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Posti Pro
How to edit an order and batches

Magazine Pro
Economy Publication

Start	Plan	Create	Customise	Finalize	Ready	Summary
New Order	**Choose a Service**	**Make an order**	**Supplementary services**	**Order Acceptance**	**Mailing Plan**	**Issues in the order**

Order Acceptance page lists all the batches (issues) in your order in chronological order. On the list you can see the most relevant information about the batch. This information can be edited in a fast-editing box under the list (activates when one or more batches are selected). More detailed information can be found and edited under the list in thematic sections ("boxes").

Information you have provided while making the order is now copied to all batches and is identical unless you edit it. All the information can be viewed and edited once you have selected one, multiple or all batches.

This material will cover the following functions:
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Batches of the order   Less details ⌃

Select first all batches by clinking 'All' at the menu of all batches list and check all the information of the order in sections below the list.
Select then the batches that you need to view, edit, delete or duplicate. You can limit the number of batches shown by searching with issues number, mailing service, mailer or dates.
All editable features of the batches will open below and you can also update values in multiple batches at once.

🔍 Use issue number, mailing service or mailer nam | Start date | → | End date | Clear all filter

🗑 **Delete selected batches**   📋 **Duplicate selected batches**

All ☐	Issue	Mailing date	Delivery date	Mailing service	Volume	Weight	Short edge	Long edge	Thickness	Mailer
☐	1	04. 01 .2021	07. 01 .2021	19241 - Magazine Pro	33,577	84 g	200 mm	240 mm	1 mm	133895 - Posti Oy
☐	2	18. 01 .2021	20. 01 .2021	19241 - Magazine Pro	33,577	84 g	200 mm	240 mm	1 mm	133895 - Posti Oy
☐	3	09. 02 .2021	11. 02 .2021	19241 - Magazine Pro	33,577	84 g	200 mm	240 mm	1 mm	133895 - Posti Oy
☐	4	16. 03 .2021	18. 03 .2021	19241 - Magazine Pro	33,577	84 g	200 mm	240 mm	1 mm	133895 - Posti Oy
☐	5	29. 03 .2021	31. 03 .2021	19241 - Magazine Pro	33,577	84 g	200 mm	240 mm	1 mm	133895 - Posti Oy

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Checking the information and approving the order

To check and edit the detailed information of the order, select all batches by clicking "All" on the left-hand side of the header of Batches of the order list. Check the information in all sections ("boxes") and edit if needed. All changes will then be saved to all batches.

All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed with the order.

Add at least one contact information for the customer and for the mailer, if these aren't already filled in. This is to ensure that email notifications for the order reach the right persons.

Please note that sections Supplementary services, Additional information, Postal code distribution, Mailing location and time and Transport services are not mandatory to fill in at this point. The mailer can add these to the order later.

After checking all the information click *Approve the order & send to mailer* at the bottom of the page.

Issue number editing

Choose the batch to edit by clicking the selection box on the left side. Issue numbering can be edited to only one batch at a time.

The fast-editing box will open under the list. Issue number can be edited there by entering the field. Double issues with a hyphen and a letter attached to a number are accepted. The issue number may consist of maximum 7 characters, of which 1 may be a hyphen or a letter.

Each batch must have a unique issue number. An error message will appear if you try to use a number that already exists for another batch. Please make note of this when adding double issues and want to correct the numbering for following issues. Start then from the last (the biggest) number.

In future releases we will add automation to issues numbering, so that you can update the following issues numbering at the same time when adding double issues.

Please remember to save changes.
All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed with the order.
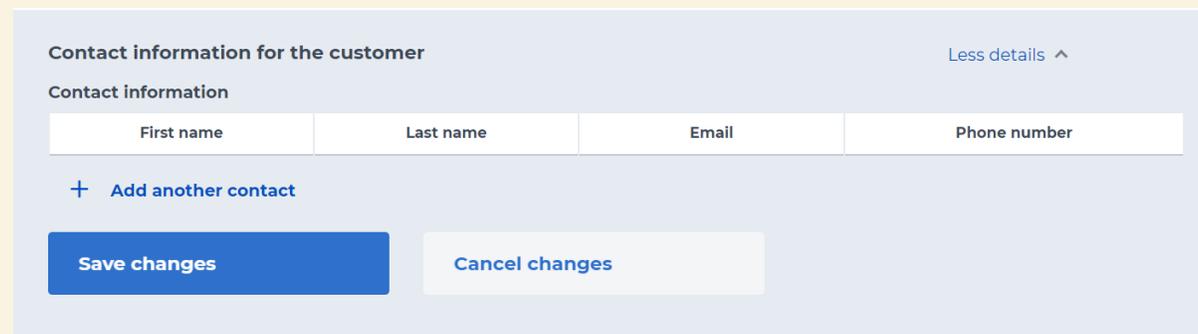
Contact information for the customer editing

