



# Guide for Batch-Sorted Postal Items (Addressing, Bundling and Loading into Transport Units)

1<sup>st</sup> March 2017

# TABLE OF CONTENTS

## Address Registers

Address Register Format.....	6	Address Register Maintenance.....	6
------------------------------	---	-----------------------------------	---

## Address markings

Indications of Address Source.....	7	Address Marking Methods in Magazine-Format Items.....	8
Location of Address Marking in Publication-Format Items.....	7	Address Markings on Envelopes .....	9

## Alphabetical Sorting (ABC sorting)

Principles.....	10	Rules for Address Abbreviations.....	11
ABC Sorting .....	10		

## Bundling Instructions

Principles.....	12	Bundling Order for Addressed Items.....	12
Requirements for Bundles .....	12		

## Control Markings

Control Markings in Bundle Labels.....	13	Control markings for newspaper-style shipments ..	17
Product Information Marking Methods in Mailings and Bundle Labels.....	13	Bundle label template for newspaper-style shipments .....	17
Control Markings in Magazine-Format Items .....	14		

## Loading of Items into Transport Units

Principles.....	18	Unitizing of shipments to be delivered within two or three weekdays, 10 directions .....	22
Packing and Tying of Transport Units.....	18	Unitizing into four directions of shipments to be delivered within two or three weekdays .....	22
Weight Restrictions.....	18	Unitizing into one or two directions of shipments to be delivered within two or three weekdays .....	22
Unitizing of shipments to be delivered within one weekday, 25 directions.....	19	Transport Unit Control Labels.....	23
Unitizing of shipments to be delivered within one weekday, 5 directions.....	20	Loading of Items Posted Abroad into Transport Units .....	24
Unitizing of Daytime publication deliveries and Long-distance publication deliveries.....	20		
Unitizing of shipments to be delivered within two or three weekdays, 19 directions .....	21		

## Posting of Items Abroad

Unbundled Publication.....	25	Bundled Publication (Sweden).....	25
----------------------------	----	-----------------------------------	----

## Useful Information .....

## Use of Transport Units .....

## Introduction

This Guide on Batch-Sorted, i.e. Bundled Postal Items: Instructions for Addresses, Bundling and Loading into Transport Units, is intended for customers with large mailing volumes, as well as printers and mailing and printing houses, to facilitate the preparation of mailing batches for posting.

Posting large mailings usually involves a process shared by three parties: the sending customer, the mailer and Posti. This process will work effectively and smoothly, resulting in a high-quality outcome for all parties concerned, when process interfaces between various operators function seamlessly.

This Guide presents the principles and methods applicable to addressing, bundling and transport-unit loading of large mailings of publications and marketing material, in order to enable the smooth processing of mail.

As necessary, these principles will be recorded in customer contracts between Posti and its customers, and/or contracts between Posti and printing and mailing houses.

Batch sorting can also be prepared by using the Posti Sorting Service. Request more information: [lajittelupalvelu@posti.com](mailto:lajittelupalvelu@posti.com).

## Mailing Desktop

Mailing Desktop is an online tool accessible via Posti Service Portal to all parties to the publication mailing process.

Mailing Desktop information is used for the purposes of reserving resources and the planning of mailings. The processing procedures of distribution information take into account information security and the confidentiality of data.

Use of Magazine 1, Magazine, Newspaper, Daytime Publication Delivery and Long-distance Publication Delivery services requires that the customer submit advance order and a mailing plan and approve it electronically via the Mailing Desktop.

The customer is liable for the accuracy of the key information concerning the publication on the Mailing Desktop.

The publisher approves the advance order for the publication electronically on the Mailing Desktop (confirmed advance order on the publication). The advance order specifies, among other things, the publication dates and geographic distribution.

The mailing plan is confirmed by the publisher or the party mailing the publication (printing or mailing company) appointed by the publisher on the Mailing Desktop. The mailing plan specifies the production-related details for each issue of the publication, such as unitizing and submission schedules and locations. In mailing-related matters, the customer is responsible for the mailer of the publication (printing or mailing company) using the Mailing Desktop.

Posti produces the issue-specific details of the publication with the help of the advance order received and the mailing plan, which the publisher or mailer of the publication will update in case of changes to important information.

## Preparatory work for batches

The use of these Services requires that preparatory work has been performed on the publication batch:

- Magazine 1, Magazine, Newspaper, Daytime Publication Delivery and Long-distance Publication Delivery batches must be unitized in accordance with the instructions provided on the Mailing Desktop or the unitization instructions specified in the section LOADING OF ITEMS INTO TRANSPORT UNITS.
- If the mailer uses the Posti Sorting Service for mailing the publication, the delivery batch specific optimum bundling and unitization data with control labels for the delivery batch obtained from the system must be used.
- Deliveries of these Services must be sorted and bundled in ascending order by postal code and alphabetical and numerical address up to the apartment ID in order to maximize the number of bundles sorted by complete postal code or delivery post office.
- Daytime Publication Deliveries must be bundled at the delivery departure outlet level at a minimum, and unitized either into units to be delivered directly to the delivery departure point or at least at the terminal level (the bundles to be opened must be located in a separate unit) or, in the case of small batches, in a separate box on top of the batch..
- Control labels printed out from Posti's systems (Sorting Service or the RCC2 Control Label Application) must be applied to the transport units of these Services if they contain shipments.
- In other respects, bundling, unitization and address markings should comply with the instructions provided in the respective sections of this guide.

If the Mailing Desktop or Sorting Service is not available due to an exceptional situation or disturbance, the user (printing or mailing company) must process the delivery batches in accordance with Posti's valid Guide for Batch-Sorted Postal Items (addressing, bundling, and loading into transport units).

## Changes subject to fees

The date on which the change is agreed has an effect on the amount of the charge (see section Fees for changes in Tariffs and Rates of Contract Services). All changes must be agreed with the Posti Control Center (ohjauskeskus@posti.com). The charge is lower for agreements made at least twenty-four (24) hours prior to the scheduled delivery of items to Posti than for agreements made by twelve (12) noon on the scheduled date of submission.

If Posti is notified of the change after twelve (12) noon on the date communicated in advance, or if the change has not been agreed with Posti, Posti cannot guarantee the service-specific service level.

## Use of the Magazine 1, Magazine, Newspaper, Daytime Publication Delivery and Long-distance Publication Delivery Services are subject to the following conditions

- The publication in question must have a valid newspaper/magazine customer contract with Posti (contract code starts with 88)
- The product to be delivered must be similar to a newspaper/magazine with respect to handling and appearance
- The item must be unwrapped or wrapped in a manner that enables a clear view of the publication name and issue number, as well as address markings
- For Magazine 1, Magazine and Newspaper Services, the publication must be published at least four times a year, and for Daytime Publication Delivery and Long-distance Publication Delivery Services, at least 48 times a year
- The publication must be such that it can be folded to fit a mail slot, even if it contains supplements.
- The publication's structure or content may not make the item difficult to handle or deliver.

## Further Information

Further information can be found at [www.posti.fi](http://www.posti.fi).

## Address Register Format

We recommend an address register system which includes separate fields for entering the various parts of the street address, and each field contains a sufficient amount of space for characters.

Recommendation 106 for the public administration by the Advisory Committee on Information Management in Public Administration (JHS 106) defines the length of the 'street name' field as 50 characters. If the address register complies with these principles, there should be no need to abbreviate addresses. Furthermore, this practice supports the sorting of addresses into alphabetical and numerical order, not only based on street or road names but also by house number and stairwell or apartment identifier.

## Address Register Maintenance

When addresses are saved in the register, they should be entered in their full form. Thereafter, address registers require continuous maintenance to remain accurate, since as many as 15 to 18 per cent of addresses change each year.

Addresses change for many reasons, mainly migration. Moreover, local authorities change the names of streets and numbers of houses when they alter town plans. Posti may merge some postal codes in depopulating areas and create more in growing areas, for production management purposes. Similarly, housing corporations may alter apartment numbers in connection with major refurbishing projects.

All of the abovementioned changes affect the accuracy of addresses, and addresses require maintenance in order to remain up-to-date. Address maintenance can be handled by the sender, or through address services intended for the correction and maintenance of addresses.

The need for using address maintenance services can be assessed on the basis of the item's mailing cycle. Actively used registers require maintenance at sufficiently regular intervals, or a continuous updating service. Updating should correspond to mailing frequency (weekly, bi-monthly, monthly etc.).

