

Free Distribution Paper (Home Direct Premium) Ordering the service

Electronic service channels

PTP

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Basic requirements for the Home Direct Premium product

- **The delivery of Free Distribution Papers is implemented** as the Home Direct Premium service and related supplementary services
- **Delivery days and posting days in 2016**
 - Delivery on **Tuesday** (posting day is the previous Friday for 02 speed, Monday for 01 speed)
 - Delivery on **Thursday** (posting day is the previous Tuesday for 02 speed, Wednesday for 01 speed)
 - Delivery on **Friday** (posting day is the previous Wednesday for 02 speed, Thursday for 01 speed)
- **Posting place**
 - The posting locations are postal centers and Posti terminals (orders that include speed 01)
Small batches can also be posted at Posti shops
- **Addressees and minimum order quantity**
 - Orders must be for an entire postal code area
The target group can be selected, households (Finnish/Swedish), full delivery, public announcement, single-family houses
- **Size requirements for shipments to be delivered**
 - Minimum size 90 x 135 mm
Maximum size 320 x 353 x 5 mm (320 x 470 x 30 allowed, requires an order for the supplementary folding service)
Shipment item weight 5–200 g
- **Delivery ordering times and order confirmation**
 - Orders must be placed at least two days before the delivery date.
 - The order will be accepted for delivery if the delivery capacity required for the order is available

Begin by checking your publication's contact details

Check your company's contact details by **clicking** the name of your company in the **"Julkaisut" (Publications)** menu.

Indicate the details of your company's contact persons at "Yhteystiedot" (Contact details). Their details will then be allocated to the publications they are responsible for.

The screenshot shows the 'Julkaisut' menu with 'Posti Oy 133' selected. The 'Asiakastiedot' form is displayed, showing the following information:

- Nimi: Posti Oy
- Asiakasnumero: 1331
- Jakeluosoite: [Empty]
- Postinumero: [Empty]
- Postitoimipaikka: POSTI

The 'Yhteystiedot' (Contact details) section is also visible, showing a list of contact persons:

Nimi	Tehtävä/asema	Puhelin	Sähköposti	Lisätietoja	Muokkaa
Antti			ptp@posti.com		Postista

We recommend that you indicate your company's contact person for each publication.

Click the name of your publication to view publication-specific information.

The screenshot shows the 'Julkaisut' menu with 'Posti Oy 133' selected. The 'Lehden perustiedot' page is displayed, showing the 'Yhteystiedot' section:

Nimi	Tehtävä/asema	Puhelin	Sähköposti	Lisätietoja	Muokkaa
Antti			ptp@posti.com		Postista

At **"Asiakkaan yhteystiedot" (Customer's contact details)** on the **"Lehden Perustiedot" (Publication's basic information)** page, you can enter the details of your company's contact person for the publication by **selecting the person from the list** and clicking **"Tallenna" (Save)**.

- IF the name of the person is not shown on the list, add it by **clicking "Muokkaa yhteystietoja asiakkaan perustietosivulla" (Edit contact details on the customer's basic information page)**.

The screenshot shows the 'Lehden perustiedot' page with the 'Asiakkaan yhteystiedot' section expanded. The 'Yhteystiedot' section is visible, showing the following information:

- Nimi: Posti Oy, asiakasnumero 133909
- Tehtävä/asema: [Empty]
- Puhelin: [Empty]
- Sähköposti: [Empty]

The 'Muokkaa yhteystietoja asiakkaan perustietosivulla' button is highlighted.

Start entering advance information

Click “Julkaisut” (Publications) at the top of the page.

From “Julkaisut” (Publications) on the left side of the page, **select** the publication under your company for which the delivery’s advance information is entered. **Click** the name of the publication to access its basic information page.



The information for the publication can be displayed on the publication’s basic information page in two different ways depending on whether you currently have a valid plan in place.

A valid plan is already in place:

At “Voimassa oleva suunnitelma” (Valid plan) in the “Ennakkotiedot” (Advance information) section, **Click** the “Ennakkotiedot” (Advance information) link to enter the delivery order information for the planning period.

