

## Instructions for using the Electronic mailing list

# 1 QUICK INSTRUCTIONS FOR CREATING A MAILING LIST

You can create a new mailing list on the **Create new** display.

## 1.1 Select the customer and invoicing address number

Select the customer number from the **Customer** menu and the invoicing address from the **Invoicing address** menu.



### CREATE A NEW MAILING LIST

#### Customer details

Customer \*  
862467 Asiakas Oy

Invoicing address \*  
862467 Asiakas Oy Asiakaskatu 1 00100 HELSINKI

Transfer to mailer company  
 Allowed

## 1.2 Add the information of the items to be mailed in the order

Select the product and supplementary services and insert the required information on the line. You can open a product list from the **Product and supplementary services** field. By clicking a product on the list, you can add it to the mailing list. The supplementary services that can be connected with the product are shown below it.

#### Products to be mailed

| #  | Product and supp. services | Product code | Zone | Pcs  | g/pcs | kg    | Information code | Usage code |
|--|----------------------------|--------------|------|------|-------|-------|------------------|------------|
| 1  | Priority Letter            | 12907        | FI   | 12   | 258   | 3,096 | Post             |            |
| SUPPLEMENTARY SERVICES <input type="checkbox"/> 17018 Customer Direct, additional handling |                            |              |      |      |       |       |                  |            |
| 2  | Customer Direct, machine   | 19224        | FI   | 1500 | 15    | 22,5  | campaign         |            |

### 1.3 Add mailing date

Select a mailing location and date. The “Edit mail settings” area of the **Settings** screen allows you to set the default mailing location.

#### Common information

|   |  |                      |                      |
|---|--|----------------------|----------------------|
| Mailing location *                            | Mailing date *                                     | Job identifier       | Search identifier    |
| Helsinki Pok <input type="button" value="v"/> | 11.03.2016 <input type="button" value="calendar"/> | <input type="text"/> | <input type="text"/> |

Additional information for mailing list handlers and Posti's reception

[Save all changes](#)

[Save as a template...](#)

[Save and mark as completed](#)

### 1.4 Mark the mailing list as completed

Mark the mailing list as completed by clicking the **Save and mark as completed** button.

### 1.5 Print the covering letter

Print the covering letter through the **Open covering letter** link and attach it to the transportation unit.

[Suomeksi](#) | [På svenska](#)  
 Postittaja Moms [ASIAKAS OY \(R12345678\)](#) [Log out](#)

Create new
Open (12)
Completed (39)
In archive
Reports
Chat
Help
Settings

## MAILING LIST 197017038 (COMPLETED)

[Open covering letter](#)

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**E lectronic mailing list dispatch note for Acceptance by Posti**

|                                      |                              |
|--------------------------------------|------------------------------|
| Creator: Asiakas Oy 862467           |                              |
| Mailing Date: 03.03.2016             | Telephone number Ei tiedossa |
| Mailing list no. 197017038           | Customer Asiakas Oy 862467   |
|                                      |                              |
| Transport unit: <input type="text"/> | Your reference               |
| Comments:                            |                              |

Close
Print

## 2 Basic functions of the Electronic mailing list on the top panel



### 2.1 Create new

Through the Create new link, you will enter a display in which you can create a new mailing list or mailing list template. This is also the default display when you move to the electronic mailing list.

### 2.2 Open

Through the Open link, you will enter a view in which you can search for open mailing lists using different search criteria. From the search result, you can select the mailing list that you wish to edit. The state of the mailing list is open when it has been saved.

### 2.3 Completed

Through the Completed link, you will enter a view in which you can search for mailing lists that are in the completed state. From the search result, you can select the mailing list the information of which you wish to view. The state of the mailing list is completed when it has been saved and marked as completed.

### 2.4 In archive

Through the In archive link, you will enter a view in which you can search for archived mailing lists. From the search result, you can select the mailing list which has the information you wish to view. The state of the mailing list is archived when it has been processed by Posti as completed.

### 2.5 Reports

Through the link you can search for orders using different criteria and open the search result in Excel form.

### 2.6 Chat

You can contact Posti's customer service via the Chat-link.

### 2.7 Help

You can access instructions for the Electronic mailing list through the link.

### 2.8 Settings

Through the Settings link, you can access a display on which you can order your e-mail reminders about the state of and changes to the mailing list. On the display, you can also manage the mailing list templates and set the default mailing location. Mailer companies use a customer list that is also managed on the Settings display.

