

# Ordering the Home Direct Premium service

Electronic services

PTP

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# Basic requirements for the Home Direct Premium product

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- **Delivery days and posting days in 2016**

- Delivery on **Tuesday** (posting day is the previous Friday for 02 speed, Monday for 01 speed)  
Delivery on **Thursday** (posting day is the previous Tuesday for 02 speed, Wednesday for 01 speed)  
Delivery on **Friday** (posting day is the previous Wednesday for 02 speed, Thursday for 01 speed)

- **Posting place**

- The posting locations are postal centers and Posti terminals (orders that include speed 01)  
Small batches can also be posted at Posti shops

- **Addressees and minimum order quantity**

- Orders must be for an entire postal code area  
The target group can be selected, households (Finnish/Swedish), full delivery, public announcement, single-family houses

- **Size requirements for shipments to be delivered**

- Minimum size 90 x 135 mm  
Maximum size 320 x 353 x 5 mm (320 x 470 x 30 allowed, requires an order for the supplementary folding service)  
Shipment item weight 5–200 g

- **Delivery ordering times and order confirmation**

- Orders must be placed at least two days before the delivery date.
- The order will be accepted for delivery if the delivery capacity required for the order is available

# Create a name for the Marketing delivery

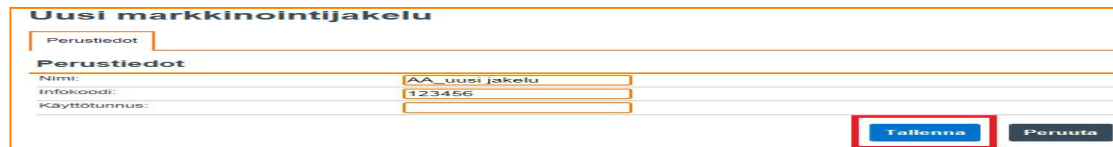
Click the "Markkinointijakelut" (Marketing deliveries) button at the top of the page



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 in the "Infokoodi" (Info Code) section and the identification used in invoicing in the usage code field (if you have agreed on the use of such identification with Posti sales). Click "**Tallenna**" (Save).



If the marketing delivery you are ordering is for your company publication, you can allocate the invoicing for the order to the publication in question by selecting the publication's customer number at "Valitse organisaatio" (Select organization). You can also select the invoicing address at this time, or you can do it later when you are placing the actual order.



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

The information you have entered will be displayed on the new “Perustiedot” (Basic information) page, which will be named according to the information you entered.

In addition, the advertising delivery you have just added will appear in the menu on the left of the page.

Click “**Muokkaa**” (Edit) to change the basic information of the advertising delivery (name, info code, usage code).

The screenshot shows a web interface with two main panels. The left panel, titled 'Markkinointijakelut', contains a list of delivery items: 'Asiakas 2015 129', 'AA\_uusi jakelu' (highlighted with a red box), 'Test\_Issue', 'Test1', and a '+ Lisää uusi jakelu' button. The right panel, titled 'AA\_uusi jakelu', has tabs for 'Perustiedot', 'Kalenteri', and 'Jakelukerrat'. The 'Perustiedot' tab is active, showing fields for 'Nimi: AA\_uusi jakelu', 'Infokoodi: 123456', and 'Käyttötunnus:'. A 'Muokkaa' button is highlighted with a red box at the bottom of the form.

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 “**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).

The screenshot shows the 'Asiakkaan yhteystiedot' page. On the left, there is a form for 'Asiakas 2015, asiakasnumero 129630' with fields for 'Nimi:', 'Tehtävä/asema:', 'Puhelin:', and 'Sähköposti:'. A 'Tallenna' button is next to the form. A modal window is open over the form, titled 'Valitse uusi yhteystieto...', showing a list of contact persons with 'Antti' selected. On the right, there is a form for 'Asiakastiedot' with fields for 'Nimi: Asiakas 2015', 'Asiakasnumero: 129630', 'Jakeluosoite:', 'Postinumero:', and 'Postitoimipaikka:'. Below this is a form for 'Yhteystiedot' with fields for 'Nimi: Kikka', 'Tehtävä/asema:', 'Puhelin: 09-1233', and 'Sähköposti:'. A 'Muokkaa Poista' button is next to the 'Yhteystiedot' form. At the bottom left, a button labeled 'Muokkaa yhteystietoja asiakkaan perustietosivulla' is highlighted with a red box.

