

Publication's advance information (annual plan)

PTP

Instructions

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Begin by checking your publication's contact details

Check your company's contact details by **clicking** the name of your company in the **"Julkaisut" (Publications)** menu.

Indicate the details of your company's contact persons at **"Yhteystiedot" (Contact details)**. Their details will then be allocated to the publications for which they are responsible.

Posti Oy 13399

Asiakastiedot

Nimi: Posti Oy
Asiakasnumero: 13399
Jakeluosoite:
Postinumero:
Postitoimipaikka: POSTI

Yhteystiedot

Nimi: Pekka Posti Lisätietoa: **Muokkaa Postia**
Tehtävä/asema:
Puhelin:
Sähköposti: posti@posti.com

Lisää uusi yhteystieto

We recommend that you indicate your company's contact person for each publication.

Click the name of your publication to view publication-specific information.

Etusivu **Julkaisut** Markkinointijakot

Julkaisut Lenden **Flo**

Posti Oy 133 > Leh

Flow < Muokkaa luetteloa

Lehden nimi tai asiakasnumero

At **"Asiakkaan yhteystiedot" (Customer's contact details)** on the **"Lehden Perustiedot" (Publication's basic information)** page, you can enter the details of your company's contact person for the publication 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)**.

Lehden perustiedot Lehden kalenteri Lehden numerot

Ennakkotiedot

Tulevat suunnittelujaksot

Nimi	Jakso	Suunniteltavana	
2015	1.1.2015 – 31.12.2015	5.11.2014 – 31.12.2014	Uudet ennakkotiedot

Asiakkaan yhteystiedot

Posti Oy, asiakasnumero 133909

Nimi: **Valitse uusi yhteystieto...** **Tallenna**
Asst: Teppo

Tehtävä/asema:
Puhelin:
Sähköposti:

Muokkaa yhteystietoja asiakkaan perustietosivulla

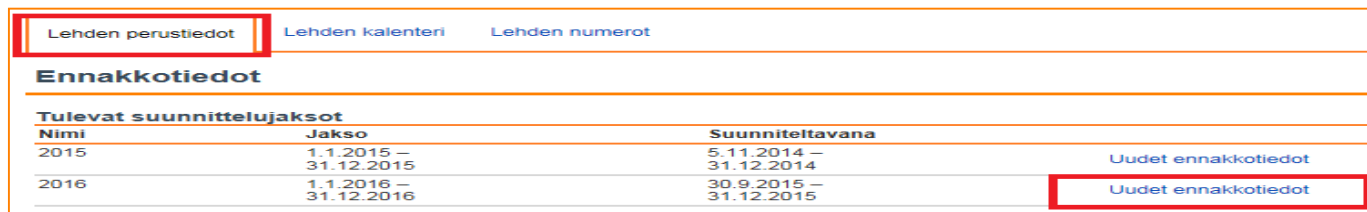
Start entering advance information

Click the “Julkaisut” (Publications) button at the top of the page.

From “Julkaisut” (Publications) in the upper left-hand edge of the page, select the publication under your company for which the delivery’s advance information will be issued. Click the name of the publication to access its basic information page.

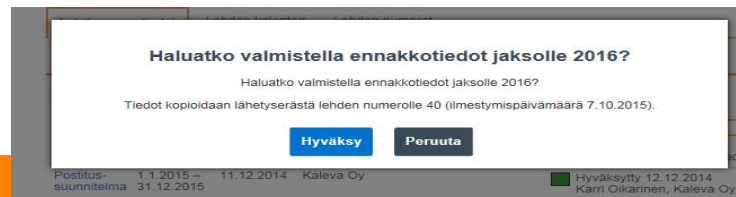


At “Tulevat suunnitelmat” (Future plans) for January 31–December 31, 2016 in the “Ennakkotiedot” (Advance information) box on the “Lehden Perustiedot” (Publication’s basic information) page, Click the “Uudet ennakkotiedot” (New advance information) link to enter advance information for the publication for the planning period.



Nimi	Jakso	Suunniteltavana	
2015	1.1.2015 – 31.12.2015	5.11.2014 – 31.12.2014	Uudet ennakkotiedot
2016	1.1.2016 – 31.12.2016	30.9.2015 – 31.12.2015	Uudet ennakkotiedot

You will see a confirmation window on starting the reporting of advance information. Click “Hyväksy” (Accept). The window indicates this year’s publication issue whose information is copied as the template of the new plan



Ordering: (advance information)

Planned period and the delivery service to be used

You have now moved to the "Ennakkotiedot" (Advance information) page, on which you enter advance information concerning the order of the item delivery.

At the top of the page, you see the planning period and the delivery product to which the advance order is allocated.

