

USER GUIDE FOR WEBSTORE

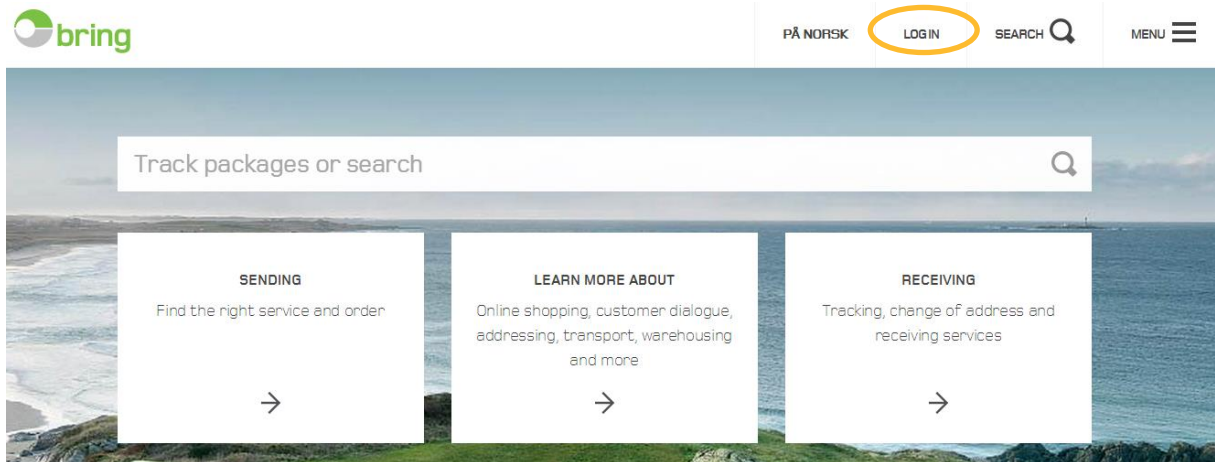
PRIOR NOTIFICATION AND UPLOADING OF POSTCODE FILES

Mail with identical formats and Newspapers to subscribers

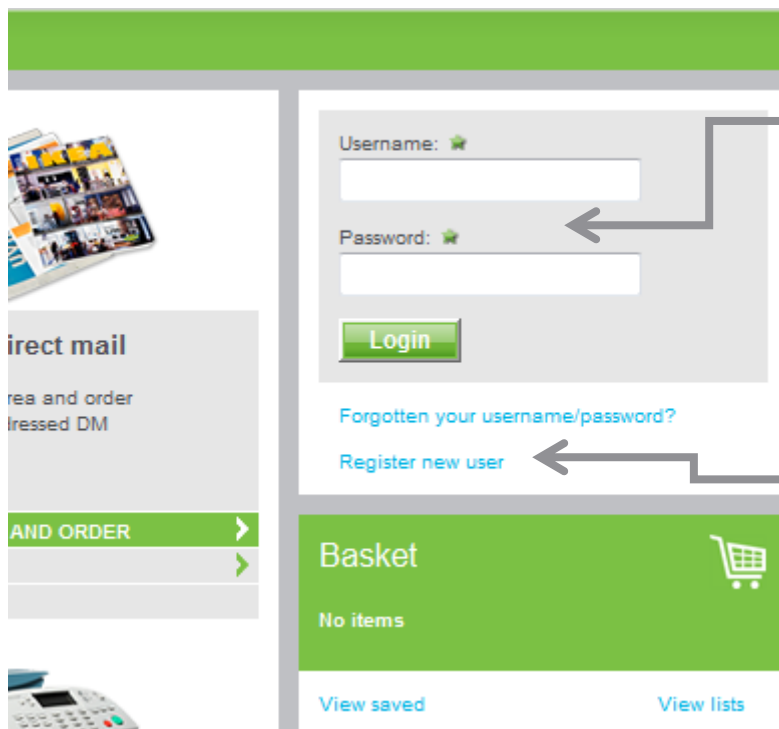
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1. Log in to the webstore

Log in or register as new user at bring.no/english



Where do you want to sign in?



Log in with your username and password







New to our webstore?

Please fill in the required fields to register as a new user. You will receive an e-mail to confirm your registration and are ready to register your prior notification or make an order.

2. Register a prior notification.

Mail - identical formats

ORDER MY PROFILE AGREEMENTS REPORTS & ORDERS OVERVIEW

 Mail - identical format Addressed direct mail, letters, magazines and similar CALCULATE PRICE AND ORDER > PRIOR NOTIFICATION > PART MAILING >	 Mail - varying sizes Addressed mail of varying weight and format CALCULATE PRICE AND ORDER >	 Unaddressed direct mail Select distribution area and order distribution of unaddressed DM CALCULATE PRICE AND ORDER >
 Newspapers to subscribers Minimum once a week in 48 of the weeks in a year CALCULATE PRICE AND ORDER > NEWSPAPER MAILING PLAN >	 Small packets Small packets up to 2 kg as letter post CALCULATE PRICE AND ORDER >	 Refill your franking meter here CALCULATE PRICE AND ORDER >

Select
Prior notification

Add a new prior notification or change an existing notification

Prior notification

A discount is granted when a prior notification of minimum 1.000 large items or 50.000 small items has been registered minimum 15 workdays before the handing-in date.

