



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

January 1, 2020 – Addressed Items

TABLE OF CONTENTS

| | |
|--------------------|---|
| Introduction | 3 |
|--------------------|---|

Address Registers

| | |
|------------------------------|---|
| Address Register Format..... | 5 |
|------------------------------|---|

| | |
|-----------------------------------|---|
| Address Register Maintenance..... | 5 |
|-----------------------------------|---|

Address Markings

| | |
|--|---|
| Indications of Address Source..... | 6 |
| Location of Address Marking in Newspaper-shaped Items..... | 6 |

| | |
|---|---|
| Address Marking Methods in Magazine-Format Items..... | 6 |
| Address Markings on Envelopes | 8 |

Alphabetical Sorting (ABC sorting)

| | |
|-------------------|---|
| Principles..... | 9 |
| ABC Sorting | 9 |

| | |
|--------------------------------------|---|
| Rules for Address Abbreviations..... | 9 |
|--------------------------------------|---|

Bundling

| | |
|---|----|
| Principles..... | 10 |
| Bundling Order for Addressed Items..... | 10 |

| | |
|---|----|
| Requirements for Bundles..... | 10 |
| How to Make a Bundle Suited for Machine-sorting | 11 |

Control Markings

| | |
|--|----|
| Control Markings in Bundle Labels..... | 12 |
| Product Information Marking Methods in Mailings and Bundle Labels..... | 12 |

| | |
|---|----|
| Control Markings in Magazine-Format Items | 13 |
| Control Markings for Newspaper-shaped Items | 16 |
| Bundle Label Templates..... | 16 |

Loading of Items into Transport Units

| | |
|--|----|
| Principles..... | 17 |
| Packing and Tying of Transport Units..... | 17 |
| Weight Restrictions..... | 17 |
| Unitizing Daytime Publication Delivery Items, 25 Directions..... | 18 |
| Unitizing Daytime Publication Delivery Publications..... | 19 |
| Unitizing Magazine Pro, Economy Publication and Publication Items, and Customer Direct Items, 19 Directions..... | 20 |
| Unitizing Magazine Pro, Economy Publication and Publication Items, and Customer Direct Items, 10 Directions..... | 21 |

| | |
|---|----|
| Unitizing Magazine Pro, Economy Publication and Publication Items, and Customer Direct Items, 4 Directions..... | 21 |
| Unitizing Magazine Pro, Economy Publication and Publication items, and Customer Direct Items, 2 Directions or 1 Direction | 21 |
| Transport Unit Control Labels..... | 22 |
| Loading of Items Posted Abroad into Transport Units | 23 |

| | |
|-------------------------|----|
| Useful Information..... | 24 |
|-------------------------|----|

| | |
|-----------------------------|----|
| Use of Transport Units..... | 25 |
|-----------------------------|----|

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 procedures of addressing and bundling large, addressed publication and marketing batches and letter batches and loading them into transport units to ensure optimally efficient processing of mail. We recommend using the Posti Sorting Service for batch sorting.

Sorting Service

The Sorting Service is a tool that can be integrated into the sorting system of the mailer company and which provides automated and batch-specific support for preparatory work in mailing. The service is free of charge, both for the customer and the mailer company.

The Sorting Service is used for the mailing of letters as well as addressed publications and direct marketing items.

- The Sorting Service provides clear and up-to-date mailing instructions.
- It creates the bundle and unit labels automatically and writes the electronic mailing list.
- You no longer need to enter the postal code distribution on the Mailing Desktop.
- The contents of 2D codes and 4-state codes used in the items are produced with the Sorting Service to the mailer/printing house that prints the code on the items.
- Opportunity to speed up the delivery of items, differs between services.

More information: posti.fi/sortingservice and 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 the Magazine Pro, Economy Publication, Daytime Publication Delivery and Long-Distance Publication Delivery services requires that the customer places an advance order and provides a mailing plan for the calendar year and approves these electronically in PTP.