Ennakkotiedot :			
Suunnitelman numero:	1906363	Jakelupalvelu:	Press Pro 1 sanomalehti
Postituksen nimi:	Me postilaiset	Listahinta:	Avaa hintalaskuri
Suunnitelman tila:	<input checked="" type="checkbox"/> Julkaisijan suunniteltavana		
Suunniteltava jakso:	1.1.2016 – 31.12.2016		
Kuitattava valmiiksi viimeistään:	4.12.2015		
Ilmestyy viikonloppuisin/arkipyhinä:	Ei		
Lajittelupalvelu:	Ei		
Laskutustiedot linjasiirrossa:	Ei		

NOTE:

If you find any incorrect information in this section, please urgently contact the customer account manager of your publication or our corporate customer service, tel. 0200 77000 (+358 200 77000)

If your publication is delivered on midweek holidays and/or weekends, this section should say "Kyllä" (Yes).

For publications for which the Sorting Service is used for mailing, enter the postal code distribution under your publication's issue-specific total volume and check the box "postittaja ilmoittaa jakauman myöhemmin" (mailer will specify the distribution at a later time).

The Billing information in line transfer issue is covered more specifically under "lähetysrä –kohtaisissa tiedoissa" (Mailing batch-specific information)

Ordering: (advance information) entering item dimensions

At “*Mitat*” (*Dimensions*), you are requested to enter 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.

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: 210 mm
Kimputetun kappaleen leveys: 290 mm
Kimputetun kappaleen paksuus: 2 mm
Keskimääräinen paino: 37 g / kpl

[Muokkaa tietoja](#)

Mitat

Kimputetun kappaleen pituus: 210 mm
Kimputetun kappaleen leveys: 290 mm
Kimputetun kappaleen paksuus: 2 mm
Kappalepaino: 37 g / kpl

Vähimmäiskoko 90 × 135 mm
Maksimikoko 320 × 470 × 30 mm

[Tallenna](#) [Peruuta](#)

If your publication had an approved plan for the previous planning period, this section will display it as a default for the following period as well. **Check the information!**

Click “Tallenna” (*Save*) to confirm your selection. The “*Peruuta*” (*Cancel*) option will return you to the *Ennakkotiedot* (*Advance information*) page.

Confirmation changes the status of the information to “OK”.

If the “*Kyllä*” (*Yes*) option has been selected for “*Lajittelupalvelu*” (*Sorting Service*), entering the dimensions of the publication will not be required. The information will be obtained via the Sorting Service instead.

Ordering: (advance information) entering publication dates

Enter the publication dates of the publication in the “*Ilmestymispäivät*” (*Publication dates*) section of the “*Ennakkotiedot*” (*Advance information*) page. **Click** on the “*Ilmoita ilmestymispäivät*” (“*Enter publication dates*”) link to enter the dates. You can view the dates by clicking on the “*Tarkastele ilmestymispäiviä*” (*View publication dates*) link after entering them.

Ilmestymispäivät

Ilmestymispäiviä: 0

Myyjän antama vertailutieto:

Ilmoita ilmestymispäivät
Tarkastele ilmestymispäiviä

Select publication frequency by **clicking** on 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								19							

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

You can easily enter several publication dates using the rule generator. 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 (to change the necessary dates) 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 numbering of the publication. By default, the first number of the planning period is 1.

You can change the default by **entering** the first number and then **clicking** “*päivitä*” (*Update*).

Tarkista ja tarvittaessa korjaa numeroiden tiedot

Jos vuoden ensimmäinen numero ei ole 1, kirjoita oikea numero alle ja paina Päivitä-nappia. Merkitse kaksoisnumerot painamalla nappia ilmestymispäivän kohdalla. Jos jokin numero jää pois kesken vuotta, korjaa numerointia plus- ja miinuspainikkeilla.

Ensimmäinen numero : Päivitä

1.1.2016	Número : 1	Muuta kaksoisnumeroksi	+	-
5.1.2016	Número : 2	Muuta kaksoisnumeroksi	+	-
7.1.2016	Número : 3	Muuta kaksoisnumeroksi	+	-

- Confirm your selection by **clicking** “*Hyväksy*” (**Accept**). The confirmed action will change the status of the information to OK.

Ordering: (advance information)

Indicating the delivery area according to postal code 1/2

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 "Muokkaa" (Edit) link to start entering the information in a new window.

If recent (less than three months old) information on postal codes has already been imported into PTP, that information will be shown here by default.

