

Posti Pro

How to edit an order and batches

Magazine Pro

Economy Publication



Start New Order	Plan Choose a Service	Create Make an order	Customise Supplementary services	Finalize Order Acceptance	Ready Mailing Plan	Summary Issues in the order
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Order Acceptance page lists all the batches (issues) in your 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").

Information you have 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.

This material will cover the following functions:

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- Slide 4 Issue number editing
- Slide 5 Contact information for the customer editing
- Slide 6 Selected dates editing
- Slide 7 Volume, measurements, services and formats editing
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Batches of the order
[Less details](#)

Select first all batches by clicking 'All' at the menu of all batches list and check all the information of the order in sections below the list.
Select then the batches that you need to view, edit, delete or duplicate. You can limit the number of batches shown by searching with issues number, mailing service, mailer or dates.
All editable features of the batches will open below and you can also update values in multiple batches at once.

Use issue number, mailing service or mailer nam
 →

All ☐	Issue	Mailing date	Delivery date	Mailing service	Volume	Weight	Short edge	Long edge	Thickness	Mailer
☐	1	04. 01. 2021	07. 01. 2021	19241 - Magazine Pro	33,577	84 g	200 mm	240 mm	1 mm	133895 - Posti Oy
☐	2	18. 01. 2021	20. 01. 2021	19241 - Magazine Pro	33,577	84 g	200 mm	240 mm	1 mm	133895 - Posti Oy
☐	3	09. 02. 2021	11. 02. 2021	19241 - Magazine Pro	33,577	84 g	200 mm	240 mm	1 mm	133895 - Posti Oy
☐	4	16. 03. 2021	18. 03. 2021	19241 - Magazine Pro	33,577	84 g	200 mm	240 mm	1 mm	133895 - Posti Oy
☐	5	29. 03. 2021	31. 03. 2021	19241 - Magazine Pro	33,577	84 g	200 mm	240 mm	1 mm	133895 - Posti Oy

Checking the information and approving the order

To check and edit the detailed information of the order, select all batches by clicking "All" on the left-hand side of the header of Batches of the order list. Check the information in all sections ("boxes") and edit if needed. All changes will then be saved to all batches.

All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed with the order.

Add at least one contact information for the customer and for the mailer, if these aren't already filled in. This is to ensure that email notifications for the order reach the right persons.

Please note that sections **Supplementary services**, **Additional information**, **Postal code distribution**, **Mailing location and time and Transport services** are not mandatory to fill in at this point. The mailer can add these to the order later.

The image displays a collage of six overlapping screenshots from the Posti Pro web application, illustrating the steps to check and edit order information. The sections shown are:

- Contact Information for the customer:** Includes fields for First name, Last name, Email, and Phone number, with a 'Save changes' button.
- Scheduling:** Includes a 'Mailing date' field and a 'Check calendar view' button.
- Volume, measurements, services and formats:** A detailed section for adjusting volume (e.g., 40,800), measurements (112 g, 200 mm, 240 mm, 1 mm), format (Unenclosed items with multiple pages), and mailing service (Selected service, 19241 - Magazine Pro).
- Additional services:** Includes checkboxes for 'Code error', 'Manual sorting', and 'Publication's Additional Handling', with a 'Save changes' button.
- Additional information:** Includes fields for 'Info code', 'Usage code', and 'Notes', with a 'Save changes' button.
- Mailer and mailer's contact information:** Includes fields for 'Mailer' (133895 - Posti Oy) and 'Mailer's email address', with buttons to 'Add a preferred mailer', 'Add another email address', and 'Add another phone number'.

After checking all the information click **Approve the order & send to mailer** at the bottom of the page.

Issue number editing

Choose the batch to edit by clicking the selection box on the left side. Issue numbering can be edited to only one batch at a time.

The fast-editing box will open under the list. Issue number can be edited there by entering the field. Double issues with a hyphen and a letter attached to a number are accepted. The issue number may consist of maximum 7 characters, of which 1 may be a hyphen or a letter.

All ☐	Issue	Mailing date	Delivery date	Mailing service	Volume	Weight	Short edge	Long edge	Avg. thickness	Mailer
☐	1	04. 01. 2021	07. 01. 2021	19241 - Magazine Pro	40,800	112 g	200 mm	240 mm	1 mm	133895 - Posti Oy
☒	2	11. 01. 2021	13. 01. 2021	19241 - Magazine Pro	40,800	112 g	200 mm	240 mm	1 mm	133895 - Posti Oy

Edit selected batches

Issue*	Mailing date*	Delivery date*	Format*	Mailing service*	Volume*	Weight*	Short edge*	Long edge*	Avg. thickness*	Mailer*
2	11.01.2021	13.01.2021	Unenclosed it...	19241 - Ma...	40800	112 g	200 ...	240 ...	1 mm	13389...

