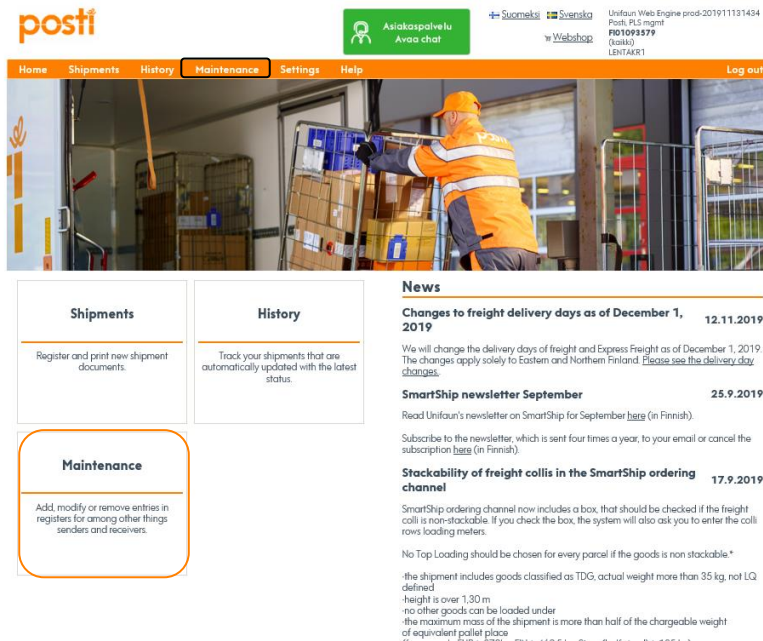


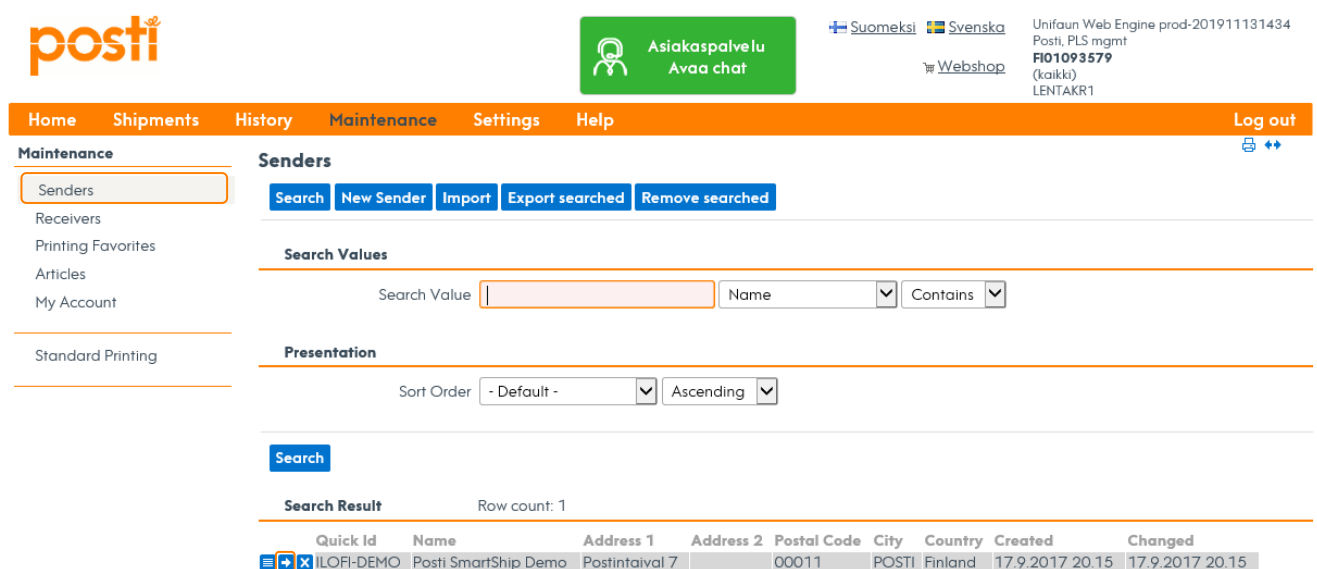
## INSTRUCTIONS FOR INCOMING SHIPMENTS



Log in to **Posti SmartShip**

Select **Maintenance** (If the address of the incoming goods is the same as that of the outgoing goods)



Select **Senders** and click **Search**. After you have searched and found at least one sender, press the arrow to edit the sender information.

