

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. On the Online Shipping Tool homepage, click *Labels from file* or select *Shipping labels from file* from the drop-down menu.
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 on the basis of the template fed to the Excel file. For this, you must first create a template in the Online Shipping Tool.

1. Click *Templates* in the top menu on the Online Shipping Tool homepage.
2. Click the *New Template* button.
3. Give a name for the template, which you will then use in the *Template*-column of the template Excel file.
4. Select the correct service for which you want to create a template from the drop-down menu.
5. Next, select the sender of the shipment. You can create a new sender address by clicking *Add New Sender*, or you can search for an existing address from the drop-down menu.
6. Leave the recipient-field blank. These are automatically filled in based on the complete Excel file.
7. Next, enter the dimensions and weight of the shipment and select any additional services if necessary.
8. You can then save the template.

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 you just 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.

Luo lähetykset
Lähettykset
Mallipohjat
Osoitteet
Nouto

Mallipohjat

Käytä mallipohjaa luodessasi lähetyksen

+ Uusi mallipohja

Search shipping templates

Nimi	Kuvaus	Palvelu
Noutopistepaketti		MyPack Collect
Parcel yritykselle		Parcel
Kotiinkuljetuspaketti		MyPack Home

Template	Quantity
Kotiinkuljetuspaketti	1
Noutopistepaketti	1
Parcel yritykselle	1

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

6. Remember to save the completed Excel file on your computer.

Saving a completed mass printing template in the Online Shipping Tool

1. On the Online Shipping Tool homepage, click *Labels from file* or select *Shipping labels from file* from the drop-down menu.
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 “*select 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 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.