

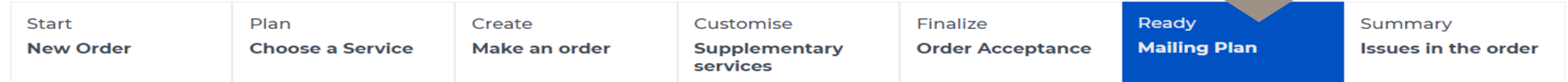
Posti Pro

How to make a mailing plan

Magazine Pro
Economy Publication



The order



Postal code distribution lists

There are two options to add the postal code distribution list to an order. You can get the lists of previous batches from LAPA or upload the documents by yourself. You can search for batches less than 3 months old from LAPA.

Get the documents from LAPA

Customer number and magazine

886865 - Testi Lehti

Select timeperiod of the batches ⓘ

15.09.2020



13.12.2020

Get from LAPA

Upload a document

Add postal code distribution list from your own documents.

Download the template



Postalcodedistribution.xls

Preferred format of the document* ⓘ



Postal code distribution list
Each row with a postal code and number of items

Choose file

Documents in the order

Choose the default postal code distribution list document for selected batches.

Default	Document name	Rename	Volume	Delete
☐	Postal_code_distribution_mallilista 1.xls	Rename	59474	
☐	Postal_code_distribution_Testi_Lehti_mallilista.xls	Rename	60221	

1.

Start to make the mailing plan by adding the postal code distribution list for the order. The list can either be added from Lapa or uploaded from your own documents.

From Lapa you can search for batches less than 3 months old. Choose the magazine and timeperiod and click *Get from LAPA*. An overlay will open with a list of documents available from Lapa. Select and click *Get the selected documents*.

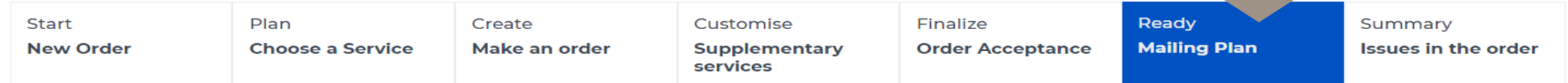
If you want to upload the postal code distribution list from your own documents, start by downloading the template. Fill the template with postal code distribution information (each row with postal code and number of items). Upload the document by clicking *Choose file* and selecting it from your documents.

2.

Uploaded documents are listed below. Choose the default list that will be used for all the batches of the order.

At *Issues in the order* page, you can edit the postal code distribution list at a batch level.

The order



Mailing location and time

Mailing location and time can be added to the order by the mailer at a later stage of the order as before.

Mailing location Mailing time

Please note that choosing the terminal instead of POK will add a Terminal Transport Service fee to all batches.

Volume distribution by mailing center based on postal code distribution

Mail center	Volume	Total weight	Mailing location	Mailing time	Address
Helsinki POK	73298	7330 kg	Helsinki POK	07:00	Postintaival 9
Kuopio POK	11444	1144 kg	Helsinki POK	07:00	Postintaival 9
Oulu POK	9974	997 kg	Helsinki POK	07:00	Postintaival 9
Tampere POK	25682	2568 kg	Helsinki POK	07:00	Postintaival 9

Save changes

Cancel changes

Mailing location and time problems?

Send a contact request to the Posti to open a discussion about more suitable mailing locations and times for your needs.

Send a contact request

3.

After adding the postal code distribution list you can continue to select mailing location and time.

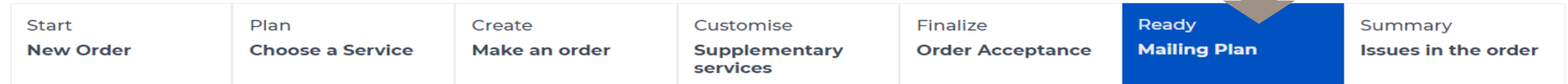
Choose the preferred mailing location and time from the dropdown. The information is copied to all mail centers.

