to be structured in an electronic interchange. Just as you may have formats in which data is separated by a semicolon or formats in which data is listed in fields of a certain length, EDIFACT provides the standards with a structured format. In this structured format, data may be listed at different levels which may be repeated individually in relation to one another. In order to illustrate how data may be set up, often a structure chart is used - commonly known as a washing line.

Figure 2 – Example of structure chart
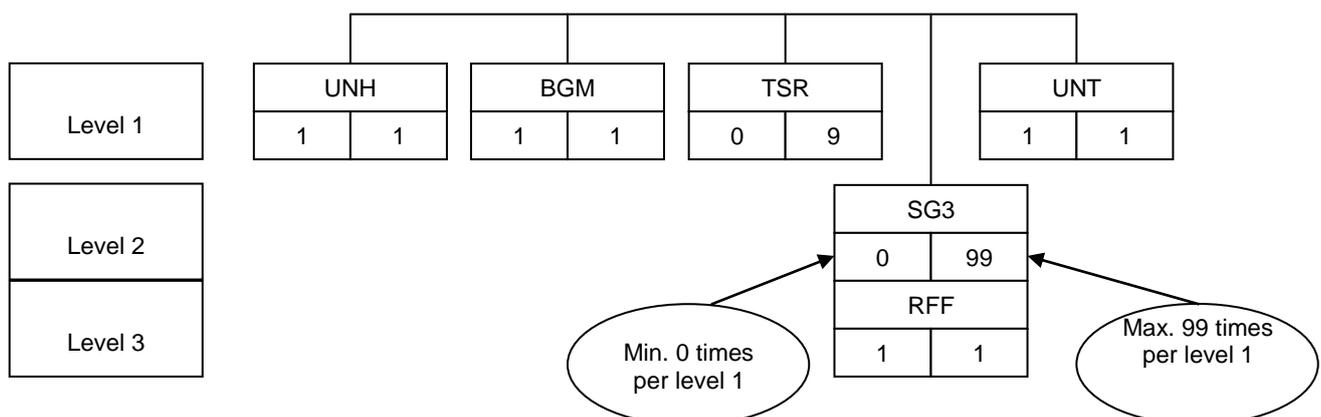
The structure chart shows an example of one message, i.e. one item. (One item may be one parcel.)

In EDIFACT, we do not only use fields. A message such as the above is divided into segment groups, segments, composites and elements.

In the example, UNH, BGM, TSR, RFF and UNT are segments whereas SG3 means segment group 3. Composites and elements have not yet been shown. We will get to those once we break down the message to a more detailed level.

We may read from the example that the UNH segment must occur exactly once per message. The same applies to BGM. TSR may be left out altogether at the same time as it may be repeated up to nine times.
SG3 may also be repeated as many as 99 times whereas the RFF segment must be stated exactly once. However, please note that RFF must occur once per SG3. In reality, RFF may, thus, be repeated 99 times.
Finally, the UNT segment must be stated once.

It differs for each standard how many segments it contains, but what is common for all of them is that each message begins with UNH ('UN' simply indicates the 'United Nations' whereas 'H' means 'header') and ends with UNT. ('T' = 'Trailer').

Around each message, you need to add yet another level – Level 0. This is also called the envelope. This is where sender and recipient information is specified. (For the message – not the physical item.) Once the message has its envelope, we refer to it all as an interchange.

Figure 3 – Example of structure of an interchange
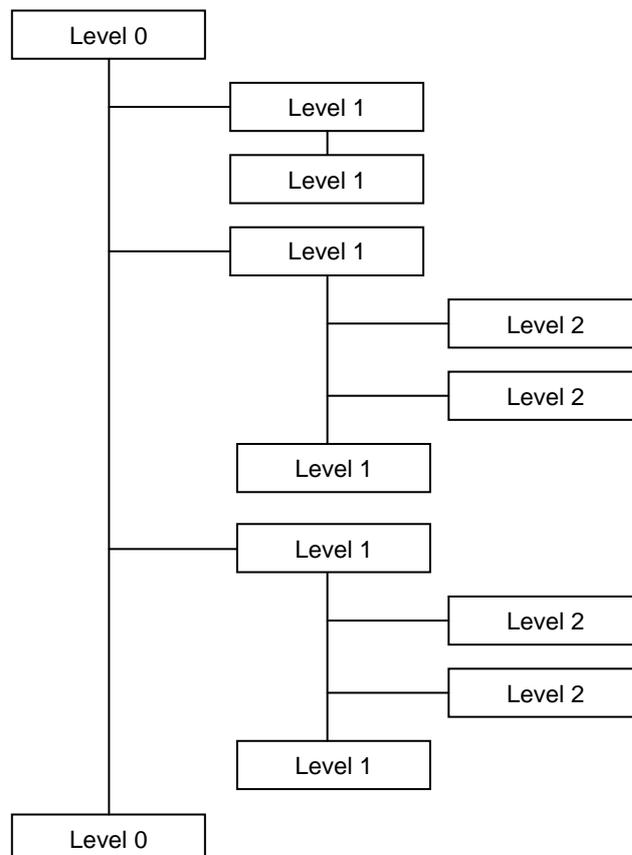
As illustrated, you might very well have several messages in one interchange. Normally, you would create one interchange per file, but nothing prevents you from putting several interchanges into one file.

4.3   Data of the structure

From the structure chart we can see how a message is built up and how many times each segment may be used, which segments to use and so on. However, the chart says nothing about what data to put in the structure.

In order to find out, we need to look at the detailed subset describing which data to write where as well as which rules this data must observe.
A subset describes each segment used in the message. Typically, the description will be divided into two sections as the example below in which the left side shows the general standard and the right side the actual subset, in this case PostNord Denmark's subset for IFTMIN.

Figure 4 – Detailed description of segment

BGM		Beginning of message	M 1		M 1		
	C002	**DOCUMENT / MESSAGE NAME**	C		M		
	1001	Document / message name, coded	C	an..3	M	610	Transport order
	1004	**DOCUMENT / MESSAGE NUMBER**	C	an..35	C		
	1225	**MESSAGE FUNCTION, CODED**	C	an..3	C	9	Creation (Original). If blank, default value of '9' is assumed.

Firstly, we concentrate on the left side of the figure.

The first thing we may deduce is that we are dealing with the BGM segment. We are told what the abbreviation stands for. Then a repetition from the washing line which said that the segment must be stated exactly once. ('M1' must be translated by Mandatory, max. once.)

Then follows a description of the composites and elements the segment contains.
Composites may always be known from their code. In this case, C002, where C stands for Composite. (Composite means mix. Thus, a composite is just a mix of several elements. This is normally used when data has a larger logical connection.)
After the code follows a text explanation, but it will typically be the code which is referred to.
Finally, we end up with a 'C' which means Conditional here. This means that it is not necessary to state this composite and thereby the underlying elements.

A composite cannot contain data; it only contains elements. And the first element we have on the next line. 1001 is an element belonging to the composite C002.[1] Following the description, you will see yet another 'C' and finally the first indication that we are dealing with data, namely the description of the format. 'an..3' means that in this element, you may use alphanumerical data with a length of between one and three characters. In the same set, a 'n5' would indicate that it was a numerical value of exactly five digits.

The C002 composite contains four elements. Then follows three elements which are on their own. So, the BGM segment contains one composite and three elements. This is all the data that may be filled into this segment. Naturally, a similar description is found for all other segments in a standard.

---

[1] Elements in a composite are never in bold. All other elements are. Furthermore, the code for elements in a composite are justified a bit to the right.

The right side of the figure contains PostNord Denmark's corrections. This is PostNord Denmark's subset. If nothing is stated in this side, it simply means that the original formats are used.

A small comment could be that it is not possible to depart from the requirements the original standard sets up, You may only specify them.

PostNord Denmark has for instance chosen to make the C002 composite Mandatory even if it is only Conditional in the original. The reverse would not be possible. If it is Mandatory in the original, it must also be Mandatory in a subset.

Similarly, it is not possible to expand an element from being 'an..18' to e.g. 'an..35' whereas it is no problem to change it in the other direction.

The next column states which values are legal to use. In this case, only the '610' value is allowed. If nothing has been stated, there are no restrictions. In this case, where we have a Mandatory element with one legal value, we may conclude that this should always be included in all the transport instructions sent to PostNord Denmark.

4.4   Stating of data

Now that the structure is in place, and we know how and where data is to be stated. What is left is to get the physical presentation in place. We must separate segments from composites, composites from elements and finally, elements from other elements.

For this, we use a set of separators.
We have segment, composite and element separators being an apostrophe ('), a plus (+) and a colon (:), respectively.

A segment always begins with its name followed by a composite separator.