Select all batches by clicking "All" on the left-hand side of the header of Batches of the order list. If you want to edit the contact information for the customer to only one or some of the batches, choose those batches.

Go to the Contact information for the customer section under the list.

You can edit existing contact information by clicking them or add new by clicking *Add another contact*.

Contact information for the customer			Less details ^
Contact information			
First name	Last name	Email	Phone number

+ Add another contact

Save changes Cancel changes

Each order should have at least one contact information for the customer, especially if someone else is making the order on behalf of the customer. The system sends email notifications for the order (or batch) to the person who created the order and to the contact information for the customer (and mailer) saved for the order.

Please remember to save changes. The changes will be saved for all selected batches.
All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed with the order.

Save changes

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Selected dates editing

Choose the batch to edit by clicking the selection box on the left side. Selected dates can be edited to only one batch at a time.

Go to the Scheduling section under the Batches of the order list and click *Check calendar view* or edit dates in the fast-editing box by clicking the dates.

You can edit either the mailing date or the delivery date, and the other one will be updated automatically.

You change the date in the calendar view by clicking the preferred new date.

Please remember to save changes.
All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed with the order.

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Volume, measurements, services and formats editing

Choose the batch or batches to edit by clicking the selection box on the left side. You can also select all batches by clicking "All" on the left-hand side of the header of Batches of the order list.

Go to the Volume, measurements, services and formats section under the Batches of the order list or edit the information in the fast-editing box by clicking the desired field.

Edit volume and measurements by entering the new values.

The format Items wrapped in plastic will update the maximum measurements of the publication according to the format.

Volume, measurements, services and formats   Less details ⌃

Changes in volume and measurements may have affects on available services and formats

Volume   **Measurements**

| 40 800 |

| 112 g | 200 mm | 240 mm | 1 mm |
| Avg.weight | Short edge | Long edge | Thickness |

Format   **Mailing service**

⦿ Unenclosed items with multiple pages   Selected service

○ Items wrapped in plastic   19241 - Magazine Pro   ⌄

Save changes   **Cancel changes**

Please note that when selecting Magazine Pro mailing service, the minimum volume is 15 000 items, and the measurements must be suitable for machine sorting. If you want to enter a smaller volume or measurements that are not suitable for machine sorting, you must first change the service to Economy Publication (manually sortable if needed) and save changes. After that you can edit the other values.

Please remember to save changes. The changes will be saved for all selected batches.
All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed with the order.

Save changes

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Additional services editing

This section is not required when making the order

Choose the batch or batches to edit by clicking the selection box on the left side. You can also select all batches by clicking "All" on the left-hand side of the header of Batches of the order list.

Go to the Additional services section under the list.

In this section you can add additional services to the order or selected batches.

Manual sorting and Code error are available only with Economy Publication Manually Sortable mailing service, and with this the Manual Sorting is a mandatory fee.

Additional services   Less details ⌃

☐ **Code error**
   For publications that do not have a 4-state code or a 2D bar code or if they have an erroneous code   +0.0525 €/item

☐ **Manual sorting**
   For pubications that are not suitable for machine sorting   +0.0525 €/item

☐ **Publication's Additional Handling**
   Charged for unbundled publication batches of 1,000 items or more and failing to follow Posti's mailing instructions   +0.105 €/item

Save changes   **Cancel changes**

In case the publication is found in need of these additional services when arriving to Posti, they will be added to the order. Also, the mailing service will be changed to Economy Publication if the publication is manually sortable.
The mailer can also add additional services to the order at a later stage.

