posti

Guide to machine-sortable items

2024

Updates

1.1.2024

- Pages 39—42: The terms of publications have been specified: An attachment may not be another publication, and a separate attachment must not be placed on to cover of a publication (e.g. using drops of glue)

1.1.2023

- Pages 9—10: Forwarding printing area has been enlarged, new dimensions 30 mm x 180 mm

- Pages 11—12: As of 1 August 2023, it is prohibited to print the address information and code on plastic.

- Pages 17—18: Identification codes on items: information and dimensions have been specified

- Pages 20—24, Customer Direct:

  - Added clarification: If the items do not meet the specifications of machine-sortable Customer Direct items, they are processed and invoiced as manually sorted items

  - Deleted text: If the item does not comply with these dimensions, please check its suitability for machine sorting in advance

  - In the future, shaped cards will always be sorted manually
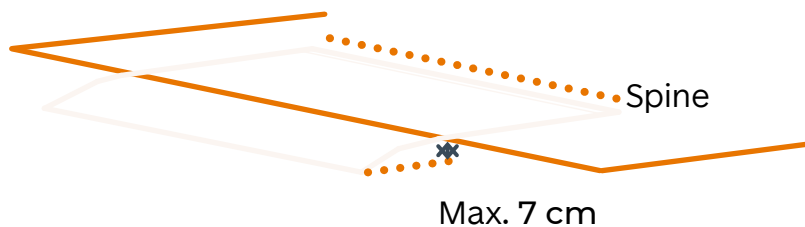
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Table of contents

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Ensure smooth handling of mail items

- When you are planning an item, or example the appearance of an envelope — we recommend paying attention to Posti's requirements for machine processing.

- Learn more about the size and shape limitations of various items, marking and placing instructions of the address information, information on the identification codes used, requirements as to the codes' information content and other design-related tips in this guide.

- Machine-sortable items move quickly through the various stages of processing and are delivered to the recipient on schedule and in the correct form.

- If the item contains hard objects, such as paper clips, keys, coins, CDs, pens or magnets, it is not suited for machine sorting.

- If, after reading these instructions, you are still unsure whether an item is suitable for machine processing, please check the suitability in advance by sending an email to lajittelutesti@posti.com.

- After changes to the place of printing or paper grade, the suitability of the item must be re-checked.

Shape of machine-sortable items

e.g., rigidity and flexibility

Spine

Max. 7 cm

* The "plump" item pictured is not suited for machine processing..

* The curved cardboard item pictured is not suited for machine processing.

Items submitted for machine sorting must be straight but sufficiently flexible. The spine of the item must also bend.

Items that do not bend or are curved* are not suited for machine processing.*

Guideline for testing the rigidity of the item

1. Place the item on a table so that 10 cm of the item goes over the edge of the table (with the spine of the item on the table).

2. The item must not bend by more than 7 cm

Fonts and address format suited for machine-sortable items

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Font and address format of a machine-sortable item

Laser, HP and printing

- Use the same font size (10–12) and line spacing for all lines.

- Do not use bolding, underlining, or italics.

- Recommended fonts: Arial, Calibri and Verdana

  - The use of serif fonts, such as Times New Roman, may prevent mechanical handling of the item.

- Don't use empty lines or additional information in the address.

CIJ

- Use the same font size (10–12) and line spacing for all lines.

- Use upper case (capital letters) in address markings.

- Font height 2.4–3.5 mm and width 1.8–2.5 mm

  - The letters may not connect (minimum distance between letters 0.28 mm).

Priority PP Finlande 000000 Posti

1234 9876 4567
Matti Vastaanottaja
Kotiosoite 124 as 34
00000 POSTITOIMIPAIKKA

Address format

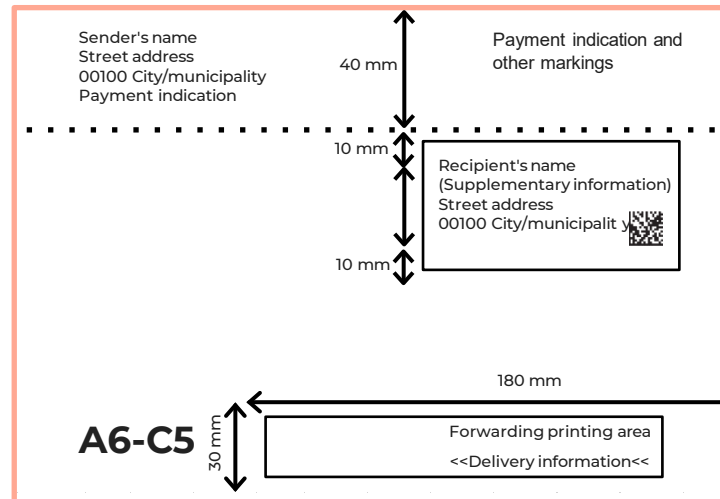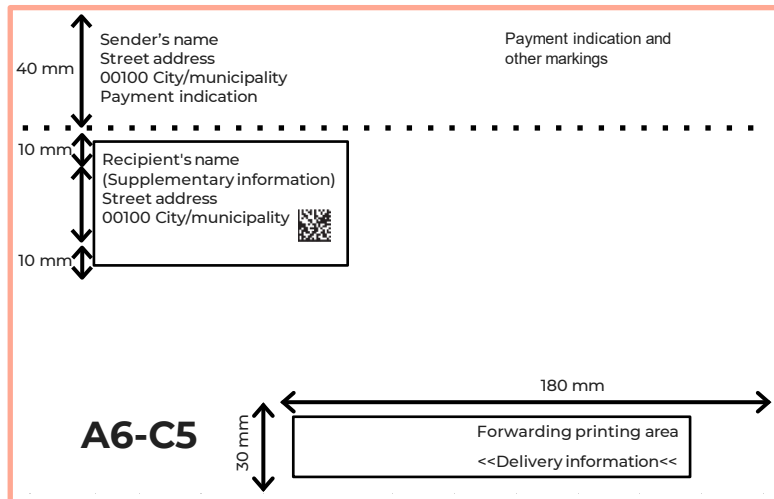- Insert a space between building, entrance and apartment (e.g. 1 A 1).

- Indicate the postal code without spaces (e.g. 00100 instead of 001 00).

- Make sure that all address lines within the address field are aligned to the left.

- Leave 10 mm of blank space around the address field.

- On window envelopes, the address information must be legible in its entirety.

Placement of address information on items

Location of the address: small enclosed items A6–C5

Envelope, card, selfmailer

A6-C5

40 mm
10 mm
10 mm

Sender's name
Street address
00100 City/municipality
Payment indication

Payment indication and
other markings

Recipient's name
(Supplementary information)
Street address
00100 City/municipality

180 mm
30 mm
Forwarding printing area
<<Delivery information<<

A6-C5

40 mm
10 mm
10 mm

Sender's name
Street address
00100 City/municipality
Payment indication

Payment indication and
other markings

Recipient's name
(Supplementary information)
Street address
00100 City/municipality

180 mm
30 mm
Forwarding printing area
<<Delivery information<<

C5
window
envelope

40 mm
10 mm
10 mm

Sender's name
Street address
00100 City/municipality
Payment indication

Recipient's name
(Supplementary information)
Street address
00100 City/municipality

Payment indication and
other markings

180 mm
30 mm
Forwarding printing area
<<Delivery information<<

C5
envelope

20 mm

Recipient's name
(Supplementary
information) Street
address
00100 City/municipality

40 mm

180 mm
30 mm
Forwarding priting area
<<Delivery information<<

- Address in black on the white area

- A color background can be machine-sortable but it always requires extra testing.

