

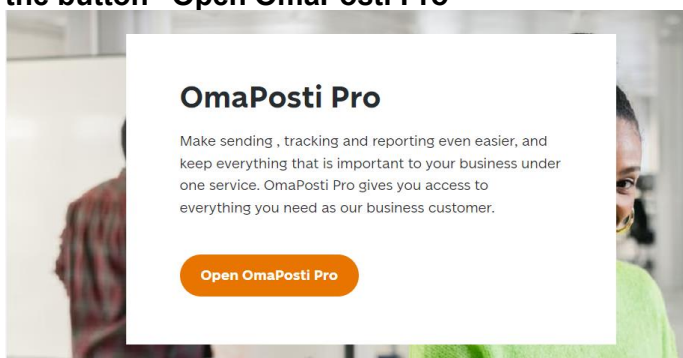
OmaPosti Pro API-key creation guide for Posti contract customers

This instruction describes how Posti's contract customer can activate the OmaPosti Pro API integration. The creation of the API keys is performed as a self-service on the Integrations page of OmaPosti Pro. This avoids sending the secret API key via email.

The API key must be created as a main user, who is linked in the OmaPosti Pro's user settings to the logistics service contract number used for the shipments. The created API key can therefore be used to place new shipment orders only for the contract numbers in question.

If the main user of your account does not see the **Integrations** page, they can add the missing access right by themselves. Check from the *Additional instructions* section how to update the user's rights and how to check the logistics contract numbers linked to the user.

1. Login to OmaPosti Pro from page <https://www.posti.fi/en/for-businesses/parcels-and-logistics/tools-and-interfaces/omaposti-pro> by clicking the button “Open OmaPosti Pro”