Postinumerojakauma

Tuodut jakaumat: Ei tuotuja jakaumia

[Muokkaa](#)

Kappalemäärä: 0 kpl [Avaa tiedostona \(.XLS\)](#)

Vastaanottajat alueen: Vyöhyke Kpl

Postinumerojakauma

Tuodut jakaumat: kplmäärät ponoittain . xlsx / rp568373 (2073 kpl, tuotu 26.11.201 \)

Kappalemäärä: 20: kpl [Avaa tiedostona \(.XLS\)](#)

If the mailer company of your publication uses the Sorting Service for the delivery of the publication, or if they have agreed to report the postal code distribution/subscriber register information for you, **check** the item "Postittaja ilmoittaa postinumerojakauman myöhemmin" (Mailer company will report the postal code distribution later). **Enter** the average batch size of your publication for one year in the "eräkoko" (batch size) field (estimated year total number of copies divided by the number of issues)

Postinumerojakauma

Tuodut jakaumat: Postittaja ilmoittaa jakauman myöhemmin

Eräkoko: kpl

Click "Lisää uusi jakauma" (Add new distribution) link to enter the postal codes to which the delivery is allocated.

Instructions on the next page

Postinumerojakauma

Tuodut jakaumat: Ei tuotuja jakaumia

Postittaja ilmoittaa jakauman myöhemmin

[Lisää uusi jakauma](#)

Kappalemäärä: 0 kpl

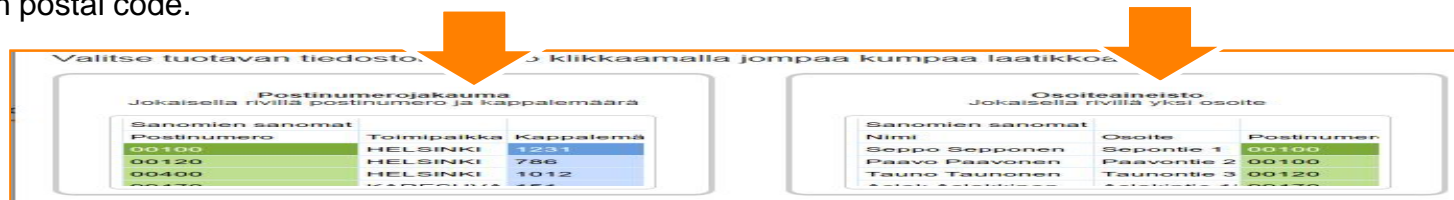
Ordering: (advance information) Indicating the delivery area according to postal code 2/2

Click the "Lisää uusi jakauma" (Add new distribution) link to enter the postal codes to which the delivery is allocated.

Next, indicate the content of the file to be imported. Click the box corresponding to the option you will use to import the information.

Click the box on the left if the file contains information on postal codes and the quantities to be delivered for each postal code.

Click the box on the right if the file contains a subscriber register.



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 at the top 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 be displayed to show the content of the file you have sent.

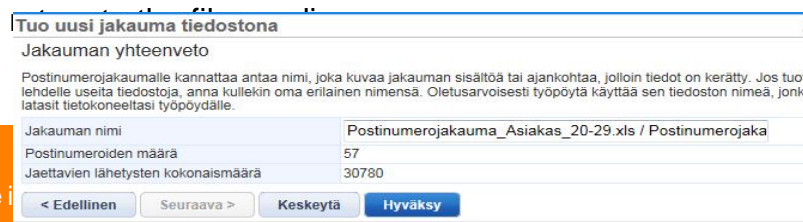
Click the cell in the table from which the postal codes begin and then the corresponding row in the quantity column.

Click "Seuraava" (Next) to proceed.

Finally, the number of postal codes of the imported material and their total deliverable quantity will be displayed. Here, you can also change the name of the file.

To confirm your selection click "Hyväksy" (Accept). The confirmed action will change the status of the information to OK

If you click "Keskeytä" (Interrupt), you will



Ordering: (advance information) Indicating the delivery area according to postal code 2/2

Before the information is finalized and saved, you will see the names of the imported tables and the quantity to be delivered.

At this stage, you can still **import new tables via the “lisää uusi jakauma” (add new distribution)** link.

You DO NOT necessarily need to submit all of the postal codes for your order in a single table. You can submit them using the tables that are available to you. The system will merge the tables so that they will all apply to the same order.

Click “Tallenna” (Save) when you have entered all the required information.

Postinumerojakauma

Tuodut jakaumat: tilausesiite_Vantaa_Tuotanto.xlsx / oulu (118811 kpl, tuotu 22.9.2015) Poista

[Lisää uusi jakauma](#)

Kappalemäärä: 118811 kpl

Vastaanottajat alueen:

Vyöhyke	Kpl
FIA	103819
FIB	10173
FIC	4819

[Tallenna](#) [Peruuta](#)

Clicking the “*Avaa tiedostona*” (*Open as a file*) link will give you a postal code specific summary of the quantities to be delivered.

Clicking the “*Muokkaa*” (*Edit*) link to edit the information for the postal code distribution.

