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## **Instructions for Using the Pick-up Point Register's REST Interface**

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## 1 Version history

Version	Date	Changes
1.0	3.12.2012	First published draft
1.1	14.1.2013	Changes: 2.3
1.2	11.12.2017	Added Locker type

## 2 Terms of access rights

### 2.1 Scope of access rights

These terms of access apply to using the pick-up point register provided by Posti (Posti) for contract customers (Customer) of Posti.

### 2.2 Posti's liabilities and limitations

Posti is responsible for the pick-up point register's information content, as well as the service interface and availability.

Posti is not responsible for any direct or indirect damage possibly caused by using the pick-up point register. Posti is not liable for any possible indirect or direct damage caused by the unavailability of the pick-up point register. Posti is not liable for the compatibility of the Customer's system/interface and the pick-up point register.

Posti reserves the right to make changes to the Service or terms thereof, which may cause changes to the Customer's systems. Posti is not liable for any costs caused by the changes.

### 2.3 The Customer's liabilities

For their online store system, the Customer must have a user interface via which the Customer's customer can select the pick-up point from where they want to pick up their item when it arrives. The Customer must notify the information about the service outlet selected by the Customer's customer as specified by Posti in the item's address card and EDI message which is delivered to Posti. The Customer is liable for the user interface and data connection required for using the pick-up point register and for any arising costs. In addition, the Customer is liable to ensure that the information in the

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address card and EDI message has been recently retrieved from the pick-up point register, i.e. usually at least once a week.

In case of changes to Posti's service outlet network, the changes are updated once a day in the pick-up point register. If old pick-up register information has been used and network changes cause a change to the item's delivery address, Posti delivers the item to the new pick-up point as per the routing change and the item will be considered as undeliverable.

The Customer starts using the pick-up point register and connects it to its online store system following Posti's instructions. The Customer may obtain a service implementation solution from a third party.

## 2.4 Access rights and fees

The Customer or its online store system supplier has the right to make a query in the interface after it has provided Posti with its contact details. By providing the contact details, the Customer will receive information about matters related to the pick-up point register.

The access rights only apply to using the pick-up point register in the Customer's information system where the Customer provides its customer the opportunity to select its preferred Posti service outlet, from where the Customer's customers shall pick up the items delivered via Posti's delivery network. The Customer is not entitled to transfer or hand over its access rights to third parties.

All ownership and intellectual property rights related to the pick-up point register are the property of Posti.

Using Posti's pick-up point register is free of charge if the register is used for Posti's transport services. The fees for any measures agreed with the Customer not included in the terms are always agreed upon separately.

## 2.5 Delivery

The user environment for the pick-up point register is an interface provided by Posti and the Customer's online store system (Client), which is integrated with Posti's interface.

1. The Customer executes the technical implementation as per this interface description and instructions. Commencing production use requires that Posti verifies the correctness of shipment information.
  - a. If the Customer uses Prinetti integration provided by Posti for producing the address card and EDI message, the integration transfer file must be submitted to Posti for approval.

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b. If the Customer uses its own printing software, the Customer must submit the address card templates and EDI message to Posti for approval.

2. When necessary, the Customer can obtain paid technical support from Posti concerning the activation.

The service can only be used in the operating environment specified in this document.

The service is available 24/7 excluding maintenance, service, and other necessary interruptions in use.

## 2.6 Support for activation

The target group for the pick-up point register's activation support consists of the Customer's system specialists and support personnel who provide support in their own organization for the Customer's end users. Posti provides free-of-charge instructions and an interface description to support the activation. The Customer can order paid activation support, for which Posti will prepare a separate offer.

## 2.7 User support

Posti does not provide the Customer's customers, or their customers with user support.

The Customer is liable for the functionality and support of the Customer's system. The Customer provides its users with instructions so that they can use the Customer's online store system and the pick-up point register as part of it.

In case of interruptions, the customer can contact the support service for the pick-up point register: [noutopistereki@Posti.com](mailto:noutopistereki@Posti.com).

## 2.8 Approval and validity of the terms

The Customer approves these terms of use by starting the use of the pick-up point register.