2. Login with your email that is registered to your Posti account

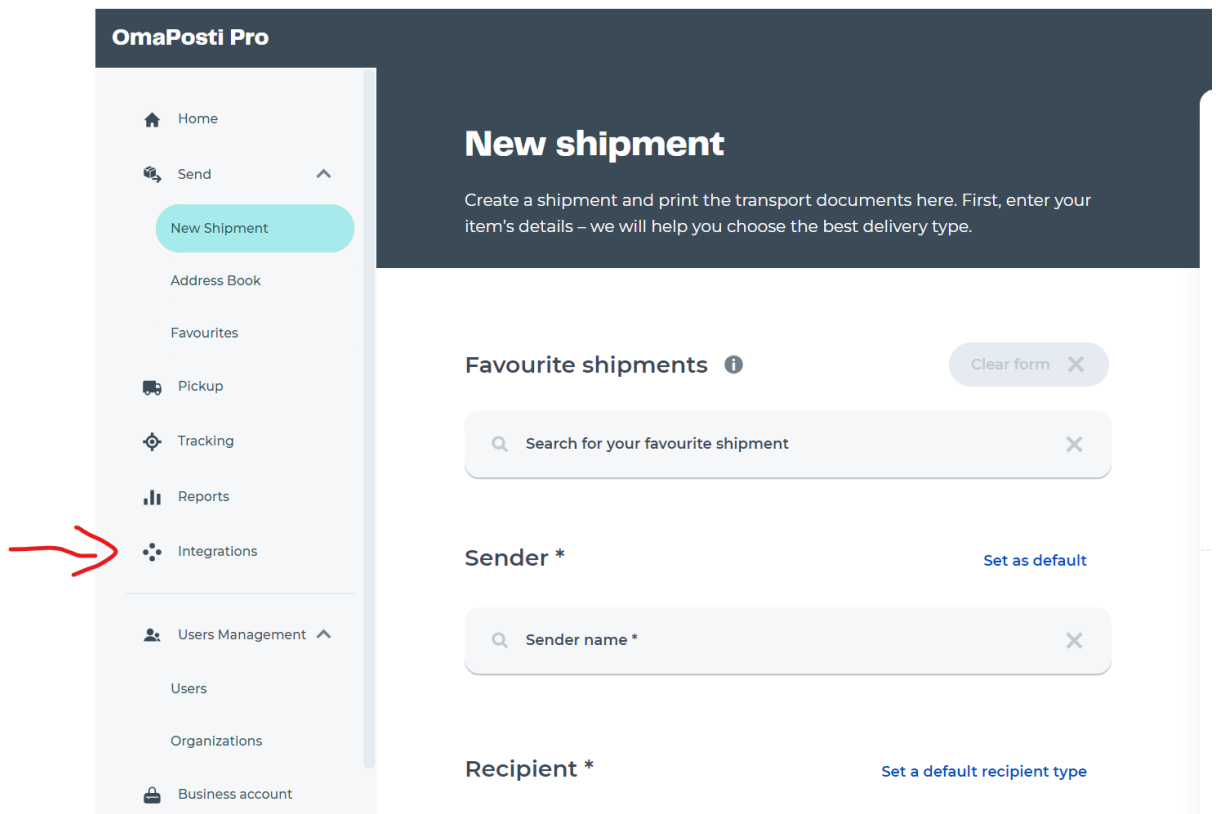


Posti Online Services

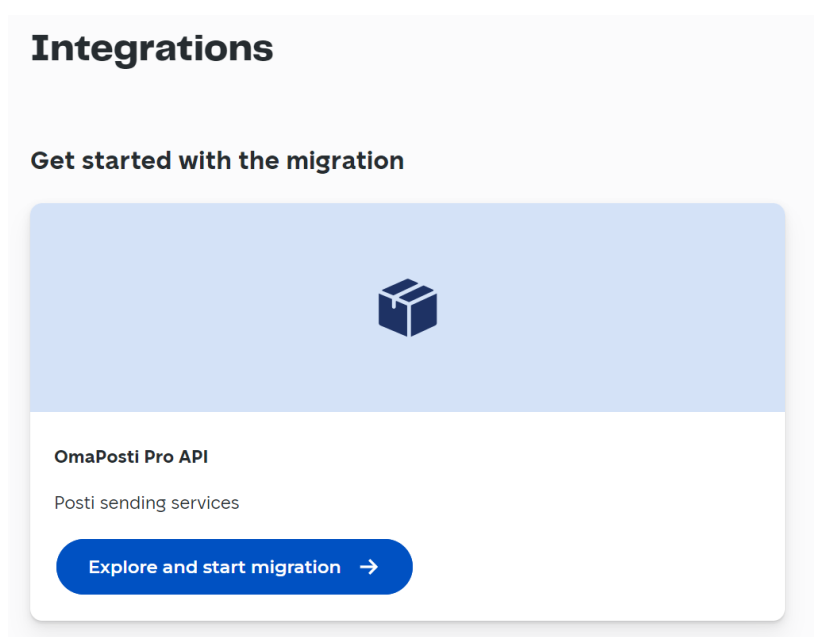
Order business account credentials

[Forgot your password?](#)

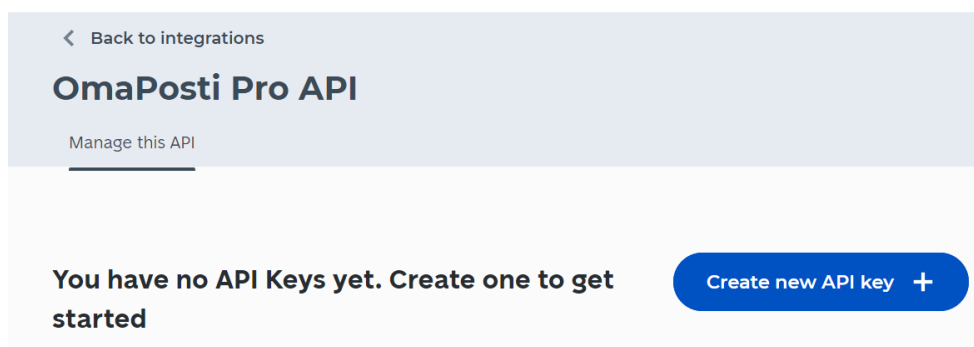
- When you are logged in to the OmaPosti Pro system, click on the "Integrations" page link in the left side menu.



