



Instructions for packing parcels and freight

Let's make sure your shipment has a safe journey

It is important to us that all our shipments arrive on time and in good shape.

You can ensure a smooth journey for your shipment by packing your parcels and freight carefully in accordance with these instructions. Please note that the resale package is not always sufficient as a transport package.

It is normal for transported goods to endure stress during transport and processing. The more carefully goods have been packed, the less likely they are to break or cause additional processing costs.

Correct packaging will also help you avoid delays and damage to persons and property.





Parcels

How to pack a parcel

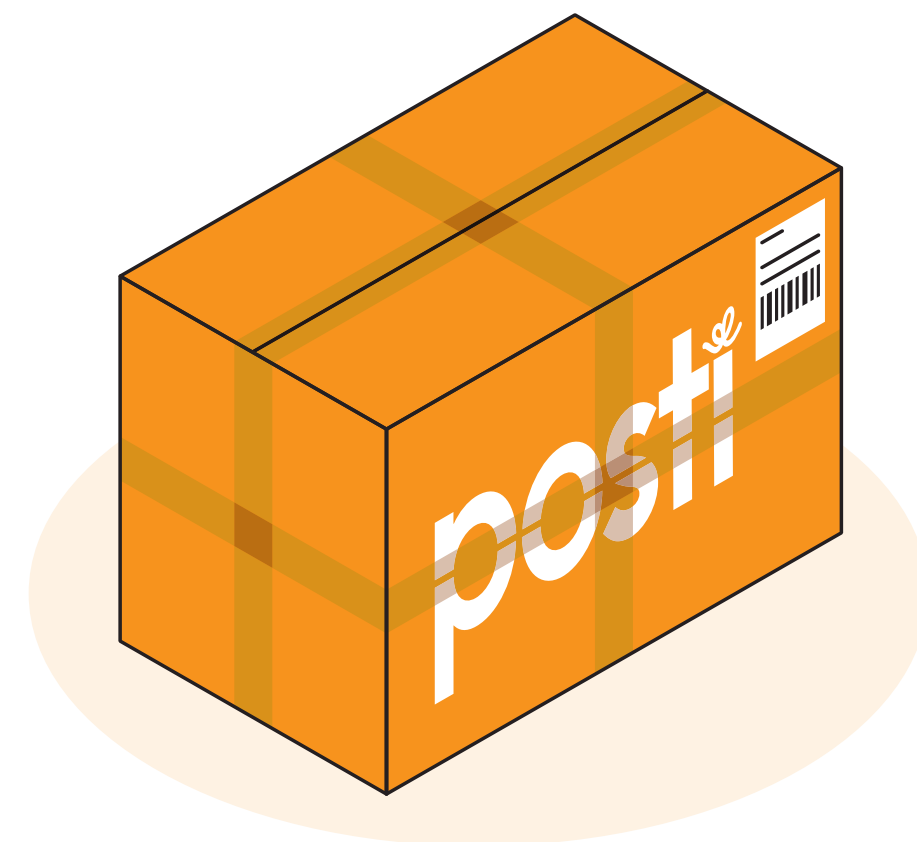
Parcels must endure mechanical handling and they must be equipped with the appropriate address label. All goods must be packed to ensure that they do not damage other goods, the persons handling them, or the transport fleet.

Parcel dimensions

The maximum weight of a single postal parcel is 25kg, for Home Parcel and Express Parcel the maximum weight is 35kg, and Small Parcel's to mail slot max. weight 2 kg and to door max. weight is 4 kg. (Note: Parcels secured on pallets must be sent as Express Freight or as Freight even if they do not exceed the maximum parcel weight.

The max dimensions of a parcel are determined by the product used in the shipment.

Read more about product terms



Preparing a package for mechanical handling

The package must be intact and it must withstand 4–5 times its own weight. For example, we do not recommend using a plastic bag as a package.

The content must not move around in its package during transport. The empty space may be filled with materials such as foam plastic, styrofoam, bubble wrap, newspaper or cardboard.

An awkward form will complicate the handling of the parcel. Do not leave any flaps or protruding parts on your parcel, as they may increase the dimension information of the shipment, which may affect the transportation charge.

Close the parcel carefully. Use a sufficient amount of tape, string, metal clasps, bands or other fixing material to close the parcel. For consumer goods, we recommend using wide, clear packaging tape, as it has a good hold and will not cover the packaging labels.



Loading parcels in transportation units

The heaviest parcels must always be placed at the bottom of the unit. Ensure balance when loading the unit to prevent the units from falling over when they are moved.

Parcels must not reach past the top of the cage pallet or the folding point of the top panel of a cardboard box. Parcels on a rolltainer must not reach past the front side of the rolltainer.



Goods requiring special handling, such as fragile, irregularly shaped, tubular or spherical products, should be packed in a transport unit of their own or placed on top in a unit.

Using recycled packages

If you are using a recycled package, make sure to remove all old address labels, bar codes, special handling markings and TDG markings. Old markings may cause the parcel to be misdirected or mishandled.

If it is not possible to remove the old markings, you can cover the information using suitable tape or a marker. Barcodes must be made unreadable by covering more than one of the vertical bars with a marker. A return address label can also be placed on top of the old address label. Remember to cross over any old shipper and consignee information.



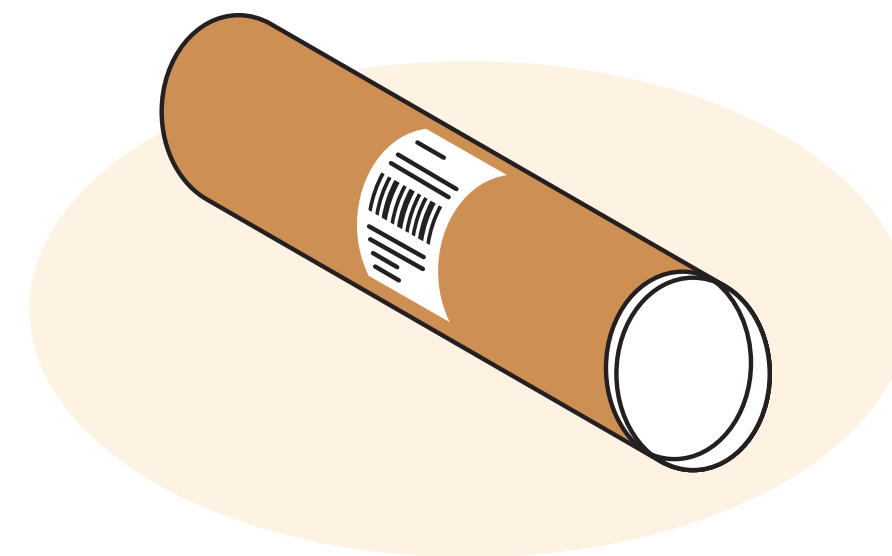
Attaching address labels

Each parcel in a batch must have an address label with a tracking code.

Make sure that the print quality is good and there is enough ink to allow automated optical reading of the label. The font on the address label must be large enough to allow the information to be read without any aids.