Based on Figure 4, we would be able to start the segment as follows:

```
BGM+
```

Then, we throw ourselves into the first value to be inserted in the segment. That is the '610' value in Data element C002 in the component element 1001.

```
BGM+610
```

If we need to insert data in Data element C106 component 1004, we would proceed like this:

```
BGM+610:XXX
```

Here we use the element separator.
The next thing is to insert data in Data element 1225. Be aware that the composite separator is used to move on. Elements not contained in a composite are separated by a composite separator.

```
BGM+610:XXX+9
```

These were the last pieces of data for BGM as we did not have any data in the last element. Therefore, we now end the segment with the segment separator.

```
BGM+610:XXX+9'
```

It is not necessary to state that the last element is not used as we always read from the left. Similarly, it is neither stated directly that the last elements in the composite have not been used.

However, it must be stated if elements are skipped. If for instance we want data in the last element (1000) in the composite, the empty elements are counted as well when the element separators are inserted.

```
BGM+610:XXX::YYY+9'
```

With the BGM segment at one side, we may proceed with the next segment. According to Figure 2, this is the TSR segment. We do not know yet how the TSR segment looks in detail, but for the sake of example we will include it:

```
BGM+610:XXX::YYY+9'
TSR+Z22+Z19'
```

> **Important:** In EDIFACT, breaks are not used. They have only been included for the sake of readability. The correct way to state the above would be
>
> BGM+610:XXX::YYY+9'
> TSR+Z22+Z19'
>
> This is, however, also fairly straight forward, but one message consists of a minimum of nine segments and as you may have more messages per interchange, everything may very quickly become rather confusing.

Let us try to have a look at an example of how an entire message could look according to Figure 2:

```
UNH+1+IFTMIN:D:12A:UN:PDK504'
BGM+610+86577899+9'
TSR++Z19'
TSR+Z22'
UNT+5+1'
```

Please note that the TSR segment has been included twice. It could be included as many as nine times, but it may also be left out altogether. Segment group 3 has for instance been left out altogether. This group could be included 99 times. Or simply three times:

```
UNH+1+IFTMIN:D:12A:UN:PDK504'
BGM+610+86577899+9'
TSR+Z22'
TSR+Z27'
RFF+ADE:1234567'
RFF+SS:ABCDEFG'
RFF+CU:XXYY'
UNT+8+1'
```

Nowhere has it been indicated that we are dealing with a group. As only one RFF segment may be included per group, it is implied that a new RFF segment is the beginning of a new group.

At present, there is no reason to worry about the actual values inserted in the individual elements. They will be described in chapter 5 dealing with the structure of PostNord Denmark's subset.

Let us conclude by a couple of examples as they may look in real life:

```
UNH+1+IFTMIN:D:12A:UN:PDK504'
BGM+610+86577899+9'
DTM+137:201701011000:203'
TSR++Z19'
NAD+CZ+740001347:160:ZDK+Your address+Your name++Your city++1234+DK'
NAD+CN++Recipient address:5+Recipient name++Recipient city++5678+DK'
GID+1+1:PK'
PCI+33E+00571234567890123456'
UNT+9+1'
```

And finally, how we add the envelope as well:

```
UNA:+.? '
UNB+UNOC:3+sender:14+5790000013289:14+160704:1010+334++KUNDEMIN5'
UNH+1+IFTMIN:D:12A:UN:PDK504'
BGM+610+86577899+9'
DTM+137:201701011000:203'
TSR++Z19'
NAD+CZ+740001347:160:ZDK+Your address+Your name++Your city++1234+DK'
NAD+CN++Recipient address:5+Recipient name++Recipient city++5678+DK'
GID+1+1:PK'
PCI+33E+00571234567890123456'
UNT+9+1'
UNZ+1+334'
```

The envelope starts with the segment UNA, which stands out a bit. The segment contains six elements which should not be separated in any way. The characters in the segment indicate the reserved characters not to be used in the actual message values, i.e. the three separators, colon, plus and apostrophe, decimal separator (full stop) as well as an escape character in the form of a question mark.

It is allowed to use a full stop in alphanumerical fields, but not the other reserved characters.

The escape character is used for saying that the next character should NOT be understood as for instance a segment closing. If a parcel is to be sent to Lars' Trælast, you would in the recipient address write:

```
NAD+CN++Recipient address:5+Lars'Trælast++Recipient city++5678+DK'
```

This is a problem as an apostrophe as you know indicates the end of the segment. The remainder of the line will thus not be read.
Therefore, you may use an escape character cancelling the meaning of the following character and the address will instead become:

```
NAD+CN++Recipient address:5+Lars?' Trælast++Recipient city++5678+DK'
```

Please note that the UNA segment also contains an empty character. It is not in use, but must be stated anyway.

The UNA segment is constant, and it will always look like this in the interchanges coming from PostNord Denmark and those sent to PostNord Denmark.

The envelope continues with a UNB segment followed by the first message. After the last message, the envelope is sealed by the segment UNZ.

5. PostNord Denmark's IFTMIN

This section describes how the PostNord Denmark's subset of an IFTMIN is built up. A more detailed explanation is provided in the enclosed subset (KUNDEMIN503.xlxs). Our point of departure will be a basic IFTMIN simply containing the absolute minimum of information. Then we will add supplementary components used depending on which products are used. Finally, we will conclude by an overview of the optional components used as required.

All segments, composites and elements will be described.

5.1 Structure chart

The following figure shows the structure chart for the PostNord Denmark's subset. Segment groups and segments not illustrated in the figure may not be used.

Figure 5 – Structure chart for PostNord Denmark's subset of IFTMIN

```
A ─┬─────────────┬─────────────┬─────────────┬─────────────┐
```

