



## **Product terms for contract customers in Domestic Freight Service**

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## Product terms for domestic freight service

### 1. Scope of Application

These product terms are applied to Posti Ltd's (hereinafter "Posti") domestic freight service ("the Services"). The Services are available to corporate and organizational customers, and their use requires a contract with Posti. In addition to the product terms, the Services are subject to the contract signed between Posti and the Customer, as well as Posti Ltd's General Contract Terms ("the General Contract Terms"), the Finnish Act on Road Transport Contracts and the [rules of the FI 2002 wood packaging system](#).

These terms are valid from October 3, 2016, until further notice.

### 2. Transports subject to a separate agreement

In the following circumstances, the transport and transport terms are subject to a separate agreement with Posti.

- Oversized transport: If the cargo exceeds the maximum width, height, length (over 7 meters), or weight allowed for the vehicle to carry, the transport shall be subject to a separate agreement with Posti. Oversized shipments are always freighted and scheduled case-specifically and with observance of any regulations pertaining to special transport.
- Temperature-controlled
- Food deliveries included within the scope of own-check
- Deliveries of weapons subject to licenses
- Live or dead animals
- Waste transport
- Hazardous waste transport
- Dangerous goods transport
- Removal goods, sensitive, particularly valuable, packed or unpacked goods, or products unsuitable for freight (e.g. products causing odors).
- Other transport subject to special regulations.

### 3. Transport contract and transport order

The transport contract is considered as concluded once the Customer has ordered a transport service and Posti has confirmed the order. The transport

contract is confirmed by the waybill or Posti's electronic waybill.

The transport order should be submitted through the ordering channels specified on Posti's website and within the order times determined by Posti. In case a transport order is placed in some manner other than the above, or not confirmed due to reasons dependent on the orderer or sender, Posti shall be entitled to refuse acceptance of the order, or, if the order is accepted, to charge fees in accordance with its price list for the provided services. A transport order must be cancelled no later than two (2) hours prior to the pickup time requested by the Customer.

If the Customer wants to order supplementary services, they must be ordered in advance, in accordance with the schedule set by Posti. Posti has no obligation to fulfil new written or verbal service requests given at the time of picking up the goods.

The transport order must contain at least the following information:

- Sender's name and pickup address
- Details about the goods; the quality, weight and quantity of the goods; volume/dimensions
- The final delivery destination of the goods
- Preferred pickup date
- Payer of freight.

In addition, the following information must be provided as necessary:

- VAK transport and the UN number of materials and articles classified as dangerous, the proper/official name of the material or article, the numbers of warning labels, the packaging group if specified (otherwise a classification code), the tunnel restriction code, and the total quantity of each dangerous material.
- Special instructions (need for heated transport, waste transport, schedule preferences, contact request for recipient including contact information, exact delivery address, etc.)

### 4. Transport document

Transport documents approved by Posti at the time shall be used as transport documents in Posti's domestic freight services. These documents may include the customer's own waybill, a waybill printed out from an electronic ordering channel or Posti's system, and Posti's electronic waybill. Any transport documents created in the Customer's system and any other Customer

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transport documents must be approved by Posti in advance. The waybill should comply with the SFS - 5865 standards.

If a printed waybill is used, the Customer must provide four copies of the waybill for each shipment.

A waybill must contain at least the following information:

- Waybill number
- The sender's customer number provided by Posti
- The sender's name, street address and postal code
- The dispatch location of the goods and postal code and date of dispatch
- The recipient's name, street address and postal code
- The delivery address of the goods, if different to the recipient's
- The party paying for the freight and said party's possible customer number, in case the party is not the sender
- Number and type of packages and their contents
- The actual gross weight of the goods
- Volume in cubic meters given to one decimal place
- In large shipments, the space required by the goods in pallet meters and pallet places, with consideration to securing the goods in place
- The length of long goods (over 2.4 meters)
- The UN number of a material or article classified as dangerous, preceded by the initials "UN", the proper/official name of the material or article in brackets when necessary, supplemented by a technical name, the numbers of the warning labels and packing group, if determined, the tunnel restriction code as necessary, and the total quantity of each dangerous material.

The driver confirms the shipment's receipt for transport electronically or by other verifiable means. With regard to cargo space loaded by the sender, Posti's receipt inspection and confirmation can be conducted in some other location separately agreed on with the customer (such as in a terminal).

## 5. Customer's responsibilities

In addition to what is said in the General Contract Terms, the Customer shall be responsible for the following.