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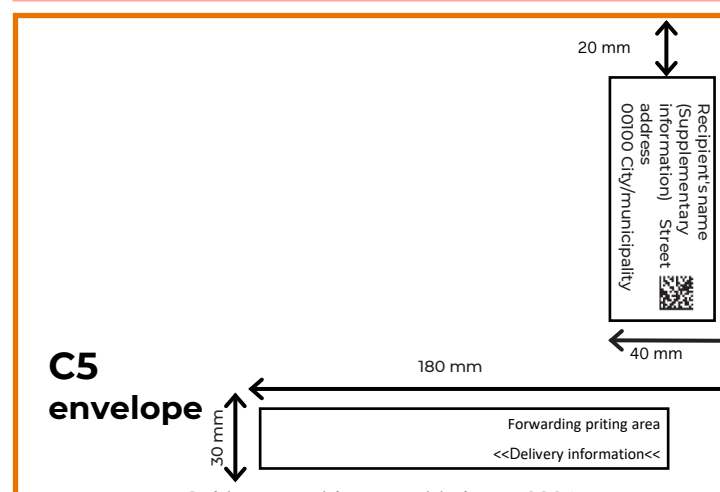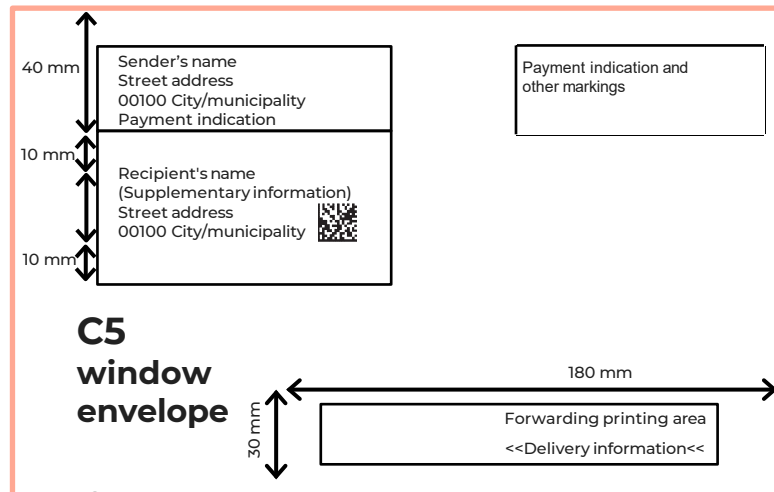
Location of the address: enclosed items larger than C5—C4 Envelope, card, selfmailer

C4

40 mm

Lähettäjän nimi
Katuosoite
00100 Postitoimipaikka

10 mm   10 mm   40 mm

Recipient's name
(Supplementary information)
Street address
00100 City/municipality
Payment indication

Sender's name
Street address
00100 City/municipality
Payment indication

Payment indication and other markings

180 mm

30 mm

Forwarding printing area
<<Delivery information<<

Sender's name
Street address
00100 City/municipality
Payment indication

40 mm

Payment indication and other markings

Recipient's name
(Supplementary information)
Street address
00100 City/municipality

C4

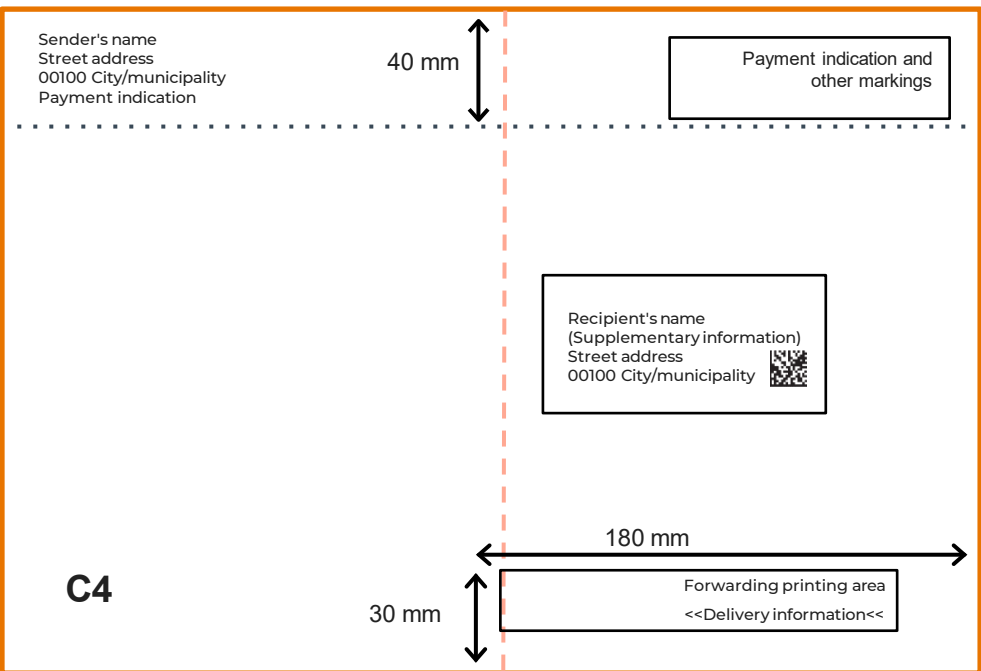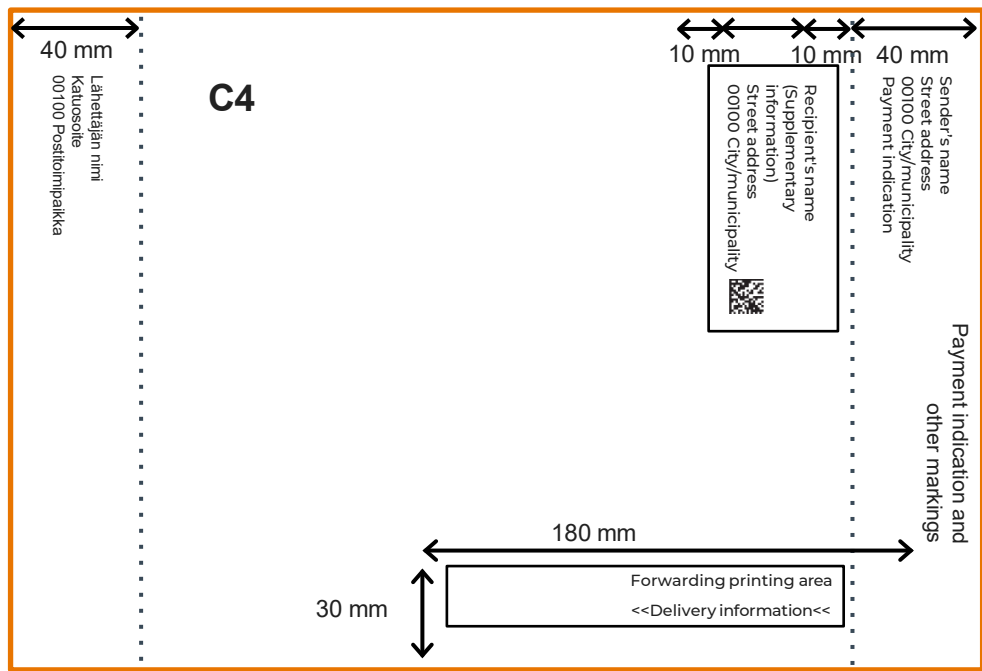180 mm

30 mm

Forwarding printing area
<<Delivery information<<
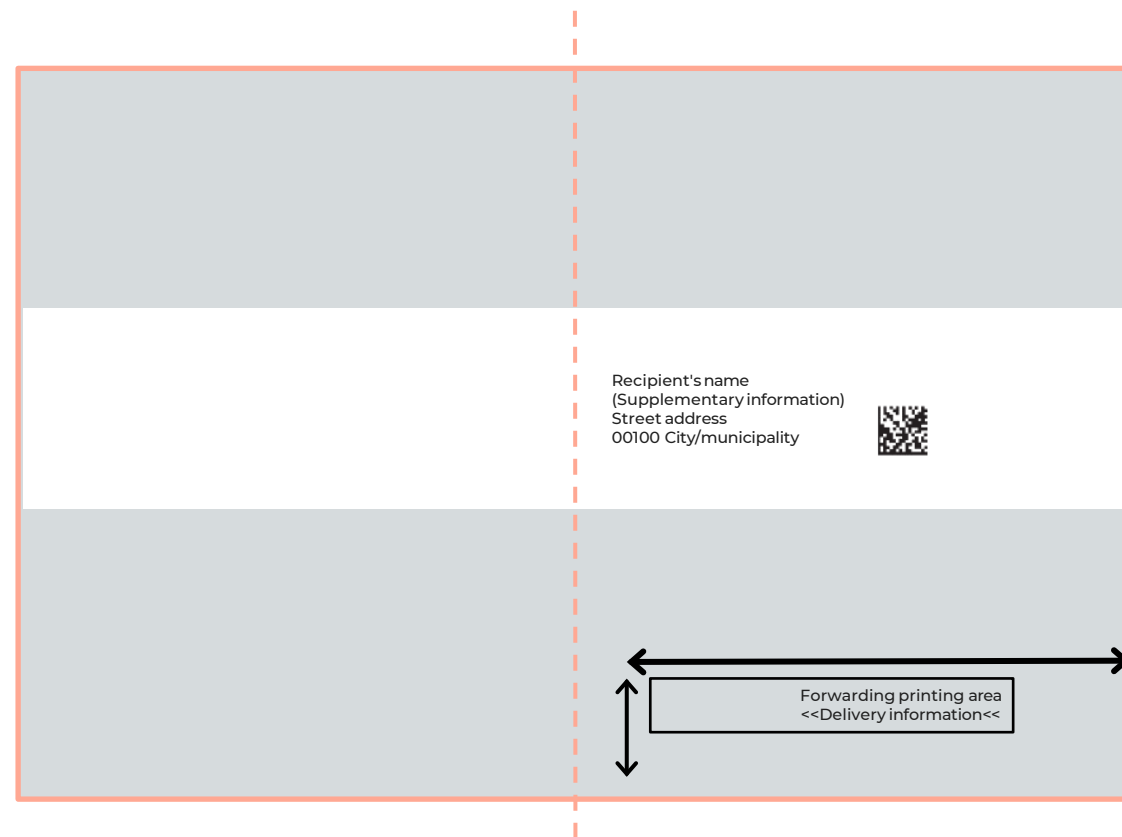
The address should be placed on the right-hand side from the middle

- Address in black on the white area

- A color background can be machine-sortable but always requires extra testing. See page 44.

