Guide for Batch- Sorted Postal Items (Addressing, Bundling and Unitizing) 2025

Addressed items

Introduction

The Guide for Batch-Sorted Postal Items (Addressing, Bundling and Unitizing) is aimed at printing and mailing companies to help them prepare mailing batches for mailing.

However, bundling and unitization instructions and printable bundle and unitization labels are primarily available from Posti's order systems (Posti Pro and Sorting Service).

- Posti Pro is an online tool for mailing addressed publications and addressed direct marketing items. More information and instructions posti.fi/mailing-instructions
- The Sorting Service is a tool that can be integrated into the mailer company's sorting system, providing 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 contents of 2D codes and 4-state codes used for the items are created with the Sorting Service to the mailer/printing house that prints the code on the items. More information posti.fi/sortingservice and lajittelupalvelu@posti.com

Preparatory work for publications

The mailing batches for Magazine Pro, Economy Publication, Daytime Publication Delivery and Long-distance Publication Delivery must be unitized according to the instructions available in the electronic ordering channel or the instructions in the section on Unitizing Items (page 15).

Transportation units must be labeled with control labels printed out from Posti's systems (Sorting Service or the RCC2 Control Label Application). In other respects, bundling, unitizing and address markings should follow the instructions 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 mailing batches in accordance with Posti's current Guide for Batch-Sorted Postal Items (Addressing, Bundling and Unitizing). 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.

Things to consider when mailing publications

Prerequisites for using the Magazine Pro, Economy Publication, Daytime Publication Delivery and Long Distance Publication Delivery services:

- The publication has a valid publication customer contract with Posti (contract code starts with 88).
- The use of the Sorting Service, and 2D bar code or 4-state code.
- The item must be similar to a publication in terms of handling and appearance.
- The item must be unwrapped or wrapped in a manner that leaves the publication's name, issue number and address markings clearly visible and readable. In Daytime Publication Delivery, the batch size must be at least 200 items.
- When using the Daytime and Long-distance Publication Delivery services, the publication must have at least 40 separate issues per year. The Magazine Pro and Economy Publication services do not have any minimum requirements for the number of issues.
- The publication must be foldable to fit a mail slot, even if it contains supplements.

Address markings

Address source marking

As a general rule, the address source should be stated inside the postal item. However, for items such as advertisements and magazines, the address source can be marked on top of the item in the recipient address field. For newspaper-type items, the address source marking must be placed in connection with the editorial office's contact information, in the recipient's address field or near the title of the publication. More information about the markings can be found in the product terms of Target Group Services posti.fi/terms-business

Address markings on newspaper-shaped items

The address marking must be in the same location on each publication and in a position that is easy to notice and read. The address marking must be printed or typed mechanically on the publication or an address label attached to it.

The address marking must be located on an area free of other markings and have a contrast level of 100% (black text on a white background). The recommended font size is 12 points.

The address label or address printing must be placed on the FRONT PAGE or BACK PAGE, either horizontally on the right-hand side of the top edge or vertically on the right-hand margin so that the address can be read looking from the inside edge. When folding the publication, note that the address must always appear on top of the publication.
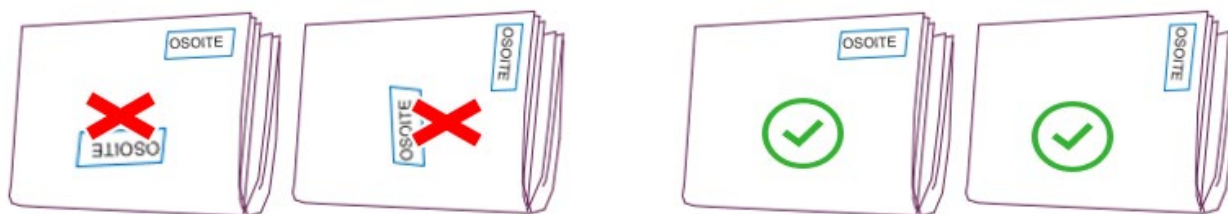
For newspaper, tabloid and cut tabloid items, the identification code is placed below the address.