Postinumerojakauma

Tuodut jakaumat: tilausesiite_Vantaa_Tuotanto.xlsx / oulu (118811 kpl, tuotu 22.9.2015)

[Muokkaa](#)

Kappalemäärä: 118811 kpl [Avaa tiedostona \(.XLS\)](#)

Vastaanottajat alueen:

Vyöhyke	Kpl
FIA	103819
FIB	10173
FIC	4819

Tila: **Tiedot OK**

Päivitetty: 22.9.2015 14:09

Päivittäjä: Asiakas 2015

Organisaatio: Asiakas 2015

Ordering: (advance information) 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.

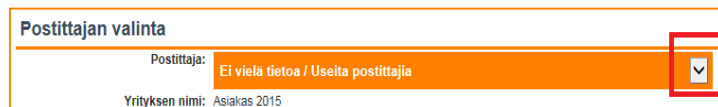
You can also select several mailer companies or enter the mailer company’s information later, if you do not have that information yet.

This section can also pre-fill the previously used mailer company information. **Check the information!**



The screenshot shows a form titled "Postittajan valinta". Below the title, there is a label "Valitsemasi postittaja" followed by a button labeled "Muokkaa tietoja". A red rectangular box highlights the "Muokkaa tietoja" button. Below the button, there is a small text "Valitsemasi postittaja voi sopia".

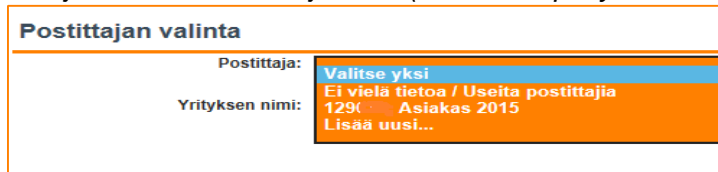
Click the down arrow at the top right of the window to display a list of options:



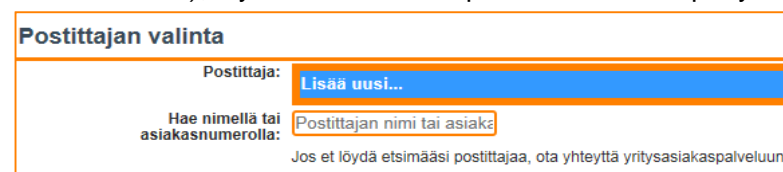
The screenshot shows the "Postittajan valinta" form with a dropdown menu open. The dropdown menu contains the text "Ei vielä tietoa / Useita postittajia". The label "Postittaja:" is visible to the left of the dropdown. Below the dropdown, the text "Yrityksen nimi: Asiakas 2015" is visible.

“*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.



The screenshot shows the "Postittajan valinta" form with a dropdown menu open. The dropdown menu contains the text "Valitse yksi", "Ei vielä tietoa / Useita postittajia", "1290 Asiakas 2015", and "Lisää uusi...". The label "Postittaja:" is visible to the left of the dropdown. Below the dropdown, the text "Yrityksen nimi: Asiakas 2015" is visible.



The screenshot shows the "Postittajan valinta" form with a dropdown menu open. The dropdown menu contains the text "Lisää uusi...". Below the dropdown, there is a search field labeled "Postittajan nimi tai asiakasnumero:" with the text "Hae nimellä tai asiakasnumerolla:". Below the search field, the text "Jos et löydä etsimääsi postittajaa, ota yhteyttä yritysasiakaspalveluun." is visible.

Clicking “*Lisää uusi..*” (*Add new..*) will display a search field for searching for a mailer company. In the search field, enter at least three letters from the customer’s name or three digits from the mailer company’s Posti customer number.

Click “*Tallenna*” (*Save*) to confirm your selection. The “*Peruuta*” (*Cancel*) option will return you to the *Ennakkotiedot*” (*Advance information*) page.

Confirmation changes the status of the information to “OK”.

Ordering: (advance information)

Entering billing 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.

Click “*Tallenna*” (Save) to confirm your selection. The “*Peruuta*” (*Cancel*) option will return you to the “*Ennakkotiedot*” (*Advance information*) page. Confirmation changes the status of the information to “OK”.

Laskutustiedot
Laskutusosoite: Valitse osoite

Laskutustiedot			
Laskutusosoite: <table border="1"><tr><td>(Ei valittu)</td></tr><tr><td>4027</td></tr><tr><td>4026</td></tr></table>	(Ei valittu)	4027	4026
(Ei valittu)			
4027			
4026			

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.

The information you have entered in the advance information will be imported for the counter as basic information.

Jakelupalvelu: [Press Pro 2 aikakauslehti](#)
Listahinta: [Avaa hintalaskuri](#)

Ordering: Confirming advance information

You must confirm the order of the delivery 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 Accept button confirms the order and transmits the information on opening a mailing plan to the mailer company (if you have selected one).

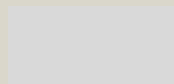


More information:

Posti's corporate customer service

Tel: 0200 77000 (+358 200 77000),

e-mail: yritysasiakaspalvelu@posti.com



posti