

## iPost testing instructions

We recommend conducting at least one testing session before moving to production or when there is a significant change in the sending system. Layout and data changes must also be tested prior to production. Depending on the test, the process may include 1–5 test letters.

An iPost testing session includes testing for data transfer, file integrity, and print quality. Data transfer testing involves verifying file reception settings and ensuring the validity of the iPost agreement. File testing involves checking the file version, format, and its compatibility with production. Additionally, EPL materials are tested for referenced form templates and images, as well as the correct printing of data onto forms. In print quality testing, appearance requirements such as fonts, images, alignment of address details with the envelope's address window, and reserved areas for production markings are reviewed.

Customers may also request additional paid services such as volume testing or print testing. In volume testing (an additional service), the functionality of data transfer and processes is checked with files or letters at their maximum allowed size. In print testing (an additional service), the customer orders a larger-than-usual quantity of test letters or pages in physical form. Volume and print testing services are arranged with the customer on a case-by-case basis.

Customers must send test files using the same data transfer method they intend to use in production. iPost does not test files sent via email.

### iPost PDF testing

In the PDF test, the attribute **isTest="true"** is added to the XML file. When the attribute isTest has the value true, the material is directed to testing, while the value false directs it to production.

PDF tests are conducted only upon request from the sender. The testing request can be submitted through the service portal at [meseflow.service-now.com/sp](https://meseflow.service-now.com/sp) or via email to [messaging.fi@posti.com](mailto:messaging.fi@posti.com). The request must include the relevant iPost ID, the file name, the sending time, and an email address for receiving test feedback if email is preferred over the portal.

### iPost EPL testing

In the EPL test, the control code T is entered in position 16 of the batch-specific control information row in the EPL1 record. The value T directs the material to testing, while the value 0 or an empty field directs it to production. The position of this character must be carefully calculated, as position 17 must also contain the print control code T.

In position 41 of the EPL1 record, the sender must include their email address, which allows the test results to be returned either via email or, as agreed, through the service portal at [meseflow.service-now.com/sp](https://meseflow.service-now.com/sp).

Changes to EPL forms and images are saved directly into production unless the customer specifically requests otherwise. If the customer wants to test the change before it is moved to production, the changes can be saved in a test state. In this case, the change can be tested (T in position 16 of the EPL1 record) while production letters continue to use the current form or image (0 or empty in position 16 of the EPL1 record).

In such cases, the customer must inform iPost when the form or image change is ready to be updated for production use.

## Test materials

The customer is responsible for the content of the test material, testing control markings, correct formatting, and sending it using the agreed transfer method. The test material should closely resemble production material where possible and adhere to the quality criteria specified in the design guidelines.

The test material must comprehensively account for various data formation scenarios, such as additional pages of a letter, page settings, different document types, and other factors influencing the layout or data allocation. Barcodes in PDF materials are not tested by iPost; the sender must validate them during creation or based on the test feedback. However, for EPL test files, the content of bank barcodes can be checked upon request.

The customer is responsible for ensuring that the test material is pseudonymized. iPost does not interpret the content of test materials and, therefore, cannot assess their confidentiality. Test materials must not include any confidential information that cannot be returned or handled via email. Additionally, the recipient's address details must use test data only.

## Testing feedback

Test feedback will be sent to the service portal or via email, as specified in the testing request. The feedback includes test letters in PDF format and/or notes on areas requiring correction. The test results can be sent to a maximum of three email addresses at once. Test material sent via email will be password-protected.

If a paper printout of the test result is required, the sender must request it separately and provide a postal address for delivery.

We aim to return test feedback via email no later than the next business day after receiving the test file and request. The recommended page count for a single test shipment is no more than 10 pages.

The deployment process includes five free testing rounds when the test results are returned in PDF format. Testing and returning results in PDF format for minor changes is also free of charge.

Printing, enveloping, and returning the test results by mail are subject to additional fees. For repetitive or time-intensive testing, iPost may charge an hourly fee as agreed.

Any exceptions to the handling of test materials must be arranged in advance with Posti Messaging.

## End of testing

iPost recommends concluding testing by sending at least one letter through the entire production process. A production test can be performed by, for example, listing yourself as the recipient and sending the letter normally with production settings.

Other services, such as OmaPosti, Suomi.fi messages, registered letters, and letters with advice of delivery, can only be tested in production using real recipient information.

Letters sent to production are always billed according to the current price list.

Testing is considered complete once the customer begins sending production material.