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 publication batches

Use of the Magazine Pro, Economy Publication, Daytime Publication Delivery and Long-Distance Publication Delivery services requires that preparatory work has been performed on the publication batch:

- 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 company uses the Sorting Service, batch-specific and optimal bundling and unitizing information along with control labels (obtained from the system) must be used when mailing the batch.
- Deliveries 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 transport direction bundles sorted by complete postal code or delivery post office.
- Daytime Publication Delivery items must be bundled at least at the level of the transport direction and unitized either into units for delivery departure points or at least at the level of terminals (bundles to be opened must be in a separate unit), or, in the case of small quantities, items can be placed 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 used for the transport units.
- 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). If the publication has not been mailed in accordance with Posti's instructions, an Additional Handling fee will be charged. Please see the Contract Price List for additional information.

Publication mailing changes subject to fees

The date on which the change is agreed has an effect on the amount of the charge (see Contract Prices, section Additional Services of Publication Services). All changes must be agreed with Posti (postien.vastaanotto@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 Pro, Economy Publication, 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
- In the Daytime Publication Delivery and Long-distance Publication Delivery services, the publication should have at least 24 separate issues per year. The Magazine Pro and Economy Publication services do not have minimum requirements for issues
- The publication must be such that it can be folded to fit a mail slot, even if it contains supplements.

To be taken into account when mailing Posti Customer Direct items

The quality of preprocessing affects the pricing of the items. If the mailing batch has not been pre-processed in accordance with Posti's instructions (Guides for batch-sorted and machine-sortable items and the Mailing Instructions for Customer Direct), the Additional Handling service (subject to a charge) is added to the item or the service is changed to Customer Direct, manually sortable.

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 20 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 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.

ADDRESS MARKINGS

Three and two-column template:

| | | |
|---|---------------------------|------------------------|
|   <p>NF 7 2</p> | Subscriber's name | <<Payment indication<< |
| | Supplementary information | <<Control data<< |
| | Street address | <<Control data<< |
| | 00100 Post Office | << Distribution<< |
| <p>Publisher's information</p> | | |
| <p>Address source Population Information System, Population Register Centre P.O. Box 123, 00531 HELSINKI Information provided by POSTI Ltd, PL 7, 00011 POSTI</p> | | |
| <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Forwarding printing area</p> </div> | | |

| | | | | |
|---------------------------|-------------------|--|------------------------|-------------------|
| Publisher's information | SUBSCRIBER'S NAME |  | <<Payment indication<< | ↑ min. 30 mm ↓ |
| Supplementary information | STREET ADDRESS | | <<Control data<< | |
| Printing house markings | 00100 POST OFFICE | | <<Control data<< | |

| | | | | |
|---------------------------|---------------------------|--|------------------------|-------------------|
| Publisher's information | SUBSCRIBER'S NAME | | <<Payment indication<< | ↑ min. 30 mm ↓ |
| Supplementary information | SUPPLEMENTARY INFORMATION | | <<Control data<< | |
| Printing house markings | 00100 POST OFFICE |  | <<Control data<< | |

| | | | | |
|-------------------------|---------------------------|--|---|-------------------|
| Publisher's information | SUBSCRIBER'S NAME | | <<Payment indication<< | ↑ min. 30 mm ↓ |
| | SUPPLEMENTARY INFORMATION | | <<Control data<< | |
| | SUPPLEMENTARY INFORMATION | | <<Control data<< | |
| Printing house markings | 00100 POST OFFICE |  | (a blank line) Printing house markings | |

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

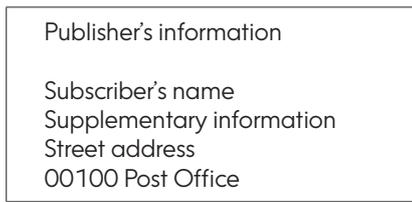
| | | | | |
|---------------------------|-------------------|--|------------------------|-------------------|
| Publisher's information | SUBSCRIBER'S NAME |  | <<Payment indication<< | ↑ min. 30 mm ↓ |
| Supplementary information | STREET ADDRESS | | <<Control data<< | |
| Printing house markings | 00100 POST OFFICE | | <<Control data<< | |

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

| | | | | | |
|---|-------------------------|-------------------------|--|------------------------|-------------------|
| 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 |  | <<Payment indication<< | ↑ min. 30 mm ↓ |
| | | (a blank line) | | <<Control data<< | |
| | | SUBSCRIBER'S NAME | | <<Control data<< | |
| | | STREET ADDRESS | | | |
| | | 00100 POST OFFICE | | | |