Nimi	Jakso	Eräpäivä	Vastuussa	Suunnitelman tila
Ennakkotiedot	24.9.2015 – 31.12.2015		Posti Oy	<input type="checkbox"/> Julkaisijan suunniteltavana

No valid plan in place for this year:

Click the “Uudet ennakkotiedot” (New advance information) link in the “Ennakkotiedot” (Advance information) section.

Nimi	Jakso	Suunniteltavana
2015	1.1.2015 – 31.12.2015	5.11.2014 – 31.12.2014

Ordering: period and the service to be used

On the "Ennakkotiedot" (Advance information) page you can enter advance information concerning your delivery service order.

Click the "Muokkaa" (Edit) button at the top of the page to select the period and the product to be used.

Ennakkotiedot : 2015

Suunnitelman numero: 1872525 Jakelupalvelu: Ei valittu
Postituksen nimi: AA_uusi jakelu
Suunnitelman tila: Asiakkaan suunniteltavana
Suunniteltava jakso: 21.9.2015 – 31.12.2015
Kuitattava valmiiksi viimeistään:

Muokkaa

Select a period of time for the planning period (current day as start date and the desired date as end date).

As the delivery service, **select one product in the selection list.**

The most commonly used delivery service for a Free Distribution Paper is Home Direct Premium, meaning it is delivered separately. Click "Hyväksy" (Accept) to confirm your selection. The "Peruuta" (Cancel) option will return you to the "Ennakkotiedot" (Advance information) page.

Suunnitelman numero: 1872525
Postituksen nimi: AA_uusi jakelu
Suunnitelman tila: Asiakkaan suunniteltavana
Suunniteltava jakso: 21.9.2015 – 31.12.2015
Kuitattava valmiiksi viimeistään:

Jakelupalvelu: Valitse yksi
12911 Asiakassuora
16605 Kotisuora
16573 Kotisuora, Premium
12912 Tiiseri

Tallenna Peruuta

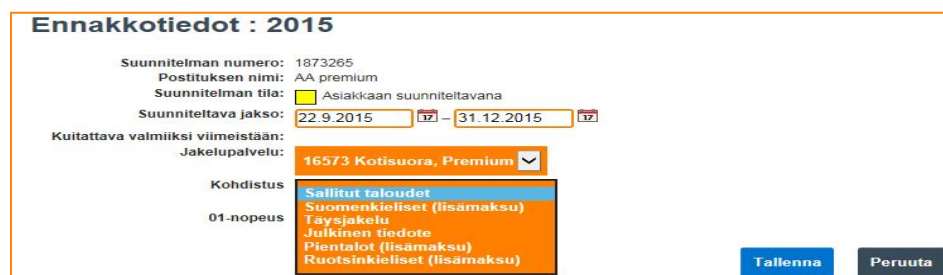
NOTE: If you wish to have your Free Distribution Paper delivered using the Home Direct service, i.e. in the Postinen delivery bundle, select Home Direct as the service.

Then read the more detailed ordering instructions → **Ordering the Home Direct service**

Ordering: delivery targeting and 01 speed

Once you have selected the **Home Direct Premium** service, a window will be displayed for targeting the delivery you are ordering. The default is *"Sallitut taloudet"* (Allowed households). Confirm the default option or select your targeting option from the list. **Click "Tallenna" (Save)** to confirm your selection. Click *"Peruuta"* (Cancel) to return to the *"Ennakkotiedot"* (Advance information) page.

Your targeting choice will apply to all of the mailing batches in your order. You can change the targeting option for individual mailing batches on the *"lähetysrän tiedot"* (mailing batch information) page.



The screenshot shows the 'Ennakkotiedot : 2015' form. It includes fields for 'Suunnitelman numero: 1873265', 'Postituksen nimi: AA premium', 'Suunnitelman tili: Asiakkaan suunniteltavana', and 'Suunniteltava jakso: 22.9.2015 - 31.12.2015'. The 'Kuitattava valmiiksi viimeistään:' field is empty. The 'Jakelupalvelu:' dropdown is set to '16573 Kotisuora, Premium'. The 'Kohdistus' dropdown is open, showing options: 'Sallitut taloudet' (selected), 'Suomenkieliset (lisamaksu)', 'Täysjakelu', 'Julkinen tiedote', 'Pientalot (lisamaksu)', and 'Ruotsinkieliset (lisamaksu)'. There are 'Tallenna' and 'Peruuta' buttons at the bottom right.