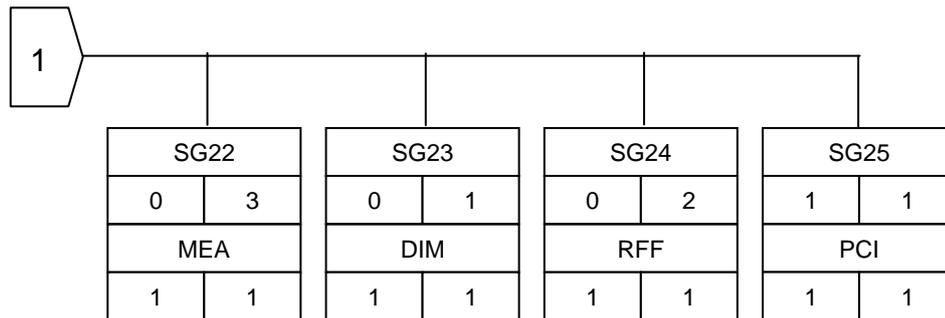| SG13	
0	1
CTA	
1	1
COM	
1	3

SG14	
0	1
DOC	
1	1
DTM	
1	1

SG15	
0	1
TCC	
0	1

SG16	
0	1
RFF	
0	1

SG20	
1	999
RFF	
0	1

GID	
1	1
LOG	
0	1
MOA	
0	1
FTX	
0	1

```
1 ─┬─────────────┬─────────────┬─────────────┐
```

SG22	
0	3
MEA	
1	1

SG23	
0	1
DIM	
1	1

SG24	
0	2
RFF	
1	1

SG25	
1	1
PCI	
1	1
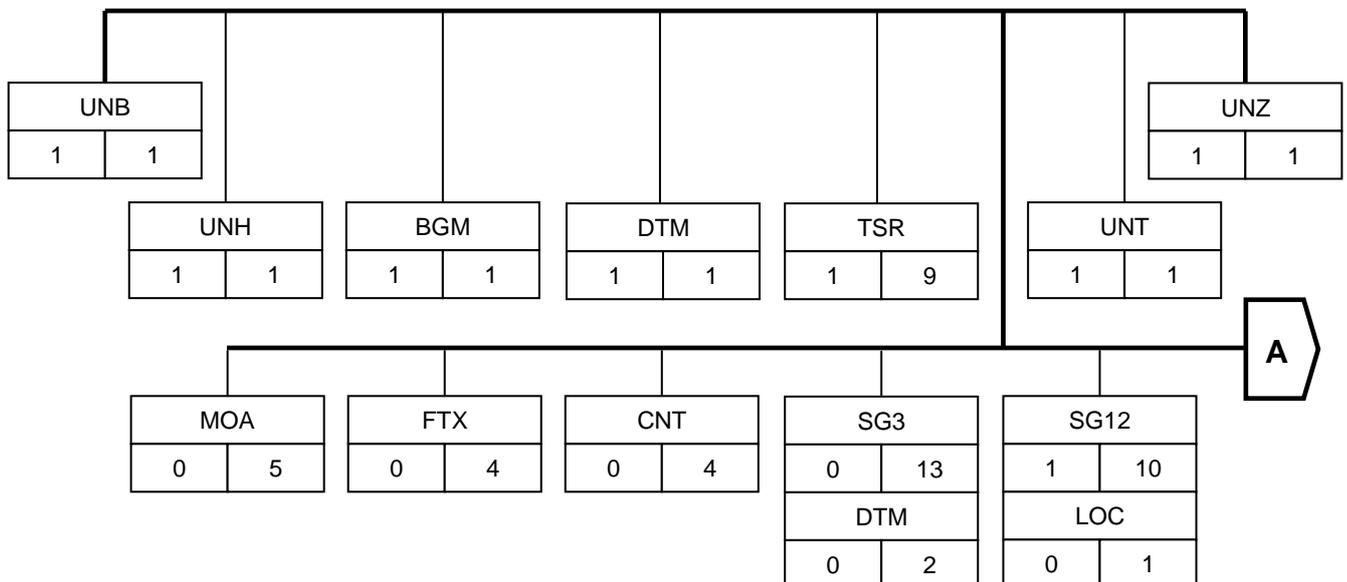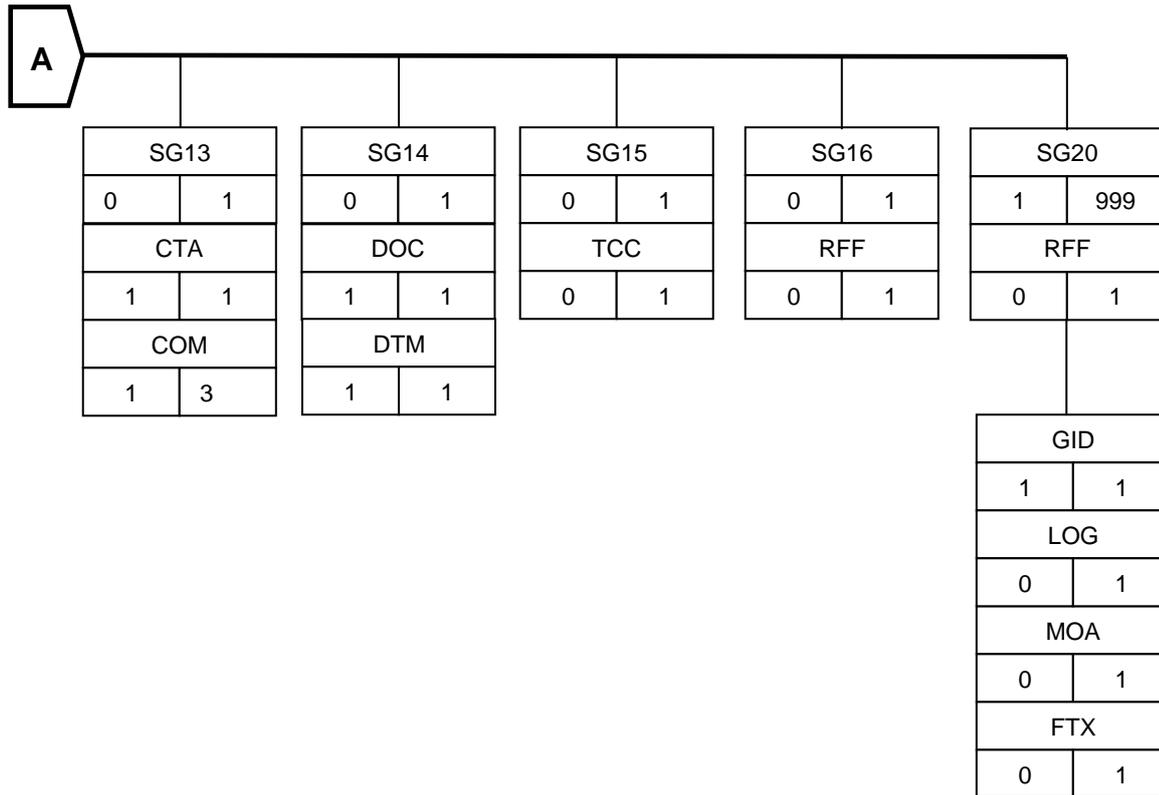
5.2 PostNord Denmarks subset

This manual supplements the specification PostNord Denmark's IFTMIN subset to be found in a separate document. (KUNDEMIN504.pdf).

This document consists of a chart to be read in the following way:

- Header:
  - Here the segment name is given
  - The position in the file
  - Group
  - Level
  - Usage; conditional or mandatory
  - Max use; how many times it may be repeated
  - Purpose
  - Comments
  - Notes; Examples

  If special attention is required it is indicated in gray.

After the header you can see if the attribute are mandatory or conditional. The name of data element, the number of the component element and finally name followed by a short description.

5.3 Basic IFTMIN

This is the most basic version of an IFTMIN. In many cases, this is sufficient for a BTB parcel.

The following descriptions of basic IFTMIN as well as supplementary and optional components must be read as described in the figure below.

Figure 6: Explanation for component descriptions

Segment	Refers to the EDIFACT segment in the subset specification.
Type	Indicates whether the segment is C = Conditional or M = Mandatory
Group	Segment group (SG) to which the segment belongs.
Section, page	Refers to the description.
Description	Description of the segment.

The basic IFTMIN contains information about one parcel (one barcode) being sent from one sender to one recipient. This information must always be included in a message sent to PostNord Denmark.

Figure 7: Segments to be filled out in the basic IFTMIN

Segment	Type	Group	Description
UNH	M		Message header
BGM	M		Beginning of message Sender's message reference
DTM	M		Date / time / period Time for message generation
TSR	M		Transport Service Requirement. Product and/or choice of service.
NAD	M	12	Name and address

			Sender information
NAD	M	12	Name and address Recipient information
GID	M	20	Goods item details Parcel type
PCI	M	25	Package identification Barcode
UNT	M		Message trailer

The above basic IFTMIN may look as follows:

```
UNH+1+IFTMIN:D:12A:UN:PDK504'
BGM+610+customer ref+9'
DTM+137:201701011000:203'
TSR+Z22+Z18'
NAD+CZ+740001347:160:ZDK+Your address+Your name++Your city++1234+DK'
NAD+CN++Recipient address:5+Recipient name++Recipient city++5678+DK'
GID+1+1:PK'
PCI+33E+00571234567890123456'
UNT+9+1'
```

> **Important**: In EDIFACT, breaks are not used. They have only been included for the sake of readability.

When all messages have been created, please remember to insert interchange header and trailer (the envelope) as illustrated below.

```
UNA:+.? '
UNB+UNOC:3+sender:14+5790000013289:14+170704:1010+334++KUNDEMIN5'
UNH+1+IFTMIN:D:12A:UN:PDK504'
BGM+610+customer ref+9'
DTM+137:201701011000:203'
TSR+Z22+Z18'
NAD+CZ+740001347:160:ZDK+Your address+Your name++Your city++1234+DK'
NAD+CN++Recipient address:5+Recipient name++Recipient city++5678+DK'
GID+1+1:PK'
PCI+33E+00571234567890123456'
UNT+9+1'
UNZ+1+334'
```

Figure 8: Interchange header and trailer (envelope)

Segment	Type	Group	Section, page	Description
UNA	M		5.3.8, page 18	Service string advice
UNB	M		5.3.8, page 18	Interchange header
UNZ	M		5.3.9, page 19	Interchange trailer

Next, we will look at the different segments and explain which data to insert in which elements and why. It might be a good idea to have the subset specification next to you for quick reference.

5.3.1   UNH – Message header

In general, UNH consists of a Data element and a composite[2].

```
UNH+1+IFTMIN:D:12A:UN:PDK504'
```

The 0062 element is a reference to the message and must be unique in an interchange. Typically, a consecutive number is used which is then reset for each interchange generated. Please note that the element is repeated in UNT. The value must also be identical.

The composite consists of five elements which should all be filled out. They indicate which standard we are dealing with. These values will only change if PostNord Denmark decides to base the present subset on a newer version of the original standard.

---

[2] As opposed to other composites, the composites in UNB and UNH do not begin with a 'C', but with an 'S'. In this case, the 'S' means 'Service', but otherwise the service composites are no different from all other composites.

5.3.2   BGM – Beginning of message

Only the composite with the first element (1001) is mandatory. The '610' value indicates that we are dealing with a transport instruction (a transport instruction is often referred to as a transport order) for a transport operator.

```
BGM+610+customer ref+9'
```

The 1004 element is the sender's reference to the message. This reference does not need to be unique. This element must be filled out if the sender wants to receive the transport status return. In this transport status, e.g. the reference is returned. Often only the parcel's barcode is used in this element.

The 1225 element may be left out or filled out with '9'. If it is left out, the value '9' is assumed which means that we are dealing with an original document as opposed to e.g. a copy, an update, a cancellation or the like.