ADDRESS MARKINGS

Label template:



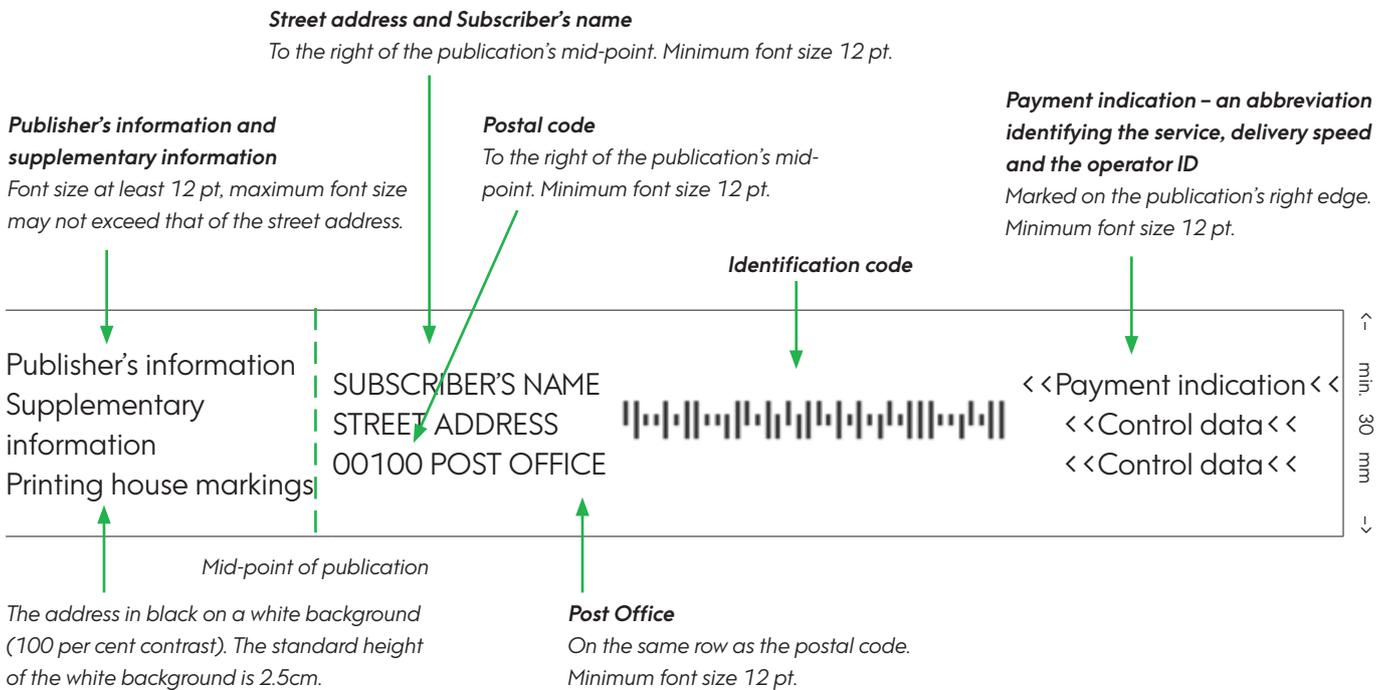
Address templates are aimed at increasing the font size of the street address and standardising the locations of address markings in order to facilitate sorting. The locations of address and product information and font sizes in the address field are specified, but the locations of other information 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 3cm.