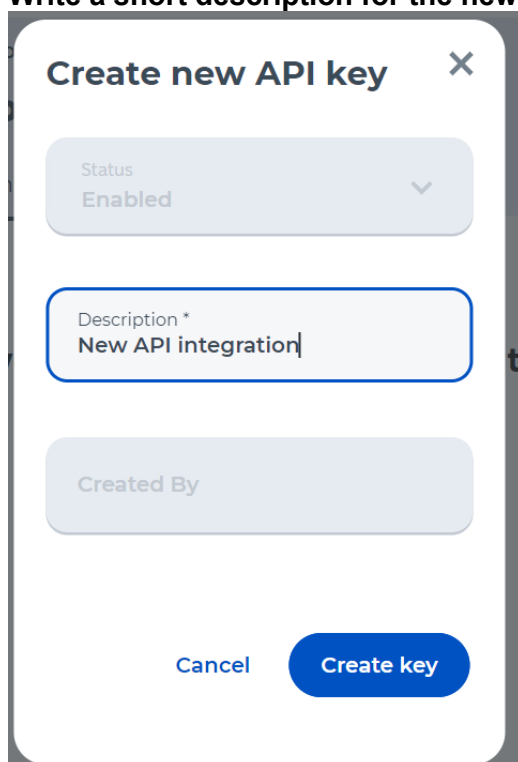
- In the Integrations page, click the "Explore and start migration" button.



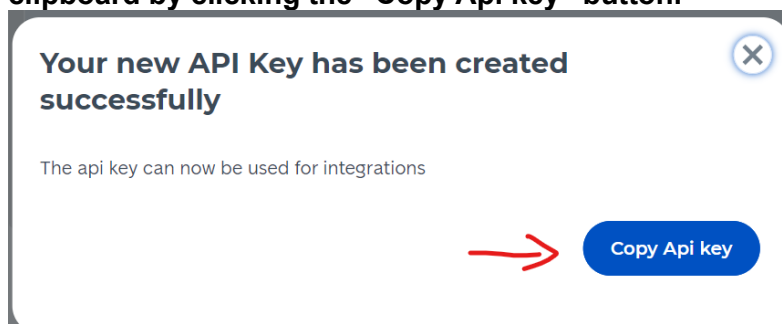
- Click the "Create new API key" button.



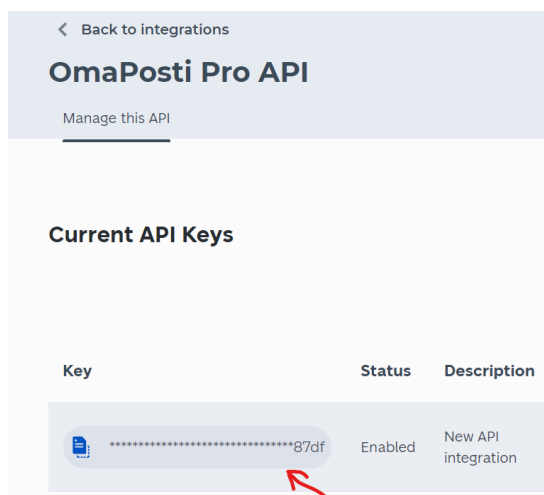
- Write a short description for the new API key and click "Create key" button.



- The API key has been now created. You can copy the key value to your clipboard by clicking the "Copy Api key" button.