# Start ordering the Home Direct Premium service

Start ordering the marketing delivery by **clicking** the "Uudet ennakkotiedot" (New advance information) link in the "Ennakkotiedot" (Advance information) section of the "Perustiedot" (Basic information) page.

**AA\_uusi jakelu**

Perustiedot | Kalenteri | Jakelukerrat

**Perustiedot**

Nimi: AA\_uusi jakelu  
Infokoodi: 123456  
Käyttötunnus:  
Muokkaa

**Ennakkotiedot**

**Tulevat suunnittelujaksot**

Nimi	Jakso	Suunniteltavana
2015	1.1.2015 – 31.12.2015	5.11.2014 – 31.12.2014

Uudet ennakkotiedot

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

**Haluatko valmistella ennakkotiedot jaksolle 2015?**

Haluatko valmistella ennakkotiedot jaksolle 2015?

Hyväksy Peruuta

Next, you will see the "Ennakkotiedot" (Advance information) page, which contains the information required for ordering your marketing 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** the "ennakkotiedot" (advance information) link to enter the information required for the order.

**Ennakkotiedot**

**Voimassa oleva suunnitelma**

Nimi	Jakso	Eräpäivä	Vastuussa	Suunnitelman tila
Ennakkotiedot	21.9.2015 – 31.12.2015		Asiakas 2015	<input type="checkbox"/> Asiakkaan suunniteltavana

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

On the "Ennakkotiedot" (Advance information) page you can enter advance information concerning your order for a Home Direct Premium service delivery.

**Click** the "Muokkaa" (Edit) button at the top of the page to select the period and the product to be used.

**Ennakkotiedot : 2015**

Suunnitelman numero: 1872525      Jakelupalvelu: Ei valittu  
Postituksen nimi: AA\_uusi jakelu  
Suunnitelman tila:  Asiakkaan suunniteltavana  
Suunniteltava jakso: 21.9.2015 – 31.12.2015  
Kuitattava valmiiksi viimeistään:

**Muokkaa**

**Select** a period of time for the planning period (the current date as the start date and your selected end date). If you send multiple identical mailing batches during the planning period, the end date for the period should be the end of the year. For the delivery service, **select one product from the list**. Select **Home Direct Premium**

**Click** "Tallenna" (Save) to confirm your selection. Click "Peruuta" (Cancel) to return to the "Ennakkotiedot" (Advance information) page.

Suunnitelman numero: 1872525  
Postituksen nimi: AA\_uusi jakelu  
Suunnitelman tila:  Asiakkaan suunniteltavana  
Suunniteltava jakso: 21.9.2015 – 31.12.2015  
Kuitattava valmiiksi viimeistään:

Jakelupalvelu:

- Valitse yksi
- 12911 Asiakassuora
- 16605 Kotisuora
- 16573 Kotisuora, Premium
- 12912 Tiiseri

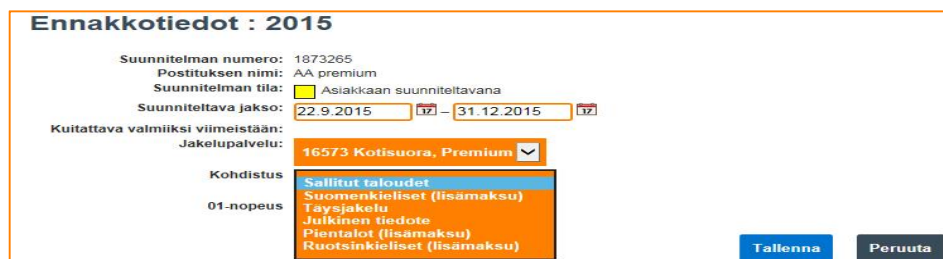
**Tallenna**      **Peruuta**

# Ordering: delivery targeting and 01 speed

Once you have selected the Home Direct Premium service, a window will be displayed for targeting the delivery you are ordering. The default is “*Sallitut taloudet*” (Allowed households). Confirm the default selection or select a targeting option from the list.