The following numbers of characters are recommended for address register fields:

Name of street or road	50 characters
House number	13 characters
Letters indicating the apartment	1 (4*) characters
Numbers indicating the apartment	3 characters
Further identifying letters	1 character.

*\*) If the delivery address information does not include the staircase letter or a combination of house number and staircase letter, the abbreviation 'as.' (for 'asunto') shall be added in front of the number for Finnish addresses and 'bst.' for Swedish addresses (for 'bostad'). (bostad). The abbreviations 'as.' or 'bst.' shall not be saved if the address of the building and apartment are given separately. When printed, the abbreviations shall be marked automatically in compliance with the instructions given. Some information systems provide three or four space characters for the staircase letter, in which cases the abbreviation 'as.' or 'bst.' is saved in the information system.*

## Updating and maintenance services

Comparisons for establishing the accuracy of addresses can be made either using Posti's address information system or the population information system maintained by the Population Register Centre, depending on who is responsible for address maintenance. Posti provides an update service for both databases.

## Posti's Information Service

Posti's Information Service, which maintains addresses during the mailing process, provides customers with not only the postal item delivered to the new/corrected address, but also information on the addressee-customer's new or corrected address. In addition, the service delivers a notification of an undeliverable shipment in electronic form.

The Information Service can be introduced without any special IT-related measures, and the service can be completed with maintenance and updating services.

## Maintenance of basic address information

Address register maintenance can also be performed using the basic address file and the postal code file. Maintaining the accuracy of street numbers and postal codes ensures that items are sent to the correct delivery post office immediately.

## Indications of Address Source

An example of marking the address source in a publication:

Address source: Population Information System,  
Population Register Centre  
PO Box 123, 00531 HELSINKI  
Information provided by Posti Ltd,  
P.O. Box 7, 00011 POSTI

Rick Recipient  
Street address 123  
00123 City/municipality

<< A – Posti Ltd <<  
Posti Green

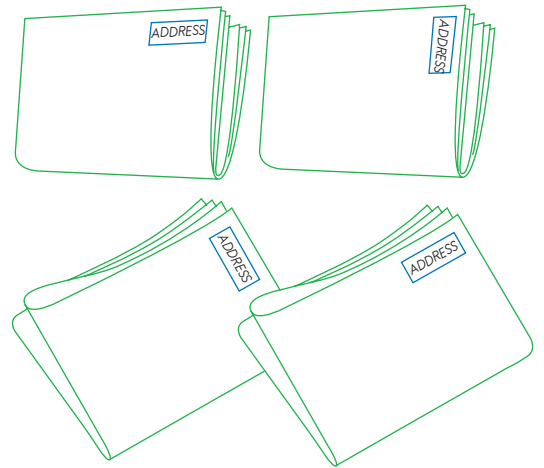
## Location of Address Marking in Publication-Format Items

Address markings must be entered in the same location and position in each publication in order to be easily visible and legible. The address information must be printed or mechanically written, either on the publication or an address

label affixed to it. Address markings must be placed in an area free of other printing so that the contrast is 100 per cent (black text on white background). The recommended font size is 12 pt.

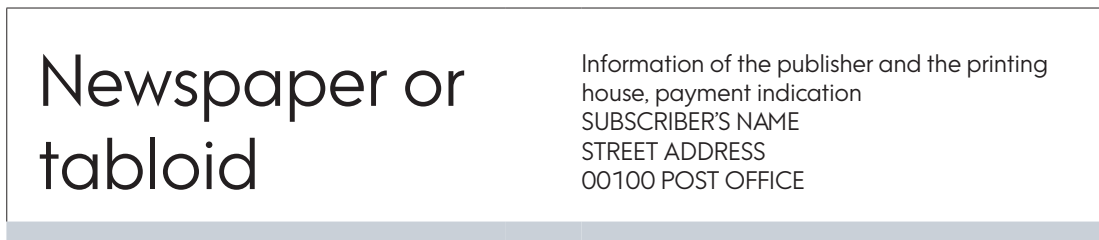
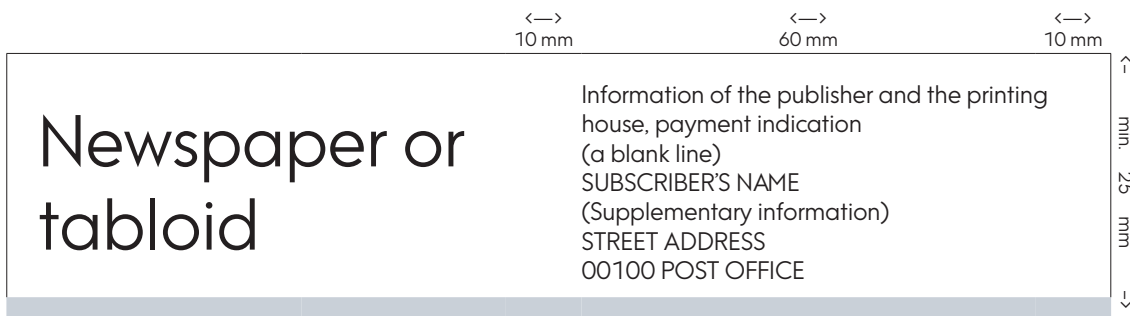
### Tabloid-format item

For items in tabloid, or evening paper format, the address label or address printing must be placed on the upper right-hand edge of the FRONT PAGE horizontally, or on the right-hand margin vertically so that the address is legible inwards.



### Newspaper-format item

For items in newspaper format, the address label or address printing must be placed on the upper left-hand edge of the FRONT PAGE horizontally, or on the left-hand margin vertically so that the address is legible inwards.



### Magazine-format publication

The address label or address printing must be placed on the upper edge of the BACK PAGE or the upper right-hand corner horizontally. For magazines, an area as large as possible (min. 2.5cm), free of other printing and on the upper edge of the back cover, must be reserved for address markings. The font size of the address markings is the primary factor influencing the size of the area needed. In sum, address markings must be given in full in the area reserved for them on the upper edge of the publication.



## Address Marking Methods in Magazine-Format Items

The handling of items is primarily based on human observation (using the naked eye), which means that the larger the font size, the easier item information is to read. At

present, three different address marking methods are possible: a three or two column format and the label format.

Three and two-column template:

	←→ 10 mm	←→ 60 mm	←→ 10 mm	←→ 30 mm	←→ 10 mm	
Publisher's information Supplementary information Printing house markings		SUBSCRIBER'S NAME STREET ADDRESS 00100 POST OFFICE		<<Payment indication<< <<Control data<< <<Control data<<		← min. 25 mm →

	←→ 10 mm	←→ 60 mm	←→ 10 mm	←→ 30 mm	←→ 10 mm	
Publisher's information Supplementary information  Printing house markings		SUBSCRIBER'S NAME SUPPLEMENTARY INFORMATION STREET ADDRESS 00100 POST OFFICE		<<Payment indication<< <<Control data<< <<Control data<<		← min. 25 mm →

	←→ 10 mm	←→ 60 mm	←→ 10 mm	←→ 30 mm	←→ 10 mm	
Publisher's information   Printing house markings		SUBSCRIBER'S NAME SUPPLEMENTARY INFORMATION SUPPLEMENTARY INFORMATION STREET ADDRESS 00100 POST OFFICE		<<Payment indication<< <<Control data<< <<Control data<< (a blank line) Printing house markings		← min. 25 mm →

	←→ 10 mm	←→ 60 mm	←→ 10 mm	←→ 30 mm	←→ 10 mm	
		Publisher's information (a blank line) SUBSCRIBER'S NAME STREET ADDRESS 00100 POST OFFICE		<<Payment indication<< <<Control data<< <<Control data<< (a blank line) Printing house markings		← min. 25 mm →

	←→ 10 mm	←→ 60 mm	←→ 10 mm	←→ 30 mm	←→ 10 mm	
Publisher's information Supplementary information Printing house markings		SUBSCRIBER'S NAME STREET ADDRESS 00100 POST OFFICE		<<Payment indication<< <<Control data<< <<Control data<<		← min. 25 mm →

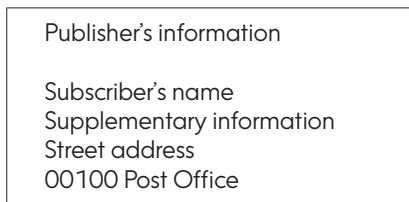
Address source: Population Information System, Population Register Centre, PO Box 123, 00531 HELSINKI. Information provided by Posti Oy PO Box 7, 00011 POSTI.

