

# Deployment of Posti's new extranet and PTP

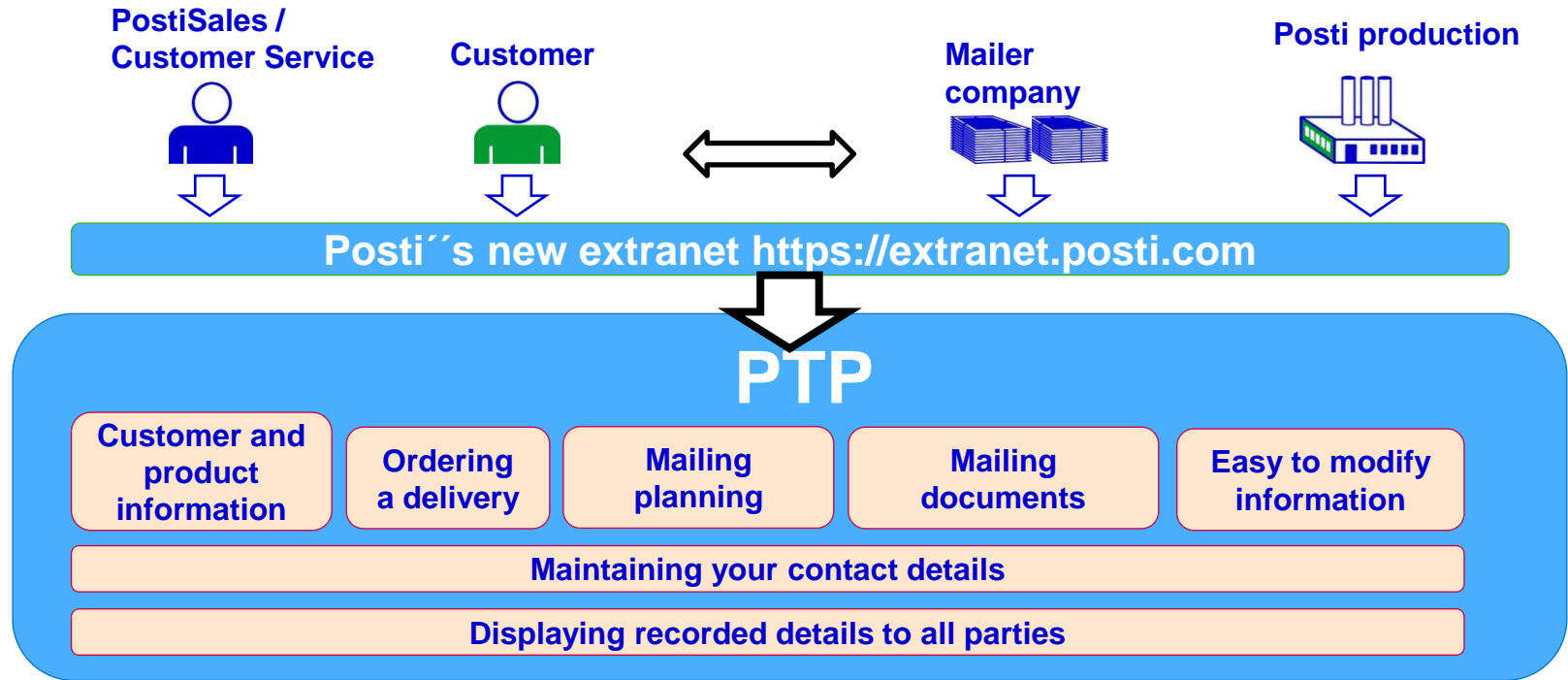
Posti Group

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# What is PTP?

- PTP is a free Internet application, which is intended for use by our contract customers. PTP is available through our Extranet services 24/7.
- Through PTP, you can easily order large, recurring publication and advertisement mailings, and your mailer company can also use it for creating mailing plans for the orders.
- It is easy to change the information reported, and PTP will prepare the documents/files needed at the time of mailing, based on final information.