### 3 Creating a mailing list

You can create a new mailing list on the **Create new** display.

#### 3.1 Customer details

The customer number and invoicing address are selected in the Customer details section.

**posti** Electronic mailing list

Create new Open (11) Completed (34) In archive Reports

### CREATE A NEW MAILING LIST

#### Customer details

Customer \*  
862467 Asiakas Oy

Transfer to mailer company  
 Allowed

Invoicing address \*  
862467 Asiakas Oy Asiakaskatu 1 00100 HELSINKI

##### 3.1.1 Customer

The Customer field contains the customer number for which you are creating a mailing. If your company has multiple customer numbers, they will be shown in the menu.

##### 3.1.2 Invoicing address

The Invoicing address field contains the invoicing addresses connected with the customer number. If there are several invoicing addresses, they will be shown in the menu. Select the invoicing address to which you want to direct the invoice.

##### 3.1.3 Transfer to mailer company

By activating the **Allowed** field, you can transfer a mailing list to another mailer company to be filled in. The other mailer company must be informed of the number of the mailing list and the customer number on the list so that the contractor can fetch the mailing list onto its own display.

#### 3.2 Products to be mailed

In the Products to be mailed section, information is provided on the items to be mailed.

Products to be mailed

| # | Product and supplementary services | Product code | Zone       | Pcs    | g/pcs  | kg     | Information code | Usage code |
|---|------------------------------------|--------------|------------|--------|--------|--------|------------------|------------|
| 1 | [Dropdown]                         | [Text]       | [Dropdown] | [Text] | [Text] | [Text] | [Text]           | [Dropdown] |

Make a copy of Remove

##### 3.2.1 Product and supplementary services field

Select the product by opening the product list (picture below) from the **Product and supplementary services** field. You will obtain the desired product onto the mailing list by clicking it on the list. If the product appears gray, it cannot be selected on the electronic mailing list but the selection must be made in the source system (e.g. PTP) in which the order was originally created.

3.2.2 The product is followed by a symbol. Click the symbol to access the web page concerning the product.

**Choose product...**

| DOMESTIC LETTER                                  | NATIONWIDE PUBLICATION DELIVERY               | ADDRESSED DIRECT MARKETING                             |
|--|---|--|
| 12907 Priority Letter <a href="#">i</a>          | 19193 Economy Publication <a href="#">PTP</a> | 19224 Customer Direct, machine so... <a href="#">i</a> |
| 12908 Priority Standard Letter <a href="#">i</a> | 19241 Magazine Pro <a href="#">PTP</a>        | 19225 Customer Direct, manually s... <a href="#">i</a> |

### 3.2.3 Product code field

You can also add a product onto the mailing list by entering a product number in the **Product code** field, after which the system will import the product name in the Product and supplementary services field.

The supplementary services that can be connected with the product are shown below it. The system prevents combinations of supplementary services that are not possible.

**Products to be mailed**

| #  | Product and supp. services                 | Product code | Zone                 | Pcs  | g/pcs | kg    | Information code | Usage code        |
|--|--|--------------|----------------------|------|-------|-------|------------------|-------------------|
| 1  | Priority Letter <a href="#">v</a>          | 12907        | FI <a href="#">v</a> | 12   | 258   | 3,096 | Post             | <a href="#">v</a> |
| <a href="#">Make a copy of</a> <a href="#">Remove</a>  |  |              |                      |      |       |       |                  |                   |
| 2  | Customer Direct, machine <a href="#">v</a> | 19224        | FI <a href="#">v</a> | 1500 | 15    | 22.5  | campaign         | <a href="#">v</a> |
| SUPPLEMENTARY SERVICES <input type="checkbox"/> 17018 Customer Direct, additional handling <a href="#">Make a copy of</a> <a href="#">Remove</a> |  |              |                      |      |       |       |                  |                   |

### 3.2.4 Zone menu

Select zone information, i.e. the target zone, for the product selected for the order line. The zones available to the product are shown in the menu.

### 3.2.5 Pcs field

The pcs number of the items on the line is entered in the field. The same pcs number is entered for the selected supplementary services. If publication bundle shipments are mailed, the quantity of the bundles is entered in the field.

### 3.2.6 g/pcs field

The weight of one item in grams is entered in the field about the items indicated on the line. Small items are marked on the mailing list according to weight classes. The system indicates if the unit weight exceeds the maximum weight allowed for the product.