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Location of the address: plastic-wrapped item C5—C4

Magazine, catalog, brochure

- When printing directly on the wrapper, address in black on the white opaque area.

- Address information printed on clear plastic is not suited for machine processing.

- Ensure that the wrapper does not fold over the address.

- Do not print the address over a seam in the wrapper.

- Print the address on the item or on the white area in the wrapper. If the address has been printed on the item (or on an address label), ensure that it does not move in the wrapper.

- As of 1 August 2023, the address information and the 2D code or 4-state code may no longer be printed on plastic. The address must be printed on the item or on the address label, and it may not move inside the plastic wrappers.

- The address should be placed on the right-hand side from the middle.

- The address can be placed similarly as in unenclosed items.

Recipient's name
(Supplementary information)
Street address
00100 City/municipality

Forwarding printing area
<<Delivery information<<

posti

# Location of the address: portrait-oriented item wrapped in plastic

- Ensure that the wrapper does not fold over the address.

- Do not place the address under a seam in the wrapper.

- Print the address on the item or on the white area in the wrapper. If the address has been printed on the item (or on an address label), ensure that it does not move in the wrapper.

- Address information printed on clear plastic is not suited for machine processing.

- As of 1 August 2023, the address information and the 2D code or 4-state code may no longer be printed on plastic. The address must be printed on the item or on the address label, and it may not move inside the plastic wrappers.

- The address should be placed on the right-hand side from the middle.

- The address can be placed similarly as in unenclosed items.

30 mm

Recipient's name
(Supplementary information) Street address
00100 City/municipality

Forwarding printing area
<<Delivery information<<

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Location of the address: unenclosed items with multiple pages Magazine, catalog, brochure

- Address in black on the

- 30 mm wide white area on the top edge of the back cover.

- Print the entire address on the item or the cover attachment.

- The code may be placed on the item or the cover attachment.

- Print the address source on one line, two if necessary.

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

Publisher's information

<<Payment indication<<
<<Control data<<
<<Control information<<
<<Delivery information<<

N F 7 2

Osoitelähde Väestötietojärjestelmä Väestörekisterikeskus PL 123, 00531 HELSINKI Tietojen tekninen toimitus POSTI Oy PL 7, 00011 POSTI

Forwarding printing area

Address

Address
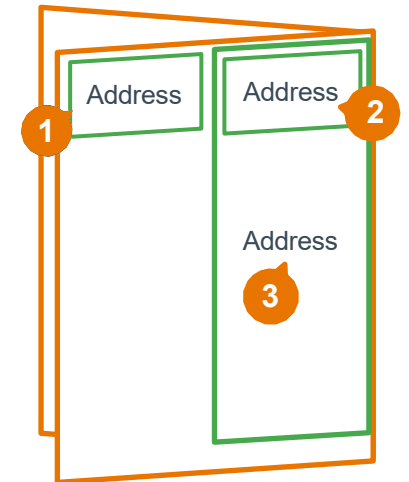
Address

Address

The address may be placed in three different locations

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Location of address markings on newspaper-shaped items

For newspaper, tabloid and cut tabloid items, the identification code is placed below the address.

LEHTI

Kustantajan ja painon tietoja, maksumerkintä
Tilaajan nimi
Katuosoite
00100 Postitoimipaikka
<<Jakelutieto<<

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.

00011 POSTI
5 mm
10 mm
12345
10 mm
R001
0,5 mm
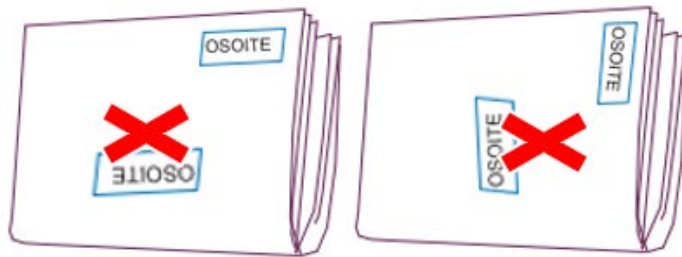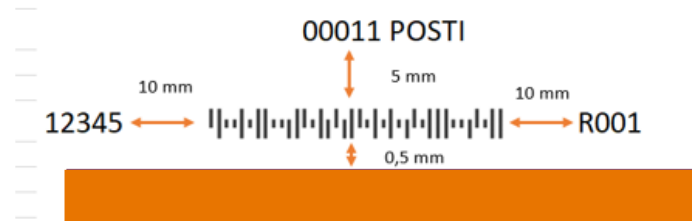
- The address marking must be in the same location on each publication and in a position that is easy to notice and read.

- The address marking must be printed or written 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, 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 a publication, ensure that the address is always visible on the top of the publication.

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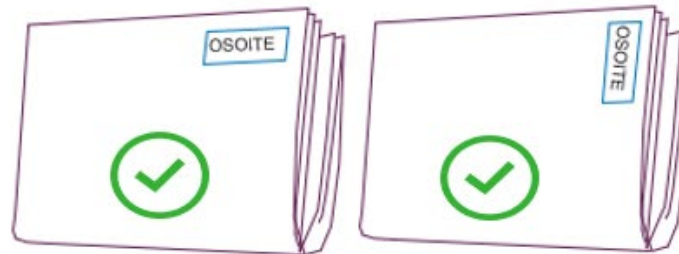
Placement of identification codes on items

The use of certain services requires the use of an identification code.

We recommend using them on all items.

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Identification codes on items

- Machine-sortable items with a code must have an identifying 2D code or 4-state code. The code allows automatic identification of the item by the machine.

- The Sorting Service automatically creates the content of the codes. This also includes the recipient's name and address.

  - The Sorting Service must be provided with the recipient's name and address details in the same format as they are printed on the item.

- The printed code must be readable. This means that the code must be printed in the white area. The code must be printed straight and may not be blurred or stretched.

- As of 1 August 2023, the address information and the 2D code or 4-state code may no longer be printed on plastic.

- QR codes cannot be used.

- In a bundle label, you can use the bundle's identification code, a Sorting Service label or a code integrated with the mailer company's system.

4-state code is suited for CIJ printing

2D code is suited for ink-jet and laser printers, two different sizes based on the available size

Code 128 is suited for bundle labels

JJFIA11ABC123

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2D code

Two sizes available

- **16x16 pixels**
  - Example of a code: JJFIA12001435
  - The size of one pixel (square) is 0.5 * 0.5mm
  - The physical size of the code is 8.0—9.0 mm x 8.0—9.0 mm

- **8x32 pixels, horizontal or vertical**
  - Example of a code: JJFIA12001435
  - The physical size of the code is 4.0—4.5 mm x 16—18 mm

Other boundary conditions:

- Blank space around the code 5.0 mm on all sides.
- Print in black on a white background.
- The code must be placed on the right-hand side of the address.

- Please note! As of 1 August 2023, the address information and code may no longer be printed on plastic.

In addition to Posti's 2D code, the item may contain one other 2D code. Place it, for instance, next to the sender information.

Priority PP Finlande 000000 Posti

1234 9876 4567
Matti Vastaanottaja
Kotiosoite 124 as 34
00000 POSTITOIMIPAIKKA

If necessary, contact us lajittelutesti@posti.com and set up testing for the placement of the code.

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4-state code

- The 4-state code consists of four lines/bars of varying lengths
  - Tracker bar, height 1.70 mm   4 points
  - Ascender bar, height 3.40 mm   8 points
  - Descender bar, height 3.40 mm   8 points
  - **Recommendation:** Full bar, heigh. 5.10 mm12 points

- The length of the code is 45 – 55 mm, height 4.5 – 5.5 mm.
  - The ratio of length to height must be 1:10 For example, when the length is 45 mm, the height should be 4.5 mm.

- Print in black on a white background. Please note! As of 1 August 2023, the address information and code may no longer be printed on plastic.

- Blank space at the ends of the code 10 mm, above 5 mm and below 0.5 mm measured from the code.