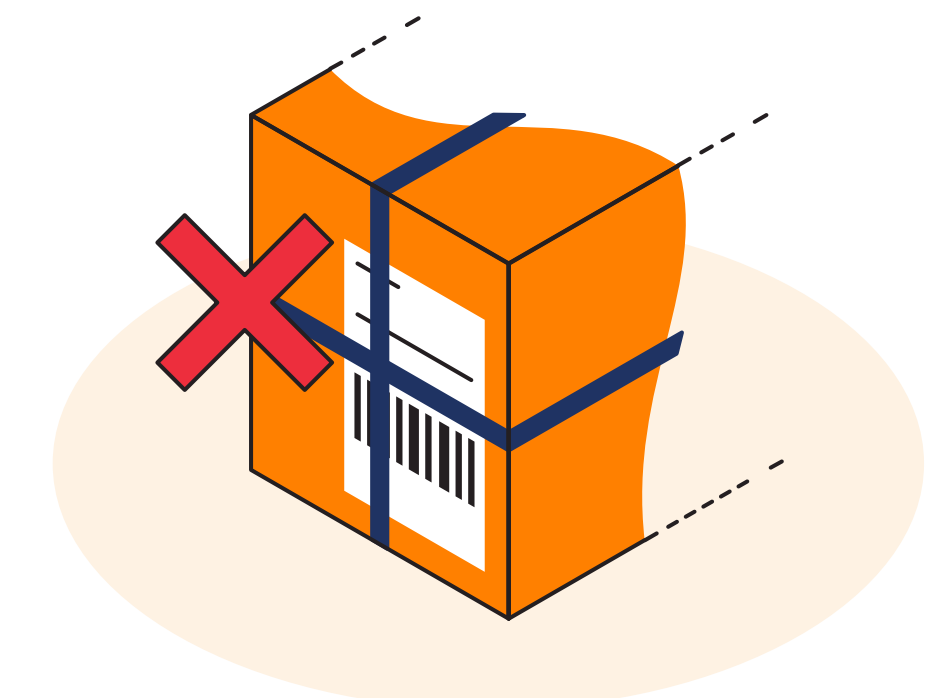
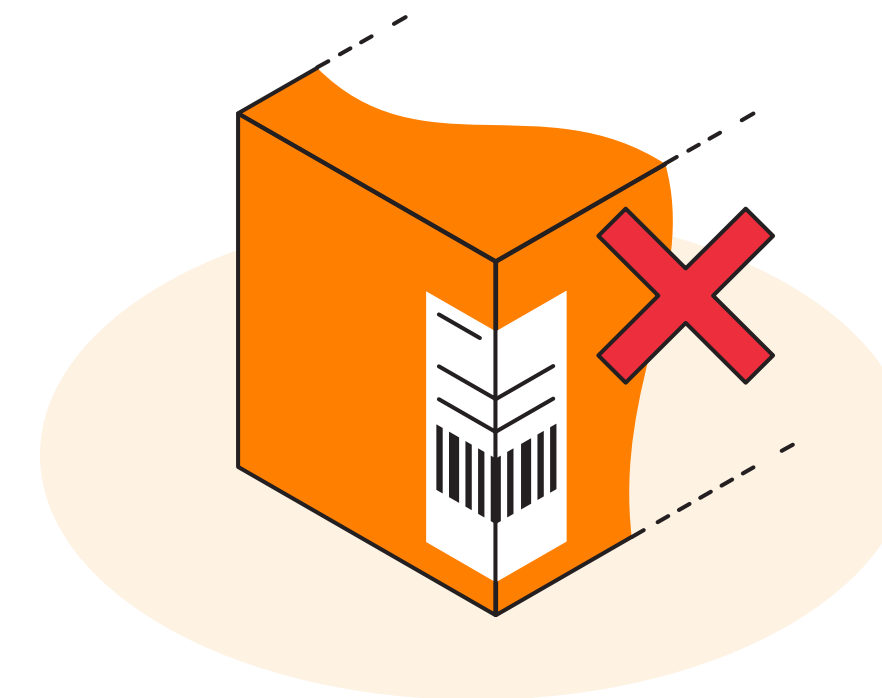
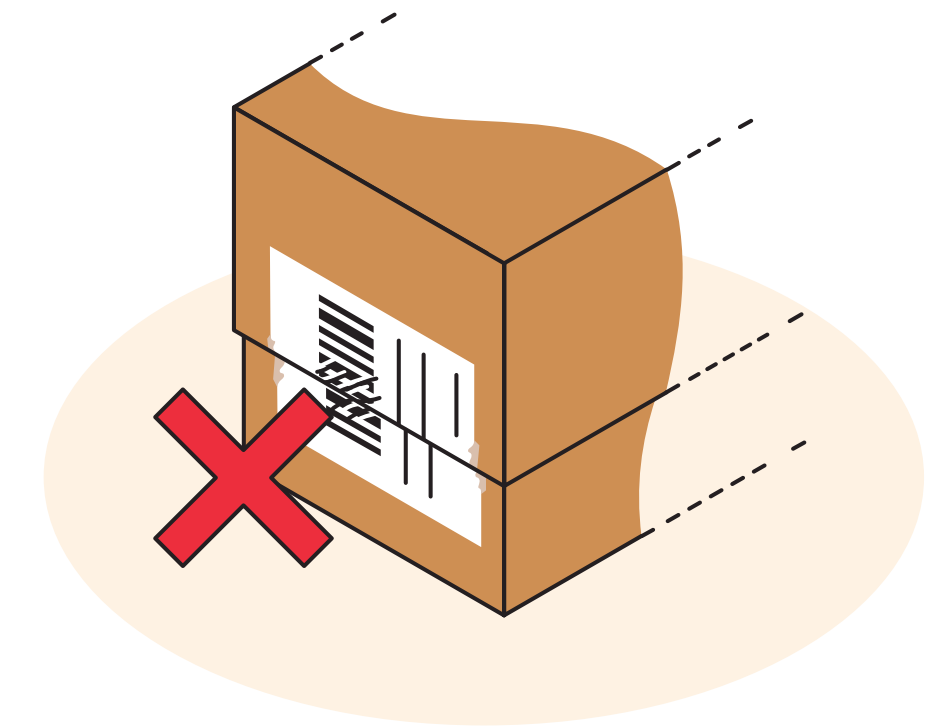
The address label must be attached on the largest even surface of the parcel. On tubular parcels, attach the address label sideways, with the bar code running along the long side.

All additional transport documents, such as TDG appendices or commercial invoices, must be placed inside a plastic pocket, next to the address label.



The address label may not be folded over the edge of the package or placed on the place where the packaging closes. An address label placed on the closing point could be folded inside, making the code unreadable and causing a delay in the parcel's processing.

Do not cover the address label with string, tape or other binding material.

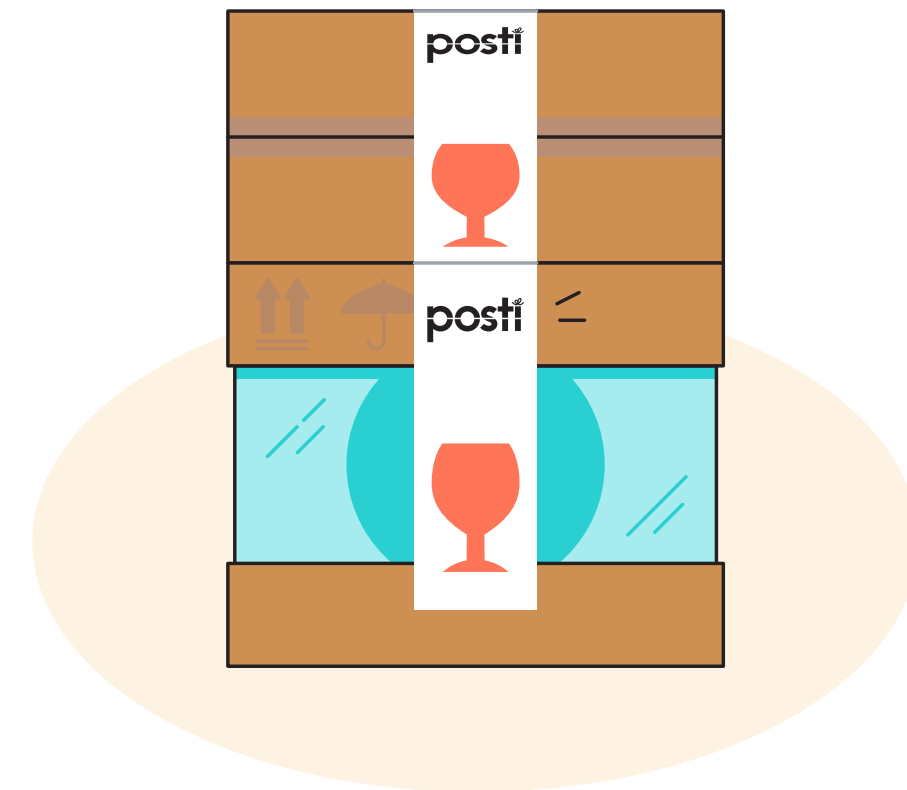


Fragile

Parcels with the Fragile supplementary service are handled separately. Take particular care when packaging fragile goods.