2B

2-3

Each batch must have a unique issue number. An error message will appear if you try to use a number that already exists for another batch. Please make note of this when adding double issues and want to correct the numbering for following issues. Start then from the last (the biggest) number.

In future releases we will add automation to issues numbering, so that you can update the following issues numbering at the same time when adding double issues.

Please remember to save changes.

All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed.

Save changes

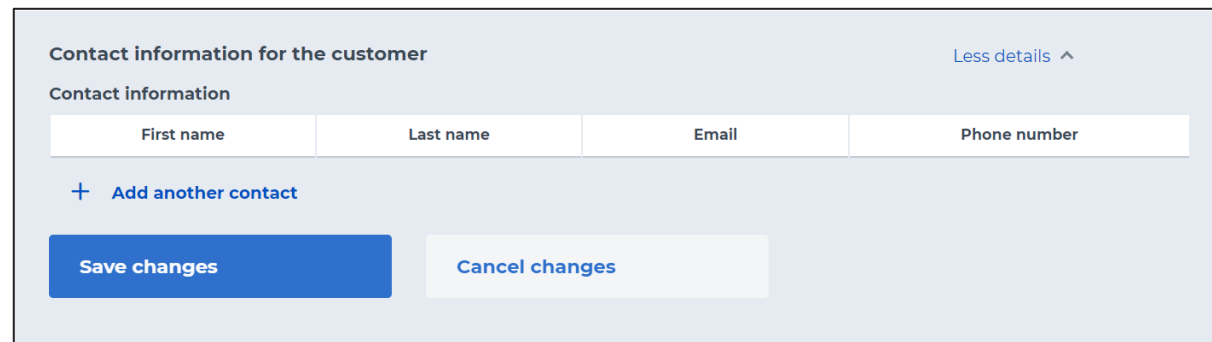


Contact information for the customer editing

Select all batches by clicking "All" on the left-hand side of the header of Batches of the order list. If you want to edit the contact information for the customer to only one or some of the batches, choose those batches.

Go to the [Contact information for the customer](#) section under the list.

You can edit existing contact information by clicking them or add new by clicking [Add another contact](#).



The screenshot shows a light blue panel titled "Contact information for the customer" with a "Less details" link and an upward arrow. Below the title is a section labeled "Contact information" containing a table with four columns: "First name", "Last name", "Email", and "Phone number". Each column has a text input field. Below the table is a link "+ Add another contact". At the bottom of the panel are two buttons: a blue "Save changes" button and a light blue "Cancel changes" button.

Each order should have at least one contact information for the customer, especially if someone else is making the order on behalf of the customer. The system sends email notifications for the order (or batch) to the person who created the order and to the contact information for the customer (and mailer) saved for the order.

Please remember to save changes. The changes will be saved for all selected batches.

All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed with the order.

Save changes

Selected dates editing

Choose the batch to edit by clicking the selection box on the left side. Selected dates can be edited to only one batch at a time.

Go to the **Scheduling** section under the Batches of the order list and click *Check calendar view* or edit dates in the fast-editing box by clicking the dates.

You can edit either the mailing date or the delivery date, and the other one will be updated automatically.

You change the date in the calendar view by clicking the preferred new date.

Scheduling[Less details ^](#)

Mailing date

Multiple

📅

Delivery date

Multiple

📅

📅

Check calendar view

January 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
				1	2	3	1
4	5	6	7	8	9	10	8
11	12	13	14	15	16	17	15
18	19	20	21	22	23	24	22
25	26	27	28	29	30	31	

Please remember to save changes.

All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed with the order.