	←→ 10 mm	←→ 60 mm	←→ 10 mm	←→ 30 mm	←→ 10 mm	
Address source: Population Information System, Population Register Centre, PO Box 123, 00531 HELSINKI. Information provided by Posti Oy PO Box 7, 00011 POSTI	Printing house markings	Publisher's information (a blank line) SUBSCRIBER'S NAME STREET ADDRESS 00100 POST OFFICE		<<Payment indication<< <<Control data<< <<Control data<<		← min. 25 mm →



# ADDRESS MARKINGS

Label template:



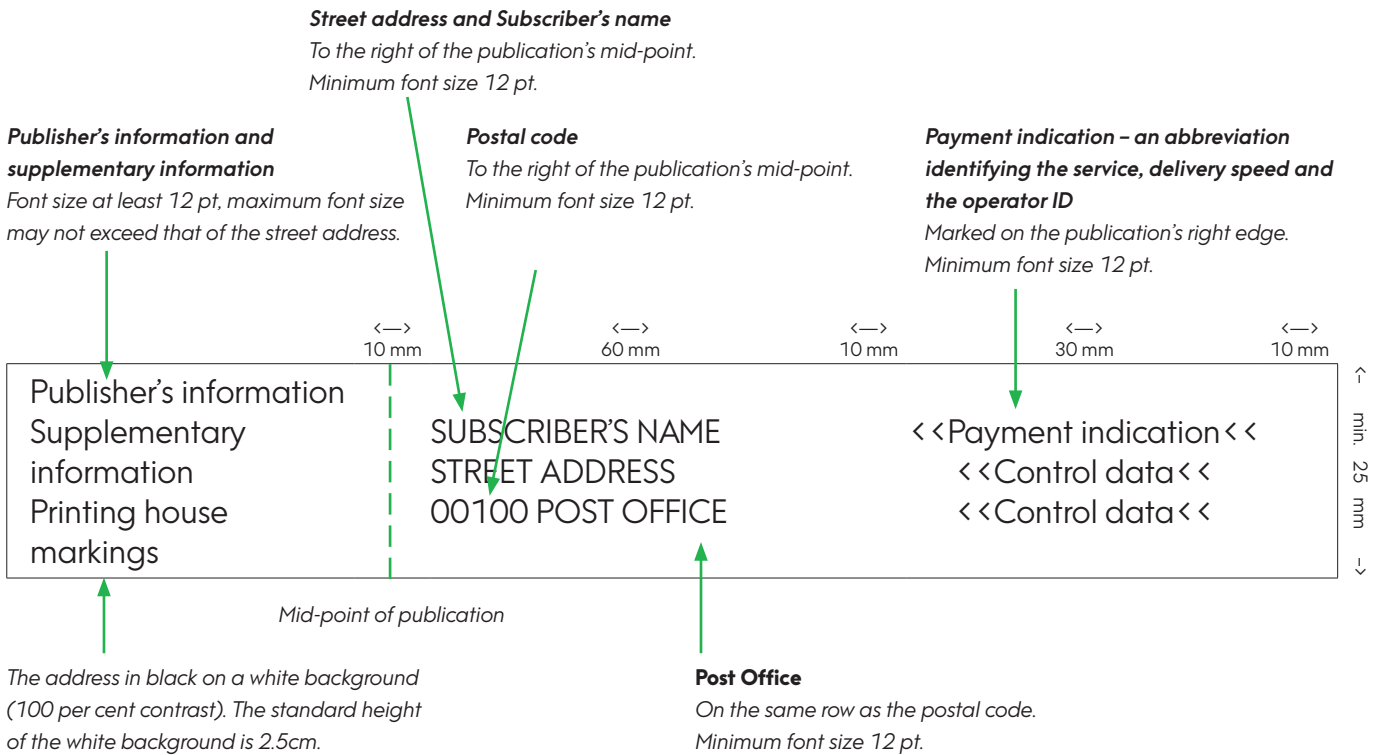
Address templates are aimed at increasing the font size of the street address and standardising the locations of address markings in order to facilitate sorting. The locations of address and product information and font sizes in the address field are specified, but the locations of other information are not. The same font size recommendations apply to both two and three-column templates. Also, the two-column template places address information on the right-hand side of the mid-point of the publication.

Other information, such as barcodes, Information Service codes or printing house control markings can therefore be located freely in the address field, observing the limitations shown in the figure above.

Characters must be printed to form solid characters, even if the address is printed using dot printing technology. For the three and two-column templates, the street address and post office must be printed in at least 12 pt font. The font size used for the publisher's information, subscriber's name and supplementary information may not exceed that of the street address.

The address in black on a white background (100 per cent contrast). The standard height of the white background is 2.5cm.

Post Office on the same row as the postal code. Minimum font size 12 pt.



## Address Markings on Envelopes

The recipient's address information is located in the address area of the envelope, printed either on the envelope or, when the envelope used has a window panel, on a printout or a separate address label, in compliance with the address standard.

For further information, please see the Guide to planning machine-handled items.



# ALPHABETICAL SORTING (ABC sorting)

## Principles

Posti's sorting process is based on the postal code and the alphabetical and numerical order of streets. Alphabetical sorting enhances the delivery of letters, publications and marketing items in batches, for which the items can be

bundled either based on the postal code or delivery post office. For more detailed information, see Bundling Order on page 12.

## ABC Sorting

Prior to handing items over to the post office, they must be bundled in **ascending postal code order and, for the postal code, in alphabetical order by delivery address as follows:**

- Streets in alphabetical order by name
- Numbers of houses in ascending order

- Staircase identifiers in alphabetical order
- Numbers of apartments in ascending order
- P.O. Box addresses in ascending order based on the box number.

### Example:

1. Topmost item on the first bundle.

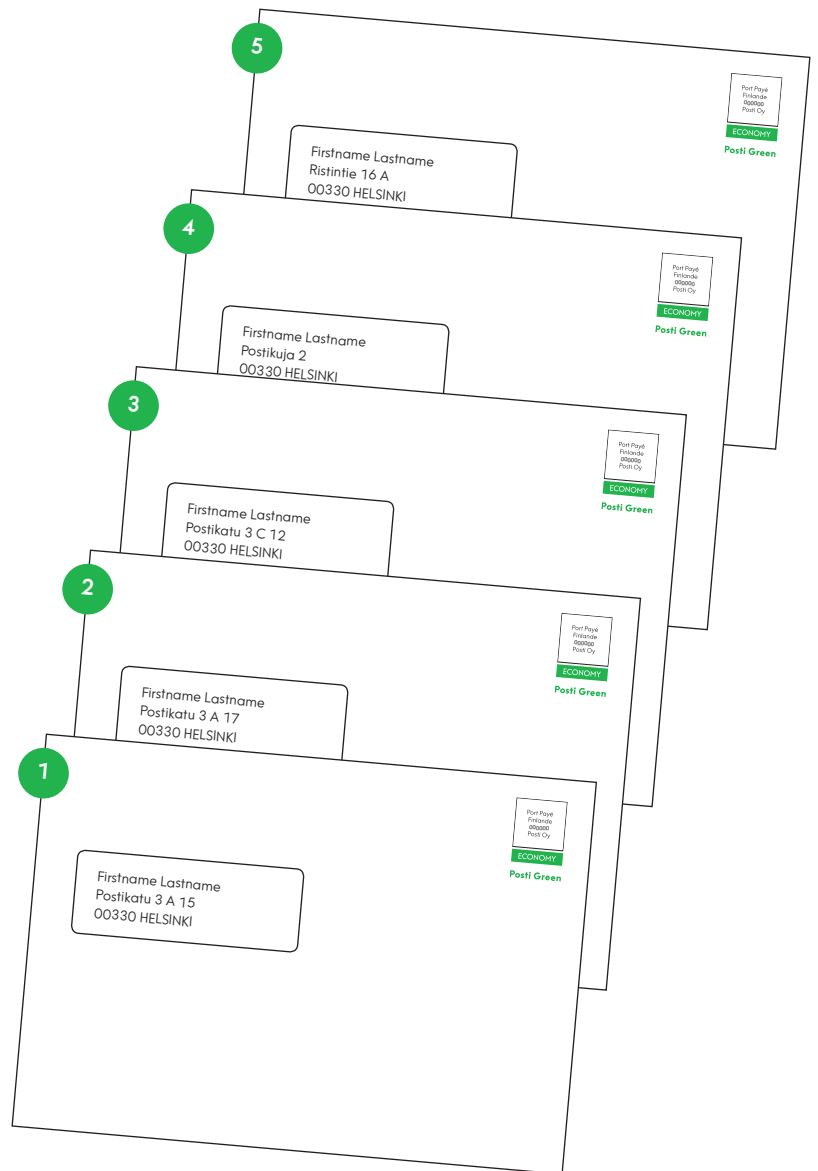
1 Firstname Lastname  
Postikatu 3 A 15  
00330 HELSINKI