Manufacturers' markings on factory packages are not binding on Posti; instead, Fragile goods must always be clearly marked with Fragile stickers or tape.

The Fragile markings should be visible on all sides of the parcel.



Shipments containing dangerous goods

Dangerous goods are goods that, due to their explosive, flammable or radiating nature, toxicity, corrosiveness or other characteristics, may cause damage to people, property or the environment. The transport of dangerous goods is governed by international regulations and national law.



Examples of common dangerous goods:

- Hairspray and other aerosols, all pressurized containers, lighters
- Windshield washer fluids, gasoline, some varnishes, paints, nail polishes and perfumes
- Matches
- Acidified batteries, acids and alkali, cleaning chemicals

Pack these shipments in accordance with TDG regulations.

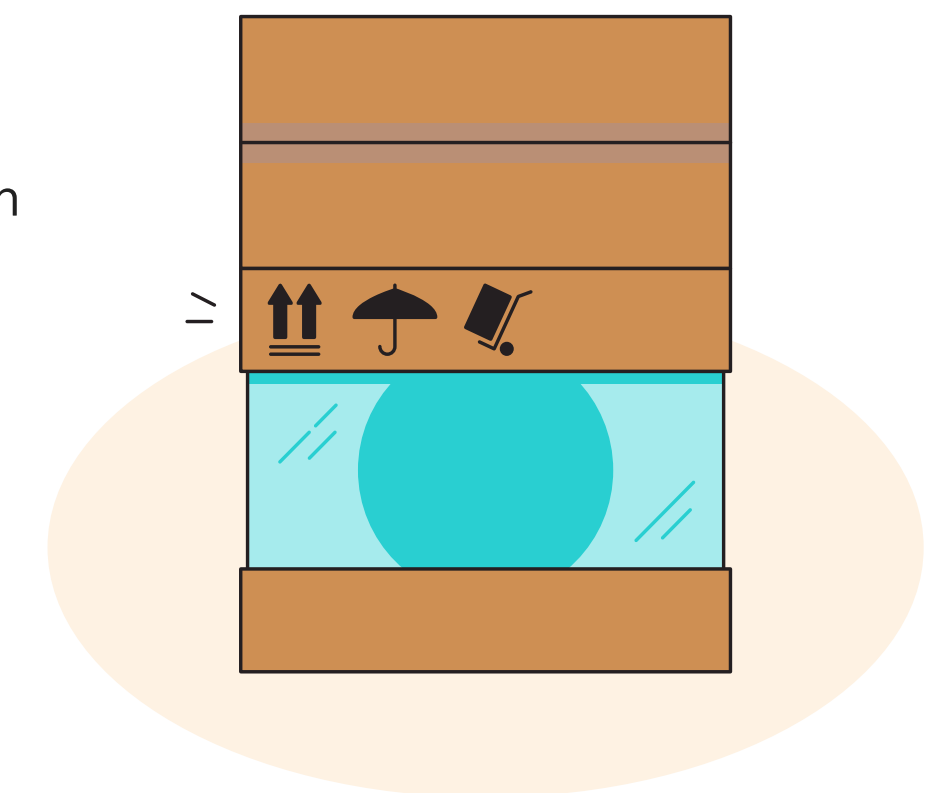
Read more about the **transport of dangerous goods**
For up-to-date regulations, visit the **Traficom** website.

Product-specific tips

Electrical appliances and electronics

Take into account the size, weight and durability of the product when packing it. Resale packaging is usually not suitable for transport. You can prevent electronic parts from being damaged with antistatic materials.

The Fragile supplementary service is recommended for sending electrical appliances and electronics. If an electrical appliance is powered by a rechargeable lithium battery, please pay attention to the separate instructions on transporting lithium batteries under the TDG instructions.



Liquids and powders

We recommend the Fragile supplementary service for sending liquids.

The product package must be tightly and carefully closed to prevent the contents from leaking out. The inside package must be absorbent or otherwise capable of preventing any leaking substances from spreading.

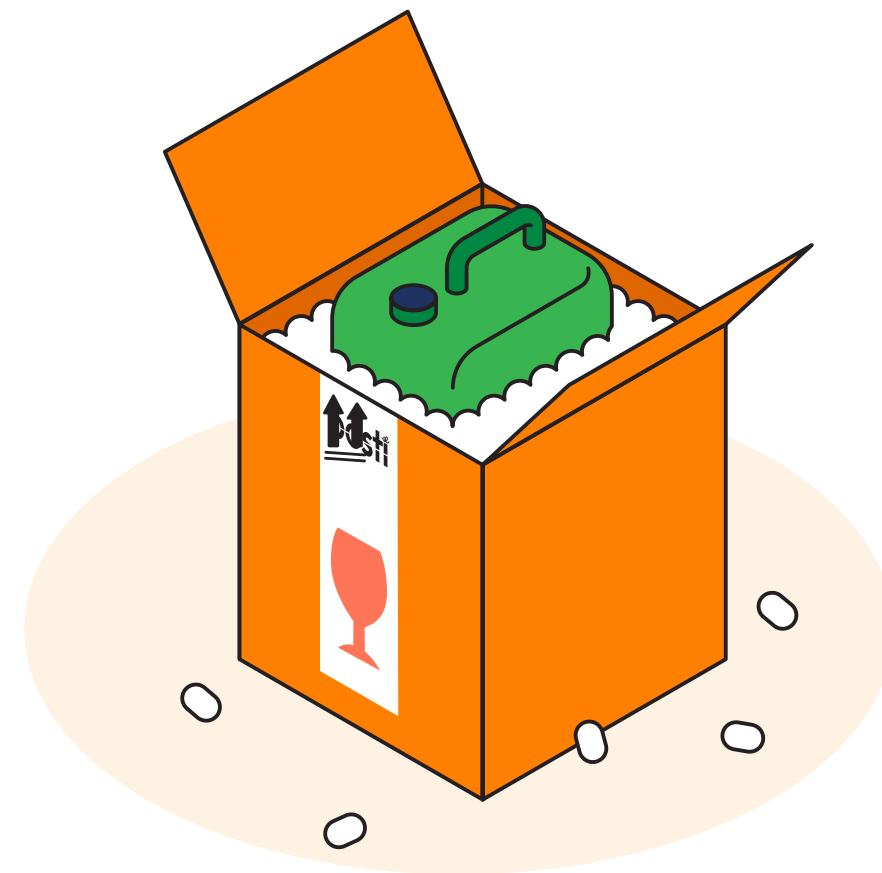
Pack containers with large openings, such as buckets containing berries, in plastic bags. The bag must be taped or tightly tied closed to make it watertight.

Pack all containers with liquid in a durable box and wedge them so that they are immobile.

Shipments containing alcohol must be dispatched with the supplementary service for alcohols. Bottles must be packed to prevent them from damaging each other.

Long and awkwardly shaped goods

Rugs and textiles must be protected with, for instance, bubble wrap, in addition to other packaging material. The plastic used to protect rugs should be taped tightly shut, also at the ends of the package.



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The packages of long items must be designed to not fold in the middle when picked up.

We recommend that tires be mailed individually. The address label must be attached similarly to tubular parcels.