Save changes



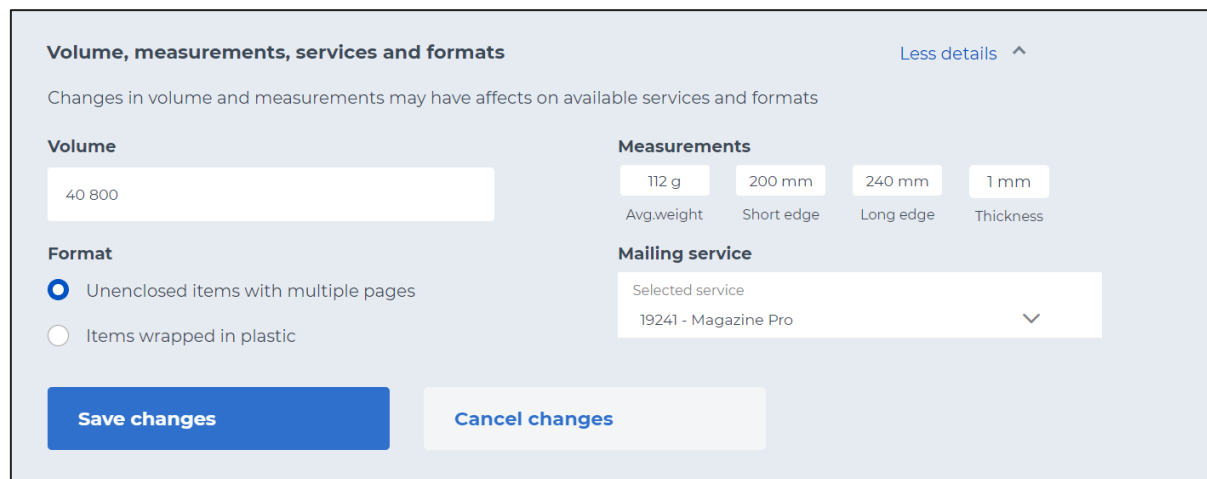
Volume, measurements, services and formats editing

Choose the batch or batches to edit by clicking the selection box on the left side. You can also select all batches by clicking "All" on the left-hand side of the header of Batches of the order list.

Go to the **Volume, measurements, services and formats** section under the Batches of the order list or edit the information in the fast-editing box by clicking the desired field.

Edit volume and measurements by entering the new values.

The format **Items wrapped in plastic** will update the maximum measurements of the publication according to the format.



The screenshot shows a web interface for editing publication details. The title is 'Volume, measurements, services and formats' with a 'Less details' link and an upward arrow. A note states: 'Changes in volume and measurements may have affects on available services and formats'. The interface is divided into four sections: 'Volume' with a text input field containing '40 800'; 'Measurements' with four buttons labeled '112 g', '200 mm', '240 mm', and '1 mm', with sub-labels 'Avg.weight', 'Short edge', 'Long edge', and 'Thickness' respectively; 'Format' with two radio button options: 'Unenclosed items with multiple pages' (selected) and 'Items wrapped in plastic'; and 'Mailing service' with a dropdown menu showing 'Selected service' and '19241 - Magazine Pro'. At the bottom are two buttons: 'Save changes' (blue) and 'Cancel changes' (light blue).

Please note that when selecting Magazine Pro mailing service, the minimum volume is 15 000 items, and the measurements must be suitable for machine sorting. If you want to enter a smaller volume or measurements that are not suitable for machine sorting, you must first change the service to Economy Publication (manually sortable if needed) and save changes. After that you can edit the other values.

Please remember to save changes. The changes will be saved for all selected batches.

All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed with the order.

Save changes

Additional services editing

This section is not required when making the order

Choose the batch or batches to edit by clicking the selection box on the left side. You can also select all batches by clicking "All" on the left-hand side of the header of Batches of the order list.

Go to the **Additional services** section under the list.

In this section you can add additional services to the order or selected batches.

Manual sorting and Code error are available only with Economy Publication Manually Sortable mailing service, and with this the Manual Sorting is a mandatory fee.

In case the publication is found in need of these additional services when arriving to Posti, they will be added to the order. Also, the mailing service will be changed to Economy Publication if the publication is manually sortable.

The mailer can also add additional services to the order at a later stage.

ADDITIONAL SERVICES SECTION IS NOT MANDATORY TO FILL IN WHILE MAKING THE ORDER.

Please remember to save changes. The changes will be saved for all selected batches.

All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed with the order.

Additional services [Less details ^](#)

☐ Code error	For publications that do not have a 4-state code or a 2D bar code or if they have an erroneous code	+0.0525 €/item
☐ Manual sorting	For publications that are not suitable for machine sorting	+0.0525 €/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

Save changes **Cancel changes**

Save changes



Supplementary services editing

This section is not required when making the order

Choose the batch or batches to edit by clicking the selection box on the left side. You can also select all batches by clicking "All" on the left-hand side of the header of Batches of the order list.

Go to the **Supplementary services** section under the list.