### 3.2.7 kg field

The total weight of the items indicated on the line is entered in the field.

### 3.2.8 Information code field

The use of the Information code field allows invoices to be itemized according to info codes. The maximum length of the info code is 15 characters (numbers and/or letters).

### 3.2.9 Usage code menu

The customer agrees on the use of this field separately with Posti. Posti's contact person provides more detailed instructions if the use of the field is necessary.

### 3.2.10 Make a copy of button

With the Make a copy of button, you can copy the information of the line as a new order line. The new order line is created below the original line.

### 3.2.11 Removal button

With the Removal button, you can remove an unnecessary order line from the mailing list. The system asks you to confirm the removal.

## 3.3 Common information

In the Common information section, a mailing location and date, and other information, where necessary, are inserted for the order.

### Common information

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Mailing location \*  Job identifier  Search identifier

Additional information for mailing list handlers and Posti's reception

### Product mailing date, delivery dates and times

See the product delivery times on the [Letter Services](#), [Publication Services](#) and [Customer Direct](#) websites.

Mailing date (dd.mm.yyyy) \*

[Save all changes](#) [Save as a template...](#) [Print page...](#)

[Save and mark as completed](#)

## 3.4

### 3.4.1 Mailing location menu

Select the mailing location from the menu. The **Edit mail settings** area of the **Settings** screen allows you to set the default mailing location.

### 3.4.2 Mailing date field

Add mailing date by entering the date in the Mailing date field or by selecting it from the calendar. The calendar opens when you click the symbol at the end of the field. By default, the mailing date is the current date, and a later date can be selected.

### 3.4.3 Job identifier field

The Job identifier is intended to be used for the mailer company's own needs. Mailing lists can be searched with the job identifier afterwards. The job identifier is not transferred onto the invoice but is rather shown in the invoice report.

### 3.4.4 Search identifier field

The Search identifier is intended to be used for the mailer company's own needs. With the search key, it is possible to search for lists and mailing list templates afterwards. The search identifier is not transferred onto the invoice.

### 3.4.5 Additional information for mailing list handlers and Posti's reception field

The mailer company's additional information or additional information intended for Posti's reception can be entered in the field. The additional information is not transferred onto the invoice.

### 3.4.6 Save all changes button

By clicking the button, the information is saved, and the system will create a mailing list in the open state. You can continue to edit the mailing list and print a covering letter.

### 3.4.7 Save and mark as completed button

By clicking the button, the information is saved, and the system will create a mailing list in the completed state. When the mailing list is completed, mark it as completed by clicking the **Save and mark as completed** button. Remember to print a cover letter by clicking the **Open cover letter** button. All outgoing Posti transportation units must include a cover letter for the batch.

### 3.4.8 Save as a template link.

Through the link, a mailing list template can be created from the information shown on the display.

### 3.4.9 Print page link

The link allows you to print the mail list shown on the screen.

## 4 Creating a mailing list template

You can also create a new mailing list template on the **Create new** display. In addition to customer information, other compulsory information on the mailing list template are product, the related zone and mailing location.

Short description:

- 1) Select customer and invoicing address number.
- 2) Select product and supplementary services and insert the required information.
- 3) Select mailing location.
- 4) Select the Save as template link, name the mailing list template and save it.

## 4.1 Customer details

The customer number and invoicing address are selected in the Customer details section.

The **Customer** field contains the customer number for which you are creating a mailing list template. If your company has multiple customer numbers, they will be shown in the menu.

The **Invoicing address** field contains the invoicing addresses connected with the customer number. If there are several invoicing addresses, they will be shown in the menu. Select the invoicing address to which you want to direct the invoice.

**posti** Electronic mailing list

Create new Open (11) Completed (34) In archive Reports

### CREATE A NEW MAILING LIST

#### Customer details

Customer \*  
862467 Asiakas Oy

Transfer to mailer company  
 Allowed

Invoicing address \*  
862467 Asiakas Oy Asiakaskatu 1 00100 HELSINKI

## 4.2 Products to be mailed

In the Products to be mailed section, you will provide information on the items that you want to include in the mailing list template.

### Products to be mailed

| # | Product and supplementary services | Product code         | Zone                 | Pcs                  | g/pcs                | kg                   | Information code     | Usage code           |
|---|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1 | <input type="text"/>               | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Make a copy of Remove

Select the product from the product list (picture below), which you can access from the **Product and supplementary services** menu. Click the product to add it to the product mailing list template. You can also enter a product number directly in the **Product code** field, after which the system will import the product name in the Product and supplementary services field. If the product appears gray, it cannot be selected on the electronic mailing list.

