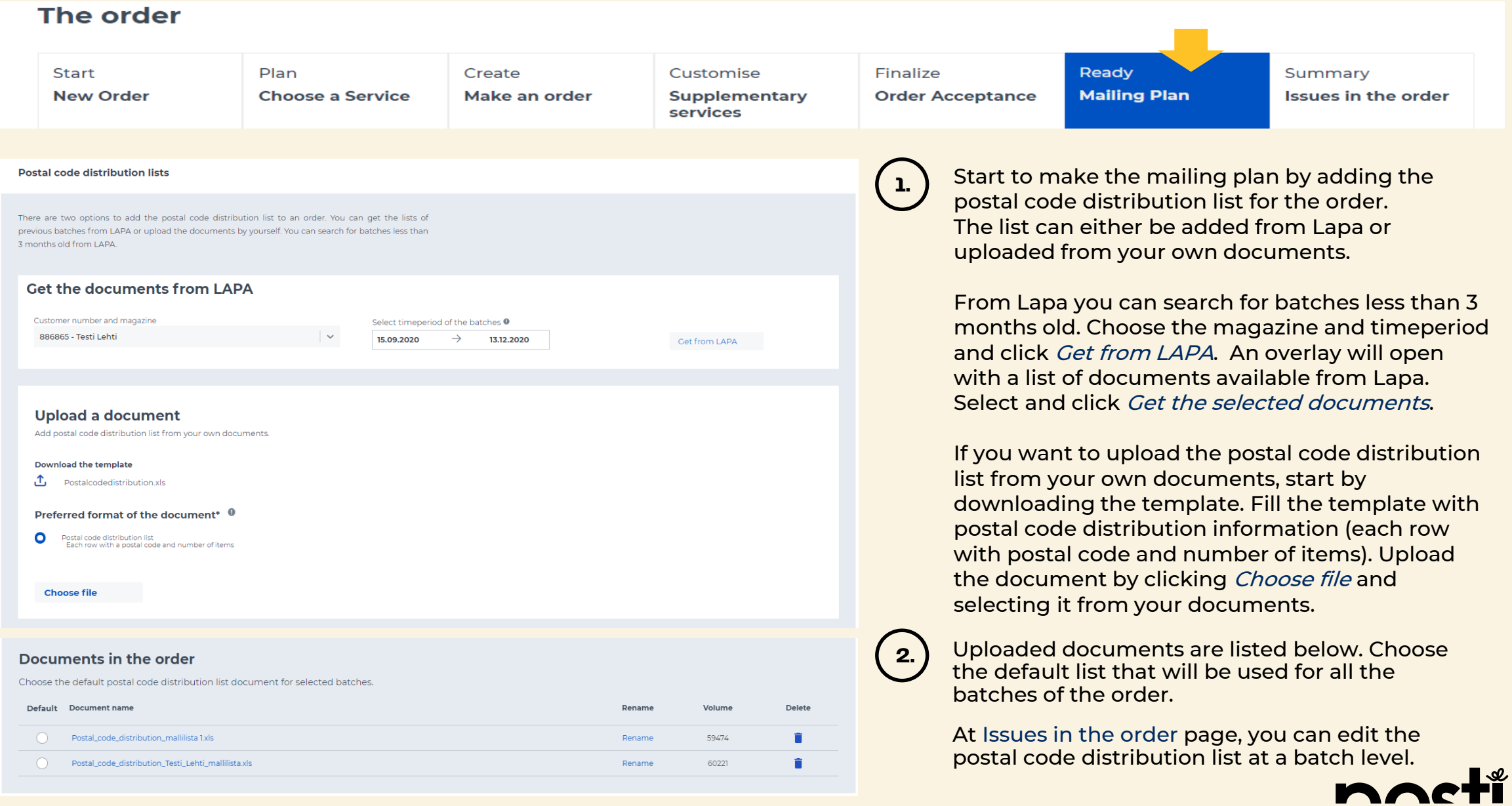
Posti Pro

How to make a mailing plan

Magazine Pro
Economy Publication



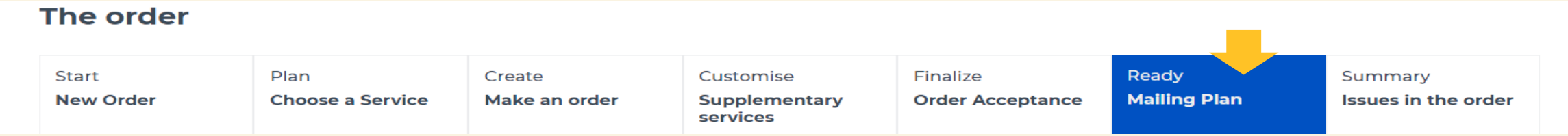
1. Start to make the mailing plan by adding the postal code distribution list for the order. The list can either be added from Lapa or uploaded from your own documents.