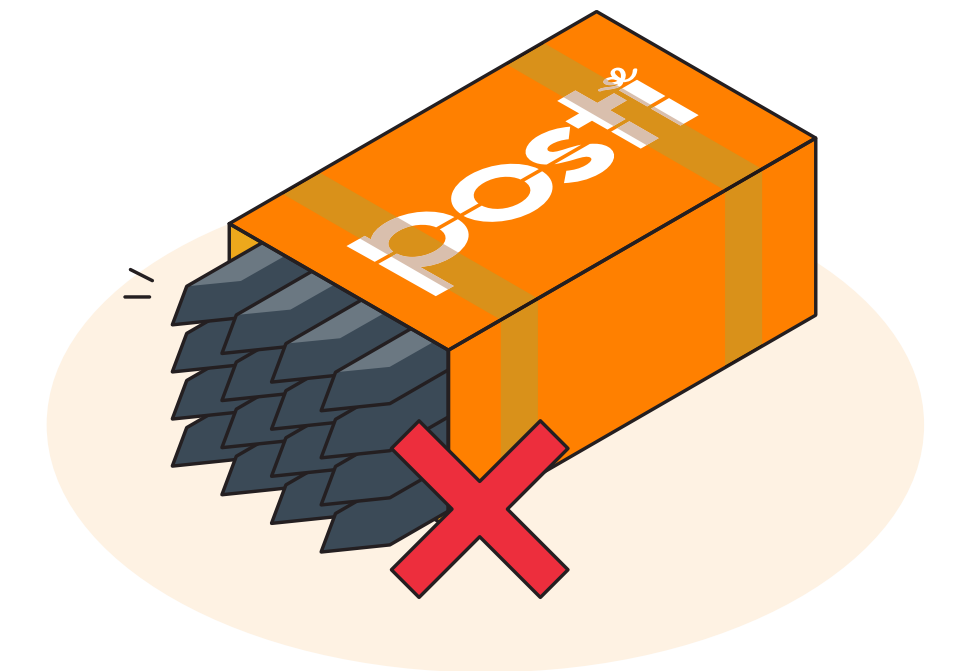
Goods with sharp edges or surfaces must be protected with at least plastic. The package must also be able to endure lateral force. An incorrectly packed shipment with sharp edges is always a risk to other shipments and occupational safety.



Sharp objects

Carefully cover any blades and sharp points to ensure they do not harm the employees handling the shipment or damage other shipments.

Ensure that any sharp objects do not touch the edges of the package.



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Freight

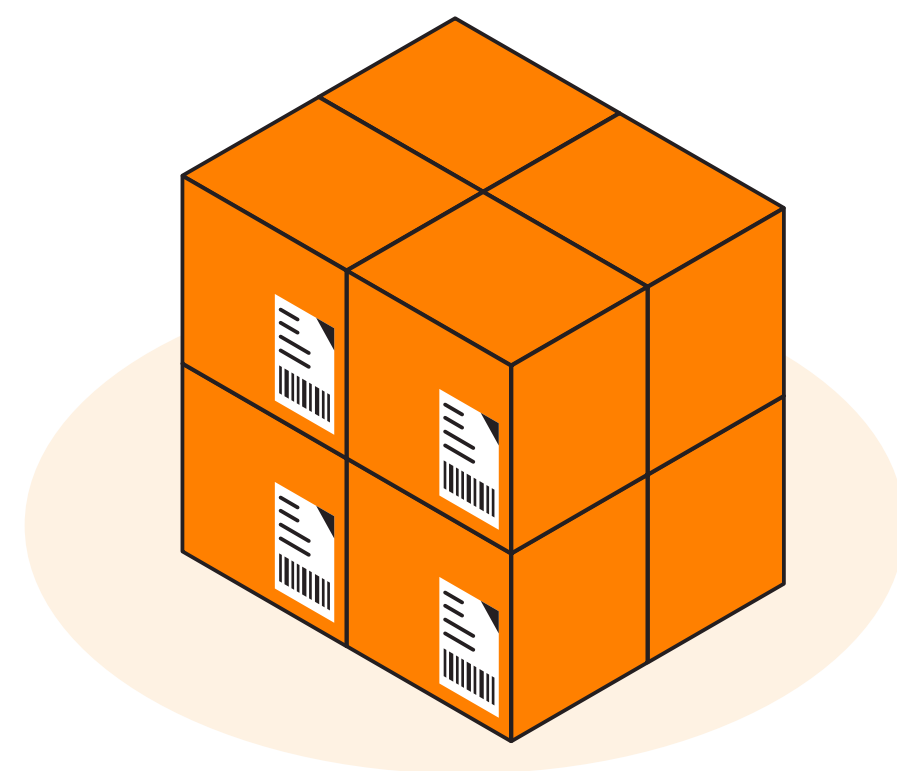
How to pack freight

A full package must be packed evenly (no pyramid shapes) so that it can be loaded on top of or under another shipment. The center of gravity should be as low as possible.

The package must be tightly packed so that it will hold together during transport. Parts of a shipment that have been separated may cause damage and delays.

The shipment should be protected with, for example, corner protectors, cardboard sheets and sufficient support.

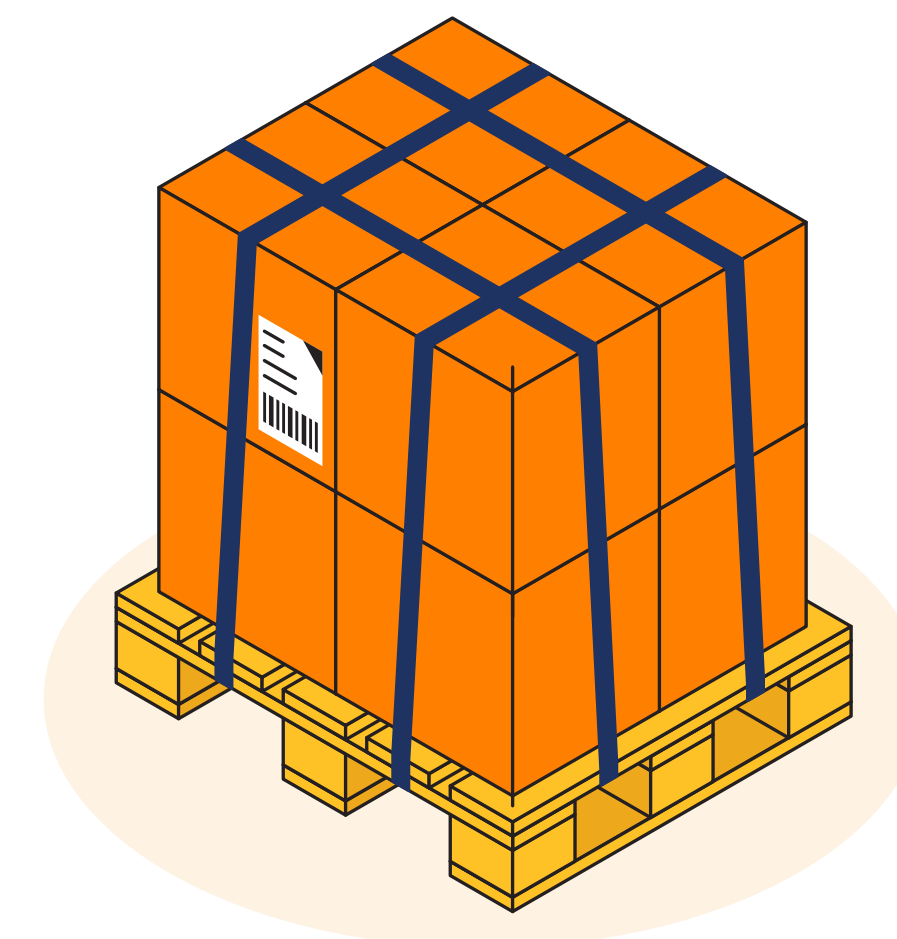
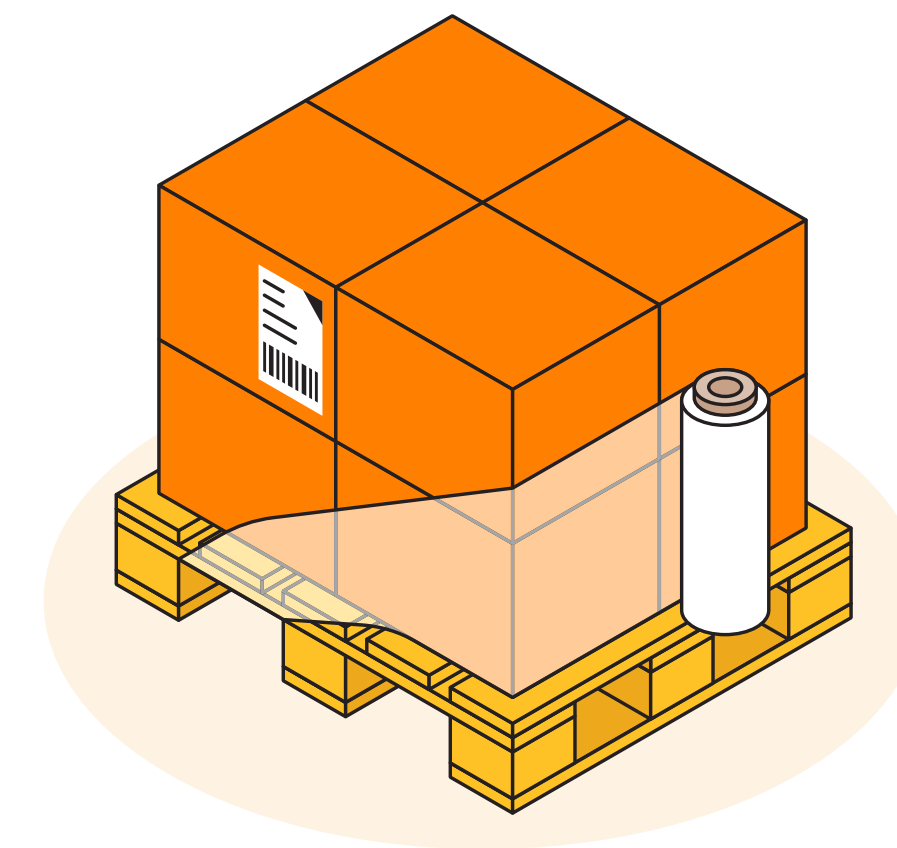
The package must be flat, compact, and in good condition.