NOTE!

If you select the Home Direct service for your publication, targeting will not be available. Instead, your publication will be delivered to allowed households.

In addition to targeting, you can also select the 01 speed for your shipment, which will then apply to all of the mailing batches in your order. You can change the targeting option for individual mailing batches on the *"lähetysrän tiedot"* (mailing batch information) page. **Click "Tallenna" (Save)** to confirm your selection. Click *"Peruuta"* (Cancel) to return to the *"Ennakkotiedot"* (Advance information) page.

In addition to selecting the 01 speed, you can enter an info code and/or a usage code for the expedited service.



The screenshot shows the 'Kuitattava valmiiksi viimeistään:' form. It includes fields for 'Jakelupalvelu: 16573 Kotisuora, Premium', 'Kohdistus: Täysjakelu', and '01-nopeus' which is checked. There are empty fields for 'Infokoodi' and 'Käyttötunnus'. A red box highlights the '01-nopeus' checkbox, and a red arrow points to the 'Infokoodi' field. There are 'Tallenna' and 'Peruuta' buttons at the bottom right.

NOTE!

If you select the Home Direct service for your publication, the 01 speed will not be available. Instead, your posting day will be determined according to your selected delivery day.

Ordering: entering item dimensions


Click the “*Muokkaa tietoja*” (Edit information) link at “*Mitat*”(Dimensions) on the “*Ennakkotiedot*” (Advance information) page to enter the dimensions and weight of your item.

Mitat	
Kimputetun kappaleen pituus: mm	Tila: Täydennä tiedot
Kimputetun kappaleen leveys: mm	Päivitetty: 21.9.2015 14:35
Kimputetun kappaleen paksuus: mm	Päivittäjä: Asiakas 2015
Keskimääräinen paino: g / kpl	Organisaatio: Asiakas 2015
Muokkaa tietoja	

At “*Mitat*” (Dimensions), enter the length, width, thickness and unit weight of the item.

Dimensions and weight are compulsory information when ordering. If the maximum dimensions of your item exceed 250x353, the item must be brought to Posti folded, or you must purchase the supplementary Folding service.

You can change the information later if the dimensions or weight of your item change from the ordering time.

Mitat		
Kimputetun kappaleen pituus: <input type="text"/> mm		Vähimmäiskoko 90 × 135 mm Maksimikoko 320 × 470 × 30 mm
Kimputetun kappaleen leveys: <input type="text"/> mm		
Kimputetun kappaleen paksuus: <input type="text"/> mm		
Kappalepaino <input type="text"/> g / kpl		
Tallenna Peruuta		

Click “*Tallenna*” (Save) to confirm your selection. The “*Peruuta*” (Cancel) option will return you to the “*Ennakkotiedot*” (Advance information) page. Confirmation changes the status of the information to “OK”.

Ordering: Indicating delivery dates

The delivery dates for your publication are indicated at “*Jakelukerrat*” (*Delivery dates*) on the “*Ennakkotiedot*” (*Advance information*) page. **Click** “*Ilmoita jakelukerrat*” (*Enter delivery times*) link (you can indicate a single date or multiple dates) Click the “*Tarkastele jakelukertoja*” (*View delivery times*) link to see the delivery dates you have entered.



To enter (one or more) delivery times, **click** the desired date in the calendar. The calendar will show the permitted delivery dates for the selected product on a white background. The calendar is color-coded.