## 2.9 Expiry of access rights

The access rights are valid until further notice, and the Customer is entitled to terminate the access rights by stopping the use of the service. Posti is entitled to terminate the pick-up point register's access rights with a 30-day notice period by notifying this on the website or by other corresponding means.

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Should the Customer violate the terms, Posti is entitled to terminate the access rights and support service with immediate effect by giving notice of this to the Customer in writing. Upon termination of the access rights and the support service, the Customer must destroy any backup copies and stop using the pick-up point register.

### 3 Activation guide

#### 3.1 General

Traditionally, items picked up from Posti have been delivered to the Posti outlet determined as per the recipient's home address. When the pick-up point register is integrated with the online store, the client can specify any Posti service outlet as the pick-up point for its item.

The pick-up register is an Posti system which includes information about all Posti service outlets. If the recipient wants to order the item to a Posti service outlet other than the one specified as per its home address, the recipient must select the pick-up point from Posti's pick-up point register. The service outlet information included in the pick-up point register is forwarded through the item's shipment information. This requires that the pick-up point register has been integrated with the online store platform and the delivery methods have been activated in the online store.

The pick-up point register is based on searches made from the Web interface as online queries where, according to the search terms used, the interface returns a limited number of search results.

The online store solution must pay attention to the following:

- Implementation of a search and selection option for pick-up points in the online store
- Forwarding information about the selected pick-up point in the EDI message and address card

#### 3.2 Concepts

Term	Description
Home postal outlet	The Posti shop or postal outlet– determined as per the recipient's address – where the parcels are routed for pick-up

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<p>Service outlets</p> <ul style="list-style-type: none"> <li>• Posti</li> <li>• Pick-up point</li> <li>• SmartPOST terminal</li> <li>• Locker</li> </ul>	<p>A service outlet maintained by Posti or an entrepreneur</p> <p>A pick-up point maintained by an entrepreneur, from where parcels can be picked up</p> <p>A Posti parcel terminal where parcels can be picked up and sent</p> <p>Smartpost locker</p>
Pick-up point register	A register that includes service outlets. In the context of the pick-up point register, "pick-up point" refers to a Posti service outlet which can be selected as the pick-up point for the item
Postal code	A postal code that itemizes a specific area
Postal code area	An area which has a single postal code
Technical postal code	<p>A postal code which does not have a postal code area of its own. However, the technical postal code is always part of a postal code area. Examples of technical postal codes:</p> <ul style="list-style-type: none"> <li>• P.O. Box postal codes that end with number 1 (00101, which is part of postal code area 00100)</li> <li>• Major customer's postal codes (00011 Posti)</li> <li>• SmartPOST postal codes (00105 which is part of the 00100 postal code area)</li> </ul>
Service outlet's postal code	A postal code where a Posti service outlet is located
Name of a postal code area	The name notified in the address information after the postal code, such as 00100 Helsinki
Name of the service outlet's postal code area	The name of the postal code area where the service outlet is located
Home postal area	The area which includes one or more postal code areas that have the same home postal outlet
Pick-up point code	A nine-digit code which itemizes the service location and consists of the postal code and extension (001303200)

Table 1. Concepts

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### 3.3 Searching for and selecting a service outlet

Some of Posti's delivery methods contain an option which allows customers placing orders with online stores to select the Posti service outlet from where to pick-up the item. This function requires that the search and selection functionality for service outlets has been implemented in the online store solution.

The service outlet search is always implemented on a delivery method-specific basis, in which case the client is provided, upon selecting the delivery method, with information about service outlets connected to the specific delivery method.

The service outlet search can be implemented on the basis of the postal code or town/city.

#### 3.3.1 Postal code search

Each postal code (<ZipCode>) used in Finland has only one service outlet specified, which acts as the postal code's home postal outlet. The home postal outlet's postal code (<PostCode>) may contain several postal codes.

On the simplest level, a postal code search returns information about the home postal outlet which corresponds to the postal code used in the search. This does not provide the client with sufficient options for selecting a pick-up point, and as a result information about towns/cities should be used.

In online stores, the postal code search can use the following logic. How a postal code can be implemented using information about towns/cities is described below.

