Invoice reading instructions

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.
5. Purchase order number and cost center information. Optional information provided by the customer.
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.
11. For easier inspecting of the invoice, the 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.

13. Freight contract number also divides invoice

14. 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/orderelecronicinvoice

15. Summary by tax class, VAT itemization and the total sum of the invoice including VAT.
16. 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)

17. 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

18. Net price of services.

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


21. Shipment ID for parcel shipments as notified in the customer’s EDI message.

22. Zone
- destination zone for domestic shipments
- destination country for international shipments

23. 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/Shipmen column, if pallet-specific, in item price column

*Price does not include VAT.*
### Freight Details

<table>
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<tr>
<th>Load date</th>
<th>Shipmentnumber</th>
<th>Ordemumber</th>
<th>Volume</th>
<th>Charge</th>
<th>Services</th>
<th>Price incl VAT</th>
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</thead>
<tbody>
<tr>
<td>30.04.2018</td>
<td>800045</td>
<td>Niska-code Oy</td>
<td>3250.000</td>
<td>5,000</td>
<td>Direct refrigerated transport</td>
<td>42.50</td>
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<td>05.04.2018</td>
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<td>Oy Vehreittoja Ab</td>
<td>5700.000</td>
<td>15,500</td>
<td>Fuel Surcharge</td>
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<td>Manual waybill entry</td>
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<td>29.61</td>
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</table>

### General Information

- **Load date**
- **Unload date**
- **Customer's Info code**

### Weight and Volume Information

- **Weight**
- **Volume**

### Quantities and Percentages

- **Quantities**
- **Percentages used in pricing**

### Total Sum

- **Total sum by info code and contract number**