2 Firstname Lastname  
Postikatu 3 A 17  
00330 HELSINKI

3 Firstname Lastname  
Postikatu 3 C 12  
00330 HELSINKI

4 Firstname Lastname  
Postikuja 2  
00330 HELSINKI

5 Firstname Lastname  
Ristintie 16 A  
00330 HELSINKI



## Rules for Address Abbreviations

If addresses have to be abbreviated, for instance due to the address register field size, the correct alphabetical order of items can be retained if abbreviation takes place in compliance with the following instructions (JHS 106):

- The house number and apartment identifier should remain in full.
- The abbreviation must not interfere with alphabetical order. If an individual street address has to be abbreviated in a certain street, all addresses of that street must use the same abbreviation regardless of the total number of characters, if alphabetical order cannot be ensured otherwise.
- In the first instance, the street, road, alley or similar detail must be abbreviated in compliance with JHS 106:

In Finnish:

alue = al.  
asunto = as.  
aukio = auk.  
kaari = kri  
katu = k.  
kerros = krs  
kuja = kj.  
kylä = kl.  
penger = pgr  
polku = p.  
puistikko = pko  
puisto = ps.  
raitti = r.  
ranta = rt.  
rinne = rn.  
taival = tvl  
tie = t.  
tori = tr.  
väylä = vlä

In Swedish:

bostad = bst.  
brinken = br.  
bygata(n) = bg.  
gata(n) = g.  
gränd(en) = gr.  
led(en) = l.  
park(en) = pk.  
skvär(et) = skv.  
stig(en) = st.  
strand(en) = str.  
stråk(et) = sk.  
sväng(en) = sv.  
torg(et) = tg.  
väg(en) = v.  
våning = vån.

- If the following words are given separately in the delivery address, they can be abbreviated in accordance with the instructions below:

In Finnish:

Eteläinen = Et.  
Itäinen = It.  
Läntinen = Länt.  
Pohjoinen = Pohj.

In Swedish:

Norra = N.  
Östra = Ö.  
Södra = S.  
Västra = V.

- The abbreviation must not interfere with alphabetical order.

If another type of abbreviation is necessary, it can be performed by removing characters from the end of the street name but maintaining the street, road, alley, or suchlike abbreviation, in compliance with JHS 106. However, the first character of each individual word in the delivery address must remain.

### Example:

Juhana Herttuan puistokatu 152 D 39b

Abbreviation 1: According to JHS 106, the abbreviation for 'katu' is 'k.'

➔ **Juhana Herttuan puistok. 152 D 39b**

Abbreviation 2 (if more abbreviation is necessary): the required number of characters should be omitted from the end of the street name, maintaining the street, road, alley, or suchlike abbreviation, in compliance with JHS 106.

➔ **Juhana Herttuan puisk. 152 D 39b**

However, because the first character of each individual word of the delivery address must remain, in the example the word 'puistokatu' can only be abbreviated as follows:

➔ **Juhana Herttuan pk. 152 D 39b**

## Principles

The purpose of batch sorting, or bundling, is to minimise the individual sorting of items. Correctly bundled batches of items speed up sorting and ensure that the service commitment is met.

The requirement for bundling is that postal code or delivery post office bundles (so-called direct bundles) in compliance with the definitions below can be created from the mailing batch.

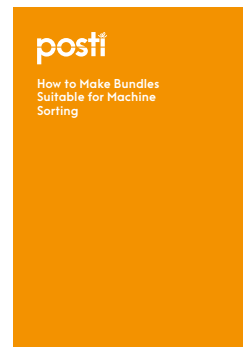
## Requirements for Bundles

- Minimum thickness 2cm.
- Maximum weight 10kg.
- The bundle's height may not exceed the length of its shortest side.
- Machine-sortable.

For further information, please consult the guide "How to make bundles suitable for machine sorting".

Mailing batches of which only postal code area or sorting centre specific bundles (so-called bundles to be opened) can be formed, must be posted as manually or mechanically sortable. (For further information, please see the Guide to planning machine-handled items.)

All bundling levels must be taken into account when bundling.



## Bundling Order for Addressed Items

Bundling is performed in compliance with the abovementioned requirements for bundles. A bundle is created when items addressed to a certain postal code, postal code area, delivery office or sorting center create a bundle of a minimum of 2 centimeters.

### Postal Code Bundle

The mailing register should be arranged in ascending postal code order, and items bundled in postal code bundles. Only items addressed to one postal code should be placed in a postal code bundle.

### Delivery Post Office Bundle

One delivery post office can deliver items addressed to the areas of several postal codes. Delivery post office information is maintained in Posti's bundling register.

Delivery post office bundles may only contain items delivered to the postal codes of the post office in question. Items not forming postal code specific bundles shall be placed in a separate bundle per delivery post office.

### Postal Code Area Bundle

Items that do not form postal code or delivery post office bundles must be formed into a separate postal code area bundle. A postal code area covers all postal codes with the same first two digits.

### Sorting Centre Bundle

Items that do not form postal code area bundles must be formed into a separate sorting centre bundle. Sorting centre areas for 01 process items are listed on page 19, and those for 02/03 process items on page 21.

### 00-99 Bundle

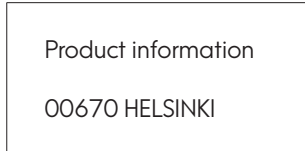
The remaining items which do not form other bundles must be assembled into a 00-99 bundle. The ascending postal code order will remain in this bundle, too.

## Control Markings in Bundle Labels

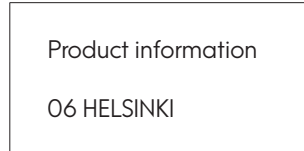
Bundle labels must display markings on delivery service and control information. When using a bundle label, the lowermost item in the bundle must be reversed so as to hide the address information. The minimum size of bundle label is 90 x 130mm.

The bundle label is white, except for O1 delivery speed items, which must have a yellow bundle label. The bundle labels used on mailings must conform to the templates shown below. The minimum font size is 12 pt.

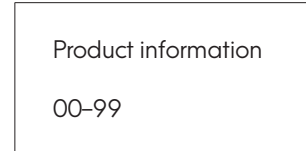
Postal Code Bundle:



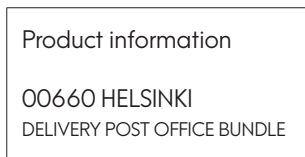
Postal Code Area Bundle:



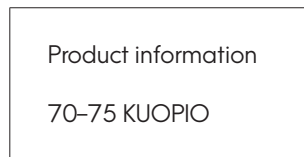
00-99 Bundle:



Delivery Post Office Bundle:



Sorting Centre Bundle:



## Product Information Marking Methods in Mailings and Bundle Labels



### Alternatively, the markings can be in text format

The minimum recommended font size is 12 pt.

Delivery service	Delivery indications	Primary delivery speed Until March 5	Primary delivery speed As of March 6
Customer Direct	<< A-Posti Oy << Posti Green	2 weekdays	3 weekdays
Posti Publication 1	<< LT1 – Posti << Posti Green	1 weekdays	1 weekdays
Posti Publication	<< LHT – Posti << Posti Green	2 weekdays	3 weekdays
Posti Magazine 1	<< AL1 – Posti << Posti Green	1 weekdays	1 weekdays
Posti Magazine	<< AKL – Posti << Posti Green	2 weekdays	3 weekdays
Posti Newspaper	<< SAN – Posti << Posti Green	2 weekdays	3 weekdays
Posti Daytime Publication Delivery	<< PPJ – Posti << Posti Green	1 weekdays	1 weekdays
Posti Long-distance Publication Delivery	<< PET – Posti << Posti Green	2 weekdays	2 weekdays

## Control Markings in Magazine-Format Items

Bundles can also be submitted to Posti without bundle labels, if the address and control markings shown herein are used on the item.

