

PTP

Free Internet application.
The service is available 24/7.

PTP in a nutshell

Who is it for?

For ordering large, recurring publication and advertisement deliveries and for preparing mailing plans

Why?

You can prepare annual publication plans and order marketing deliveries well in advance in order to obtain the best price for your items.

Other benefits

A free Internet application.

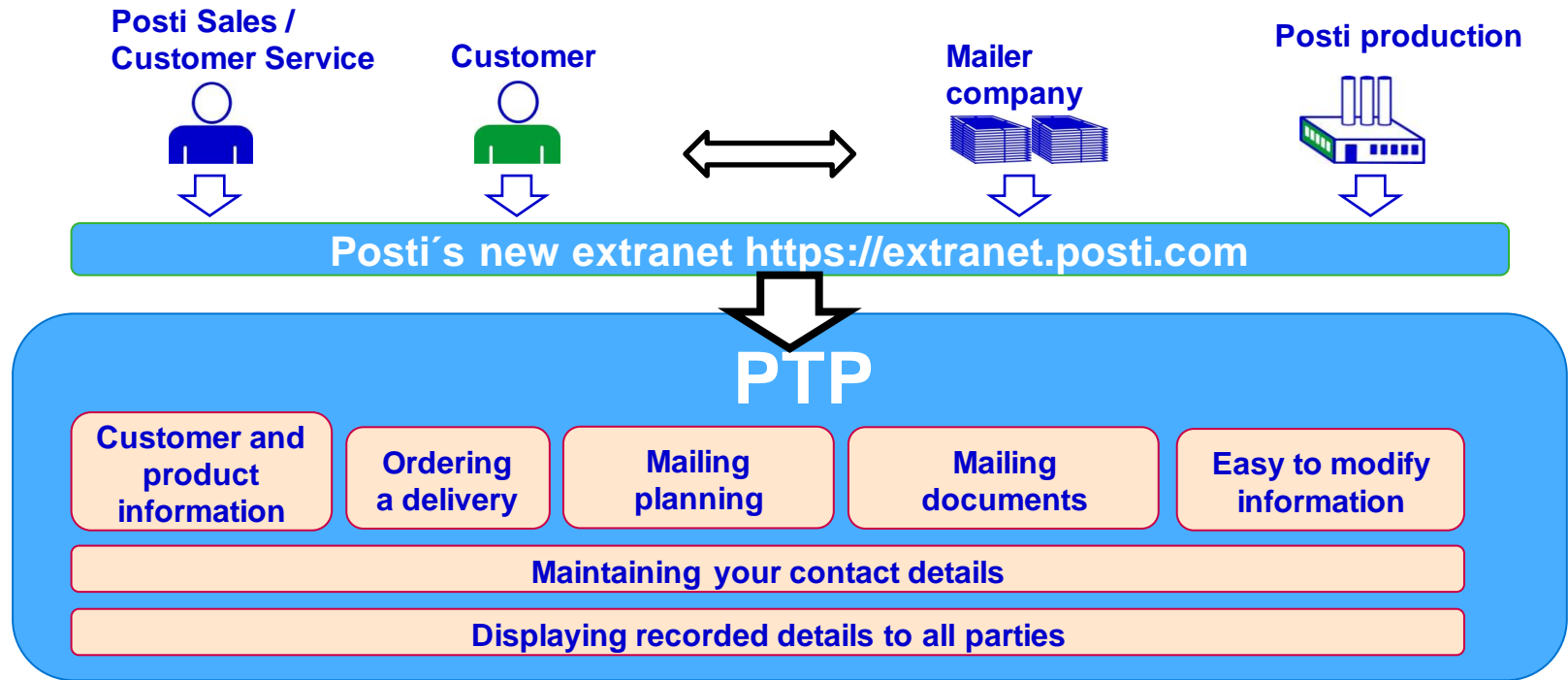
The service is available 24/7.

Guides and helps mailing work.