Ensure that the shipment is tied with pallet bands, wedges and tight plastic wrapping so that it does not move or become detached from the pallet platform during transport.

For example, cross-banding can be used to ensure that the shipment is protected on six sides, preventing the shipment from opening.

The sender must pack the shipment on a machine-handleable loader if the mass of a single package is more than 35 kg or the shipment consists of more than 10 packages. If packages are clearly attached and unitized to one pallet, they shall be considered a single package.

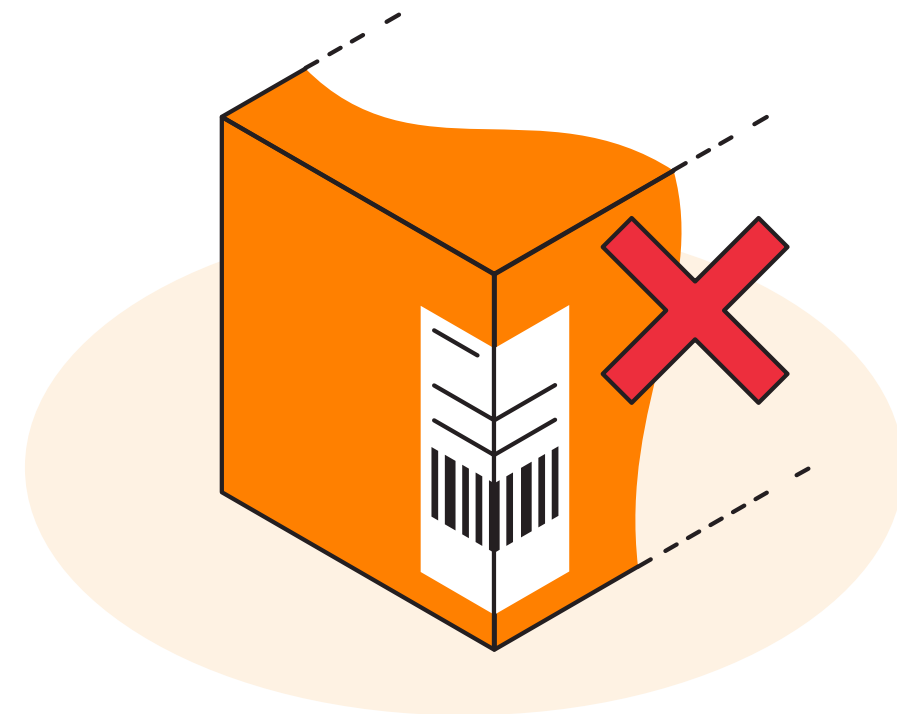
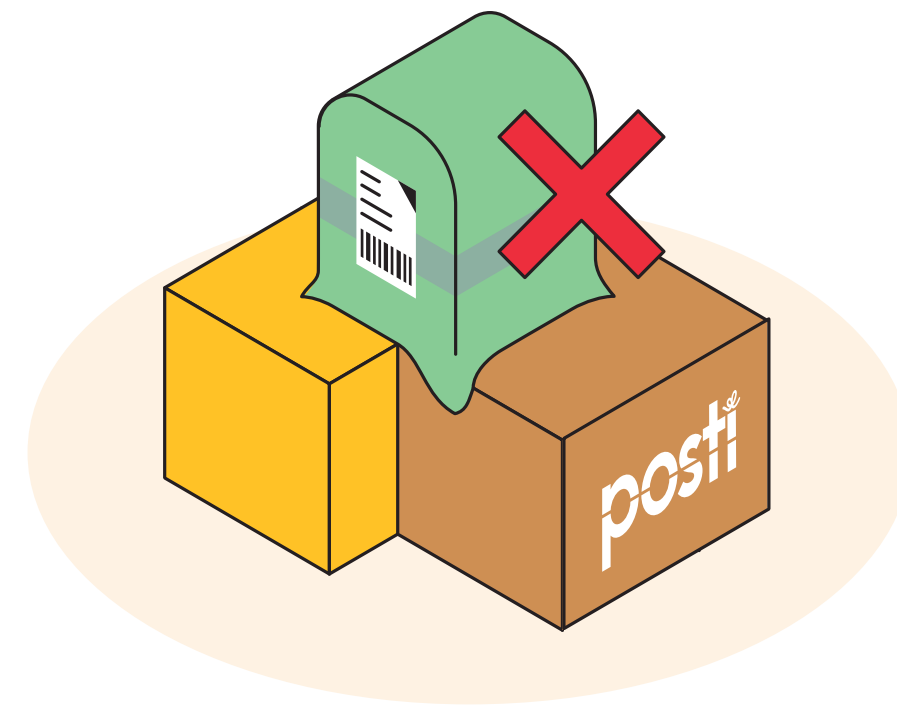


Attaching logistics unit labels

All packages must include address information so that it is possible to find out their consignee even if the shipments are separated.

In addition to the logistics unit label, we recommend that shipments include shipper and consignee contact information or a copy of the address label in case the logistics unit label is lost.

If you are using a recycled package, make sure to remove all old address labels, bar codes, special handling markings and markings about TDG.

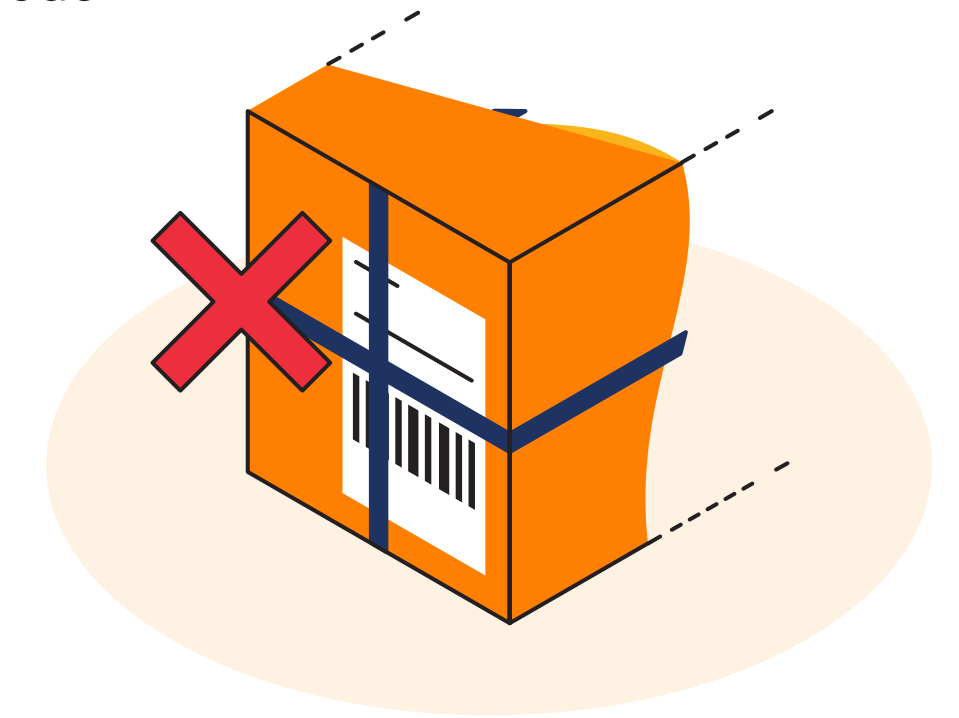


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The logistics unit label with an SSCC bar code must be placed on one of the upper corners of pallet's long side.