Maaliskuu 2015							Huhtikuu 2015							Toukokuu 2015							Selite				
#	ma	ti	ke	to	pe	la	su	#	ma	ti	ke	to	pe	la	su	#	ma	ti	ke	to	pe	la	su		
9							1	14		1	2	3	4	5		18								15	arkkipäivä
10	2	3	4	5	6	7	8	15	6	7	8	9	10	11	12	19	4	5	6	7	8	9	10	15	arkkipäivä, ilmesty
11	9	10	11	12	13	14	15	16	13	14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	ei jakelua
12	16	17	18	19	20	21	22	17	20	21	22	23	24	25	26	21	18	19	20	21	22	23	24	15	pyhäpäivä, ei jakelua
13	23	24	25	26	27	28	29	18	27	28	29	30				22	25	26	27	28	29	30	31	15	merkitty ilmestyväksi, ei jakelua
14	30	31						19								23								15	merkitty ilmestyväksi, jakelukapasiteetti täynnä

The delivery dates for your publication can be easily indicated by using the rule generator. Just enter the rule by means of which the system will fill in the calendar for you. Click “*Seuraava*” (*Next*) to view the filled dates and finally check the pre-filled information and approve it by clicking “*Tallenna*” (*Save*).

In the window appearing on the screen after the saving of the delivery times, you can enter the numbering of the publication. By default, the first number of the planning period is 1.

You can change the default by **entering** the first number and then **clicking** “*päivitä*” (*Update*).

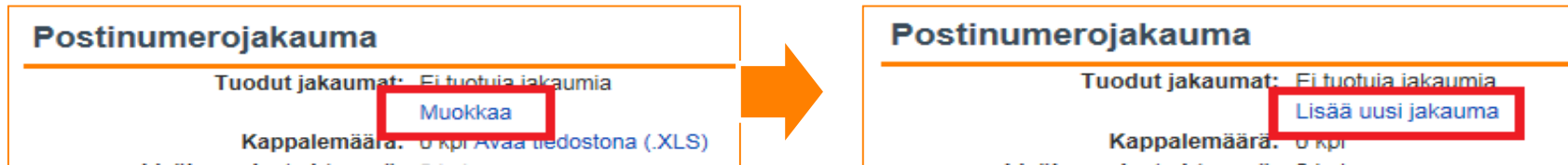


Date	Numero	Action
1.1.2016	Numero : 1	Muuta kaksoisnumeroksi
5.1.2016	Numero : 2	Muuta kaksoisnumeroksi
7.1.2016	Numero : 3	Muuta kaksoisnumeroksi

- Confirm your selection by **clicking** “*Hyväksy*” (*Accept*). The confirmed action will change the status of the information to OK.

Ordering: Indicating the delivery area according to postal code 1/3

The delivery area is indicated at “*Postinumerojakauma*” (Postal code distribution) on the “*Ennakkotiedot*” (Advance information) page by importing into the system the postal codes to be used for the delivery. Click the “*Muokkaa*” (Edit) link to start entering the information. In the window that is displayed, click the “*Lisää uusi jakauma*” (Add new distribution) link to enter the postal codes to which the delivery is allocated.



Next, indicate the content of the file to be imported. Is the shipment the same for all postal codes, or does the file include multiple versions of shipments (for example advertisements from different retailers).

Click the box on the left if all of the shipments for the order are identical.

Click the box **on the right** if your mailing batch includes multiple versions, meaning there are regional differences and you will indicate these differences by postal code.

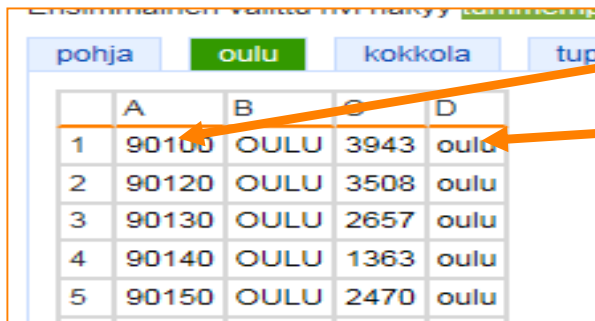


NOTE! If your mailing batch includes items of different sizes and/or weights, you need to create a separate mailing plan for each mailing batch containing different sizes/weights.