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

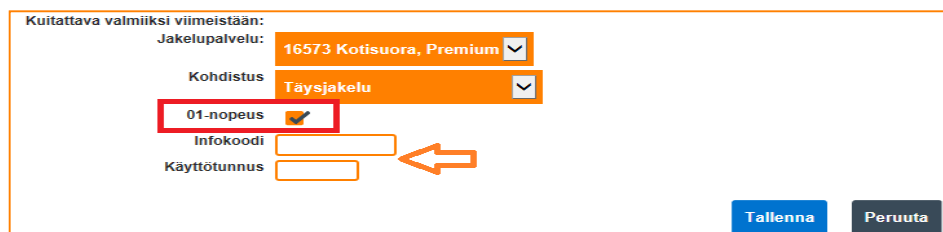
Your targeting choice will apply to all of the mailing batches in your order. You can change the targeting option for individual mailing batches on the “*lähetysjärjelyn tiedot*” (mailing batch information) page.



The screenshot shows the 'Ennakkotiedot : 2015' form. It includes fields for 'Suunnitelman numero: 1873265', 'Postituksen nimi: AA premium', 'Suunnitelman tila: Asiakkaan suunniteltavana', and 'Suunniteltava jakso: 22.9.2015 - 31.12.2015'. The 'Kuitattava valmiiksi viimeistään:' field is empty. The 'Jakelupalvelu:' dropdown is set to '16573 Kotisuora, Premium'. The 'Kohdistus' dropdown is set to 'Sallitut taloudet'. The '01-nopeus' dropdown is set to 'Suomenkieliset (lisämaksu)'. There are 'Tallenna' and 'Peruuta' buttons at the bottom right.

In addition to targeting, you can also select the 01 speed for your shipment, which will then apply to all of the mailing batches in your order. You can change the targeting option for individual mailing batches on the “*lähetysjärjelyn tiedot*” (mailing batch information) page.

In addition to selecting the 01 speed, you can enter an info code and/or a usage code for the expedited service.



The screenshot shows the 'Ennakkotiedot : 2015' form with the '01-nopeus' dropdown set to '01-nopeus'. The 'Infokoodi' and 'Käyttötunnus' fields are empty. There are 'Tallenna' and 'Peruuta' buttons at the bottom right.

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



# 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	Tila: <b>Täydennä tiedot</b>
Kimputetun kappaleen leveys: mm	Päivitetty: 21.9.2015 14:35
Kimputetun kappaleen paksuus: mm	Päivittäjä: Asiakas 2015
Keskimääräinen paino: g / kpl	Organisaatio: Asiakas 2015
<a href="#">Muokkaa tietoja</a>	

At “Mitat” (Dimensions), enter the length, width, thickness and unit weight of the item.

**Dimensions and weight are compulsory** information when ordering. If the maximum dimensions of your item exceed 250x353, the item must be brought to Posti folded, or you must purchase the supplementary Folding service.

**You can change the information later** if the dimensions or weight of your item change from the ordering time.

Mitat		
Kimputetun kappaleen pituus: <input type="text"/> mm		Vähimmäiskoko 90 × 135 mm Maksimikoko 320 × 470 × 30 mm
Kimputetun kappaleen leveys: <input type="text"/> mm		
Kimputetun kappaleen paksuus: <input type="text"/> mm		
Kappalepaino <input type="text"/> g / kpl		
<a href="#">Tallenna</a> <a href="#">Peruuta</a>		

**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: indicating delivery dates for marketing deliveries

The delivery dates for your marketing delivery are indicated at “*Jakelukerrat*” (*Delivery dates*) on the “*Ennakkotiedot*” (*Advance information*) page. **Click** “*Ilmoita jakelukerrat*” (*Enter delivery times*) link (you can indicate a single date or multiple dates) 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 on a white background. The calendar is color-coded.