The logistics unit label may not be folded over the edge of the package or be on top of the place where the packaging is closed. A logistics unit label placed on the closing point could be folded inside, making the code unreadable and causing a delay in the shipment's processing.

Do not cover the logistics unit label with string, tape or other binding material.



Other package markings

Markings about heated transport, no loading on top, and TDG must be clearly marked using stickers or tapings.

Packages with a weight of more than 1,000 kg must indicate the gross weight and centers of gravity in accordance with occupational and industrial safety legislation.

The lifting and fastening points and, for instance, any unusual centers of gravity, must be clearly marked.



Shipment size

Please ensure the shipment has a transport platform that is the right size and can endure the shipment's weight. The pallet used for transport must be movable by a forklift. The minimum height of the pallet's legs is 12 cm.

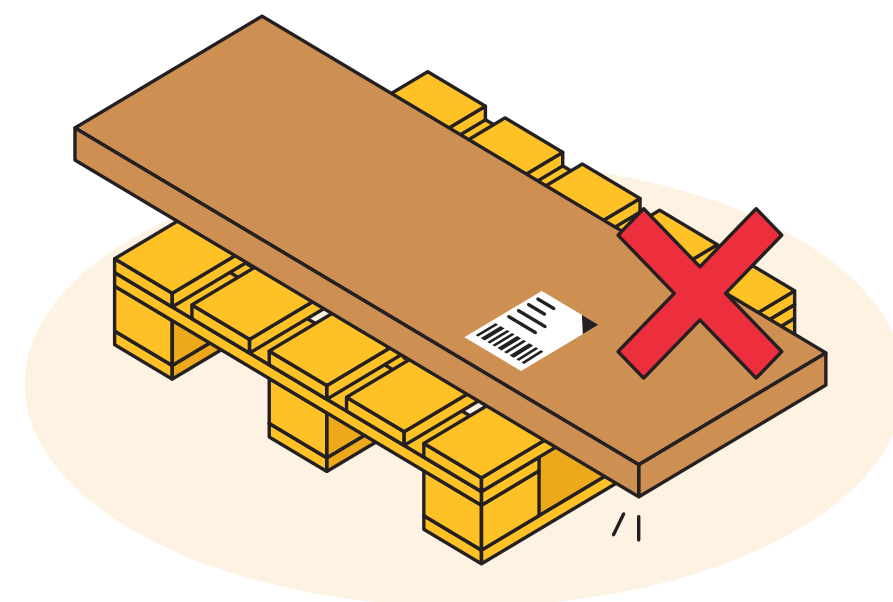
If the shipment reaches past the side of the pallet or other shipments cannot be loaded on top of it, the price of the shipment may change.

Freight shipment dimensions

- Maximum length 7 m.
- Maximum width 2.4 m.
- Maximum height 2.4 m (shipments over 2.4 m in height require separate transport equipment).
- Maximum weight of an individual transport unit 1,000 kg.

Shipments reaching past the edges of the pallet or the open side of the rolltainer

Shipments with a waybill are transported in accordance with the space required by the method of transport. A reservation is marked in the waybill in case of breakage.



The charge for shipments with an address label (Express Freight) is 1.5 times the normal unit price.

The shipment must be protected with plywood sheets or at least corrugated board or a thick layer of plastic, preventing the sides reaching past the edges of the pallet from being damaged or damaging other shipments, equipment or employees.



Product-specific tips

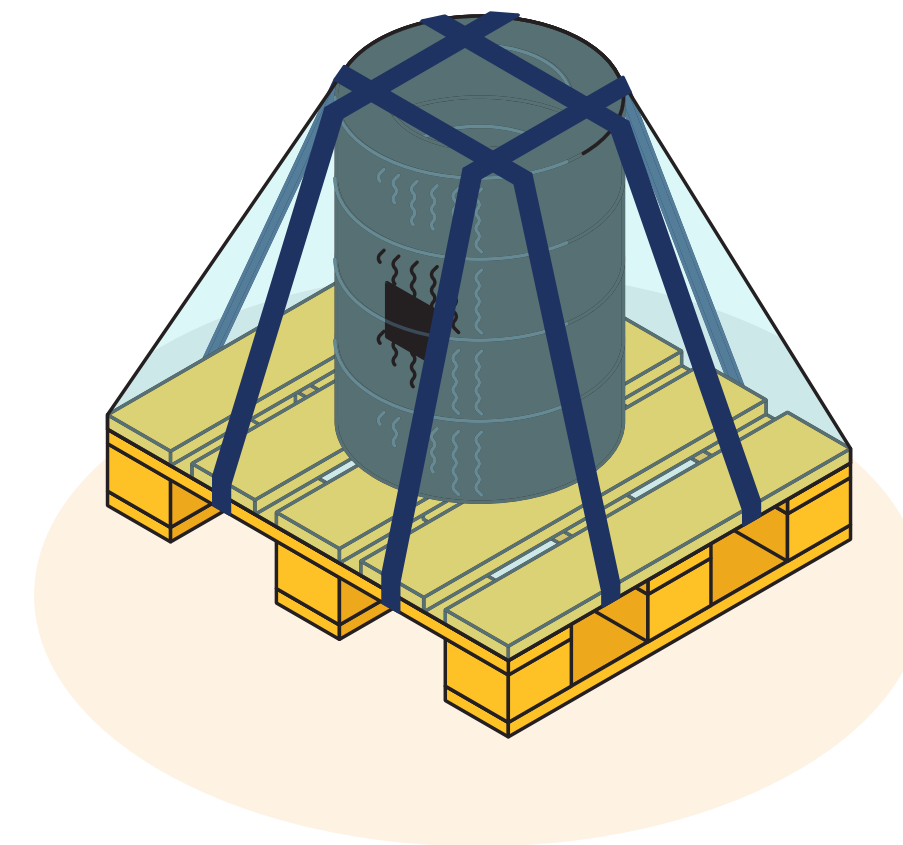
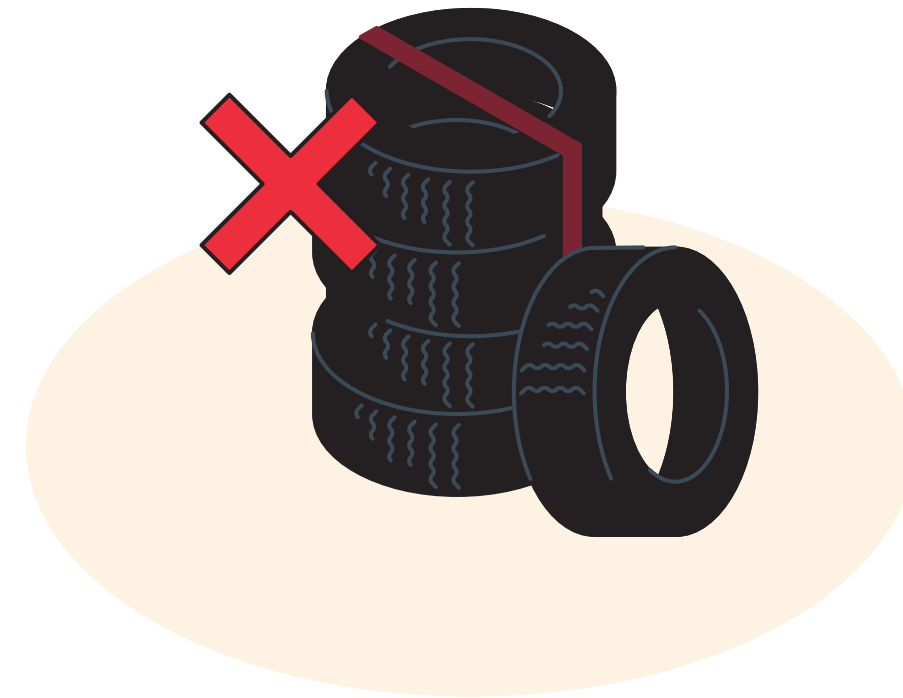
Vehicles

Vehicles, such as bicycles and all-terrain vehicles, cannot be dispatched separately. All vehicles must be packed evenly on a loader and secured in place.