Ordering: Indicating the delivery area according to postal code 2/3

The source material from which you wish to import information into the system must be in a specific format in order to complete the import and for the information to be correct. The **"Näytä ohjeet"** (**Show instructions**) link at the top of the page contains instructions concerning the content of the material.

Click the **Browse** button to find the file that you wish to send. Once you have selected the file, click **"Seuraava"** (**Next**). A preview will be displayed to show you the content of the file you have sent.



	A	B	C	D
1	90100	OULU	3943	oulu
2	90120	OULU	3508	oulu
3	90130	OULU	2657	oulu
4	90140	OULU	1363	oulu
5	90150	OULU	2470	oulu

Click the cell in the table from which the postal codes begin.

Then click the cell from which the version information begins (if multiple versions are used).

Click **"Seuraava"** (**Next**) to proceed.

Next, you will see the content of the imported material, i.e. the number of postal codes found and the total deliverable quantity for the households found for the postal codes in question. The total quantity is also displayed for each version if you use multiple versions.

At this stage you can still change the name of the file.

Finally, click **"Hyväksy"** (**Accept**).



Jakauman yhteenveto

Postinumerojakaumalle kannattaa antaa nimi, joka kuvaa jakauman sisältöä tai ajankohtaa, jolloin tiedot on kerätty. Jos tuot lehdelle useita tiedostoja, anna kullekin oma erilainen nimensä. Oletusarvoisesti työpöytä käyttää sen tiedoston nimeä, jonka lataisit tietokoneeltasi työpöydälle.

Jakauman nimi	tilausseite_Vantaa_Tuotanto.xlsx / oulu
Postinumerojen määrä	39
Jaettavien lähetysten kokonaismäärä	88106
Versiot	Versiotunniste Kappalemäärä
	oulu 69674
	oulu ympäristö 18432

< Edellinen Seuraava > Keskeytä Hyväksy

Ordering: Indicating the delivery area according to postal code 3/3

Before the information is finalized and saved, you will see the names of the imported tables and the quantity to be delivered.

At this stage, you can still **import new tables via the “lisää uusi jakauma” (add new distribution)** link.

You DO NOT necessarily need to submit all of the postal codes for your order in a single table. You can submit them using the tables that are available to you. The system will merge the tables so that they will all apply to the same order

Click “Tallenna” (Save) when you have entered all the required information.

Postinumerojakauma

Tuodut jakaumat: tilausesiite_Vantaa_Tuotanto.xlsx / oulu (118811 kpl, tuotu 22.9.2015) Poista

[Lisää uusi jakauma](#)

Kappalemäärä: 118811 kpl

Vastaanottajat alueen:

Vyöhyke	Kpl
FIA	103819
FIB	10173
FIC	4819

[Tallenna](#) [Peruuta](#)

Next, you will see the content of the imported material by version and by price zone.

Click “Ava tiedostona” (Open as a file) to display the information in a spreadsheet.

Click “Muokkaa” (Edit) to edit the information for the postal code distribution

Postinumerojakauma

Tuodut jakaumat: tilausesiite_Vantaa_Tuotanto.xlsx / oulu (118811 kpl, tuotu 22.9.2015)

[Muokkaa](#)

Kappalemäärä: 118811 kpl [Ava tiedostona \(.XLS\)](#)

Vastaanottajat alueen:

Vyöhyke	Kpl
FIA	103819
FIB	10173
FIC	4819

Tila: **Tiedot OK**

Päivitetty: 22.9.2015 14:09

Päivittäjä: Asiakas 2015

Organisaatio: Asiakas 2015

Ordering: Selecting a mailer company

Click **"Muokkaa tietoja"** (Edit information) at **"Postittajan valinta"** (Select mailer company) on the **"Ennakkotiedot"** (Advance information) page to select a mailer company for your item.

You can also select several mailer companies or enter the mailer company's information later, if you do not have that information yet.



The screenshot shows the 'Postittajan valinta' form. The title 'Postittajan valinta' is at the top. Below it, there is a label 'Valitsemasi postittaja:' followed by a button labeled 'Muokkaa tietoja'. A red box highlights the 'Muokkaa tietoja' button. Below the button, there is a small text 'Valitsemasi postittaja voi sopia'.

