

Addressing and Packing Guide for print shops and packing facilities

-

for packing of addressed products, direct mails and letters

**Effective date: By creation of packing files from 21-06-
2022 and forward.**

Table of content:

1. Changes since last version.....	3
2. Introduction.....	3
3. The reason for sorting in packing files.....	4
4. Before packing	4
a) Acceptance control at packing facility/print shop	4
b) Weight copies.....	4
c) Packing files.....	4
5. Layout of packing files.....	5
6. Printing.....	5
a) Addressing of products.....	5
b) General addressing rules.....	6
c) Guidelines for addressing for packing in window envelopes, direct or smart mails	8
d) Handling of texts that are too long	8
e) Guidelines for addressing when there is plenty room for addressing	10
f) Examples of layout for backside when addressing on e.g. film or envelopes where address space is large	12
7. Packing – generally	12
a) Reprint/missed products.....	12
b) Depot copies.....	13
c) Packing of bundles on pallets.....	13
d) Pick up / delivery:.....	13
8. Packing of automatic poles	14
a) Bundles	14
b) Pallets.....	14
c) Cardboard	15
9. Packing of manual poles	15
a) Boxes.....	15
b) Bundles	16
c) Pallets.....	16
10. Feedback to Bladkompagniet.....	18
11. Packing file layout for AP and DM.....	21
12. Packing file layout for TP	22
13. Contact list at Bladkompagniet.....	25

Appendix 1: Schedule for feedback on the number of pallets for each distribution-distributor area
Appendix 2: BK PPI-Labels

1. Changes since last version

Section 9. Packing of manual poles

- Pallet pr. I and II
 - West: New distribution areas 10, 11, 14, 15, 16, 26, 29, 50, 52, 53, 56.

2. Introduction

This guide provides general guidelines for addressing and packing of products to be distributed by Bladkompagniet (BK). Prior to carrying out any packing activities, BK will prepare packing files listing the packing order.

The purpose with this guideline is to ensure that all products are delivered to BK in a way that supports the distribution.

Every product or combination of products are sorted according to the order of the distributor's job on the given day and is called "pole". There are two types of poles:

Manual poles – after production and addressing these are packed manually by Bladkompagniet

Automatic poles - are delivered completely finished to Bladkompagniet and ready for distribution

Data for automatic poles are delivered in one single packing file containing all products for the pole, whereas data for manual has one file per product.

Products MUST be produced in the order as the file from BK indicates. This means that the record which is on top of the packing files must be printed first, and be put at the bottom of the first produced pallet.

There can be several packs for a given distribution date. This could e.g. be due to products of different size that cannot be packed together. Each package will receive a pole spec. which will appear from the name of the packing file.

There will be the following types of packing files per pole: DK, East and West. The files are named with distribution date, indication of automatic (AUT) or manual (MAN) pole type, pole no./spec., product # (for MAN), product name (for MAN), indication of DK/East/West, publisher, date and time for file forming etc.

Example Manual: Pakning_20150508_MAN_2B_5933_ PRODUCTNAME_OST_Ap Layout Med Depot_CUSTOMERTNAME_25-06-2015 10_10_58

Example Automatic: Pakning_20150508_AUTO_1A_Pakkeri Dk_Ap Layout Med Depot_LOGSKY_25-06-2015 08_33_11

Should any issues take place during production, thus the order do not correspond with previous information, then BK must be notified instantly by phone or mail (see Contact list).

3. The reason for sorting in packing files

Data is sorted by Bladkompagniet to support the entire distribution.

The print order is planned in advance by BK so it corresponds with the Distribution Order.

Therefore, the data is sorted into Distribution Area – Product Delivery Point – Trip # - Delivery Point – Job # - Distribution Order (indicated by an address serial # under the relevant job #)

BK creates packing files. Data in packing files is delivered by BK in a given packing order depending on pole-type. Packing files are formed on the basis of data in BK's own systems and packing data received from distributors. The delivery and sorting of data files in correct order is BK's responsibility.

4. Before packing

a) Acceptance control at packing facility/print shop

The packing facility must perform an acceptance control for each product title to be packed. This must among other things ensure:

- that the quantity is sufficient (including depot copies);
- that there is no postal logo or PP-label on the products which are distributed directly by BK (e.g. on the envelope or magazine);
- that address spaces are positioned identically on all products (e.g. on top or at the side);
- that the address space is empty, i.e. NOT preprinted with e.g. sender, advert or logo

In the event that issues are identified, BK Production Control must be contacted immediately during the acceptance control (see Contact list).

b) Weight copies

BK must always receive 3 weight copies of each product for weight checks. For segmented products, each of BK's 3 weight copies must include ALL segments.

The 3 weight copies are included in the packing file with name 3 = "Weight Copy", sorted for distribution area 99.

c) Packing files

3 packing files will be created for a given packing job: DK, East and West. It is BK Production Control together with print shops who decide which files to use.

NB: For TP assignments BK will deliver one file per. product incl. East, West, Bornholm and data for mailing. The mailing part of it is located at the end of the file.

If packing files are missing, please contact BK (see Contact list).

5. Layout of packing files

The layout of packing files decides what to print where in the address space. This depends on whether it is AP/DM or TP layout. Layout will appear as part of file name. See example of file name in Chapter 2 – Introduction.

Regardless of layout, pallet shifts are defined in the files - as all data is sorted so products can be packed and distributed to correct recipient.

In the packing files for automatic poles there will be indication of more breaks, as these must be packed for final distribution e.g. Pallet/Cardboard shift and Bundle change.

