

30.9.2019

ORDERING FREIGHT USING THE SMARTSHIP ORDERING CHANNEL

Log in to **Posti SmartShip**

Select **Shipments**

Select **Standard Printing**

Select/enter the **shipper and addressee information** in Posti SmartShip

If you have imported your customer register into Posti SmartShip or recorded your addressee information manually, you can use a **search term**, such as a name, location, country, etc. Enter the search term and select search criteria and then click **Search** to find the addressee you are looking for. You can edit contact details by clicking **Edit**. Save your changes by clicking **Update in Address Book**.

You can add a new shipper or addressee by selecting **New**. Save the contact details you have entered in the customer register by clicking **Save to Address Book**.

After you have selected the shipper and the addressee, select the **Posti – Freight** service from the drop-down menu. The drop-down menu contains all of Posti's transport services for parcels, freight and value letters. Be careful not to confuse the Posti – Freight service with the Posti – Express Freight service.

Please note the following icons:



Click to see more fields



Click to see quick instructions

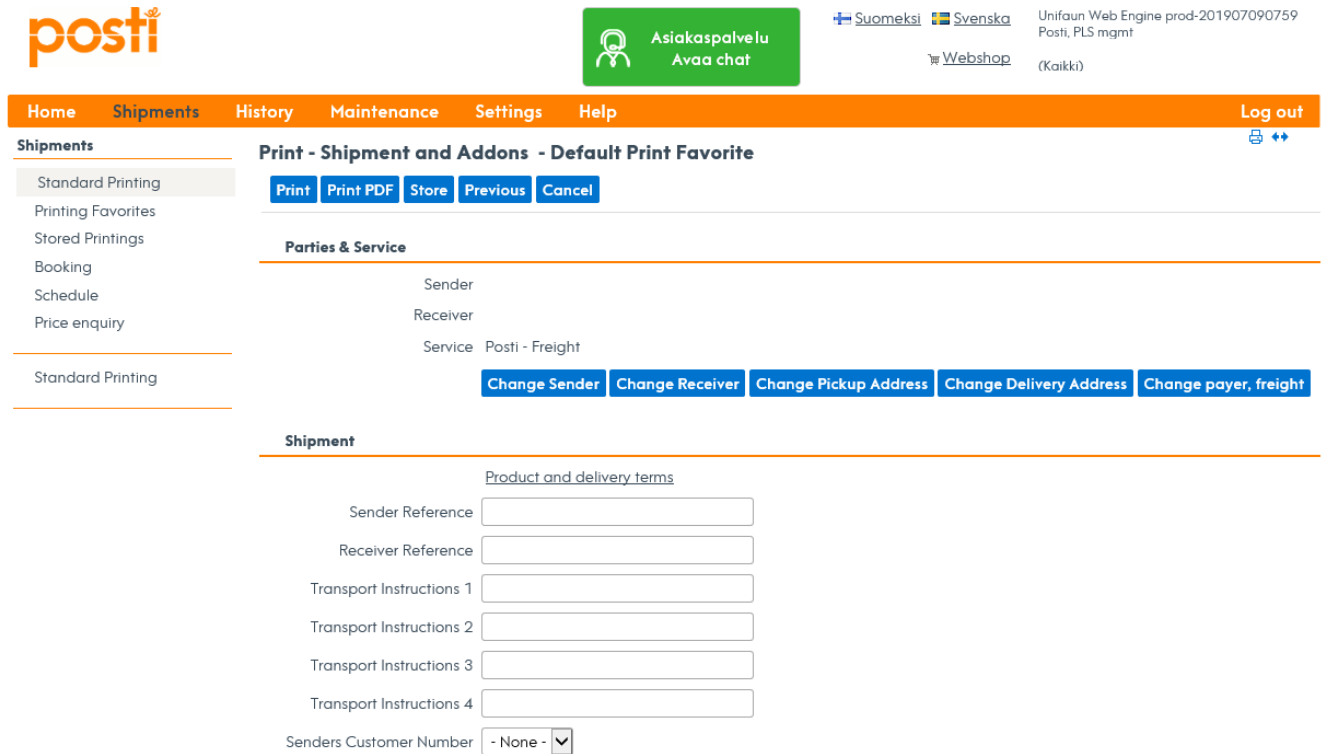
Select **Posti – Freight** as the service

The screenshot shows the Posti SmartShip web interface. At the top, there is a navigation bar with 'Home', 'Shipments', 'History', 'Maintenance', 'Settings', and 'Help'. A 'Log out' button is on the right. Below the navigation bar, there is a 'Shipments' sidebar with options like 'Standard Printing', 'Printing Favorites', 'Stored Printings', 'Booking', 'Schedule', and 'Price enquiry'. The main content area is titled 'Print - Addresses and Service - Default Print Favorite'. It contains three sections: 'Sender', 'Receiver', and 'Service'. Each section has a 'Select' button and a 'New' button. The 'Sender' section has a search bar and a 'Search' button. The 'Receiver' section has a search bar and a 'Search' button. The 'Service' section has a dropdown menu with 'Posti - Freight' selected. At the bottom, there are 'Next' and 'Cancel' buttons. A note says 'Click Next to continue.'

