

# Mailing instructions Home Direct

posti

# Home Direct services

**Home Direct**  
(service delivered inside Postinen)

**Home Direct, premium**  
(individually delivered service)

Mon	Tue	Wed	Thu	Fri
Home Direct	No distribution	Home Direct	Home Direct Premium	Home Direct, Premium
<i>Posting: Tuesday (previous week)</i>		<i>Posting: Thursday (previous week)</i>	<i>Posting: Tuesday</i>	<i>Posting: Wednesday</i>

# Home Direct instructions for unitizing

- Principles:
  - Shipment unitizing refers to the loading of bundles on cargo pallets, cage pallets, or roll cages.
  - The unitizing level is selected based on the size of the batch to be delivered as well as the size and service of the shipments.
- Packing of transport units
  - The content of the transport units cannot exceed the upper edge of the cage or roll cage.
  - The content cannot exceed the outer edges of the pallet.
- Weight restrictions
  - The use of transport units must adhere to the following weight restrictions in domestic transport:
    - Max. use weight of a pallet (100 x 120 cm) is 1,000 kg
    - Max. use weight of a publication cage is 1,000 kg
    - Max. use weight of a roll cage is 250 kg
    - Max. use weight of a half pallet is 450 kg
  - Use weight = transport unit + content

# Mailing instructions Home Direct (bundled service)

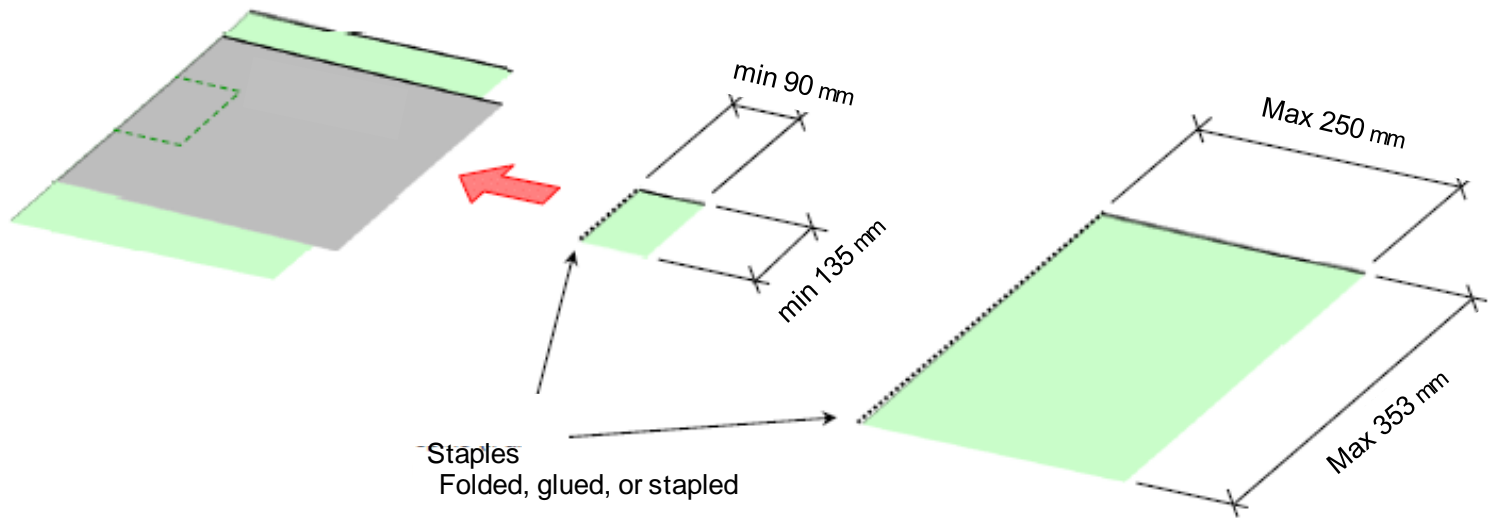
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# Item requirements

- Width 90-250 mm
- Length 135-353 mm
- Thickness max 5 mm
- Paper weight min A4 80 gr/m<sup>2</sup>
- Paper weight min 42 gr/m<sup>2</sup> if the number of pages is at least 16.
- The weight of an individual item is 5-200 g.
  
- If the item exceeds the maximum dimensions, it must be delivered folded (with the long side folded).
  - Long side folded, stapled or glued.
  - Folded items must have coherent quality with a maximum fluctuation margin of 2–3 mm.
  
- The item may not contain any attachments or covers.
  - The cover page must be larger than or the same size as the content.
  - Shipped items must allow machine handling.