For more information about layout for AP/DM see chapter 11, and for TP see chapter 12.

6. Printing

The products where address and routing must be printed on, must be printed according to file delivered from BK.

The order of the printing are indicated in the file, which means the top record in packing file, must be printed first. Thereby the first printed product will be put at the bottom of the first produced pallet.

The print order is planned in advance by BK so it corresponds with the order of the distribution.

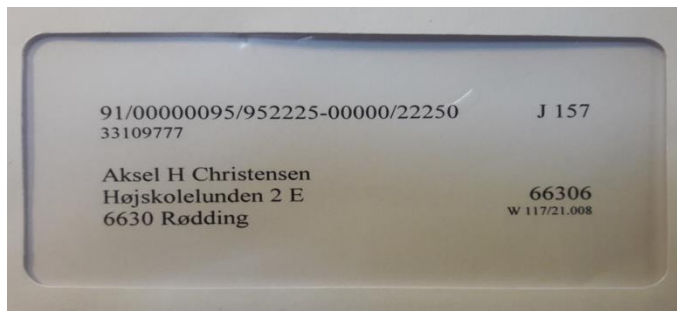
a) Addressing of products

The packing facility must ensure as high readability as possible of information in the address space, as most of the distribution take place during the night.

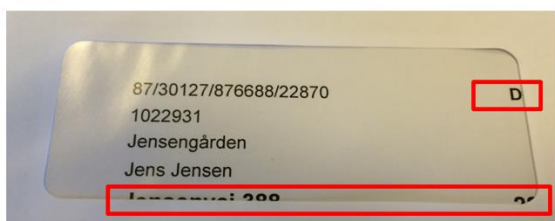
When packing, the packing facility must pay particular attention to the following:

- i. Pole spec., Address serial #, Job # and Address (street name + house number) are the most important information for the distributor: This information must always be clearly shown! The product must not be able to slide and not printed so close to the edge that the adresse serial number cannot be read.

Picture 1: Example of the **RIGHT** way to place the address data, where Pole spec., Address serial #, Job # and Address are clearly shown



Picture 2: Example of the **WRONG** way to place the address data, where Pole spec., Address serial #, Job # and Address are only partially shown - and data can't be shown by "knocking" the letter back into place in the envelope.



- ii. The address must be easy to read, even in night lighting. When packing in film, the background in the address space must be so dense in colour that the reading of the address is not disturbed by the back of the product (text/image). The text should generally be black, but can be white on dark products, if necessary.

The layout of the address is the same on all products in the sense that the data set and the location of data in the address space are the same. The address space must face the same direction on all products (so distributors do not have to turn the products):

- On products addressed on top, the address must be printed "top down"
- On products addressed on the back, the address must be printed such that it is read from the back of the product and down

The packing facility must adjust according to the space for addressing, so that a smaller font size is used when addressing envelopes and a larger size is used when there is a large address space (e.g. the back of a magazine or in a closed C4 envelope).

Before each packing activity, the packing facility must submit a test product with address for approval to BK. The test addressing can be scanned and sent electronically to BK (see Contact list).

b) General addressing rules

There are 7 address lines for AP/DM and 6 address lines for TP, which can contain both a right-aligned and a left-aligned text, as illustrated here:

AP/DM - layout

Line 1	Text_1	Text_2
Line 2	Text_3	Text_4
Line 3	Text_5	Text_6
Line 4	Text_7	Text_8
Line 5	Text_9	Text_10
Line 6	Text_11	Text_12
Line 7	Text_13	Text_14

TP/Transaction Post – layout

Line 1	Print_Text2	
Line 2	Subscr #	Print_Text4
Line 3	ORIGINAL- RECORD	
Line 4	ORIGINAL- RECORD	
Line 5	ORIGINAL- RECORD	Print_Text3
Line 6	ORIGINAL- RECORD	Print_Text5

Subscription# is either from the column "Abonnr" or publisher's subscription # from ORIGINAL-RECORD.

All references can be found in chapters describing "Packing file layout".

Line 1	Distribution data	Pole spec. + address serial #
Line 2	(Subscription #)	
Line 3	(Company + CO-name)	
Line 4	(Occupation) + Name (Name2+ Name1)	
Line 5	Address	Job#
Line 6	Postal code + City	Week-Year / Bladkompagniet
Line 7	(Pallet/cardboard change)	

Various examples are shown on the following pages. For all of them it applies that the texts are delivered in print lines, and the lines must be printed in the font and size as described below.

Rules for handling long texts are described in the following sections for window envelopes and large addressing spaces respectively (such as the back of the magazine). In general, texts must NOT continue on the following line.

c) Guidelines for addressing for packing in window envelopes, direct or smart mails

Addressing must be the same, regardless of envelope size, and regardless of the size of the address space.

Print 6 to 7 lines of text of (at least) 35 characters in the addressing space.

The packing facility must ensure that the top 5 lines of text are always visible in the text window. Text in lines 6 and 7 is allowed not to be displayed in the window.

To emphasize the address when the address space is small, the font size in line 5 can be increased and the writing can be made in bold. In addition, "Pole spec. + address serial #" in either line 1 (for Text_2 for AP/DM layout) or in line 2 (for Text_4 for TP layout) can also be made in bold. Pole spec. is with capital letter. Arial font size 10 must be used for texts - except in line 5, where Arial size 12 should be used.