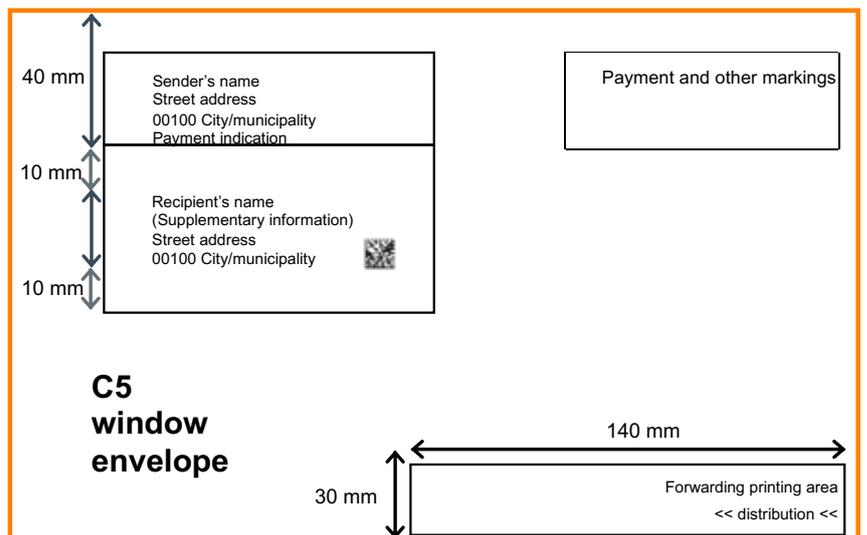
Post Office on the same row as the postal code. Minimum font size 12 pt.



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 more information, see the Guide to machine-sortable items.



ALPHABETICAL SORTING (ABC sorting)

Principles

When a mailer company uses the Sorting Service, the batch sorting, bundling and unitizing of the items is carried out according to the instructions given by the service. If the Sorting Service is not used, the preparatory work is carried out by enabling the items to be directed to a sorting process based on the postal code and the alphabetical and numerical order

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:**

of the streets. Alphabetical sorting enhances the delivery of letters, publications and marketing items in batches, for which the items can be bundled or placed in boxes either based on the postal code or transport direction. For more detailed information, see Bundling Order on page 10.

- 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.

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: | In Swedish: |
| Eteläinen = Et. | Norra = N. |
| Itäinen = It. | Östra = Ö. |
| Läntinen = Länt. | Södra = S. |
| Pohjoinen = Pohj. | 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

Correctly bundled batches of items speed up sorting and ensure that the service commitment is met. A properly tied bundle that can withstand machine-sorting ensures that your item will arrive intact and neat. The recipient receives your item in the same condition as it was sent.

Bundled items

- Publications are primarily always mailed in bundles. Batches of fewer than 1,000 publications can be mailed in boxes, and the items must be in an ascending or descending postal code order with the address sides facing the same way. If the publication batch contains more than 1,000 items, an additional processing fee is charged.
- The direct marketing items to be bundled are manually sortable Customer Direct items mailed from Finland and abroad and machine-sortable Customer Direct items mailed from abroad. For more information, see the mailing instructions of Customer Direct. Customer Direct, manually

sortable, batches of less than 1,000 pcs can be mailed packed in boxes, and the items must be ordered according to postal codes (ascending or descending) with the address sides facing the same direction.

Bundling requires the mailing batch to be sortable into bundles based on postal code or transport direction (so-called direct bundles).

So-called openable bundles are also created in Publication Services and manually sorted Customer Direct when direct bundles are impossible.

- When a mailer company uses the Sorting Service, the bundling and unitizing is carried out according to the instructions given by the service.
- If the Sorting Service is not used, the instructions below are used, or when sending direct marketing items, the Customer Direct mailing instructions are followed.

Bundling Order for Addressed Items

A bundle is created when items addressed to a certain postal code, transport direction, postal code area 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.

Transport Direction Bundle

If necessary, one delivery office can be divided into two or more transport directions. Delivery office information is maintained in Posti's bundling register.

Postal Code Area Bundle

Items that do not form postal code or transport direction 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. See page 18, and page 20.

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.

Requirements for Bundles

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

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 more information, see the Guide to machine-sortable items and service-specific mailing instructions.)

All bundling levels must be taken into account when bundling.