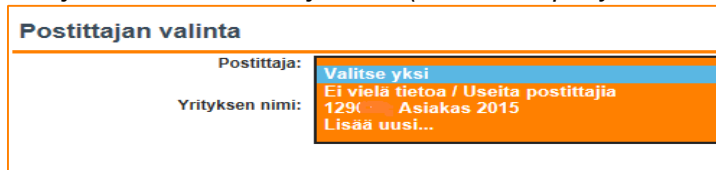
Click the down arrow at the top right of the window to display a list of options:



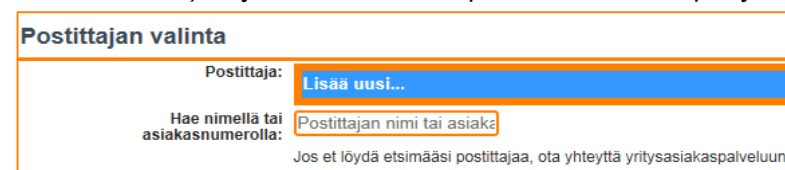
The screenshot shows the 'Postittajan valinta' form. The title 'Postittajan valinta' is at the top. Below it, there is a label 'Postittaja:' followed by a dropdown menu showing 'Ei vielä tietoa / Useita postittajia'. A red box highlights the dropdown arrow. Below the dropdown, there is a label 'Yrityksen nimi:' followed by the text 'Asiakas 2015'.

"Ei vielä tietoa/useita postittajia" (Not yet known/several mailer companies), if the mailer company is not yet known or there are several mailer companies

"Postittajan asiakasnumero ja nimi" (Mailer company's customer number and name), if you have used a specific mailer company before.



The screenshot shows the 'Postittajan valinta' form. The title 'Postittajan valinta' is at the top. Below it, there is a label 'Postittaja:' followed by a dropdown menu. The dropdown menu is open and shows four options: 'Valitse yksi', 'Ei vielä tietoa / Useita postittajia', '129 Asiakas 2015', and 'Lisää uusi...'. Below the dropdown, there is a label 'Yrityksen nimi:' followed by the text 'Asiakas 2015'.



The screenshot shows the 'Postittajan valinta' form. The title 'Postittajan valinta' is at the top. Below it, there is a label 'Postittaja:' followed by a dropdown menu showing 'Lisää uusi...'. Below the dropdown, there is a label 'Hae nimellä tai asiakasnumerolla:' followed by a search field containing 'Postittajan nimi tai asiakas'. Below the search field, there is a small text 'Jos et löydä etsimääsi postittajaa, ota yhteyttä yritysasiakaspalveluun.'

Clicking **"Lisää uusi.."** (Add new..) will display a search field for searching for a mailer company. In the search field, enter at least three letters from the customer's name or three digits from the mailer company's Posti customer number.

Click **"Tallenna"** (Save) to confirm your selection. The **"Peruuta"** (Cancel) option will return you to the **"Ennakkotiedot"** (Advance information) page.

Confirmation changes the status of the information to "OK".

Ordering: Entering invoicing address and checking order price

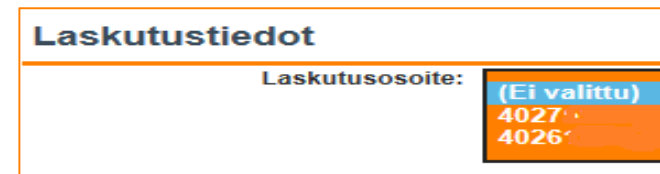
At "Laskutustiedot" (Invoicing information) on the "Ennakkotiedot" (Advance information) page, click the "Valitse osoite" (Select address) link to select the address of your delivery to which the invoice will be directed.

Click "Tallenna" (Save) to confirm your selection. The "Peruuta" (Cancel) option will return you to the "Ennakkotiedot" (Advance information) page. Confirmation changes the status of the information to "OK".