5.3.3   DTM – Date / time / period

The composite contains three elements which are all mandatory. '137' in the first element (2005) refers to the time for the current message whereas '203' in the last element (2379) tells us which format the time arrives in. The actual time is indicated the generation of the message. I.e. a SYSDATE or Datenow() or the like.

```
DTM+137:201701011000:203'
```

5.3.4   NAD – Name and address (SG12)

The NAD segment is among the most important segments and two of them *must always* be included.

```
NAD+CZ+740001347:160:ZDK+Your address+Your name++Your city++1234+DK'
NAD+CN++Recipient address:5+Recipient name++Recipient city++5678+DK'
```

The first element (3035) indicates whether it is the sender's or recipient's address. CZ means sender, and CN means recipient.

For the sender it applies that the following composite (C082) with all three elements must always be included. The composite contains the sender's customer no.

When element 3055 is used then the customer no. always are fixed 9 digits.

The following composites and elements contain the sender's name and address, and must be filled in the same way as the recipient (See below).

Please note that it is the sender's address. If you require a return address, then another NAD segment must be used. Read more about this in the section regarding supplementary components.

The recipient's address is used by PostNord Denmark to sort the parcels when they arrive at in one of our parcel sorting facilities. Therefore, it is extremely important that this information is correct and that the segment is filled out correctly.

The C082 composite may with advantage be filled out by the sender with the recipient's customer no. This customer no. will be returned in a transport instruction status, if any.

```
NAD+CN+123:160:92+Recipient address:5+Recipient name++Recipient
city++5678+DK'
```

The C058 composite contains the recipient's address divided into three elements consisting of street, house no. and perhaps location name, respectively. It is of great importance that street and house no. is divided into two elements, but at the same time experience also shows that it may be a great challenge to adjust customer information. In many cases, it is not even possible to save recipient information at this level. Street and house number Therefore, are allowed to be shown together in the first element

```
NAD+CN+123:160:92+Torvegade 5+Recipient name++Recipient
city++5678+DK'
```

The C080 composite contains the recipient's name. Here you may also use three elements.

```
NAD+CN+123:160:92+Torvegade 5+Træindustri A/S:Lars?' Trælast:Attn?:
Lars Larsen++Recipient city++5678+DK'

NAD+CN+123:160:92++Træindustri A/S:Lars?' Trælast:Attn?: Lars
Larsen+PO Box 700+Recipient city++5678+DK'
```

The 3164 element must contain the city name and is self-explanatory.
The postal code in element 3251 may contain both numbers and letters. This is to support international postal codes, but if it is a Danish item, the postal code must be stated in four digits.

```
NAD+CN+123:160:92+Torvegade 5+Træindustri A/S:Lars?' Trælast:Attn?:
Lars Larsen++Odense C++5000+DK'
```

The country code must comply with the ISO3166 alpha-2 standard.
(http://www.iso.org/iso/country_codes.htm).

5.3.5   GID - Goods item details (SG20)

This is the beginning of segment group 20. All of this group may be repeated up to 999 times and reflects the number of colli which may be in a multiple colli. More about this later.

```
GID+1+1:PK'
```

The 1496 element may contain consecutive ordering of the colli in a message. If only one colli is concerned, it does not make much sense to order it. But sometimes if multiple colli are used and you want to use the ordering, it might be easier to use it consistently.

```
GID+1+1:PK'
```

The first element (7224) in composite C213 contains the number of colli per GID. This is always '1'.

The 7065 element indicates which item type we are dealing with. In this case, it is a parcel. The different types are described in the subset specification.

5.3.6   PCI – Package identification (SG25)

The segment contains the unique identification of which item we are dealing with, i.e. the barcode.

```
PCI+33E+00571234567890123456'
```

The 4233 element contains a qualifier telling us which type of barcode is coming. We accept the following barcodes (depending on chosen product) SSCC, S10, or DPD.

The first 7102 element in the C210 composite then contains the actual barcode.

5.3.7   UNT – Message trailer
End of the message.

```
UNT+9+1'
```

The 0074 element contains the number of segments in the message, including UNH and UNT. In this case nine.

Element 0062 we recognise from UNH. This must contain the same value which is a unique reference to the message within this interchange. Typically a sequential number.

5.3.8   UNA og UNB – Service string advice and Interchange header
UNA simply consists of one string.

```
UNA:+.? '
UNB+UNOC:3+sender:14+5790000013289:14+170714:1010+334++KUNDEMIN5'
```
Or:

```
UNA:+.? '
UNB+UNOW:4+sender:14+5790000013289:14+170714:1010+334++KUNDEMIN5'
```

This header are to be used if you send messages containg other than the latin alfabet

The six characters in UNA have the following meaning:
1. Colon (:) element separator.
2. Plus (+) Composite separator.
3. Full stop (.) Decimal separation.
4. Question mark (?) Escape character.
5. Blank ( ) Reserved for future use.
6. Apostrophe (') Segment separator.

This string is constant and must always be included.

The first composite in UNB describes which character set to use. UNOC is one possibility which means that the syntax for the entire interchange must comply with the ISO 8859-1 standard. you can also chose the UNOW is another possibility which means that the syntax for the entire interchange must comply with the ISO 10646-1 standard to support UFT-8.

(http://www.kostis.net/charsets/iso8859.1.htm)

Please note: Pay attention if you generate test data in a word processing programme such as Microsoft Word. Word will typically use an extended character set so that characters not allowed in an IFTMIN may appear.

> You may choose to save as 'Only text', but otherwise it is generally better to use a text editor such as Notepad or the like.

The '3' indicates which syntax version of the structure is used. Only '3' is allowed.

The S002 composite tells us who the sender of the interchange is. The first element is the actual sender whereas the other element says who has assigned the sender's name. In many cases, the sender has been assigned a code by EAN. This code always consists of 13 digits as PostNord Denmark's code, which is in the sender composite. If you do not have an EAN code, then the use of another code of course is possible. The code just needs to be pre-approved by PostNord Denmark.

The S003 composite contains the sender's information and is built up in the same manner as the sender composite. It is PostNord Denmark address which is stated in the above example and this value will typically be constant.

The S004 composite contains a time stamp for the generation of the interchange. Typically, a SYSDATE or a DateNow() function is used.

The 0020 element is a unique reference for the entire interchange. The sender must see to it that the same reference is not sent within a period of 12 months. Typically, a consecutive number is used, but a time stamp may also be used.
Please note that the element is repeated in UNZ. The value must also be identical.

The 0026 element tells PostNord Denmark which IFTMIN we are dealing with. The 'KUNDEMIN5' is constant.

5.3.9 UNZ – Interchange trailer

The first element tells us how may messages are contained in the interchange. In our example, we only have one.

```
UNZ+1+334'
```

The other element is the repetition of the unique reference from UNB.

5.4 Supplementary components

The basic IFTMIN, which we have just dealt with, only covers one BTB parcel. Often this message needs to be supplied by further information to cover the need. These we will look at in this section. Please note that only the supplementary components will be described. The point of departure will still be the above basic IFTMIN.

Example

```
UNA:+.? '
UNB+UNOC:3+sender:14+5790000013289:14+170714:1010+334++KUNDEMIN5'
UNH+1+IFTMIN:D:12A:UN:PDK504'
BGM+610+customer ref+9'
DTM+137:201701011000:203'
TSR+Z22+Z18'
TSR+Z41'
FTX+DEL+++Deliver in carport'
NAD+CZ+740001347:160:ZDK+Your address+Your name++Your city++1234+DK'
NAD+CN++Recipient address:5+Recipient name++Recipient city++5678+DK'
CTA+IC+:Contact'
COM+12345678:AL'
GID+1+1:PK'
DIM+1+CMT:20:20:30'
PCI+33E+00571234567890123666'
GID+1+2:PK'
DIM+1+CMT:40:30:20'
RFF+ACD:12345'
PCI+33E+00571234567890123456'
UNT+18+1'
UNZ+1+334'
```

5.4.1   TSR – Transport service requirements

The TSR segment may be repeated nine times, and it is here that any services and product codes are stated. The list of possible codes appears from the subset specification.

```
TSR+Z22+Z18'
TSR+Z41'
```

Note! The TSR+3 combinations "Special agreement for full loading transport" is used specific for insert to PostNord Norway. This combination is only to be uses if customs declarations are delivered to the authorities in advance. Is only to be used with special agreement with PostNord.

```
TSR+3'
```

The services are stated in the first element (4065) in the C536 composite. A product code must be specified in the first occurrence of TSR in the first element (7273) composite C233.

Any services may still be stated in the first composite. If there are several services, TSR is simply repeated without the product code.

```
TSR++Z18+3'
```

5.4.2   MOA – Monetary amount

This segment is primarily used for stating a transport insurance amount. The value ZIN in the 5025 element indicates just this.

```
MOA+ZIN:5000.00:DKK'
```

In the following element, the amount is stated. Remember that the decimal separator is a full stop (.).