The text "Week-Year/Bladkompagniet" may be replaced by BK's PPI (Printed Postage Impressions), printed on the envelope. (See Appendix 2)

d) Handling of texts that are too long

Line #	Handling of long texts
Line 1	If text_1 1 is more than 35 characters, then text_2 will move to text_4 in line 2. BK will in such cases deliver the text in text_4 instead of text_2
Line 2	Subscription # is omitted on DM if necessary. In case the total text exceeds 35 characters, BK will shorten the subscription number
Line 3	Text exceeding 35 characters must be printed in full (though some of the text may be outside the window space).
Line 4	Text exceeding 35 characters must be printed in full (though some of the text may be outside the window space).
Line 5	If text_9 in line 5 exceeds 35 characters, then text_10 (jobnr) will move to text_12 in line 6. Week-Year/Bladkompagniet will move from text_12 to text_14 in line 7. BK will in such cases deliver the text in correct text places.
Line 6	For texts exceeding 35 characters, BK will shorten postal code/city
Line 7	Pallet/cardboard change does not appear on DM. If text is delivered in the line, it must be printed, even if it is not visible in the window

Illustration for texts that are too long:

Line 1	Distribution data	
Line 2	(Subscription #)	Pole spec. + address serial #
Line 3	Company + CO-name	
Line 4	(Occupation) + Name (Name2 + Name1)	
Line 5	Address	Job #
Line 6	Postal code + City	Week-Year / Bladkompagniet
Line 7		(Pallet/cardboard change)

-> This is ok if line6+7
is not visible in the
window

Examples of layout in window envelope. Please note: The frame must NOT be printed!

Example 1: Address in the absence of text in Text_5. This is used e.g. for B-T-C.

22/8031/1315- 00123/5005	A 123
CO Hanne Hansen Peter Petersen	
Gl. Stationsvej 9 6000 Kolding	12321 U36-11 / Bladkompagniet

Example 2: Addressing when company, dept. and position are provided. This is used e.g. for B-T-B.
If job title is in a separate column, then it will be shortened to the first 3 characters of the job title.

22/8031/1315- 00123/5005	A 123
Novo A/S C/O Torvehallen Direktør Peter Petersen	
Gl. Stationsvej 9 6000 Kolding	12321 U36-11 / Bladkompagniet

Example 3: Addressing when Text 1 and Text 2 cannot fit in the first line and line 5 is too long.

22/8031/1315- 2010200123456/5005	A 123
Peter Petersen	
Gl. Stationsbane allé 129 2 th	
	12321
6000	U36-11 /
Kolding	Bladkompagniet

e) Guidelines for addressing when there is plenty room for addressing

The back print should look the same from job to job, regardless of the product being delivered. Therefore, the described guidelines for font and font size must be used regardless of the size of the product.

	Bold letters	Text type	Height of address space
Line 1	Yes	Arial size 16	Approx. 1 cm.
Line 2	No	Arial size 10-12	Approx. ½ cm.
Line 3	No	Arial size 16	Approx. 1 cm.
Line 4	No	Arial size 16	Approx. 1 cm.
Line 5	Yes	Arial size 16	Approx. 1 cm.
Line 6	No	Arial size 16	Approx. 1 cm.
Line 7	No	Arial size 10-12	Approx. ½ cm.

- i. It may be necessary to make adjustments for products with smaller address space. In such cases, the following priorities must be followed:
 - a. Side margins and the top margin can be reduced - however, the data must be easily readable
 - b. In case of additional lack of space, the text can be reduced starting from line 7 -> line 1

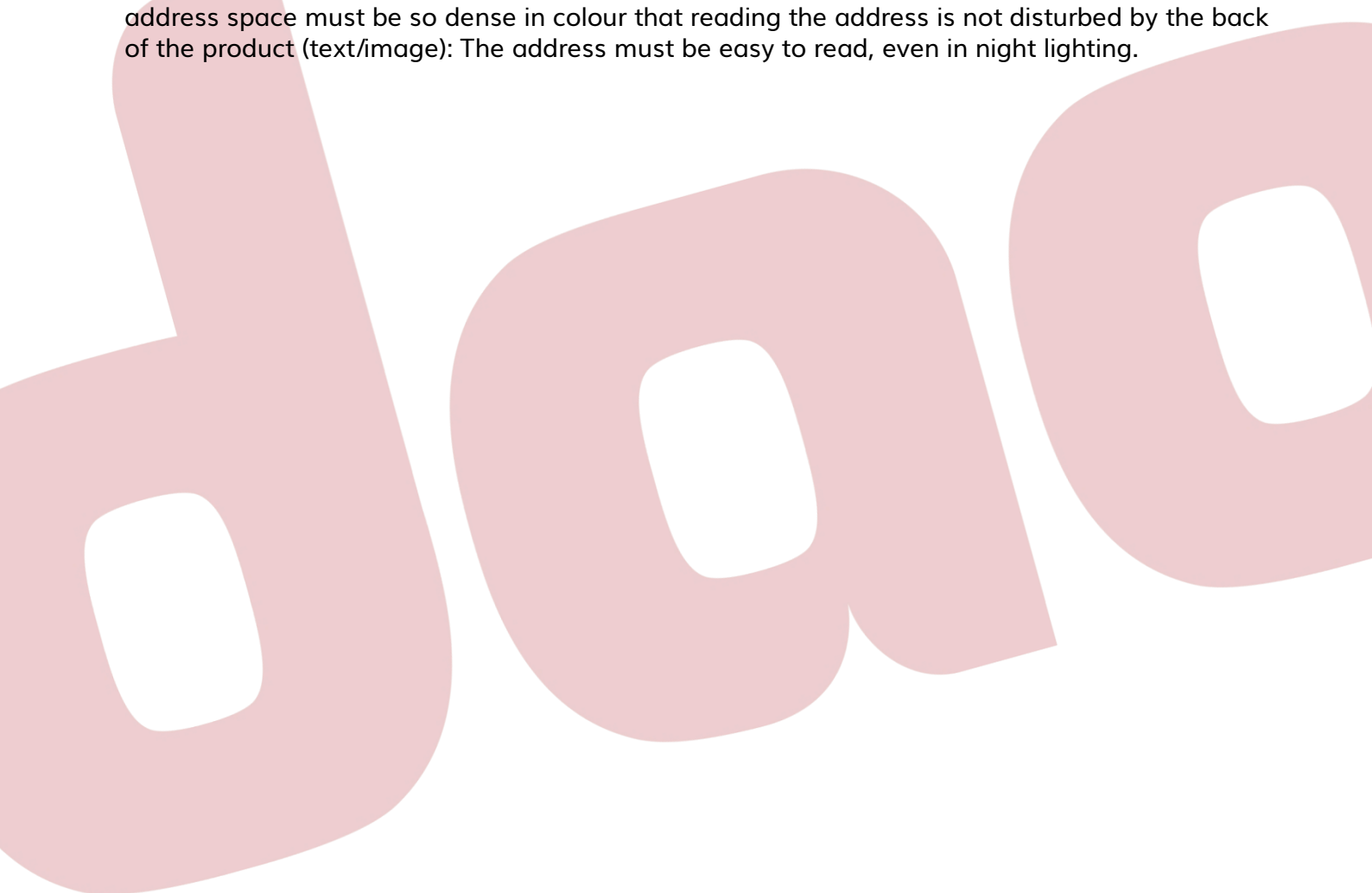
Lines 1 and 5 are the most important and these data must always be clearly spelled out.