# Item dimensions



Thickness max 5 mm  
Paper weight min A4 80 gr/m<sup>2</sup>  
Paper weight min 42 gr/m<sup>2</sup> if the number of pages is at least 16.  
Weight of an individual item 5–200 g

# Mailing instructions

- A batch will be divided by versions into direction-specific units (directions in slide 8).
  - Different versions of the same batch cannot be in the same unit (the said version must be indicated in the unit's container label).
- It is not necessary to collar the bundles.
- Bundle labels are not attached to individual bundles.
- The bundle is only half folded or, based on the ad layout, not at all.
- A yellow container label will be printed from the order channel and attached to the transport unit.
- Transport units used in recommended order:
  - Pallet
  - Publication cage
  - Roller cage

# Home Direct transport directions

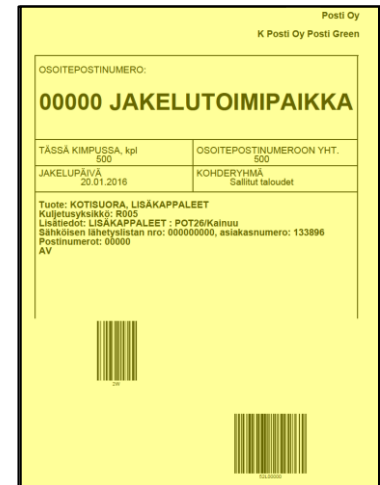
Unitizing/Direction
00–02
03–19
20–25
26–39
40–44
50–52, 57–59, 70–83, 87–89
45–49, 53–56
60–69
84–86, 90–99



# Preparedness (extra pieces)

Bundle treatment, including unitizing and collaring, may damage the items on the top or at the bottom and lead to wastage. Therefore, it is recommended that extra pieces are added to the batch ensuring that there is enough material for production.

Batch size	Additional items
• 20,000-99,999	500
• 100,000–499,999	1,000
• 500,000–999,999	2,000
• Over 1 million	5,000

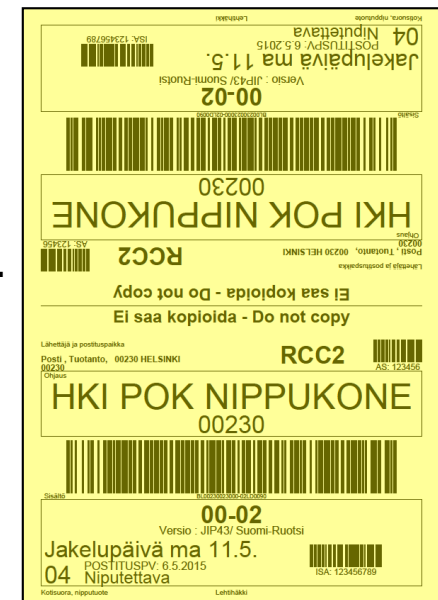


If the batch has versions with a total count of less than 50,000 pieces, 500 extra pieces are recommended for each version.

Control labels for extra pieces can be printed from ordering channels.

# Posting

- Posting places
  - Helsinki, Jyväskylä, Kuopio, Oulu, Seinäjoki, Tampere and Lieto
- To be posted for Monday delivery by 5:00 p.m. on the Tuesday of the previous week.
- To be posted for Wednesday delivery by 5:00 p.m. on the Thursday of the previous week.
  - Midweek holidays may affect the posting and delivery dates.
- No exceptions can be granted for posting times.
- Container labels (yellow) are attached to the transport units.



# Mailing instructions Home Direct, Premium

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# Home Direct, dimensions for the Premium service

- Minimum size 90 x 130 mm
- Maximum size 250 x 353 x 30 mm
- Maximum weight 300 g
  
- If the material exceeds the maximum dimensions, it must be submitted folded.
  - It is also possible to purchase folding as an additional service.
- The item may not contain any attachments.

# Home Direct, Premium bundle labels

- Items must be delivered in bundles for each operating location in bundles of 50, 100, or 200, unless otherwise agreed.
- The size of the bundle label is at least half of the size of the item's largest page but not smaller than 90 x 130 mm.
- Bundle labels can be printed from the order channel.
- Bundle labels must indicate the following information:
  - Address postal code and city/municipality
  - The number of items in the bundle/the total amount of items delivered to the address ZIP code.
  - Delivery date (e.g. August 9, 2016).
  - The selected target group (e.g. allowed households)
  - The bundle label also indicates other potential ZIP codes to be distributed
- Bundle labels are white.

Posti Oy  
K Posti Oy Posti Green

OSOITEPOSTINUMERO: <b>02400 JAKELUTOIMIPAikka</b>	
TÄSSÄ KIMPUSSA, kpl 8600	OSOITEPOSTINUMeroon YHT. 8600
JAKELUPÄIVÄ 25.11.2015	KOHDERYHMÄ Sallitut taloudet

Tuote: KOTISUORA PREMIUM  
Kuljetusyksikkö: R007  
Lisätiedot: TOT92/Kirkkonummi  
Sähköisen lähetyksilistan nro: 000000000, asiakasnumero: 133896  
Postinumerot: 02390, 02400, 02410, 02420, 02430, 02440, 02450  
Kimput: 43x200



# Home Direct, Premium bundle requirements

- Minimum thickness is 2 cm.
  - Bundles falling below the minimum thickness must be enclosed in an envelope with a bundle label attached on top of the envelope.
- The maximum weight is 10 kg.
- The height cannot exceed the width of the bundle's shorter side.
- Must endure machine sorting.
  - Cross-binding is recommended in a way that the shorter collar is on top of the longer collar.
- Bundle label ZIP code/bar code must not be covered.