Postcode files

Postcode files related to the individual prior notification must be uploaded no later than 5 workdays before handing-in date. Applies when at least 5.000 large or 50.000 small items.

For items without envelopes, open or plastic wrapped a discount can be given regardless of a prior notification, provided registration and uploading of postcode files no later than 5 workdays before handing-in date. Applies for a minimum of 5.000 small or 5.000 large items as B-Economy.

Back
Create new prior notification

Prior notification with part mailing

You have registered the following prior notifications

The list shows your prior notifications of mailings still not handed in. Your order will automatically be created according to the registered prior notification and a consignment is sent to you by email the day before handing-in date.

Please note that changes in number by more than +/- 15%, handing-in date, handing-in point, delivery speed or format during the period from 15 to no later than 5 working days prior to the handing-in date, the discount rate will be reduced

The discount rate is not reduced when the number of items deviates with less than +/- 15%, when the weight deviates or if you change between machineable/non-machineable items.

If the handing-in is not in accordance with the registered prior notification or not changed by the deadline, the discount will be cancelled.

Show customer/production partner: 1 TESTKUNDE EKSTERN NORSK

[Download a more detailed version of the list below in Excel format](#)

Reference	Invoiced to	Reg. date	Handing-in date	Business days until handing-in	Copy	Delete
3302830 - jan test	TESTKUNDE EKSTE...	09.01.2015	09.02.2015	4		
3200714 - 4579686+	TESTKUNDE EKSTE...	01.12.2014	10.02.2015	5		
3311802 - saa test vekt to linjer	TESTKUNDE EKSTE...	13.01.2015	10.02.2015	5		
3311831 - saa test two lines weight	TESTKUNDE EKSTE...	13.01.2015	10.02.2015	5		
3097262 - Test 2015	TESTKUNDE EKSTE...	21.10.2014	13.02.2015	8		

Create an ordinary prior notification

Part mailings? Create a prior notification for a part mailing

Already registered prior notifications

Please note the yellow triangle, indicating that the postcode file is not uploaded

Register your prior notification:

Register prior notification > Handing-in details > Confirm the prior notification > Confirmation of registration

Mailing specifications

Machineable items MV3

Items without envelope, open/plastic wrapped – in small and large formats (Minimum weight 20 grams). If the Items should be handed in as B-Economy in bundles, and a prior notification, including postcode files are registered, the discount for bundles will be calculated automatically on the appropriate number of items sorted in bundles with 10 items or to the same postcode.

Destination	Speed of delivery	Format	Quantity	Discounts	Weight pr item (g)	Total weight (kg)
Norway	B	Large	30000	Machine MV3	120	3600

Add more lines

Message

Large machineable items in discount category MV3 must be handed in in bundles fitted with machine-readable address labels when the number of items are 5,000 or more.

Additional services	Quantity	Information
Cash on delivery	<input type="text" value="0"/>	Enter the number for cash on delivery

Fill in details about your mailing

Select discount category. Click on each category to get more information

Tick off for contents and receivers:

Register prior notification > Handing-in details > Confirm the prior notification > Confirmation of registration

Contents*	Receivers*	Information
<input type="radio"/> Documents <input type="radio"/> Invoice <input type="radio"/> Marketing material/DM <input type="radio"/> Catalogues/customer newsletters <input checked="" type="radio"/> Magazines <input type="radio"/> Articles <input type="radio"/> Any other contents <input type="radio"/> Unspecified	<input type="radio"/> Companies <input checked="" type="radio"/> Individuals <input type="radio"/> Mixed	<p>Information given will be used by public authorities for statistical purposes.</p> <p>The reports contain information on distribution turnover per month specified at customer level and based on gross prices. Only historical data will be included.</p>

* Contents and Receivers are required options.

Enter your details about agreement, handing in date and place:

Register prior notification **Handing-in details** Confirm the prior notification Confirmation of registration

Orderer/printer

To be handed in by production partner? No Yes

Agreements

Agreement: No product agreement chosen

Handing-in

Date: 22.05.2013

Handing-in point: Stavanger Postterminal, Svanholmen 4, 4033 Stavanger

References

Invoice Reference: News of the Week 4 (Recommended)

Reference used on consignment note and prior notification: News of the Week 4 (Required)

Number of receptacles: 5 (Recommended)

Order will be created from prior notification: 1 working day prior to the handing-in date

Empty Basket Change Next

Tick Yes if your production partner performs the handing in

Add your handing in date and place

Here you add required information on your invoice, waybill and prior notification. Add also number of parcels/cargo carriers

When do you need your prior notification converted to an order and receive your consignment note

Check and confirm your prior notification:

Register prior notification

Handing-in details

Confirm the prior notification

Confirmation of registration

My prior notification

Mail Identical Format

Product	Quantity	Unit	Price per Item	Subtotal
Mail, Large Machineable MV3, B Dom	30,000	Ea	8.28	248,508.00
20,83 % Volumrabatt			-1.73	-51,772.42
12,5 % Forhåndsmeldingsrabatt			-1.04	-31,063.50
3 % Maskinrabatt MV3			-0.25	-7,455.24
Total excl. VAT				158,216.84
VAT (25%)				39,554.21
Total NOK				197,771.05

Prices and discounts. Any discount for bundle sorting will occur if and when the post-code file is uploaded.