The final element is the currency code (normally DKK). This must comply with the ISO 4217 alpha-3 standard.

(http://www.iso.org/iso/home/standards/currency_codes.htm)

5.4.3   FTX – Free text

FTX can be used for specific information according to code qualifier.

```
FTX+DEL+++Line 1:Line 2:Line 3'
```

5.4.4   CNT – Control total

This segment must be used to state total gross weight for Pallet and Groupage.

Specific for Groupage: Total volume and/or loading meters must be stated.

```
CNT+7:123.00:KGM'
CNT+26:2.5:MTQ
```

5.4.5   RFF – Reference (SG3)

The reference segment may be repeated 13 times, but you will rarely need that. A typical example is like the example below in which a reference number is stated to be provided on the invoice in addition to another reference/Barcode number.

```
RFF+ACD:1234567'
```

The reference type is stated in element 1153 whereas the actual reference is stated in element 1154.

5.4.6   CTA and COM – Contacts and Communication contact (SG13)

One does not make sense without the other so we will deal with them both at the same time. These segments follow a NAD segment which contains address information. The information stated in these two segments is connected with the preceding NAD segment.

```
CTA+IC+:Contact'
COM+12345678:AL'
```

The first element (3139) may only contain the value 'IC' which means contact. The contact's name is stated in the second element (3412) in the composite C056.

In the COM segment, you state how the contact is contacted. In element 3148, you state a number and in element 3155, you state which type of number we are dealing with. In the example above, the number is the number of a mobile phone capable of receiving text messages.

5.4.7   MOA – Monetary amount (SG20)

To be filled in the same manner as MOA in section 5.4.2.

```
MOA+44:99.95:DKK'
```

Is used for item level

5.4.8   DIM – Dimensions (SG23)

The 6145 element tells us what the following dimensions cover. Please Notice – For Groupage dimension is mandatory.

```
DIM+1+CMT:40:30:20'
```

In the composite, the first element (6411) tells us which scale is used whereas the following three elements state the dimensions in length x width x height.

5.4.9   RFF – Reference (SG24)

To be filled in the same manner as RFF in section 5.4.5

```
RFF+ACD:1234567'
```

Notice – ACD reference will be printed on invoice

5.5   Optional components

This section provides a brief presentation of the remaining segments we have not yet covered. The reason they are optional is that they are not always used by PostNord Denmark. Mostly they are either there for historical reasons (backwards compatibility) or to be future-oriented.

Figure 9: Segments for optional components

Segment	Type	Group	Description
DOC	C	14	Document details Invoice no.
DTM	C	14	Date / time / period Invoice date
RFF	C	16	Reference CVR or VAT no.
LOC	C	20	Place / location identification Country of origin
MEA	C	22	Measurements Weight information OBS! Mandatory for Pallets and Groupage.

When we add the overleaf segments, we get the following IFTMIN:

```
UNA:+.? '
UNB+UNOC:3+sender:14+5790000013289:14+170714:1010+334++KUNDEMIN5'
UNH+1+IFTMIN:D:12A:UN:PDK504'
```

```
BGM+610+customer ref+9'
DTM+137:201701011000:203'
TSR+Z22+Z19'
NAD+CZ+740001347:160:ZDK+Your address+Your name++Your city++1234+DK'
NAD+CN++Recipient address:5+Recipient name++Recipient city++5678+DK'
CTA+IC+:Contact'
COM+12345678:AL'
DOC+380+23456543'
DTM+3:20160920:102'
GID+1+1:PK'
MEA+WT+G+KGM:12.345'
DIM+1+CMT:20:20:30'
PCI+33E+00571234567890123478'
GID+2+1:PK'
LOC+27+DE:162'
DIM+1+CMT:40:30:20'
PCI+33E+00571234567890123456'
UNT+19+1'
UNZ+1+334'
```

5.5.1   DOC and DTM – Document / message details and Date / time / period (SG14)

DOC contains invoice number if qualifier 380 is used. If DOC is used, the invoice date must be stated in DTM.

```
DOC+380+23456543'
DTM+3:20160920:102'
```

5.5.2   LOC – Place / location identification (SG20)

LOC shows the country of origin for the article you are sending.

```
LOC+27+DK:162''
```

5.5.3   MEA – Measurements (SG22)

Weight is mandatory for Groupage and Pallets. This also applies for parcels outside the EU.

```
MEA+WT+AAB+KGM:123.45'
```

6.   Products / Domestic and Nordic

In this section you will find a short description and examples of use for available products.
Please notice that for all products applies that *all* segments in the basic IFTMIN must be used.
For combinations of PostNord parcel products and VAS's, please look into the appendix

Domestic and import

6.1.1   BTB: parcel ('PostNord Parcel')

Basic IFTMIN including TSR segment.
.

```
TSR++Z18'
```

6.1.2   BTC: Collect in Store

.

```
TSR+Z84+Z19'
TSR+Z77'
```


Please notice – Store name and address must be stated in NAD+DP and original receiver must be
stated in NAD+CN. Same procedure as for collect Parcels to Finland and Norway. See next chapter.

Remember to fill in information in COM+CTA (under NAD+CN) to secure SMS- and/or e-mail notification.

6.1.3   BTC: MyPack Collect

MyPack Collect must be stated as a product code.

```
TSR++Z19'
```

Note "MyPack Collect" should always have one or more of the following notifications:

For Text message and e-mail notifications use CTA+IC for contact person
Use COM for the e-mail or phone number separated by qualifier EM for mail or AL for cell phone (6.1.20)

Recipient is notified by letter:

```
TSR+Z57'
```

MyPack Collect parcels to Sweden and Denmark - service points are optional. If you chose to omit the
service point, then PostNord automatically will point the parcel to a service point close to the recipient.

MyPack Collect parcels towards Norway and Finland - service point is mandatory.

For instructions in the use of service points please look into our link; https://**developer**.**postnord**.com/

6.1.4   BTC: MyPack Home

Note "MyPack Home" should always have one or more of the following notifications:

For Text message and e-mail notifications use CTA+IC for contact person
Use COM for the e-mail or phone number separated by qualifier EM for mail or AL for cell phone (6.1.20)

```
TSR++17'
```


6.1.5   BTC: MyPack Home Small

Please notice MyPack Home Small is only to be used with special agreement. This product requires a look up in Media Post address API (Norway). If address isn't available in Media Post´s database, then the shipment must be shipped as a MyPack Collect.

```
TSR++30'
```

6.1.6   Return Drop Off

Must be stated as a product code. This product is available in all Nordic countries.

```
TSR++Z24'
```

The Address information must be entered compliant to the flow. This means that the senders address (NAD + CZ) is the address the physical shipment is sent from (Typically, your customer's address) and vice versa.

Please be aware that the Customer number must be inserted in NAD + CN

When searching on a shipment number the T&T information concerning the sender will be the information related to the contract number.

Important! When the destinations countries are among them mentioned in the appendix in group EU1, then use a DPD label and barcode, add DPD product code 332 into REF+ZOP.

It is possible - in special cases with prior agreement with PostNord Denmark - to get sender information shown as e.g. 3. Party information inTrack & Trace. In these cases, NAD + OF is deployed. Please note NAD + OF must occur before NAD + CN in the file

```
NAD+CZ++Senders address+Senders name++Senders city++1234+DK'
NAD+CN+740001347:160:ZDK+Recipient address:5+Recipient
name++Recipient city++5678+DK'
```

6.1.7   Return Pick Up (label printed by PostNord):

PostNord Denmark prints and collects the Parcel. Must be stated as a product code.

```
TSR++Z12'
```

The Address information must be entered compliant to the flow. This means that the senders address (NAD + CZ) is the address the physical shipment is sent from (Typically, your customer's address) and vice versa.

Please be aware that the Customer number must be inserted in NAD+CN

When searching on a shipment number the T&T information concerning the sender will be the information related to the contract number.

When the return label is printed by you, you must make sure that the addresses correspond to the physical flow

```
NAD+CZ++Senders address+Senders name++Senders city++1234+DK'
NAD+CN+740001347:160:ZDK+Recipient address:5+Recipient
name++Recipient city++5678+DK'
```

If needed, it is possible to add a 70 characters long message or reference to be printed on the label.

```
FTX+ZRE+++Remarks to the 'Pallet Returns label
```

It is possible - in special cases with prior agreement with PostNord Denmark - to get sender information shown as e.g. 3. Party information inTrack & Trace. In these cases, NAD + OF is deployed. Please note NAD + OF must occur before NAD + CN in the file.
Please note this service replace the former VAS TRS+Z11 and is as such only valid in Denmark. For Sweden and Finland you have to use the DPD service Collection Request, as well as for all other countries within the DPD network. See??