# Unitizing level 1 (19 directions) for Home Direct, Premium

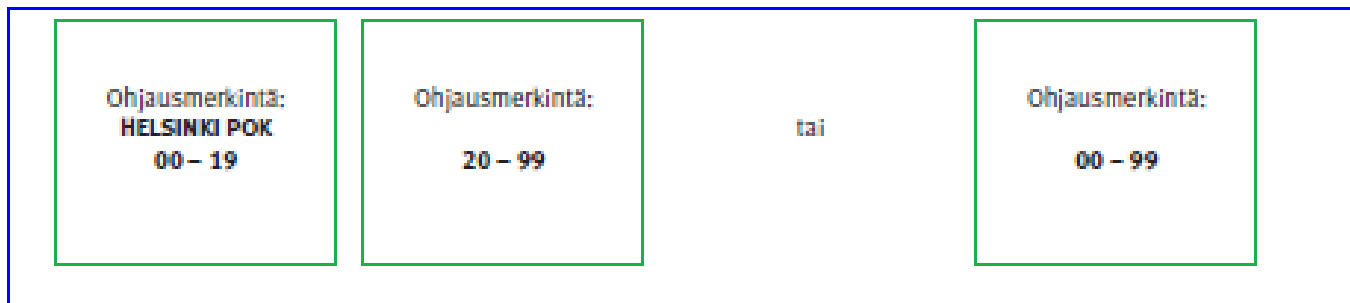
Ohjausmerkintä: <b>HELSINKI POK</b> 00 – 14 (HKI POK) postinumeroalueet: 00,01,02,03,04,05,06, 07,08,09,10,11,12,13,14	Ohjausmerkintä: <b>HELSINKI POK</b> 45 – 49 (HKI POK) postinumeroalueet: 45, 46, 47, 48, 49	Ohjausmerkintä: <b>KUOPIO</b> 80 – 83 (KUO) postinumeroalueet: 80, 81, 82, 83
Ohjausmerkintä: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

# Unitizing level 2 (10 directions) for Home Direct, Premium

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



# Unitizing level 3 (2 directions or 1 direction) for Home Direct, Premium



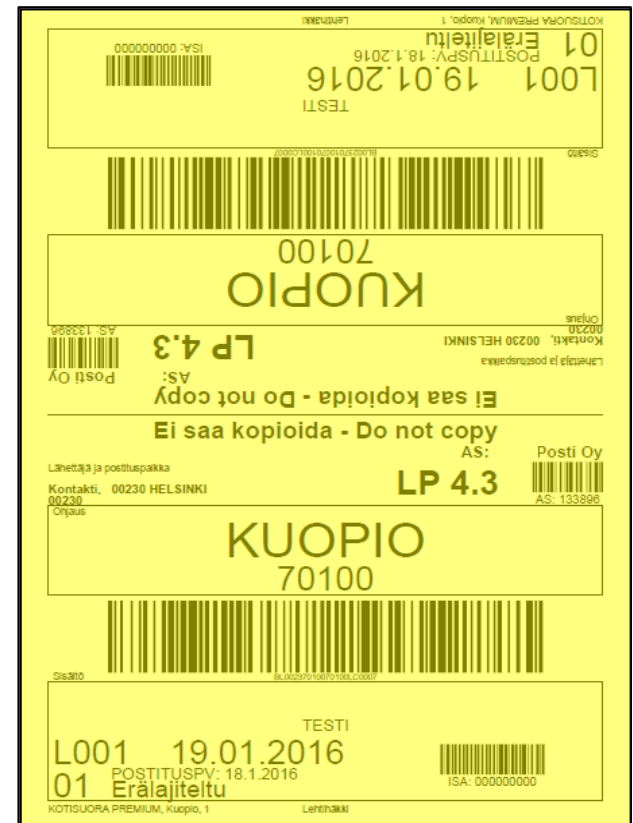
# Home Direct, Premium transport unit container labels

- Transportation unit container labels can be printed from the order channels.
- The container label is attached to the transport unit in a way that it is not detached during transportation.
- Container labels are white.



# Use of Home Direct, Premium and 01 speed up additional service

- Use of the 01 speed additional service requires direct delivery departure units.
  - No service level is promised for bundles that must be sorted.
- Items must be left at the delivery area's postal center or an agreed terminal.
- Bundle and container labels are yellow.



# Posting

- Posting places
  - Helsinki, Jyväskylä, Kuopio, Oulu, Rovaniemi, Seinäjoki, Tampere, Lieto and Posti shops and points of sale.
- The items should be posted to Posti's network two (2) weekdays before the delivery by **5:00 p.m.**
- Use of the 01 speed additional service requires direct delivery departure units which leave items directly at the delivery area's postal center or an agreed terminal.