Guide to machine-sortable items 2020

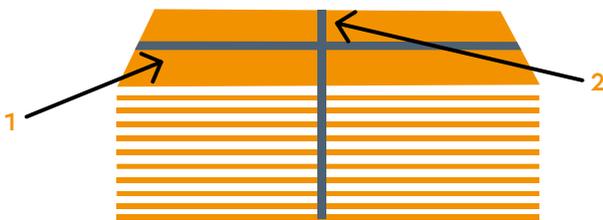
- Posti Customer Direct
- Posti Magazine Pro and Posti Economy Publication
- Posti Economy and Priority Standard Letter Pro and other machine-sortable letters
- Posti Standard Reply
- Information Service

posti

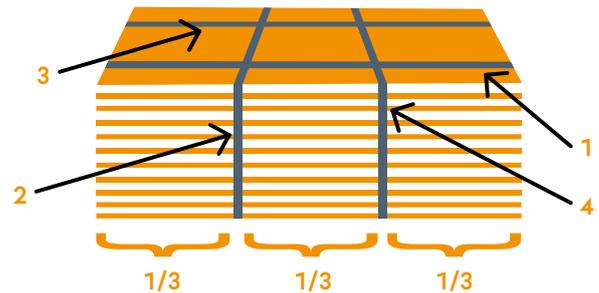
How to Make a Bundle Suited for Machine-sorting

A properly tied bundle that can withstand machine-sorting ensures that your item will arrive intact and neat. The recipient receives your item in the same condition as it was sent.

- A bundle only contains items in a pile, not parallel bundles.
- The bundle is tied with non-stretch bands so that it can endure processing.
- A bundle that is rectangular from all angles (a publication or other symmetrical item) is tied with at least two bands crosswise, starting with the longer side. Alternatively, shrink-wrap or other plastic film can be used for binding the items with at least one band to strengthen the seam of the film. The forwarding information must be visible through the film.



- If the items are misshapen due to attachments or other features, an irregular bundle is formed. Such bundles must be tied with at least four non-stretch bands; two in each direction, alternating lengthwise and crosswise, starting from the longer side. Do not place the bands too close to the edges of the bundle but follow the attached image and place them about 1/3 of the way from the edge on both the long and the short side.



- In addition, a protective plastic film or wrapping paper is recommended for the bundling of publication-shaped items that open from the side.
- The bundle must be tightly bound so that it cannot get loose during transport and sorting. Particular attention should be paid when the items in the bundle have a slippery surface or are mailed in transport units other than those of Posti Ltd.
- The height of the bundle cannot exceed the length of its shorter side.
- The maximum weight for a bundle is 10 kg.
- If a bundle label is used, it should be at least half of the size of the item's largest side but not smaller than 90 x 130mm.
- The forwarding and address information must be clearly visible.
- A bundle may only contain rectangular items; items shaped like a heart, a circle or a triangle cannot be packed into durable bundles.

If you are unable to secure the bundle with bands, you can form a bundle out of a box

If items cannot be bundled with bands due to various characteristics, such as surface material, attachments of different sizes, attached objects or irregular shapes, they can be packed into boxes made of cardboard or similar material.

When placing items in boxes, remember that the box, like any bundle, must withstand machine-sorting.

- The box must be closed in a manner that withstands machine-sorting; either with non-stretch bands or tape.
- The weight must be evenly distributed inside the box and the items should not move around freely in the box.

- The size and weight specifications of cardboard boxes are the same as those of bundles*.
- The cover of the cardboard box must contain a bundle label or other easily readable product, forwarding and address information.

*) Bundling order and bundle requirements presented on page 10.

CONTROL MARKINGS

Control Markings in Bundle Labels

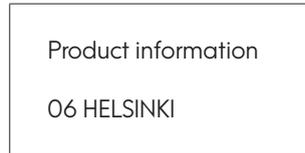
Bundle labels must display markings on delivery service and control information. When using a bundle label, the lowermost item in the bundle must be reversed so as to hide the address information. The minimum size of bundle label is 90 x 130mm.

The bundle label is white, except in 1-weekday (01 delivery speed) items where the bundle label is yellow. The bundle labels used on mailings must conform to the templates shown below. The minimum font size is 12 pt.