Maaliskuu 2015							Huhtikuu 2015							Toukokuu 2015							Selite				
#	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		15	arkkipäivä
10	2	3	4	5	6	7	8	15	6	7	8	9	10	11	12	19	4	5	6	7	8	9	10	15	arkkipäivä, ilmestyy
11	9	10	11	12	13	14	15	16	13	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	ei jakelua
12	16	17	18	19	20	21	22	17	20	21	22	23	24	25	26	21	18	19	20	21	22	23	24	15	pyhäpäivä, ei jakelua
13	23	24	25	26	27	28	29	18	27	28	29	30				22	25	26	27	28	29	30	31	15	merkitty ilmestyväksi, ei jakelua
14	30	31						19								23								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**). Making changes: Select or remove the choice by clicking the day in the calendar.

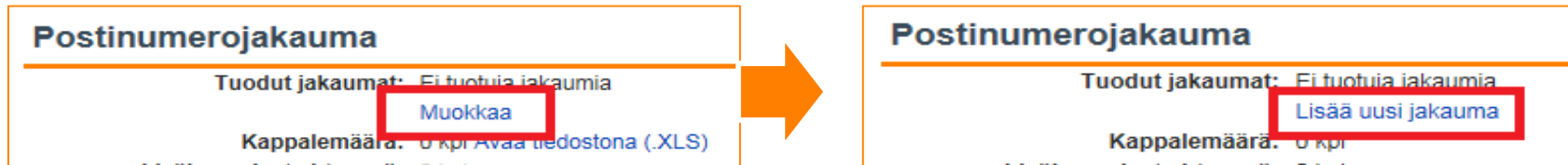
In the window appearing on the screen after the delivery dates have been saved you can enter the Info code, if you wish to use one, and the usage code, if its use for invoicing has been agreed upon. You can also leave the field blank.



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

## Ordering: Indicating the delivery area according to postal code 1/3

The delivery area is indicated at “*Postinumerojakauma*” (*postal code distribution*) on the “*Ennakkotiedot*” (*Advance information*) page by importing into the system the postal codes to be used for the delivery. Click the “*Muokkaa*” (*Edit*) link to start entering the information. In the window that is displayed, 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. Is the shipment the same for all postal codes, or does the file include multiple versions of shipments (for example advertisements from different retailers).

Click the box on the left if all of the shipments for the order are identical.

Click the box **on the right** if your mailing batch includes multiple versions, meaning there are regional differences and you will indicate these differences by postal code.

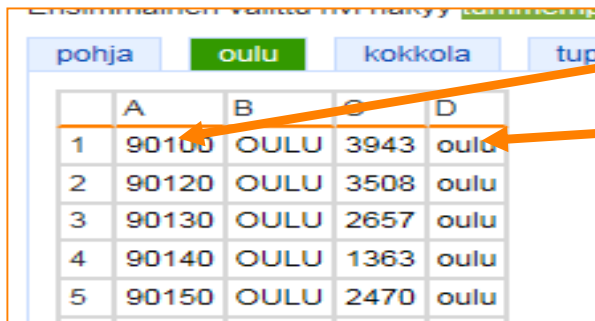


**NOTE!** If your mailing batch includes items of different sizes and/or weights, you need to create a separate mailing plan for each mailing batch containing different sizes/weights.

## Ordering: Indicating the delivery area according to postal code 2/3

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 for the information to be 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 wish to send. Once you have selected the file, click **"Seuraava"** (**Next**). A preview will be displayed to show you the content of the file you have sent.



	A	B	C	D
1	90100	OULU	3943	oulu
2	90120	OULU	3508	oulu
3	90130	OULU	2657	oulu
4	90140	OULU	1363	oulu
5	90150	OULU	2470	oulu

Click the cell in the table from which the postal codes begin.

Then click the cell from which the version information begins (if multiple versions are used).

Click **"Seuraava"** (**Next**) to proceed.

Next, you will see the content of the imported material, i.e. the number of postal codes found and the total deliverable quantity for the households found for the postal codes in question. The total quantity is also displayed for each version if you use multiple versions.

At this stage you can still change the name of the file.

Finally, click **"Hyväksy"** (**Accept**).



**Jakauman yhteenveto**

Postinumerojakaumalle kannattaa antaa nimi, joka kuvaa jakauman sisältöä tai ajankohtaa, jolloin tiedot on kerätty. Jos tuot lehdelle useita tiedostoja, anna kullekin oma erilainen nimensä. Oletusarvoisesti työpöytä käyttää sen tiedoston nimeä, jonka latait tietokoneeltasi työpöydälle.

