

# Ordering a marketing delivery

## PTP User instructions

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# Log in to the Extranet service

**posti**

Suomeksi Svenska English

**Tervetuloa Postin extranetiin**

Palvelu vaatii kirjautumisen.

[Unohtuiko salasana?](#)

Extranet on tarkoitettu vain Postin yritysasiakkaille. Mikäli sinulla on palvelun käyttöön liittyvää kysyttävää, ota yhteyttä [asiakaspalveluun](#).

**Kirjautuminen**

Syötä käyttäjätunnus ja salasana.

Käyttäjätunnus:

Salasana:

**Kirjaudu**

The username is usually your personal e-mail address.

You have received the password in an earlier e-mail.

If you have forgotten the password, click "Unohtuiko salasana?" (Forgot your password?) to create a new password.

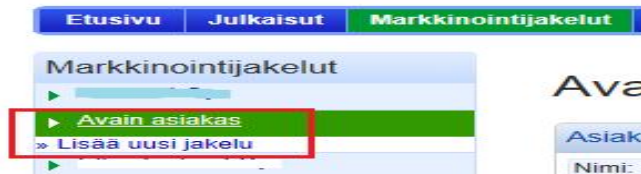
If you encounter problems at log-in, please contact your company's Posti's extranet administrator or Posti Corporate Customer Service, tel. +358 200 77000

# Create a name for the Marketing delivery

- Click the "Markkinointijakelut" (Marketing deliveries) button in the upper edge of the page



- Click on the "Lisää uusi jakelu" (Add new delivery) link in the "Markkinointijakelut" (Marketing deliveries) section on the left side of the page to give the marketing delivery a name.



- When the basic information window opens, **enter** the name of the marketing delivery. You can also enter your own identification to the section "Info code" and the identification used in invoicing to the field usage code (if you have agreed on the use of such identification with Posti sales). Finally, click "**Tallenna**" (Save).

## Uusi markkinointijakelu

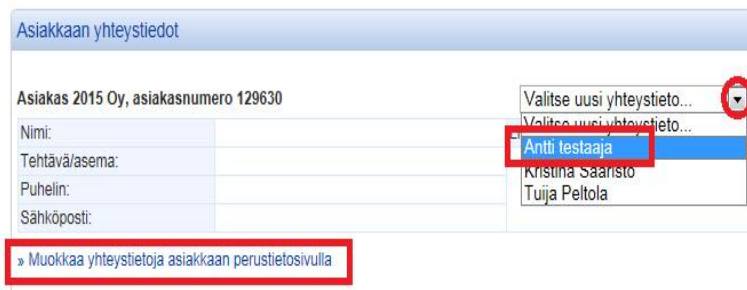
Perustiedot	
Nimi:	Myyntikampanja 1
Infokoodi:	Myynti12
Käyttötunnus:	A01
<b>Tallenna</b>	

# Changing the basic information of marketing delivery and entering contact details

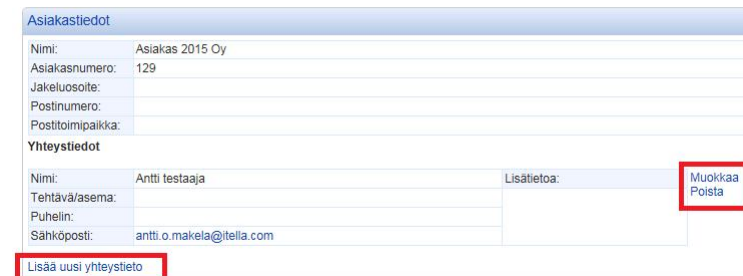
- The information you have entered will be displayed in the new *Perustiedot* (Basic information) page, named in accordance with the name you have entered. In addition, the advertisement delivery you have recently added will appear in the left-side menu of the page. By clicking on **"Muokkaa"** (Edit), you can change the basic information of the advertisement delivery (name, info code, usage code)



- We recommend that you indicate the company's contact person for each marketing delivery. At *"Asiakkaan yhteystiedot"* (Customer's contact details) on the *"Perustiedot"* (Basic information) page, you can enter the details of your company's contact person for the advertisement delivery by **selecting the person from the list** and clicking "Tallenna" (Save). IF the name of the person is not shown on the list, add it by clicking *"Muokkaa yhteystietoja asiakkaan perustietosivulla"* (Edit contact details on the customer's basic information page).