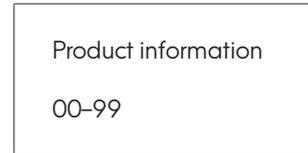
Postal Code Bundle:



Postal Code Area Bundle:



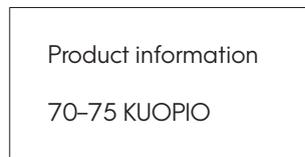
00-99 Bundle:



Transport direction bundle:



Sorting Centre Bundle:



Product Information Marking Methods in Mailings and Bundle Labels

Customer Direct,
machine-sortable
19224

Publication

Magazine
Pro

Economy
Publication

Daytime
Publication
Delivery

Long-distance
Publication
Delivery

Customer Direct,
manually sortable
19225

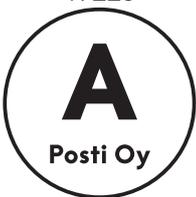
12840

19241

19193

12841

12838



Posti Green Posti Green Posti Green Posti Green Posti Green Posti Green

Alternatively, the markings can be in text format

The minimum recommended font size is 12 pt.

| Delivery service | Delivery indications | Primary delivery speed |
|------------------------------------|-------------------------------------|------------------------|
| Customer Direct | << A-Posti Oy << Posti Green | 2-4 weekdays |
| Publication | << LHT - Posti Oy << Posti Green | By the 3rd weekday |
| Magazine Pro | << AKL - Posti Oy << Posti Green | 2 weekdays |
| Economy Publication | << EL - Posti Oy << Posti Green | 3 weekdays |
| Daytime Publication Delivery | << PPJ - Posti Oy << Posti Green | 1 weekday |
| Long-distance Publication Delivery | << PET - Posti Oy << Posti Green | 2-3 weekdays |

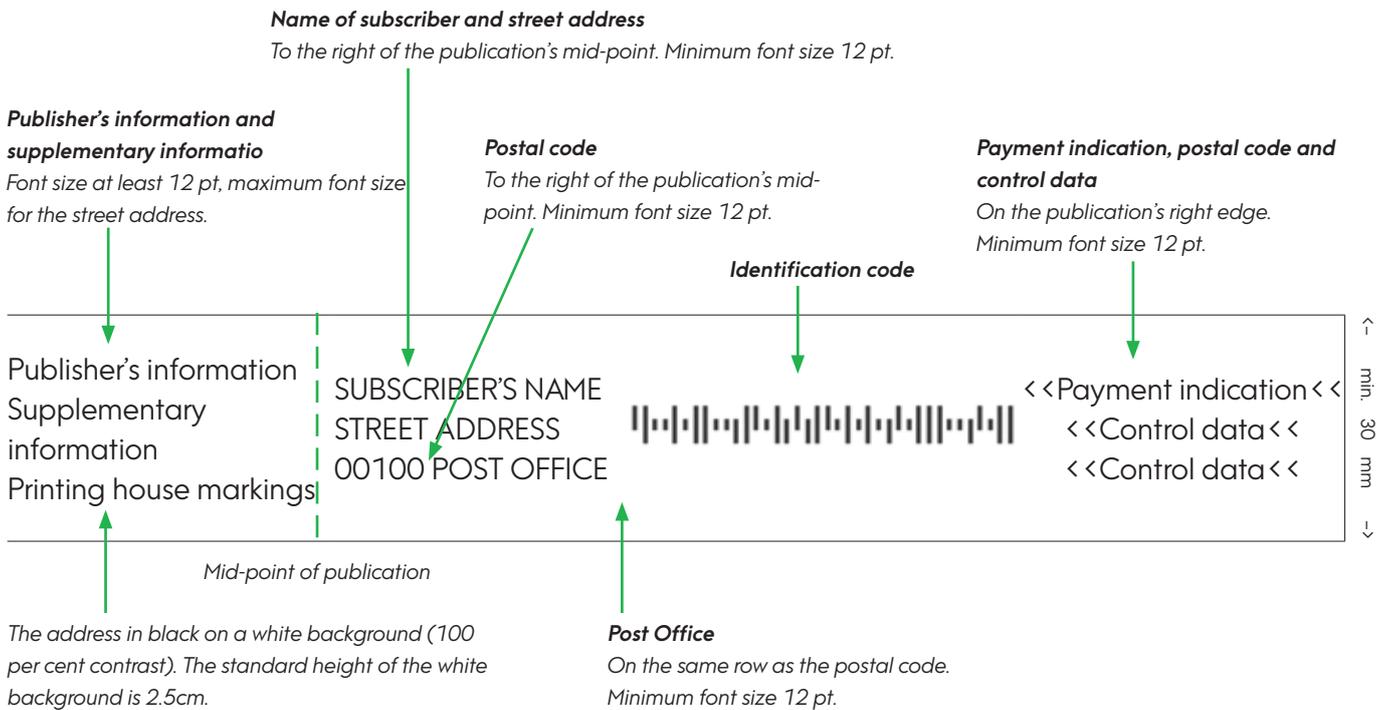
Control Markings in Magazine-Format Items

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

bundles. If the address side is visible even on the lowermost publication of a bundle, the control data must be given there too.