Invoicing address

REDD BARNA
POSTBOKS 8902 ST.OLAVS Plass
0130 OSLO
NORWAY

Ordered by

REDD BARNA
Arvid Bru

References

Invoice Reference: Edition no 1
Consignment Note Reference: Edition no 1
Number of receptacles: 6

Handing-in details

Handing-in point: Postens Østlandsterminal, Lørenskogveien 50, 1470 Lørenskog
Date: 03.01.2013

Mailings must be handed in together with a consignment note

Confirm your prior notification or press "Back" to make your changes

Terms I accept [Posten Norge AS's general terms](#)

Empty Basket

Back

Confirm the prior notification

Your confirmation, including your reference number:

Register prior notification > Handing-in details > Confirm the prior notification > Confirmation of registration

Registration confirmation

Prior notification reference number: 1239022

Please note

\n\ To obtain a discount you must upload postcode files no later than 5 workdays before handing-in date. You can subsequently also upload from "Your registered prior notifications".

Product	Quantity	Unit	Price per Item	Subtotal
Mail, Large Machineable MV3, B Dom	30000	Stk	8.28	248,508.00
12,5 % Forhåndsmeldingsrabatt			-1.04	-31,083.50
20,83 % Volumrabatt			-1.73	-51,772.42
3 % Maskinrabatt MV3			-0.25	-7,455.24
Total excl. VAT				158,216.84
VAT (25%)				39,554.21
Total NOK				197,771.05

Please note your reference number

You may upload the postcode file now, or by opening your list of registered prior notification at a later time

If you don't upload the postcode file, click here to return to the front page

3. Copying prior notifications

Click on the prior notification you want to copy:

Prior notification

A discount is granted when a prior notification of minimum 1.000 large items or 50.000 small items has been registered minimum 3 weeks (15 workdays) before the handing-in date.

Postcode files

Postcode files related to the individual prior notification must be uploaded no later than 5 workdays before handing-in date. Applies when at least 5.000 large or 50.000 small items.

For items without envelopes, open or plastic wrapped a discount can be given regardless of a prior notification, provided registration and uploading of postcode files no later than 5 workdays before handing-in date. Applies for a minimum of 5.000 small or 5.000 large items as B-Economy.

Continue Shopping

Create new prior notification

Prior notification with part mailing

Make a copy of a previous entered prior notification

You have registered the following prior notifications

The list shows your prior notifications of mailings still not handed in. Four days before handing-in date we prepare the order and send you the consignment note per email.

Changes in the number by more than +/-10%, handing-in date, handing-in point, delivery speed and format must be made no later than 5 workdays before handing-in date. The discount rate will be reduced.

The discount rate is not reduced when the number of items deviates with less than +/- 10%, when the weight deviates or if you change between machineable/non-machineable items.

If the handing-in is not in accordance with the registered prior notification or not changed by the deadline, the discount will be cancelled.

Show customer/production partner: 1029636 REDD BARNA

Reference	Invoiced to	Reg. date	Handing-in date	Business days until handing-in	Copy	Delete
1238917	REDD BARNA	14.11.2012	29.11.2012	8		
1238368	REDD BARNA	07.11.2012	02.01.2013	29		
1239022 - Edition no 1	REDD BARNA	16.11.2012	03.01.2013	30		

If you have uploaded a postcode file, your file will be included in all copies. If not uploaded, you will have to upload a postcode file prior to each handing in

Make a single copy:

ORDER MY PROFILE AGREEMENTS REPORTS & ORDERS OVERVIEW

Copy prior notification > Copy confirmation

Copy prior notification "Edition no 1"

Single copy Recurrence copy

Handing-in

Date: 03.01.2013

Reference

Invoice Reference: Edition no 1 (Required due to a third party agreement)

Reference used on consignment note and prior notification: Edition no 1 (Optional)

Number of receptacles: 6 (Optional)

Cancel Copy

Tick off for single copy

Multiple copies:

ORDER MY PROFILE AGREEMENTS REPORTS & ORDERS OVERVIEW

Copy prior notification > Copy summary > Copy confirmation

Copy prior notification "Edition no 1"

Single copy Recurrence copy

Recurrence pattern

Weekly Monthly

Recur every 1 week(s) on:

monday tuesday wednesday thursday friday

Period

Start: 03.01.2013

End after: occurrences End by: 19.12.2013

Reference

Invoice Reference: Edition no 1

Reference used on consignment note and prior notification: Edition no 1 (Optional)

Append week number Append date

Cancel Next

Tick off for multiple copies

Fill in your mailing pattern

Enter such as title, week number or date, to make it easier to recollect the prior notification

List of your new prior notifications – Check dates and correct if necessary:

