



# Electronic data transfer

Customer instructions for using electronic services

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## Kaukokiito message communication

Kaukokiito has standard interfaces for EDIFACT and XML messages for the purpose of shipment information (waybill data). The data transfer method is always agreed on according to the customer. The most common method is FTP.

Shipment information can be submitted to Kaukokiito in IFTMIN D93A EDIFACT format or as an UBL 2.0 Waybill XML message in accordance with the Kaukokiito application instructions. The utilisation of any customer EDI messages is always separately discussed with the customer in order to ensure that the message is intact and contains sufficient information.

An EDI message must indicate the waybill number, pick-up date, any transport instructions, required additional services, the address information of all involved parties, the Kaukokiito customer number of the payer of the cargo, the freighting principles and space requirements of the transport packages as well as legally required information concerning any hazardous goods.

## Electronic operating model

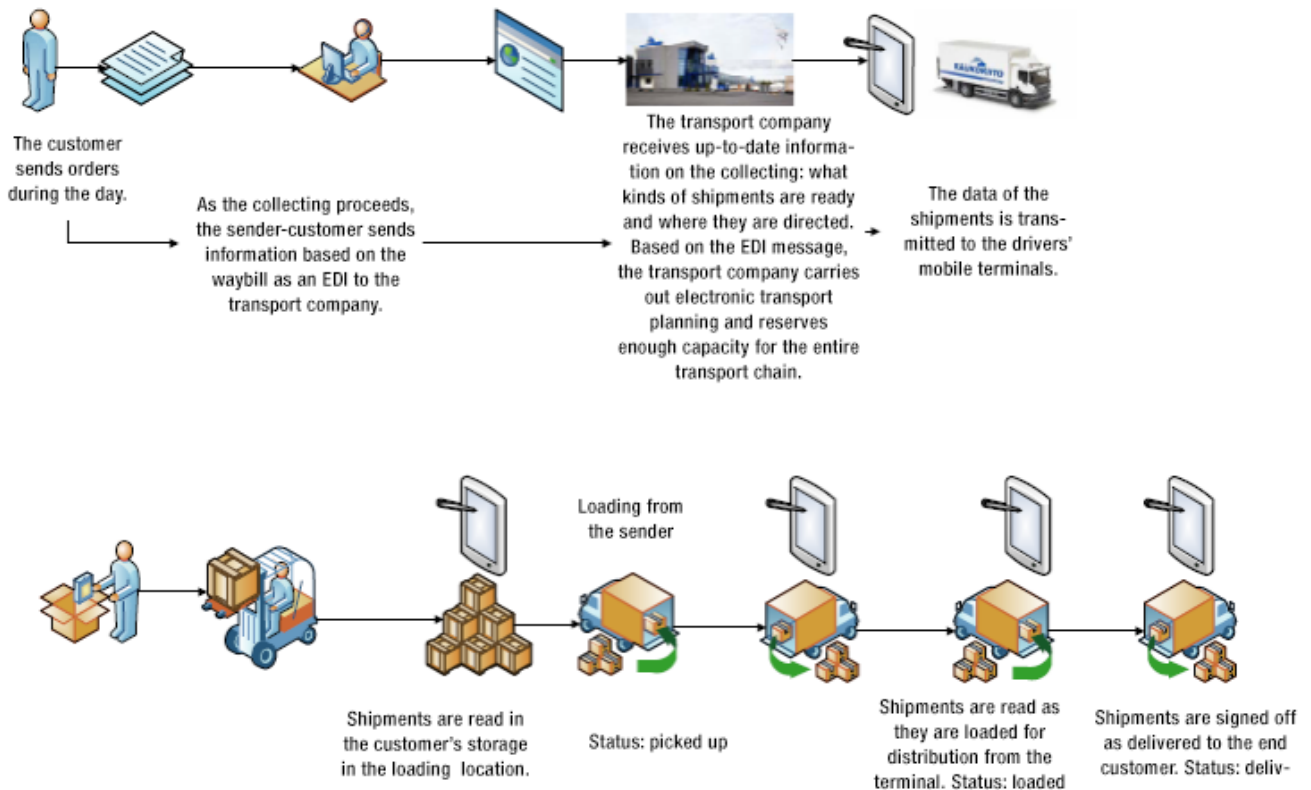
The customer must submit the shipment information before the Kaukokiito vehicle picks up the shipment. Shipment information is used to ensure correct shipping capacity through an electronic transport planning system.

