

Instructions for using the electronic mailing list

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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

Transfer to mailer company
☐ Allowed

Invoicing address *
862467 Asiakas Oy Asiakaskatu 1 00100 HELSINKI

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 supplementary 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"/> 1144 COD Payment-into-Account, letter <input checked="" type="checkbox"/> 6838 Maxi size <input type="checkbox"/> 6844 Express <input type="checkbox"/> 6845 Saturday delivery									
								Make a copy of	Remove

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 	11.03.2016 		

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.


Electronic mailing list


[Suomeksi](#) | [Pö svenska](#)

[Postittaja Moin](#)
[ASIAKAS OY \(R12345678\)](#)
[Log out](#)

[Create new](#)
[Open \(12\)](#)
[Completed \(39\)](#)
[In archive](#)
[Reports](#)
[Chat](#)
[Help](#)
[Settings](#)

MAILING LIST 197017038 (COMPLETED)
[Open covering letter](#)

Electronic 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 Help

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

2.7 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	<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

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.

The product is followed by a symbol. Click the symbol to access the www.posti.fi page concerning

the product.

Choose product...




DOMESTIC LETTER	NATIONWIDE PUBLICATION DELIVERY	ADDRESSED DIRECT MARKETING
12907 Priority Letter 	12839 Magazine 2 PTP	12911 Customer Direct 
12908 Priority Standard Letter 	-----	12912 Teaser 

3.2.2 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 supplementary 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 checked="" type="checkbox"/> 1144 COD Payment-into-Account, letter <input checked="" type="checkbox"/> 6838 Maxi size <input type="checkbox"/> 6844 Express <input type="checkbox"/> 6845 Saturday delivery <input type="button" value="Make a copy of"/> <input type="button" value="Remove"/> 								

3.2.3 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.

3.2.4 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.

3.2.5 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.

3.2.6 kg field

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

3.2.7 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).

3.2.8 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.

3.2.9 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.


3.2.10 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. The information is saved by clicking the **Save all changes** button, and the system will create a mailing list in the open state. You can continue to edit the mailing list and print a cover letter to be attached to the mailing batch. The **Save and mark as completed** button is used to save the information, and the system will create a mailing list in the completed state. When the mailing list is complete, mark it as completed by clicking the **Save and mark as completed** button. Remember to print a covering letter by clicking the **Open covering letter** button. All outgoing Posti transportation units must include a cover letter for the batch. Mailing list templates can be created through the **Save as a template** link. This is discussed below in Section 4 of the instructions. The **Print page** link allows you to print the mail list shown on the screen.

Common information


Mailing location *	Job identifier	Search identifier
Turku Pok 	<input type="text"/>	<input type="text"/>

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) *

05.07.2017 

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

Save and mark as completed

3.3.1 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.

3.3.2 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.

3.3.3 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.

3.3.4 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.

3.3.5 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.

3.3.6 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.

3.3.7 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.

3.3.8 Save as a template link.

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

3.3.9 Print page link

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

3.4 Data on publication

If publications have been added to the mailing list, the **Data on publication** section is shown below the Common information. The **Delivery date** field shows the delivery date based on the mailing date. You can change the delivery date and then the system will update the mailing date. If you change the mailing date, the system will update the delivery date. Enter the required information in the **Issue identifier** field.

Common information

Mailing location *

Turku Pok



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) *

05.07.2017



Delivery date: 03 *

10.07.2017



Products

12840 - Tidning

Data on publication

Issue identifier *

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.

3.5 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.



CREATE A NEW MAILING LIST

Customer details

Customer *
 Transfer to mailer company
☐ Allowed

Invoicing address *

3.6 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"/>




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.

Choose product...

DOMESTIC LETTER	NATIONWIDE PUBLICATION DELIVERY	ADDRESSED DIRECT MARKETING
12907 Priority Letter 	12839 Magazine 2 PTP	12911 Customer Direct 
12908 Priority Standard Letter 	-----	12912 Teaser 

If the product appears gray, it cannot be selected on the electronic mailing list.

Products to be mailed


#	Product and supplementary services	Product code	Zone	Pcs	g/pcs	kg	Information code	Usage code
1	<input type="text" value="Priority Letter"/> 	<input type="text" value="12907"/>	<input type="text" value="FI"/> 	<input type="text" value="12"/>	<input type="text" value="258"/>	<input type="text" value="3,096"/>	<input type="text" value="Post"/>	
SUPPLEMENTARY SERVICES <input type="checkbox"/> 1144 COD Payment-info-Account, letter <input checked="" type="checkbox"/> 6838 Maxi size <input type="checkbox"/> 6844 Express <input type="checkbox"/> 6845 Saturday delivery 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.

3.7 Common information

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

Common information


Mailing location *	Job identifier	Search identifier
<input type="text" value="Turku Pok"/> 	<input type="text"/>	<input type="text"/>

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](#)

3.8 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 * 862467 Asiakas Oy

Template name *

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

Cancel **OK**

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 | På svenska

Asiakas Moms ASIAKAS OY (R1234567) **Log out**

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

CREATE A NEW MAILING LIST

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 | På svenska

Asiakas Moms ASIAKAS OY (R1234567) **Log out**

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

CREATE A NEW MAILING LIST

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.