Copy prior notification → Copy summary → Copy confirmation

Preview

20 prior notifications based on "Edition no 1" will be copied

Product	Quantity	Unit
Mail, Large Machineable MV3, B Dom	30000	Stk

Handing-in date	Reference	Remove
07.01.2013	Week 2	
14.01.2013	Week 3	
21.01.2013	Week 4	
28.01.2013	Week 5	
04.02.2013	Week 6	
11.02.2013	Week 7	
18.02.2013	Week 8	
25.02.2013	Week 9	
04.03.2013	Week 10	
11.03.2013	Week 11	
18.03.2013	Week 12	
25.03.2013	Week 13	
01.04.2013	Week 14	
08.04.2013	Week 15	
15.04.2013	Week 16	
22.04.2013	Week 17	
29.04.2013	Week 18	
06.05.2013	Week 19	
13.05.2013	Week 20	
20.05.2013	Week 21	

Not a business day

Not a business day

Cancel

Confirm

You have selected all Mondays in May. You will then receive a feedback that Easter and Pentecost day are not workdays

Enter here to change day/date

Confirmation:

Copy prior notification > Copy summary > Copy confirmation

Confirmation

20 prior notifications based on "Edition no 1" will be created.

Product	Quantity	Unit
Mail, Large Machineable MV3, B Dom	30000	Stk

The prior notification is now being copied. This might take a few minutes. When the copying is completed, you will receive an e-mail with details about your prior notifications, and they will be available in the web shop.

Handing-in date

07.01.2013
14.01.2013
21.01.2013
28.01.2013
04.02.2013
11.02.2013
18.02.2013
25.02.2013
04.03.2013
11.03.2013
18.03.2013
25.03.2013
02.04.2013
08.04.2013
15.04.2013
22.04.2013
29.04.2013
06.05.2013
13.05.2013
21.05.2013






















































All dates confirmed

You will receive an e-mail with a list of the new prior notifications. Evidently, after a few moments, you will also find the list in the webstore

Back

This is how your prior notifications will appear at the webstore:







Show customer/production partner: ▼

Reference	Invoiced to	Reg. date	Handing-in date	Business days until handing-in	Copy	Delete
1238917	REDD BARNA	14.11.2012	29.11.2012	8		
1238368	REDD BARNA	07.11.2012	02.01.2013	29		
1239022 - Edition no 1	REDD BARNA	16.11.2012	03.01.2013	30 		
1239192 - Edition no 1 Week 2	REDD BARNA	19.11.2012	07.01.2013	33 		
1237917	REDD BARNA	06.11.2012	09.01.2013	35		
1239191 - Edition no 1 Week 3	REDD BARNA	19.11.2012	14.01.2013	39 		
1237759	REDD BARNA	01.11.2012	16.01.2013	41 		
1239190 - Edition no 1 Week 4	REDD BARNA	19.11.2012	21.01.2013	45 		
1238451	REDD BARNA	09.11.2012	23.01.2013	47		
1239189 - Edition no 1 Week 5	REDD BARNA	19.11.2012	28.01.2013	51 		
1237774	REDD BARNA	01.11.2012	01.02.2013	55		
1237824	REDD BARNA	05.11.2012	01.02.2013	55 		
1239188 - Edition no 1 Week 6	REDD BARNA	19.11.2012	04.02.2013	57 		
1238321	REDD BARNA	07.11.2012	07.02.2013	60		
1239187 - Edition no 1 Week 7	REDD BARNA	19.11.2012	11.02.2013	63 		
1239186 - Edition no 1 Week 8	REDD BARNA	19.11.2012	18.02.2013	69 		
1239185 - Edition no 1 Week 9	REDD BARNA	19.11.2012	25.02.2013	75 		
1239184 - Edition no 1 Week 10	REDD BARNA	19.11.2012	04.03.2013	81 		
1239183 - Edition no 1 Week 11	REDD BARNA	19.11.2012	11.03.2013	87 		
1239182 - Edition no 1 Week 12	REDD BARNA	19.11.2012	18.03.2013	93 		
1239181 - Edition no 1 Week 13	REDD BARNA	19.11.2012	25.03.2013	99 		
1239180 - Edition no 1 Week 14	REDD BARNA	19.11.2012	02.04.2013	103 		
1239179 - Edition no 1 Week 15	REDD BARNA	19.11.2012	08.04.2013	108 		
1239178 - Edition no 1 Week 16	REDD BARNA	19.11.2012	15.04.2013	114 		

4. Production partners/Third-Party registration of prior notifications

This example is meant for those who produces and submits mail for others (Third-Party).

Log in and select Mail - identical format and prior notification:

ORDER	MY PROFILE	AGREEMENTS	REPORTS & ORDERS OVERVIEW
 Mail - identical format Addressed direct mail, letters, magazines and similar CALCULATE PRICE AND ORDER > PRIOR NOTIFICATION > PART MAILING >	 Mail - varying sizes Addressed mail of varying weight and format CALCULATE PRICE AND ORDER >	 Unaddressed direct mail Select distribution area and order distribution of unaddressed DM CALCULATE PRICE AND ORDER >	
 Newspapers to subscribers Minimum once a week in 48 of the weeks in a year CALCULATE PRICE AND ORDER > NEWSPAPER MAILING PLAN >	 Small packets Small packets up to 2 kg as letter post CALCULATE PRICE AND ORDER >	 Refill your franking meter here CALCULATE PRICE AND ORDER >	

Enter a new prior notification or change an existing one:

ORDER MY PROFILE AGREEMENTS REPORTS & ORDERS OVERVIEW

Prior notification

A discount is granted when a prior notification of minimum 1.000 large items or 50.000 small items has been registered minimum 3 weeks (15 workdays) before the handing-in date.