There must be 10 mm of free space at both ends of the code. 0.5 mm of free space under the code is enough. The entire code must be on a white background.
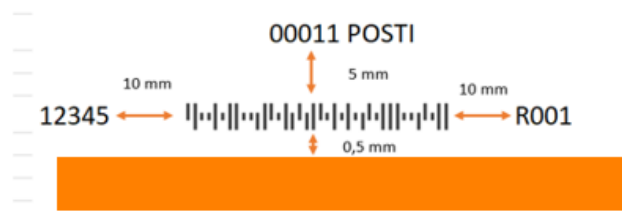
Address markings on magazine-shaped items

Currently, there are three different address marking models available: the three- column model, two-column model and label model. For placement instructions for ID codes, see the Guide for Machine-Sortable Items at posti.fi/mailing-instructions.
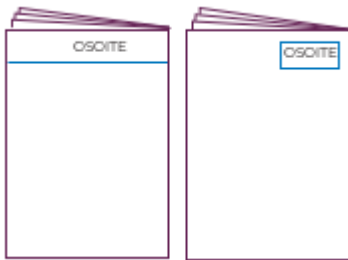
The address label or address printing must be placed horizontally at the top edge or right-hand top corner of the BACK COVER. The top edge of the magazine's back cover should include an empty area that is as large as possible (at least 3 cm in height) and reserved for address markings. The amount of space required depends primarily on the font size of the address markings. The larger the font size, the easier the information on the item is to read. The entire address must fit in its designated area at the top edge of the publication.

Three- and two-column model

If needed, place address source information here.

Publisher's information Supplementary information Printing facility's information	SUBSCRIBER'S NAME STREET ADDRESS 00100 CITY/MUNICIPALITY		<<Payment indication<< <<Control information<< <<Control information<<

<— min. 30 mm —|

Publisher's information Supplementary information Printing facility's information	SUBSCRIBER'S NAME STREET ADDRESS 00100 CITY/MUNICIPALITY		<<Payment indication<< <<Control information<< <<Control information<<

<— min. 30 mm —|

Layout 1 (min. 30 mm):

Publisher's information

Printing facility's information

SUBSCRIBER'S NAME
SUPPLEMENTARY INFO
SUPPLEMENTARY INFO
STREET ADDRESS
00100 CITY/MUNICIPALITY

<<Payment indication<<
<<Control information<<
<<Control information<<
(blank line)
Printing facility's information

Layout 2 (min. 30 mm):

Publisher's information
(blank line)
SUBSCRIBER'S NAME
STREET ADDRESS
00100 CITY/MUNICIPALITY

<<Payment indication<<
<<Control information<<
<<Control information<<
(blank line)
Printing facility's information

Layout 3 (min. 30 mm):

Publisher's information
Supplementary information
Printing facility's information

SUBSCRIBER'S NAME
STREET ADDRESS
00100 CITY/MUNICIPALITY

<<Payment indication<<
<<Control information<<
<<Control information<<

If needed, place address source information here.

Layout 4 (min. 30 mm):

If needed, place address source information here.

Printing facility's information

Publisher's information
(blank line)
SUBSCRIBER'S NAME
STREET ADDRESS
00100 CITY/MUNICIPALITY

<<Payment indication<<
<<Control information<<
<<Control information<<

Sample label

Publisher's information

Subscriber's name
Supplementary information
Street address
00100 City/municipality

The locations of address and product information as well as the font sizes in the address field have been standardized. Conversely, the locations of other information have not been standardized.

The same font size recommendations apply to two-column and three-column models. The address information is also immediately to the right of the center of the publication in the two-column model.

Other information, such as bar codes, Information Service ID Control markings for printing can, therefore, be freely placed in the address field, as long as the restrictions demonstrated in the above picture are taken into account.

The address must be printed so that it consists of uniform characters even if the printing is done through the use of dots.

- In the two and three-column models the font size of the street address and city/municipality must be at least 12 points.
- The font size for the publisher information and the name of the subscriber may be no larger than the street address.
- The address should be black on a white background (contrast level 100%). The standard height of the white background is 3 cm.
- The city/municipality should be on the same line as the postal code. Font size at least 12 pt.