Laskutustiedot

Laskutusosoite: Valitse osoite

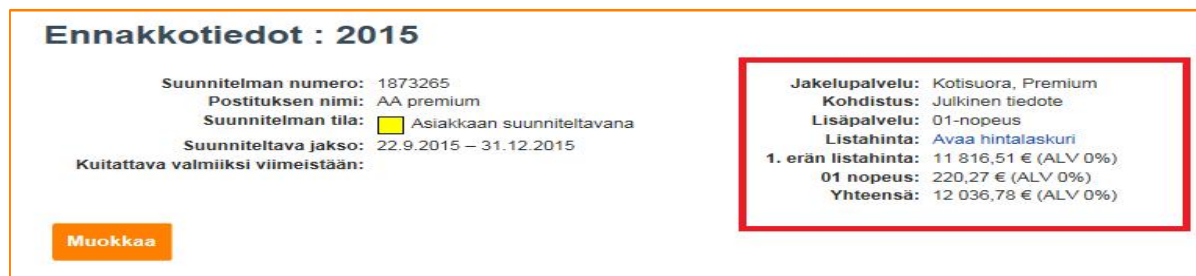


Laskutustiedot

Laskutusosoite: (Ei valittu)
4027
4026

Checking the order price

The price of the first mailing batch of your order is shown at the top right of the advance information page. You will also find a link to the price calculator there. The price calculator is a convenient tool for finding out how the price of your order changes in response to changing a value in the price calculator.



Ennakkotiedot : 2015

Suunnitelman numero: 1873265
Postituksen nimi: AA premium
Suunnitelman tila: Asiakkaan suunniteltavana
Suunniteltava jakso: 22.9.2015 – 31.12.2015
Kuitattava valmiiksi viimeistään:

Muokkaa

Jakelupalvelu:	Kotisuora, Premium
Kohdistus:	Julkinen tiedote
Lisäpalvelu:	01-nopeus
Listahinta:	Avaa hintalaskuri
1. erän listahinta:	11 816,51 € (ALV 0%)
01 nopeus:	220,27 € (ALV 0%)
Yhteensä:	12 036,78 € (ALV 0%)

Ordering: Confirming the order

You must confirm the order of the delivery by **clicking** the *"Olen ilmoittanut kaikki tiedot"* (I have entered all information) link at the bottom of the *"Ennakkotiedot"* (Advance information) page. After confirmation, the information is transferred to the mailer company, if you have specified one. The confirmation button is gray if the status of any of the information on the *"Ennakkotiedot"* (Advance information) page is in the *"Täydennä tiedot"* (Fill in information) state (red).

Posti varaa oikeuden muutoksiin esimerkiksi jakelupäivien muuttuessa tuotannollisesta syystä tai muusta perustellusta syystä.

Vahvistamalla tilauksen hyväksyt tuote-ehdot.
Voit halutessasi tarkistaa jakelun listahinnan hintalaskurin avulla.

Olen ilmoittanut kaikki tiedot Poista ennakkotiedot Sulje lomake

Finally, you will receive confirmation that you have submitted correct information for the delivery you have ordered. Click the *"Hyväksy"* (Accept) button to confirm the order and make a reservation in the marketing delivery reservation book. An e-mail message will be sent to your company's contact person regarding the order, and your authorized mailer company will receive a notification of the need to supplement the mailing plan. Both of the messages include a direct link to access the advance information.

The price of the delivery will be determined according to the reservation date.

Vahvista tilaus

Olet nyt tilaamassa markkinointijakelua. Kun klikkaat alla olevaa painiketta, teet sitovan tilauksen ja jakelun kapasiteetti varataan käyttösi. Saat ilmoituksen, jos järjestelmä ei jostain syystä voi vahvistaa tilaustasi. Tilauksen vahvistaminen saattaa kestää muutamia minutteja.

Voit myöhemmin muokata tilausta. Jos haluat perua tilauksen kokonaan, ota yhteyttä yritysasiakaspalveluun.

Vahvistamalla tilauksen hyväksyt tuote-ehdot.
Voit halutessasi tarkistaa jakelun listahinnan hintalaskurin avulla.