Quick Id	Name	Address 1	Address 2	Postal Code	City	Country	Created	Changed
  ILOFI-DEMO	Posti SmartShip Demo	Postintaival 7		00011	POSTI	Finland	17.9.2017 20.15	17.9.2017 20.15

Check the box for **Receiver** and click **Finish**.

18.11.2019

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## Edit sender/receiver

**Finish**

**Cancel**

### + Basic Information

Quick Id

Name \*

Sender

**Receiver**

Now your company is available both as a sender and as a receiver. Next entering sender information for a cooperative.

Select **Maintenance**

Select **Senders**

Select **New Sender**

<a href="#">Home</a>	<a href="#">Shipments</a>	<a href="#">History</a>	<b><a href="#">Maintenance</a></b>	<a href="#">Settings</a>	<a href="#">Help</a>	<a href="#">Log out</a>
<b>Maintenance</b>						
<a href="#">Senders</a>						
<a href="#">Receivers</a>						
<a href="#">Printing Favorites</a>						
<a href="#">Articles</a>						
<a href="#">My Account</a>						
<hr/>						
<a href="#">Standard Printing</a>						
<hr/>						
<b>Senders</b>						
<a href="#">Search</a> <a href="#">New Sender</a> <a href="#">Import</a> <a href="#">Export searched</a>						
<hr/>						
<b>Search Values</b>						
Search Value <input type="text"/> Name <input type="text"/> Starts with <input type="text"/>						
<hr/>						
<b>Presentation</b>						
Sort Order <input type="text" value="- Default -"/> Ascending <input type="text"/>						
<hr/>						
<a href="#">Search</a>						

18.11.2019

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Complete the fields. Click **Finish** at the bottom of the page. In the future, this information will be pre-filled, which means that you only need to complete this stage once.

**Maintenance**

- Senders
- Receivers
- Printing Favorites
- Articles
- My Account

---

Standard Printing

---

**New sender/receiver** 🔍 ↔

**Finish** **Cancel**

**Basic Information**

Quick Id

Name

Sender

Receiver

**Search Information**

**Address Details**

**Delivery Address**

Address 1

Address 2

Postal Code

City

State / Region

Country

[Search Postal Code Catalog](#)

**Postal Address**

Address 1

Address 2

Postal Code

City

State / Region

Country

[Search Postal Code Catalog](#)

**Contact information**

Contact

Phone

Fax

Email

SMS Number

Door Code

18.11.2019

Public

## CREATION OF A WAYBILL FOR YOUR CUSTOMER

Log in to **Posti SmartShip**

Select **Shipments**

Select your own company as the **Sender** and the **Receiver**

Select Posti – Freight as the **Service**

### Print - Addresses and Service - Default Print Favorite



**Next** **Cancel** **Batch Print**

**Sender** Select New

<< < 1 2 3 4 5 > >> Page count: 47, Row count: 4680

Sender

Search Value  Quick ID  Starts with

**Search** **Edit**

**Receiver** Select New

<< < 1 2 3 4 5 > >> Page count: 213, Row count: 21296

Receiver

Search Value  Quick ID  Starts with

**Search** **Edit**

**Service** Normal Only return Normal and return

Services

**Next** **Cancel**

Click **Next** to continue.

Click **Next**.

On this page, you can add the pickup address. Click **Change Pickup Address**.

### Shipments

- Standard Printing
- Printing Favorites
- Stored Printings
- Booking
- Schedule
- Price enquiry

Standard Printing

### Print - Shipment and Addons - Default Print Favorite



**Print** **Print PDF** **Store** **Previous** **Cancel**

#### Parties & Service

Sender Aalto-korkeakoulusäätiö (Info-piste 1 krs, Otakaari 3, 02150, ESPOO, Finland)  
Receiver - (Nekkakuja 4, 04440, JÄRVENPÄÄ, Finland)  
Service Posti - Freight

**Change Sender** **Change Receiver** **Change Pickup Address** **Change Delivery Address** **Change payer, freight**

### Change Pickup Address

[OK](#) [Delete](#) [Cancel](#)

Party

[Select](#) [New](#)

<< < 1 2 3 4 5 > >> Page count: 47, Row count: 4680

Party

Search Value  Quick ID  Starts with

[Search](#) [Edit](#)

[OK](#) [Delete](#) [Cancel](#)

In the **Party** field, click the drop-down menu arrow to find the company from where the shipment is to be picked up or, if you cannot find the address you want, create a new company.

Check that the pickup address is correct.