6.1.8   Pallet
Pallet must be stated as a product code.

```
TSR++Z52'
```

For Pallet the total gross weight for all Pallet's must be stated in kilos.

```
CNT+7:123.000:KGM'
```

If pickup location differs from the sender address

```
NAD+PW++Collection address+++City++1234+DK'
NAD+CZ+740001347:160:ZDK+Your address+Your name++Your city++
1234+DK'
```

Furthermore, type of cargo carrier must be specified in the GID segment. There are several options to choose from in the subset specification. In this example we have an EUR pallet.

```
GID+1+1:PE'
```

6.1.9   Groupage
Groupage must be stated as a product code.

```
TSR++Z83'
```

NAD+PW, Pick up address, is mandatory for groupage, even if it's the same as NAD+CZ

For Groupage the total gross weight for all Groupage is stated in kilos. Furthermore either the total volume and/or the total loading meter has to be stated.
.

```
CNT+7:123.000:KGM'
```

```
NAD+PW++Collection address+++City++1234+DK'
NAD+CZ+740001347:160:ZDK+Your address+Your name++Your city++
1234+DK'
```

Furthermore, type of cargo carrier must be specified in the GID segment. There are several options to choose from in the subset specification. In this example we have an EUR pallet.

```
GID+1+1:PE'
```

6.1.10   Part- & Full Load
Part- & Full Load must be stated as a product code.

```
TSR++Z85'
```

6.1.11   Multiple Parcels

Multiple parcels are defined as a number of colli sent from one sender to one recipient on the same day.

It's not necessary to specify any specific codes to use multiple parcels. Simply repeat the entire segment group 20 for each parcel.

```
GID+1+1:PK'
PCI+33E+0072234567881234567890'
GID+2+1:PK'
PCI+33E+0072234567881234567892'
GID+3+1:PK'
PCI+33E+0072234567881234567895
```

6.1.12   Value

Value must be stated as a service.

```
TSR+Z05'
```

Furthermore, the actual value may be stated in MOA in level 1 and / or in MOA in SG20. If it relates to just one item, then it is not necessary to set the value in both places since the first MOA segment summarizes the MOA segments per parcel. If for instance it relates to a consignment of three parcels the IFTMIN could look as follows:

```
UNH+1+IFTMIN:D:12A:UN:PDK504'
BGM+610+customer ref+9'
DTM+137:201701011000:203'
TSR+Z05'
MOA+44:100.00:DKK'
NAD+CZ+740001347:160:ZDK+Your address+Your name++Your city++1234+DK'
NAD+CN++Recipient address:5+Recipient name++Recipient city++5678+DK'
GID+1+1:PK'
MOA+44:65.00:DKK'
PCI+E33+0072234567881234567898'
GID+2+1:PK'
MOA+44:35.00:DKK'
PCI+E33+0072234567881234567891'
GID+3+1:PK'
PCI+E33+0072234567881234567899'
UNT+17+1'
```

The total amount of DKK 100.00 has been divided out onto the first two items, by DKK 65 and 35, respectively, whereas there is not amount on the third parcel.
The values are optional, but we recommend that you specify them.

6.1.13   Flexible Delivery for Pallet

Additional delivery information, such as "Can be placed in Carport", must be specified in the corresponding FTX segment.

```
TSR+Z41+Z52'
```

There are 3 lines of each 70 characters available.

```
FTX+DEL+++Text for Flex delivery on PostNord Pallet'
```

Please note - Flex Delivery cannot be used with services that require contact with the recipient.

6.1.14   Notification by telephone

Notification by telephone is valid for products Groupage and Pallets. Notification must be stated as a service.

```
TSR+Z09+Z52'
```

The recipient's contact person and telephone number must be stated.   Please note that the information must be specified in connection with the recipient's address, following the NAD+CN segments

```
NAD+CN++Recipient address:5+Recipient name++Recipient city
++5678+DK'
CTA+IC+:Recipient contact person'
COM+87654321:TE'
```

6.1.15   Pallet Return
Pallet Return is stated as a service.

```
TSR+Z03+Z52'
```

The Address information must be entered compliant to the flow. This means that the senders address (NAD + CZ) is the address the physical shipment is sent from.

When searching on a shipment number the T&T information concerning the sender will be the information related to the contract number.

When the return label is printed by you, you must make sure that the addresses correspond to the physical flow

```
NAD+CZ+ +Senders address+Senders name++Senders city++1234+DK'
NAD+CN+740001347:160:ZDK +Recipient address:5+Recipient
name++Recipient city++5678+DK'
```

Please be aware that the Customer number must be inserted in NAD + CN

6.1.16   Groupage Return
Groupage Return is stated as a service.

```
TSR+Z03+Z83'
```

The Address information must be entered compliant to the flow. This means that the senders address (NAD + CZ + NAD+PW* is the address the physical shipment is sent from.

*NAD+PW is mandatory for groupage

6.1.17   Time Defined Delivery - Before 9.00

Time Defined Delivery is an opportunity to specify a request for time defined delivery for Pallet and Groupage.

TDD must be stated as a service. In the example we used a Pallet.

```
TSR+Z56+Z52'
```

Please print 'Before 9.00' in the information area on the label

6.1.18   Time Defined Delivery - Before 12.00

Time Defined Delivery is an opportunity to specify a request for time defined delivery for Pallet and Groupage.

TDD must be stated as a service. In the example we used a Pallet.

```
TSR+Z66+Z52'
```

Please print 'Before 12.00' in the information area on the label

6.1.19   Green consignment

Must be stated as a service

```
TSR+Z22'
```

The service can be used for BtC MyPack and BtB parcels.

When this service is chosen, you are allowed to use the special Green Consignment logo on your parcel labels. The logo can be ordered at PostNord Denmark (see contact persons in chapter 7.1). Please note that the logo only be used on parcels associated with service Z22.

6.1.20   Return Drop Off

Use Product Code

```
TSR++Z24'
```

The Address information must be entered compliant to the flow. This means that the senders address (NAD + CZ) is the address the physical shipment is sent from.

Paying customer number must, however, be added in NAD + CN

When searching on a shipment number the T&T information concerning the sender will be the information related to the contract number.

When the return label is printed by you, you must make sure that the addresses correspond to the physical flow

```
NAD+CZ++Senders address+Senders name++Senders city++1234+DK'
```

```
NAD+CN+740001347:160:ZDK+Recipient address:5+Recipient
name++Recipient city++5678+DK'
```

For the product Return Pickup (Z12) 70 characters can in addition be stated in a free text field which is also printed on the label:

```
FTX+ZRE+++Remarks to the 'Pallet Returns label
```

6.1.21   Retrieval reference

Besides the usual track and trace where you may search by an item's barcode, PostNord Denmark also offers a sender to attach an additional number of retrieval references. (Not used by DPD)

The retrieval references are determined by the sender and may be e.g. an order no., the recipient's email or telephone number or the like. The retrieval references may be of up to 35 characters and may be specified in five different places. (These may be combined.)

BGM – This retrieval reference will cover all colli, including any multiple colli. Furthermore, the field will be returned in any transport status (IFTSTA.)

```
BGM+610+Retrieval reference+9'
```

RFF in SG3 – Here you may state two different references, and they will both include all colli in any multiple colli.

```
RFF+CU:Retrieval reference 1'
RFF+ACD:Retrieval reference 2'
```

RFF in SG24 – One simple reference including one colli only.

```
GID+1+1:PK'
RFF+ACD:Retrieval reference'
PCI+E33+0072234567881234567891'
```

PCI in SG25 – One simple reference including one colli only.

```
GID+1+1:PK'
PCI+E33+0072234567881234567890:Retrival reference'
```

6.1.22   Transport Insurance

Transport Insurance for Domestic consignments.

Must be stated as a service.

```
TSR+Z62'
```

The value of the consignment must be stated together with the service. The amount must always be stated in whole numbers (ex. 999, 50 DKK will become 1000 DKR).

```
MOA+ZIN:10000:DKK'
```

And finally, the insured item (s) must be described.

```
FTX+INS+++Chinese Vase'
```

6.1.23   Text message or e-mail Notification

It is possible to have a text message and/or an e-mail sent to the sender and/or the recipient as PostNord Denmark registers events on an item. (Not used by DPD)

These services must be stated as one or several COM segments.

For Text message and e-mail notifications use CTA+IC for contact person
Use COM for the e-mail or phone number separated by qualifier EM for mail or AL for cell phone.