Tires

Attach tires tightly together by packing them, for example in plastic, and secure them to a transport platform.



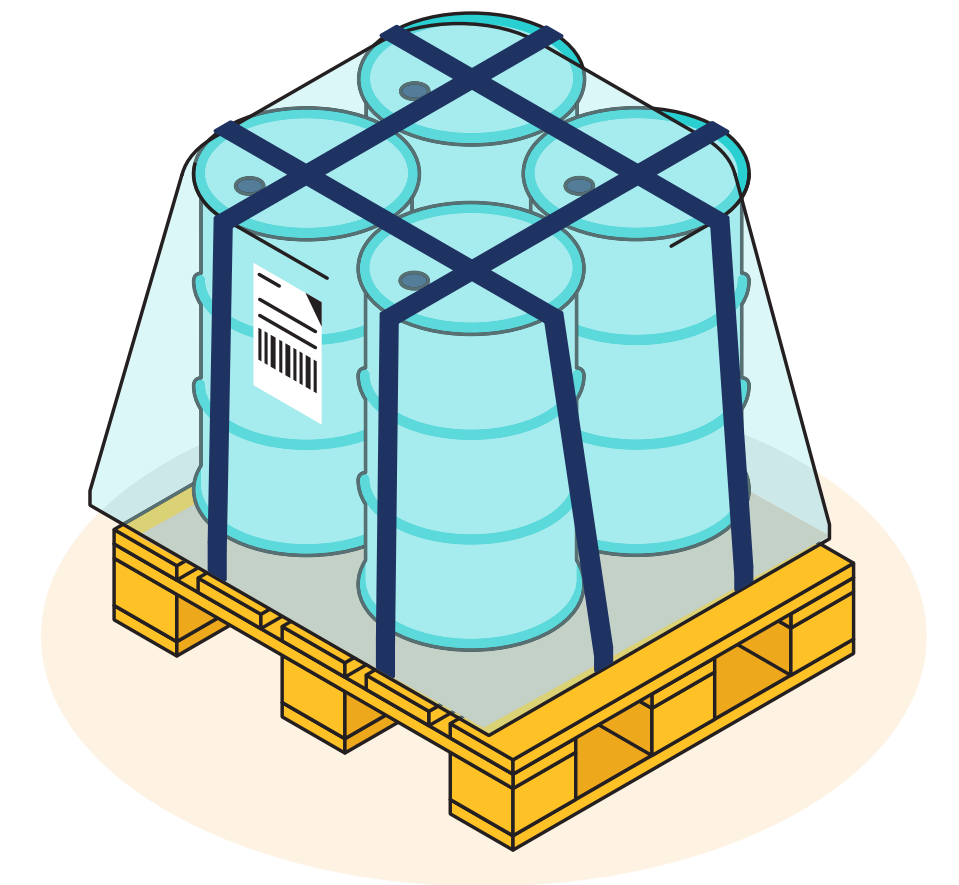
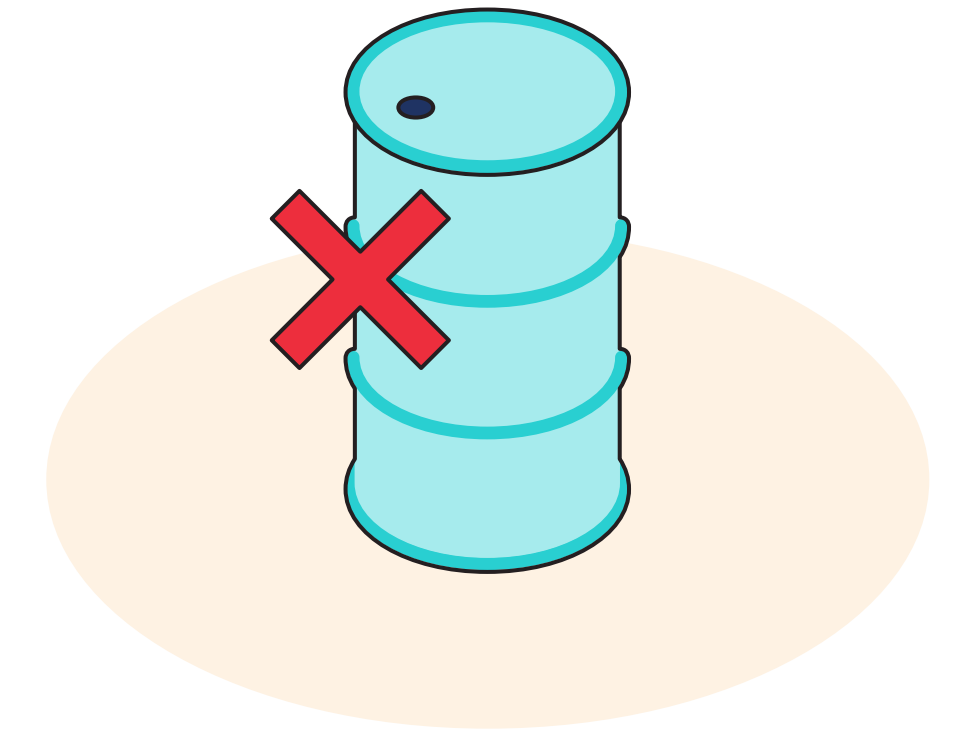
Barrels

Place a sheet of corrugated board between the barrel and the pallet. The sheet must not be smaller than the diameter of the barrel.

We recommend using filling material between and around barrels to prevent them from slipping and coming into contact with one another, and to distribute the compression power of the straps to a larger area.

If there are many barrels, tie them together tightly.

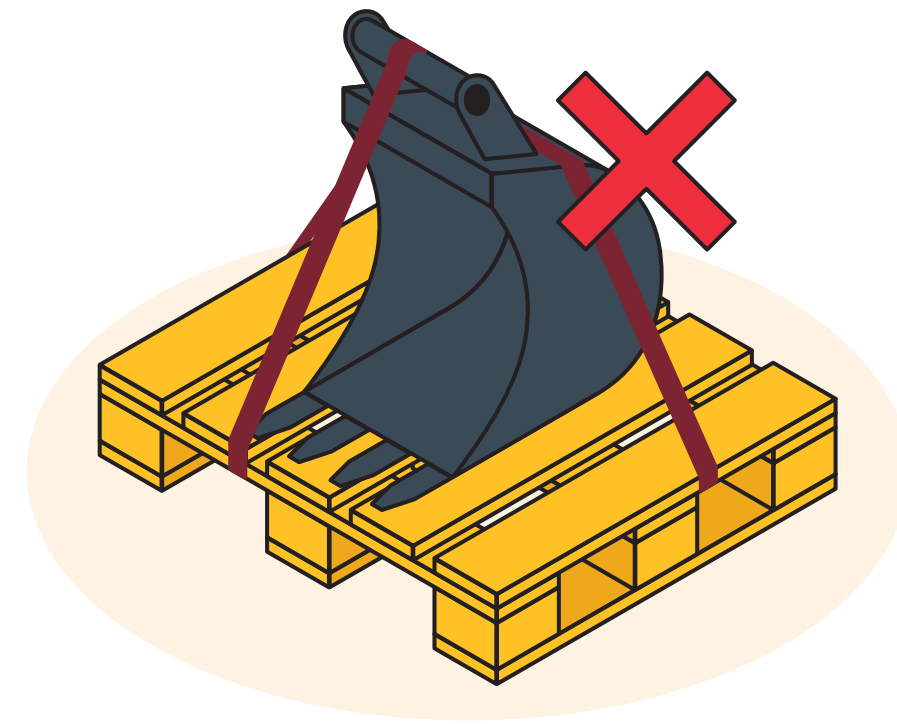
To prevent the cargo from moving, keep the straps as close to the barrel as possible and insert the straps through the gaps in the pallet.



