

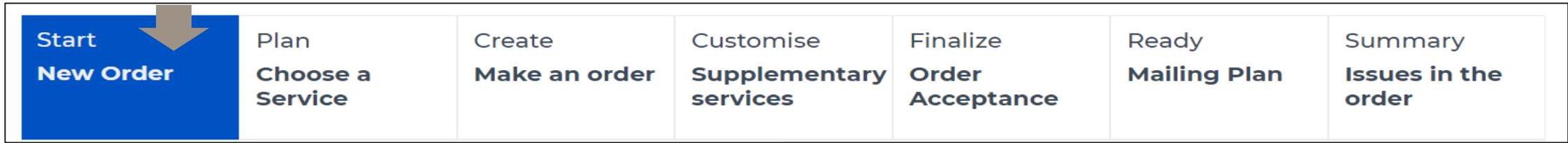
# Posti Pro

## How to make an order

Magazine Pro  
Economy Publication



posti



1. Start by selecting the customer number and publication. Check the other information and update if needed. Give the order a unique name of your choosing.

**Service subscriber information**

1. Choose customer number and magazine\* ⓘ

886865 - Testi Lehti ▼

2. Order name\* ⓘ

Testi Lehti

3. Choose subscription period\* ⓘ

2021 ▼

4. Invoicing address\* ⓘ

133909 Posti Sales and Customer Mgt ▼

2. Choose how you want to fill in the information.

☒ Fill in the magazine properties yourself  
☐ Use the magazine properties from the previous order

Make a new order →

☐ Fill in the magazine properties yourself  
☒ Use the magazine properties from the previous order

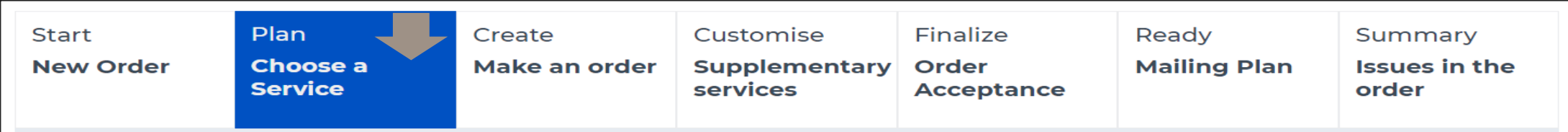
Check the magazine properties →

3. If you choose to Fill in the magazine properties yourself, click *Make a new order*.  
If you choose to Use the magazine properties from the previous order, click *Check the magazine properties*.

4. When using the magazine properties, an overlay will open with the prefilled information. Check all the information and update if needed. Save the properties for future orders and then continue by clicking *Plan a new order*.

Save properties for next order

Plan a new order →



5. If you chose to fill in the information yourself this page will be empty. Fill in all the required information.

If you chose to use the magazine properties, this page will be prefilled. Check the information and update if needed.

### Choose a Service

Select the information for your magazine in the fields below to see the delivery service and its price on the right...

1. Deliveries per year\* ⓘ

6

2. Average weight of magazine\* ⓘ

45 g

3. Average volume\* ⓘ

9,500 items

4. Magazine dimensions\*

200 mm

240 mm

1 mm

Short edge

Long edge

Thickness

Format ⓘ

☒ Unenclosed items with multiple pages

☐ Items wrapped in plastic

6. Available services will be listed on the right-hand side of the page. If you change the magazine properties, the list will be updated accordingly. Choose a service.

Available services

☒ Economy Publication

1 - 1,599,999 Items/order

\$0.546€/item

Factors affecting the price

Frequency 1-365 per year

Machine Sorting

Volume 5,000 - 9,999

Item weight ≤ 100g

☐ Economy Publication Manually Sortable

1 - 1,599,999 Items/order

\$0.546€/item

Factors affecting the price ▼

7. Additional services will be listed below. You can add them here and see how they affect the price.

Additional charges related to the handling of consignments

Click here if you need additional services

Code error

For publications that do not have a 4-state code or a 2D bar code or if they have an erroneous code

+0.053 €/item

☐

Manual sorting

For publications that are not suitable for machine sorting

+0.053 €/item

☐

Publication's Additional Handling

Charged for unbundled publication batches of 1,000 items or more and failing to follow Posti's mailing instructions

+0.105 €/item

☐

Please note that Manual sorting and Code error are only available for Economy Manually Sortable service.