##### 1. Home postal outlet search

Information about the home postal outlet which corresponds with the postal code used in the search is retrieved. Information about towns/cities is specified and a new search is performed.

##### 2. Searching for service outlets using coordinates

On the basis of map coordinates selected in the previous search, the desired number (recommendation 5 pcs) of nearby service outlets allowing the delivery method selected is searched.

These service outlets are displayed in the online store to the customer who selects the desired outlet for his or her item.

#### 3.3.2 Town/city search

A search by town/city covers the name of the town/city and postal code area. The town/city search can return one or more service outlets. The search is



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performed using the ZipName parameter and the type specified by the delivery method.

### 3.3.3 Pick-up from Posti's SmartPOST terminal

Using the pick-up from Posti's SmartPOST terminal delivery method, only Posti's SmartPOST terminals are displayed to the client. In practice, this is limited to the postal code or town/city search using the type=smartpost parameter.

#### **Example: Searching for the five closest terminals using a postal code.**

In the example, the search is made using postal code 02760. First, a home postal outlet is searched for with the postal code (02760), after which the five closest SmartPOST terminals are searched for on the basis of the home postal outlet's map coordinates.

#### 1. Home postal outlet search

The search is performed by generating the following URL:

<https://ohjelmat.posti.fi/pup/v1/pickuppoints?zipcode=02760>

The following parameters are used in the search:

- zipcode
  - o The parameter's value can be any of the current Finnish postal codes.

The return message contains information about the home postal outlet (02770 ESPOO) in postal code area 02760.

#### 2. Searching for service outlets using coordinates

Coordinate information about the home postal outlet (02770 ESPOO) are selected from the return message. On the basis of this information, the desired number of geographically closest SmartPOST terminals are searched for.

The example presents a URL which is used to search for the five closest SmartPOST terminals for home postal outlet 02770 using the ***pick-up from Posti's SmartPOST terminal*** delivery method.

The search is performed by generating the following URL:

<https://ohjelmat.posti.fi/pup/v1/pickuppoints?type=smartpost&logitude=24.6542898&latiude=60.2044309&top=5>

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The following parameters are used in the search:

- type
  - o The parameter's value is "smartpost".
- longitude
  - o The value is the longitude of the home postal outlet (02770).
- latitude
  - o The value is the latitude of the home postal outlet (02770).
- top
  - o The value determines the number of service outlets to be returned.

Information about SmartPOST terminals returned by the search is presented in the online store in connection with the delivery method of pick-up from Posti's SmartPOST terminal.

When implementing the delivery method in the online store, the implementation method recommended by Posti can be utilized. The implementation method is presented in the appendix specifying Posti's delivery methods for online stores.

#### 3.3.4 Pick-up from a selected postal outlet

In the pick-up from a selected postal outlet delivery method, only postal outlets and/or Posti's pick-up points are displayed to the Customer's customer. In practice, this is limited to the postal code or town/city search using the type=posti & type=noutopiste parameters.

##### **Example: Searching for postal outlets and Posti's pick-up points in the Imatra region.**

When searching using the town name of Imatra, all postal outlets and Posti's pick-up points will be returned.

The search is performed by generating the following URL:

<https://ohjelmat.posti.fi/pup/v1/pickuppoints?zipname=imatra&type=posti&type=noutopiste>

The following parameters are used in the search:

- zipname
  - o The parameter's value is the name of the town/city.
- type
  - o The parameter's values are the types of postal outlet and pick-up point.

Information about Posti's service outlets returned by the search is presented in the online store in connection with the delivery method of pick-up from a selected postal outlet.

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When implementing the delivery method in the online store, the implementation method recommended by Posti can be utilized. The implementation method is presented in the appendix specifying Posti's delivery methods for online stores.

### 3.3.5 Search parameters

Searches can be made and limited using other parameters.