Hyväksy **Peruuta**

Hyvä asiakkaamme,

aaaaa on tehnyt jakelutilauksen nimellä AA_uusi jakelu. Kiitos tilauksesta, joka on nyt vahvistettu.

Voit tarkastella jakelun tietoja kirjautumalla Postittamisen työpöydälle seuraavan linkin avulla:

<https://postituspalvelu.test.itella.com/mailing/1872516?lang=fi>

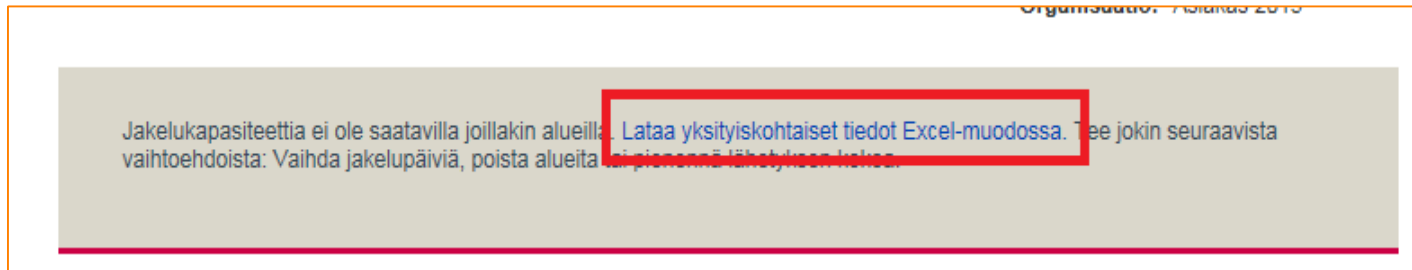
Seuraavassa vaiheessa pyydämme jakelun postittajaa hyväksymään postitussuunnitelman

Sait tämän viestin, koska sinut on merkitty organisaatiosi yhteyshenkilöksi. Jos haluat vahvistusviesti Postittamisen työpöydällä. Jos epäilet että tilaus on aiheeton, ota viipymättä yhteys yritysasiakaspalveluun.

Notification of delivery capacity being full

If there is an obstacle concerning your order, i.e. the delivery cannot be implemented as you want, a notification will be displayed.

Click the link to display a spreadsheet indicating the postal codes and delivery dates for which delivery is not possible.



	A	B	C	D	E	F
1	Postinumero	Kappalemäärä	16.10.2015	18.11.2015	18.12.2015	
2	90100	7701	Loppuunmy	Saatavilla	Loppuunmyyty	
3	90120	5376	Loppuunmy	Saatavilla	Loppuunmyyty	
4	90130	4431	Loppuunmy	Saatavilla	Loppuunmyyty	
5	90140	2095	Loppuunmy	Saatavilla	Loppuunmyyty	
6	90150	3463	Loppuunmy	Saatavilla	Loppuunmyyty	
7	90220	842	Loppuunmy	Saatavilla	Loppuunmyyty	
8	90230	4211	Loppuunmy	Saatavilla	Loppuunmyyty	
9	90240	3251	Loppuunmy	Saatavilla	Loppuunmyyty	
10	90250	4479	Loppuunmy	Saatavilla	Loppuunmyyty	
11	90310	1103	Loppuunmy	Saatavilla	Loppuunmyyty	
12	90400	1112	Loppuunmy	Saatavilla	Loppuunmyyty	
13	90410	1973	Loppuunmy	Saatavilla	Loppuunmyyty	
14	90420	4214	Loppuunmy	Saatavilla	Loppuunmyyty	
15	90440	4666	Loppuunmy	Saatavilla	Loppuunmyyty	

In the **original** spreadsheet on your computer, **remove** the postal codes and delivery dates indicated in red.

Go to “Postinumerojakauma” (Postal code distribution), remove the previously uploaded file and then upload the new file.

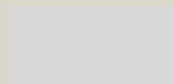
Then **click** “Tallenna” (Save).

More information:

Posti's corporate customer service

Tel: 0200 77000 (+358 200 77000),

e-mail: yritysasiakaspalvelu@posti.com



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