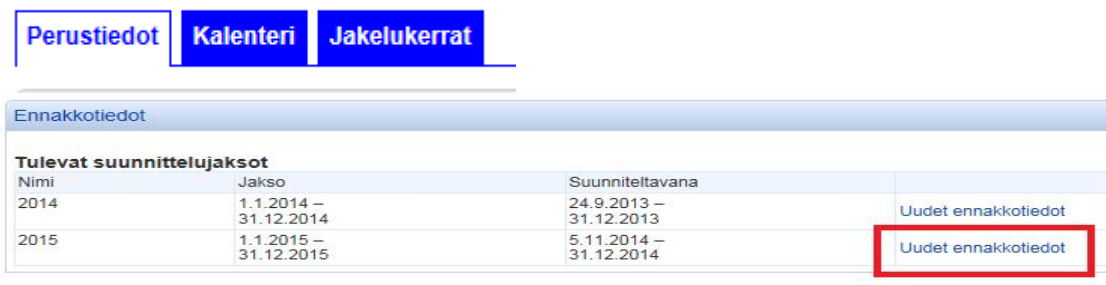


Asiakas 2015 Oy 129



# Start the Marketing delivery order

- Ordering a marketing delivery is started by **clicking** on the "Uudet ennakkotiedot" (New advance information) link in the "Advance information" section of the "Perustiedot" (Basic information) page.



- Next, you will receive a verification request to confirm you wish to start ordering an advertisement delivery. **Click "Hyväksy" (Accept)** and you can proceed. The "Peruuta" (Cancel) option will return you to the basic information page.



- Next, you will see the "Ennakkotiedot" (Advance information) page. It will contain the necessary information on your new marketing delivery, which is required for ordering the delivery.
- The unfinished advance information will appear in the "Ennakkotiedot" (Advance information) section on the front page of the marketing delivery you have named. **Click** on the "advance information" link to also enter information required in the order.



# Ordering: selecting the period and the delivery product to be used

- You have now arrived to the "Ennakkotiedot" (Advance information) page, on which you enter advance information concerning the order of the item delivery.  
**Click** on the "Muokkaa" (Edit) option on the top of the page to select the period and the product to be used.

Ennakkotiedot: 2015

Suunnitelman numero: 896549  
Postituksen nimi: Myyntikampanja 1  
Suunnitelman tila:  Asiakkaan suunniteltavana  
Suunniteltava jakso: 1.1.2015 - 31.12.2015  
Kuitattava valmiiksi viimeistään:

- Select** a period of time for the planning period (current day as start date and the desired date as end date).  
The delivery service will be **select one product in the selection list**.  
**Click** on the "Hyväksy" (Approve) button and your selection will be approved. If you click "Peruuta" (Cancel), you will return to the "Ennakkotiedot" (Advance information) page

Suunnitelman numero: 868755  
Postituksen nimi: Kesä kampanja  
Suunnitelman tila:  Asiakkaan suunniteltavana  
Suunniteltava jakso: 1.1.2014 - 31.12.2014  
Kuitattava valmiiksi viimeistään:  
Jakelupalvelu: Valitse yksi  
Valitse yksi  
12911 Asiakassuora  
10266 Kotisuora 02  
10271 Kotisuora 02, aTarget kohdistus  
10267 Kotisuora 02, julkinen tiedote  
10270 Kotisuora 02, pientalot  
10269 Kotisuora 02, ruotsi  
10268 Kotisuora 02, suomi  
10455 Kotisuora 02, läviökolu  
   
Tila: Täydennä tiedot

- NOTE!** Product changes for unaddressed items will enter into force on March 1, 2015, so if you have a later delivery date, select March 1, 2015, as the start date of the planning period

# Ordering: entering item dimensions

- **Click** the "Muokkaa tietoja" (Edit information) link at "Mitat" (Dimensions) on the "Ennakkotiedot" (Advance information) page to enter the dimensions and weight of your item.



Mitat

Kimputetun kappaleen pituus: mm  
Kimputetun kappaleen leveys: mm  
Kimputetun kappaleen paksuus: mm  
Keskimääräinen paino: g / kpl

Muokkaa tietoja

- At Dimensions, the program will ask the length, width, thickness and unit weight of the item. Dimensions and weight are compulsory information when ordering, as they may affect the availability of delivery capacity for a particular service. You can change the information later if the dimensions or weight of your item change from the ordering time.



Mitat

Kimputetun kappaleen pituus:  mm  
Kimputetun kappaleen leveys:  mm  
Kimputetun kappaleen paksuus:  mm  
Keskimääräinen paino:  g / kpl

- **Click** the "Hyväksy" (Approve) button and your selection will be approved. If you click "Peruuta" (Cancel), you will return to the "Ennakkotiedot" (Advance information) page. An approved action will change the status of the information to OK.