Correct order data is essential for transport planning. Sufficient order data concerning space requirements is necessary in order to ensure successful electronic transport planning and fleet management. This helps us to better serve our customers and to arrange capacity where it's needed even on a tight schedule.

The transport planning system submits complete order data to the driver's mobile device. When the driver picks up the shipment, he or she checks the mobile device for the parcel IDs on the address labels of the transport packages to ensure that the shipment information is correct. The system will then record that the shipment has been picked up.

When Kaukokiito staff process a shipment at different transport stages, they always read the parcel ID on the address label in conjunction with loading and unloading in order to record shipment progress in the system.

Shipment progress can be tracked through the Kaukokiito customer portal at [Kaukoputki](#) using the waybill number. Customers can also check location-specific pick-up and delivery dates through the Kaukoputki customer portal.



*Kaukokiito electronic operating model*

## Shipment freighting

Correct order data is essential for transport planning. The electronic order information must sufficiently cover space and fleet requirements as well as the permits required to transport the freight (e.g. for dangerous goods by road) to allow transport planning.

In addition to the shipment weight in kilos, row-specific shipment length, width and height are required. Shipment cubic weight is calculated as length x width x height. Moreover, customers are always required to enter the required pallet volume in metres, unless the shipment can be stacked.

One pallet metre takes up one load metre for the entire width and height of the load space. Pallet metres are calculated based on measurements using the formula (length x width / 2.4 m).

Hazardous goods information must be submitted using an EDI message and the sender must deliver the waybill to the driver, complete with the legally required information concerning hazardous goods. The sender is responsible for providing correct waybill information.

The information concerning hazardous goods must include the UN number, the official name of the hazardous goods, hazard label 1, possibly hazard label 2, and the packaging group. It is good to specify the net weight of hazardous goods if it is known, even if it is not required for the hazardous goods in question.

For more information on freighting, please see the [Kaukokiito website](#). For information about Kaukokiito service fees and freighting principles, see [Kaukokiito website](#).

## A unique waybill number serves to identify the full shipment

- unique waybill numbers and identifiable shipping information (waybills) are a precondition for electronic operating methods
- they clarify and expedite the processing of goods and information
- they allow for monitoring shipping progress through the transport company's online service as well as for submitting delivery notices
- a unique waybill number comprises 12 digits

Information and identifiable electronic documents based on that information form a precondition for an operational electronic data transfer and data processing system. This is specifically implemented using waybills: in order to ensure effective, flawless shipping, the shipments must be effortlessly and quickly linked to the information governing the shipping in the functions and systems used by the different parties involved in the delivery chain.

Transport packages (parcel address label), shipments (waybill) and related electronic information need to be connectable in data systems and the goods terminal.

Unique waybill numbers eliminate the risk of situations where dozens of waybills bearing the numbers 100, 1,000 or 10,000 arrive at the goods terminal simultaneously. Unique waybill numbers help to quickly identify the sender of the goods or to track down a stray shipment. Unique waybill numbers also provide sufficient information for a tracking and shipment status service on [our website](#) or for sending delivery notices to the payer of the freight in the form of a status message.

In Finland, unique waybill numbers are available from the [online service](#) of the Finnish Association of Purchasing and Logistics (LOGY). You can retrieve unique waybill numbers from the number service by registering as a service user or by submitting the contact information of the company ordering the waybill numbers and of the related contact person. The first three digits of the new 12-digit waybill number are reserved for system use while the following eight numbers are changing. The final number is a check digit. The unique nature of the waybill numbers created through the system is based on the business ID of the registered user.