With regard to the segments provided in the template, control data is only required for the topmost publications within

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



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:

| | | | | |
|--|---|--|---|-------------------------|
| | 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. 30 mm ↓ |
|--|---|--|---|-------------------------|

Transport Direction Bundle

Three-column template:

| | | | | |
|---|--|--|--|-------------------------|
| Publisher's information Supplementary information Printing house markings | SUBSCRIBER'S NAME STREET ADDRESS 00100 POST OFFICE |  | <<Payment indication<< <<Control data<< <<Control data<< | ↑ min. 30 mm ↓ |
|---|--|--|--|-------------------------|

For example:

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

Two-column template:

| | | | | |
|--|---|--|---|-------------------------|
| | 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. 30 mm ↓ |
|--|---|--|---|-------------------------|

For example:

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

CONTROL MARKINGS

Postal Code Area Bundle

Three-column template:

| | | |
|---|--|---|
| Publisher's information Supplementary information Printing house markings | SUBSCRIBER'S NAME STREET ADDRESS 00100 POST OFFICE |  <<Payment indication<< <<Control data<< <<Control data<< |
|---|--|---|

For example:

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

Two-column template:

| | |
|---|---|
| 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 |
|---|---|

Sorting Centre Bundle

Three-column template:

| | | |
|---|--|---|
| Publisher's information Supplementary information Printing house markings | SUBSCRIBER'S NAME STREET ADDRESS 00100 POST OFFICE |  <<Payment indication<< <<Control data<< <<Control data<< |
|---|--|---|

For example:

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

Two-column template:

| | |
|---|--|
| 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 |
|---|--|

Control Markings for Newspaper-shaped Items

| | | |
|--|---|---------------|
| 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. 30 mm |
|--|---|---------------|

Bundle Label Templates

Newspaper-shaped: Daytime and Long-distance Publication Delivery

| | |
|--|---|
| OSOITEPOSTINUMERO: 67100 KOKKOLA | |
| TÄSSÄ KIMPUSSA, kpl 42 | OSOITEPOSTINUMEROON YHT. 73 |
| JAKELUPÄIVÄ 31.11.2020 | KOHDERYHMÄ |
| Tuote: 12841 Päiväjakelu |  |

| | |
|---|--|
| Lähtettäjä Oy Lehtikatu 1 20100 TURKU | PÄIVÄJAKELUN KIMPPU |
| EI AVATA POSTISSA | |
| Perille toimitus maksettu | Matti Meikäläinen Nousutie 1 33101 TAMPERE |

Bundle Delivery

| | |
|---|--|
| Lähtettäjä Oy Lehtikatu 1 20100 TURKU | KIMPPU |
| EI AVATA POSTISSA | |
| Perille toimitus maksettu | Matti Meikäläinen Nousutie 1 33101 TAMPERE |

Osoitepostinumero = Address postal code

Tässä kimpussa, kpl = In this bundle, pcs

Osoitepostinumeroon yht. = Address postal code tot.

Jakelupäivä = Delivery day

Kohderyhmä = Target group

Tuote: = Product:

Lähtettäjä Oy = Sender (mailer) company ltd

Ei avata postissa = Not to be opened at post office

Kimppu = Bundle

Päiväjakelun kimppu = Daytime delivery bundle

Perilletoimitus maksettu = Delivery to addressee paid for

Bundled mailings facilitate the convenient posting of several items at once to one recipient. 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. In the Bundle service, the minimum thickness of a

bundle is 20mm. 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).

Principles

Item unitizing refers to the loading of bundles or transportation boxes on cargo pallets, cage pallets, or rolltainers.

The unitizing level is selected based on the delivery product*, the size of the batch to be delivered as well as the size of the shipments.