Machinery and machine parts

Pack machinery and machine parts in appropriate packages and secure them carefully to the transport platform. Unpacked machines or machine parts may move around or fall off the transport platform, causing damage.

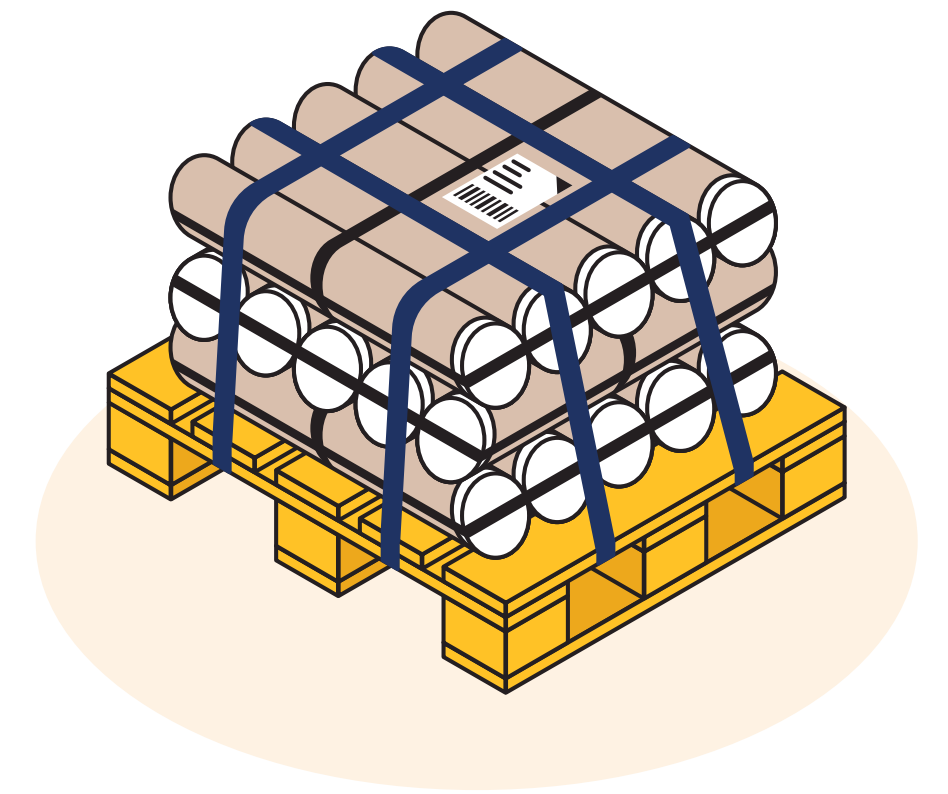
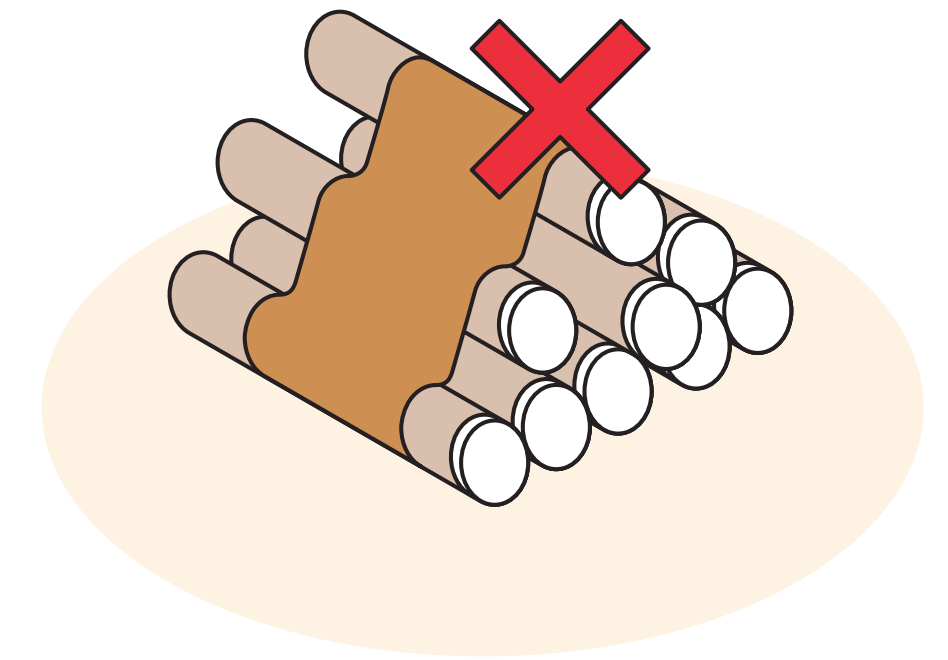
If necessary, you can add a sturdy plywood sheet between the pallet and the product to provide support.



Pipes

Pipes must be tied together into tight bundles using pulleys or other methods, and they must be secured to the pallet, ensuring that the pipes do not move during transport.

Use wedges or an anti-slip mat as necessary.

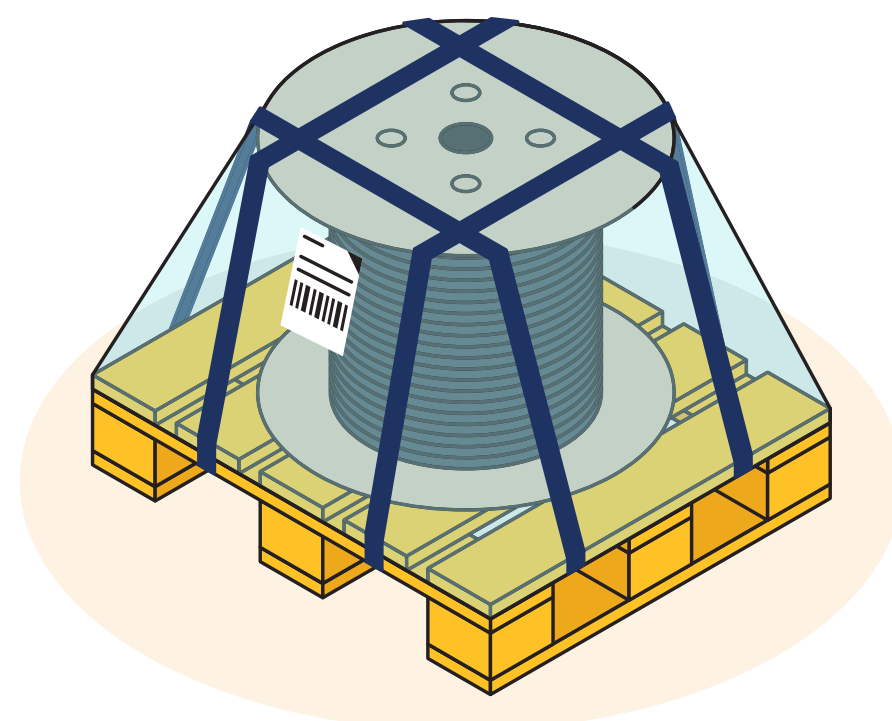


Spools, reels and rolls

Full spools and reels must be loaded in an upright position as the flanges may be damaged when transported on their side.

Empty spools, reels and rolls may be loaded on their side and attached to the pallet with wedges.

The wedges must be attached with nails, screws or rivets.



Shipments over 35 kg not loaded on a pallet

It must be possible to manage all shipments with a pallet jack or other lifting equipment.

Cargo weighing over 35 kg that has not been packed on a pallet must be equipped with support legs or similar to ensure that the package is at least 15 cm off the ground and can be lifted.

Rolltainers

The heaviest shipments must always be placed at the bottom of the unit, with the lightest placed on top of the heavier ones. Ensure balance when loading the unit to prevent the units from falling over when they are moved.



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