# Deployment of PTP

- PTP is intended for use by Posti's contract customers.
- PTP is part of the Extranet service, which checks a person's service utilization rights upon log-in and indicates to PTP the company whose information will be shown to the user logging in with the service.
- Order PTP utilization rights for your company.
- A form-based order can be made by a person authorized to sign for the company.
- When creating user rights, the company's extranet administrator is created. The company's administrator appoints other users in the company.
- The new administrator receives e-mail about the creation of user rights.

# Deployment of the new extranet service and appointment of the administrator

**itella**

Suomeksi [Svenska](#) [English](#)

### Tervetuloa Itellan Extranet-palveluun

Palvelu vaatii kirjautumisen.

[Unohtuiko salasana?](#)

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

### Kirjautuminen

Syötä käyttäjätunnus ja salasana.

Käyttäjätunnus:

Salasana:

**Kirjaudu**

# Deployment of the new extranet service / Administrator for the company

The company appoints an administrator for the extranet service

The customer's representative who has received an authorization to sign for the company or is authorized to sign by virtue of his/her position orders a username for the company's administrator with a web form available at the address

<http://www.posti.fi/business/forms/extranetorder.html>

The username is generated for the business ID.

Posti's customer numbers that one wishes to process through the service are entered onto the form

# Deployment of the new extranet service / Basic users for the company

When the company's administrator has been created, he/she will be notified of it by e-mail

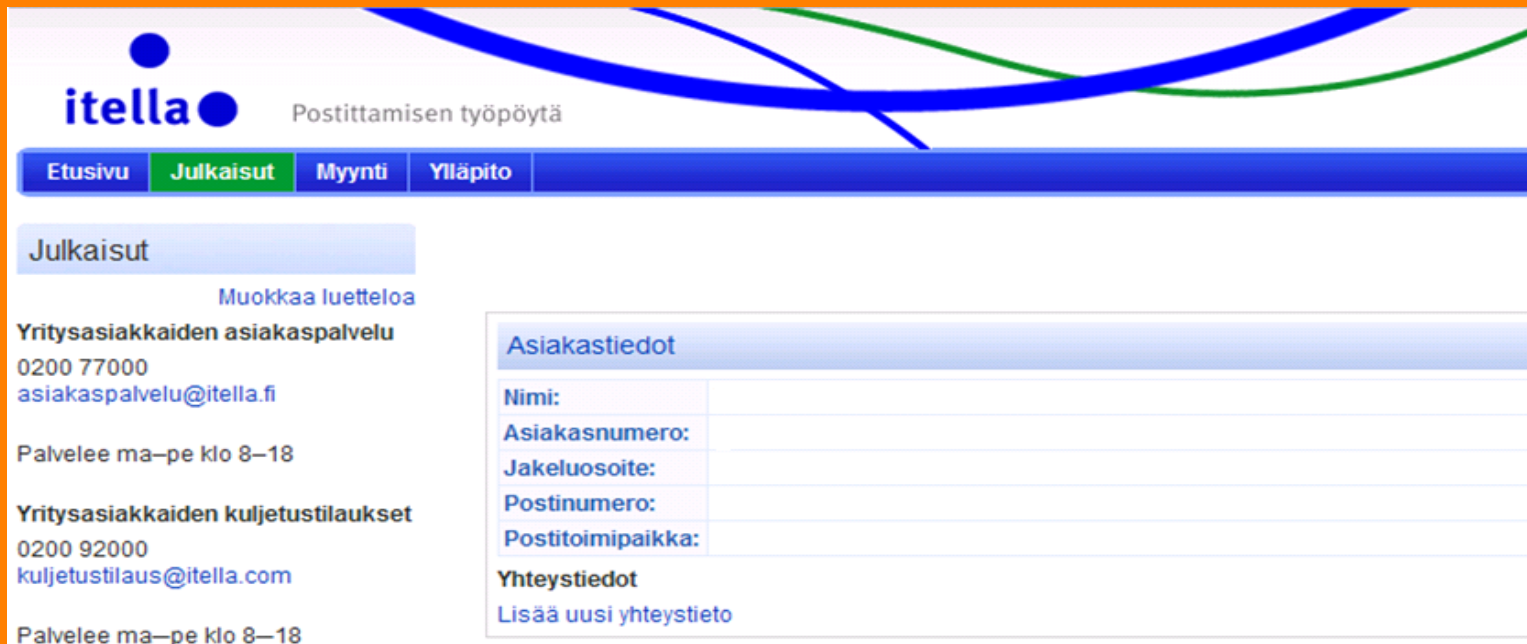
The administrator's username will be his/her personal e-mail address