# Ordering: entering marketing delivery times

- To enter marketing delivery times, **click** the "Ilmoita jakelukerrat" (Enter delivery times) link (one time or several times) at "Jakelukerrat" (Delivery times) on the "Ennakkotiedot" (Advance information) page). Click the "Tarkastele jakelukertoja" (View delivery times) link to see the delivery dates you have entered.



- To enter (one or more) delivery times, **click** the desired date in the calendar. The calendar will show the permitted delivery dates for the selected product.

Maaliskuu 2015							Huhtikuu 2015							Toukokuu 2015									
#	ma	ti	ke	to	pe	la	su	#	ma	ti	ke	to	pe	la	su	#	ma	ti	ke	to	pe	la	su
9						1		14		1	2	3	4	5		18					1	2	3
10	2	3	4	5	6	7	8	15	6	7	8	9	10	11	12	19	4	5	6	7	8	9	10
11	9	10	11	12	13	14	15	16	13	14	15	16	17	18	19	20	11	12	13	14	15	16	17
12	16	17	18	19	20	21	22	17	20	21	22	23	24	25	26	21	18	19	20	21	22	23	24
13	23	24	25	26	27	28	29	18	27	28	29	30			22	25	26	27	28	29	30	31	
14	30	31						19							23								

Selite	
15	arkipäivä
15	arkipäivä, ilmestyy
15	ei jakelua
15	pyhäpäivä, ei jakelua
15	jakelukapasiteetti täynnä
15	merkitty ilmestyväksi, ei jakelua
15	merkitty ilmestyväksi, jakelukapasiteetti täynnä

- If you are sending shipments of the same size in different days, you can easily use the rule generator to enter delivery dates. Just enter the rule by means of which the system will fill in the calendar for you. Click "Seuraava" (Next) to view the filled dates and finally check the pre-filled information and approve it by clicking "Tallenna" (Save).
- In the window appearing on the screen after the saving of the delivery times, you can enter the Info code, if you wish to use one, and the usage code, if it has been agreed to be used in invoicing. You can also leave the field empty.

Tarkista ja korjaa jakelukertojen tiedot alla.

Infokoodi : myynti 12 Käyttötunnus : A01 Päivitä kaikki

18.3.2015 Infokoodi: myynti 12 Käyttötunnus: A01

22.4.2015 Infokoodi: myynti 12 Käyttötunnus: A01

< Edellinen Seuraava > Keskeytä Hyväksy

- Finally, **click** "Hyväksy" (Accept). The accepted action will change the status of the information to OK.

# Ordering: entering delivery area according to postal code

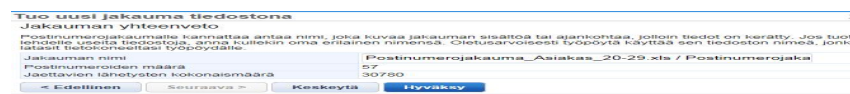
- The delivery area is reported at "Postinumerojakauma" (Postal code distribution) on the "Ennakkotiedot" (Advance information) page by importing into the system the quantity to be delivered according to postal code. **Click** the "Muokkaa" (Edit) link to start entering the information. In the opening window, **click** the "Lisää uusi jakauma" ("Add new distribution") link to enter the postal codes to which the delivery is allocated.



- Next, select the content of the file to be imported. **Click** the box whose alternative you will use for importing the information.



- The source material from which you wish to import information into the system must be in a specific format in order to complete the import and ensure that the information is correct. The "Näytä ohjeet" (Show instructions) link in the upper edge of the page contains instructions concerning the content of the material.
- Click the browse button** to find the file that you want to send. Once you have selected the file, **click** "Seuraava" (Next). A preview will then open that shows the content of the file you have sent. **Click** a cell in the table in which the postal codes begin and then a corresponding row in the quantity column. **Click** "Seuraava" (Next) to proceed.
- Finally, the content of the imported material will be displayed, i.e. the number of postal codes found and their total deliverable quantity. Here, you can change the name of the file. Finally, **click** "Hyväksy" (Accept). The accepted action will change the status of the information to OK. If you click "Keskeytä" (Interrupt), you will return to the file sending page.

