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Mass printing from the Online Shipping Tool

Downloading a mass printing template

1. Log in to the customer portal at portal.postnord.com.
2. On the front page of the customer portal, click on "Online Shipping Tool."
3. From the Online Shipping Tool front page, click the *"Upload files"* button in the section *"Shipping from file."*
4. From the page that then opens, download the mass printing template as an Excel file in .xlsx or CSV format, by selecting either *"XLSX"* or *"CSV."*

## Creating a template for mass printing

The Online Shipping Tool determines the service used for mass printing based on the template fed to the Excel file. For this, you must create a template in the Online Shipping Tool.

1. In the menu on the Online Shipping Tool's front page, click on *"Recipients."*
2. Click the *"Export file"* button, from along the top edge of the *"Recipients"* tab, and in the window that opens select the *"Export as xlsx"* option. Click the *"Export file"* button and save the Excel file to your computer.
3. Complete the template with the recipient information.
4. In the menu on the Online Shipping Tool's front page, click on *"Recipients."*
5. Click the *"Import file"* button from the top edge of the *Recipients* tab, select from your computer's files the address file you prepared via the Online Shipping Tool's template, and click on *"Upload file."*

Completing a mass printing template

Sections in bold contain compulsory fields.

1. In the mass printing template's *"Template"* column, give the name of the template created in the Online Shipping Tool. This determines the service used for the parcel. In the picture below, you can see the templates on the Online Shipping Tool's *"Templates"* page that correspond to the mass printing template.
2. In the *"Quantity"* column, state the number of parcels to be shipped.

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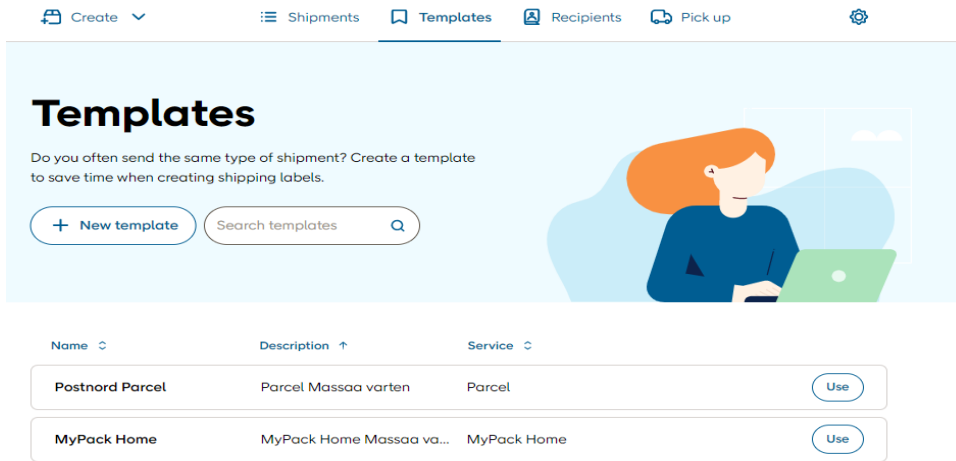
3. In the next columns, add the recipients' **names**. If you are sending parcels to Private recipients, use columns with the header *"Private only."* Correspondingly, if you are sending parcels to Company recipients, use columns with the header *"Company only."*

Receiver First and last name (Private only)	Receiver C/O (Private only)	Receiver Company name (Company only)	Receiver Attn (Company only)
Testi Testinen			
Testi Testinen			
		Testi Oy	Testiina Testinen

4. In the following columns, add the recipients' e-mail addresses, **country codes for the telephone numbers**, **telephone numbers**, and **postal addresses**.

Receiver E-mail	Receiver Phone country code	Receiver Phone	Receiver Address 1	Receiver Address 2
esimerkki@esimerkki.com	358	123456789	Testitie 1	
esimerkki@esimerkki.com	358	123456789	Testitie 1	
esimerkki@esimerkki.com	358	123456789	Testikatu 1	

5. In the remaining columns, add door-entry codes if needed, **post codes**, **cities**, **country codes**, and any references and product descriptions.

Receiver Door Code	Receiver Postal	Receiver Postal city	Receiver Country code	Shipment reference	Shipment description
9999	01530	Vantaa	FI		
	01530	Vantaa	FI		
1909	01600	Vantaa	FI	Kolli 1	Tarvikkeita

Saving a completed mass printing template in the Online Shipping Tool

1. From the Online Shipping Tool front page, click the *"Import"* button in the section *"Import shipments from printing file."*
2. Select the completed mass printing template from your computer by dropping it in the blue area reserved for this purpose or by clicking on *"choose file."* Once the file has been uploaded and is displayed against a green background, continue by clicking the *"Confirm order"* button.
3. Once mass printing has been successfully completed, the message *"Order confirmed!"* is displayed. You can find the mass-printed address

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cards in *"Shipments."* Print all

address cards at the same time by clicking the *"Print order"* button in the *"Shipments"* section.

Error messages

If the completed mass printing template contains errors, the system displays an error message when the file is being uploaded. The system indicates the location of the errors in the mass printing template. A common error is having a recipient name with too many characters. The maximum number of characters is 35. Correct the errors in the original address file, and upload it to the Online Shipping Tool again, in the manner described above.