- Placement between the payment indication and the address information on an unenclosed item with multiple pages.
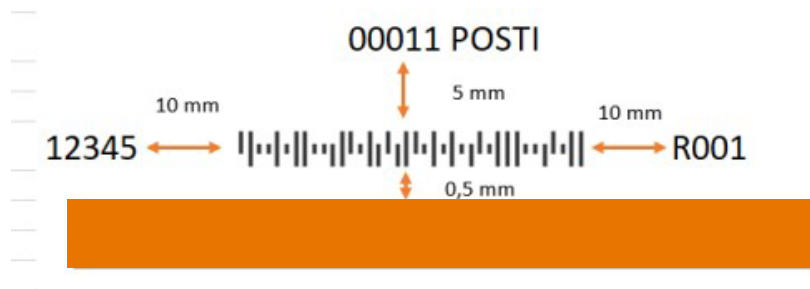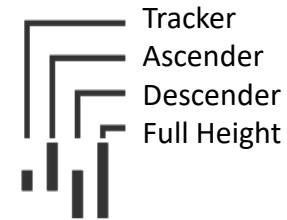
Customer Direct

Please also see the instructions concerning all items:

- Item shape

- Fonts and address format

- Placement of address information

- Identification codes

- Attachments to the item

- Forwarding markings

Enclosed items

Sealed envelope	
Small items	105 mm – 165 mm x 148 mm –240mm Weight 5 – 75 g Thickness 0.2 – 5 mm
Large items	140 mm – 250 mm x 210 mm – 328 mm Weight 2 – 350 g Thickness 0.3 – 10 mm
4-state code or 2D code	The discount related to the use of the Sorting Service requires the use of an accurate 4-state code or 2D code

- Please note! Check the suitability of the paper grade, see the machine processing website.

- After changes to the place of printing or paper grade, the suitability of the item must be re-checked.

Additional instructions

- The item should be sufficiently flexible.

- Variation in thickness, such as attachments, perforation or asymmetrical layout of a selfmailer may make the item unsuitable for machine sorting.
  - maximum thickness of an attachment 1 mm
  - minimum size of an attachment 40*40 mm

- The surfaces of the items should not make them stick to each other.

- If the items do not meet the specifications of machine-sortable Customer Direct items, they are processed and invoiced as manually sorted items.

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Enclosed items

Machine-sortable, 2 pages (card)	
Small items	105 mm − 165 mm x 148 mm −240mm Weight 5 − 75 g Thickness (caliper) 220−2,000 μm Paper, min. weight 250 g/m2 (silk is not machine-sortable)
Large items	140 mm−230 mm x 200 mm−328 mm Weight 15−150 g Thickness (caliper) 300−2000 μm Paper, min. weight 300 g/m2 (silk is not machine-sortable)
4-state code or 2D code	The discount related to the use of the Sorting Service requires the use of an accurate 4-state code or 2D code

- Please note! Check the suitability of the paper grade, see the machine processing website.

- After changes to the place of printing or paper grade, the suitability of the item must be re-checked.

Additional instructions

- The item should be sufficiently flexible.

- Variation in thickness, such as attachments, perforation or asymmetrical layout of a selfmailer may make the item unsuitable for machine sorting.
  - maximum thickness of an attachment 1 mm
  - minimum size of an attachment 40*40 mm

- The surfaces of the items should not make them stick to each other.

- If the items do not meet the specifications of machine-sortable Customer Direct items, they are processed and invoiced as manually sorted items.

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Enclosed items

Machine sortable 4 pages	
Small items	105 mm − 165 mm x 148 mm −240mm Weight 5 − 75 g Thickness 0.2 − 2 mm Paper min. weight 150 g/m2 Closed with glue or sticker according to separate instructions
Large items	140 mm − 230 mm x 200 mm − 328 mm Weight 15 − 150 g Thickness 0.3 − 2 mm Paper min. weight 170 g/m2 Closed with glue or sticker according to separate instructions
4-state code or 2D code	The discount related to the use of the Sorting Service requires the use of an accurate 4-state code or 2D code

- Please note! Check the suitability of the paper grade, see the machine processing website.

- After changes to the place of printing or paper grade, the suitability of the item must be re-checked.
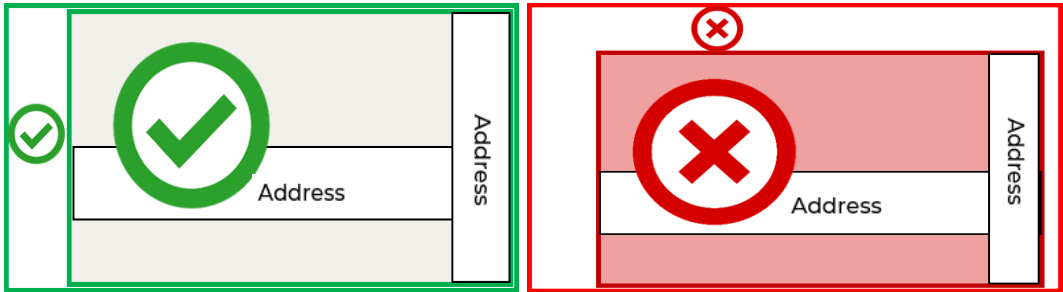
Additional instructions

- The item should be sufficiently flexible.

- Variation in thickness, such as attachments, perforation or asymmetrical layout of a selfmailer may make the item unsuitable for machine sorting.
  - maximum thickness of an attachment 1 mm
  - minimum size of an attachment 40*40 mm

- The surfaces of the items should not make them stick to each other.

- If the items do not meet the specifications of machine-sortable Customer Direct items, they are processed and invoiced as manually sorted items.

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Items wrapped in plastic

Items wrapped in plastic	
Item size	163 mm – 250 mm x 230 mm – 328 mm
Wrapper size	Maximum size of plastic wrapper is 250 mm x 328 mm. The plastic wrapper can be no more than 25 mm larger than the item **from one side only**.
Weight Thickness	30 – 350 g 1 – 10 mm
4-state code or 2D code	The discount related to the use of the Sorting Service requires the use of an accurate 4-state code or 2D code

**Additional instructions**

- Ensure that the wrapper does not fold over the address.

- It must be ensured that items wrapped in plastic do not stick together.

- The spine should not contain folder staples or spiral binding.

- Do not print the address over a seam in the wrapper.

- Print the address on the item or on the white area in the wrapper. Address information printed on clear plastic is not suited for machine processing.

- If the address has been printed on the item or on an address label, ensure that it does not move in the wrapper.

- As of 1 August 2023, the address information and the 2D code or 4-state code may no longer be printed on plastic. The address must be printed on the item or on the address label, and it may not move inside the plastic wrappers.

Unenclosed items with multiple pages

Unenclosed items, catalogs and brochures with multiple pages

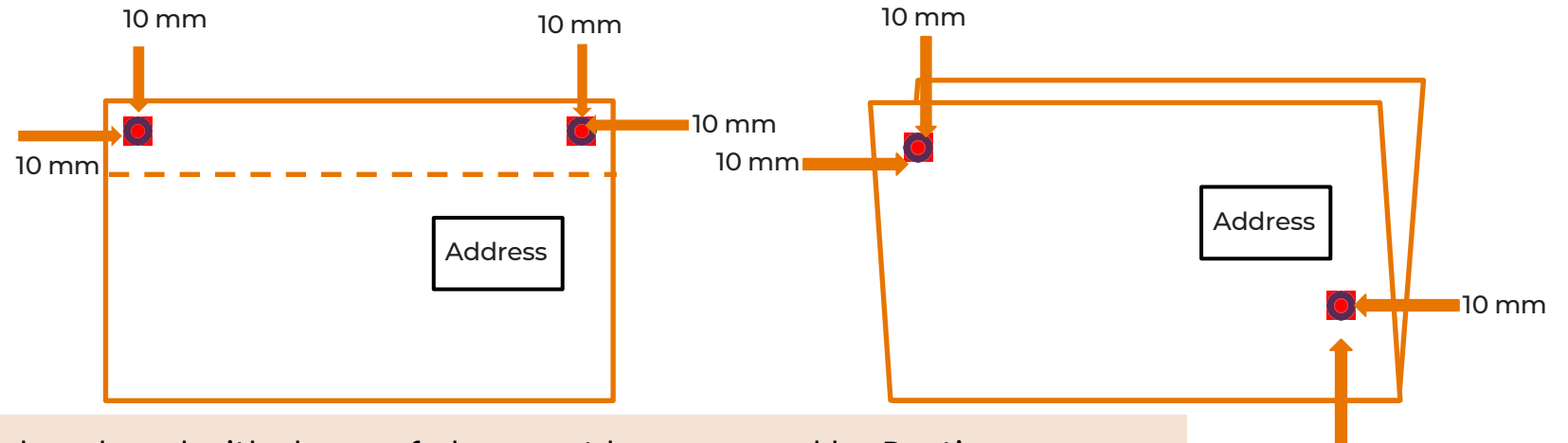|	
Item size	148 mm − 250 mm x 210 mm − 310 mm
Weight Thickness	30 − 350 g 0.4 − 10 mm
Orientation	Portrait
Attachments	Maximum thickness 1 mm and Minimum size 40*40 mm
4-state code or 2D code	The discount related to the use of the Sorting Service requires the use of an accurate 4-state code or 2D code

Additional instructions

· The spine/base of the item should be sufficiently flexible. The spine should not contain folder staples or spiral binding.