Street address and subscriber's name
To the right of center. Font size at least 12 pt.

Publisher and supplementary information
Font size at least 12 pt, no larger than the street address.

Postal code
To the right of center. Font size at least 12 pt.

Payment indication a.k.a. an abbreviation identifying the service, delivery speed and the operator ID
Marking on the right edge of the

publication. Font size at least 12 pt.

Identification code

Publisher's information
Supplementary information
Printing facility's information

SUBSCRIBER'S NAME
STREET ADDRESS
00100 CITY/MUNICIPALITY

<<Payment indication<<
<<Control information<<
<<Control information<<

min. 30 mm

Center of the publication

The address in black on a white background (contrast level 100%). Standard height of the white background 2.5 cm.

City/municipality
On the same line as the postal code. Font size at least 12 pt.

Address markings on envelopes

The recipient's address information is located in the address area of the envelope and printed according to address standards on the envelope itself or, in case of a window envelope on the printout or a separate address sticker. For more information, see the Guide for Machine-Sortable Items at posti.fi/mailing-instructions.

40 mm

Lähettäjän nimi
Katuosoite
00100 POSTITOIMIPAIKKA
Maksumerkintä

Maksu- ja muut merkinnät

10 mm

Vastaanottajan nimi
(Täydennetiedot)
Katuosoite
00100 POSTITOIMIPAIKKA

10 mm

C5 ikkunakuori

180 mm

30 mm

edelleen lähetyksen tulostusalue
<<Jakelutieto<<
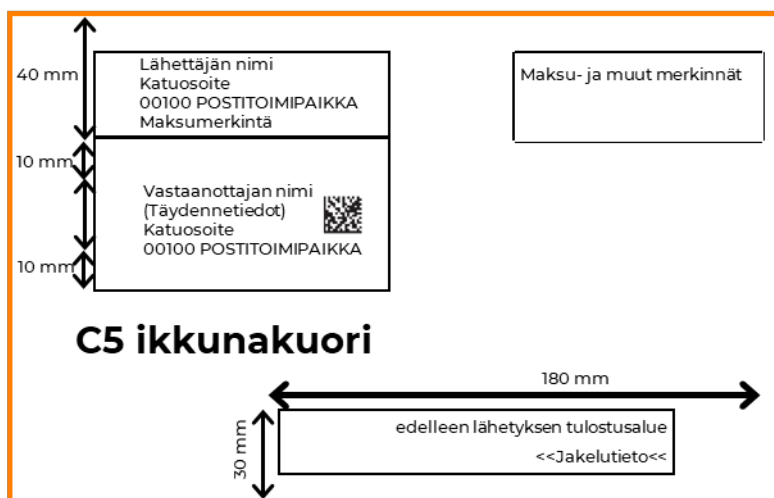
Bundling

Properly bundled mailing batches make sorting quicker and ensure that the service level agreement can be adhered to. A properly tied bundle that can withstand machine-sorting ensures that your item will arrive intact and neat.

Items requiring bundling

Publications are normally 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 that need 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. Manually sortable Customer Direct batches of less than 1,000 items can be mailed packed in boxes. 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 should be followed or, when sending direct marketing items, the separate Customer Direct instructions should be 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 form a bundle that is at least 2 centimeters thick.

Postal code bundle
The mailing register is arranged in ascending order by postal code and the items are bundled into postal code bundles. A postal code bundle may only include items directed to the area of one specific postal code.

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 create a postal code or transport direction bundle are bundled into a postal code area bundle. The postal code area includes all postal codes with the same first two numbers.

Sorting center bundle
Items that do not create a postal code area bundle are bundled into a sorting center bundle. See pages 10 and 13.

00—99 bundle
The rest of the items that do not create other bundles are bundled into a 00—99 bundle. This bundle is also organized in ascending order by postal code.

Bundle requirements

- A maximum width of 2 cm
- A maximum weight of 10 kg
- The height cannot exceed the width of the bundle's shorter side
- Must withstand machine sorting

Mailing batches that only create postal code area or sorting center bundles (so-called openable bundles) are mailed as manually or machine-sortable. For more information, see the Guide for Machine-Sortable Items and service-specific mailing instructions. All bundling levels must be taken into account when bundling items.