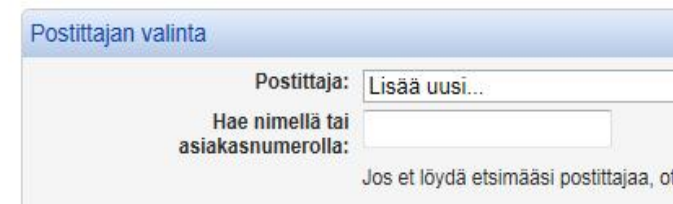
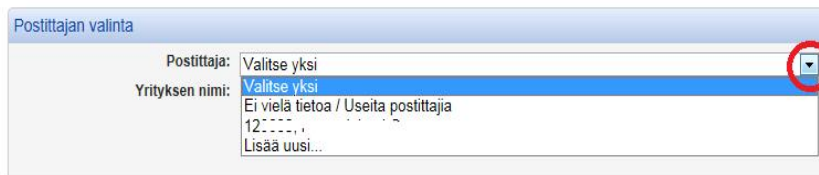


# Ordering: selecting the mailer company

- **Click** the *"Muokkaa tietoja"* (Edit information) link at *"Postittajan valinta"* (Select mailer company) on the *"Ennakkotiedot"* (Advance information) page to select a mailer company for your item. You can also select several mailer companies or enter the mailer company's information later. if you do not yet know it.



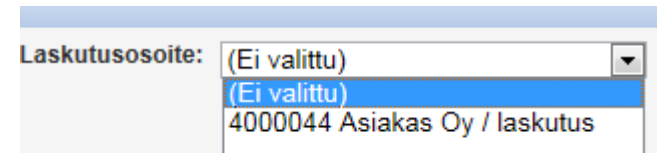
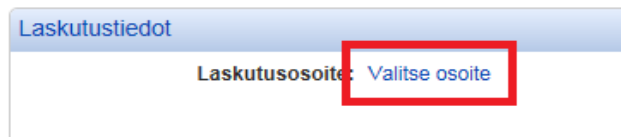
- **Click** the "nose" in the upper right-hand corner of the window to open a list of alternatives: *"Ei vielä tietoa/useita postittajia"*, (Not yet known/several mailer companies), if the mailer company is not yet known or there are several mailer companies  
*Postittajan asiakasnumero ja nimi"* (Mailer company's customer number and name), if you have used a specific mailer company before.  
Clicking *Lisää uusi.."*, (Add new..) will display a search field for searching a mailer company. In the search field, write at least three letters from the customer's name or three digits from the mailer company's Itella customer number.



- Finally, **click** *"Tallenna"* (Save) to save your choice, and the action will change the status of the information to OK.

## Ordering: Entering invoicing address and checking order price

- At "Laskutustiedot" (Invoicing information) on the "Ennakkotiedot" (Advance information) page, **click** the "Valitse osoite" (Select address) link to select the address of your delivery to which the invoice will be directed



### Checking order price

- You can check the list price of the entered mailing batch from the price counter, which you can access by clicking the link in the upper edge of the page.

# Ordering; Confirming the order

- You must confirm the order of the delivery you have made by **clicking** the *"Olen ilmoittanut kaikki tiedot"* (I have entered all information) link in the lower edge of the *"Ennakkotiedot"* (Advance information) page. After confirmation, the information is transferred to the mailer company, if you have specified one.  
The confirmation button is gray if the status of any of the information on the *"Ennakkotiedot"* (Advance information) page is in the *"Täydennä tiedot"* (Fill in information) state (red).



- Finally, you will receive confirmation that you have submitted correct information for the delivery you have ordered.  
Clicking the Hyväksy (Accept) button confirms the order and makes a reservation in the marketing delivery reservation book.  
The price of the delivery will be determined according to the price of the reservation date.



# Ordering:

## Possible notifications of a failed reservation

- If there is an obstacle concerning your order, i.e. the delivery cannot be implemented as you want, a notification will be displayed.
- The notification indicates the matter that cannot be implemented as planned and the cause for this.
- It also indicates what further action needs to be taken.



Jakelun kapasiteetti on myyty loppuun joillakin alueilla. Vaihda päivää, aluevalintaa tai pienennä lähetyksen kokoa.

Jakelupäivänä 16.3.2015 loppuun myytyjä postinumeroalueita on yhteensä 545 kpl: [00100, 00140, 00160, 00180, 00200, ...]. Havaitut syyt: nipun kokonaispaino ylitetty.

Jakelupäivänä 20.4.2015 loppuun myytyjä postinumeroalueita on yhteensä 545 kpl: [00100, 00140, 00160, 00180, 00200, ...]. Havaitut syyt: nipun kokonaispaino ylitetty.

Jakelupäivänä 25.5.2015 loppuun myytyjä postinumeroalueita on yhteensä 545 kpl: [00100, 00140, 00160, 00180, 00200, ...]. Havaitut syyt: nipun kokonaispaino ylitetty.

Aluevalintaa voit muokata joko Excel-tiedostossa tai tekemällä uuden valinnan Kontakti-palvelussa.

posti