Click **Next** when you are ready to proceed. You can cancel the creation of the shipment by clicking **Cancel**.

In the **Parties and Services** section, you can easily edit shipper, addressee and address information as well as specify another payer for the freight.

You can use the **Shipment** section if you want to, for example, add a customer number to your freight invoice or provide transport instructions, such as indicating that the shipment should be picked up from a loading platform. Posti will receive these transport instructions in the EDI message before picking up the shipment.



The screenshot shows the Posti SmartShip web interface. At the top left is the Posti logo. To its right is a green button for 'Asiakaspalvelu Avaa chat'. Further right are language options for 'Suomeksi' and 'Svenska', and a 'Webshop' link. On the far right, it says 'Unifaun Web Engine prod-201907090759 Posti, PLS mgmt (Kaikki)'. Below this is a navigation bar with 'Home', 'Shipments', 'History', 'Maintenance', 'Settings', 'Help', and 'Log out'. The main content area is titled 'Print - Shipment and Addons - Default Print Favorite'. It has a sidebar on the left with 'Shipments' and 'Standard Printing' options. The main area has buttons for 'Print', 'Print PDF', 'Store', 'Previous', and 'Cancel'. Below this is the 'Parties & Service' section, which shows 'Sender', 'Receiver', and 'Service Posti - Freight'. There are buttons for 'Change Sender', 'Change Receiver', 'Change Pickup Address', 'Change Delivery Address', and 'Change payer, freight'. The 'Shipment' section follows, with a link for 'Product and delivery terms'. It contains input fields for 'Sender Reference', 'Receiver Reference', and four 'Transport Instructions' fields. At the bottom of this section is a dropdown menu for 'Senders Customer Number' set to '- None'.

If necessary, you can specify the **scheduled pickup time**.

If you leave the pickup fields empty, the shipment will normally be picked up on the same or the following weekday. Shipments included in freight orders placed before 11:30 a.m. (= printed waybill) are usually picked up on the same day. If you are not located in a larger town or city, please use the transport time inquiry to check the pickup dates (see the image above, **Transport Time** under **Shipping Documentation**).



The screenshot shows the 'Pickup' section of the interface. It has a blue arrow icon and a checkbox for 'Pickup date and time'. Below this are three input fields: 'Pickup date', 'Pickup Time (from)', and 'Preferred pickup time (latest)'.

You can record additional instructions on the waybill in the **Waybill** section. For example, specifying where the freight should be unloaded.

Please note that additional instructions on the waybill do not replace supplementary services, for example Call Before Delivery.

+ Waybill ?

Instruction 1	<input type="text"/>
Instruction 2	<input type="text"/>
Instruction 3	<input type="text"/>
Instruction 4	<input type="text"/>
Instruction 5	<input type="text"/>

Select the **Additional Services** you need by checking the box next to the service and enter the additional information as needed, for example the payer's **Freight Transport ID** for the Paid by Other than Sender service.

Addons

- + Scheduled Delivery
- + Consumer Delivery
- + COD (Cash on delivery)
- Fragile
- Handing over to the Addressee in Person
- Handing over without signature
- + Call before Delivery
- + ? Transport of Dangerous Goods (VAK) / LQ Transport
- + Delivery to specific location
- + Shelving service
- Product Packaging Removal
- Transport Packaging Removal
- Delivery to Terminal
- + Pick-up from Terminal
- + Call before pick-up
- + Consumer pick-up
- + Pick-up from specific location
- Heated Transport
- Crane Delivery Service
- + Waste Transport
- Long shipment
- + Paid by other than sender
- + Chosen delivery day

In the **General Add-ons** section, you can send the waybill number to the addressee by email, which allows them to track the shipment. Check the box for Pre-notification (Email) and enter the email address information if you have not included it in the shipper/addressee details.

Options

Prenotification (Email)

Email Address From *


Email Address To *

Use the **Parcels** section to enter the freight shipment or batch information. You can specify shipment information either by parcel or by row.