Jakauman nimi	tilausseite_Vantaa_Tuotanto.xlsx / oulu
Postinumeroiden määrä	39
Jaettavien lähetysten kokonaismäärä	88106
Versiot	Versiotunniste Kappalemäärä
	oulu 69674
	oulu ympäristö 18432

< Edellinen   Seuraava >   Keskeytä   Hyväksy

# Ordering: Indicating the delivery area according to postal code 3/3

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: tilausseite\_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](#)

Next, you will see the content of the imported material by version and by price zone.

Click “*Avaa tiedostona*” (*Open as a file*) to display the information in a spreadsheet.

Click “*Muokkaa*” (*Edit*) to edit the information for the postal code distribution

### Postinumerojakauma

Tuodut jakaumat: tilausseite\_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: Selecting a mailer company

Click “*Muokkaa tietoja*” (Edit information) 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.



The screenshot shows the 'Postittajan valinta' form. The title is 'Postittajan valinta'. Below the title, there is a horizontal line. Underneath the line, the text 'Valitsemasi postittaja' is followed by a button labeled 'Muokkaa tietoja'. The button is highlighted with a red rectangular box. Below the button, there is a small text 'Valitsemasi postittaja voi sopia'.

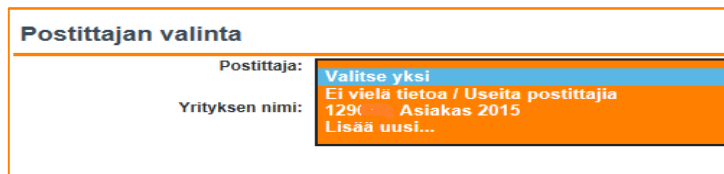
Click the down arrow at the top right of the window to display a list of options:



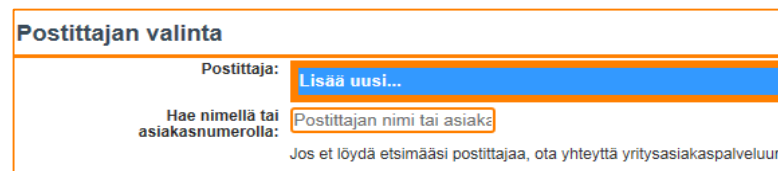
The screenshot shows the 'Postittajan valinta' form with the dropdown menu open. The title is 'Postittajan valinta'. Below the title, there is a horizontal line. Underneath the line, the text 'Postittaja:' is followed by a dropdown menu. The dropdown menu is open, showing the text 'Ei vielä tietoa / Useita postittajia'. The dropdown menu is highlighted with a red rectangular box. Below the dropdown menu, there is a small text 'Yrityksen nimi: Asiakas 2015'.

“*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 the dropdown menu open. The title is 'Postittajan valinta'. Below the title, there is a horizontal line. Underneath the line, the text 'Postittaja:' is followed by a dropdown menu. The dropdown menu is open, showing a list of options: 'Valitse yksi', 'Ei vielä tietoa / Useita postittajia', '129...', 'Asiakas 2015', and 'Lisää uusi...'. The dropdown menu is highlighted with a red rectangular box. Below the dropdown menu, there is a small text 'Yrityksen nimi: Asiakas 2015'.



The screenshot shows the 'Postittajan valinta' form with the dropdown menu open. The title is 'Postittajan valinta'. Below the title, there is a horizontal line. Underneath the line, the text 'Postittaja:' is followed by a dropdown menu. The dropdown menu is open, showing the text 'Lisää uusi...'. Below the dropdown menu, there is a search field with the text 'Hae nimellä tai asiakasnumerolla:' and a search input field containing 'Postittajan nimi tai asiakas'. Below the search field, there is a small text 'Jos et löydä etsimääsi postittajaa, ota yhteyttä yritysasiakaspalveluun.'

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.