With regard to the segments provided in the template, control data is only required for the topmost publications within bundles. If the address side is visible even on the lowermost

publication of a bundle, the control data must be given there too. Control data must be written in larger and bolder font than other address markings in order to facilitate the sorting of bundles, particularly when the bundles are wrapped in plastic.

The postal code in the right column and the control data must be written in at least 12 pt.

### **Publisher's information and supplementary information**

Font size at least 12 pt, maximum font size for the street address.

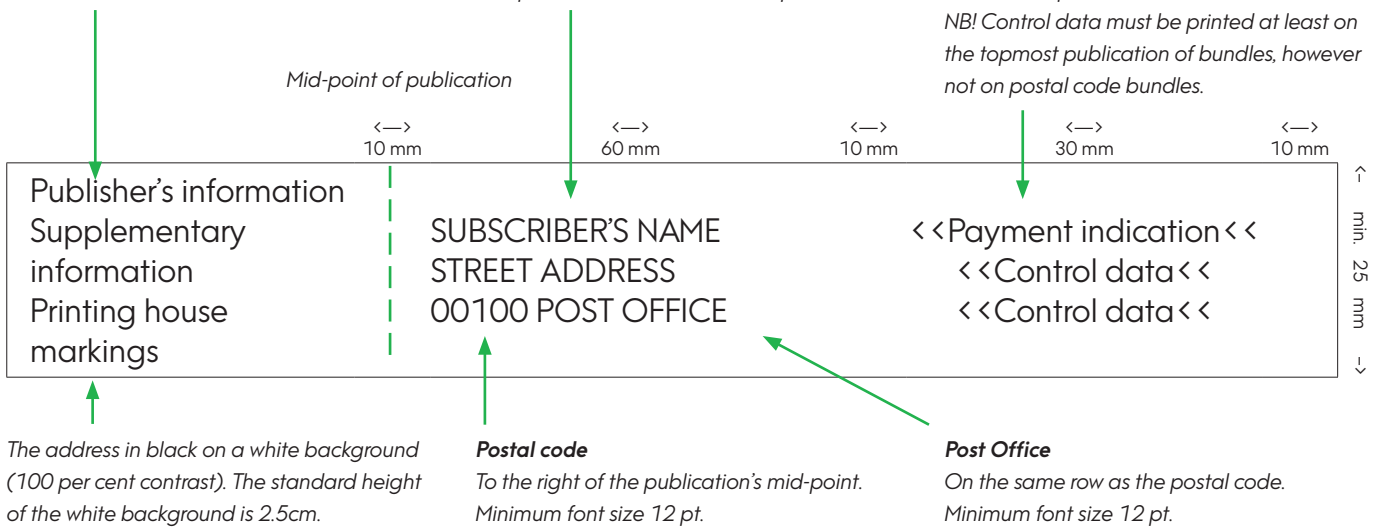
### **Name of subscriber and street address**

To the right of the publication's mid-point. Minimum font size 12 pt.

### **Payment indication, postal code and control data**

On the publication's right edge Minimum font size 12 pt.

NB! Control data must be printed at least on the topmost publication of bundles, however not on postal code bundles.



## Postal Code Bundle

Control data varies in bundles of various levels, please see the figures below. No separate control data is printed for postal code bundles.

Three-column template:



For example:



# CONTROL MARKINGS

Two-column template:

	←→ 10 mm	←→ 60 mm	←→ 10 mm	←→ 30 mm	←→ 10 mm	
		Publisher's information (a blank line) SUBSCRIBER'S NAME STREET ADDRESS 00100 POST OFFICE		<<Payment indication<< <<Control data<< <<Control data<< (a blank line) Printing house markings		↑ min. 25 mm ↓

## Delivery Office Bundle

Three-column template:

	←→ 10 mm	←→ 60 mm	←→ 10 mm	←→ 30 mm	←→ 10 mm	
	Publisher's information Supplementary information Printing house markings	SUBSCRIBER'S NAME STREET ADDRESS 00100 POST OFFICE		<<Payment indication<< <<Control data<< <<Control data<<		↑ min. 25 mm ↓

For example:

	Publisher's information	LASSE LEHTI Special Designer TAVINTIE 6 C 3 00670 HELSINKI		<<AL1 – Posti << <<00670<< <<00660<<	
--	-------------------------	---	--	--	--

Two-column template:

	←→ 10 mm	←→ 60 mm	←→ 10 mm	←→ 30 mm	←→ 10 mm	
		Publisher's information (a blank line) SUBSCRIBER'S NAME STREET ADDRESS 00100 POST OFFICE		<<Payment indication<< <<Control data<< <<Control data<< (a blank line) Printing house markings		↑ min. 25 mm ↓

For example:

	Publisher's information	LASSE LEHTI Special Designer TAVINTIE 6 C 3 00670 HELSINKI		<<AL1 – Posti << <<00670<< <<00660<<	Printing house markings
--	-------------------------	---	--	--	-------------------------

## Postal Code Area Bundle

Three-column template:

	←→ 10 mm	←→ 60 mm	←→ 10 mm	←→ 30 mm	←→ 10 mm
Publisher's information Supplementary information Printing house markings		SUBSCRIBER'S NAME STREET ADDRESS 00100 POST OFFICE		<<Payment indication<< <<Control data<< <<Control data<<	← min. 25 mm →

For example:

Publisher's information		LASSE LEHTI Special Designer TAVINTIE 6 C 3 00670 HELSINKI		<< AL1 – Posti << Posti Green <<00670<< <<00<<	
-------------------------	--	---	--	---	--

Two-column template:

	←→ 10 mm	←→ 60 mm	←→ 10 mm	←→ 30 mm	←→ 10 mm
		Publisher's information (a blank line) SUBSCRIBER'S NAME STREET ADDRESS 00100 POST OFFICE		<<Payment indication<< <<Control data<< <<Control data<< (a blank line) Printing house markings	← min. 25 mm →

## Sorting Centre Bundle

Three-column template:

	←→ 10 mm	←→ 60 mm	←→ 10 mm	←→ 30 mm	←→ 10 mm
Publisher's information Supplementary information Printing house markings		SUBSCRIBER'S NAME STREET ADDRESS 00100 POST OFFICE		<<Payment indication<< <<Control data<< <<Control data<<	← min. 25 mm →

For example:

Publisher's information		LASSE LEHTI Special Designer TAVINTIE 6 C 3 00670 HELSINKI		<< AL1 – Posti << Posti Green <<00670<< <<00–02<<	
-------------------------	--	---	--	--	--

Lehden kaksisarakeinen malli:

	←→ 10 mm	←→ 60 mm	←→ 10 mm	←→ 30 mm	←→ 10 mm
		Publisher's information (a blank line) SUBSCRIBER'S NAME STREET ADDRESS 00100 POST OFFICE		<<Payment indication<< <<Control data<< <<Control data<< (a blank line) Printing house markings	← min. 25 mm →



## Control markings for newspaper-style shipments

<—> 10 mm	<—> 60 mm	<—> 10 mm	<—> 30 mm	<—> 10 mm	← min. 25 mm →
Publisher's information (a blank line) SUBSCRIBER'S NAME STREET ADDRESS 00100 POST OFFICE		<<Payment indication<< <<Control data<< <<Control data<< (a blank line) Printing house markings			

## Bundle label template for newspaper-style shipments

OSOITEPOSTINUMERO: <b>67100 KOKKOLA</b>		
TÄSSÄ KIMPUSSA, kpl 18	OSOITEPOSTINUMEROON YHT. 52	Osoitepostinumero = Address postal code Tässä kimpussa, kpl = In this bundle, pcs
JAKELUPÄIVÄ 31.01.2017	KOHDERYHMÄ	Osoitepostinumeroon yht. = Address postal code tot. Jakelupäivä = Delivery day Kohderyhmä = Target group
Tuote: Sanomalehti		Tuote: = Product:

## Bundle Label Templates for Bundled Items (Bundle 1, Bundle and Daytime delivery bundle)

Bundled mailings facilitate the convenient posting of several items at once to corporate or organisational recipients. The maximum weight of a single bundle is 10kg, the maximum size is 320mm x 470mm, and the height of the bundle must not exceed the length of its shortest side. Bundle Items are

delivered to the addressees as part of Posti's standard delivery. Undelivered bundles will be destroyed at the post office. Bundles can be returned to the publisher against payment, if so agreed (Information Service).