**) Unitization for the Daytime Publication Delivery.*

Main levels:

1. Direct delivery office units. Content: direct postal code bundles and transport direction 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 (example 00-02 Helsinki) content: direct postal code bundles and transport direction 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 as agreed, 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 Daytime Publication Delivery Items, 25 Directions

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

LOADING OF ITEMS INTO TRANSPORT UNITS

Unitizing Daytime Publication Delivery Publications

Unitizing at delivery departure point level, agreed separately with Posti

| | | |
|--|---|--|
| <p>Straight transport unit</p> <p>Control marking:</p> <p>Delivery office (=Locality)</p> <p>00000 (=Postal code)</p> | <p>Bundles to be opened, own transport unit</p> <p>Control marking:</p> <p>Terminal / Postal Center (=Locality)</p> <p>00-02 (=Postal code area)</p> <p>E.g. Tampere 33 - 39</p> | <p>Posti Daytime Publication Delivery items, own transport unit</p> <p>00 - 99 (=Postal code area)</p> <p>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.</p> |
|--|---|--|

Terminal area-level unitizing of Long-distance Publication Delivery items

| | | |
|--|---|---|
| <p>Direct bundles*</p> <p>Control marking:</p> <p>Terminal / Postal Center (=Locality)</p> <p>00-02 (=Postal code area)</p> <p>E.g. Tampere 33 - 39</p> | <p>Bundles to be opened</p> <p>Control marking:</p> <p>Terminal / Postal Center (=Locality)</p> <p>00-02 (=Postal code area)</p> <p>E.g. Tampere 33 - 39</p> | <p>Long-distance Publication Delivery items, own transport unit</p> <p>Postal centers (4K)</p> <p>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.</p> |
|--|---|---|

*) Postal code and transport direction bundles

LOADING OF ITEMS INTO TRANSPORT UNITS

Unitizing Magazine Pro, Economy Publication and Publication Items, and Customer Direct Items, 19 Directions

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

LOADING OF ITEMS INTO TRANSPORT UNITS

Unitizing Magazine Pro, Economy Publication and Publication Items, and Customer Direct Items, 10 Directions

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

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

Unitizing Magazine Pro, Economy Publication and Publication Items, and Customer Direct Items, 4 Directions

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

Unitizing Magazine Pro, Economy Publication and Publication items, and Customer Direct Items, 2 Directions or 1 Direction

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

| | | | |
|---|------------------------------------|----|------------------------------------|
| Control marking: HELSINKI POK 00 - 19 | Control marking: 20 - 99 | or | Control marking: 00 - 99 |
|---|------------------------------------|----|------------------------------------|

LOADING OF ITEMS INTO TRANSPORT UNITS

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:



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

LOADING OF ITEMS INTO TRANSPORT UNITS

Loading of Items Posted Abroad into Transport Units

Applies to the following product numbers:

1656 Economy Letter International*

1659 Priority Letter International*

*) A publication sent abroad is mailed as a letter.

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, Letter with Advice of Delivery and Exprès Letters must always be unitized 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

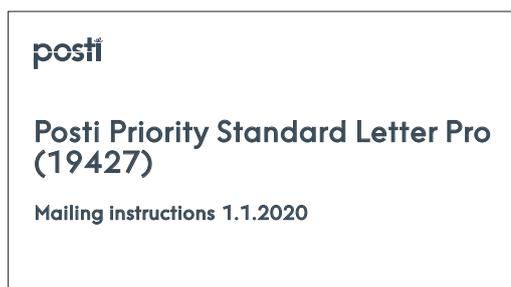
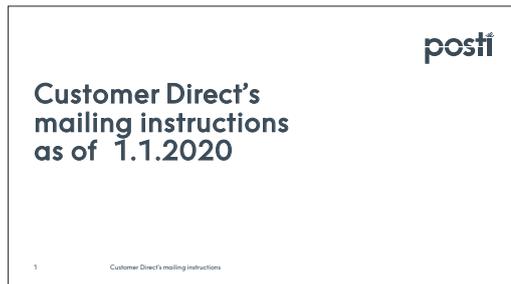
| |
|------------------------|
| 1656 ECONOMY MUU |
|------------------------|

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

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

Visit posti.fi/mailing-instructions

The site contains these guides, mailing instructions and much more.



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.