### Products to be mailed

| # | Product and supp. services | Product code | Zone | Pcs  | g/pcs | kg    | Information code | Usage code |
|---|----------------------------|--------------|------|------|-------|-------|------------------|------------|
| 1 | Priority Letter            | 12907        | FI   | 12   | 258   | 3,096 | Post             |            |
| 2 | Customer Direct, machine   | 19224        | FI   | 1500 | 15    | 22,5  | campaign         |            |

SUPPLEMENTARY SERVICES  17018 Customer Direct, additional handling

Make a copy of Remove

Select zone information for the product selected for the order line. The zones available to the product are shown in the menu. On the mailing list template, you can enter the quantity of items, item unit weight in grams or the total weight of items in kilograms. The use of the Info code field allows invoices to be itemized according to info codes. You can add supplementary services for the product. The supplementary services available are shown below the product.

### 4.3 Common information

The mailing location, which is selected from the menu, is added in the Common information section.

#### Common information

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Mailing location \* Job identifier  Search identifier

Turku Pok

Additional information for mailing list handlers and Posti's reception

#### Product mailing date, delivery dates and times

See the product delivery times on the [Letter Services](#), [Publication Services](#) and [Customer Direct](#) websites.

Mailing date (dd.mm.yyyy) \*

### 4.4 Saving a mailing list template

Save the information on the display as a mailing list template by clicking the **Save as a template** link.

#### Save as a template...

---

Customer number \*

Template name \*

Save template \*  For me and for others in the same company  
 Only for me

Add the name to the **Template name** field on the mailing list template. The system adds a customer number in front of the name you have entered in the mailing list template.

Select whether the mailing list template is shown to everybody or just to you. The mailing list template is saved by clicking the **OK** button. Click the **Cancel** button to return to the Create new display.

## 5 Creating a mailing list using the mailing list template

You can create a new mailing list on the Create new display with the help of the mailing list template you have selected. Information that you have saved on the mailing list template is shown on the display.

Service Portal | Suomi | Svenska  
Asiakas Moms ASIAKAS OY (FI12345676) Log out

Create new Open (30) Completed (57) In archive Reports Help Settings

CREATE A NEW MAILING LIST Fetch information from template...

Select from the **Fetch information from template** menu the mailing list template on the basis of which you want to create a new mailing list.

Service Portal | Suomi | Svenska  
Asiakas Moms ASIAKAS OY (FI12345676) Log out

Create new Open (30) Completed (57) In archive Reports Help Settings

CREATE A NEW MAILING LIST 862467 Posti

The mailing list template you have selected will be opened on the display. You can edit the information and create a new order in the same way as creating a new mailing list.

Service Portal | Suomi | Svenska  
Asiakas Moms ASIAKAS OY (FI12345676) Log out

Create new Open (30) Completed (57) In archive Reports Help Settings

CREATE A NEW MAILING LIST 862467 Posti

**Customer details**

Customer \* 862467 Asiakas Oy Transfer to mailer company  Allowed

Invoicing address \* 862467 Asiakas Oy Asiakaskatu 1 00100 HELSINKI

**Products to be mailed**

| #  | Product and supp. services | Product code | Zone | Pcs  | g/pcs | kg    | Information code | Usage code |
|--|----------------------------|--------------|------|------|-------|-------|------------------|------------|
| 1  | Priority Letter            | 12907        | FI   | 12   | 258   | 3,096 | Post             |            |
| <input type="button" value="Make a copy of"/> <input type="button" value="Remove"/>  |                            |              |      |      |       |       |                  |            |
| 2  | Customer Direct, machine   | 19224        | FI   | 1500 | 15    | 22,5  | campaign         |            |
| SUPPLEMENTARY SERVICES <input type="checkbox"/> 17018 Customer Direct, additional handling <input type="button" value="Make a copy of"/> <input type="button" value="Remove"/> |                            |              |      |      |       |       |                  |            |

Check the information and supplement it where necessary. Remember to mark the mailing list as completed and attach cover letters to the mailing batch.

## 6 Mailing list search, general functions

You can search for mailing lists using different search criteria.

In the **Free form text search** function, you can use e.g. the number of the mailing list, the job identifier or the search key as the search criterion.