CTA+IC+:Hans Hansen'

COM+Hanshansen@postnord.com:EM'

COM+12345678:AL'

Naturally, you then also need to specify a mobile phone number. This is done in segment group 13. Please note that this segment group may be used once per NAD segment. It is important that the segment group is used together with the NAD segment containing the recipient information.

```
NAD+CN++Recipient address:5+Recipient name++Recipient city++5678+DK'
CTA+IC+:Recipient Contact'
COM+12345678:AL'
```

It is not necessary to mention the contact, but the CTA segment must be used. Following is therefore sufficient:

```
NAD+CN++Recipient address:5+Recipient name++Recipient city++5678+DK'
CTA+IC+:'
COM+12345678:AL'
```

The name in the NAD + CZ ('your name') or, if specified, CTA ('your contact') will appear as the sender of the notification

6.1.24   Hazardous Goods in limited quantities

Must be stated as a service. (Not to be used in combination with DPD Classic 101)

```
TSR+Z58'
```

May only be used according to PostNord Denmark's Logistics product terms. See www.postnord.com

6.1.25   Delivery to optional service point

In connection with MyPack Collect it is possible to choose from which service point the parcel will be handed out in Norway, Sweden and Finland. For MyPack Collect to Norway and Finland respectively a service point must be selected. To Sweden you can choose one service point.

Must be stated as an additional service

```
TSR+Z77'
```

Please note the importance of supplying the correct sender address. It is not enough to state the PostNord Denmark customer reference.
The recipient address must be stated as usual.
Furthermore a code for the delivery post office must be stated (NAD+DP). (Service points codes can be found in a XML file at:
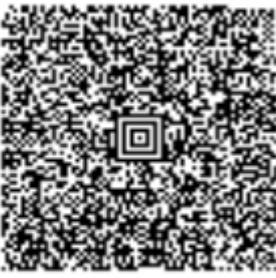
https://developer.postnord.com/

```
NAD+CZ+740001347:160:ZDK+Din adresse+Dit navn++Din by++1234+DK'
NAD+CN++Modtagers adresse:5+Modtagers navn++Modtagers by++5678+DK'
NAD+DP+1234::87'
```

6.2   International /Export

For export outside the Nordic countries PN DK uses two different networks, one is DPD and the other is UPU. Please consult the
 appendix for further information about combinations of country, label type and VAS's.

Entering a country within the DPD area you have to print a DPD label according to DPD specifications, except for the printed name on the label, this is still the PN name. Lets se an example.

As you can see, the printed PostNord name is MyPack Collect, and the DPD product code is 337. When you make a EDI message for this you use:
TSR++Z17, and in the REF from SG 3, the DPD product is written: REF+ZOP:337

6.3   International/UPU

From this version the old products for the UPU network are changed to be the same as for domistic parcels, but for the UPU network you have to use S.10 barcodes

It is important always to state the sender's address correctly for international items. It is not sufficient simply to state a customer no. with PostNord Denmark as sender information.

Furthermore, it is important that the sender's country code is not identical to the recipient's. This situation often occurs when you want a parcel returned to another department in the recipient country. Instead, a return address must be used.

```
NAD+CZ+740001347:160:ZDK+Your address+Your name++Your city++1234+DK'
NAD+ZRR++Return address:5+Return recipient++City++5678+NO'
NAD+CN++Recipient address:5+Recipient name++Recipient city++5678+NO'
```

Be aware that NAD+ZRR is only for use out side Denmark)
Only the products demanding special attention are included in the following descriptions.

6.3.1   Pallet

Pallet as export follows the same guidelines as Pallet s domestic. See section 6.1.6 and the appendix

6.3.2   MyPack Collect

'MyPack Collect can also be used in the Nordic countries (Island, Greenland, Faroe Islands, Norway, Sweden and Finland). See section 6.1.2.
If the shipment is to Norway or Finland the address for the point of delivery must me specified in addition to the final recipient.

Furthermore a code for the delivery post office must be stated (NAD+DP). (Service points codes can be found in a XML file at:

https://developer.postnord.com/

```
NAD+CZ+740001347:160:ZDK+Din adresse+Dit navn++Din by++1234+DK'
NAD+CN++Modtagers adresse:5+Modtagers navn++Modtagers by++5678+DK'
NAD+DP+1234::87'
```

6.3.3   Return Drop Off

This makes it possible to produce a return label to the recipient country and thereby have a parcel returned paid by the original sender. With the extra label, an extra message must also be generated. The first message contains the outgoing product, whereas the return message must contain the product Customer Return.

```
TSR++Z24'
```

In the return message, the customer no. with PostNord Denmark must be stated for the recipient of the return parcel, i.e. the sender of the original parcel. It is not necessary to specify customer no. for the sender.

An interchange with e.g. a Business Priority parcel and a Customer Return parcel may look as follows:

```
UNA:+.? '
UNB+UNOC:3+sender:14+5790000013289:14+160714:1010+334++KUNDEMIN5'
UNH+1+IFTMIN:D:12A:UN:PDK504'
BGM+610+customer ref+9'
DTM+137:201701011000:203'
```
Forward
```
TSR++Z18'
NAD+CZ+740001347:160:ZDK+Your address+Your name++Your city++1234+DK'
NAD+CN++Recipient address:5+Recipient name++Recipient city++5678+NO'
GID+1+1:PK'
```

```
                    PCI+33E+0012345698745632145698'
                    UNT+9+1'

             ┌─   UNH+2+IFTMIN:D:12A:UN:PDK504'
             │    BGM+610+customer ref+9'
             │    DTM+137:201701011000:203'
             │    TSR++Z24'
             │    NAD+CZ++Original recipient:5+Original recipient++City++5678+SE'
Return ─────┤    NAD+CN+740001347:160:ZDK+Your address+Your name++Your city++1234+DK'
             │    GID+1+1:PK'
             │    PCI+33E+00123722345678814568'
             │    UNT+9+2'
             │    UNZ+2+334'
             └─
```

If you choose to have the parcel returned to another address, an extra address segment is added with the return address:

```
          NAD+ZRR++A different address+A different location++City++1234+DK'
```

6.3.4   Bulk (Samsending)

To be used, when multiple parcels are sent palletized to a specific country in order to be distributed as single colli in the recipient country.

```
          TSR+Z14'
```

When used, it must be accompanied by a bulk reference, referring to the entire bulk. The reference is stated in RFF in SG3. Notice! The reference from the attached transport document (waybill) is durable or any other unique reference:

```
          RFF+AAS:DK345678901DK'
```

6.3.5   MyPack Home(BtC)

Basically we operate with three different flows depending on recipient country. PostNord flow is compliant for the Nordic countries: No, SE, FI and DK. See section 6.1.2 and 6.1.3.

Specific for Germany, Belgium, Netherland and Luxembourg the flow is operated by DPD. Due to this you have to use a DPD label layout and DPD Barcodes. But In the EDI file the product must be specified as a normal Nordic MyPack, but with the original DPD product code placed in REF+ZOP. PostNord will automatically convert the EDI to the correct DPD format.
.
For further information about the DPD label, please refer to our Nordic Labels instructions.

For parcels to the rest of the world, please use **MyPack Home**. For these parcels you need to utilize S10 barcodes. Please contact KUL, IT on: itkunder@postnord.com

For Barcode valid for Germany, Belgium, Netherland and Luxembourg Please contact KUL, IT on: itkunder@postnord.com

6.3.6 Transport Insurance

Transport Insurance can be stated as 'Europe'.

```
TSR+Z60+Z30'
```

Or "'the rest of the world"

```
TSR+Z61+Z30'
```

The value of the consignment must be stated as well as the specified service. The value must be stated in a whole amount.

```
TSR+ZIN:10000:DKK'
```

And finally a description of the insured items must be stated.

```
FTX+INS+++Chinese vase'
```

7. Communication with PostNord Denmark

7.1 Contact

PostNord DK: produktion-itsupport@postnord.com

7.2 Test and acceptance

Before communication may be established, the sender must have its transport instructions accepted by PostNord Denmark. Please send a copy to PostNord Denmark for test and acceptance.
This is no guarantee that future production data is valid, but merely an acceptance that the sender knows how a transport instruction is structured. It will always be the sender's responsibility that the transport instructions are valid.

7.3 On time

Transport instructions must be received by PostNord Denmark no later than one hour before or on collection of the physical items, however, no earlier than seven (7) days in advance.

7.4 Communication

Transport instructions may be sent either by email (SMTP) or FTP.