- ii. No texts must be broken into several lines. If there is no room for the text, the text must be reduced (as described above) or shortened.
- iii. The width of the address space should be exploited. However, the text must NEVER be wider than:
 - a. MAX 18 cm. on top addressed products
 - b. MAX 22 cm. on back addressed products

This means that there will be more space between the right-aligned and left-aligned data on products with addresses on the back compared to products with addresses on the top.

- iv. The height of the address space should be minimum 6 cm. The height of the window or address field on envelopes should be minimum 3.5 cm.
- v. Generally, the following margins should be used on the backside print:
 - Top margin: Approx. 1 cm
 - Side margins on top addressed products: Approx. 1 cm. => text width approx. 18 cm
 - Side margins at back-addressed products: Approx. 4 cm => text width approx. 22 cm
- vi. ALL text on the back must ALWAYS be readable - even when wrapped in film!
- vii. When packing in film it must be further ensured that the distributor can easily read the address space:

For example, the film must not be able to slip (and prints must not be too closed to the edge) resulting in the address serial number "folding over". In addition, the background in the white address space must be so dense in colour that reading the address is not disturbed by the back of the product (text/image): The address must be easy to read, even in night lighting.



f) Examples of layout for backside when addressing on e.g. film or envelopes where address space is large

Example 4: E.g. B-T-C:

Top-margin approx. 1 cm. Right and left margin approx. 1 cm: I.e. text width approx. 18 cm.

91 / 30007 / 123456789 / 33333	A 123
Abonnr 12332102	
Ralph Johansen	
GL. STATIONSVEJ 9	12321
6000 Kolding	U36-11 / Bladkompagniet
Palle: 3/29 PAP: 3/10	

Example 5: With company, department and position, used e.g. for B-T-B:

91 / 30007 / 123456789 / 33333	A 123
Abonnr 12332102	
Novo A/S C/O Torvehallen	
Direktør Ralph Johansen	
GL. STATIONSVEJ 9	12321
6000 Kolding	U36-11 / Bladkompagniet
Palle: 3/29 PAP: 3/10	

7. Packing – generally

a) Reprint/missed products

They must be packed in bundles for each Product Delivery Point and placed on top at the same pallet as the last Job # on the Product Delivery Point. Each Reprint bundle must be marked with a **yellow top paper** containing the text: "Reprints". For Direct Mails (DM), envelopes, etc., they must be placed in respectively an East and a West box and marked "Reprints".

b) Depot copies

On Addressed Products (not Direct Mail and Letters), Bladkompagniet needs several copies of each product for the depot. Depot copies must not contain text or prints in the address space.

The depot quantity depends on the product quantity:

Circulation (pcs.)	Depot copies (pcs.)
0 – 5.000	50
5.001 – 10.000	150
10.001 – 20.000	250
20.001 – 40.000	400
40.001 – 90.000	600
> 90.000	800

When carrying out the segmentation, the number of depot copies must be distributed in proportion to the number of copies of each segment; the total depot quantity is still calculated on the basis of the total product circulation.

The depot copies must be delivered on the pallet to area 99. The depot copies must be bundled separately and clearly marked with the text "Depot" on a white top label.

c) Packing of bundles on pallets

Guidelines for packing of bundles on EUR-pallets:

- In general pallets must not be higher than 130 cm and all products should be packed within the pallet and not extend outside the pallet
- Each pallet must be packed in film/laminated on all sides or alternatively be strapped
- The pallet should be affixed with a pallet label which will be sent from BK with information as:
 - Place to be delivered (Delivery address)
 - Distribution date
 - Pole spec.
 - Product Delivery Point

d) Pick up / delivery:

If BK arranges transportation from the print shop/packing facility to BK, then BK will pick up on the agreed time. If the order is ready at least \pm 1 hour compared to agreed time, then contact BK per mail or phone and decide an alternative time for pick up (see Contact list).