· The cover paper must be able to withstand machine sorting. Paper under 57 g/m² is too thin and weak and requires separate, thicker cover paper. Check the suitability of the paper grade: see the machine processing website.

· Variation in thickness, such as attachments and their placement, may make the item unsuitable for machine sorting. For more information on attachments.

· The surfaces of the items should not make them stick to each other.

· The landscape orientation is not machine-sortable.
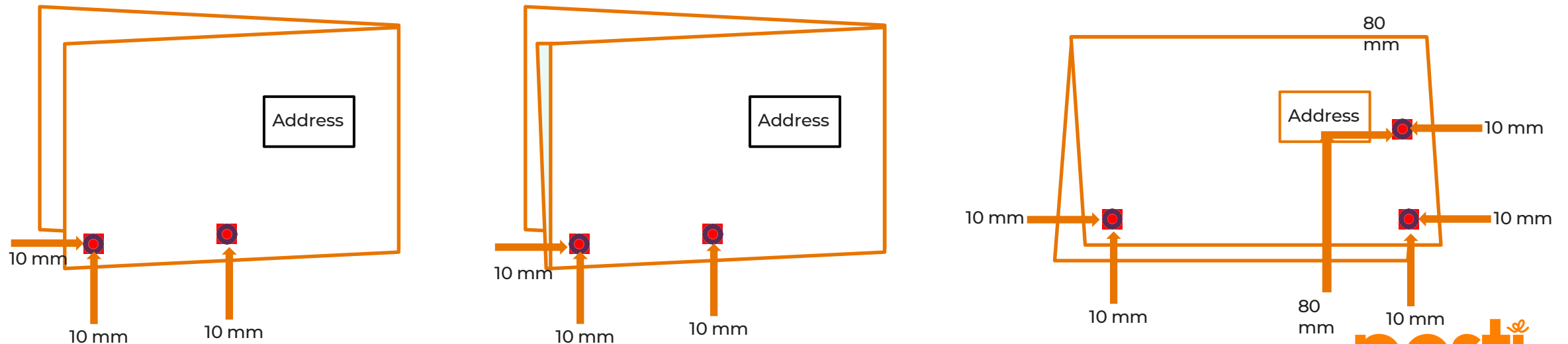
Portrait orientation

Spine

Landscape

Spine

posti
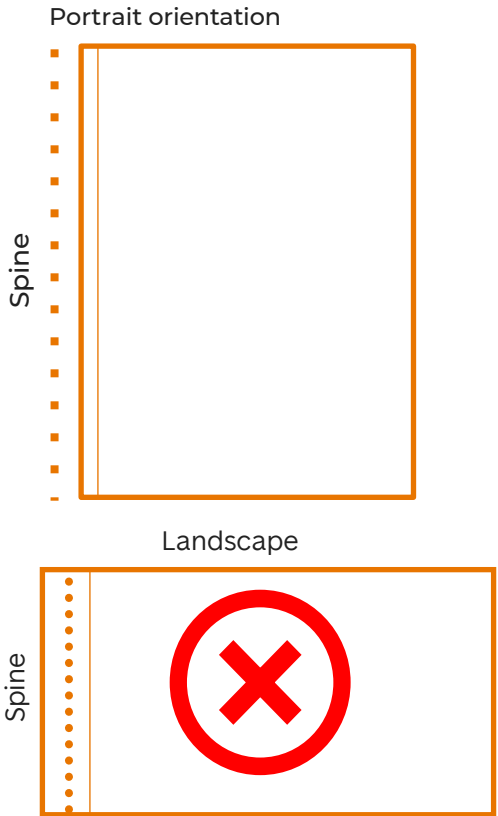
Closing a selfmailer using drops of glue

- The placement of the glue drops is marked on the pictures in red.

- We recommend setting up the itemso that the bent edge is at the bottom.

- The address information may be indicated along the long or short side.

10 mm   10 mm   10 mm

10 mm

10 mm

10 mm

Address

Address

10 mm

Please note! Items with a bottom edge closed with drops of glue must be approved by Posti

Address

10 mm

10 mm   10 mm

Address

10 mm

10 mm   10 mm

80 mm

Address

10 mm

10 mm

10 mm

10 mm

80 mm   10 mm

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Magazine Pro
Economy Publication

Please also see the instructions concerning all items:

- Item shape

- Fonts and address format

- Placement of address information

- Identification codes

- Attachments to the item

- Forwarding markings

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Magazine Pro and Economy Publication
Unenclosed items

Unenclosed items with multiple pages	
Item size	148 mm − 250 mm x 210 mm − 310 mm
Weight Thickness	30 − 350 g 0,4 − 10 mm
Orientation	Portrait
Attachments	Maximum thickness 1 mm Minimum size 40*40 mm
4-state code or 2D code	The use of a code is required

Additional instructions

- The spine/base of the item should be sufficiently flexible. The spine should not contain folder staples or spiral binding.

- The cover paper must be able to withstand machine sorting. Paper under 50 g/m² is too thin and weak and requires separate, thicker cover paper. Check the suitability of the paper grade: see the machine processing website.

- Variation in thickness, such as attachments and their placement, may make the item unsuitable for machine sorting.

- The surfaces of the items should not make them stick to each other.

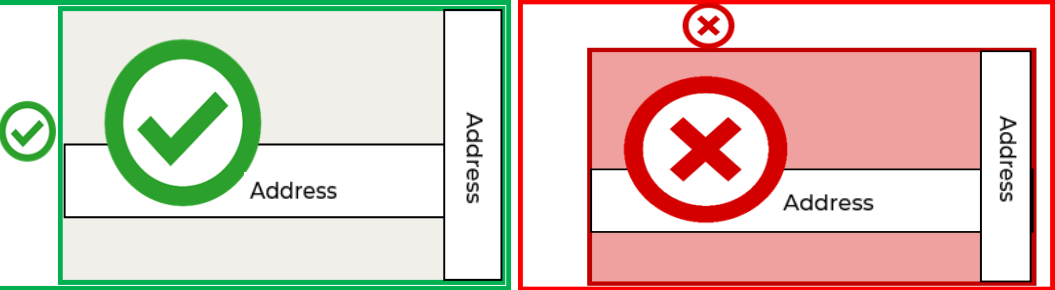- The landscape orientation is not machine-sortable.

Portrait orientation

Spine

Landscape

Spine

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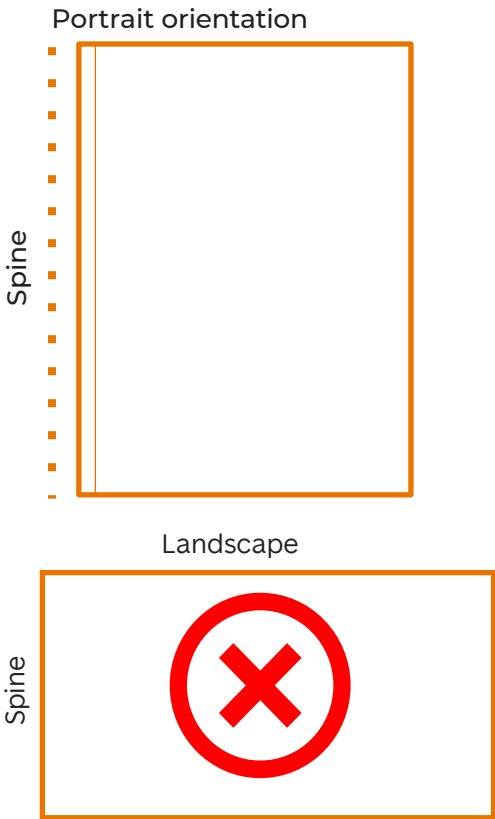
Magazine Pro and Economy Publication

Items wrapped in plastic

Items wrapped in plastic	
Item size	163 mm − 250 mm x 230 mm − 328 mm
Wrapper size	Maximum size of plastic-wrapped items is 250 mm x 328 mm. The plastic wrapper can be no more than 25 mm larger than the item **from one side only**.
Weight Thickness	30 − 350 g 1 − 10 mm
4-state code or 2D code	The use of a code is required

Additional instructions

- Ensure that the wrapper does not fold over the address.

- It must be ensured that items wrapped in plastic do not stick together.

- The spine should not contain folder staples or spiral binding.

- Do not print the address over a seam in the wrapper.

- Print the address on the item or on the white area in the wrapper. Address information printed on clear plastic is not suited for machine processing.