ADDITIONAL SERVICES SECTION IS NOT MANDATORY TO FILL IN WHILE MAKING THE ORDER.

Please remember to save changes. The changes will be saved for all selected batches.
All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed with the order.
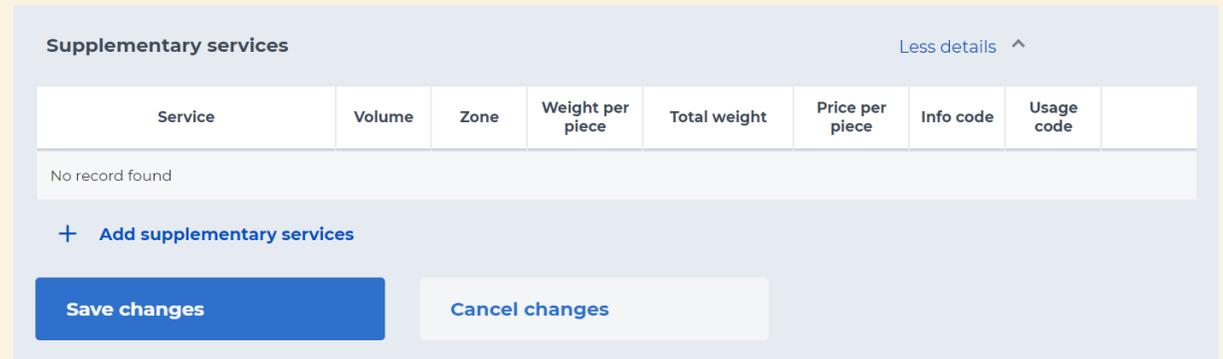
Save changes

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Supplementary services editing
This section is not required when making the order

Choose the batch or batches to edit by clicking the selection box on the left side. You can also select all batches by clicking "All" on the left-hand side of the header of Batches of the order list.

Go to the Supplementary services section under the list.

In this section you can add supplementary services such as bundles and international publications (letters). Fill in at least the volume, zone and weight per piece. The estimated total costs is then shown.

Supplementary services								Less details ⌃
Service	**Volume**	**Zone**	**Weight per piece**	**Total weight**	**Price per piece**	**Info code**	**Usage code**	
No record found								

➕ **Add supplementary services**

Save changes   **Cancel changes**

The mailer can also add supplementary services to the order at a later stage the same way as before.

SUPPLEMENTARY SERVICES SECTION IS NOT MANDATORY TO FILL IN WHILE MAKING THE ORDER.

Please remember to save changes. The changes will be saved for all selected batches.
All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed with the order.

Save changes

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Additional information editing
This section is not required when making the order

Choose the batch or batches to edit by clicking the selection box on the left side. You can also select all batches by clicking "All" on the left-hand side of the header of Batches of the order list.

Go to the Additional information section under the list.

All information given here will apply to the whole batch or batches selected. Info code field you can enter a free text (number of characters is limited) that is shown on the invoice. Usage code is the 3-character code given by Posti. Notes can be any free text and will be visible for Posti's production.
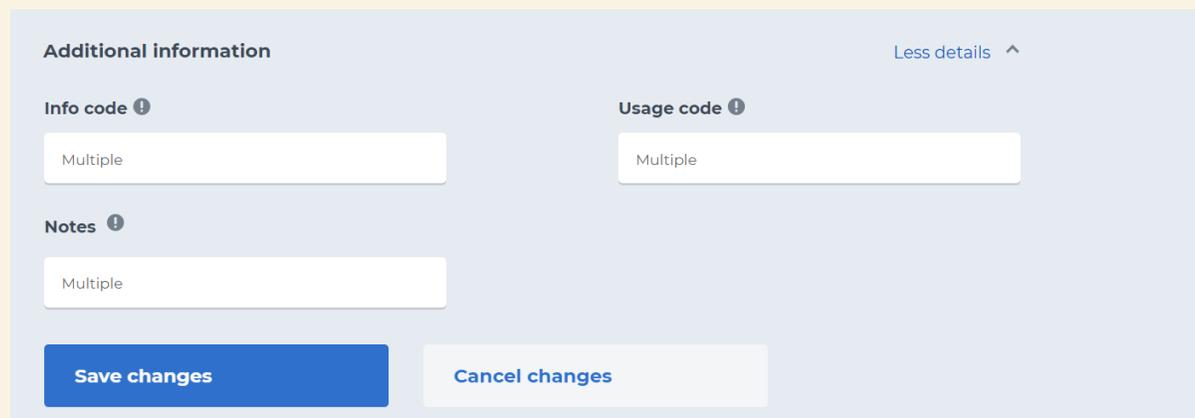
Additional information   Less details ⌃

