



Posti Customer Direct's mailing instructions

posti



Posti Green

Posti Customer Direct, machine sortable (18155)

Mailing **from Finland**

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Customer Direct, machine sortable: mailing **from Finland**

Sorting Service in use

- Boxed into Posti's blue boxes with the address information facing in the same direction
- Boxes are equipped with box labels (74 x 101.6 mm)



- Unitizing according to the information from the Sorting Service.

Sorting Service not in use

- Boxed into Posti's blue boxes with the address information facing in the same direction according to the 19 direction: Guide for Batch-Sorted Items, Item Unitizing (page 21)
- Labelling a box:
 - a) an A4 or minimum A5 label describing the content of the box or
 - b) The direction has been clearly indicated on the control information of the topmost item in the box (e.g. 00-02). If the items have been boxed vertically, turn an item with the control information on top of the others.
- Unitizing according to the instructions for unitizing in the Guide for Batch-Sorted Items

Customer Direct, machine sortable: mailing **from Finland**

- Product change made in Posti's receipt inspection or adding an additional handling fee

Sorting Service in use

1. When the measurements or form of the item differ from the product features defined for machine-sortable products, **the product is changed into manually sortable.**
2. If the items have been bundled, **an additional handling fee is added.**

Sorting Service not in use

1. When the measurements or form of the item differ from the product features defined for machine-sortable products, **the product is changed into manually sortable.**
 - For instance, the thickness of an item is more than 20 mm.
2. **If a machine-sortable batch has been bundled**
 - a) and the product features are as defined, **the additional handling fee is added.**
 - b) and when the measurements or form of the item differ from the product features, **the product is changed into manually sortable.**



Posti Green

Posti Customer Direct, machine sortable (18155)

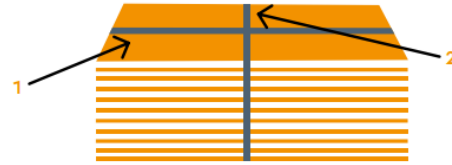
Mailing **from abroad**

posti

Customer Direct, machine-sortable: mailing **from abroad**

Sorting Service in use

- Items are bundled and tied up using one or two bands



or

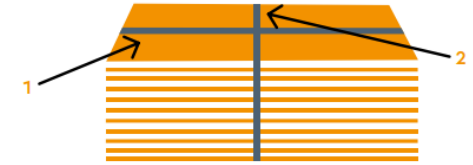
- Items are packed separately into cardboard boxes
- Bundles or boxes are equipped with box labels (74 x 101.6 mm)



- Unitizing according to the information from the Sorting Service.

Sorting Service not in use

- Items are bundled and tied up using one or two bands



or

- Items are packed separately into cardboard boxes.
- Items are bundled or boxed into cardboard boxes according to the 19 direction, Guide for Batch-Sorted Items, Item Unitizing (page 21)
- Bundles or boxes are equipped with:
 - a) an A4 or minimum A5 bundle label
- or*
- b) The direction has been clearly indicated on the control information of the topmost item of the bundle (e.g. 00-02).
- Unitizing according to the instructions for unitizing in the Guide for Batch-Sorted Items

Customer Direct, machine-sortable: mailing **from abroad**

- **Product change made in Posti's receipt inspection or adding an additional handling fee**

Sorting Service in use

1. When the measurements or form of the item differ from the product features defined for machine-sortable products, **the product is changed into manually sortable.**
2. If the bundles have been tied up with more than two bands, **the additional handling fee is added.**

Sorting Service not in use

1. When the measurements or form of the item differ from the product features defined for machine-sortable products, **the product is changed into manually sortable.**
2. If the bundles have been tied up with more than two bands, **the additional handling fee is added.**
3. If the product batch has been bundled contrary to the 19 direction (including postal code bundles), **the additional handling fee is added.**

Other instructions

- Boxes or bundles are unitized in rolltainers or a pallet. If the Sorting Service is used for the batch, the batch can also be unitized in dollies.
- Bundles are unitized in rolltainers, a publication cage or pallet.
- Machine-sortable items in batches of under 2,000 can be boxed in the same direction into four directions (Guide for Batch-Sorted Items, Item Unitizing, page 22), which means these batches do not require sorting according to the 19 direction.

Ordering blue boxes and dollies from the Posti Ordering Center

- Orders via e-mail from the address: kuljetustilaukset@posti.com
- Small quantities can be ordered at a day's notice, a maximum of 100 boxes.
- Larger quantities should be ordered at least 5 days prior to the delivery.