The waybill numbers issued through the service remain valid for 18 months from the date of order. In the order system, standard one-time order quantities for waybill numbers are 1,000, 2,000, 5,000, 10,000, 20,000 and 50,000. A unique waybill number is a product subject to a charge. The price information is available through the online service of the Finnish Association for Purchasing and Logistics.

## Addressing transport packages

The shipped transport packages or parcels must bear address labels. For the purpose of registering the shipment, the address label must include the unique identifier designated for the transport package in barcode format.

Careful transport package labelling ensures the flawless processing of the shipment throughout the transport chain.

### Kaukokiito address label content

1. "From" field (compulsory field, sender information)  
Sending date
2. "To" field (compulsory field, sender information)  
EDI marking
3. Transport instructions
4. Parcel sequence number and number of parcels
5. Waybill number in barcode format
6. Field for unique parcel ID barcode  
(compulsory field)

Transport company, if possible

The diagram illustrates the layout of a Kaukokiito address label. It is a vertical rectangle divided into several sections. At the top, there are two numbered fields: '1.' (From field) and '2.' (To field). To the right of field 2 is a black triangle containing the white text 'EDI'. Below these fields are three corner brackets: a top-left '┌', a top-right '┐', and a bottom-left '└'. A dashed rectangular box labeled '3.' is positioned below the brackets. Below this is a solid rectangular box labeled '4.'. A thick horizontal line separates this section from the bottom section. The bottom section contains a solid rectangular box labeled '5.' and another dashed rectangular box labeled '6.' at the bottom. At the very bottom of the label is the Kaukokiito logo, which consists of a stylized blue and white graphic above the word 'KAUKOKIITO' in blue capital letters.

### “From” field

- Name of sending company and pick-up address
- Address information usually takes up 1 to 4 rows.
- Instead of the company-specific pick-up address, the field may indicate, for example, the name and pick-up address of a third party in charge of storage management. The information of the company in charge of storage management must then be given after the marking “c/o”.
- **Please note that the company’s P.O. box is not a pick-up address!**

### Contact phone number

- Title text: Tel.
- A contact person familiar with the shipment or personally responsible for shipping it. An operator number is insufficient if the name of the person responsible for shipping or a person familiar with the shipment is not specified.
- The phone number must be specified without spaces and the country code must be included (e.g. 00358105101400). Do not add a zero in front of the country code.

### Recipient’s name and delivery address

- Compulsory information.
- The address usually takes up 1–4 rows with 35 letters/row.
- The name of the receiving company must be specified in the field in as great detail as possible.
- The address should include a clear description of the parcel delivery site, e.g. a mention of any doors.
- **Please note that a company’s P.O. box is not a delivery address!**
- Name and phone number of receiving person.

### Sending date

- Title text: Sending date
- We enter the date in order from smallest to biggest as is customary in domestic freight traffic, i.e. “dd.mm.yyyy”. Thus, 3rd November 2012 is entered as “3.11.2012”.

### EDI marking

Any use of EDI data transfer can be highlighted by adding the word EDI or a corresponding logo to the right corner of the field. Many transport companies use this marking to indicate the existence of electronic data concerning a parcel.

### Shipment ID

- Title text: Shipment ID
- The waybill number serves as a reference that allows the sender of the goods and all parties involved in transporting it to identify the shipment.
- The waybill number serves as the shipment ID.

### Parcel sequence number and number of parcels

- Title text Parcel – Item

- The numbers are recommended to be entered so that they are clearly distinguishable on the address label based on size or, for example, bold face.
- The information in question identifies one parcel among multiple parcels in one shipment.
- Indicates the overall number of parcels.
- If the information is unavailable, the marking can vary as follows, for example:

Parcel: **2 / 7** (parcel sequence number and overall number of parcels are known)

Parcel: **- / 7** (only the total number of the parcels included in the shipment is known)

Parcel **2 / -** (only the sequence number of the parcel in question is known)

