


# Invoice reading instructions



P.O. Box 6, FI-00011 POSTI

**1** Asiakas Oy  
P.O.Box 40  
00101 HELSINKI

**6**  
Any complaints concerning the invoice shall be made by the due date.  
[www.posti.fi/laskuhuomautus](http://www.posti.fi/laskuhuomautus)


Invoice	
Invoice number	0611292540
Invoice date	31.03.2016
Invoicing period	13/2016
Due date	17.04.2016
Penalty interest rate	7,50%
Payment reference	19000 61129 25408
Customer	Asiakas Oy
Customer ID	0000862467
Invoicing address ID	0004088880
Customer agreement	Asiakas Oy
Address information	Asiakaskatu 1 00100 HELSINKI
VAT ID	
PO number	
Cost center	
<b>PAYABLE TOTAL EUR</b>	<b>3 418,31</b>

Page 1 / 3

SERVICE	AMOUNT	PRICE/UNIT	DISC%	KG/TOT	PRICE/KG	DISC%	TOTAL
Services subject to VAT 24%							
Pick-Up and delivery services	FI	1 MON					140,28
Invoicing period 20160301-20160331							
Express Business Day pallet							
Pallet collis	Z4	1		146,5100			146,51
Delivery zone 1		1		21,5500			21,55
Fuel Surcharge 4,23 %							6,20
Total							174,26
Economy Letter	FI	12	0,5103	10,00	3,096	3,9369	15,26
Maxi size	FI	12	3,0900		3,096		37,08
Priority Letter International	EU	5	1,0100	0,150	14,0600		7,16
Services totally							374,04
Value Added Tax 24%							89,77




**Lähetysten seuranta kätevästi mobiilisovelluksella**

Postin ilmainen mobiilisovellus näyttää sekä saapuvat että toimitetut lähetykset. Lisäksi palvelu tarjoaa tiedot lähimmästä postista, kirjelaatikosta tai pakettiautomaatista. Sovellus on ladattavissa iPhonelle, iPadille, Androidille ja Windows Phonelle nimellä POSTI.

Posti Ltd Postintalvai 7 A FI-00230 HELSINKI	Business ID 0109357-9 CVT 003701093579 Registered domicile: Helsinki	Bank Danske Bank Nordea OP	IBAN FI74 8000 1400 0162 43 FI40 1571 3000 0212 47 FI42 5000 0120 0088 41	BIC DABAFIHH NDEAFIHH OKOYFIHH	VAT FI01093579
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**10**

Posti Ltd invoice consist of:

- Invoice
- VAT-Specification
- Invoice attachments (When agreed separately)

1. Recipient information
2. Invoice information (invoice number, date, payment reference etc.). The invoicing period is usually one week.
3. Customer and billing address information.
4. Contract information.
5. Purchase order number and cost center information. Optional information provided by the customer.
6. Customer service information.
7. Services are printed onto invoice itemization by tax category in descending order.
8. Possible service-specific discount percentages. In parcel service discount percentages are not visible but the net price is.
9. Place for banner/ad where Posti informs about current topics.
10. Posti Ltd company information and payment information: bank details and bar code.

INFO ABC123 11

Services subject to VAT 24%								
Express Business Day parcel								
Express Business Day parcel		1	12,2400				13,22	
Fuel Surcharge 4,23 %							0,56	
Total							13,78	
Priority Standard Letter	FI	155	0,8281	1,550			128,36	
Economy Letter	FI	65	0,5103	10,00	1,300	3,9369	20,00	33,95
Services totally								176,09
Value Added Tax 24%								42,27
Sales exempt from VAT								
COD Payment-into-Account, letter								
	NOT	3	4,3000					12,90
Services totally								12,90
INFO ABC123 TOTAL								231,26

INFO BCD234 11

Services subject to VAT 24%								
Express Business Day parcel								
Express Business Day parcel	FR	1	69,2600					88,80
Fuel Surcharge 4,23 %								3,76
Total								92,56
Services totally								92,56
Value Added Tax 24%								22,21
Services subject to VAT 0%								
Priority Letter International								
	EU2	32	1,0100	0,480	14,0600			39,07
Services totally								39,07
INFO BCD234 TOTAL								153,84

11. For easier inspecting of the invoice customer may use info codes. Info code can be up to 15 characters long and can include letters and numbers. Info code divides the invoice into subtotals, which makes it easier to allocate the invoice e.g. to relevant cost pools.

12. Info code's subtotal by tax class.



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Invoice

Page 3 / 3

Invoice number	0611292540
Invoice date	31.03.2016
Invoicing period	13/2016
Payment reference	19000 61129 25408
Customer ID	0000862467
Invoicing address ID	0004088880

SERVICE	AMOUNT	PRICE/UNIT	DISC%	KG/TOT	PRICE/KG	DISC%	TOTAL
Total							2070,20
Services totally							2070,20
Value Added Tax 24%							496,84
INFO KAMPANJA 03 TOTAL							2567,04
PAYABLE TOTAL EUR							3418,31

13

13. Total sum with taxes included.

For small invoices Posti charges additional fee according to the Posti price list.