Lähettäjä Oy Lehtikatu 1 20100 TURKU  <b>KIMPPU 1</b>  <b>EI AVATA POSTISSA</b>  Matti Meikäläinen Nousutie 1 33101 TAMPERE	Lähettäjä Oy = Sender (mailer) company ltd Ei avata postissa = Not to be opened at post office Kimppu = Bundle Päiväjaketun kimppu = Daytime delivery bundle Perilletoimitus maksettu = Delivery to addressee paid for
Lähettäjä Oy Lehtikatu 1 20100 TURKU  <b>KIMPPU</b>  <b>EI AVATA POSTISSA</b>  Matti Meikäläinen Nousutie 1 33101 TAMPERE  Perille toimitus maksettu	Lähettäjä Oy Lehtikatu 1 20100 TURKU  <b>PÄIVÄJAKELUN KIMPPU 1</b>  <b>EI AVATA POSTISSA</b>  Matti Meikäläinen Nousutie 1 33101 TAMPERE  Perille toimitus maksettu

## Principles

The loading of items into transport units refers to loading bundles onto pallets, cages or rolltainers.

The transport unit level is selected on the basis of the size of the mailing and item size.

Magazine 1, Publication 1 and Long-distance Publication Delivery have their own unitization level, Daytime Publication Delivery have two unitization levels\* and Magazine, Publication and Newspaper have three unitization levels.

*\*) Unitization for the Daytime Publication Delivery.*

*Main levels:*

*1. Direct delivery office units. Content: direct postal code bundles and delivery starting point bundles (e.g. 00380 Helsinki)*

*- Bundles to be opened, in a separate unit*

*- Long-distance Publication Delivery, in a separate 00-99 unit*

*2. Unitizing of the postal center or terminal area; see pages 19-20 (example 00-02 Helsinki)*

*content: direct postal code bundles and delivery office bundles*

*- Bundles to be opened, in a separate unit*

*- Long-distance Publication Delivery, in a separate 00-99 unit*

## Packing and Tying of Transport Units

Transport units are to be packed in a way that the items will remain unharmed from the sender to the recipient. The contents of the transport unit must not exceed the upper edge

of the cage or the roller cage. If Posti cannot deliver cage pallets or rolltainers, the mailer company will use pallets for mailing.

## Weight Restrictions

The following weight restrictions on domestic transport in Finland shall be taken into account when using transport units:

- Disposable pallet (100 x 120cm) max. up to service weight of 1,000kg.
- Publication cage, maximum service weight 1,000kg.
- Rolltainer, maximum service weight 250kg.
- Special pallet, maximum service weight 450kg

Service weight = transport unit + contents

# LOADING OF ITEMS INTO TRANSPORT UNITS

## Unitizing of shipments to be delivered within one weekday, 25 directions

Control marking: <b>HELSINKI POK</b> <b>00 – 02</b> (HKI POK) Postal code areas: 00, 01, 02	Control marking: <b>TAMPERE</b> <b>40 – 44</b> (TRE) Postal code areas: 40, 41, 42, 43, 44	Control marking: <b>SEINÄJOKI</b> <b>65 – 66</b> (SJK) Postal code areas: 65, 66	Control marking: <b>OULU</b> <b>90 – 93</b> (OU) Postal code areas: 90, 91, 92, 93
Control marking: <b>HELSINKI POK</b> <b>03 – 12</b> (HKI POK) Postal code areas: 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	Control marking: <b>HELSINKI POK</b> <b>45 – 47</b> (HKI POK) Postal code areas: 45, 46, 47	Control marking: <b>SEINÄJOKI</b> <b>67 – 69</b> (SJK) Postal code areas: 67, 68, 69	Control marking: <b>OULU</b> <b>94 – 95</b> (OU) Postal code areas: 94, 95
Control marking: <b>HELSINKI POK</b> <b>13 – 14</b> (HKI POK) Postal code areas: 13, 14	Control marking: <b>HELSINKI POK</b> <b>48 – 49</b> (HKI POK) Postal code areas: 48, 49	Control marking: <b>KUOPIO</b> <b>70 – 75</b> (KUO) Postal code areas: 70, 71, 72, 73, 74, 75	Control marking: <b>ROVANIEMI</b> <b>96</b> (ROI) Postal code areas: 96
Control marking: <b>HELSINKI POK</b> <b>15 – 19</b> (HKI POK) Postal code areas: 15, 16, 17, 18, 19	Control marking: <b>KUOPIO</b> <b>50 – 52</b> (KUO) Postal code areas: 50, 51, 52	Control marking: <b>KUOPIO</b> <b>76 – 79</b> (KUO) Postal code areas: 76, 77, 78, 79	Control marking: <b>ROVANIEMI</b> <b>97 – 99</b> (ROI) Postal code areas: 97, 98, 99
Control marking: <b>HELSINKI POK</b> <b>20 – 25</b> (HKI POK) Postal code areas: 20, 21, 22, 23, 24, 25	Control marking: <b>LAPPEENRANTA</b> <b>53 – 56</b> (LPR) Postal code areas: 53, 54, 55, 56	Control marking: <b>KUOPIO</b> <b>80 – 83</b> (KUO) Postal code areas: 80, 81, 82, 83	
Control marking: <b>TAMPERE</b> <b>26 – 32</b> (TRE) Postal code areas: 26, 27, 28, 29, 30, 31, 32	Control marking: <b>KUOPIO</b> <b>57 – 59</b> (KUO) Postal code areas: 57, 58, 59	Control marking: <b>OULU</b> <b>84 – 86</b> (OU) Postal code areas: 84, 85, 86	
Control marking: <b>TAMPERE</b> <b>33 – 39</b> (TRE) Postal code areas: 33, 34, 35, 36, 37, 38, 39	Control marking: <b>TAMPERE</b> <b>60 – 64</b> (TRE) Postal code areas: 60, 61, 62, 63, 64	Control marking: <b>KAJAANI</b> <b>87 – 89</b> (KJ) Postal code areas: 87, 88, 89	

# LOADING OF ITEMS INTO TRANSPORT UNITS

## Unitizing of shipments to be delivered within one weekday, 5 directions

Control marking: <b>HELSINKI POK</b> <b>00 - 25, 45 - 49,</b> <b>53 - 56</b> (HKI POK)	Control marking: <b>TAMPERE</b> <b>26 - 44, 60 - 64</b> (TRE)	Control marking: <b>SEINÄJOKI</b> <b>65 - 69</b> (SJK)	Control marking: <b>KUOPIO</b> <b>50 - 52, 57 - 59,</b> <b>70 - 83, 87 - 89</b> (KUO)	Control marking: <b>OULU</b> <b>84 - 86, 90 - 99</b> (OU)
--	--	---	---	--

## Unitizing of Daytime publication deliveries and Long-distance publication deliveries

### Unitizing at delivery departure point level

<b>Straight rolltainer</b>  Control marking: <b>Delivery departure point</b> (=Locality)  <b>00000</b> (=Postal code)	<b>Bundles to be opened, own rolltainer or box</b>  Control marking: <b>Terminaalit</b> (=Locality)  <b>00-02</b> (=Postal code area)  E.g. <b>Tampere</b> <b>33 - 39</b>	<b>Long-distance Publication Delivery items, own unit, rolltainer or box</b>  <b>00 - 99</b> (=Postal code area)  If the number of items is less than 500, box the magazines. The box can be unitized on top of the unit of the Long-distance Publication Delivery bundles to be opened.
--	--	---

### Unitizing of Daytime publication deliveries at terminal area level

<b>Direct bundles*</b>  Control marking: <b>Terminal</b> (=Locality)  <b>00-02</b> (=Postal code area)  E.g. <b>Tampere</b> <b>33 - 39</b>	<b>Bundles to be opened</b>  Control marking: <b>Terminal</b> (=Locality)  <b>00-02</b> (=Postal code area)  E.g. <b>Tampere</b> <b>33 - 39</b>	<b>Long-distance Publication Delivery items, own unit, rolltainer or box</b>  <b>00 - 99</b> (=Postal code area)  If the number of items is less than 500, box the magazines. The box can be unitized on top of the unit of the Long-distance Publication Delivery.
---	--	--