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					
SUPPLEMENTARY SERVICES <input type="checkbox"/> 1144 COD Payment-into-Account, letter <input checked="" type="checkbox"/> 6838 Maxi size <input type="checkbox"/> 6844 Express <input type="checkbox"/> 6845 Saturday delivery Make a copy of Remove								
2								
Make a copy of 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.

Create new

Open (13)

Completed (39)

In archive

Reports

OPEN MAILING LISTS

Free-form text search

Detailed search

Mailing list number or other piece of information

Search

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.

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 Yes

Add criterion Yes No From Until

Search

Search results (12) Choose columns

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.

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

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	Mar 13, 2016	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 OyTransfer to mailer
company
NoInvoicing address
862467 Asiakas Oy Asiakaskatu 1 00100 HELSINKIMailer 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	12907	FI	78 pcs	89 g/pcs	6,942 kg		
SUPPLEMENTARY SERVICES								
All lines in total:				78 pcs		6,942 kg		

Common information

Mailing location
Helsinki PakMailing 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.

posti Electronic mailing list Suomeksi | På svenska Postittaja Moms ASIAKAS OY (R12345678) [Log out](#)

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

CLOSED MAILING LISTS

Free-form text search Detailed search

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.

posti Electronic mailing list Postittaja Moms ASIAKAS OY (R12345678) [Log out](#)

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

MAILING LIST 197017391 (COMPLETED)

[Open covering letter](#)

Customer details

Customer 862467 Asiakas Oy	Transfer to mailer company Yes
Invoicing address 4088881 Asiakasviestintä 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	12907	AH	872 pcs	68 g/pcs	60 kg	testi	
SUPPLEMENTARY SERVICES								
				All lines in total:	872 pcs	60 kg		

Common information

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

Additional information for mailing list handlers and Posti's reception

[Reopen](#) [Make a copy of](#) [Save as a template...](#)

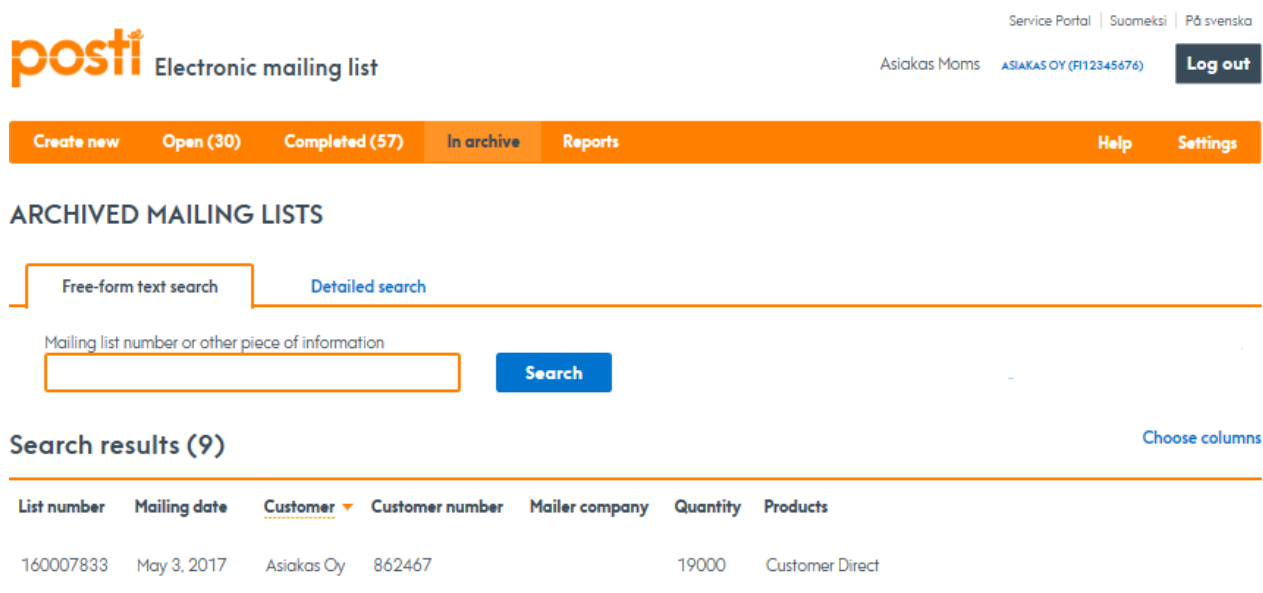
With the **Reopen** button, you can return the mailing list back to the open state. The button is available until the working day following the mailing date. After changes, the mailing list must again be marked as completed by clicking the **Save and mark as completed** button.

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.