### Print - Shipment and Addons - Default Print Favorite

[Print](#) [Print PDF](#) [Store](#) [Previous](#) [Cancel](#)

Parties & Service

Sender Aalto-korkeakoulusäätiö (Info-piste 1 krs, Otakaari 3, 02150, ESPOO, Finland)

Receiver - (Nekkakuja 4, 04440, JÄRVENPÄÄ, Finland)

Service Posti - Freight

[Change Sender](#) [Change Receiver](#) [Change Pickup Address](#) [Change Delivery Address](#) [Change payer, freight](#)

Enter the necessary details in the **Shipment** section and order the pickup for the agreed date, e.g.

18.11.2019

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## Shipment

### Product and delivery terms

Sender Reference	<input type="text"/>
Receiver Reference	<input type="text"/>
Transport Instructions 1	<input type="text"/>
Transport Instructions 2	<input type="text"/>
Transport Instructions 3	<input type="text"/>
Transport Instructions 4	<input type="text"/>
Customer number (transport ID)	<input type="text" value="- None -"/>

## Pickup

Pickup date and time

Pickup date	<input type="text" value="19.11.2019"/>
Pickup Time (from)	<input type="text" value="9.00"/>
Preferred pickup time (latest)	<input type="text" value="16.00"/>

Fill out **Instructions** and **Addons**, if necessary.

### + 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"/>

### Addons

- + Scheduled Delivery
- + Consumer Delivery
- + COD (Cash on delivery) 
  - 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
- Heated Transport
- Crane Delivery Service
- + Waste Transport
- Long shipment
- + Paid by other than sender
- + Chosen delivery day

Fill out the shipment details.

**+ Parcels**

No Top Loading

No. of Parcels  \*

Weight (kg)  \*

Length (m)

Width (m)

Height (m)

Volume (m<sup>3</sup>)

Loading Meter (m)

Goods information  \*

Contents

Goods Marking

Package Code  \*

**Dangerous Goods**

UN Number

Proper shipping name

Technical name

Subsidiary risk

Package Group

Tunnel Restriction Code

Package type

ADR Class

Marine Pollutant

Note

Weight (kg)

Volume (l)

Quantity

Limited quantities

**Add**

18.11.2019

Public

Click **Print PDF**. The waybill is complete

[Print](#) [Print PDF](#) [Store](#) [Previous](#) [Cancel](#)

The package labels are displayed first. Save them as PDF files. When you have saved the package labels, click “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](#)

Displaying PDF 1 of 2

PLEASE NOTE: Use the print button belonging to the PDF reader to print the freight documents. Edi and pickup information (if selected) have been sent.  
Don't forget to print each freight document as they are displayed.



The screenshot shows a Posti waybill PDF document. The document is titled "Kotimaan rahti" and features the Posti logo. The sender information is "02150 ESPOO" with phone number "05005555". The recipient information is "04440 JÄRVENPÄÄ". The shipping date is "20.11.2019". The document also includes a vertical text "Shipping Management by www.LINERAD.com" and a footer "Linfaun Web Engine prod-2019/11/09/47". At the bottom, the shipment ID is "176016982800".

Now the waybill is displayed. Save it, too. You can attach the saved PDF documents to email and send them to your customer for the return.



18.11.2019

Public

Print using PDF

I have printed all documents and want to leave the page

Displaying PDF 2 of 2

PLEASE NOTE: Use the print button belonging to the PDF reader to print the freight documents. Edi and pickup information (if selected) have been sent.  
Dont forget to print each freight document as they are displayed.

Lahettaja Avsändare		Asiakasno Kundnr		RAHTIKIRJA FRAKTSEDEL	
02150 ESPOO		Puhelin Telefon		Lähetyspäivämäärä Avsändningsdatum 20.11.2019	
Vastaanottaja Mottagare		ALV-tunnus Momsnr		Numero Nummer 176016982800	
04440 JÄRVENPÄÄ		Puhelin Telefon		Lahettajan viite Avsändarens referens	
Lähtöpaikka/nouto-osoite Avsändningsort/avhämtningsadress		Puhelin Telefon		Vastaanottajan viite Mottagarens referens	
02150 ESPOO		Puhelin Telefon		Rahdinkuljettaja ja / tai huoltaja Transportföretag och / eller Speditör	
Määräpaikka/toimitusosoite Bestämelseort/leveransadress		Puhelin Telefon		 <b>Kotimaan rahti</b>	
04440 JÄRVENPÄÄ		Puhelin Telefon		 176016982800	
				Kuljetusohjeet Transportinstruktioner	
				Asiakasno Kundnr	
				Sopimusno Avtalsnr	

Your customer must print the documents, fasten the package labels on the shipments with adhesive tape and give the waybills (3 pcs) to the driver.