Example 1: You want to ship two (2) EUR pallets that weigh the same and are not stackable.

The parcel information should be entered as follows:

Check the box for **No Top Loading** as this will prohibit stacking. More information in Posti SmartShip below:


 No Top Loading should be chosen for every parcel if the goods is non stackable.*


- the shipment includes goods classified as TDG, actual weight more than 35 kg, not LQ defined
- height is over 1,30 m
- no other goods can be loaded under
- the maximum mass of the shipment is more than half of the chargeable weight of equivalent pallet place
- actual weight is more than 35 kg, the parcel is not loaded on a pallet (the dimensions are mandatory)

*The parcel is the smallest piece of the shipment that can be handled and tracked during transportation.

Number of parcels 2

Weight (kg) The estimated measured weight of one pallet is 530 kg

Loading Meter (m)/pallet is 0.4 LM for the EUR pallet. Enter/calculate loading meters. Instructions in Posti SmartShip below: 

 If "No Top Loading" is chosen, provide loading meters **for your shipment according the table below:

**Loading meter (LDM) is 2,4*1,0 (m) cargo space from floor to roof (length*width/2,4 m2).
1 LDM = 1850 kg

FIN-pallet 1,0 x 1,2 m = 0,5 LDM (925 kg)
EUR-pallet 0,8 x 1,2 m = 0,4 LDM (740 kg)
Half pallet /store pallet 0,8 *0,6 m = 0,2 LDM (370 kg)
Rollcage 0,68*0,8 m = 0,22 LDM (420 kg)
Furniture pallet 0,8*2,0 m = 0,67 LDM (1480 kg)
Metal Cage 1,0*1,2 = 0,5 LDM (925 kg)

If the Package Code is Colli (KLL), Parcel (PKT) or Other pallet (LAVA) the user should provide the dimensions.

Select Specified per Parcel

Posti Ltd

Domicile: Helsinki
Business ID: 0109357-9
VAT ID FI01093579
www.posti.fi

Select EUR pallet (EUR) as **Parcel Type**

+ Parcels

No Top Loading

No. of Parcels *

Weight (kg) *

Length (m)

Width (m)

Height (m)

Volume (m³)

Loading Meter (m)

Goods information *

Contents

Goods Marking

Package Code *

Add

Once you have provided these details about your shipment, proceed to printing the documents.

Click **Print PDF**

You will first be able to view the two parcel labels, which you should print and attach to a clearly visible spot on your shipments.

30.9.2019

Public

Mistä - Från - From
testi
pl 6



53101 LAPPEENRANTA

Puh. - Tel.

Läh.pvm. - Avs.dat. - Desp.date
30.09.2019

Minne - Till - To
Testi
Kuurankukka

00700 HELSINKI

Puh. - Tel.
+3584050000

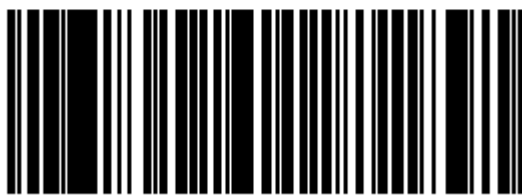
Unifon Web Engine postiweb-201909261327

Lähetys - Sändning - Shipment ID: 176000136811
Kuljetusohjeet - Transportinstruktioner - Transport instructions
EI PÄÄLLELASTAUSTA



Lähetys - Sändning - Shipment ID	Kolli - Item	Paino - Vikt - Weight
176000136811	1 / 2	530,00 / 1060,00

Tuotetiedot - Artikeldata - Product information



Kolli - Item ID: 00664300421900331239

Continue by clicking **I have printed this document and want to go to the next one.**

Print using PDF

I have printed this document and want to go to the next one

Cancel

30.9.2019

Public

The waybill opens, and you can print it.