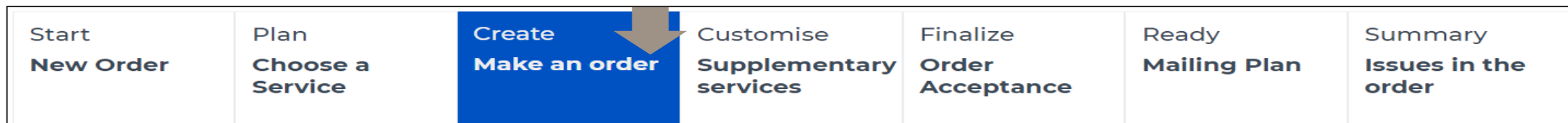
8. Estimated total costs of the order is show at the bottom (as list prices). You can save the order as draft and continue later. When you're finished with the page, click *Continue to create the order*.

Estimated total costs

31,116.3€

Continue to create the order →

Save as a draft



9. Choose the mailer. If your preferred mailer is not on the list, you can add them here.

**Mailer partner**

Choose from your list of preferred mailers or add a new mailer

Choose the default mailer for the order \* ⓘ

133895 - Posti Oy ▼

+ Add a preferred mailer

10. Define the schedule. You can choose if you want to select the delivery dates or the mailing dates.

**Scheduling**

Define dates\* ⓘ

☒ Delivery date ☐ Mailing date

11. Click *Pick the dates*.

Pick the dates

The dates ☐ Show also mailing dates

Indicators ☐ Mailing date ☒ Delivery date

Issues in the order  
6 issues  
0 dates left to select

January 2021 February 2021 March 2021

April 2021 May 2021 June 2021

12. Choose a date by clicking it. Another click cancels the selection.

There is an option to show both mailing dates and delivery dates on the same calendar view.

After choosing the dates, save the selection by closing the window.

**Publishing frequency\* ⓘ**

Other ▼

11.01.2021 ✕ 20.01.2021 ✕ 10.02.2021 ✕

26.02.2021 ✕ 04.03.2021 ✕ 10.03.2021 ✕

13. The chosen dates are shown on the scheduling section. You can delete dates here or return to calendar view for editing.

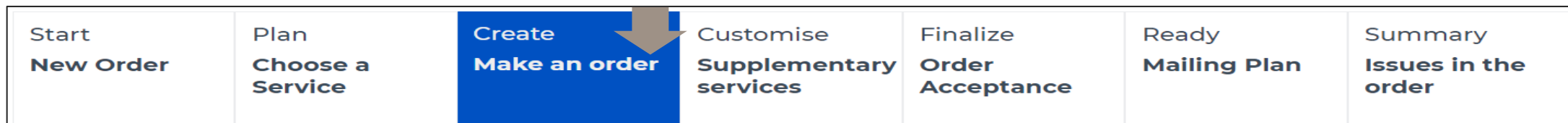
**Issue numbering\* ⓘ**

Start issue numbering from

14. Insert the issue number of the first magazine to be delivered in 2021.

**Create batches**

15. Click *Create batches*.



## List of the created batches

**Created batches**

Select first the batches that you need to view, edit, delete or duplicate.  
All editable features of the batches will open below and you can also update values in multiple batches at once.

  **Start date** → **End date**   [Clear all filter](#)

[Delete selected batches](#)   [Duplicate selected batches](#)

All <input type="checkbox"/>	Issue	Mailing date	Delivery date	Mailing service	Volume	Weight	Mailer
<input type="checkbox"/>	1	04. 01 .2021	11. 01 .2021	19193 - Economy Publication	9,500	45 g	133895 - Posti Oy
<input type="checkbox"/>	2	14. 01 .2021	20. 01 .2021	19193 - Economy Publication	9,500	45 g	133895 - Posti Oy
<input type="checkbox"/>	3	04. 02 .2021	10. 02 .2021	19193 - Economy Publication	9,500	45 g	133895 - Posti Oy
<input type="checkbox"/>	4	22. 02 .2021	26. 02 .2021	19193 - Economy Publication	9,500	45 g	133895 - Posti Oy
<input type="checkbox"/>	5	26. 02 .2021	04. 03 .2021	19193 - Economy Publication	9,500	45 g	133895 - Posti Oy
<input type="checkbox"/>	6	04. 03 .2021	10. 03 .2021	19193 - Economy Publication	9,500	45 g	133895 - Posti Oy

**Estimated total costs**   **31,116.3 €**

16.