For paper invoices Posti charges additional fee.

Switch to e-invoice at: [www.posti.fi/orderelectronicinvoice](http://www.posti.fi/orderelectronicinvoice)

VAT SPECIFICATION	SERVICES	VAT	TOTAL
Services subject to VAT 24%	2 712,89	651,09	3 363,98
Services subject to VAT 0%	41,43	0,00	41,43
Sales exempt from VAT	12,90	0,00	12,90
PAYABLE TOTAL EUR	2 767,22	651,09	3 418,31

14

14. Summary by tax class, VAT itemization and the total sum of the invoice including VAT.

INFO	DATE	VOUCHER	ORDER	SERVICE	WEIGHT CLASS	AMOUNT	WEIGHT(kg)	TAX-FREE TOTAL	FURTHER INFORMATION
	23.03.2016		0197017259	0012909 Economy Letter	FI	12	3,096	15,26	
	23.03.2016		0197017259	0006838 Maxi size	FI	12	3,096	37,08	
	23.03.2016		0197017259	0001659 Priority Letter International	EU	5	0,150	7,16	
	23.03.2016		0197017259	0001659 Priority Letter International	EU2	2	0,024	2,36	
INFO TOTAL						31	6,366	61,86	
ABC123	21.03.2016	197017671	0245420934	0012908 Priority Standard Letter	FI	155	1,550	128,36	
ABC123	21.03.2016	197017671	0245420934	0001144 COD Payment-into-Account, letter	NOT	3		12,90	
ABC123	22.03.2016	197017671	0245420934	0012909 Economy Letter	FI	65	1,300	33,95	
INFO ABC123 TOTAL						223	2,850	175,21	
BCD234	22.03.2016	197017671	0245420934	0001659 Priority Letter International	EU2	32	0,480	39,07	
INFO BCD234 TOTAL						32	0,480	39,07	
KAMPANJA 03	21.03.2016	197017670	0245420927	0012911 Customer Direct	15 g FI	1547	15,470	567,90	2500 - 4999 PC
KAMPANJA 03	21.03.2016	197017670	0245420927	0012911 Customer Direct	50 g FI	2613	117,585	1236,73	2500 - 4999 PC
KAMPANJA 03	21.03.2016	197017670	0245420927	0012911 Customer Direct	75 g FI	512	32,256	265,57	2500 - 4999 PC
INFO KAMPANJA 03 TOTAL						4672	165,311	2070,20	
TOTAL						4958	175,007	2346,34	

15. Invoice attachments are delivered as per service group. For more information about receiving invoice reports please contact Posti Customer Service by phone: 0200 77000 (local/mobile call rates apply) or visit [www.posti.fi](http://www.posti.fi)

16. Batch size and weight class pricing:

- In weight class field is shown the maximum value of the weight step eg. 15g (when weight class is 1-15g)
- Batch size is shown in the further information field

INFO	DATE	COLLI ID	PRICE / SHIPMENT	PC PRICE	KG PRICE	COLLI TYPE	ZONE	MEASURED QTY	WEIGHT(kg)	VOLUME WEIGHT(kg)	INVOICED WEIGHT(kg)	FUEL SURCHRG	PRICE VAT EXCL.	DEP. PCODE	DEST. PCODE	SENDER'S REFERENCE	SENDER
LOGISTIC 643813																	
<u>Express Business Day pallet</u>																	
SINGLE TRANSPORT UNITS	22.03.2016	JJFI64381310003409382	146,51	21,55		Pallet	Z4	1				6,20	174,26	01010	88120		
INFO TOTAL								1				6,20	174,26				
<u>Express Business Day parcel</u>																	
SINGLE PARCELS		JJFI64381300000746320	12,24	0,297				1	1,250	3,300	3,300	0,56	13,78	01010	50100		
INFO ABC123 TOTAL								1			3,300	0,56	13,78				
<u>Express Business Day parcel</u>																	
SINGLE PARCELS		JJFI64381300000724908	69,26	6,857		FR		1	2,850		2,850	3,76	92,56	01010	75151		
INFO BCD234 TOTAL								1			2,850	3,76	92,56				
CONTRACT NUMBER OF LOGISTIC 643813 TOTAL								3			6,150	10,52	280,60				
TOTAL								3			6,150	10,52	280,60				

17. Net price of services.

18. If sender is someone other than the customer themselves (Payer other than sender additional service has been used), information about sender is printed here.

19. Customer's own reference.

20. Shipment ID for parcel shipments as notified in the customer's EDI message.

21. Zone

- destination zone for domestic shipments
- destination country for international shipments

22. Shipment price, which consists of:

- Item price
- Price/shipment
- Kg x invoicing weight
- Fuel surcharge
- If additional service is shipment-specific, price is in Price/Shipment column, if pallet-specific, in item price column

*Price does not include VAT.*