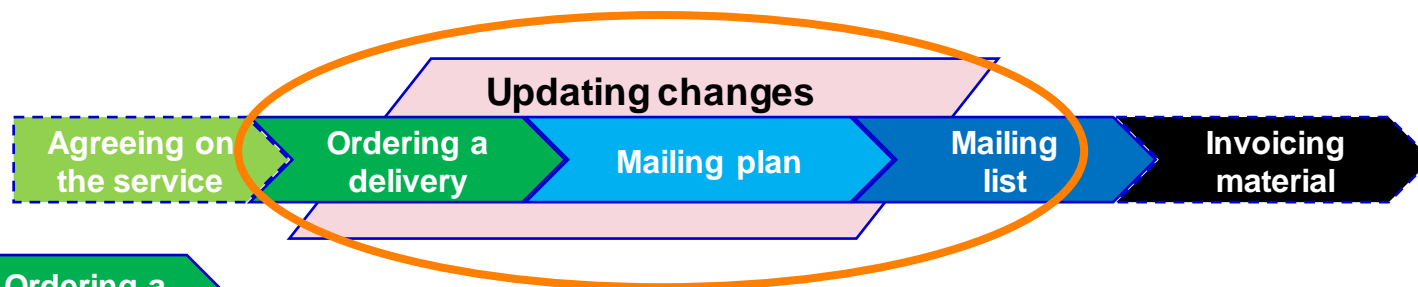
Matters concerning ordering and mailing are visible to all parties.

What is PTP?

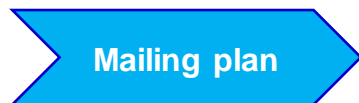
- PTP is a free Internet application, which is intended for use by our contract customers. PTP is available through our Extranet services 24/7.
- Through PTP, you can easily order large, recurring publication and advertisement mailings, and your mailer company can also use it for creating mailing plans 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.



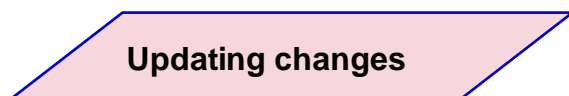
What is PTP used for?



- As an ordering customer, you can display on PTP the annual publishing plan for your publication and order advertisement deliveries for each batch or for the whole year.
- You can determine delivery time, delivery items, delivery area and the mailer.

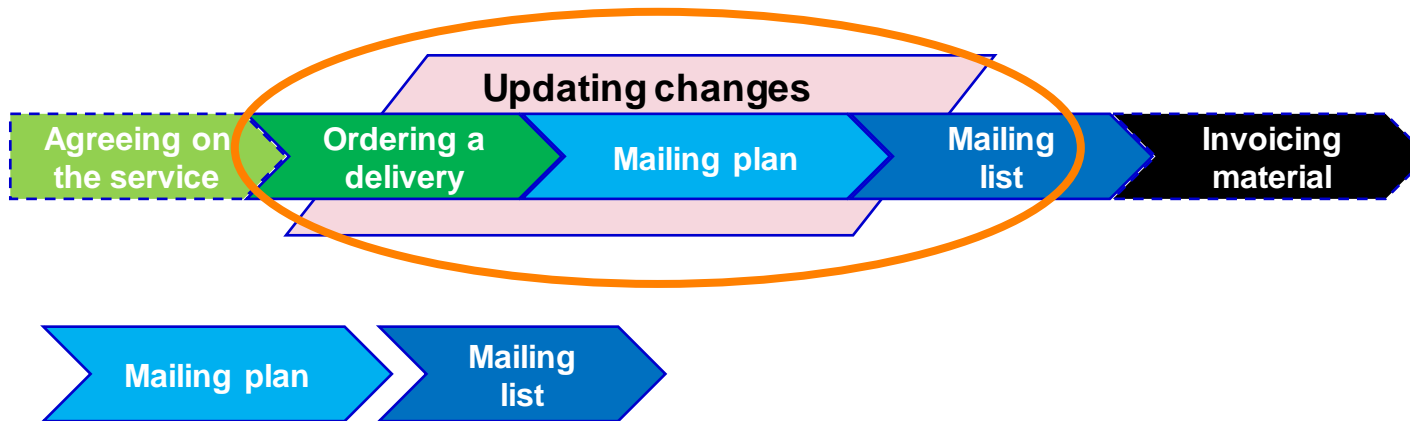


- As the mailer company selected by the customer, you can complement a completed order/preliminary information with details concerning mailing:
- The transport units to be used, bundle sizes, posting places (if available)



- The customer and the mailer company can easily update the information before posting time.