The screenshot shows the 'postti Electronic mailing list' header. Below it is a navigation bar with buttons: 'Create new', 'Open (13)', 'Completed (39)', 'In archive', and 'Reports'. The main heading is 'OPEN MAILING LISTS'. There are two tabs: 'Free-form text search' (selected) and 'Detailed search'. Below the tabs is a search input field with the placeholder text 'Mailing list number or other piece of information' and a blue 'Search' button.

With the **Detailed search** function, you can search for mailing lists in a more diversified manner. You can change the search criterion at the beginning of the line by clicking its name. A menu will then open from which you can select the search criterion you want. You can also specify the search by adding search criteria through the **Add criterion term** link. There is a link after the search criterion through which you can limit the selected search criterion. You can remove the search criterion by clicking the symbol at the end of the line.

The screenshot shows the 'postti Electronic mailing list' header with user information: 'Suomeksi | På svenska', 'Postittaja Moms', 'ASIAKAS OY (0112345678)', and a 'Log out' button. The navigation bar includes 'Create new', 'Open (12)', 'Completed (39)', 'In archive', 'Reports', 'Help', and 'Settings'. The main heading is 'OPEN MAILING LISTS'. There are two tabs: 'Free-form text search' and 'Detailed search' (selected). The 'Detailed search' section has three criteria: 'Search identifier' (Yes), 'Mailing date' (Yes), and 'Add criterion' (Yes). Each criterion has a dropdown menu and a search icon. A blue 'Search' button is below the criteria. Below the search section is the 'Search results (12)' section with a 'Choose columns' link. The results are shown in a table with columns: List number, Mailing date, Customer, Customer number, Mailer company, Last modified, Job identifier, and Information code. The first row of results is: 195002860, Feb 12, 2016, Asiakas Oy, 862467, Postittaja Oy, Feb 12, 2016.

| List number | Mailing date | Customer   | Customer number | Mailer company | Last modified | Job identifier | Information code |
|-------------|--------------|------------|-----------------|----------------|---------------|----------------|------------------|
| 195002860   | Feb 12, 2016 | Asiakas Oy | 862467          | Postittaja Oy  | Feb 12, 2016  |                |                  |

Through the **Choose columns** link, you can specify the columns to be shown on the display. A menu will open through the link from which you can activate the columns to be displayed.

## Choose columns

Saved views

Testi ▼

Save as a new view

Load Remove Save

### Columns chosen for the view

- Mailing date
- Publication date
- Customer
- Customer number
- Mailer company
- Last modified
- Last modified by
- Mailing location
- Job identifier
- Search identifier
- Information code
- Delivery IDs
- Quantity
- Total weight
- Products
- Product codes
- Supplementary services
- Product numbers of supplementary services
- Zones
- Transfer to mailer company
- Additional information
- Issue identifier

Close

If you wish you can also save different views for your use by entering a name in the **Save as a new view** field and then clicking the **Save** button. The available views are shown in the **Saved views** menu and you can activate a selected view by clicking the **Load** button. With the **Remove** button, you can remove the view you have selected. Click the **Close** button to close the window.

## 6.1 Open mailing lists

The mailing lists matching the criteria are shown in the search result. Click the column header to sort the search results in an ascending/descending order.

Suomeksi | På svenska

posti Electronic mailing list Postittaja Moinn ASIAKAS OY (FI12345678) **Log out**

Create new Open (12) Completed (39) In archive Reports Help Settings

### OPEN MAILING LISTS

Free-form text search Detailed search

Search identifier Yes

Mailing date From 01.01.2016

Add criterion

### Search results (12) Choose columns

| List number | Mailing date        | Customer   | Customer number | Mailer company | Last modified | Job identifier | Information code |
|-------------|---------------------|------------|-----------------|----------------|---------------|----------------|------------------|
| 197017462   | Mar 17, 2016        | Asiakas Oy | 862467          |                | Mar 17, 2016  | t              |                  |
| 195058407   | <b>Mar 13, 2016</b> | Asiakas Oy | 862467          |                | Feb 4, 2016   |                |                  |

By clicking the number of the list, the mailing list will be opened and can be edited. The customer cannot edit a mailing list created by a mailer company. The mailer company can edit a mailing list it has created, and another mailer company can pick it up (Transfer to mailer company permitted). It is not possible to edit a mailing list created by Posti's reception.

