

Empty container management system

Standardized letter crates

Standardized letter crates allow you to process your consignments in a fully automated way. As such, when using these containers, we ask you to bear a number of factors in mind to ensure your consignments are processed as smoothly as possible. In this document we will detail everything you need to bear in mind when working with these letter crates: dimensions, filling, fill level, stacking, nesting and labelling. Exceptions and special cases are also outlined and explained in detail here. If you have any questions, please call the LGBS hotline (076 472 33 49).

Standardized containers

The individual consignments are transported in letter crates. The letter crates are used from acceptance to delivery and are processed on a completely automated basis at the letter centers.

Dimensions and weight

- External dimensions: 50 × 29 × 22 cm (L × W × H)
- Weight: 1.3 kg



Filling the letter crates

- Letter mail no larger than B5 format (25 × 17.6 cm) should be placed upright in the letter crates.

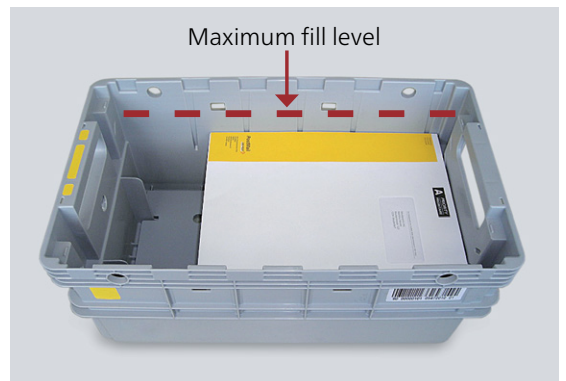


- Large-format letter mail and newspapers larger than B5 format and up to B4 format (35.3 × 25 cm) cannot be put upright in the letter crates. They must be **placed horizontally** in the crates.
- The **fill level** must be adhered to in the process (see below).
- Maxi letters and bulky items that can fit in letter crates are always transported in them.
- Larger items that do not fit in letter crates are transported open in bulk containers.



Please adhere to the maximum fill level

- The **maximum fill level** is at the top edge of the rectangular opening on the long side of the crate.
- Exceeding the maximum fill level will result in process disruptions.



How to stack the letter crates

- Always stack letter crates that contain something.
- Please make sure the letter crates are always placed on the stacking columns (circled in red). This is important for the unloading robots.



- The yellow marking can be used as a visual stacking aid. The marking should be on the same side of the top and bottom crates (on the left).



Container nesting/interlocking

- Nesting is a process whereby the letter crates are essentially “interlocked” in order to reduce the storage volume.
- When crates are nested, the yellow markings are found alternatively on the left and right.
- Letter crates should only be nested if they are empty, and assembled in bulk containers with up to 48 letter crates for return.
- If the letter crates are nested, the transport and storage volume can be reduced by around half.



Variable labels and how to attach them

- Affix the variable label to the bracket on the front side of the container.
- The label comprises text and a barcode.
- It is attached/removed manually or automatically.
- The label provides information about contents, the product and the destination.
- In the letter centers, variable labels are printed on white paper using the label printer.
- Counters for business customers and post offices primarily use pre-printed colour labels.



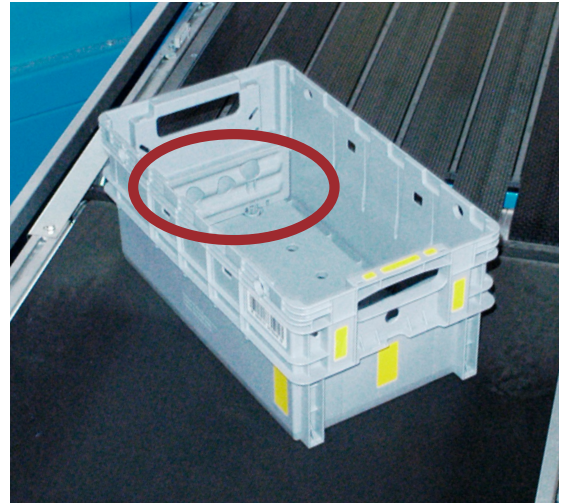
Using a fixed barcode as a container code

- The fixed barcode does not contain any additional text, in other words it consists solely of a barcode.
- Unlike the variable label, the fixed barcode is attached to both long sides of the container and must not be removed.
- The fixed barcode is required for container labelling (container code).
- The fixed barcode determines the container's direction of travel on the conveyors.
- The letter crate's correct positioning on the conveyors is identified and adjusted automatically.



In exceptional circumstances, a dividing plate is used

- The letter crates contain a dividing plate. The plate can be moved into four different positions.
- The letter crates can be separated using the separator wall to prevent small consignment volumes from shaking about.
- **Always** return the dividing plate in the empty container to the basic position (see photo).



A lid can be placed on the container if necessary

- Seal the letter crates with lids if need be (e.g. when transporting them by public transport, for instance by Postbus, regular bus and so on).
- The lid is held in place where the crate is picked up with a hinged lid.
- The containers may also be stacked with the lid in place.
- Please note: This lid is only used at determined post offices.

Except as part of the “Swiss Post franking” service, letter crates with lids must never be sent to a letter center directly!



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