## Weight

- Title text: Weight
- The numbers indicating weight are recommended to be entered so that they are clearly distinguishable on the address label based on size or, for example, bold face.
- This section indicates the weight of the parcel in question and, according to preference, the joint weight of all the parcels included in the shipment.
- If the full information is unavailable, the marking can vary as follows:

Weight: **50 / 300** (the weight of the parcel in question and the overall weight of the shipment are known)

Weight: **50 / -** (only the weight of the parcel in question is known)

Weight: **- / 300** (only the total weight of the shipment is known)

## Parcel ID – SSCC

SSCC = Serial Shipping Container Code

SSCC is a standardised ID number used to identify identifiable shipment and/or storage units. It is also known as the parcel ID.

In order to avoid errors, it is crucial that the unique parcel ID of a transport package is presented in barcode format. The barcode can be used to identify each transport package, because no two transport packages bear the same identifier.

SSCC codes must be based on the GS1-128 system.

### SSCC structure

Appli- cation ID	Expansion ID	Company ID	Serial number	Verif. No
0 0	N <sub>1</sub>	N <sub>2</sub> N <sub>3</sub> N <sub>4</sub> N <sub>5</sub> N <sub>6</sub> N <sub>7</sub> N <sub>8</sub> N <sub>9</sub> N <sub>10</sub> N <sub>11</sub> N <sub>12</sub> N <sub>13</sub> N <sub>14</sub> N <sub>15</sub> N <sub>16</sub> N <sub>17</sub>		N <sub>18</sub>

### Example:

(00) 1 64YYYYYYY 0000001 T



**00** = Application identifier (used whenever an SSCC is included in a GS1 barcode)

**1** = Extension digit (optional number between 0 and 9)

**64YYYYYYY** = GS1 company prefix (7- or 9-digit, may also be 6-digit)

**0000001** = serial number (running numbering is recommended)

**T** = check digit (calculated according to the Modulo 10 algorithm; a check digit calculator is available on the GS1 website)

The application identifier in front of the SSCC code is required when using a barcode or conveying an SSCC code. It is always 00 and indicates a serial shipping unit. The extension digit, between 0 and 9, is used to increase the capacity of the SSCC code. It is designated by the company providing the SSCC code. The company can use the extension digit to specify different sending points. The serial number is a running number selected and inserted after the company prefix by the company with a GS1 company prefix.



#### Unique parcel ID

- Title text: Parcel – Item ID
- Space requirement in total 35–40 mm.

**The address label may bear multiple barcodes. However, only one of them may serve as the parcel ID. The parcel ID must always be the bottom barcode on the address label.**

#### Transport company

It is sensible to specify the transport company on the address label. If the shipment is handled by multiple transport companies, each transport company will identify the shipment information intended for them using the address labels.

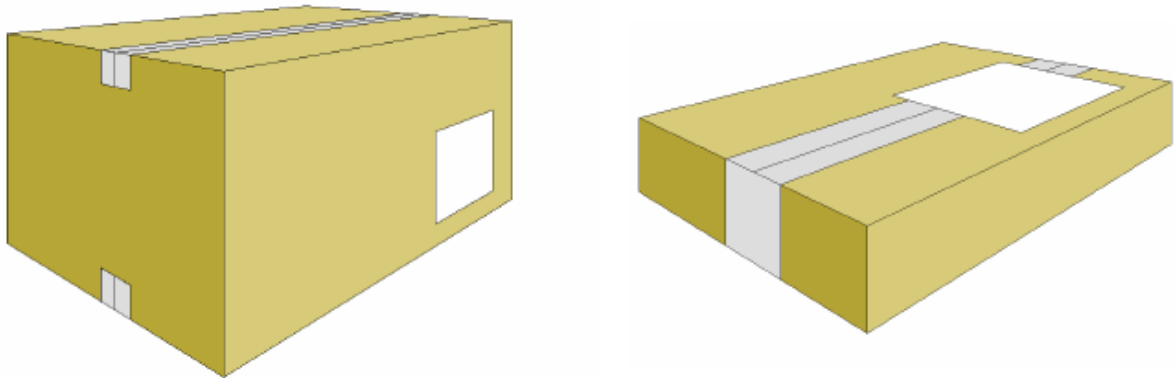
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		Läh.pvm - Avs.dat 20.12.2010	
Unifaun Web Engine local		Shipping Management by www.UNIFAUN.com	
Vastaanottaja - Mottagare Ari Ratimäki Helsingforsgatan 5 20250 HELSINGFORS		Yhteyshenkilö - Måttakör Puhelin - Telefon 040-1234567	
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 Kodin id. (00) 373325380091860853			
			