What is shown on PTP?



- After the acceptance of the mailing plan, PTP forms batch-specific information for each ordered delivery day, and the information is displayed to the users of PTP.
- the mailer company's information, content of mailing, and the bundling and transport units used
- mailing batch posting place and time according to unidirectional mailing batch
- In addition, a more detailed unitizing proposal and an Excel table showing the quantities to be delivered according to postal code (only displayed for the main product) can also be printed.
- The information displayed on the screen can easily be changed using the 'Edit' function.
- When the mailing of the mailing batch is approaching, PTP desktop transfers the mailing information onto an electronic mailing list for invoicing; as the mailer company, you can determine the transfer date.
- The subscriber customer, the mailer company and Posti have a simultaneous view on PTP information.

Deployment of PTP

- PTP is intended for use by our 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. Fill in and send the electronic form from the address:
- <http://www.posti.fi/business/forms/extranetorder.html>
- 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.

Roles and tasks of PTP



General role descriptions of PTP

Publisher / Customer

Posti Sales and
Customer Service

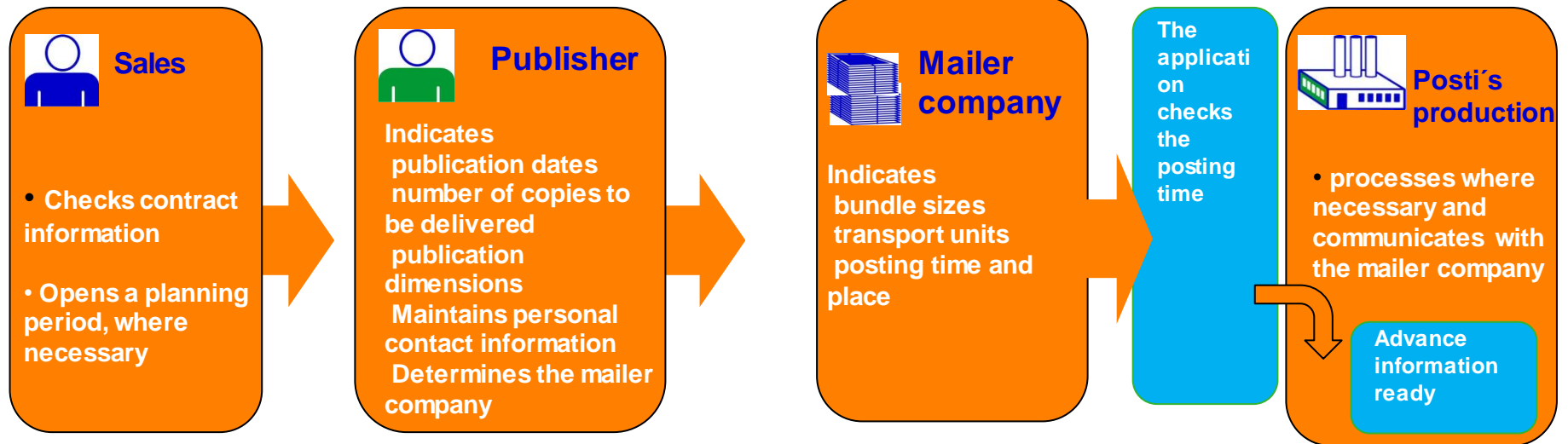
Mailer company

Posti's production

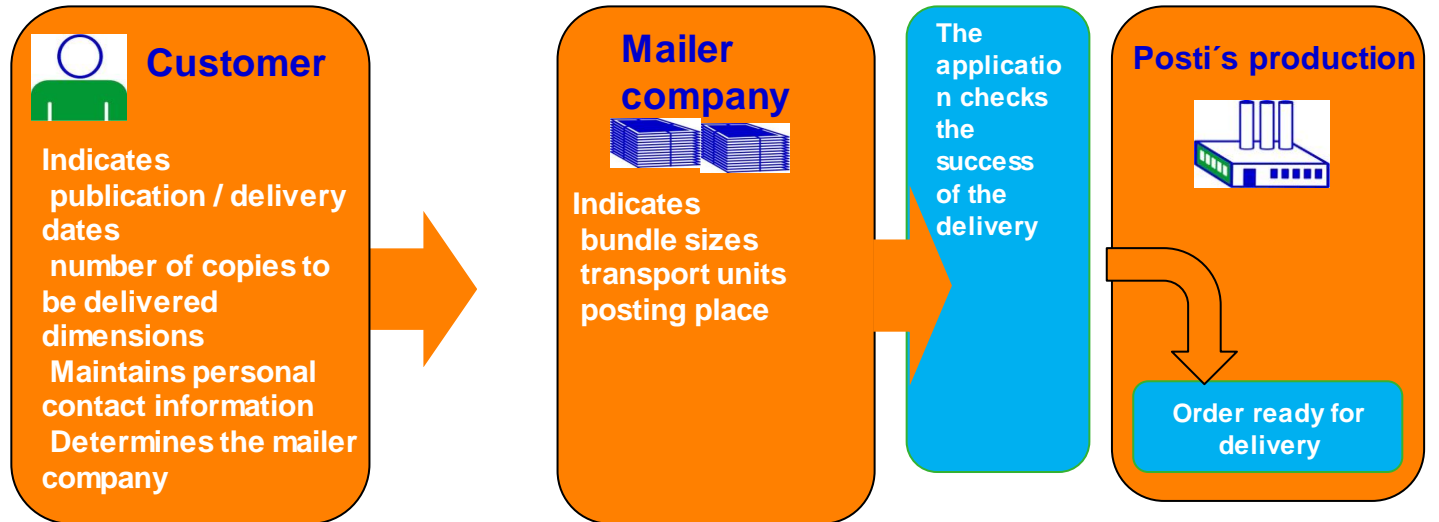
PTP

- Maintaining your contact details
- Reporting publication-specific advance information
- Filling in information related to ordering an advertisement delivery
- Authorizing the mailer company
- Approving advance information
- Activating a new planning period, where necessary
- Responding to and guiding corporate customer contact requests
- Determining mailing information (dimensions, bundling information and the units used) based on the authorizations granted to the mailer company
- Agreeing on the mailing batch posting time with Itella's production, where necessary
- Maintaining your contact details