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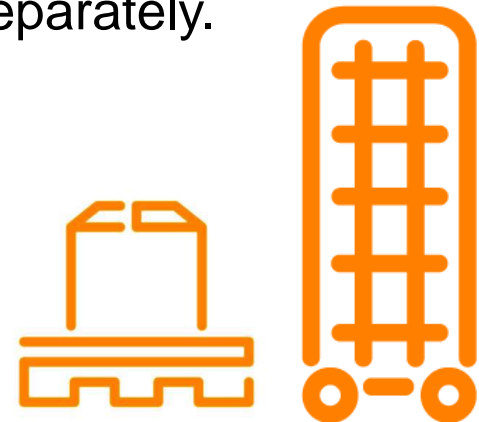
Posti Customer Direct, manually sortable (18156)

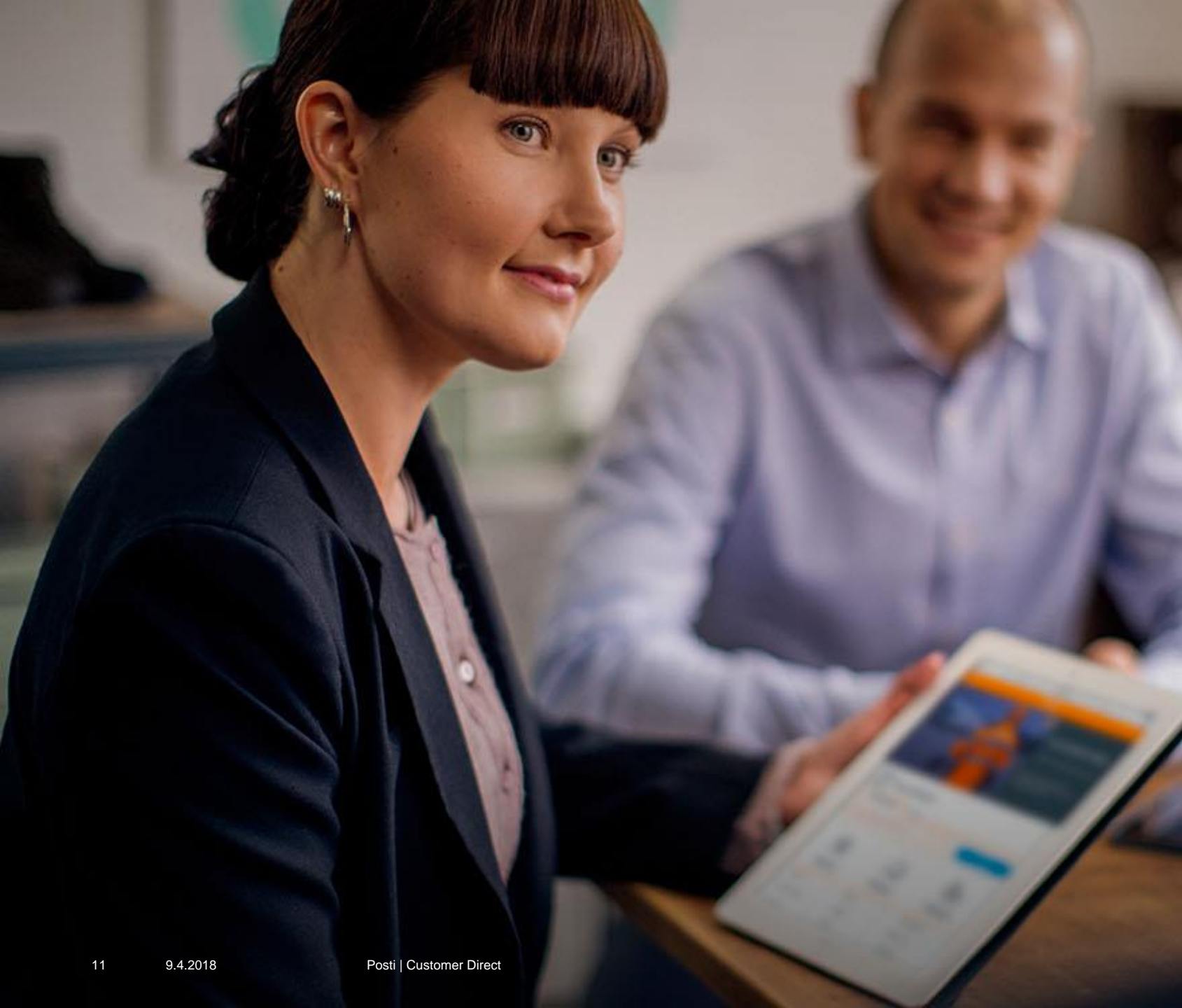
Mailing from Finland or abroad

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Customer Direct, manually sortable: mailing instructions

- Items are bundled, except for batches received through the Sorting Service, for which bundles that can be opened are packed in boxes.
- Bundle markings according to the Guide for Batch-Sorted Items.
- Bundles are unitized in transport units according to the Guide for Batch-Sorted Items. It is recommended that bundles to be opened are unitized separately.
- Bundles are unitized in rolltainers, a publication cage or pallet.





Further information about the services at

www.posti.fi/customer-direct

Prices and price calculators

www.posti.fi/prices-business

Item payment indications can be downloaded from

www.posti.fi/paymentindications

Mailing instructions

www.posti.fi/business/letters-and-publications/instructions-for-mailers

Transportation orders

kuljetustilaukset@posti.com

or from number 0200 92000

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