Postcode files

Postcode files related to the individual prior notification must be uploaded no later than 5 workdays before handing-in date. Applies when at least 5.000 large or 50.000 small items.

For items without envelopes, open or plastic wrapped a discount can be given regardless of a prior notification, provided registration and uploading of postcode files no later than 5 workdays before handing-in date. Applies for a minimum of 5.000 small or 5.000 large items as B-Economy.

Continue Shopping

Create new prior notification

Prior notification with part mailing

You have registered the following prior notifications

The list shows your prior notifications of mailings still not handed in. Four days before handing-in date we prepare the order and send you the consignment note per email.

Changes in the number by more than +/-10%, handing-in date, handing-in point, delivery speed and format must be made no later than 5 workdays before handing-in date. The discount rate will be reduced.

The discount rate is not reduced when the number of items deviates with less than +/- 10%, when the weight deviates or if you change between machineable/non-machineable items.

If the handing-in is not in accordance with the registered prior notification or not changed by the deadline, the discount will be cancelled.

Show customer/production partner: 1029636 REDD BARNA

Reference	Invoiced to	Reg. date	Handing-in date	Business days until handing-in	Copy	Delete
1238917	REDD BARNA	14.11.2012	29.11.2012	8		
1238368	REDD BARNA	07.11.2012	02.01.2013	29		
1239022 - Edition no 1	REDD BARNA	16.11.2012	03.01.2013	30		

An ordinary prior notification

Have a part mailing?

Former registered prior notifications

Yellow triangle indicates that postcode file is not uploaded

Register your prior notification:

Register prior notification > Handing-in details > Confirm the prior notification > Confirmation of registration

Mailing specifications

Machineable items MV3

Items without envelope, open/plastic wrapped – in small and large formats (Minimum weight 20 grams). If the items should be handed in as B-Economy in bundles, and a prior notification, including postcode files are registered, the discount for bundles will be calculated automatically on the appropriate number of items sorted in bundles with 10 items or to the same postcode.

Destination	Speed of delivery	Format	Quantity	Discounts	Weight pr item (g)	Total weight (kg)
Norway	B	Large	30000	Machine MV3	120	3600

Add more lines

Message

Large machineable items in discount category MV3 must be handed in in bundles fitted with machine-readable address labels when the number of items are 5,000 or more.

Additional services	Quantity	Information
Cash on delivery	<input type="text" value="0"/>	Enter the number for cash on delivery

Enter information about the mailing

Tick off for contents and receiver:

Register prior notification > Handing-in details > Confirm the prior notification > Confirmation of registration

Contents*	Receivers*	Information
<input type="radio"/> Documents <input type="radio"/> Invoice <input type="radio"/> Marketing material/DM <input type="radio"/> Catalogues/customer newsletters <input checked="" type="radio"/> Magazines <input type="radio"/> Articles <input type="radio"/> Any other contents <input type="radio"/> Unspecified	<input type="radio"/> Companies <input checked="" type="radio"/> Individuals <input type="radio"/> Mixed	Information given will be used by public authorities for statistical purposes. The reports contain information on distribution turnover per month specified at customer level and based on gross prices. Only historical data will be included.

* Contents and Receivers are required options.

Tick off

Enter your details about agreement, handing in date and place:

Register prior notification **Handing-in details** Confirm the prior notification Confirmation of registration

Orderer/printer

To be handed in by production partner? No Yes

Paying party: 1029636 REDD BARNA

Orderer/Handing-in party: 1010123 PRINT AND PACK

Please send consignment note to: Mr Smith

Agreements

Agreement: Choose product agreement

Handing-in

Date: 03.01.2013

Handing-in point: Stavanger Postterminal, Svanholmen 4, 4033 Stavanger

References

Invoice Reference: Production no 123 (Required due to a third party agreement)

Enter paying party, handing in party and who is to receive the consignment note. If Third-Party and paying party is the same, prices will show up in the following screenshots

Attach to any agreement

Handing in date and place

Reference at the invoice to the paying part

Check and confirm that the information is correct;

My prior notification

Mail Identical Format

Product	Quantity	Unit
Mail, Large Machineable MV2, B Dom	23,000	Ea

Invoicing address

STOREBRAND EIENDOMSFOND AS
POSTBOKS 5090
8608 MO I RANA
NORWAY

Ordered by

SKANDINAVISKA ENSKILDA BANKEN AB AVD SEB
MERCHANT BANKING
Tove Lystad

References

Invoice Reference: Per
Consignment Note Reference:
Number of receptacles:

Handing-in details

Handing-in point: Kristiansand Postterminal, Buråsen 29,
4636 Kristiansand
Date: 09.01.2013

Mailings must be handed in together with a consignment note

Terms I accept [Posten Norge AS's general terms](#)

Empty Basket

Back

Confirm the prior notification

Your confirmation, including your reference number:

Registration confirmation

Prior notification reference number: 1239324

Please note

\n\ To obtain a discount you must upload postcode files no later than 5 workdays before handing-in date. You can subsequently also upload from "Your registered prior notifications".