Mailing location and time can be edited also at mail center level. In this section you can see the volume distribution by mailing center and the fields for editing mailing location and time for each mail center.

If non of the options for mailing location and time suit your needs, you can select **Other** and send a contact request to the Posti by clicking **Send a contact request**. Unapproved requests are shown in red.

Please remember to save all changes and after sending the contact request save again.

The order



Transport services

[Less details](#) ^

☐ No, I don't have ordered transport service from the mailer to the mailing location

☐ Yes, I have ordered transport service from the mailer to the mailing location

Save changes

Cancel changes

4.

While making the mailing plan you can also add information about transport services from the mailer to the mailing location.

If you have ordered transport service, you can tell the transport time here by clicking **Yes**.

If you don't have ordered transport service, you can send a contact request to the Posti for an offer for one by clicking **No** and **Send a contact request**.

This section is not mandatory, and it can be left unfilled while making the order.

5.

After all required information has been added, you can accept the mailing plan by clicking **Accept mailing plan**.

You can then continue to all batches of the order list by clicking **Continue to edit batches**.

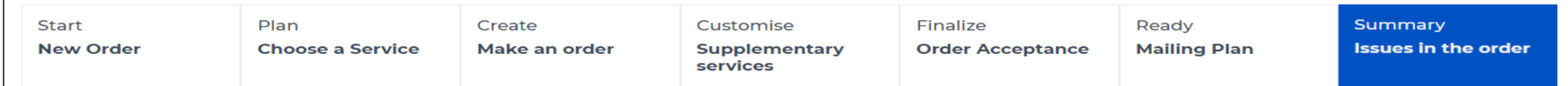
The information given here will be copied to all the batches in the order. After accepting the mailing plan you can edit this information also at a batch level.

Accept mailing plan

Continue to edit batches



The order



All ☐	Issue	Mailing date	Delivery date	Mailing service	Volume	Weight	Mailer	Mailing location	Mailing time	Distribution list	Distribution list status
☐	17	11. 02. 2021	15. 02. 2021	19241 - Magazine Pro	15,000	150 g	429342 - Posti PS Mrkting Svcs	Helsinki POK	13:00	Get list N°	
☐	18	11. 03. 2021	15. 03. 2021	19241 - Magazine Pro	15,000	150 g	429342 - Posti PS Mrkting Svcs	Helsinki POK	13:00	Get list N°	
☐	19	12. 05. 2021	17. 05. 2021	19241 - Magazine Pro	15,000	150 g	429342 - Posti PS Mrkting Svcs	Helsinki POK	13:00	Get list N°	
☐	20	10. 06. 2021	14. 06. 2021	19241 - Magazine Pro	15,000	150 g	429342 - Posti PS Mrkting Svcs	Helsinki POK	13:00	Get list N°	

6.

On the list you can see all the batches (issues) in the order in chronological order.

On the list you can see the most relevant information about the batch. This information can be edited in a fast-editing box under the list (activates when one or more batches are selected). More detailed information can be found and edited under the list in thematic sections ("boxes").

If needed, you can get distribution list number by clicking [Get list no](#) straight on the list.

Information provided while making the order is now copied to all batches and is identical unless you edit it. All the information can be viewed and edited once you have selected one, multiple or all batches.

Edit selected batches

Issue*	Mailing date*	Delivery date*	Mailing service*	Volume*	Weight*	Mailer*	Mailing location*	Mailing time*
17	11.02.2021	15.02.2021	19241 - Magazin...	15000	150 g	429342 - Posti PS ...	Helsinki POK	13:00

At this page you can edit one or multiple or all batches, and all the details regarding the order and the batches.

How to edit batches is covered in detail in a separate instruction material. There we will go through cases such as:

- Double issues numbering
- Magazine B-numbers
- Batches where batch size or measurements are different from the norm
- Postal code distribution and mailing location and time editing.



Phone Mon–Fri 8:00 a.m. – 6:00 p.m., Saturdays 9:00 a.m. – 4:00
(We will charge a local network charge or mobile charge for queuing)

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