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. 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.
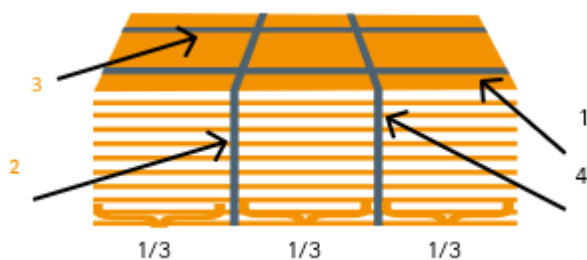
- In addition, a protective plastic film or wrapping paper is recommended for the bundling of publication-shaped items that open from the side.
- The bundle must be tightly bound so that it cannot get loose during transport and sorting. Particular attention should be paid when the items in the bundle have a slippery surface or are mailed in transport units other than those of Posti Ltd.
- The height of the bundle may not exceed the length of its shorter side.
- 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 130 mm.
- The forwarding and address information must be clearly visible.
- A bundle may only contain rectangular items; items shaped like a heart, circle or 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 a 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 can be found on page 8.

Control markings

Control markings on a bundle label

Bundle labels must include delivery service and control information. When using bundle labels, the bottom item of the bundle must be turned so that the address information is not visible. The minimum size of the bundle label is 90 x 130 mm.

The bundle label is white. Bundle labels like the ones shown below should always be used for items. The minimum font size is 12 points.

Postal code bundle:

Product information
00670 HELSINKI

Postal code area bundle:

Product information
06 HELSINKI

00—99 bundle:

Product information
00—99

Transport direction bundle:
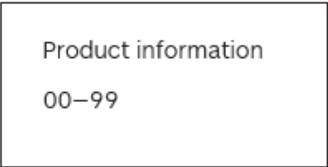
Product information
00660 HELSINKI TRANSPORT DIRECTION BUNDLE

Sorting center bundle:

Product information
70—75 KUOPIO

Product information indications on items and bundle labels

Customer Direct, machine-sortable 19224

Customer Direct, manually sortable 19225

Publication 12840

Magazine Pro 19241

Economy Publication 19241

Daytime Publication Delivery 12841

Long-distance Publication Delivery 12838

A Posti

LHT Posti

AKL Posti

EL Posti

PPJ Posti

PET Posti

The information can also be written in text. The recommended minimum font size is 12 points.

Delivery service	Delivery markings
Customer Direct	<< A – Posti <<
Publication	<< LHT – Posti <<
Magazine Pro	<< AKL – Posti <<
Economy Publication	<< EL – Posti <<
Daytime Publication Delivery	<< PPJ – Posti <<
Long-distance Publication Delivery	<< PET – Posti <<