[Print](#)

[Upload postal code distribution](#)

[Continue Shopping](#)

Product	Quantity	Unit
Mail, Large Machineable MV2, B Dom	23000	Stk

Invoicing address

STOREBRAND EIENDOMSFOND AS
POSTBOKS 5090
8808 MO I RANA
NORWAY

References

Invoice Reference: Per
Consignment Note Reference:
Number of receptacles:

Ordered by

SKANDINAVISKA ENSKILDA BANKEN AB AVD SEB
MERCHANT BANKING
Tove Lystad

Handing-in details

Handing-in point: Kristiansand Postterminal, Buråsen 29,
4838 Kristiansand
Date: 09.01.2013

Mailings must be handed in together with a consignment note

[Continue Shopping](#)

You may upload the postcode file now, or by opening your list of registered prior notification at a later time

When finished, tick here and return to the webstore

5. Prior notification with part mailings

Log in and find the product list:

ORDER MY PROFILE AGREEMENTS REPORTS & ORDERS OVERVIEW

Mail - identical format

Addressed direct mail, letters, magazines and similar

[CALCULATE PRICE AND ORDER](#)

[PART MAILING](#)

Mail - varying sizes

Addressed mail of varying weight and format

[CALCULATE PRICE AND ORDER](#)

[PART MAILING](#)

Unaddressed direct mail

Select distribution area and order distribution of unaddressed DM

[CALCULATE PRICE AND ORDER](#)

[PART MAILING](#)

Select prior notification

Prior notification with part mailings:

Prior notification

A discount is granted when a prior notification of minimum 1.000 large items or 50.000 small items has been registered minimum 3 weeks (15 workdays) before the handing-in date.

Postcode files

Postcode files related to the individual prior notification must be uploaded no later than 5 workdays before handing-in date. Applies when at least 5.000 large or 50.000 small items.

For items without envelopes, open or plastic wrapped a discount can be given regardless of a prior notification, provided registration and uploading of postcode files no later than 5 workdays before handing-in date. Applies for a minimum of 5.000 small or 5.000 large items as B-Economy.

[Continue Shopping](#) [Create new prior notification](#) [Prior notification with part mailing](#)

You have registered the following prior notifications

The list shows your prior notifications of mailings still not handed in. Four days before handing-in date we prepare the order and send you the consignment note per email.

Changes in the number by more than +/-10%, handing-in date, handing-in point, delivery speed and format must be made no later than 5 workdays before handing-in date. The discount rate will be reduced.

The discount rate is not reduced when the number of items deviates with less than +/- 10%, when the weight deviates or if you change between machineable/non-machineable items.

If the handing-in is not in accordance with the registered prior notification or not changed by the deadline, the discount will be cancelled.

Show customer/production partner: 1029636 REDD BARNA

Reference	Invoiced to	Reg. date	Handing-in date	Business days until handing-in	Copy	Delete
1238917	REDD BARNA	14.11.2012	29.11.2012	7		

Select prior notification with part mailing

Register your part mailing no. 1:

Register prior notification → Handing-in details → Confirm the prior notification → Confirmation of registration

Mailing specifications

Machineable items MV3

Items without envelope, open/plastic wrapped – in small and large formats (Minimum weight 20 grams). If the Items should be handed in as B-Economy in bundles, and a prior notification, including postcode files are registered, the discount for bundles will be calculated automatically on the appropriate number of items sorted in bundles with 10 items or to the same postcode.

Destination	Speed of delivery	Format	Quantity	Discounts	Weight pr item (g) (kg)	Total weight
Norway	B	Large	30000	Machine MV3	120	3600

Add more lines

Message

Large machineable items in discount category MV3 must be handed in in bundles fitted with machine-readable address labels when the number of items are 5,000 or more.

Additional services	Quantity	Information
Cash on delivery	0	Enter the number for cash on delivery

Enter details about part mailing no.1

Select discount category. Click on each category to get more information

Sending items with variation in weight?

When the mailing contains items of varying weight, the weight variations must be specified in your order, and the items should be prepared and handed in accordingly. (Such preparation does not apply to items sorted by all the 4 or the first 2 digits of the postcode).

Minimum number for part mailings:

Larger mailings can be handed in as part mailings. Each part mailing must be handed in to the same mail terminal within a period of 8 calendar days:

- Each part mailing must be the same format, discount category and delivery speed
- Minimum number for large items is 20,000 per part mailing. The final handing in may have fewer items than 20,000
- Minimum number for small items is 50,000 per part mailing, even the final handing in.

Tick off for contents and receiver:

Register prior notification → Handing-in details → Confirm the prior notification → Confirmation of registration

Contents*

- Documents
- Invoice
- Marketing material/DM
- Catalogues/customer newsletters
- Magazines
- Articles
- Any other contents
- Unspecified

Receivers*

- Companies
- Individuals
- Mixed

Information

Information given will be used by public authorities for statistical purposes.
The reports contain information on distribution turnover per month specified at customer level and based on gross prices. Only historical data will be included.

← Tick off

Back Next

* Contents and Receivers are required options.

