

### How to fill in the waybill

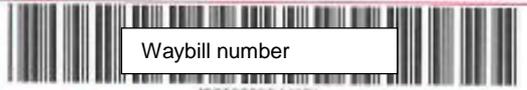
1. Shipper's name \* and address, including ZIP code, and customer number
2. Consignee's name \*, including ZIP code, and customer number (if the consignee is different from the freight payer)
3. Origin including ZIP code, if different from the shippers's address
4. Destination including ZIP code, if different from the consignee's address
5. Date of dispatch
6. Waybill number (Note: check that it corresponds to the number shown below the bar code)
7. Shipper's reference information (printed onto the invoice)
8. Consignee's reference information (printed onto the invoice)
9. The carrier is (Posti Ltd)
10. The freight payer is expressed as "the shipper" or "the consignee" or as the contact details of "other payer"
11. The freight payer's customer number is compulsory. Freight costs are automatically charged from the shipper's customer number if the payer's customer number has not been indicated.
12. Number and type of packages (pallet, cardboard, bag, box, etc.)
13. Content and ADR markings: UN number, the letters UN before the four digit number, proper shipping name, number(s) of the warning label(s), packaging group (if specified, the total quantity of each dangerous goods
14. Dimensions of the shipment (length x width x height)

16. Volume of the shipment according to bases of chargeable weight ((1 m3 = 333 kg, FIN-pallet = 925 kg/pallet, EUR pallet = 740 kg/pallet, shop/half pallet = 370 kg/pallet) at an accuracy of one decimal
17. Total number of packages in the shipment
18. Size of the shipment in pallet meters (1 pallet meter = 1850 kg)
19. Total weight of the shipment
20. Total chargeable weight of the shipment (1 m3 = 333 kg)
21. The COD sum must be indicated in COD shipments
22. Transport instructions, additional instructions and other information/delivery clause
23. Reservations, date, place and signature
24. Supplementary services (e.g. ADR, temperature controlled transport)
25. Consignee's signature, name in block letters, date and time, and driver's confirmation
26. Accepted for transport, driver's signature, name in block letters, date and time (the driver's Posti employee number can be used as the receipt confirmation, the time of receipt must be noted in terminals)
27. Shipper, shipper's signature, name in block letters, date and time

\* The business ID numbers of both the shipper and the recipient (business and corporation identity numbers) must be indicated on transport documents/waybills in **trade between the Åland Islands and Mainland Finland**. In addition, the text "VAT REG" must be shown for the consignee if the consignee has been entered in the register of VAT-liable companies. The information must be entered after the business ID, e.g. 1234567-8 VAT REG. The shipper's business ID is entered in Section 1 (after Shipper's name) and the recipient's business ID and VAT REG in Section 2 (after Consignee's name).

Adopt the Posti SmartShip ordering channel for transport services. Read more at [posti.fi/smartship](http://posti.fi/smartship). For further information on freight services, go to [posti.fi/rahti](http://posti.fi/rahti).

### RAHTIKIRJA FRAKTSEDEL

<p><b>Lähetäjän Avustajana</b></p> <p>Shipper's name Address ZIP code and city/municipality</p>	<p><b>Asiakasno Keskitt</b>      <b>Lähetyspäiväkirjät Avustajainforma</b></p> <p>Date of dispatch</p> <p>Waybill number (check that it corresponds to the number shown below the bar code)</p>	
<p><b>Yhteystiedot Postittajalle</b></p> <p>Consignee's name Address ZIP code and city/municipality</p>	<p><b>Asiakasno Kä</b>      <b>Sopimustiedot A</b></p> <p>Shipper's reference information (printed onto the invoice)</p> <p>Consignee's reference information (printed onto the invoice)</p> <p>Posti marked as the carrier</p>	
<p><b>Lähtöpaikka/nosto-osoite</b> Avustajainpäättökäynnin osoite (Lähtöpaikka, osoite, Avustajainpäättökäynnin osoite)</p> <p>Origin Address ZIP code and city/municipality (if different than the sender's address)</p>	 <p>Waybill number *200020804497*</p>	<p><b>Kuljetusohjeet: Transportinstruktioner</b></p> <p>E.g. "Handle with care, no loading on top".</p>
<p><b>Peräpaikka/ovienosoite</b> Peräpaikka/ovienosoite (Määrä, osoite, Peräpaikka/ovienosoite)</p> <p>Destination Delivery address ZIP code and city/municipality</p>	<p><b>Asiakasno Kä</b></p> <p>The freight payer written as "the shipper" or "the consignee", or the contact details of "other payer"</p>	<p>The freight payer's contract number is mandatory</p>
<p><b>Merkki / rno</b> Märke / r n°</p> <p>Number and type of packages (pallet, cardboard, bag, box etc.)</p>	<p><b>Kollikoita ja -tyypit</b> Kollikaal och -slag</p> <p>Contents and ADR markings: UN number, the letters UN before the number, name of the substance or object, number(s) of the warning label, packaging group (if specified for the substance or object), volume or gross or net mass as the total quantity of dangerous goods. The length of long goods (e.g. L = 6.1, length 6.1)</p>	<p><b>Säilytys, säilytys ja VAR-tiedot</b> Säilytys, ylläpito och ADR-informa</p> <p>Weight of the shipment (including package weight: FIN pallet 25 kg, EUR pallet 20 kg, Half pallet 8 kg)</p> <p>Shipment volume according to the bases of chargeable weight 1 m<sup>3</sup> = 333 kg FIN pallet = 925 kg/pallet EUR pallet = 740 kg/pallet shop/half pallet = 370 kg/pallet</p>
<p><b>Lähetyskäsittelyt</b> Yhteystiedot Sähkösähköpostin, totat</p> <p>Total number of packages</p>	<p><b>Kokk</b> Kokk</p> <p>Size of shipment in pallet meters</p>	<p><b>Bruttopaino, kg</b> Bruttovikt, kg</p> <p>Total weight of the shipment</p> <p><b>Tilavuus, m<sup>3</sup></b> Volym, m<sup>3</sup></p> <p>Shipment's total chargeable weight (1 m<sup>3</sup> =</p>
<p><b>Lisäohjeet</b> Tilläggsinstruktioner</p> <p>Transport instructions, additional instructions and other information/delivery clause.</p>	<p>Reference number in COD shipments</p> <p>Account number onto which the COD is paid</p> <p>In COD shipments with COD sum marked</p>	
<p><b>Vakuutus</b> Vakuutus</p> <p>Any claims concerning the condition of the shipment, date, place and signature</p>	<p><b>Postitiedot</b> Postitiedot Tili- ja postitiedot</p> <p>Supplementary services (e.g. ADR, heated transport)</p>	
<p><b>Vastaanottaja, pvm, aika ja allekirjoitus</b> Postittajalle, Sösten, tid och underskrift</p> <p>Consignee's signature, name in block letters, date and time and driver's confirmation</p>	<p><b>Lähtöpaikka/nosto-osoite</b> Lähtöpaikka/nosto-osoite (Lähtöpaikka, osoite, Avustajainpäättökäynnin osoite)</p> <p>Accepted for transport, driver's signature, name in block letters, date and time (the driver's Posti employee number can be used as the receipt confirmation, the time of receipt must be noted in terminals)</p>	<p><b>Lähetäjän Avustajana</b> Lähetäjän Avustajana, pvm, aika ja allekirjoitus</p> <p>Shipper, shipper's signature, date and time</p>