Lähetäjä/ Avsändare		Asiakasno Kundnr		Lähetyspäivämäärä/ Avsändningsdatum		Numero Nummer	
testi pl 6		53101 LAPPEENRANTA		30.09.2019		176000136811	
Puhelin Telefon		Vastaanottajan viite/ Mottagarens referens		Lähetäjän viite/ Avsändarens referens		Kukka	
Vastaanottaja/ Mottagare		Asiakasno Kundnr		Rahdinlujettaja ja / tai huoltaja/ Transportföretag och / eller Speditör		EDI	
Testi Kuurankukka		ALV-tunnus/ Momsnr		posti		Kotimaan rahti	
00700 HELSINKI Kukka		Puhelin Telefon +3584050000				176000136811	
Lähtöpaikka/nouto-osoite/ Avsändningsort/avhämtningsadress		Puhelin Telefon		Kujetusohjeet/ Transportinstruktioner			
testi pl 6		53101 LAPPEENRANTA					
Määräpaikka/toimitusosoite/ Bestämelseort/leveransadress		Puhelin Telefon		Rahdinmaksaja/ Frakttalare		Asiakasno Kundnr	
Testi Kuurankukka		+3584050000		testi		Sopimusno/ Avtalnr	
00700 HELSINKI							
Merkki / nro Märke / nr	Kolliluku ja -laji Kollantal och -slag	Sisältö, ulkomitat ja VAK-merkinnät Innehåll, yttermärk och ADR-ankmärkingar		(Koodi) (Kod)	Brutto kg	Tilavuus, m3 Volym	
	2 EUR				1060,00		
Lähetysksen tiedot yhteensä Sändningsinfo., total	Kollit yht. Kollantal tot.	Lavametri/ Flakmeter		Brutto yht. total., kg	Rahditusp. Frakttikt.		
	2	0,80		1060,00	1480,00		
Lisäohjeet/ Tilläggsinstruktioner				Jälkivaatimus, maksuviite/ Bet.ref, för efterkrav			
				Jälkivaatimus, linno/ Kontonr för efterkrav			
				Jälkivaatimus/ Efterkrav			
Muut tiedot/toimituslauseke/ Tilläggsuppgifter/leveransklausul				Rahti/ Frakt			
				Lisät yht. Extra avgift tot.			
				+ Alv. Moms			
SFD 5955							

Four copies of the waybill will be printed. The shipper keeps one copy and hands three copies over to the driver during pickup.

Click

I have printed all documents and want to leave the page

Posti has now received your freight order and your shipment will be picked up.

Example 2: You want to ship a shipment lot with two different shipments: FIN pallet weighing 330kg that is stackable, and another type of pallet weighing 900 kg that is not stackable.

Start by entering the FIN pallet's information.
Click the + icon in front of Parcels

Enter 1 as the **Number of Parcels**

Enter measured weight 330 kg as the **Weight (kg)**

Enter the shipment dimensions 1 m x 1.2 m x 0.75 m for **Length (m)**, **Width (m)** and **Height (m)** and Posti SmartShip will calculate the volume automatically.

Cubic measure = 333 kg = volume weight 299.70 kg

Because the measured weight is greater than the volume weight, the chargeable weight will be 330 kg.

Select **Specified per row** for Parcel Information, and select FIN pallet as the **Parcel Type**.

+ Parcels

No Top Loading

No. of Parcels *

Weight (kg) *

Length (m)

Width (m)

Height (m)

Volume (m³)

Loading Meter (m)

Goods information *

Contents

Goods Marking

Package Code *

Click Add

The first waybill row is now complete.

Next, enter the information for the other pallet:

Select **No Top Loading** by checking the box

Enter the other information

+ Parcels

No. of Parcels	Weight (kg)	Volume (m ³)	Loading Meter (m)	Goods information	Contents	Goods Marking	Package Code	Width (m)	Heig
+ x 1	330,00	0,900		Specified per parcel			FIN-pallet (FIN)	1,200	0,75

No Top Loading

No. of Parcels *

Weight (kg) *

Length (m)

Width (m)

Height (m)

Volume (m³)

Loading Meter (m)

Goods information *

Contents

Goods Marking

Package Code *

Add

Enter 1 as the **Number of Parcels**

Enter measured weight 900 kg as the **Weight (kg)**

Enter **Length (m)**, **Width (m)** and **Height (m)**

Enter **Loading Meter (m)**, formula $(1.5 \text{ m} \times 1 \text{ m}) / 2.4 \text{ m} = 0.625 \text{ m}$

You can check the formula and the loading meters of typical pallets by clicking the ? icon in front of the Loading Meter field.

1 loading meter = 1,850 kg, which means that in this case the loading meter weight is 1,156.25 kg and will also be used as the chargeable weight.

Select **Specified per row** for Parcel Information, and select other transport unit (PALLET) as the **Parcel Type**.

Click **Add** and you will see two rows.

- Parcels

No. of Parcels	Weight (kg)	Volume (m ³)	Loading Meter (m)	Goods information	Contents	Goods Marking	Package Code	Width (m)
+ x 1	330,00	0,900		Specified per row			FIN-pallet (FIN)	1,200
+ x 1	900,00	1,950	0,625	Specified per row			Other pallet (LAVA)	1,000

You have now entered your shipment's information and can proceed to printing the documents.

Click **Print PDF**

30.9.2019

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You will first be able to view the parcel labels, which you should print and attach to a clearly visible spot on your shipments.