Parameter	Explanation
zipname	This parameter is used to search for all service outlets in a specific town/city. This parameter is the primary search parameter when searching by town/city name.
zipcode	This parameter is used to search for a postal code's home postal outlet. The search always returns information about only one service outlet (home postal outlet). Therefore, using a postal code search always requires the use of a town/city search.
type	This parameter is used to search for service outlets according to a specific type. Types include postal outlet, pick-up point, SmartPOST and Locker. The search type is always used on a delivery method-specific basis to limit service outlets connected to the delivery method selected.
longitude	This parameter is used to search for service outlets on the basis of longitudes. It is always used together with the latitude parameter.
latitude	This parameter is used to search for service outlets on the basis of latitudes. It is always used together with the longitude parameter.
top	This parameter limits the number of service outlets returned.
distance	This parameter can limit the search when it is performed on the basis of map coordinates (latitude and longitude).
countrycode	This parameter limits the search to service outlets in a specific country. If the parameter is not selected, the default value is Finland.
language	This parameter is used to search for service outlets according to different language versions. If the parameter is not selected, the default value is Finnish.

Table 2. Search parameters

### 3.4 Return message

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Element	Explanation	Type (maximum length of the field)
PickUpPoint	<p>This contains information about pick-up points. The return message may contain information about 0–n pick-up points.</p> <p>The element's attributes are:</p> <p>PickupPoint ID, which is an ID intended for the pick-up point register's internal use.</p> <p>The language of the return message for pick-up points is determined by the Language attribute (default fi, others sv=Swedish and en=English).</p> <p>The country code for pick-up points is specified in the Country attribute (ISO 3166/A2).</p>	
Address	The pick-up point's street address	String(50)
City	Name of the postal code area in the selected language	String(50)
AdditionalInfo	Additional information about the pick-up point, which specifies its location (e.g. 2nd floor)	String(300)
Availability	The pick-up point's opening hours in the selected language	String(300)
ExceptionalAvailability	The pick-up point's exceptional opening hours in the selected language	String(300)
PupCode	The pick-up point's identifying code	String(20)
PupType	<p>The pick-up point's type. Only in Finnish. The types are: Posti, Noutopiste, SmartPOST.</p> <p>Type of the pick-up point in human readable format in the corresponding</p>	String(20)

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	language. In Finnish, values are: Posti, Noutopiste, SmartPOST	
PickupTime	The time when outgoing shipments are sent from the pick-up point.  Time when parcels are picked up from the pick-up point.	String(300)
PublicName	The pick-up point's public name displayed in the online store	String(300)
RoutingServiceCode	A specifier which, together with the postal code, routes the shipment to the correct service outlet. The specifier is provided in the EDI message.	String(20)
PostCode	The service outlet's postal code	String(10)*
Municipality	The town or city where the service outlet is located	
LabelName	The name of the service outlet which is printed on the item's address card	String(300)
ZipNames	The names of the postal code area that are linked to a specific home postal outlet. See ZipCodes.  The primary attribute value <i>true</i> in the ZipName tag refers to the town or city where the service outlet is located. Correspondingly, the value <i>false</i> refers to the name of the postal code area linked to the specific home postal outlet.	
ZipCodes	The postal codes that are linked to a specific home postal outlet. See ZipCodes.  The primary attribute value <i>true</i> in the ZipCode tag refers to the postal code of the home postal outlet in the postal code area used in the search. Correspondingly, the value <i>false</i> refers to the postal code linked to the specific home postal outlet.	
MapLongitude	Coordinates of the pick-up point	String(20)
MapLatitude	Coordinates of the pick-up point	String(20)

Table 3. Description of the return message

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### 3.5 Pick-up point information in the address card and EDI message

In delivery methods where the Customer's customer can select the desired service outlet, the address card and EDI message contain the name and address of the service outlet. In addition, the EDI message must contain the service outlet's individual specifier (RoutingServiceCode) for sorting and routing. The code can be obtained from the pick-up point register.