Enter date of handing in and place for part mailing no. 1:

ORDER MY PROFILE AGREEMENTS REPORTS & ORDERS OVERVIEW

Register prior notification → Part mailings → Order details → Confirm prior notification → Confirmation

Part Mailing 1

Product	Quantity	Unit
Mail, Large Machineable MV1, B Dom	22,000	Ea

Date:

Number of receptacles (Optional)

Change

Final Handing-in No Yes

Confirm final handing in before you proceed to the next page

Empty Basket Add part mailing Next

Handing in date and number of receptacles

Add content in the mailings

More part mailings?

Register your part mailing no. 2:

Register prior notification > **Part mailings** > Order details > Confirm prior notification > Confirmation

Mailing specifications

Destination Norway	Speed of delivery B	Format Large	Quantity 22000	Machine sorting discount Machine MV1	Weight pr item (g) (kg) 20	Total weight 440	
-----------------------	------------------------	-----------------	-------------------	---	-------------------------------	---------------------	--

Enter details about part mailing no.2

Add new Line

Message

Large machineable items in discount categories MV1 and MV2 must be handed in in trays, sorted by the 2 first digits of the postcode. Minimum 20,000 items per mailing.

Additional services	Quantity	Check for contents	Check for receivers
Cash on delivery	0	<input type="radio"/> Invoice <input checked="" type="radio"/> Letters and documents <input type="radio"/> Marketing material/DM <input type="radio"/> Catalogues/customer newsletters <input type="radio"/> Articles <input type="radio"/> Magazines <input type="radio"/> Any other contents	<input type="radio"/> Companies <input checked="" type="radio"/> Individuals <input type="radio"/> Mixed

Enter date of handing in for part mailing no. 2:

Register prior notification > **Part mailings** > Order details > Confirm prior notification > Confirmation

Part Mailing 1

Product	Quantity	Unit
Mail, Large Machineable MV1, B Dom	22,000	Ea
Date:	03.01.2013	
Number of receptacles	10	(Optional)

[Change](#)

Part Mailing 2

Product	Quantity	Unit
Mail, Large Machineable MV1, B Dom	22,000	Ea
Date:	10.01.2013	
Number of receptacles	10	(Optional)

[Change](#) [Remove](#)

Handing in date and number of receptacles

More part mailings?

Final Handing-in No Yes [Confirm final handing in before you proceed to the next page](#)

Empty Basket

Add part mailing

Next

Enter handing in place:

Register prior notification > Part mailings > **Order details** > Confirm prior notification > Confirmation

Orderer/printer

To be handed in by production partner? No Yes

Agreements

Agreement: No product agreement chosen

Handing-in

Handing-in point: Bodø Postterminal, Olav V's gate 42, 8004 Bodø

References

Invoice Reference (Optional)

Reference used on consignment note and prior notification (Optional)

[Empty Basket](#) [Next](#)

Will the mailings be handed in by a production partner?

Enter handing in place here

Reference on invoice and consignment note

6. Changing an existing prior notification

Log in to the webstore

The screenshot shows the top navigation bar with the following items: ORDER, MY PROFILE, AGREEMENTS, and REPORTS & ORDERS OVERVIEW. Below this is a main content area with three columns:

- Mail - identical format**: Addressed direct mail, letters, magazines and similar. Includes buttons for CALCULATE PRICE AND ORDER, PRIOR NOTIFICATION, and PART MAILING.
- Mail - varying sizes**: Addressed mail of varying weight and format. Includes a button for CALCULATE PRICE AND ORDER.
- Unaddressed direct mail**: Select distribution area and order distribution of unaddressed DM. Includes a button for CALCULATE PRICE AND ORDER.

Callouts: A grey box labeled "Enter prior notifications" has an arrow pointing to the "PRIOR NOTIFICATION" button in the "Mail - identical format" column. Another grey box labeled "Find the prior notifications you want to change" has an arrow pointing to the "1238368" row in the table below.

You prior notifications list will show up:

The screenshot shows the "Prior notification" page with the following content:

- Prior notification**: A discount is granted when a prior notification of minimum 1.000 large items or 50.000 small items has been registered minimum 3 weeks (15 workdays) before the handing-in date.
- Postcode files**: Postcode files related to the individual prior notification must be uploaded no later than 5 workdays before handing-in date. Applies when at least 5.000 large or 50.000 small items.
- For items without envelopes, open or plastic wrapped a discount can be given regardless of a prior notification, provided registration and uploading of postcode files no later than 5 workdays before handing-in date. Applies for a minimum of 5.000 small or 5.000 large items as B-Economy.**

Buttons: Continue Shopping, Create new prior notification, and Prior notification with part mailing.

You have registered the following prior notifications

The list shows your prior notifications of mailings still not handed in. Four days before handing-in date we prepare the order and send you the consignment note per email.

Changes in the number by more than +/-10%, handing-in date, handing-in point, delivery speed and format must be made no later than 5 workdays before handing-in date. The discount rate will be reduced.

The discount rate is not reduced when the number of items deviates with less than +/- 10%, when the weight deviates or if you change between machineable/non-machineable items.

If the handing-in is not in accordance with the registered prior notification or not changed by the deadline, the discount will be cancelled.