\*) Postal code and delivery departure point bundles

# LOADING OF ITEMS INTO TRANSPORT UNITS

## Unitizing of shipments to be delivered within two or three weekdays, 19 directions

Control marking: <b>HELSINKI POK</b> <b>00 – 02</b> (HKI POK) Postal code areas: 00, 01, 02	Control marking: <b>TAMPERE</b> <b>40 – 44</b> (TRE) Postal code areas: 40, 41, 42, 43, 44	Control marking: <b>KUOPIO</b> <b>80 – 83</b> (KUO) Postal code areas: 80, 81, 82, 83
Control marking: <b>HELSINKI POK</b> <b>03 – 14</b> (HKI POK) Postal code areas: 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14	Control marking: <b>HELSINKI POK</b> <b>45 – 49, 53 – 56</b> (HKI POK) Postal code areas: 45, 46, 47, 48, 49, 53, 54, 55, 56	Control marking: <b>OULU</b> <b>84 – 86</b> (OU) Postal code areas: 84, 85, 86
Control marking: <b>HELSINKI POK</b> <b>15 – 19</b> (HKI POK) Postal code areas: 15, 16, 17, 18, 19	Control marking: <b>KUOPIO</b> <b>50 – 52</b> (KUO) Postal code areas: 50, 51, 52	Control marking: <b>KUOPIO</b> <b>87 – 89</b> (KUO) Postal code areas: 87, 88, 89
Control marking: <b>HELSINKI POK</b> <b>20 – 25</b> (HKI POK) Postal code areas: 20, 21, 22, 23, 24, 25	Control marking: <b>KUOPIO</b> <b>57 – 59</b> (KUO) Postal code areas: 57, 58, 59	Control marking: <b>OULU</b> <b>90 – 93</b> (OU) Postal code areas: 90, 91, 92, 93
Control marking: <b>TAMPERE</b> <b>28 – 29</b> (TRE) Postal code areas: 28, 29	Control marking: <b>TAMPERE</b> <b>60 – 69</b> (TRE) Postal code areas: 60, 61, 62, 63, 64, 65, 66, 67, 68, 69	Control marking: <b>OULU</b> <b>94 – 99</b> (OU) Postal code areas: 94, 95, 96, 97, 98, 99
Control marking: <b>TAMPERE</b> <b>26 – 27, 30 – 32</b> (TRE) Postal code areas: 26, 27, 30, 31, 32	Control marking: <b>KUOPIO</b> <b>70 – 75</b> (KUO) Postal code areas: 70, 71, 72, 73, 74, 75	
Control marking: <b>TAMPERE</b> <b>33 – 39</b> (TRE) Postal code areas: 33, 34, 35, 36, 37, 38, 39	Control marking: <b>KUOPIO</b> <b>76 – 79</b> (KUO) Postal code areas: 76, 77, 78, 79	

# LOADING OF ITEMS INTO TRANSPORT UNITS

## Unitizing of shipments to be delivered within two or three weekdays, 10 directions

Is used when the shipment's total weight using rolltainers is over 800kg and using publication cages over 3,000kg.

Control marking: <b>HELSINKI POK 00 – 19</b> (HKI POK) Postal code areas: 00, 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19	Control marking: <b>TAMPERE 26 – 32</b> (TRE) Postal code areas: 26, 27, 28, 29, 30, 31, 32	Control marking: <b>TAMPERE 40 – 44</b> (TRE) Postal code areas: 40, 41, 42, 43, 44	Control marking: <b>KUOPIO 50 – 52, 57 – 59, 87 – 89</b> (KUO) Postal code areas: 50, 51, 52, 57, 58, 59, 87, 88, 89	Control marking: <b>KUOPIO 70 – 83</b> (KUO) Postal code areas: 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83
Control marking: <b>HELSINKI POK 20 – 25</b> (HKI POK) Postal code areas: 20, 21, 22, 23, 24, 25	Control marking: <b>TAMPERE 33 – 39</b> (TRE) Postal code areas: 33, 34, 35, 36, 37, 38, 39	Control marking: <b>HELSINKI POK 45 – 49, 53 – 56</b> (HKI POK) Postal code areas: 45, 46, 47, 48, 49, 53, 54, 55, 56	Control marking: <b>TAMPERE 60 – 69</b> (TRE) Postal code areas: 60, 61, 62, 63, 64, 65, 66, 67, 68, 69	Control marking: <b>OULU 84 – 86, 90 – 99</b> (OU) Postal code areas: 84, 85, 86, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99

## Unitizing into four directions of shipments to be delivered within two or three weekdays

Control marking: <b>HELSINKI POK 00 – 25, 45 – 49, 53 – 56</b> (HKI POK)	Control marking: <b>TAMPERE 26 – 44, 60 – 69</b> (TRE)	Control marking: <b>KUOPIO 50 – 52, 57 – 59, 70 – 83, 87 – 89</b> (KUO)	Control marking: <b>OULU 84 – 86, 90 – 99</b> (OU)
--	--	---	--

## Unitizing into one or two directions of shipments to be delivered within two or three weekdays

Is used when the shipment's total weight using rolltainers is over 200kg and using publication cages over 500kg.

Control marking: <b>HELSINKI POK 00 – 19</b>	Control marking: <b>20 – 99</b>	or	Control marking: <b>00 – 99</b>
---	------------------------------------	----	------------------------------------

## Transport Unit Control Labels

The transport unit should include a control label with a bar code, as indicated in the attached model. A so-called blank label is used as a back-up system. The label has to include the area where the items in the unit are addressed. The colour of the control label will comply with that of the bundle label of the specific product.

When using the electronic mailing list, the electronic mailing list's covering letter is attached to the shipment lot's each transport unit or the number of the mailing list is copied to the container label with a bar code.

Example of control label:

Aikakauslehti	Rullakko
02 Erälajiteltu	ISÄ: 130000000
<b>33-39</b>	
Sisältö	BR00233300033-39TM0020
	
<b>TAMPERE POK</b> <b>33000</b>	
Ohjaus	Posti, Tuotanto, 00230 HELSINKI
<b>RCC2</b>	
<b>Ei saa kopioida - Do not copy</b> <b>Ei saa kopioida - Do not copy</b>	
Lähetettävä ja postituspaikka AS: Oy Yritys Ab	
<b>RCC2</b>	
Lähetettävä ja postituspaikka Posti, Tuotanto, 00230 HELSINKI	
<b>TAMPERE POK</b> <b>33000</b>	
	
Sisältö	BR00233300033-39TM0020
<b>33-39</b>	
	
<b>02 Erälajiteltu</b> <small>ISÄ: 130000000</small>	
Aikakauslehti	Rullakko

- Lähetettävä ja postituspaikka = Sender and the office of posting
- Ohjaus = Direction
- Sisältö = Content
- Erälajiteltu = Batch-Sorted
- Aikakauslehti = Magazine
- Rullakko = Rolltainer

## Loading of Items Posted Abroad into Transport Units

Applies to the following product numbers:

**1656** Economy Letter International

**1659** Priority Letter International

### Boxes

The number of items sent permitting, in the first instance publications should be placed in boxes directly on the basis of service level and destination. The boxes must be marked with a product ID, service level and zone indication:

EU	EU countries
EU2	Non-EU European countries
MUU	Other destinations

Items with different service levels must not be placed in the same transport unit, e.g. Priority and Economy in one box. Items belonging to different mailing batches must not be placed in the same box. The mailing list only refers to one mailing batch and one customer ID, and the acceptance inspection will be conducted on the basis of the mailing list.

### Pallets (in shrinking plastic or collared)

If boxes (see above) are loaded on pallets, one pallet can only contain items of one mailing batch, and the related mailing list or control label must be included. If mailings of different mailing batches are combined in one pallet, the boxes must display a clear indication of the mailing batch to which the contents belong.

The following instructions apply to the loading of bundles on pallets:

The mailing volume permitting, items should be bundled in 'blind' country-specific bundles (the back pages of the lowest and topmost publication facing outwards) according to the service level and destination, and the bundles must visibly indicate the product ID, service level and destination country. In other cases, and for the remaining publications, bundling is to be performed on the basis of product ID, service level and zone:

EU	EU countries
EU2	Non-EU European countries
MUU	Other destinations

In this case (small quantities) the product ID, service level and price zone must be marked on the bundles. The bundles will be opened by Posti reception, sorting the items per size and destination country.