The e-mail also contains instructions for creating the password

The administrator appoints and creates the basic users according to the instructions available in the extranet as users of the PTP

See Quick Instructions on Slide 9

# Deployment of PTP



The screenshot shows the Itella website interface. At the top left is the Itella logo with the tagline "Postittamisen työpöytä". A navigation bar contains links for "Etusivu", "Julkaisut" (highlighted in green), "Myynti", and "Ylläpito". Below the navigation bar, the "Julkaisut" section is active, with a "Muokkaa luettelo" link. Two service descriptions are listed: "Yritysasiakkaiden asiakaspalvelu" (0200 77000, asiakaspalvelu@itella.fi) and "Yritysasiakkaiden kuljetustilaukset" (0200 92000, kuljetustilaus@itella.com). On the right, a form titled "Asiakastiedot" contains fields for "Nimi:", "Asiakasnumero:", "Jakeluosoite:", "Postinumero:", and "Postitoimipaikka:". Below the form is a "Yhteystiedot" section with a "Lisää uusi yhteystieto" link.

**itella** Postittamisen työpöytä

Etusivu **Julkaisut** Myynti Ylläpito

Julkaisut

[Muokkaa luettelo](#)

**Yritysasiakkaiden asiakaspalvelu**  
0200 77000  
asiakaspalvelu@itella.fi

Palvelee ma–pe klo 8–18

**Yritysasiakkaiden kuljetustilaukset**  
0200 92000  
kuljetustilaus@itella.com

Palvelee ma–pe klo 8–18

**Asiakastiedot**

Nimi:	
Asiakasnumero:	
Jakeluosoite:	
Postinumero:	
Postitoimipaikka:	

**Yhteystiedot**  
[Lisää uusi yhteystieto](#)



# Quick Instructions for the company's administrator

## How to deploy PTP in your company:

1. When you have received your username and password from Itella by e-mail
2. Go to <https://extranet.itella.com>
3. Log in with the user information you have received.
4. Check your information and change your password.
5. Move from the extranet to the administrator tool.
6. In the administrator tool, create credentials for your company's employees who will be using PTP.
7. Send the username, log in link and user instructions to the users.
8. Send the password to the basic users in an information secure manner.

Note! Posti extranet service will be reformed in stages, and you will need your existing credentials to use other extranet services.

# Quick Instructions for the company's basic users

## How to deploy PTP for personal use:

1. Go to <https://extranet.itella.com>
2. Log in using the user information you have received from the administrator.
3. Check your information and change your password.
4. Select PTP as the service.
5. You now have access to PTP.
6. Note! Posti's extranet service will be reformed in stages, and you will need your existing credentials to use other extranet services.

For more instructions on using the service, go to:

<http://extranetsupport.itella.com>

You can also read the instructions without logging in with the extranet service.

# Deployment of PTP

1. When you enter the website for the first time, you will see brief descriptions of the functionalities that are available to you through PTP.
2. We recommend that you enter the details of your company's mailing contact persons on the front page.
3. The information will be displayed to all users.
4. On PTP, you will see the information of the publication / advertisement deliveries for which you have been authorized by your company's administrator.
5. When you have selected the mailer company for your mailing batch, the mailer company will see the information you have entered in their own view.
6. Completion of the mailing plan by the mailer company will be shown on the front page of your publication.





**Lisätietoja:**

**[www.posti.fi](http://www.posti.fi)**

**Yritysassiakoiden asiakaspalvelu**

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