In this section you can add supplementary services such as bundles and international publications (letters). Fill in at least the volume, zone and weight per piece. The estimated total costs is then shown.

Supplementary services

[Less details](#)

Service	Volume	Zone	Weight per piece	Total weight	Price per piece	Info code	Usage code
No record found							
+ Add supplementary services							
Save changes				Cancel changes			

The mailer can also add supplementary services to the order at a later stage the same way as before.

SUPPLEMENTARY SERVICES SECTION IS NOT MANDATORY TO FILL IN WHILE MAKING THE ORDER.

Please remember to save changes. The changes will be saved for all selected batches.

All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed with the order.

Save changes



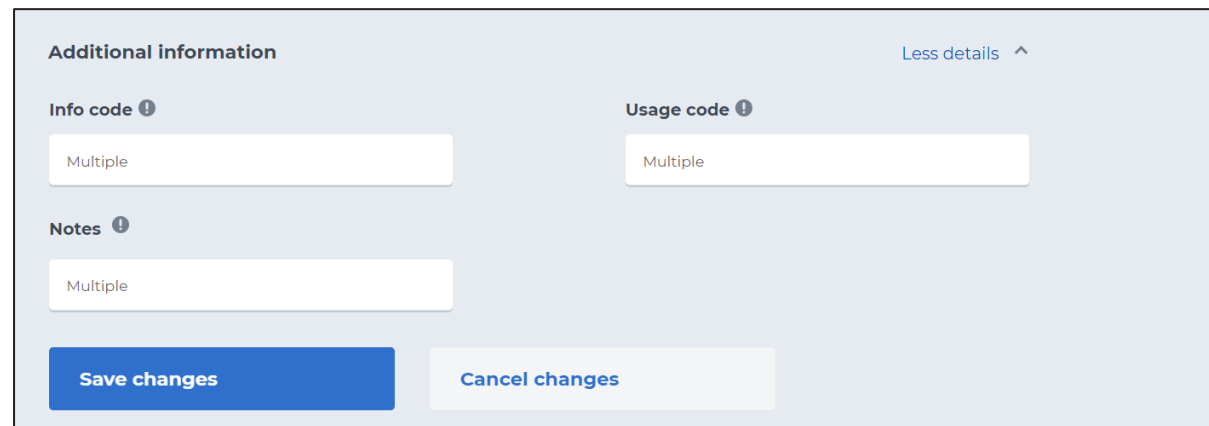
Additional information editing

This section is not required when making the order

Choose the batch or batches to edit by clicking the selection box on the left side. You can also select all batches by clicking "All" on the left-hand side of the header of Batches of the order list.

Go to the **Additional information** section under the list.

All information given here will apply to the whole batch or batches selected. Info code field you can enter a free text (number of characters is limited) that is shown on the invoice. Usage code is the 3-character code given by Posti. Notes can be any free text and will be visible for Posti's production.



Additional information [Less details ^](#)

Info code ⓘ

Usage code ⓘ

Notes ⓘ

[Save changes](#) [Cancel changes](#)

The mailer can also add additional information to the order or batch or sub batch at a later stage the same way as before.

ADDITIONAL INFORMATION SECTION IS NOT MANDATORY TO FILL IN WHILE MAKING THE ORDER.

Please remember to save changes. The changes will be saved for all selected batches.

All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed with the order.

[Save changes](#)

Mailer and mailer's contact information editing

Choose the batch or batches to edit by clicking the selection box on the left side. You can also select all batches by clicking "All" on the left-hand side of the header of Batches of the order list.

Go to the [Mailer and mailer's contact information](#) section under the list.

Change the mailer by clicking [Mailer](#)-field and choose another mailer from your list of preferred mailers. If the preferred mailer is not on your list, you can add them by clicking [Add preferred mailer](#). Search and select the preferred mailer and save by clicking the check symbol on the right. Then you can choose the added mailer from your list of preferred mailers.

Note that if the order or batches already have added email addresses (located under the mailer's name), they are not automatically updated if the mailer is changed. Added email addresses can be edited by overwriting them or clearing the field and saving the changes. The mailer's email address field on the right-hand side is updated automatically from the system when the mailer is changed, and this cannot be edited.

Please check that the mailer section has current contact information for the mailer and at least one mailer's email address. This is to ensure, that the mailer receives information about the order. You can add multiple email addresses and phone numbers for the mailer. The mailer can also add and edit this section at a later stage.

Please remember to save changes. The changes will be saved for all selected batches.

All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed with the order.

Save changes



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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