- Agreeing on a differing posting time and place, where necessary
- Generating unitizing guidelines for mailing based on the information received
- Transferring mailing batch information to an electronic mailing list for invoicing

Reporting the publication's advance information



Ordering an advertisement delivery





Publisher's / Customer's tasks

- Preparing a publication's annual plan or making an advertisement delivery order
- Publication dates are indicated using the calendar functionality
- Using the generated 'Publication date' rule or by entering the dates in the calendar one at a time.
- The quantities to be delivered are entered from a separate Excel table
- Batch quantities indicated according to postal code or the subscriber register in table form
- Dimensions and weight of the item to be delivered (length x width x thickness + weight)
- Selects the item's mailer company (authorization) and the invoicing address
- Approves advance information or an advertisement delivery order electronically
- Updating the necessary information if it changes
- Maintaining the company's contact details
- Shows the mailing plan of its selected mailer company



Mailer company's tasks:

- Complementing/updating information on the received mailing batch
- Checks item size information (length x width x thickness + weight)
- Adds the bundling information it has used, and transport unit information
- Immediately sees the posting place and time presented by Itella
- Can propose a change to the posting time and/or place (service-specific possibility)
- Electronically approves the mailing plan displayed
- Seeks to use the unitizing proposal generated by the system
- Maintains the company's contact details
- View of customer-made advance information/order information
- The system generates complete mailing list rows for each mailing batch at the time that the mailer company has determined in the system (default 6 days before posting)



Further information:

www.posti.fi

Customer service

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posti