If the print shop/packing facility arranges transportation themselves, the print shop/packing facility should arrange with Production Control at BK how and when they can deliver to BK, either in Kolding or Rødovre.

Time for submit at BK is no later than 12 noon.

Printshop makes sure the order is picked up on agreed time and settlement of EUR-pallets happens with the pick-up carrier.

8. Packing of automatic poles

a) Bundles

Bundle change is marked in the packing file in the field "Bundle_change". Efforts should be made to ensure that there are as few bundles per job as possible. A bundle must weigh no more than 8 kg.

Bundles must be packed as marked in packing file. There must be a clear separation between jobs. The separation could for example be a crossing cord or rubber band around envelopes.

In some cases, it can be agreed with BK that jobs with few subscribers are packed together in so-called "Small bundles". However, "Small bundles" must NOT be packed for distribution areas 91 and 22!

When packing small bundles, the following rules apply:

- The bundle must include jobs with few subscribers: 1 to 5 subscribers.
- The bundle must contain all small jobs within a Product Delivery Point.
There may be a need to pack several small bundles for a Product Delivery Point; but jobs from various Product Delivery Points must NOT be included in the same bundle!
If there is a need to pack jobs with few subscribers in several bundles, the bundle change MUST be made between 2 jobs (i.e. do NOT make a bundle change within a job)
- The sorting of the entire pack of small bundles at a Product Delivery Point must be the same as in the packing file.
- Packs with small bundles must be placed at the top of each Product Delivery Point - i.e. they must be placed in the pallet just before the cardboard separation of Product Delivery Points.
- Small bundles must be clearly marked with RED paper on top.
The paper must be clearly marked with Diom_# (field 6) and Product Delivery Point (field 7) and the text: "For manual sorting".

For small print runs then Production Control at BK can be contacted for possibility to pack as manual pole.

b) Pallets

There should at least be one pallet available for each distribution area (Diom #). However do NOT place more than one distribution area on the same pallet! Extra pallet changes can be marked for an area because the distributor requests this in order to facilitate the distribution of the products.

The packing must ensure a clear separation of products for different distribution areas (Diom #). BK marks pallet change in the packing file.

Products such as magazines, newspapers etc. must be packed and delivered sorted on pallets.

In addition, the packing facility can pack additional pallets, if necessary, according to the quantity for the area.

If the packing facility estimates that the print run is so small, or that the product takes up so little space that it would be inappropriate to wrap a pallet for each distribution area, the packing facility can contact BK (mail to ABOAP@bladkompagniet.dk) or call BK Production Control. It can then

possibly be agreed that the products are packed on fewer pallets (e.g. 1 pallet for the East products and 1 for each area in the West).

Use a full pallet when packing on pallets: EUR-pallets measuring 80 x 120 cm.

Deviations must be communicated with BK Production Control (see contact information) in advance, for example if the packing facility wants to use disposable pallets.

c) Cardboard

When packing on pallets, each pallet must contain a clear separation between Product Delivery Points; this could e.g. be done with plastic or cardboard. This will for automatic poles be marked in packing files in "PAP" with a J.

It should be placed 10 cm beyond the short side of the pallet so that the separation can be easily seen by e.g. the driver. If the products take up very little space, a wide (coloured) rubber band can be placed around a Product Delivery Point instead of cardboard.

9. Packing of manual poles

It is important that products are packed for East and West as described in chapter 9-c-i.

A pallet can either contain several Diom numbers, or each Diom number is having its own pallet. This is defined by BK in the files marked as pallet shifts.

Products such as magazines, newspapers etc. must be packed and delivered sorted on pallets. Products such as Direct Mails and window envelopes must be packed in blue boxes instead

If any doubt then BK should be contacted (see Contact list).

In addition, the packing facility can pack additional pallets, if necessary, according to the quantity for the area.

a) Boxes

Products packed in boxes should subsequently be placed on pallets for respectively East and West. However it is not necessary to place them in the below mentioned groups. Just split them on East and West pallets.

A box must weigh no more than 12 kg.

Products **MUST** be produced in the order as the file from BK indicates. This means that the record which is on top of the packing file must be printed first, and be put at the bottom of the first produced pallet.

When packing in boxes, labels for the boxes must be produced by packing facility and placed on the boxes with the following information:

- Distribution Date
- Product #

- Product Name
- Box #

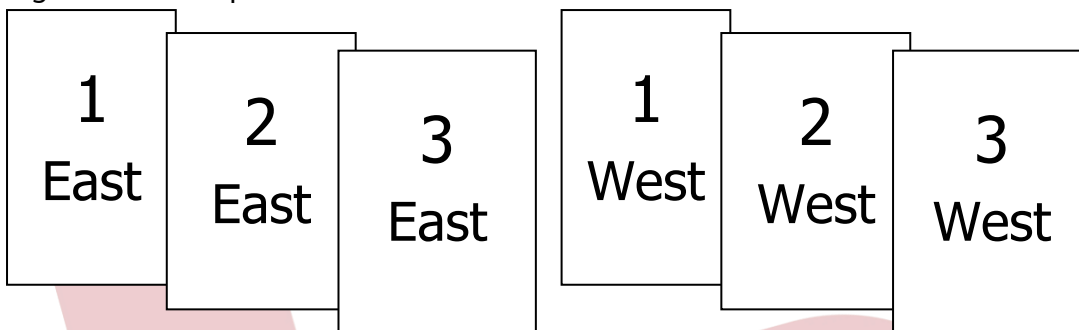
b) Bundles

Products must be bundled in similar bundle size. The bundle size is not important for BK, just as long the bundle do not weigh more than 12 kg.