If the mailing volume is extremely low (individual items only), items should be combined by service level (Priority/Economy)

into bundles e.g. with the help of a rubber band. The bundles are placed on a pallet, in a cage or rolltainer on top of the topmost box of the assembled batch, and marked with the indication 'ULK' (INT).

However, items of different service levels must never be combined when placing them in transport units, e.g.

Priority and Economy must never be placed in the same bundle or on the same pallet. Items belonging to different mailing batches must never be combined in the same bundle. The mailing list only refers to one mailing batch and one customer ID, and the acceptance inspection will be conducted on the basis of the mailing list.

Registered, advice-of-receipt and cash-on-delivery letters, postal insured items, maxi-sized and Exprès letters must always be unitized according to delivery speed separately from other items, or otherwise unitized in a way that makes them clearly noticeable.

Items addressed abroad shall not be combined loose in the same units with items addressed to Finland. Instead, they must be submitted to Posti either on separate pallets or at least in separate boxes or bundles.

### Examples of unit markings

(box label, bundle label, pallet identifier)

a) Priority Letter, destination Denmark

1659 PRIORITY DENMARK
-----------------------------

b) Economy Letter, mixed unit of 'MUU' countries of one price zone

1656 ECONOMY MUU
------------------------

c) Priority Letter with additional service Maxi Size, destination Germany

1659 (LP 5949) PRIORITY GERMANY
---------------------------------------

d) Economy Letter, mixed unit of EU countries of one price zone

1656 ECONOMY EU
-----------------------

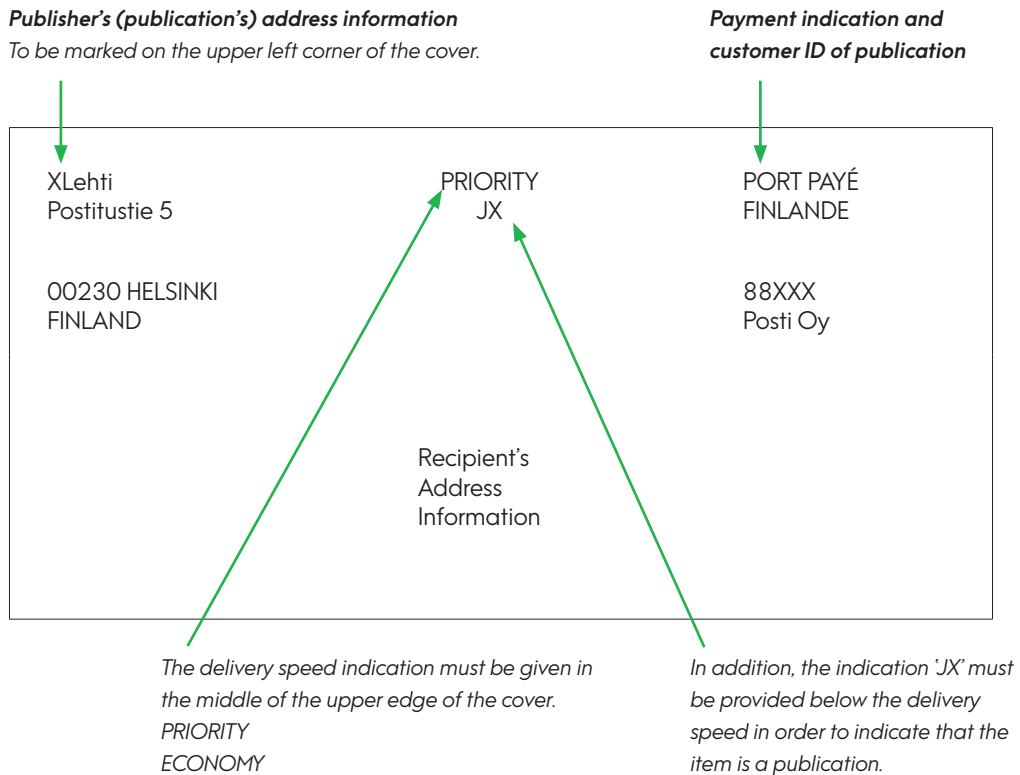


## Unbundled Publication

The international zones for publications are:

- Sweden SE
- Europe EU
- Europe non-EU
- Other destinations.

Publications addressed abroad must be sent individually wrapped or in a cover, displaying the payment indication in the upper right hand corner in addition to the address details of the recipient and sender.



## Bundled Publication (Sweden)

When publications are sent to Sweden, they can be bundled in one bundle rather than wrapped individually. Thus, the aforementioned payment method indications, delivery speed and sender's information markings can be made on a bundle address label (for templates, see above). Each bundle must contain a minimum of eight publications. Moreover, the

destination country 'Sweden' is to be indicated on the bundle address label. The address label of each publication must show the delivery speed indication: "Priority" or "Economy". In addition, the payment indication must be printed on the address label or address printing, or the upper right-hand corner of each item.

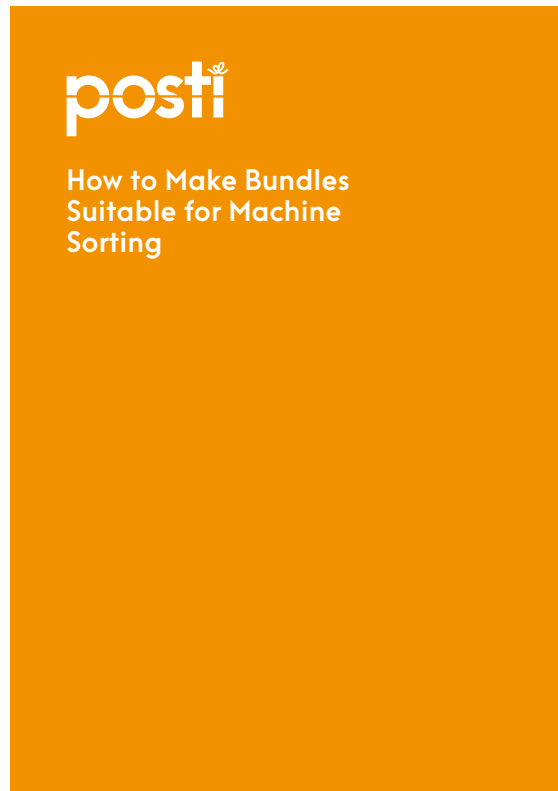
## Guide to machine-sortable items

[www.posti.fi/liitteet-yrityksille/ohjeet/konelajiteltavien-suunnitteluopas-en.pdf](http://www.posti.fi/liitteet-yrityksille/ohjeet/konelajiteltavien-suunnitteluopas-en.pdf)



## How to Make Bundles Suitable for Machine Sorting

[www.posti.fi/liitteet-yrityksille/ohjeet/kestava-kimppu-en.pdf](http://www.posti.fi/liitteet-yrityksille/ohjeet/kestava-kimppu-en.pdf)



# USE OF TRANSPORT UNITS

The use of transport units owned by Posti (cage pallets, rolltainers, and boxes) is restricted only to Posti's domestic transport as separately agreed. Transport units may not be used for Domestic freight, foreign transport, transport for other companies, or in the Customer's in-house operations. Nor may transport units be used for any kind of warehousing.

The Customer will obtain the number of Posti transport units specified in the Contract normally for the requirements of three (3) days or for a period of one (1) week free of charge. Transport units may be given to the Customer for use only if the Customer has returned any previous transport units they have used as instructed by Posti.

Posti does not employ a pallet-change system or deliver loading pallets.

Posti has the right to monitor and control the use of the transport units, pick up any unreturned transport units, and invoice a charge pursuant to the contract for any excess time. Posti also has the right to perform checks on the customer's premises in order to monitor the use of the transport units.

The customer is responsible for any transport units that it has picked up or taken delivery of, and for their use. If the transport units are used contrary to these instructions or the contract, Posti is entitled to take possession of the transport units in question.

Posti is entitled to receive compensation from the customer equalling the amount of the acquisition price in the event that a transport unit is damaged, lost, or used contrary to the contract.

The customer must inform Posti's transport order service of any transport units in the possession of the customer that are no longer needed. Posti will then pick up the unused transport units according to an agreed schedule.

The customer must also inform Posti of transport units for which daily delivery has been agreed, but which need not be delivered.