Control markings for magazine-shaped items

Bundles can also be dropped off without bundle labels if the items include the address and control information markings shown below. The parts of the control information shown in the model below are only required on the topmost publications of the bundle. If the address is also visible on the bottommost item of the bundle, it needs to be labeled with the control information as well. The font size of the postal code and control information in the right column must be at least 12 points.
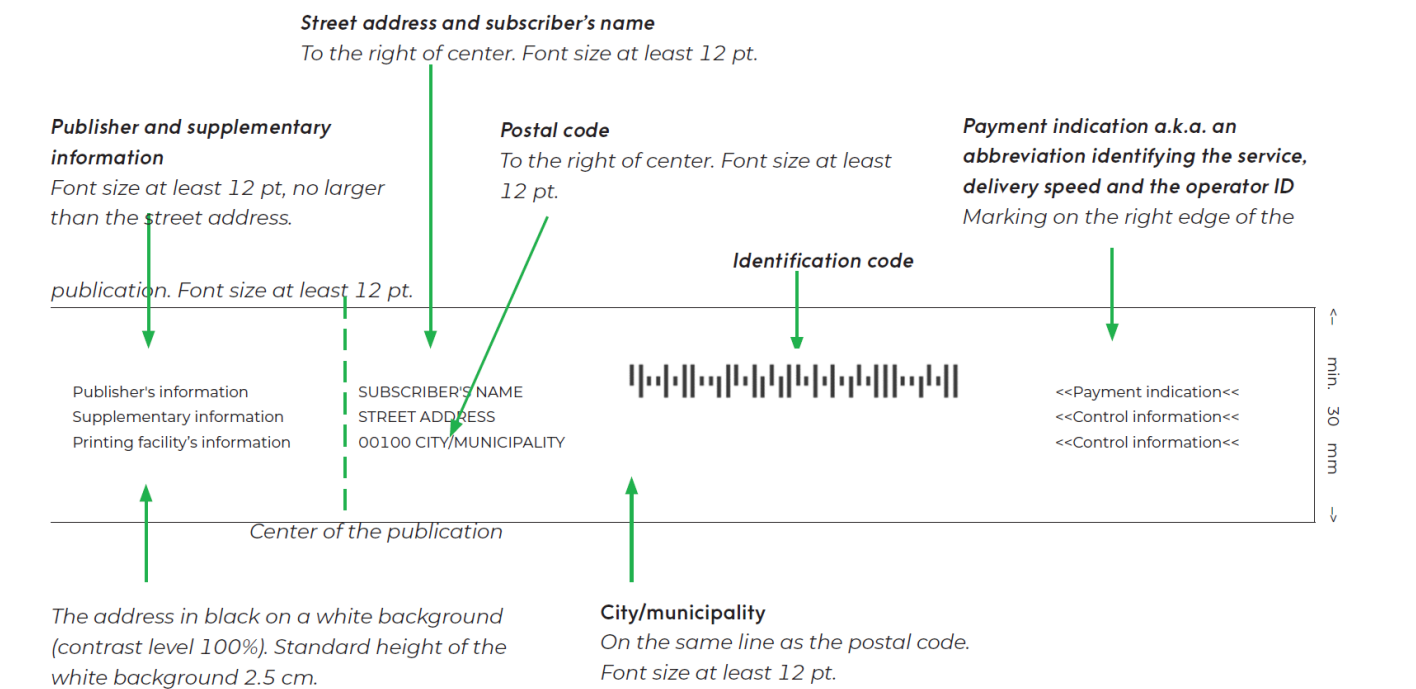
Street address and subscriber's name
To the right of center. Font size at least 12 pt.

Publisher and supplementary information
Font size at least 12 pt, no larger than the street address.

Postal code
To the right of center. Font size at least 12 pt.

Payment indication a.k.a. an abbreviation identifying the service, delivery speed and the operator ID
Marking on the right edge of the

publication. Font size at least 12 pt.

Identification code

Publisher's information
Supplementary information
Printing facility's information

SUBSCRIBER'S NAME
STREET ADDRESS
00100 CITY/MUNICIPALITY

<<Payment indication<<
<<Control information<<
<<Control information<<

min. 30 mm

Center of the publication

The address in black on a white background (contrast level 100%). Standard height of the white background 2.5 cm.

City/municipality
On the same line as the postal code. Font size at least 12 pt.

The control information varies by bundle type, see the pictures below. No separate control information is printed out for postal code bundles.

Postal code bundle

For example:

| Publisher's information | LASSE LEHTI
erikoissuunnittelija
TAVINTIE 6 C 3
00670 HELSINKI | ‖·|·‖·ᵈ|‖·|ᵇ|‖·|·|ᵇ|‖·ᵇ|‖ | << AKL − Posti <<
<<00670<< |

‹‒ min. 30 mm ‒›

Transport direction bundle

For example:

| Publisher's information | LASSE LEHTI
erikoissuunnittelija
TAVINTIE 6 C 3
00670 HELSINKI | ‖·|·‖·ᵈ|‖·|ᵇ|‖·|·|ᵇ|‖‖·ᵇ|‖ | << AKL − Posti <<
<<00670<<
<<00660<< |

‹‒ min. 30 mm ‒›

Postal code area bundle

For example:

| Publisher's information | LASSE LEHTI
erikoissuunnittelija
TAVINTIE 6 C 3
00670 HELSINKI | ‖·|·‖·ᵈ|‖·|ᵇ|‖·|·|ᵇ|‖·ᵇ|‖ | << AKL − Posti <<
<<00670<<
<<00<< |