7.4.1 Email

By email, the transport instructions must be sent to this address:

amt@ecmail.post.dk

Notis:
Before using the communication, PostNord Denmark must have the sender's email address. This address must always be the same. If sent from another address, the transport instructions will not be processed.
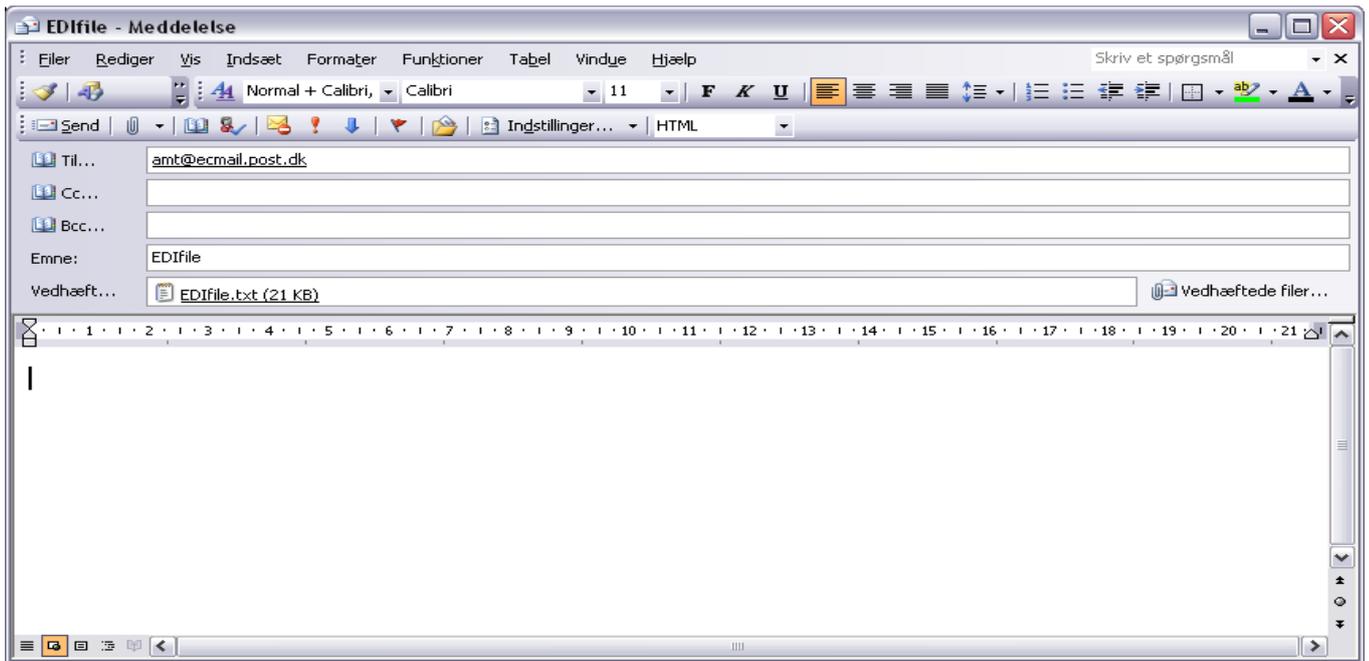It is not allowed to forward an existing email.
Furthermore, it's only allowed to use one email address in the field "to…".
If the EDI file is attached then the body text field is not to be used. The body text field is only to be used if the EDI information is directly inserted with i.e. Unix script, and may only contain EDIFACT information.
It is **not** allowed to insert contact information, images or other forms of graphics in the body text field.
Below is an example where the EDI information is attached.

EDIfile - Meddelelse

Filer Rediger Vis Indsæt Formater Funktioner Tabel Vindue Hjælp   Skriv et spørgsmål

Normal + Calibri, Calibri   11   F K U

Send   Indstillinger...   HTML

Til...   amt@ecmail.post.dk

Cc...

Bcc...

Emne: EDIfile

Vedhæft...   EDIfile.txt (21 KB)   Vedhæftede filer...

7.4.2   FTP

Before you can use FTP we need to open for your IP-address etc. This information will be a part of our procedure in connection with your registration.

You will subsequently receive information concerning FTP-address, userID and Password.

8.   Examples:

PostNord Pallet s

```
UNA:+.? '
UNB+UNOC:3+UNBADRESSE:ZPDK+5790000013289:14+160822:1609+22082002160921++KUNDEMIN5'
UNH+317556+IFTMIN:D:12A:UN:PDK504'
BGM+610+7123991+9'
DTM+137:201606100510:203'
TSR++Z52'
TSR+Z56'
CNT+7:100.000:KGM'
NAD+CZ+710012513:160:ZDK+Sender street:1+Sender name++Slagelse++4200+DK'
NAD+CN++Recipient street:8+Recipient name++Slagelse++4200+DK'
GID+1+1:PE'
MEA+WT+AAB+KGM:100.00'
PCI+33E+00571234567890123456'
UNT+10+317556'
UNZ+1+22082002160921'
```

One colli with SMS to recipient

```
UNA:+.? '
UNB+UNOC:3+UNBADRESSE:ZPDK+5790000013289:14+160822:1609+22082002160921++KUNDEMIN5'
UNH+317556+IFTMIN:D:12A:UN:PDK504
BGM+610+7123991+9'
TSR++Z17
DTM+137:201606100510:203'
NAD+CZ+710012513:160:ZDK+Sender street:1+Sender name++Slagelse++4200+DK'
NAD+CN++Recipient street:8+Recipient name++Slagelse++4200+DK'
CTA+IC+:Contact'
COM+12345678:AL'
GID+1+1:PK'
PCI+Z10+04772028259DK'
UNT+11+317556'
UNZ+1+22082002160921'
```

Private parcel without delivery with multiple colli, and retrieval reference on colli level

```
UNA:+.? '
UNB+UNOC:3+UNBADRESSE:ZPDK+5790000013289:14+160822:1609+22082002160921++KUNDEMIN5'
UNH+317556+IFTMIN:D:12A:UN:PDK504'
BGM+610+7123991+9'
DTM+137:201606100510:203'
TSR+ +Z19'
RFF+ADE:1234567'
NAD+CN++Solvej:8+Sender++Slagelse++4200+DK'
NAD+CZ+710012513:160:ZDK+Kongevej:1+Recipient:Name2++Slagelse++4200+DK'
GID+1+1:PK'
RFF+ACD:Retrieval reference1'
PCI+33E+00571234567890123412'
GID+2+1:PK'
RFF+ACD:Retrieval reference2'
PCI+33E+00571234567890123434'
GID+3+1:PK'
RFF+ACD:Retrieval reference3'
PCI+33E+00571234567890123456'
UNT+17+317556'
UNZ+1+22082002160921'
```

Bulk (Samsending)

```
UNA:+.? '
UNB+UNOC:3+UNBADRESSE:ZPDK+5790000013289:14+160714:1010+330954++KUNDEMIN5'
UNH+103224+IFTMIN:D:12A:UN:PDK502'
BGM+610+103224+9'
DTM+137:201612161202:203'
TSR+Z18'
CNT+11:1:PCE'
RFF+AAS:BulkID'
NAD+CZ+123456789:160:ZDK+Sender street:21+Sender++Hedensted++8722+DK'
NAD+CN+66740:160:92+Recipient street:202+Recipient++Stockholm++12345+SE'
GID+1+1:PK'
MEA+WT+AAB+KGM:12.350
PCI+33E+00571234567890123439'
UNT+11+103224'
UNZ+1+330954'
```

Click & Collect

```
UNA:+.? '
UNB+UNOC:3+con_Test_1000:ZPDK+5790000013289:14+150626:1001+1043++KUNDEMIN5'
UNH+1+IFTMIN:D:12A:UN:PDK504'
BGM+610+00370720681111144123+9'
DTM+137:201506261000:203'
TSR+Z82+Z18'
NAD+CZ+852000123:160:ZDK+TESTVEJ:10+Sender Shop++TILST++8381+DK'
NAD+CN++Jordvejen:2+Irene Mudder++FARUM++3520+DK'
CTA+IC+:Irene Mudder'
COM+im@mailbox.dk:EM'
NAD+DP++Vestergade:10+Test Shoppen++AARHUS C++8000+DK'
GID+1+1:PK'
LOC+27+DK:162'
PCI+33E+00370720681111144123'
UNT+13+1'
UNZ+1+1043'
```

Service logistics, Fixed Timeslot

```
UNA:+.? '
UNB+UNOC:3+edi_foodtodoor:ZPDK+5790000013289:14+150317:1309+1157++KUNDEMIN5'
UNH+1+IFTMIN:D:12A:UN:PDK504'
BGM+610+00370716484519000999+9'
DTM+137:201503171307:203'
TSR+Z94+Z89'
TSR+Z41'
FTX+DEL+++Må stilles i Carport'
RFF+CU:00370716484519000999'
RFF+OP:1234'
RFF+AAN'
DTM+64:201502170800:203'
DTM+63:201502171600:203'
NAD+CZ+092402317:160:ZDK+Testvej:11+MHT Goods Test++AARHUS V++8210+DK'
NAD+CN+FYN:160:92+Test allé:15:Åleøgærdet+Hanne Sørensen++ODENSE C++5000+DK'
CTA+IC+:per post'
COM+per.post@post.dk:EM'
GID+1+1:PK'
PCI+33E+00370716484519000999'
UNT+18+1'
UNZ+1+1157'
```