

Welcome to K-Kampus!

## Delivery instructions for K-Kampus

These instructions concern deliveries of goods to Kesko's K-Kampus. They include detailed information on what to do before and during deliveries.

**Street address:** Työpajankatu 12, 00580 Helsinki

**Postal address:** Kesko Corporation, PO Box 1, FI-00016 Kesko

**Deliveries:** Työpajankatu 12, service door ("HUOLTO") on Kalasatamankatu. Delivery reception is open Mon-Fri from 7 am to 4 pm.

**Delivery reception:** [kampus.postitus@kesko.fi](mailto:kampus.postitus@kesko.fi) / tel. +358 105 321 863

### Before making a delivery

- Please note that we schedule all incoming deliveries to K-Kampus. **You must book a time for your delivery by contacting delivery reception, tel. +358 105 321 863**

### When you arrive

- **All deliveries to K-Kampus are made using the service door on Kalasatamankatu.** No deliveries are accepted at the K-Kampus main entrance (Työpajankatu 12).
- Opening the lever gear door: contact delivery reception by using the phone at the gate, or by calling +358 105 321 863. If there is a problem, you can also call the control room, tel. +358 105 327 118.
- Note that the lever gear door opens slowly: wait until the door's red indicator light is off before driving into the hall.



- You can drive into the service yard once the indicator light turns green (see picture). The hall accommodates either one 10m (max) or two 7m (max) vehicles.



- Because there is only limited space for delivery vehicles on K-Kampus, please be punctual and make your delivery at the agreed time. There is one unmarked spot for queueing on Kalasatamankatu near the service door when approaching the service yard from the south. Unfortunately, there is no room for queueing when driving in from the north.
- Neither the reception area or Kalasatamankatu have much room, so please follow these driving instructions: Drive the vehicle in nose first and turn it around once you are inside the hall. Always drive out nose first. The lever gear door will open automatically when you drive out of the service yard. Note that the lever gear door opens slowly: wait until the red indicator light is off before driving out.

### **Loading area, loading and vehicle measurements**

- Due to the lack of queuing space, please be quick when packing and unpacking.
- Drivers are not allowed inside delivery reception, so items must be handed over in the loading area.
- The loading area can accommodate two smaller vehicles or one bigger delivery vehicle at a time. See below for maximum measurements.
- As the loading area is at ground level, delivery vehicles must be equipped with a tail lift.
- Pallets are not allowed on the K-Kampus office floors, and therefore items must be placed in roll containers or trolleys if necessary.



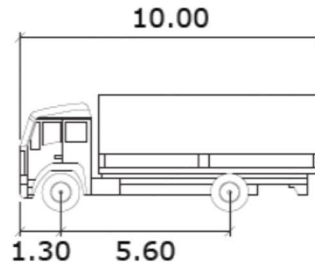
## TRUCKS 10m

LENGHT = 10.0m

WIDTH = 2.6m

HEIGHT = 4.2m

TURNING RADIUS = 10.0m



### Labelling deliveries

- All items must be clearly marked: **place a K-Kampus delivery card** (attached) **on of each item.**
- Include the name of the recipient and their office floor, if known. Also state on the delivery card the brand, product category and other information regarding the delivery that will help in finding the right recipient. Please check the information from the person who has made the order.
- Do not place stickers on the transport package code of a sale batch sample.
- Items that require different temperatures must be delivered in separate transport packages.
- Items to be delivered to different teams/departments must be delivered in separate transport packages. Items intended for the same team or department can be delivered in one transport package; however, always ensure proper temperature control.