‹‒ min. 30 mm ‒›

Sorting center bundle

For example:

| Publisher's information | LASSE LEHTI
erikoissuunnittelija
TAVINTIE 6 C 3
00670 HELSINKI | ‖·|·‖·ᵈ|‖·|ᵇ|‖·|·|ᵇ|‖·ᵇ|‖ | << AKL − Posti <<
<<00670<<
<<00−02<< |

‹‒ min. 30 mm ‒›

Control markings for newspaper-shaped items

Publisher's information
(blank line)
SUBSCRIBER'S NAME
STREET ADDRESS
00100 CITY/MUNICIPALITY

<< Payment indication <<
<< Control information <<
<< Control information <<
(blank line)
Printing facility's
information

^⌐
min. 30 mm
⌐∨

Bundle label model

Newspaper-shaped: Daytime Publication Delivery and Long-distance Publication Delivery

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

Unitizing items

Item unitizing refers to the loading of bundles or transportation boxes onto 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 items.

Transport units must be packed in a way that prevents them from being harmed on their way from the sender to the recipient. The contents of the transport unit may not exceed the upper edge of the cage pallet or rolltainer. If Posti cannot deliver cage pallets or rolltainers as agreed, the mailer company will use pallets for mailing.

The following weight restrictions must be adhered to when using transport units in domestic transport:

* for single-use pallets (100 x 120 cm), the max. use weight is 1,000 kg
* for publication cages, the max. use weight is 1,000 kg
* for rolltainers the max. use weight is 250 kg
* for half pallets, the max. use weight is 450 kg

Using 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 and Posti does not deliver loading pallets.

Posti shall have the right to monitor and control the use of the transport units, pick up any unreturned transport units, and invoice a charge specified in the contract for any excess time.

Posti shall also have the right to perform checks on the customer's premises in order to monitor the use of the transport units.

The customer shall be responsible for any transport units it picks up or which have been delivered to the customer and the use thereof. If any transport units are used contrary to these terms or the contract, Posti is entitled to take possession of the transport units in question.

Posti shall be entitled to charge the customer compensation equaling 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 via service form posti.fi/tyhjatyksikot of any transport units in the possession of the customer that are no longer needed. Posti will pick up such unnecessary transport units according to the agreed schedule.

The Customer shall likewise be obligated to inform Posti of transport units, the daily delivery of which has been agreed to, but which need not be delivered.

Daytime Publication Delivery — Unitizing 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:
TAMPERE
65–66
(TRE)
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:
TAMPERE
67–69
(TRE)
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 POK
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:
HELSINKI POK
53–56
(HKI POK)
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:
KUOPIO
87–89
(KUO)
postal code areas:
87, 88, 89

Unitizing for Daytime Publication Delivery publications

Unitizing at delivery departure point level, must be agreed separately with Posti

Direct transport unit* Control marking: Delivery office (=city/municipality) 00000 (=postal code)	Bundles to be opened, in a separate unit Control marking: Terminal / Postal center (=city/municipality) 00—02 (=postal code area) for example HELSINKI POK 33—39	Daytime Publication Delivery items, in a separate unit If the number of items is less than 500, box the publications. The box can be unitized on top of the unit of the Daytime Publication Delivery bundles to be opened.

Unitizing Long-distance Publication Delivery items at the terminal area level

Direct bundles* Control marking: Terminal / Postal center (=city/municipality) 00—02 (=postal code area) for example HELSINKI POK 33—39	Bundles to be opened Control marking: Terminal / Postal center (=city/municipality) 00—02 (=postal code area) for example HELSINKI POK 33—39	Long-Distance Publication items, in a separate unit Postal centers (4K) If the number of items is less than 500, box the publications. The box can be unitized on top of the unit of the Long-Distance Publication units.