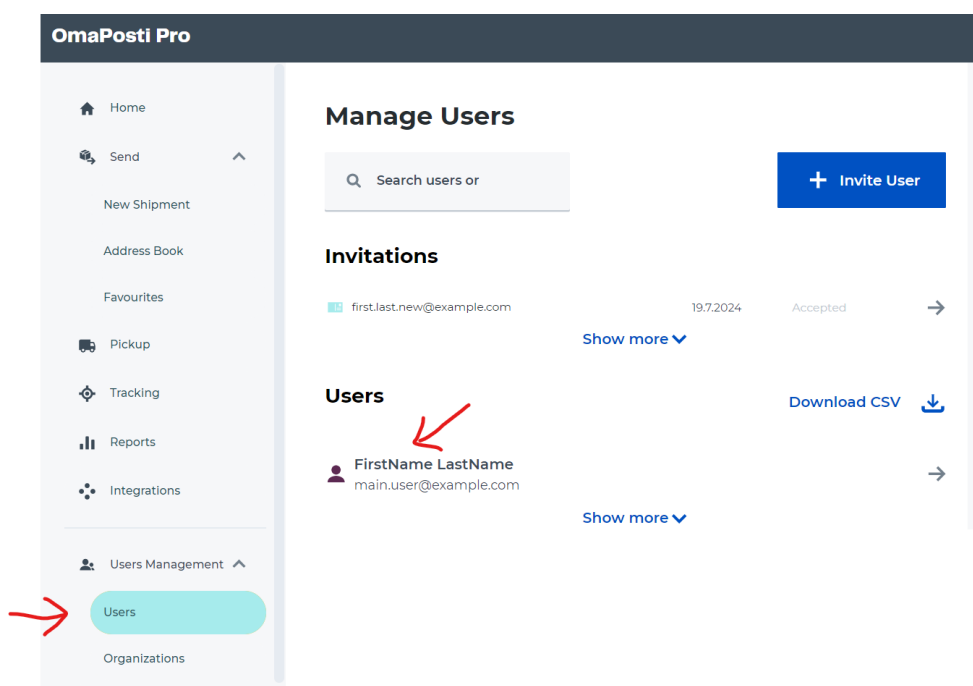
8. API keys can also be copied to the clipboard from the “Current API Keys” list by clicking the API key value.



Additional instructions

How to check user’s rights and the linked logistics service contract numbers?

- Open the “Users” page and search for the user who will create the API key and click the row.



- This opens the User Details page. Open the user details for the organization for which the API key will be created by clicking the down arrow.

User Details

First name

FirstName

Last name

LastName

Email (Username)

main.user@example.com

Phone

Organizations

Example Oy (FI12345678)

 Edit



- Scroll down to the end of the User Details and check the assigned contract numbers. (**Logistics Service Contracts** are for parcel & letter shipments, and **Transport ids** are for freight shipments)

Customer numbers

Logistics Service Contracts

654321 Example Oy

Transport ids

876543 Example Oy

- If a contract number is missing from the user or the user cannot see the Integrations page in OmaPosti Pro, the user settings can be modified by clicking the “Edit” on the user’s organization row.

User Details

First name

FirstName

Last name

LastName


Email (Username)

main.user@example.com

Phone

Organizations

Example Oy (FI12345678)

 Edit




- On the first edit page, the “Access rights / OmaPosti Pro” section has a row “Manage integrations”. If the checkbox is empty, click the checkbox on to add the missing right.

Close x

Example Oy (FI12345678)



main.user@example.com

 Select Next to save changes.

User type



Main User



User

Access rights

OmaPosti Pro

Create shipments and pickup orders



Track shipments



Access reports



Manage business account information




Manage integrations



These access rights require contract numbers (see next page)

- Click Next button to save changes and proceed to the next edit page.
- On the following page, assign the missing Contract numbers to the lists by opening the dropdown list by the arrow and selecting the contract numbers. Save changes by clicking “Make changes” button.

 Select Make Changes to save changes.

Customer Numbers, Logistics Service Contracts & Transport Ids



The selected access rights require you to select contract numbers:

Access reports requires at least one customer number, logistics service contract or transport id.
 Create shipments and pickup orders requires at least one logistics service contract or transport id.
 Track shipments requires at least one logistics service contract or transport id.
 Manage integrations requires at least one logistics service contract.
 You can also select multiple kinds of customer numbers, logistics service contracts or transport ids for the user.

Contract numbers:

Select customer number(s):

Customer number

Select logistics service contract(s) - Enables Posti's parcel and letter services:

654321 Example Oy x



Select transport id(s) - Enables OmaPosti Pro freight services:

876543 Example Oy x



[← Back](#)

[Make changes →](#)

- The user should now see the Integrations page and have correct contract numbers that will be linked to the new API key.