All bundles in the same series have to be marked with a label and numbered. The bundles must be numbered with a serial number starting with the number 1 East and West correspondingly and then sequentially 2, 3, 4 etc.

These labels ensure the order when packing products at BK.

Figure 1 – Example of bundle label:



c) Pallets

Use a full pallet when packing on pallets: EUR-pallets measuring 80 x 120 cm. Deviations must be communicated with BK Production Control (se contact information) in advance, for example if the packing facility wants to use disposable pallets.

i. Pallets are divided by DIOM-numbers for distribution days MONDAY to SATURDAY

When packing bundles on pallets, it is important to sort bundles according to the way they are being handled afterwards. Therefor a full production of a product must be packed on min. 2 separate pallets. (Split East and West)

The pallet should be affixed with a pallet label which will be sent from BK and an example is shown in figure 2.

2 pallet labels equivalent to the number of pallet shifts in the packing file will be delivered, with only the actual DIOM's listed for the product in mention.




Should there be more pallets for a DIOM # or collection of DIOM #. then the packing facility has to copy the included label and mark the number of pallets for the destination on the label as shown in figure 3.

The packing facility must specify the number of pallets for the destination on the pallet notes, for example "Pallet 1 of 1", "pallet 1 of 3", "pallet 2 of 3", etc.

Figure 2:



Figure 3:

Palle seddel	16-11-2015	Palle seddel	16-11-2015	Palle seddel	16-11-2015
					
3075 ØST ALT OM DATA I fig. Diom Nr: 16 17 19 30 31 32 33 34 35 36 37 99 38 39 60 61 62 63 65 66 67 68 69 70 71 73 74 76 81 86 87		3075 ØST ALT OM DATA I fig. Diom Nr: 16 17 19 30 31 32 33 34 35 36 37 99 38 39 60 61 62 63 65 66 67 68 69 70 71 73 74 76 81 86 87		3075 ØST ALT OM DATA I fig. Diom Nr: 16 17 19 30 31 32 33 34 35 36 37 99 38 39 60 61 62 63 65 66 67 68 69 70 71 73 74 76 81 86 87	
Oplag ØST 1354 Mandag 16-11-2015 Palle <u>1 / 3</u>		Oplag ØST 1354 Mandag 16-11-2015 Palle <u>2 / 3</u>		Oplag ØST 1354 Mandag 16-11-2015 Palle <u>3 / 3</u>	
Fragtmand Information Leverings- Bladkompagniet Øst adresse Islevdalvej 205 2610 Redovre		Fragtmand Information Leverings- Bladkompagniet Øst adresse Islevdalvej 205 2610 Redovre		Fragtmand Information Leverings- Bladkompagniet Øst adresse Islevdalvej 205 2610 Redovre	
Ordre Nr 5E-20151116		Ordre Nr 5E-20151116		Ordre Nr 5E-20151116	

East and West must always be separated.

WEST must be packed in this order on pallets:

- (Bottom of the pallet) 81, 92, 90, 10, 11, 14, 15, 16, 26, 29, 91, 50, 52, 53, 56, 95, 98, 97, 93 and 94
- (Top of the pallet)

EAST must be packed in this order on 1 pallet with separation (cardboard/plastic) between groups:

- Group 1 - DIOM 86, 79, 77, 76, 73, 71 and 70 (Bottom of the pallet)
- Group 2 - DIOM 69, 68, 67, 66, 65, 64, 63, 62, 61, 39 and 38
- Group 3 - DIOM 37, 35, 34, 33, 32, 31, 30 og 99 (Top of the pallet)

ii. Pallets are divided after DIOM-numbers for distribution day SUNDAY

WEST must be packed in this order on pallets

81, 92, 90, 10, 11, 14, 15, 16, 26, 29, 91, 50, 52, 53, 56, 95, 98, 97, 93 and 94

EAST must be packed in this order on pallets

- 86, 79, 77, 76, 73, 71, 70, 69, 68, 67, 66, 65, 64, 63, 62, 61, 43, 39, 38, 37, 35, 34, 33, 32, 31, 30 and 99

10. Feedback to Bladkompagniet

For each packing job, Bladkompagniet must be informed of the following:

- a) Product weight
- b) Number of pallet spaces - estimate plus the final number
- c) Number of pallets per distribution area
- d) Number of bundles per job
- e) Missed subscriptions - and subscriptions that are otherwise affected by errors or defects
- f) Segmentation data: Subscription weight and Subscription segments

Product weight and the estimated number of pallet spaces must be used for ordering transport and should thus be represented before packing. After the products have been packed, feedback must be provided on the final number of pallet spaces and items a-d.

a) Product weight

Upon receipt of the products, each product title must be weighed and all weights must be sent in an email to pla@bladkompagniet.dk, efterbehandlingen@bladkompagniet.dk or placed in a file on the SFTP drive which the printshop has access to.