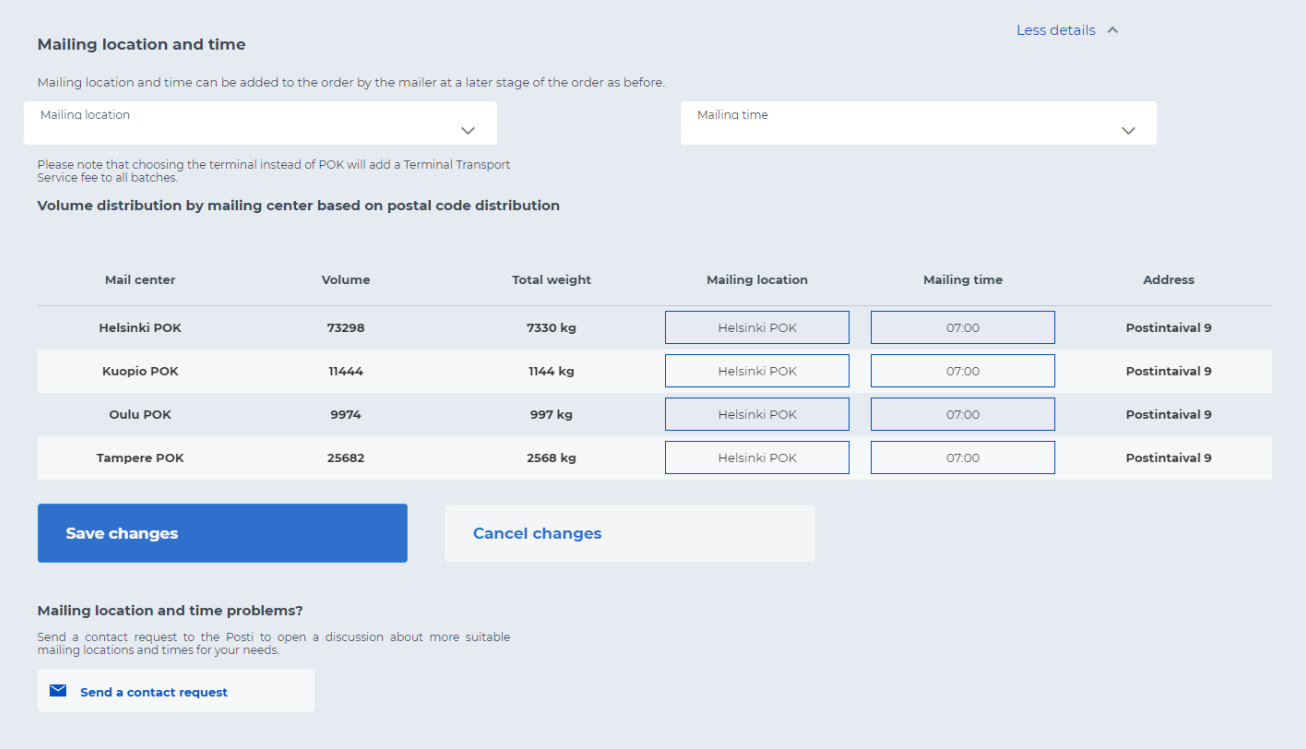
From Lapa you can search for batches less than 3 months old. Choose the magazine and timeperiod and click *Get from LAPA*. An overlay will open with a list of documents available from Lapa. Select and click *Get the selected documents*.