- If the address has been printed on the item or on an address label, ensure that it does not move in the wrapper.

- As of 1 August 2023, the address information and the 2D code or 4-state code may no longer be printed on plastic. The address must be printed on the item or on the address label, and it may not move inside the plastic wrappers.

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Newspaper-type item

	Folded tabloid	**Cut tabloid, for example 250 x 310**
Item size	Folded e.g. 260 X 185	148 − 250 X 210 − 310
Weight	40 − 150 g	50 − 150 g
Thickness	0.4 − 10 mm	0.4 − 0 mm
Orientation	Folded into quarters	Cut tabloid
Attachments	No attachments	No attachments
4-state code or 2D code	In accordance with the product	In accordance with the product

Additional instructions

· For newspaper-type items, suitability for machine sorting must be ensured through separate testing.

· The item is approved for machine sorting with the tested number of pages, weight, item size and paper grade.

· The spine/base of the item should be sufficiently flexible.

· The paper must be able to withstand machine sorting. Please check the suitability of the paper grade on the machine processing website.

· Variation in thickness can make the item unsuitable for machine sorting.

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Economy and Priority Standard Letter Pro
Economy and Priority Letter

Please also see the instructions concerning all items:

- Item shape

- Fonts and address format

- Placement of address information

- Identification codes

- Attachments to the item

- Forwarding markings

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Standard letters

Economy and Priority Standard Letter Pro	
Minimum size	E6 (110 mm x 156 mm)
Maximum size	C5 (162 mm x 229 mm)
Weight	5 – 50 g
Thickness	0.2 – 5 mm
2D-koodi	Required, requires the use of the Sorting Service

2D codes

- 16 x 16, size 8,0 x 8,0 mm
- 8 x 32, size 4,0 x 16 mm

Recipient's name
(Supplementary information)
Street address
00100 City/municipality

Additional instructions

- A Standard letter item is always an envelope

- The 2D code produced by the Sorting Service is placed on the right-hand side of the address (recommended).

- Testing the item's suitability for machine sorting is recommended when changes are made to the item's envelope or attachments.

- A 4-state code can also be used.

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Other letters suitable for machine sorting

Small Economy or Priority letters	
Minimum size	A6 (105 mm x 148 mm)
Maximum size	C5 (162 mm x 229 mm)
Weight	5 — 50 g
Thickness	0.2 — 5 mm

Large Economy or Priority letters	
Minimum size	Larger than C5 (163 mm x 230 mm)
Maximum size	C4 (229 mm x 324 mm) or 250 mm x 328 mm
Weight	20 — 350 g
Thickness	0.4 — 10 mm

Additional instructions

· An identifying 2D code is recommended for machine-sortable items.

· The machine-sortable item must be an envelope or another enclosed item.

· The envelopes must be sealed.

· The item should be sufficiently flexible.

· Variation in thickness, such as attachments, may make the item unsuitable for machine sorting

· The surfaces of the items should not make them stick to each other.

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Standard Reply Mail Item and other machine-sortable reply mail items

Please also see the instructions concerning all items:

- Item shape

- Fonts and address format

- Placement of address information

- Identification codes

- Attachments to the item

- Forwarding markings

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Standard Reply Mail Item and other machine-sortable reply mail item

Reply envelope	
Minimum size	A6 (105 mm x 148 mm)
Maximum size	C5 (162 mm x 229 mm)
Weight	5 – 80 g
Thickness	0.2 – 5 mm
2D code	Required for Standard Reply Mail Item, recommended for other machine-sortable reply mail items Use and testing agreed separately with Posti

2D-code
16 x 48, size 8,0 x 24,0 mm
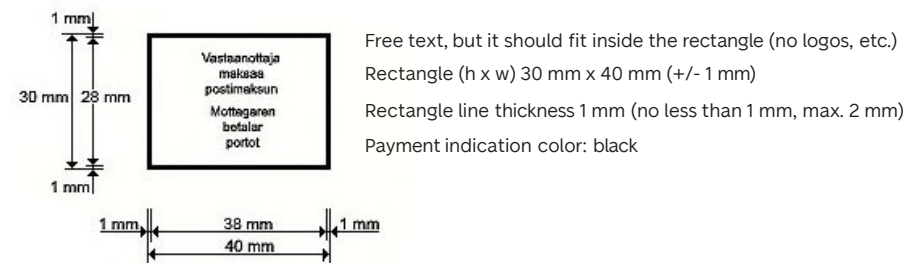
Additional instructions

- Sealed envelopes are suitable for machine processing.

- The machine sorting of card-type items must be tested and agreed on separately.

- The payment indication, 2D code and address markings must be printed in black on a white background.

- Variation in thickness, such as attachments and objects, may make the item unsuitable for machine sorting.

- The item should be sufficiently flexible.

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Address template and placement of address information

- With the exception of the address field, the other texts and pictures on the envelope can be colored as long as the color restrictions of the border areas are followed.

- The 2D code can be placed above to the address marking or next to it on its right-hand side.

- The address marking should not contain empty line spaces or handwritten information.

- The order of the lines in the address marking should follow the pictured model.

Payment indication: Reply Mail Item 00003

Free text, but it should fit inside the rectangle (no logos, etc.)

Rectangle (h x w) 30 mm x 40 mm (+/- 1 mm)

Rectangle line thickness 1 mm (no less than 1 mm, max. 2 mm)

Payment indication color: black
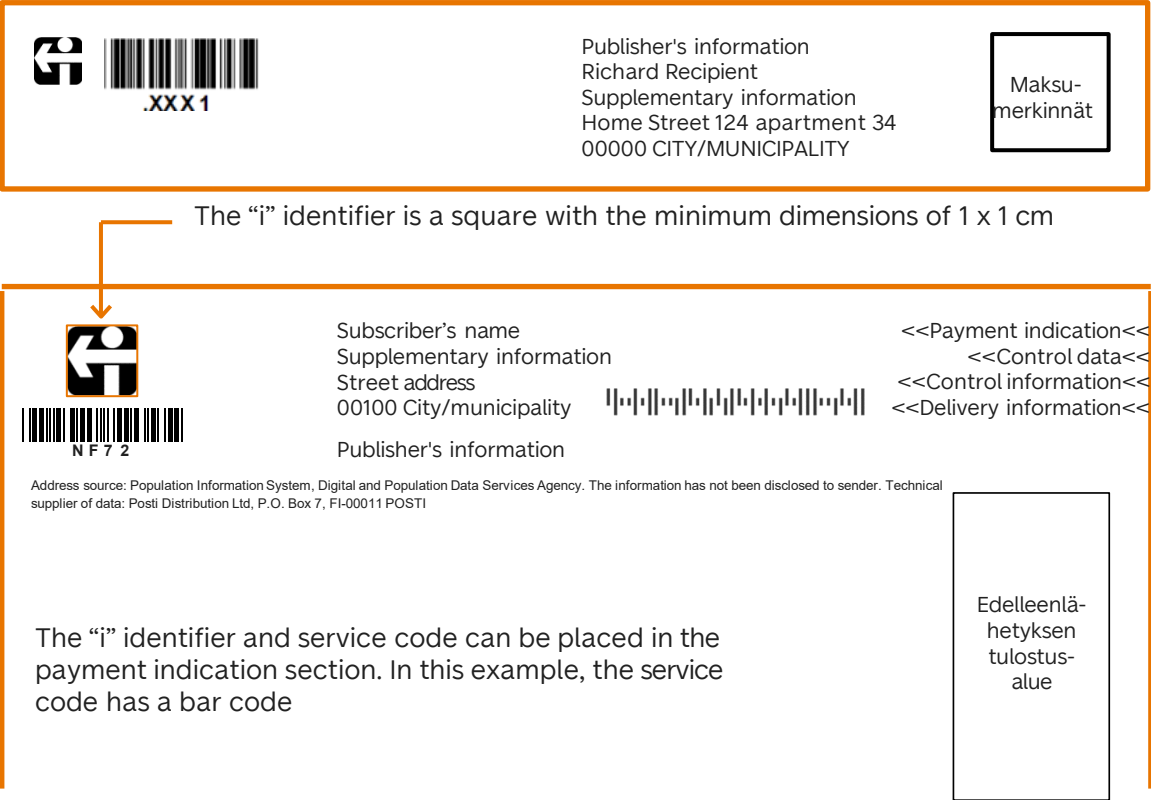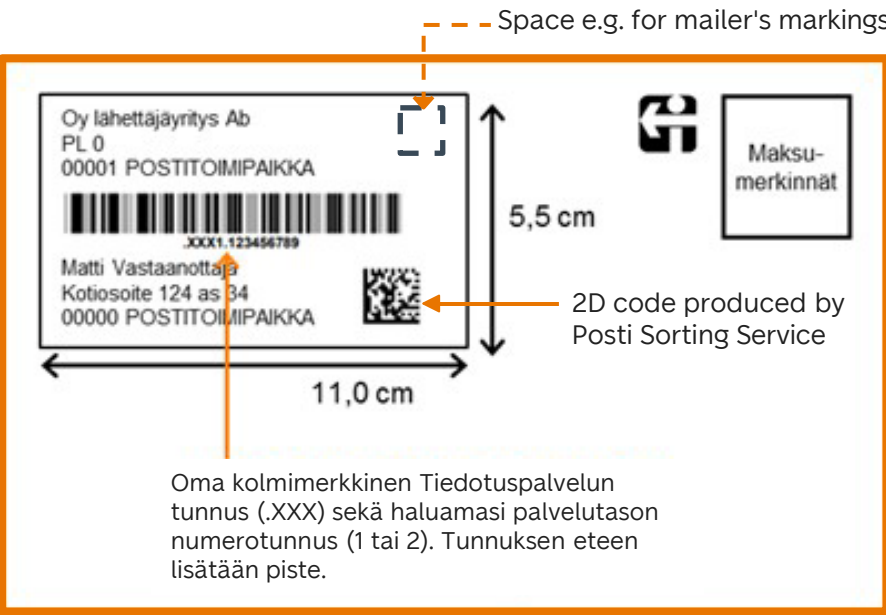
Information Service