Parcel label for the FIN pallet



Lähetys - Sändning - Shipment ID: 176000136824
Kuljetusohjeet - Transportinstruktioner - Transport Instructions



Lähetys - Sändning - Shipment ID	Kolli - Item	Paino - Vikt - Weight
176000136824	1 / 2	330,00 / 1230,00
Tuotetiedot - Artikeldata - Product Information		



Kolli - Item ID: 00664300421900331253

Parcel label for the other pallet (special dimensions)

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Mistä - Från - From
testi
pl 6



53101 LAPPEENRANTA

Puh. - Tel.

Läh.pvm. - Ava.dat. - Desp.date
30.09.2019

Minne - Till - To
Testi
Kuurankukka

00700 HELSINKI

Puh. - Tel.
+3584050000

Shipment data provided by www.kuuri.fi/kuuri

Unifon Web Engine posttest-201909291327

Lähetys - Sändning - Shipment ID: 176000136824

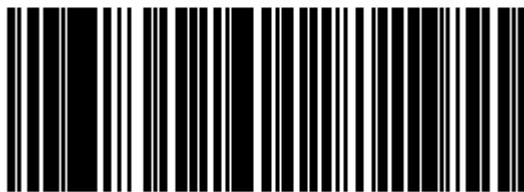
Kuljetusohjeet - Transportinstruktioner - Transport instructions

EI PÄÄLLELASTAUSTA



Lähetys - Sändning - Shipment ID	Kolli - Item	Paino - Vikti - Weight
176000136824	2 / 2	900,00 / 1230,00

Tuotetiedot - Artikeldata - Product information



Kolli - Item ID: 00664300421900331260

Continue by clicking **I have printed this document and want to go to the next one.**

Print using PDF

I have printed this document and want to go to the next one

Cancel

The waybill opens, and you can print it.

30.9.2019

Public

Lähetäjä Avsändare		Asiakasno Kundnr		Lähelyspäivämäärä Avsändningsdatum		Numero Nummer	
testi pl 6		53101 LAPPEENRANTA		30.09.2019		176000136882	
Puhelin Telefon		Vastaanottajan viite Mottagarens referens		Kukka			
Vastaanottaja Mottagare		Asiakasno Kundnr		Rahdinkuljettaja ja / tai huoltaja Transportföretag och / eller Speditör		EDI	
Testi Kuurankukka		ALV-tunnus Momsnr		posti		Kotimaan rahti	
00700 HELSINKI Kukka		Puhelin Telefon +3584050000		176000136882			
Lähtöpaikka/huolto-osasto Avsändningsort/leveransadress		Puhelin Telefon		Kuljetusohjeet Transportinstruktioner			
testi pl 6		+3584050000					
53101 LAPPEENRANTA							
Määräpalkkainformaatio Besättnings-/leveransadress		Rahdinmaksaja Fraktbetalare		Asiakasno Kundnr			
Testi Kuurankukka		testi					
00700 HELSINKI		Puhelin Telefon +3584050000		Sopimusno Avtalsnr			
Merkki / nro Märke / nr	Kolliku ja -laji Kollantal och -slag	Sisältö, ulkomitat ja VAK-merkinnät Innehåll, yttarmått och ADR-ansmärningar	(Koodi) (Kod)	Brutto kg	Tilavuus, m3 Volym		
	1 FIN	1,00x1,20x0,75 m		330,00	0,900		
	1 LAVA	1,50x1,00x1,30 m		900,00	1,950		
Lähetysosan tiedot yhteensä Sändningsinfo, total	Kollit yht. Kollantal tot.	Lavareitt Fraktmeter	Brutto yht. total, kg	Rahditusp. Fraktvikt			
	2	0,62	1230,00	1477,00			
Lisäohjeet Tilläggsinstruktioner				Jälkivesitys, maksuvite Betref, för efterkrav			
				Jälkivesitys, tiliro Kontore för efterkrav			
				Jälkivesitys Efterkrav			
Muut tiedot/toimituslauseke Tilläggsuppgifter/leveransklausul				Rahti Frakt			
				Lisät yht. Extra avgift tot.			
				+ Alv. Moms			
Vorausmat Förbehåll				Käteinen yht. Kontant tot			
				Käteismaksu, pvm, pakka ja kuitaus		Kontantbet, dat piets o. underskrift	

Four copies of the waybill will be printed. The shipper keeps one copy and hands three copies over to the driver during pickup.

Click

I have printed all documents and want to leave the page



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Posti has now received your freight order and your shipment will be picked up.