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

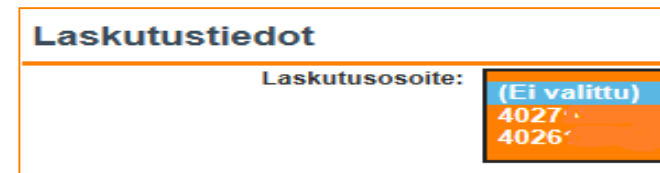
At “*Laskutustiedot*” (*Invoicing information*) on the “*Ennakkotiedot*” (*Advance information*) page, **click** the “*Valitse osoite*” (*Select address*) link to select the address of your delivery to which the invoice will be directed.

**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



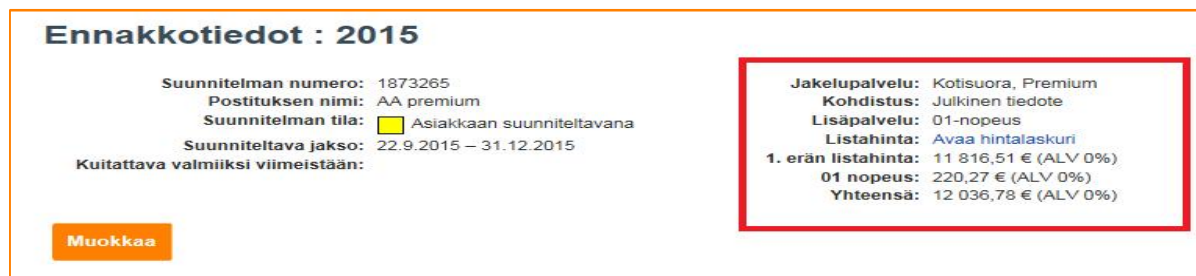
Laskutustiedot

Laskutusosoite: (Ei valittu)  
4027  
4026

## Checking the order price

The price of the **first mailing batch** of your order is shown at the top right of the advance information page.

You will also find a link to the price calculator there. The price calculator is a convenient tool for finding out how the price of your order changes in response to changing a value in the price calculator.



**Ennakkotiedot : 2015**

Suunnitelman numero: 1873265  
Postituksen nimi: AA premium  
Suunnitelman tila:  Asiakkaan suunniteltavana

Suunniteltava jakso: 22.9.2015 – 31.12.2015  
Kuitattava valmiiksi viimeistään:

**Muokkaa**

Jakelupalvelu: Kotisuora, Premium  
Kohdistus: Julkinen tiedote  
Lisäpalvelu: 01-nopeus  
Listahinta: Avaa hintalaskuri

1. erän listahinta: 11 816,51 € (ALV 0%)  
01 nopeus: 220,27 € (ALV 0%)  
Yhteensä: 12 036,78 € (ALV 0%)

# Ordering: Confirming the order

You must confirm the order of the delivery by **clicking** the *"Olen ilmoittanut kaikki tiedot"* (I have entered all information) link at the bottom 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).

Posti varaa oikeuden muutoksiin esimerkiksi jakelupäivien muuttuessa tuotannollisesta syystä tai muusta perustellusta syystä.

Vahvistamalla tilauksen hyväksyt tuote-ehdot.  
Voit halutessasi tarkistaa jakelun listahinnan hintalaskurin avulla.

**Olen ilmoittanut kaikki tiedot** Poista ennakkotiedot Sulje lomake

Finally, you will receive confirmation that you have submitted correct information for the delivery you have ordered. Click the *"Hyväksy"* (Accept) button to confirm the order and make a reservation in the marketing delivery reservation book. An e-mail message will be sent to your company's contact person regarding the order, and your authorized mailer company will receive a notification of the need to supplement the mailing plan. Both of the messages include a direct link to access the advance information.

The price of the delivery will be determined according to the reservation date.

**Vahvista tilaus**

Olet nyt tilaamassa markkinointijakelua. Kun klikkaat alla olevaa painiketta, teet sitovan tilauksen ja jakelun kapasiteetti varataan käyttösi. Saat ilmoituksen, jos järjestelmä ei jostain syystä voi vahvistaa tilaustasi. Tilauksen vahvistaminen saattaa kestää muutamia minutteja.

Voit myöhemmin muokata tilausta. Jos haluat perua tilauksen kokonaan, ota yhteyttä yritysasiakaspalveluun.

Vahvistamalla tilauksen hyväksyt tuote-ehdot.  
Voit halutessasi tarkistaa jakelun listahinnan hintalaskurin avulla.