All issues now have identical batches (excl. issue numbers and dates).

Estimated total costs is shown.

You can add (duplicate) or delete batches. Add also all special issues and provide them with specific measurements and other information.

Later at *Finalize, Order Acceptance* page you'll find more extensive editing options.

Click to *Continue to customize the order*.



Palvelu	Määrä	Alue	Kpl paino	Kokonaispaino	Kpl hinta	Infokoodi	Käyttökoodi
1007 - Bundle	2	FI			4.32		
1656 - Economy Letter Interna...	22	EU			1.07		
1659 - Priority Letter Internatio...	22	EU2			1.31		

+ Add supplementary services

Save changes

Cancel changes

Estimated total costs

61 €

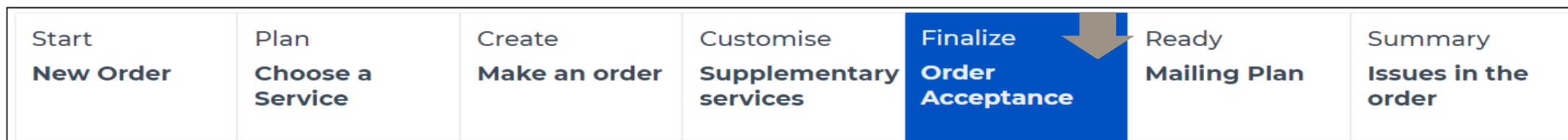
17.

Supplementary services can also be added to the order by the mailer at a later stage of the order. You can skip this section if you want and proceed to finalize the order.

Add supplementary services, such as international publications (letters), bundle service etc. These services are added to all batches. Estimated total costs of supplementary services is shown.

You can update and edit the information at a batch level at the next step.

Save changes and continue to finalize the order.



**Batches of the order** [Less details](#) ^

Select first the batches that you need to view, edit, delete or duplicate.  
All editable features of the batches will open below and you can also update values in multiple batches at once.

→

All <input type="checkbox"/>	Issue	Mailing date	Delivery date	Mailing service	Volume	Weight	Short edge	Long edge	Avg. thickness	Mailer
<input type="checkbox"/>	1	04. 01. 2021	11. 01. 2021	19193 - Economy Publication	9,500	45 g	200 mm	240 mm	1 mm	133895 - Posti Oy
<input type="checkbox"/>	2	14. 01. 2021	20. 01. 2021	19193 - Economy Publication	9,500	45 g	200 mm	240 mm	1 mm	133895 - Posti Oy
<input type="checkbox"/>	3	04. 02. 2021	10. 02. 2021	19193 - Economy Publication	9,500	45 g	200 mm	240 mm	1 mm	133895 - Posti Oy
<input type="checkbox"/>	4	22. 02. 2021	26. 02. 2021	19193 - Economy Publication	9,500	45 g	200 mm	240 mm	1 mm	133895 - Posti Oy
<input type="checkbox"/>	5	26. 02. 2021	04. 03. 2021	19193 - Economy Publication	9,500	45 g	200 mm	240 mm	1 mm	133895 - Posti Oy

**Estimated total costs of the order**    The final price with possible discounts will be in the invoice    **31,116.3 €**

18.

All batches are shown here in chronological order.

Go through and check all the information. Edit if needed.

Under the list you can find all details of the order by sections. Select *All* if you want to see the details and edit all batches.

Add customer and mailer contact information, if they are not already filled in.

When everything is okay, *Approve the order & send to mailer* for further handling.

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.



## **Questions?**

+358 200 77000 Mon-Fri from 9 am to 4 pm

(local network charge/mobile call charge, queueing is subject to charge)

Development ideas and feedback: [ptp@posti.com](mailto:ptp@posti.com)