Please also see the instructions concerning all items:

- Item shape

- Fonts and address format

- Placement of address information

- Identification codes

- Attachments to the item

- Forwarding markings

Markings on the item

- Always use the "i" identifier, the service symbol and the service level of your company (e.g. .NF82) as a bar code on items.

- We recommend adding a customer number or other information to make updating customer information easier in the Information Service bar code.

Publisher's information
Richard Recipient
Supplementary information
Home Street 124 apartment 34
00000 CITY/MUNICIPALITY

Maksu-merkinnät

The "i" identifier is a square with the minimum dimensions of 1 x 1 cm

Space e.g. for mailer's markings*

Oy lähettäjäyritys Ab
PL 0
00001 POSTITOIMIPAIKKA

.XXX1.123456789

Matti Vastaanottaja
Kotiosoite 124 as 34
00000 POSTITOIMIPAIKKA

5,5 cm

11,0 cm

Maksu-merkinnät

2D code produced by Posti Sorting Service

Oma kolmimerkkinen Tiedotuspalvelun tunnus (.XXX) sekä haluamasi palvelutason numerotunnus (1 tai 2). Tunnuksen eteen lisätään piste.

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

<<Payment indication<<
<<Control data<<
<<Control information<<
<<Delivery information<<

N F 7 2

Address source: Population Information System, Digital and Population Data Services Agency. The information has not been disclosed to sender. Technical supplier of data: Posti Distribution Ltd, P.O. Box 7, FI-00011 POSTI

The "i" identifier and service code can be placed in the payment indication section. In this example, the service code has a bar code

Edelleenlä-hetyksen tulostus-alue

* In addition to Posti's 2D code, the item may contain one other 2D code

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Attachments to machine-sortable items

Attachments to machine-sortable items

Item dimensions

- The maximum thickness of an item including attachments is 10 mm and the maximum weight is 350 g.

- The maximum size of an item is 250 x 328 mm, and it is also the maximum size for the plastic wrapper. The plastic wrapper can be no more than 25 mm larger than the item **from one side only.**

Please note

- The attachment must remain attached during machine processing and delivery. Ensure that attachment stays in place inside the item by using an adhesive such as a drop of glue.

- The attachment cannot be bigger than the item.

- Publication's attachment may not be another publication.

- Variation in thickness (such as multiple attached envelopes) can make the item unsuitable for machine sorting. Pay attention to the effect attachments, particularly small ones, have on the variation in the item's thickness.

Recommendations

- Attachments that are smaller than the item should be at least half the size of the item.

- Small product samples must always be attached to items.

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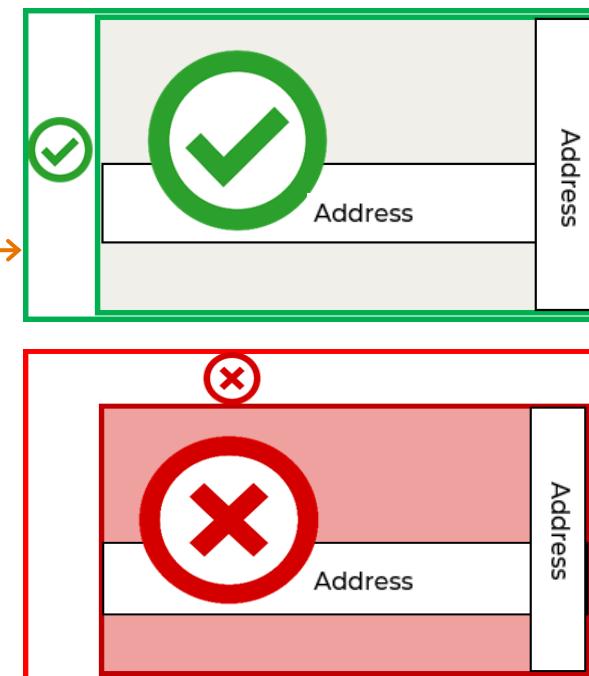
Separate attachment, envelope, magazine, card, calendar..

Attachments should not be larger, thicker or heavier than the actual item. Publication's attachment may not be another publication.

· Recommended combined thickness under 3 mm.

· Variation in thickness (such as multiple attached envelopes) can make the item unsuitable for machine sorting.

· Avoid small and thick attachments, recommended maximum thickness for A5 and smaller is 1 mm.

· The attachments must be fully inside the actual item.

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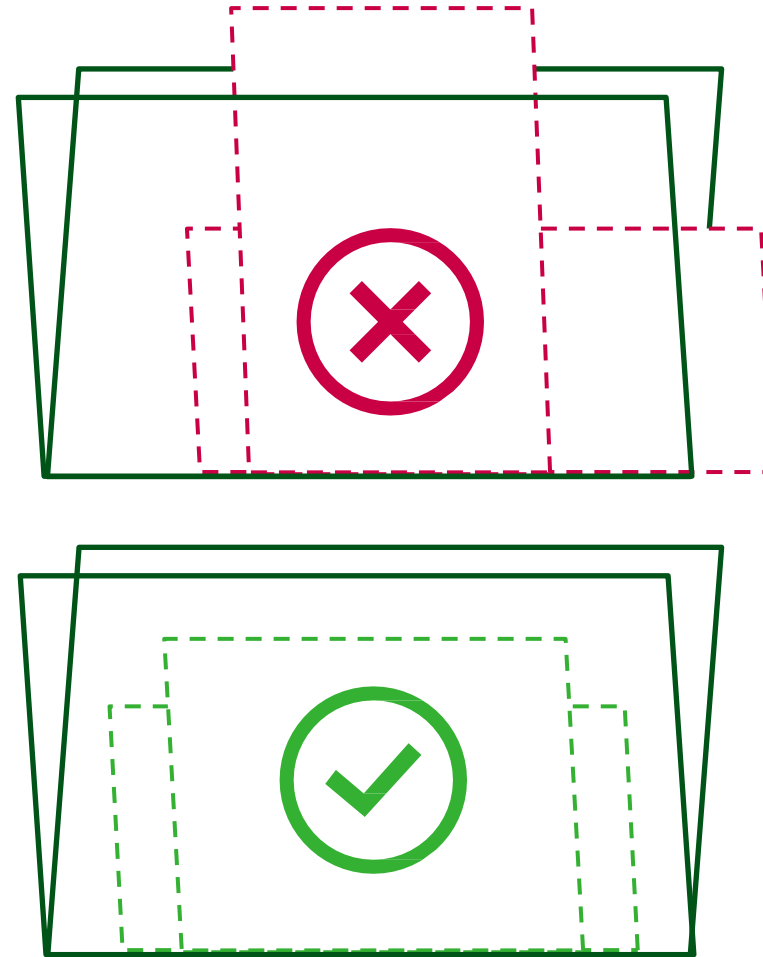
# Glue drop attachments, product samples, credit cards...

Plan the advertising so that the attachments are not placed on top of each other and are evenly distributed on the item.

- Do not include more than three attachments per item.

- A separate attachment must not be placed to the cover of a publication using glue, for example. Instead, it must be placed inside the publication.