*) direct transport unit, direct bundle= postal code and transport direction bundles

Main unitizing levels in Daytime Publication Delivery:

1. Direct delivery office units, content: Direct postal code and transport direction bundles (for example 00380 Helsinki)

   - Bundles to be opened, in a separate unit
   - Long-distance Publication Delivery, in a separate 00-99 unit

2. Unitizing by postal center or terminal area (for 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

Magazine Pro, Economy Publication and Publication items, and Customer Direct items − Unitizing items, 19 directions

Control marking: HELSINKI POK 00−02 (HKI POK) postal code areas: 00, 01, 02	Control marking: HELSINKI POK 40−44 (HKI) 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 0 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: HELSINKI POK 50−52 (HKI) 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: HELSINKI POK 28−29 (HKI) postal code areas: 28, 29	Control marking: HELSINKI POK 60−69 (HKI) 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: HELSINKI POK 26−27, 30−32 (HKI) 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: HELSINKI POK 33−39 (HKI) postal code areas: 33, 34, 35, 36, 37, 38, 39	Control marking: KUOPIO 76−79 (KUO) postal code areas: 76, 77, 78, 79	

Magazine Pro, Economy Publication and Publication items, and Customer Direct items — Unitizing items, 10 directions

Used when the total weight of the batch is over 800 kg when using rolltainers and over 3,000 kg when using publication cages.

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: HELSINKI POK 26–32 (HKI) postal code areas: 26, 27, 28, 29, 30, 31, 32	Control marking: HELSINKI POK 40–44 (HKI) postal code areas: 40, 41, 42, 43, 44	Control marking: KUOPIO 57–59, 87–89 (KUO) postal code areas: 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: HELSINKI POK 33–39 (HKI) postal code areas: 33, 34, 35, 36, 37, 38, 39	Control marking: HELSINKI POK 45–56 (HKI POK) postal code areas: 45, 46, 47, 48, 49, 50, 51, 52 53, 54, 55, 56	Control marking: HELSINKI POK 60–69 (HKI) 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

Magazine Pro, Economy Publication and Publication items, and Customer Direct items — Unitizing items, 4 directions

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

Magazine Pro, Economy Publication and Publication items, and Customer Direct items — Unitizing items, 2 directions or 1 direction

Used when the total weight of the batch is over 200 kg when using rolltainers and over 500 kg when using publication cages.

Control marking: HELSINKI POK 00–19	Control marking: 20–99	or	Control marking: 00–99

Control labels for transport units

The transport unit is labeled with a barcoded control label (the model shown in below), available from the RCC2 application. 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 on. The color of the control label should match the color of the bundle label of the product in question.

When using the electronic mailing list, a covering letter is attached to each mailing batch or the number of the mailing list is copied to the control label with a bar code.

Control label model

Unitizing items mailed abroad

Items addressed abroad must not be combined into units with items addressed to Finland. They must be delivered to Posti on separate pallets or separate boxes/bundles.

Registered letters, letters 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.

The instructions below apply to product numbers 1656 Economy Letter International and 1659 Priority Letter International.

- Items with different service levels should never be unitized together. For example, Priority and Economy items should not go in the same bundle.
- Items belonging to different mailing batches must never be bundled together. The mailing list only applies to one mailing batch and customer number, and the receipt inspection is carried out based on it.

Product numbers, service levels and ja zones

EU	EU countries
EU2	European countries outside of the EU
MUU	Rest of the world

Publications are mailed abroad as a Letter containing goods

The publications sent abroad are the so-called Letters containing goods, and they must be sent in an envelope or wrapped in plastic. An export declaration must be made when letters are sent to a destination outside of the EU. The information is reported both with a CN22 customs label attached on top of the letter and electronically, more information on posti.fi/cn22en. When sending letters containing goods to the EU Member States, no customs declaration is needed.

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Useful information

Transport orders: posti.fi/pick-up-order

Posti's service number: +358 200 77000 Mon—Fre 8—18, Sat 9—16 (lnc/mpc)

Price list: posti.fi/letter-direct-marketing-and-publication-services-contract-prices

On the web page posti.fi/mailing-instructions you find, for example, the following guides and mailing instructions:

- Guide to machine-sortable items
- Posti Pro instructions for publication services and Customer Direct
- Mailing instructions for Customer Direct
- Mailing instructions for Standard Letters
- Posting places and times