Data must include the following information:

Information	Type/Length	Note
Distribution date	A8	YYYYMMDD
Product #	N 5	Product number
Product title	A30	Product name
Segment #	N 2	To be completed only on the segmented products
Segment title	A30	To be completed only on the segmented products
Weight	N 2	Product weight

If the data is delivered in a file, it must be named in the format:

Product weight_ Poletype_<pole# ><pole spec. >_<distribution date>_<packing facility>

b) Number of pallet spaces - estimate plus final number

Before the packing job is commenced, BK must be informed of how many pallet spaces the packing facility expects to use for East and the distribution areas in the West for products to AUT poles. Immediately after the packing job is completed, the table must be updated with the final number of pallet spaces and forwarded again. For MAN poles BK must be informed of number of pallet spaces for East and West respectively. See example below:

For AUT poles:

Distribution date: 14.10.2015

Number of pallet spaces:

Area	Estimate (pcs.)	Final numbers (pcs.)
East	9	
West 81	5	

West 92	1	
West 90	0	
West 10	1	
West 11	1	
West 14	1	
West 15	1	
West 16	1	
West 26	1	
West 29	1	
West 91	1	
West 50	1	
West 52	1	
West 53	1	
West 56	1	
West 95	1	
West 98	1	
West 97	2	
West 93	1	
West 94	0	

The pallets are ready on 12-10-2015 at 08:00

For MAN poles:

Distributionsdate: 14.10.2015

Number of pallet spaces:

Area	Estimate (pcs.)	Final numbers (pcs.)
East	3	
West	3	

The pallets are ready on 12-10-2015 at 08:00

This information must be placed on the SFTP drive (which the printshop has access to) or sent by mail to pla@bladkompagniet.dk

The packing facility must strive to use as few pallet spaces as possible

c) Number of pallets per distribution area

After the packing of products for AUT pole is complete, BK must be informed of the number of pallets per distribution area. For MAN poles BK must be informed of number of pallet spaces for East and West respectively. This information must be sent via email to pla@bladkompagniet.dk (or be placed in the folder on the SFTP drive which the printshop has access to)

If the data is sent by file, it must be named in the format:

Pallets_ Poetype_<pole# ><pole spec. >_<distribution date>_<packing facility>

Data must include the following information:

Name	Type/Length	Note
Distribution date	A8	YYYYMMDD
Diom #	N 2	Distribution area
Distr. #	N 5	Distributor number
Distr. name	A	Distributor's name
Number of pallets	N 2	Number of pallets for the distribution area

d) Missed subscriptions - and subscriptions otherwise affected by errors or defects

Bladkompagniet must be informed if an error occurs during packing.

There are 3 types of errors:

1. Reprints/missed subscriptions (= > such products must be placed at the top of the pile for the distribution area, packed for each Product Delivery Point) and marked "Reprints"
2. Product is missing, e.g. because the publisher has not provided a sufficient quantity (= > the subscriber will not get the product delivered with an address)
3. Machine crash at the packing facility (= > the subscriber will not get the product delivered in addressed form)

In reference to paragraph 2 and 3, Subscribers must be combined in a file with the same format as the packing file. The error text must be used for specifying the error category of each subscriber. The file must be named in the format:

Packing error_ Poletype_< pole# >< pole spec. >_< distribution date>_< packing facility>

The error file must be sent via email to ABOAP@bladkompagniet.dk before **11.00 am** on the day of pick up/delivery of the finished product.

11. Packing file layout for AP and DM

Header and Data record Data file

Column names / Danish text	Type / Length	Note	Field
FMSMK	A 1	First final marking, here M	1
Tæller	N 7	Counter - Continuous record #	2
ProduktNr	N 5	Product #	3
ProduktTitel	A 30	Product title	4
DistNr	N 5	Distributor #	5
DiomNr	N 2	Distribution area	6
Fødeudleveringssted	A 8	Product Delivery Point - shortened to "Prod. deliv." in Annex 1	7
TurNr	A 13	Trip/Task #	8
UdleNr	A 5	Delivery point	9
Palle_skift	A 1	Pallet shit - Pallet MUST be changed after this copy	10
PAP	A 1	Cardboard - Insert cardboard in pallet after this copy	11
Bundt_skift	A 1	Final copy on the job	12
Abonnr	A30	BK's subscription #	13
Tekst_1	A 50	Text to be written on the back of the product, left-aligned in line 1	14
Tekst_2	A 15	Text to be written on the back of the product, right-aligned in line 1	15
Tekst_3	A 50	Text to be written on the back of the product, left-aligned in line 2	16
Tekst_4	A 15	Text to be written on the back of the product, right-aligned in line 2	17
Tekst_5	A 50	Text to be written on the back of the product, left-aligned in line 3	18
Tekst_6	A 6	Text to be written on the back of the product, right-aligned in line 3	19
Tekst_7	A 50	Text to be written on the back of the product, left-aligned in line 4	20
Tekst_8	A 6	Text to be written on the back of the product, right-aligned in line 4	21
Tekst_9	A 50	Text to be written on the back of the product, left-aligned in line 5	22
Tekst_10	A 15	Text to be written on the back of the product, right-aligned in line 5	23
Tekst_11	A 50	Text to be written on the back of the product, left-aligned in line 6	24

Tekst_12	A 50	Text to be written on the back of the product, right-aligned in line 6	25
Tekst_13	A 50	Text to be written on the back of the product, centered in line 7	26
Tekst_14	A 50	Text currently not used	27
PAK_	A 10000	Used only for specific publisher needs! The use must be agreed from time to time between packing facility and publisher (possibly via BK). Data is provided in comma-separated columns and with the _PAK headlines defined in the data file from the publisher.	28 FF

Final record Data file

Name / Danish text	Type/Length	Note
FMSMK	A 1	First final marking, here S
Antal rekords	N 7	Number of records in the file excluding the first and final record

Files must contain the column names and S records.