**Hyväksy** **Peruuta**

Hyvä asiakkaamme,

aaaaa on tehnyt jakelutilauksen nimellä AA\_uusi jakelu. Kiitos tilauksesta, joka on nyt vahvistettu.

Voit tarkastella jakelun tietoja kirjautumalla Postittamisen työpöydälle seuraavan linkin avulla:

<https://postituspalvelu.test.itella.com/mailing/1872516?lang=fi>

Seuraavassa vaiheessa pyydämme jakelun postittajaa hyväksymään postitussuunnitelman

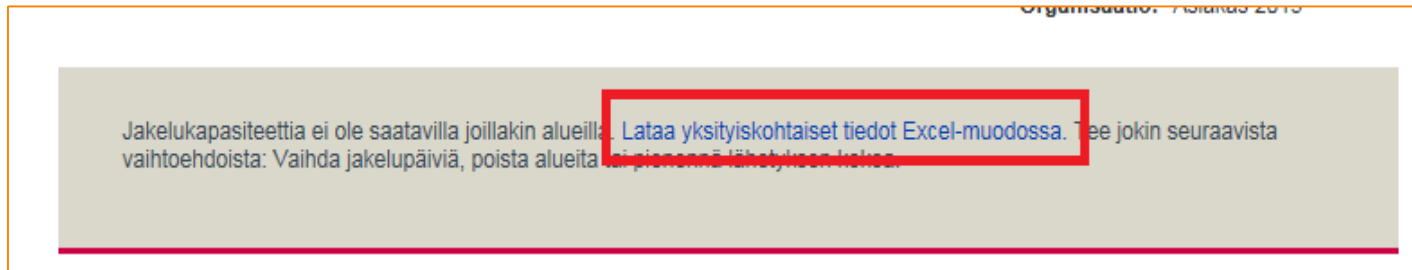
Sait tämän viestin, koska sinut on merkitty organisaatiosi yhteyshenkilöksi. Jos haluat vahvistusviesti Postittamisen työpöydällä. Jos epäilet että tilaus on aiheeton, ota viipymättä yhteys yritysasiakaspalveluun.



# Notification of delivery capacity being full

If there is an obstacle concerning your order, i.e. the delivery cannot be implemented as you want, a notification will be displayed.

Click the link to display a spreadsheet indicating the postal codes and delivery dates for which delivery is not possible.



	A	B	C	D	E	F
1	Postinumero	Kappalemäärä	16.10.2015	18.11.2015	18.12.2015	
2	90100	7701	Loppuunmy	Saatavilla	Loppuunmyyty	
3	90120	5376	Loppuunmy	Saatavilla	Loppuunmyyty	
4	90130	4431	Loppuunmy	Saatavilla	Loppuunmyyty	
5	90140	2095	Loppuunmy	Saatavilla	Loppuunmyyty	
6	90150	3463	Loppuunmy	Saatavilla	Loppuunmyyty	
7	90220	842	Loppuunmy	Saatavilla	Loppuunmyyty	
8	90230	4211	Loppuunmy	Saatavilla	Loppuunmyyty	
9	90240	3251	Loppuunmy	Saatavilla	Loppuunmyyty	
10	90250	4479	Loppuunmy	Saatavilla	Loppuunmyyty	
11	90310	1103	Loppuunmy	Saatavilla	Loppuunmyyty	
12	90400	1112	Loppuunmy	Saatavilla	Loppuunmyyty	
13	90410	1973	Loppuunmy	Saatavilla	Loppuunmyyty	
14	90420	4214	Loppuunmy	Saatavilla	Loppuunmyyty	
15	90440	4666	Loppuunmy	Saatavilla	Loppuunmyyty	

In the **original** spreadsheet on your computer, **remove** the postal codes and delivery dates indicated in red.

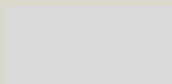
**Go to** “Postinumerojakauma” (Postal code distribution), remove the previously uploaded file and then upload the new file.

Then **click** “Tallenna” (Save).

## More information:

**Posti's corporate customer service**

**Tel: 0200 77000 (+358 200 77000), e-mail:  
yritysasiakaspalvelu@posti.com**



posti