## MAILING LIST 195002860 (OPEN)

 [Open covering letter](#)

### Customer details

Customer  
862467 Asiakas Oy

Transfer to mailer  
company  
No

Invoicing address  
862467 Asiakas Oy Asiakaskatu 1 00100 HELSINKI

Mailer company  
862466 Postittaja Oy

### Products to be mailed

| #                   | Product and supplementary services                       | Product code | Zone | Pcs    | g/pcs    | kg       | Information code | Usage code |
|---------------------|--|--------------|------|--------|----------|----------|------------------|------------|
| 1                   | Priority Letter<br><small>SUPPLEMENTARY SERVICES</small> | 12907        | FI   | 78 pcs | 89 g/pcs | 6,942 kg |                  |            |
| All lines in total: |  |              |      | 78 pcs |          | 6,942 kg |                  |            |

### Common information

Mailing location  
Helsinki Pek

Mailing date  
Feb 12, 2016

Job identifier


Search identifier

Additional information for mailing list handlers and Posti's reception

[Save as a template...](#)

## 6.2 Completed mailing lists

The mailing lists matching the criteria are shown in the search result. Click the column header to sort the search results in an ascending/descending order.



Electronic mailing list

Suomeksi | På svenska

Postittaja Moms

ASIAKAS OY (R112345676)

[Log out](#)

Create new
Open (12)
Completed (39)
In archive
Reports
Help
Settings

### CLOSED MAILING LISTS

Free-form text search Detailed search

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Mailing list number or other piece of information

Search

**Search results (39)** [Choose columns](#)

| List number | Mailing date | Customer   | Customer number | Mailer company | Last modified | Job identifier | Information code |
|-------------|--------------|------------|-----------------|----------------|---------------|----------------|------------------|
| 196760521   | Mar 23, 2014 | Asiakas Oy | 862467          |                | Jun 1, 2014   |                |                  |
| 196459773   | Jul 30, 2014 | Asiakas Oy | 862467          |                | Sep 17, 2014  |                |                  |

By clicking the number of the list, the mailing list opens, and its information can be viewed.

The screenshot shows the 'postti Electronic mailing list' interface. At the top, there is a navigation bar with buttons for 'Create new', 'Open (12)', 'Completed (39)', 'In archive', 'Reports', 'Help', and 'Settings'. The user is logged in as 'Postittaja Marns' with the email 'ASIAKAS OY (P102345676)'. A 'Log out' button is also present.

The main heading is 'MAILING LIST 197017391 (COMPLETED)' with a link to 'Open covering letter'. Below this is the 'Customer details' section, which includes:

- Customer: 862467 Asiakas Oy
- Invoicing address: 4088881 Asiakasviestintä Asiakaskatu 1 00100 HELSINKI
- Transfer to mailer company: Yes
- Mailer company: 862466 Postittaja Oy

The 'Products to be mailed' section contains a table with the following data:

| # | Product and supplementary services        | Product code | Zone | Pcs                 | g/pcs    | kg    | Information code | Usage code |
|---|---|--------------|------|---------------------|----------|-------|------------------|------------|
| 1 | Priority Letter<br>SUPPLEMENTARY SERVICES | 12907        | AH   | 872 pcs             | 68 g/pcs | 60 kg | testi            |            |
|   |   |              |      | All lines in total: | 872 pcs  | 60 kg |                  |            |

Below the table is the 'Common information' section, which includes:

- Mailing location: Helsinki Pek
- Mailing date: Mar 17, 2016
- Job identifier
- Search identifier

At the bottom, there are three buttons: 'Reopen', 'Make a copy of', and 'Save as a template...'.

With the **Reopen** button, you can return the mailing list back to the open state. The button is available until the working day following the mailing date. After changes, the mailing list must again be marked as completed by clicking the **Save and mark as completed** button.

With the **Make a copy of** button you can create a new mailing list with the information of the mailing list to be copied. The default mailing date is the current date.

With the **Save as a template** link, you can create a mailing list template from the information of a completed mailing list.

### 6.3 Archived mailing lists

The mailing lists matching the criteria are shown in the search result. Click the column header to sort the search results in an ascending/descending order.