If you want to upload the postal code distribution list from your own documents, start by downloading the template. Fill the template with postal code distribution information (each row with postal code and number of items). Upload the document by clicking *Choose file* and selecting it from your documents.

2. Uploaded documents are listed below. Choose the default list that will be used for all the batches of the order.

At Issues in the order page, you can edit the postal code distribution list at a batch level.





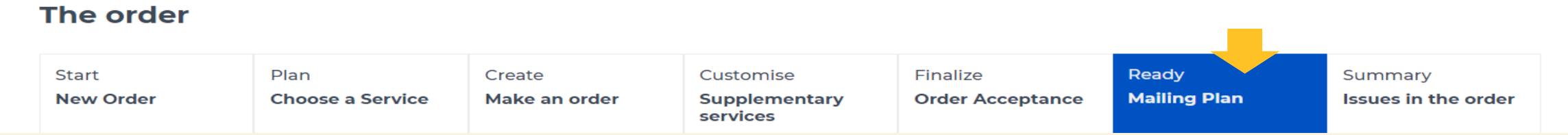
3. After adding the postal code distribution list you can continue to select mailing location and time.

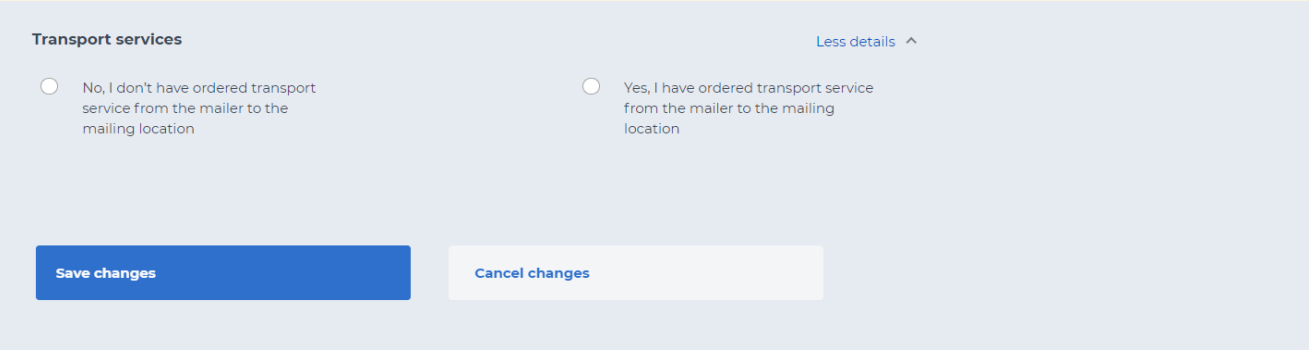
Choose the preferred mailing location and time from the dropdown. The information is copied to all mail centers.

Mailing location and time can be edited also at mail center level. In this section you can see the volume distribution by mailing center and the fields for editing mailing location and time for each mail center.

If non of the options for mailing location and time suit your needs, you can select Other and send a contact request to the Posti by clicking *Send a contact request*. Unapproved requests are shown in red.

Please remember to save all changes and after sending the contact request save again.



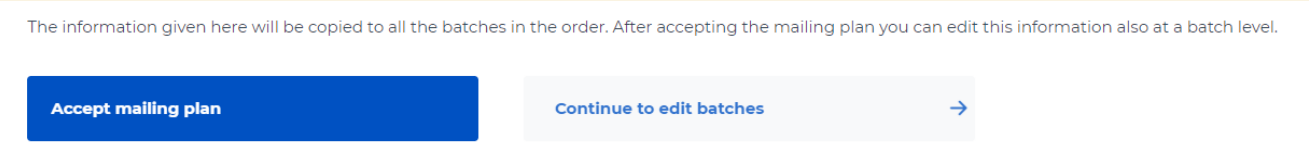


4. While making the mailing plan you can also add information about transport services from the mailer to the mailing location.

If you have ordered transport service, you can tell the transport time here by clicking *Yes*.

