

Instructions for delivering samples to K-Kampus

These instructions concern deliveries of samples to K-Kampus for Kesko's grocery trade commerce and Kespro. All deliveries to K-Kampus are scheduled and made via the service door on Kalasatamankatu. If you make the delivery with your own vehicle, please follow the instructions below. You can also send deliveries by post or using common delivery services. **Do not leave any deliveries at the reception at K-Kampus' main entrance.**

You can continue to leave product samples at the reception in Hakkila, Vantaa (no temperature controlled items) or, when delivering a load, at the central warehouse in Hakkila or the Viinikankaari frozen storage. The samples will then be redirected internally to K-Kampus. Please make sure to label your delivery carefully and reserve 1-2 work days for the internal transfer.

Labelling deliveries

- Use the K-Kampus delivery card (attached) on the boxes, or otherwise label the delivery with the required information. Samples delivered to the central warehouse with a load must have a separate bill of lading.
 - Include the name of the recipient and their office floor on K-Kampus (GT Commerce 4th floor, Kespro 5th floor). Please also provide additional information on the content of the delivery (e.g. product category).
- Do not place stickers on the transport package code of a sale batch sample.
- Items sent to multiple recipients and items that require different temperatures must be delivered in separate boxes unless otherwise agreed.

K-Kampus visiting address: Työpajankatu 12, 00580 Helsinki

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

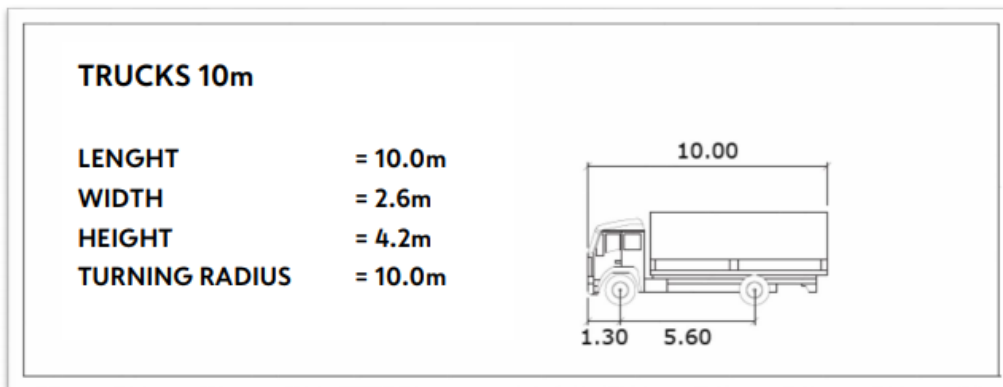
Schedule a delivery: kampus.postitus@kesko.fi / tel. 010 532 1863 (Mon-Fri from 7 am to 4 pm)

K-Kampus loading area and vehicle measurements

- Due to the lack of queuing space, please be quick when packing and unpacking.



- Drivers are not allowed inside delivery reception, 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 for big deliveries.
- Pallets are not allowed on the K-Kampus office floors, and therefore items must be placed in roll containers or trolleys if necessary.



Making a delivery

- Opening the lever gear door: contact delivery reception by using the phone at the gate, or by calling 010 532 1863. If there is a problem, you can also call the control room, tel. 010 532 7118.
- Note that the lever gear door opens slowly: only pass the door once the red indicator light is off.
- You can drive into the service yard once the indicator light turns green (see picture).
- As there is only limited space for delivery vehicles on K-Kampus, please 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. Note that 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.