Create new Open (30) Completed (57) In archive Reports Help Settings

## ARCHIVED MAILING LISTS

Free-form text search

Detailed search

Mailing list number or other piece of information

Search

## Search results (9)

Choose columns

| List number | Mailing date | Customer   | Customer number | Mailer company | Quantity | Products        |
|-------------|--------------|------------|-----------------|----------------|----------|-----------------|
| 160007833   | May 3, 2017  | Asiakas Oy | 862467          |                | 19000    | Customer Direct |

When you click the number of the mailing list, the mailing list opens on the display and can be viewed.

## 6.4 Reports

You can fetch information onto the report based on dates and customer numbers. The information is opened in Excel.

Create new Open (11) Completed (35) In archive Reports

## REPORTS

Mailing date starting from

01.03.2016



Mailing date extending to

31.03.2016



Customer number



Open in Excel format

## 7 Settings

In this screen, you can order reminders of actions concerning the mailing list and make changes to the e-mail address that is stored in the "My e-mail address" field. The order is placed through the **Place order** link shown at the end of the line. **Edit mailing settings** allows you to specify the mailing location that is to be used as the default for new mailing lists. If necessary, you can change the mailing location in the mailing list.

In the **Edit list of mailing list templates** section, you can remove unnecessary mailing list templates by clicking the **Remove** link.

Create new Open (30) Completed (37) In archive Reports Help Settings

## SETTINGS

### Remind or notify me by e-mail when...

| Event   | Ordering an E-mail message | Function    |
|---|----------------------------|-------------|
| Created a new mailing list  | <b>X</b> Invalid           | Place order |
| Marked mailing list as complete                                       | <b>X</b> Invalid           | Place order |
| Mailing list was not marked as completed one week before mailing date | <b>X</b> Invalid           | Place order |
| Mailing list was not marked as completed one week by mailing date     | <b>X</b> Invalid           | Place order |
| Customer has changed mailing list                                     | <b>X</b> Invalid           | Place order |
| Mailer company has changed mailing list                               | <b>X</b> Invalid           | Place order |
| Mailing date is only one week away                                    | <b>X</b> Invalid           | Place order |
| Mailing date is tomorrow  | <b>X</b> Invalid           | Place order |

My e-mail address

user1@asiakasuzzz

**Save**

### Edit mailing settings

Default acceptance location

Turku Pak

**Save**

### Edit list of mailing list templates

|        |         |   |
|--------|---------|---|
| 862467 | JV      | <a href="#">Edit</a>   <a href="#">Remove</a> |
| 862467 | JV2     | <a href="#">Edit</a>   <a href="#">Remove</a> |
| 862467 | Konffo1 | <a href="#">Edit</a>   <a href="#">Remove</a> |

## 8 Changing company on the mailing list

If you have rights to several companies, you can change the company through the **Change company** link. A menu opens on the display from which you can choose the company. The customer numbers connected with the selected company are shown in the Customer field.

Create new Open (12) Completed (39) In archive Reports Help Settings

### CREATE A NEW MAILING LIST

Fetch information from template...



Fetch

## 9 Change history

The events targeted at the mailing list are shown in the **Event and change log** section. Messages sent by Posti's receipt and related to the mailing list are shown in the **Note and attachment** section.

### Event and change log

| Time             | Drafted by      | Company/organization | Event                      |
|------------------|-----------------|----------------------|----------------------------|
| 22.01.2016 09:38 | Postittaja Moms | Ei tiedossa          | Created a new mailing list |

### Notes and attachments

| Saved                  | Drafted by | Contents |
|------------------------|------------|----------|
| No notes or attachment |            |          |

## 10 Mailer company's functions

These functions are only available to those in whose identifiers the mailer company function has been defined.

### 10.1 Adding a customer

You can add a new Customer onto the customer list by clicking the **Add a new customer to list** link. You can add a customer on the Create new display (picture below) or on the Settings display.

Suomeksi | På svenska

Postittaja Moms POSTITTAJA OY (FI12345677) **Log out**

Create new Open (1) Completed (1) In archive Reports Help Settings

CREATE A NEW MAILING LIST Fetch information from template... Fetch

Customer details

Customer \* 862466 Postittaja Oy Add a new customer to list... Transfer to mailer company  Allowed

Invoicing address \* 862466 Postittaja Oy Postittajankatu 1 00100 HELSINKI Mailer company \* 862466 Postittaja Oy

A window opens on the display in which the customer number is entered. Use the e-mail address field to save the e-mail address to be used for any Posti messages concerning the receipt of the mailing list. Click the **OK** button to save the information in the list. Click the **Cancel** button to move to the **Create new** display.