The Customer shall instruct senders or recipients not party to the contract to comply with the provisions specified in this contract and the Finnish Act on Road Transport Contracts.

The sender shall pack the product to be transported in such a way that it endures the normal stress in the cargo space experienced during stowage, terminal handling, and transport, and the securing and/or support in cargo space in accordance with good practice. Posti shall have the right, but not the obligation, to supplement and repair an incomplete package in order to prevent danger of damage and to charge any expenses arising out of this in accordance with a separate price-list.

The sender must pack the shipment on a machine-handled loader if the mass of a single package is more than 35 kg or the shipment consists of more than 10 packages. In freighting details, packages unitized for one loader and clearly attached together shall be considered as a single package. Packages with a weight of more than 1,000 kg must indicate the gross weight in accordance with occupational and industrial safety legislation.

In case supporting or protecting the goods requires securing means other than those provided by basic securing equipment, the sender must, at its own expense, provide Posti with said means when the shipment is being picked up.

The sender shall attach an address label to each package included in the freight shipment. The address label markings must include the total number of packages in the shipment unambiguously, as well as the recipient address and handling notes, so that the packages can be handled and delivered to the correct recipient even without a waybill. The sender must always indicate the package's center of gravity, if said mass centers higher than at the package's mid-height.

The Customer shall ensure that Posti can pick up and deliver shipments at the agreed time, without waiting time, waste driving, or other obstacles.

If the Customer performs the loading, the Customer shall be responsible for ensuring that the loading is appropriately conducted.

In the event that any special safety equipment (protective clothing, safety boots, mask, etc.) is needed either at the loading or unloading end, the Customer must supply the driver with said equipment free of charge. If the loading or unloading requires special equipment, the

Customer shall order this supplementary service or see to such measures itself.

## **6. Posti's cargo liability**

Posti's cargo liability begins when the shipment has been accepted for transport and ends when the delivery has been delivered to the recipient pursuant to legislation pertaining to the transport of goods and these terms and conditions, or when the delivery has, in accordance with what has been agreed, been placed in the recipient's use at the destination location, or when the delivery has been returned to the sender. The shipment is handed over against signed receipt to a person present at the address.

Posti is responsible for transporting the shipment in accordance with the contract to the recipient's address indicated in the transport document.

## **7. Basis for chargeable weight**

Shipments which, due to their volume or other qualities related to loading, do not with their actual weight meet the loading capacity of the transport unit are provided with a chargeable weight. In case the chargeable weight declared by the sender is found to be inaccurate, Posti shall have the right to adjust the chargeable weight.

### **Volume weight: 333kg/m<sup>3</sup> (cubic weight)**

The volume acting as basis is the shipment's length x width x height, rounded off to cubic meters with an accuracy of one decimal point. Used when the shipment's actual weight is less than 333kg/m<sup>3</sup>, when other goods can be loaded on top of the shipment, and when the shipment can be loaded on top of other goods.

### **Pallet-meter weight: 1,850 kg**

Used when the shipment takes up the entire width of the cargo space and no other goods can be loaded under, on top of, or next to the shipment.

### **FIN-pallet weight: 925 kg/pallet**

Used when the actual weight of a shipment loaded on a cargo pallet of the size 1 x 1.2 m is less than 925 kg and other goods cannot be loaded on top of it or under it.

### **EUR-pallet weight: 740 kg/pallet**

Used when the actual weight of a shipment loaded on a cargo pallet of the size 0.8 x 1.2 m is less than 740 kg and other goods cannot be loaded on top of it or under it.

### **Outlet pallet weight: 370 kg/pallet**

Used when the weight of a shipment loaded on a pallet of the size 0.8 x 0.6 m or the actual weight of two pallets loaded one on top of the other is less than 370 kg and other goods cannot be loaded on top of it or under it.

### **Empty cargo pallets and other reusable packages**

Individual FIN pallets and equivalent 60-kg packages, EUR pallets and equivalent 50-kg packages, outlet pallets and equivalent 20-kg packages; others according to volume. More than one according to volume.

### **Long goods**

A long goods fee is charged when the goods include articles or bundles that are 2.4–7.0 meters long and stackable. Goods that are over seven meters long are subject to a separate agreement.

### **Minimum chargeable weights of exceptional shipments:**

- Transport of a single bicycle 90 kg
- Motorcycle 925 kg
- Scooter/moped 500 kg
- Snowmobile 1,850 kg
- All-terrain vehicle 1,850 kg

### **Stackability of packages**

The stackability of packages may be taken into account when the following conditions are met:

- The weight, shape, and durability of the packages in the shipment allow them to be stacked to a height of 2.4 m.
- If the shipment consists of only a single package, it should allow loading both on top and underneath.
- The height of one package or pallet must not exceed 1.20 m.
- The package must be flat, compact, and in good condition.
- The maximum mass of the package is half of the chargeable weight of an equivalent pallet place.