	<b>Pick-up from the home postal outlet</b>	<b>Pick-up from a selected postal outlet</b>	<b>Pick-up from Posti's SmartPOST terminal</b>
Product	Economy	Economy	SmartPOST
Address structure/delivery address	Name1: Recipient's name  Name2:  Street address: Recipient's street address  Recipient's telephone number	Name1: Recipient's name  Name2: Service outlet name  Street address: Service outlet's street address  Recipient's telephone number	Name1: Recipient's name  Name2: SmartPOST terminal name  Street address: SmartPOST terminal's street address  Recipient's telephone number
RoutingServiceCode in the EDI message	-	320X	320X
Product code in the EDI message	2103	2103	2106
Product code in the address card	2W2103	2W2103	2W2106

Table 4. Shipment information according to delivery method

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<b>Economy</b>		<b>16</b>	 <small>2W/2103</small> <b>EDI SSI</b>	
Lähettäjä Avsändare From Yritys Oy Yrittäjätie 1 00100 Helsinki Vastaanottaja Adressat To Etunimi Sukunimi c/o Posti, Kaartinkaupunki Kasarmikatu 19		+358401234567	Päivämäärä Datum 14.07.2011 _____ kg _____ m3	
<b>FI-00130 Helsinki</b>				
Lisäpalvelut Tilläggstjänster <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Maksaja muu kuin lähettäjä Betalaren annan än avsändaren Kpi St. Maksajan sopimustunnus Betalarens avtalstid		
PE-summa PF-belopp		Tilinumero Kontonummer		
Viltenumero Referensnummer			BIC	
JJFI 819061 10001 807967				
 JJFI 819061 10001 807967 <a href="https://web.posti.fi/">https://web.posti.fi/</a>				
<b>Kuittausosa Kvitteringsdel</b>			<b>Economy 16 EDI SSI</b>	
Itella arkistoi Itella arkiverar				
Lähettäjä Avsändare From Yritys Oy Vastaanottaja Adressat To Etunimi Sukunimi c/o Posti, Kaartinkaupunki Kasarmikatu 19		Lisätiedot Tilläggsuppgifter Sisältö Innehåll Kpi St. _____ kg Pvm Datum _____ PE-summa PF-belopp _____ BIC _____ Tilinumero Kontonummer _____ Viltenumero Referensnummer _____		
<b>FI-00130 Helsinki</b>				
<small>Vastaanottajan kuittaus ja nimen selvitys Mottagarens kvittering och namnförtydligande</small>				
Lisätiedot Tilläggsuppgifter				

Image 1. Address card template for the delivery method "Pick-up from a selected postal outlet"

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<b>SmartPOST</b>		<b>16</b>	 <small>ZWZ106</small> <b>EDI SSI</b>	
Lähettäjä Avsändare From A_PauliinanLive Postintaival 7 A		00230 Helsinki Vastaanottaja Adressat To Veera Vastaanottaja c/o SmartPOST Elielinaukio 2F		
		+3582345678		Päivämäärä Datum 19.04.2011
				kg      m3
<b>FI-00105 Helsinki</b>				
Lisäpalvelut Tilläggstjänster 1 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		Maksaja muu kuin lähettäjä Betalaren annan än avsändaren Kpl St. Maksajan sopimusnumero Betalarens avtalsskod		
PE-summa PF-belopp 5.00		Tilinumero Kontonummer FI7948210010000031		
Viitenumeri Referensnummer 13		BIC HELSFIHH		
JJFI 812544 00000 438587  JJFI 812544 00000 438587 <small>http://web.posti.fi/wz</small>				
<b>Kuittausosa Kvitteringsdel</b>				
Itella arkistoi Itella arkiverar				
Lähettäjä Avsändare From A_PauliinanLive		Lisäpalvelut Tilläggstjänster Postiennakko		
Vastaanottaja Adressat To Veera Vastaanottaja c/o SmartPOST Elielinaukio 2F		Sisältö Innehåll Jotain kivaa Kpl St.      Pvm Datum kg		
		+3582345678		PE-summa PF-belopp 5.00
		BIC HELSFIHH		
		Tilinumero Kontonummer FI7948210010000031		
		Viitenumeri Referensnummer 13		
Vastaanottajan kuittaus ja nimen selvitys Mottagarens kvittering och namnförtydligande				
Lisäpalvelut Tilläggstjänster <b>POSTIENNAKKO</b> 566111				

Image 2. Address card template for the delivery method “Pick-up from Posti’s SmartPOST terminal”