- Variation in thickness can make the item unsuitable for machine sorting. Pay attention to the effect attachments have on the variation in the item's thickness.
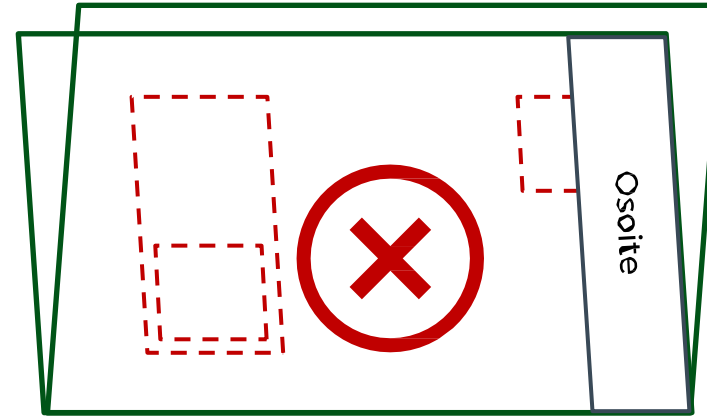
Plastic-wrapped attachments

- An attachment smaller than the actual item must be attached to the item or placed inside the item.

    - If the attachment has been attached to the item, opaque plastic must be used.

    - Do not attach the attachment on the address side of the item.

    - Publication's attachment may not be another publication.

- Items that are nearly the same size (+- 10%) can be wrapped on top of each other.

- Variation in thickness can make the item unsuitable for machine sorting. Pay attention to the effect attachments have on the variation in the item's thickness.
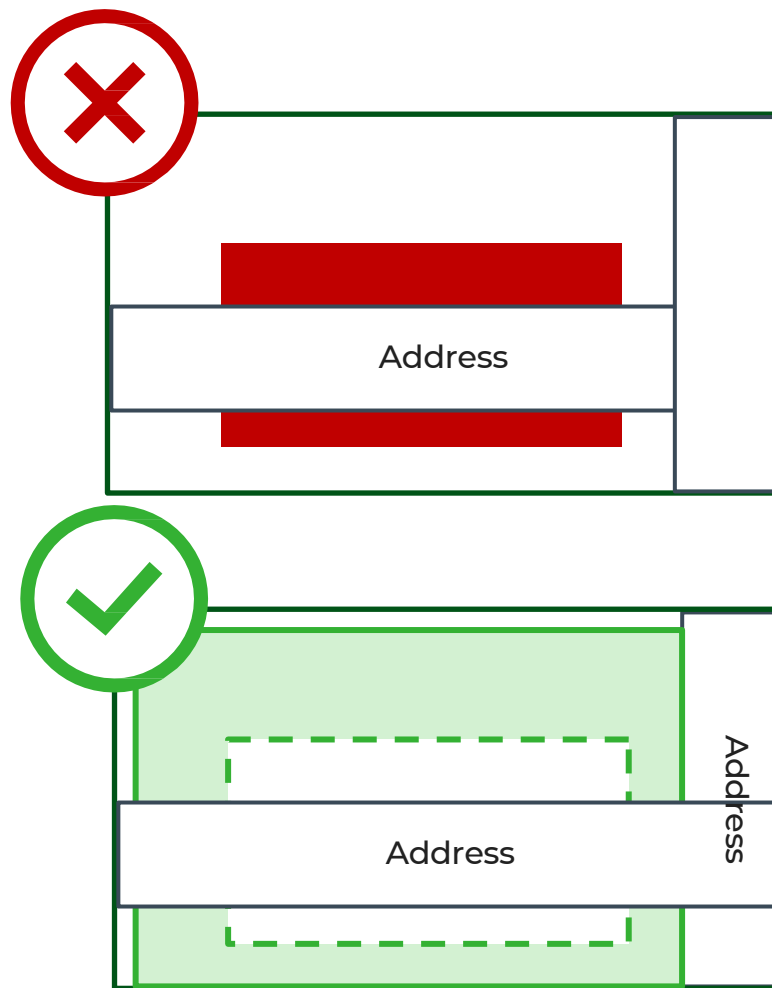
Cover attachments

- The minimum width of the cover attachment is recommended to be at least 110 mm.

- The address information print must fit in completely on the cover attachment or item.

- No extra may be attached to the cover attachment, e.g. product samples.

Is your item machine-sortable?

Please contact us! If it is necessary to test the items using a sorting machine, you will be sent instructions on how to submit the test items.

Machine-sortable test items:
lajittelutesti@posti.com

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Identifiers and forwarding markings printed on items by Posti's sorting machines

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Item code, printing markings and labels

- Information needed in sorting can be printed on the items, in addition to the new address needed for forwarding.

- The information is printed either directly on the item or on a label attached to the item.

- A label will be used if there is something printed on the printing area. The label is removable, and it does not leave any marks on the item.
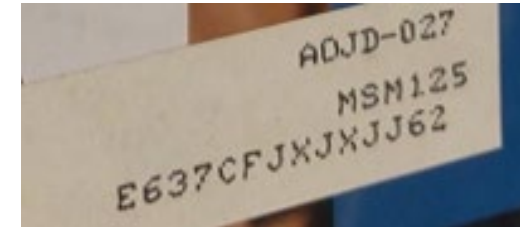

JJFIA91001249

posti
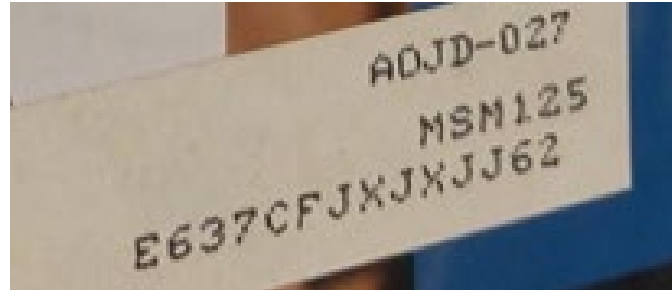
Label information content, no forwarding

Label data without forwarding:

1. line   Delivery information in format ABCD-123

2. line   Machine ID

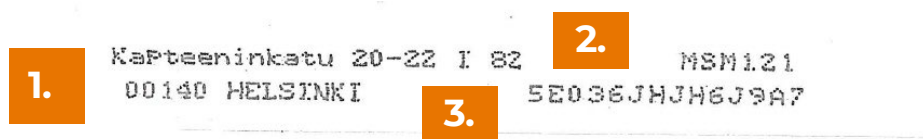3. line   Character string for item identification by a sorting machine

Item code

JJFIA91001249

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Label information content, forwarding

Forwarding with a sorting machine

Information on the label produced by the sorting machine, layout may vary depending on the machine

1. Recipient's new address.
2. Sorting machine details. This item has been sorted by an MSM machine.
3. Sorting machine's internal code

Forwarding in manual sorting

Information of a label produced in manual sorting

1. Recipient's new address
2. Date and time of address clarification
3. Sorting station number, here 123

Item forwarded with a sorting machine

Posti's mission is to deliver postal items to the correct address also when the address has changed, and the recipient has made a Change of Address or agreed on the forwarding of items to a specific address.

The aim is to route the items going through machine sorting to the changed address already during the sorting phase.

Posti's sorting machine

• based on the recipient information recognizes a valid Change of Address

• adds the new address to the lower corner of the item and directs the item to the changed address.

An item processed and forwarded by a sorting machine can be recognized by the address printed on the bottom right edge.

Other information required in sorting, delivering and/or forwarding may also be added to items.
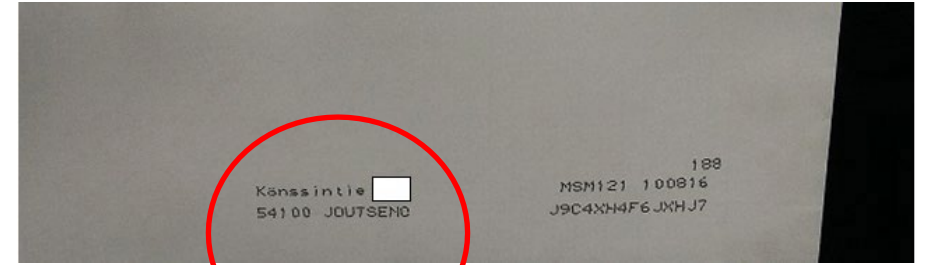
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The 4-state code generated by Posti

- Posti uses 4-state codes to support sorting and improve quality internally.

- The code only contains a unique identifier for the item.

- The orange code is printed in the bottom right corner of the item.

    - The envelope may also have other Posti item identifiers, printing markings or, for example, a removable label.

- The code will not be printed if the item already has a Posti 2D or 4-state code.

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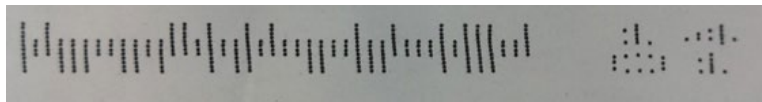
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Find out more about the services at
posti.fi/business

Prices and price calculators
posti.fi/prices-business

Item payment indications
posti.fi/maksumerkinnat

Mailing instructions
posti.fi/mailing-instructions

Transport unit orders
posti.fi/tyhjatyksikot

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