- Stackable products must allow machine handling.

Posti does not apply stacking of goods that are classified as dangerous goods.

## 8. Transport service

The Domestic Freight transport service includes:

- Transport in a dry cargo space in outdoor temperature.
- One pickup from the sender in accordance with a schedule separately provided by Posti and from the vehicle's immediate vicinity (max. distance 5 meters) from a location that a truck can access unhindered.
- Weekday delivery within the timeframe indicated by Posti's SLA.
- One delivery to the address indicated in the transport document, in the vehicle's immediate vicinity (max. distance 5 meters) to a location that a truck can access unhindered.
- Driver's handling of the shipment with a forklift, provided that the weight of a single package is less than 1,000 kg, and its height, width and length are less than 2.40 meters.
- Posti's responsibility pursuant to the Act on Road Transport Contracts.

Posti has the right to select the type of vehicle, mode of transport, and transport routes and, upon its discretion, to transport the goods in direct traffic or via transshipment/reloading.

The shipment shall be delivered to the address detailed on the package address label or the transport document. This address must be a location that vehicles can access unhindered. In case a shipment cannot be delivered to a recipient's address for reasons independent of Posti, Posti will contact the Customer.

### Delivery time

Shipments for which the Customer has ordered a pickup by the time specified in Posti's electronic ordering channel, or by the time agreed on a customer-specific basis, are picked up during the same day. The delivery time of shipments varies according to the connection distance. Delivery times determined according to postal codes can be checked in the Posti Delivery Time Inquiry service. Shipments are primarily delivered to the recipient on the weekday (Mon–Fri) following the day of dispatch. With regard

to certain delivery areas, shipments will be delivered within two weekdays (Mon–Fri) following the day of dispatch and, in the case of certain postal codes, by means of due date delivery, with at least one delivery day per week. Exceptions to the normal delivery times are batches exceeding 5,000 kg, shipments of long and cumbersome objects, shipments requiring special equipment, and delivery to private addresses. The aforementioned transports will take one weekday (Mon–Fri) longer compared to regular transport.

## 9. Fees

The services are subject to freight transport and supplementary service fees, in accordance with the Customer's contract or the price list, and any other fees according to the price list. Any fuel surcharges specified on Posti's website valid at the time are charged separately.

Posti's right to invoice arises when Posti confirms receipt of the transport order.

The sender shall be liable for freight payments in cases in which the freight payer indicated in the transport order or the subsequently drafted transport contract is unwilling or unable to pay the freight invoice.

In the event that the amount of goods dispatched falls below the amount the transport was ordered for, Posti shall have the right to charge the freight pursuant to the amount ordered. If the actual amount is larger than what was indicated, the payer for the freight shall be charged a freight fee equaling the actual amount. Posti shall be entitled to refuse loading a larger amount than that indicated in the transportation order in question.

If the Customer's contract number or other payment indication specified in the contract is missing from the waybill, Posti cannot observe customer-specific rates.

## 10. Posti's right to deviate from the Customer's instructions and transport order

Posti, insofar as possible, shall follow the handling instructions supplied by the Customer in the order and on the package labeling. A mere transport document does not constitute binding instructions.

## 11. Transport of dangerous goods

Transport of dangerous goods is possible using supplementary services:

- LQ Transport
- Transport of dangerous goods (VAK)

## 12. Supplementary services

The following supplementary services can be added to domestic freight shipments:

- Freight
  - COD (Cash on delivery)
  - LQ Transport
  - Transport of dangerous goods (VAK)
  - Handing over to the Addressee in person
  - Handing over without signature
  - Call before delivery
  - Delivery to specific location/delivery inside
  - Shelving service
  - Scheduled delivery
  - Delivery to terminal
  - Pick-up from terminal
  - Consumer Delivery
  - Product Package Removal
  - Transportation Package Removal
  - Packaging of returned equipment
  - Heated transport
  - Crane delivery service
  - Waste transport
  - Long Shipment
- Freight Home Delivery
  - Equipment installation
  - Transportation to recycling
  - Installation (Ready for Use)
  - Product Package Removal
  - Packaging of returned equipment

The terms for supplementary services are provided in a separate appendix.

Transportation package removal is included in the Freight Home Delivery.