### Add customer

---

Customer number \*

E-mail

**Cancel** **OK**

## 10.2 Removing a customer

In the **Edit customer list** section on the **Settings** display, you can remove a customer number from the list by clicking the **Remove** link. On this display, you can add a customer to the list through the **Add a new customer list** link.

### Edit customer list


|        |               |                        |
|--------|---------------|------------------------|
| 862466 | Postittaja Oy | <a href="#">Remove</a> |
| 862467 | Asiakas Oy    | <a href="#">Remove</a> |

[Add a new customer list...](#)

## 10.3 Mailing list search (transfer allowed)

The mailer company can search for the mailing lists created by its customers when **Transfer to mailer company allowed** is activated in them and the customer has given the customer number and mailing list number to the mailer company. The search takes place on the **Search as a mailer company** tab, which you can access from the top menu through the Open, Completed or in Archive link.

The customer numbers available are shown in the **Customer number** field. If a customer number is not yet on the list, you can add it through the **Add new customer to list** link. Select customer number and add the mailing list number to the field reserved for it and click the **Search** button.


Electronic mailing list
Postittaja Moms

Create new
Open (11)
Completed (15)
In archive
Reports

### CLOSED MAILING LISTS

Free-form text search
Detailed search
Search as a mailer company

Customer number \*  [Add new customer to list...](#)

Mailing list number \*

## 11 Zones

### Tax zones for letter items

|       |                               |                  |
|-------|-------------------------------|------------------|
| FI    | Continent of Finland          |                  |
| AH    | Åland                         |                  |
| NOT   | Exempt from VAT               | CASH ON DELIVERY |
| FIA   | Continent of Finland A        |                  |
| FIB   | Continent of Finland B        |                  |
| FIC   | Continent of Finland C        |                  |
| EU    | All EU countries              |                  |
| EU2   | All non-EU European countries |                  |
| OTHER | All other countries           |                  |
| SE    | Sweden                        |                  |

### Tax zones for publication products

|       |                               |
|-------|-------------------------------|
| FI    | Continent of Finland          |
| AH    | Åland                         |
| FI1   | Continent of Finland 1        |
| FI2   | Continent of Finland 2        |
| AH1   | Åland 1                       |
| AH2   | Åland 2                       |
| EU    | All EU countries              |
| EU2   | All non-EU European countries |
| OTHER | Other continents              |
| SE    | Sweden                        |

Further transport zones are used in order to transport an item arriving in Finland to a destination in Finland. Transport thus continues immediately in Finland after the item has arrived from abroad. The processing of items to better suit Posti's network does not interrupt the transport chain but the warehousing of items does.

#### Letter services - Further transport zones

|     |   |
|-----|---|
| F03 | Finland EU onward transport                     |
| F04 | Finland non-EU onward transport                 |
| E03 | Finland EU onward transport                     |
| E04 | Finland non-EU onward transport                 |
| F3A | Continent of Finland A, EU onward transport     |
| F3B | Continent of Finland B, EU onward transport     |
| F3C | Continent of Finland C, EU onward transport     |
| F4A | Continent of Finland A, non-EU onward transport |
| F4B | Continent of Finland B, non-EU onward transport |
| F4C | Continent of Finland C, non-EU onward transport |

#### Publication services - Further transport zones

|     |  |
|-----|--|
| F03 | Finland EU onward transport                    |
| F04 | Finland non-EU onward transport                |
| F13 | Continent of Finland 1 EU onward transport     |
| F14 | Continent of Finland 2 non-EU onward transport |
| F23 | Continent of Finland 1 EU onward transport     |
| F24 | Continent of Finland 2 non-EU onward transport |

## 12 Operation in exceptional situations

### 12.1 Disturbance in the system

If the system cannot sometimes be accessed, please wait a moment and try again. If this does not help, check your network connection

### 12.2 Corrections made by Posti on mailing lists

If Posti's reception has added or corrected information on the mailing list, the additions and corrections are shown with red font after the mailing list has been transferred from Posti's reception to invoicing.

### 12.3 Support in the case of problems

If you encounter problems in filling mailing lists, you can contact Posti through the Chat link in the system or through [www.posti.fi/business-customer-service](http://www.posti.fi/business-customer-service).

If you have lost or forgotten your username and password, primarily contact your company's administrator. If the administrator username has been lost or forgotten, notify Posti [www.posti.fi/business-customer-service](http://www.posti.fi/business-customer-service).