S-record is the final record in the file and has the following format: Sxxxxxxx

- xxxxxxxx is the number of records in the file.

Files contain semicolons as separators between spaces, space lengths are max length.

In the event of packing errors or errors relating to the individual subscriber, the data file will be returned in the same format at the packing files; Please note: only data on subscriber errors!

By mistake in packaging or on the individual subscriber, returned data file with the subscribers in the same format as package files have been delivered. NB: only data on error-subscribers!

12. Packing file layout for TP

Header record Data file

Name / Danish text	Type/Length	Note
Identifier	A 1	H - Specifies Header Record
Filtype	A 15	BKPAKKEFIL – specifies type of file
Filversion	N 3	001 - version of BKPAKKEFIL
Afsender	A 5	BK – specifies sender
Produktnr	N 5	Product #
OmdelingsDato	N 8	Distribution date (YYYYMMDD)
Stangnummer	N 2	Pole number

Data record data file

Name / Danish text	Type/Length	Note	Field
Identifier	A 1	D - Specifies Data Record	1
Break	A 1	Blank= No Break, B=Break (is currently always empty, not used)	2
Omdeling	A 1	B= BK, K=Post, F=Post, A=Post	3
Fejltekst	A 50	Possibly errorText if No Distribution/Error at BK	4
Vaskeflag	N 2	1=Direct Match, 2=Alias Match, 3=No Match	5
SorteringsNr	N 7	Order for sorting of Output	6
AbonNr	A13	Unique continuous subscription #	7
Print_Tekst2	A 37	(current routing, Diom#/Prod.Deliv#/Task#/Delivery point)	8
Print_Tekst3	A 5	(current Job#)	9
Print_Tekst4	A 13	(current Pole spec. and Address serial # (xyyyy))	10
Print_Tekst5	A 21	(current Uuu-åå/Bladkompagniet) U=Week, uu=week no. åå=year	11
ORIGINAL-RECORD		Data received from publisher in Subscriberfile (DK: Abonnentfil)	12 FF

Stop record data file

Name / Danish text	Type/Length	Note
Identifier	A 1	S - Specifies Stop Record
AntalRecords	N 7	Number of Data-Records in file (Eksl. Header and Slut record)

Files must contain H and S records.

H-record is the first in the file and with the format: H;BKPAKKEFIL ;001;BK;XXXXX;YYYYMMDD;YY

- XXXXX is the product number
- yyyymmdd is the distribution date
- YY er pole no.

S-record is the last record in the file with the format: S;XXXXXXXX

- XXXXXXXX is the number of records in the file

Distribution

- B: Bladkompagniet is first in the file
- K: KHC in postal codes 0000-3799 + 4000-4999 and Greenland/Faroe Islands in the postal codes 3800-3999 and possibly foreign
- F: FAC in postal codes 5000-7999 + 8700-8799
- A: ARC in postal codes 8000-8699 + 8800-9999

Postal segment (K/F/A) is sorted by: K then F and then A

Files contain semicolons as separators between spaces, space lengths are max length.

In the event of packing errors or errors relating to the individual subscriber, the data file will be returned in the same format at the packing files; Please note: only data on subscriber errors!

Example:

```
H;BKPAKKEFIL ;001;BK ;00001;20120701; 2
D; ;B; ;02;0000001;12345625 ;73/12356/6547787891234/12
;9501 ;B 18 ;U36-12/Bladkompagniet;ORI-Record...
D; ;B; ;02;0000002;12345 ;91/VIBORG/654778789/188
;123 ;B 75 ;U36-12/Bladkompagniet;ORI-Record...
D; ;P;Abonnet bor udenfor UdkomstOmråde ;02;0000003; ; ;
; ; ;ORIGINAL-Record...
D; ;P;Adresse kunne ikke vaskes ;03;0000004; ; ; ;
; ; ;ORIGINAL-Record...
S;0000004
```


13. Contact list at Bladkompagniet

	Contact / Emails	Phone
Business Manager	Janus Mark Erwolter JME@dao.as	+ 45 44 517 102
Emergencies – Out of hours (4pm – 8am)	Driftcenter@bladkompagniet.dk	+ 45 44 517 511
Production Planning & Emergencies (8am – 4pm, Fridays to 3:30 pm only)	booking@dao.as Rasmus Hansen Line Christiansen	+ 45 44 517 205 + 45 44 517 552
Packing files and pallet labels/notes (8am – 4pm, Fridays to 3:30 pm only)	datasupport@dao.as Adeel Ahmad Amin Allan Dalager Pedersen	44 517 266 44 517 400
Approval of test print	datasupport@dao.as	
Approval of envelopes	booking@dao.as	
Transport	logistik@dao.as	
1. 8am – 4pm, Fridays to 3:30 pm only	Charlotte Nimb Keld Jensen	+ 45 44 517 212 + 45 44 517 155
2. Out of hours (4pm – 8am)	Operations and Production	+ 45 44 517 511
Questions regarding packing guide and the perfect letter (8am – 4pm, Fridays to 3:30 pm only)	datasupport@dao.as Adeel Ahmad Amin Allan Dalager Pedersen	44 517 266 44 517 400

Appendix 1: BK PPI Labels

The PPIs are made in a 1:1 aspect ratio and can be scaled as needed. The PPI tags are delivered in AI and JPG files. Print files can be obtained from bk-prodplan@bladkompagniet.dk