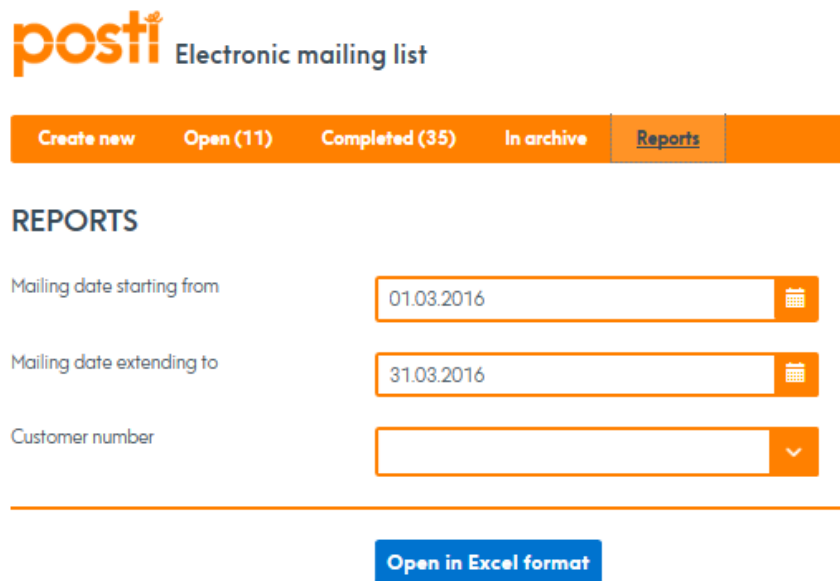
The screenshot shows the 'postti Electronic mailing list' interface. At the top, there's a navigation bar with 'Create new', 'Open (30)', 'Completed (57)', 'In archive', and 'Reports'. On the right, there are links for 'Service Portal', 'Suomeksi', 'På svenska', 'Asiakas Moms', 'ASIAKAS OY (FI2345676)', and a 'Log out' button. Below the navigation bar, the section is titled 'ARCHIVED MAILING LISTS'. There are two search tabs: 'Free-form text search' (selected) and 'Detailed search'. A search input field is labeled 'Mailing list number or other piece of information' and has a 'Search' button next to it. Below the search bar, it says 'Search results (9)' and there's a 'Choose columns' link. A table displays the search results with the following columns: List number, Mailing date, Customer (with a dropdown arrow), Customer number, Mailer company, Quantity, and Products. The first row of data shows: 160007833, May 3, 2017, Asiakas Oy, 862467, 19000, and Customer Direct.

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.



The screenshot shows the 'posti Electronic mailing list' interface. At the top, there is a navigation bar with the following items: 'Create new', 'Open (11)', 'Completed (35)', 'In archive', and 'Reports' (which is highlighted). Below the navigation bar, the section is titled 'REPORTS'. There are three input fields: 'Mailing date starting from' with the value '01.03.2016', 'Mailing date extending to' with the value '31.03.2016', and 'Customer number' which is empty. Each date field has a calendar icon on the right. Below the input fields, there is a blue button labeled '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.

posti Electronic mailing list

Service Portal | Suomeksi | På svenska

Asiakas Moms ASIAKAS OY (012345678) Log out

Create new Open (30) Completed (57) 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	Invalid	Place order
Marked mailing list as complete	Invalid	Place order
Mailing list was not marked as completed one week before mailing date	Invalid	Place order
Mailing list was not marked as completed one week by mailing date	Invalid	Place order
Customer has changed mailing list	Invalid	Place order
Mailer company has changed mailing list	Invalid	Place order
Mailing date is only one week away	Invalid	Place order
Mailing date is tomorrow	Invalid	Place order

My e-mail address

user1@asiakas.zzz

Save

Edit mailing settings

Default acceptance location

Turku Pak



Save

Edit list of mailing list templates

862467	JY	Edit Remove
862467	JY2	Edit Remove
862467	Konffort1	Edit Remove

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.

posti Electronic mailing list

CHANGE COMPANY

Postittaja Moms ASIAKAS OY (012345678) Log out

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.

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Electronic mailing list

Postittaja Moms POSTITTAJA OY (R12345677) **Log out**

[Create new](#)
[Open \(1\)](#)
[Completed \(1\)](#)
[In archive](#)
[Reports](#)
[Help](#)
[Settings](#)

CREATE A NEW MAILING LIST

Customer details

Customer *

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

Transfer to mailer company
☐ Allowed

Invoicing address *

Mailer company *

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

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	Remove
862467	Asiakas Oy	Remove

[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 Showing source system on the mailing list

When the order has been moved from the Mailing Desktop (PTP) to the Electronic mailing list, it can be identified from the link **Order information (PTP)**. Click the link to move to the Mailing Desktop (PTP).




Electronic mailing list

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Log out

Create new Open (346) Completed (263) In archive Reports Help Settings

MAILING LIST 195003127 (OPEN)

 Open covering letter Order information (PTP) 

12 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

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

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

13 Operation in exceptional situations

13.1 Disturbance in the system

If the system cannot sometimes be accessed, due to failure in telecommunications connections, for instance, a printable mailing list is used as a back-up arrangement. For this reason, a small number of printed mailing lists should be kept available. Posti charges a price for handling a printed list based on

its price list, excluding situations where the system has been out of use due to a reason pertaining to Posti.

Printed mailing list:

<http://www.posti.fi/business/posti-at-your-service/prices-terms-and-payment-methods/payment-and-mailing-method/mailling-lists.html>

13.2 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.

13.3 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/.

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/.