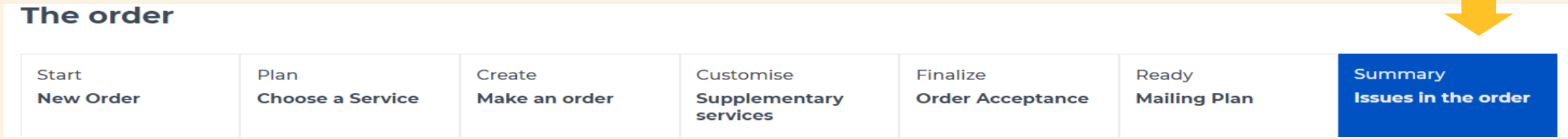
If you don't have ordered transport service, you can send a contact request to the Posti for an offer for one by clicking *No* and *Send a contact request*.

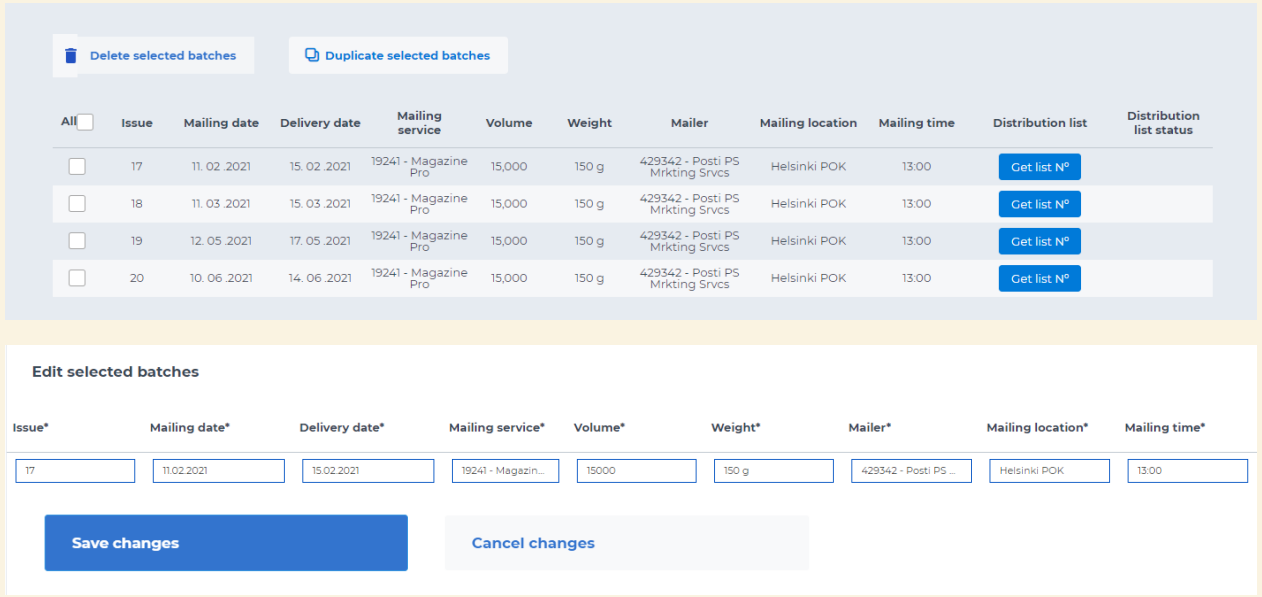
This section is not mandatory, and it can be left unfilled while making the order.



5. After all requered information has been added, you can accept the mailing plan by clicking *Accept mailing plan.*

You can then continue to all batches of the order list by clicking *Continue to edit batches.*





6. On the list you can see all the batches (issues) in the 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”).
If needed, you can get distribution list number by clicking *Get list no* straight on the list.

Information 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.

At this page you can edit one or multiple or all batches, and all the details regarding the order and the batches.

How to edit batches is covered in detail in a separate instruction material. There we will go through cases such as:

- Double issues numbering
- Magazine B-numbers
- Batches where batch size or measurements are different from the norm
- Postal code distribution and mailing location and time editing.

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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