*A model parcel label*

## Placement of an address label on a transport package

### General instructions concerning the placement of address labels on parcels

The address label should primarily be attached to the side of the parcel. If the address label does not fit on the side of the parcel, it should be attached to the top surface of the parcel, for example on the cover of a box. If a sorting machine is used to handle small parcels, the address label must be attached to the largest even area of the transport package (unless otherwise required for manageability reasons). Each side may bear only one address label.



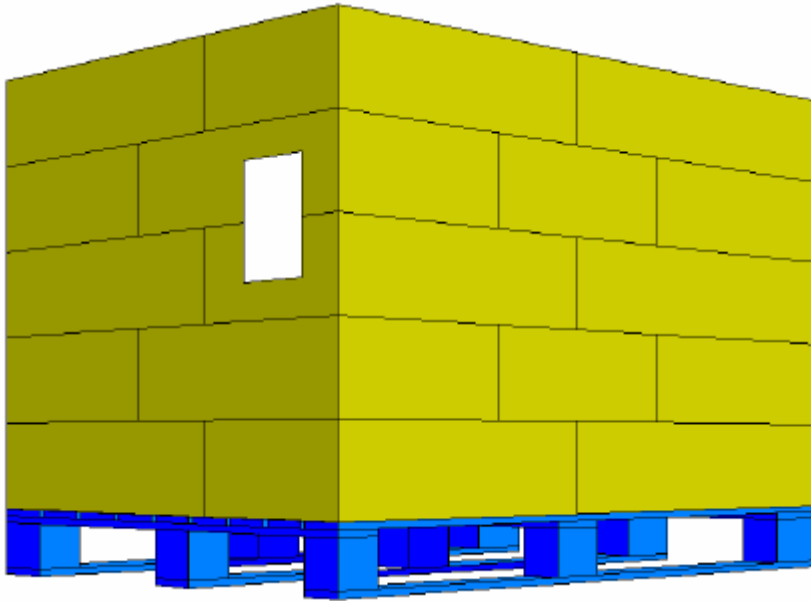
*Placement of address labels on small parcels*

The address label should be attached to the right side of the sealed surface, but no closer than 50 mm from the edge. The address label must never be folded over a parcel edge so that the barcodes cannot be read from an intact surface using one barcode reader. Difficult-to-process, uneven parcels must bear the address label on the most even surface available on the parcel.

### Placement of an address label on a transport pallet

Address labels must be attached to transport pallets so that the distance from the bottom edge of the pallet to the bar code field is approximately 400–800 mm. Moreover, the label must not be placed closer than 50 mm from the vertical edge of the pallet.

Pallets are often handled with forklifts at interim warehouses. We therefore recommend placing the parcel address label on the shorter side of the pallet, i.e. the side from which the forklift lifts the pallet. This way, the address label remains constantly legible when the pallet is stored on a warehouse shelf.



*Placement of an address label on a transport pallet.*

Packaging tape, strap and other binding materials, such as plastic film or similar, may not be used to cover the parcel address label so that it becomes illegible. If the pallet is wrapped in film, the parcel address label must be attached outside of the film, to the extent possible.

When using old boxes or shipping through a multi-tiered logistics chain, one must always check that all old address labels have been removed from the box or cancelled by clearly crossing through them. This eliminates the risk of reading the barcode on an old label and any subsequent errors based on the address information on the old label.