Info code ⓘ   Usage code ⓘ

[Multiple]   [Multiple]

Notes ⓘ

[Multiple]

Save changes   **Cancel changes**

The mailer can also add additional information to the order or batch or sub batch at a later stage the same way as before.

ADDITIONAL INFORMATION SECTION IS NOT MANDATORY TO FILL IN WHILE MAKING THE ORDER.

Please remember to save changes. The changes will be saved for all selected batches.
All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed with the order.

Save changes

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Mailer and mailer's contact information editing

Choose the batch or batches to edit by clicking the selection box on the left side. You can also select all batches by clicking "All" on the left-hand side of the header of Batches of the order list.

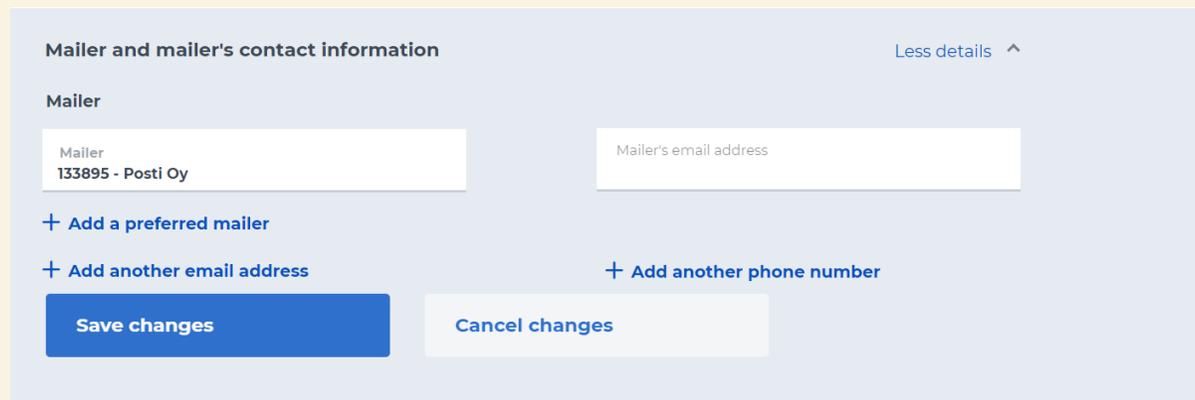Go to the Mailer and mailer's contact information section under the list.

Change the mailer by clinking Mailer-field and choose another mailer from your list of preferred mailers. If the preferred mailer is not on your list, you can add them by clicking *Add preferred mailer*. Search and select the preferred mailer and save by clicking the check symbol on the right. Then you can choose the added mailer from your list of preferred mailers.

Mailer and mailer's contact information   Less details ∧

Mailer

Mailer
133895 - Posti Oy   Mailer's email address

+ **Add a preferred mailer**

+ **Add another email address**   + **Add another phone number**

Save changes   **Cancel changes**

Note that if the order or batches already have added email addresses (located under the mailer's name), they are not automatically updated if the mailer is changed. Added email addresses can be edited by overwriting them or clearing the field and saving the changes. The mailer's email address field on the right-hand side is updated automatically from the system when the mailer is changed, and this cannot be edited.

Please check that the mailer section has current contact information for the mailer and at least one mailer's email address. This is to ensure, that the mailer receives information about the order. You can add multiple email addresses and phone numbers for the mailer.
The mailer can also add and edit this section at a later stage.

Please remember to save changes. The changes will be saved for all selected batches.
All changes must be either saved or cancelled by sections (for each "box" separately) for you to proceed with the order.

Save changes

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Questions?

+358 200 77000 Mon-Fri from 9 am to 4 pm

(local network charge/mobile call charge, queueing is subject to charge)

Development ideas and feedback

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