Show customer/production partner: 1029636 REDD BARNA

Reference	Invoiced to	Reg. date	Handing-in date	Business days until handing-in	Copy	Delete
1238917	REDD BARNA	14.11.2012	29.11.2012	7		
1238368	REDD BARNA	07.11.2012	02.01.2013	28		
1239022 - Edition no 1	REDD BARNA	16.11.2012	03.01.2013	29		

Confirm that you want to make changes:

ORDER	MY PROFILE	AGREEMENTS	REPORTS & ORDERS OVERVIEW
-------	------------	------------	---------------------------

Prior notification 1238368

Product	Quantity	Unit	Price per Item	Subtotal
Mail, Small Machineable MV3, A Dom	26000	Stk	6.40	166,444.20
4 % Maskinrabatt MV3			-0.28	-8,657.77
8,08 % Volumrabatt			-0.52	-13,443.53

Invoicing address

REDD BARNA
POSTBOKS 6902 ST.OLAVS PLASS
0130 OSLO
NORWAY

References

Invoice Reference:
Consignment Note Reference:
Number of receptacles:

Ordered by

REDD BARNA
Arvid Bru

Handing-in details

Handing-in point: Postens Østlandsterminal, Lørenskogveien 50, 1470 Lørenskog
Date: 02.01.2013

Mailings must be handed in together with a consignment note

[Upload postal code distribution](#)

If you change the prior notification you **must** complete **all** steps in the process: press Yes and you will get further directions. If you abort or navigate away during the process, you will lose **both** the changes you have made and the initial prior notification. Doing so will leave you without any discount stated earlier based on prior notification.

Are you sure you want to change the current prior notification?

[Cancel](#)
[Yes](#)

Press YES when you are sure that this is the prior notification you want to change.

Change quantity, speed of delivery, format machine sorting or weight:

[Register prior notification](#)
▶
[Handing-in details](#)
▶
[Confirm the prior notification](#)
▶
[Confirmation of registration](#)

Mailing specifications

Destination	Speed of delivery	Format	Quantity	Machine sorting discount	Weight pr item (g)	Total weight (kg)
Norway	A	Small	20000	Machine MV2	70	1400

[Add new Line](#)

Message
Small machineable items in discount categories MV1 and MV2 must be handed in in trays. Maximum 250,000 items per mailing.

Additional services	Quantity	Check for contents	Check for receivers
Cash on delivery	0	<input type="radio"/> Invoice <input checked="" type="radio"/> Letters and documents <input type="radio"/> Marketing material/DM <input type="radio"/> Catalogues/customer newsletters <input type="radio"/> Articles <input type="radio"/> Magazines <input type="radio"/> Any other contents	<input type="radio"/> Companies <input checked="" type="radio"/> Individuals <input type="radio"/> Mixed

[Cancel](#)
[Continue](#)

Make your changes

Need to change date of handing in date or place?

Register prior notification > **Handing-in details** > Confirm the prior notification > Confirmation of registration


Orderer/printer

To be handed in by production partner? No Yes

Agreements

Agreement: No product agreement chosen

Handing-in

Date: 22.05.2013 

Handing-in point: Stavanger Postterminal, Svanholmen 4, 4033 Stavanger

References

Invoice Reference	News of the Week 4	(Recommended)
Reference used on consignment note and prior notification	News of the Week 4	(Required)
Number of receptacles	5	(Recommended)
Order will be created from prior notification	1 working day prior to the handing-in date	

[Empty Basket](#) [Change](#) [Next](#)

Make your changes

Check and confirm that all is correct:

Register prior notification

Handing-in details

Confirm the prior notification

Confirmation of registration

My prior notification

Mail Identical Format

Product	Quantity	Unit	Price per Item	Subtotal
Mail, Small Machineable MV2, A Dom	20,000			
7,5 % Volumrabatt			-0.48	-9,602.55
6 % Maskinrabatt MV2			-0.38	-7,682.04
Total excl. VAT				110,749.41
VAT (25%)				27,687.35
Total NOK				138,436.76

Number of items, handing in place?

Invoicing address

REDD BARNA
POSTBOKS 6902 ST.OLAVS PLASS
0130 OSLO
NORWAY

Ordered by

REDD BARNA

References

Invoice Reference: Production no 123
Consignment Note Reference:
Number of receptacles:

Handing-in details

Handing-in point: Drammen Postterminal, Ingvald Ludvigsenst. 21, 3027 Drammen
Date: 02.01.2013

Mailings must be handed in together with a consignment note

Tick to confirm the changes

Terms I accept [Posten Norge AS's general terms](#)

Empty Basket

Back

Confirm the prior notification

7. Upload a postcode file to a prior notification

Log in and select Prior notification

The screenshot shows the 'ORDER' menu with four tabs: 'ORDER', 'MY PROFILE', 'AGREEMENTS', and 'REPORTS & ORDERS OVERVIEW'. Below the tabs are three main categories: 'Mail - identical format', 'Mail - varying sizes', and 'Unaddressed direct mail'. Each category has a 'CALCULATE PRICE AND ORDER' button and a 'PRIOR NOTIFICATION' button. The 'PRIOR NOTIFICATION' button under 'Mail - identical format' is highlighted with a green arrow pointing to it from the right.

Click Prior notification to get and overview of your previously registered notifications

Select Create new prior notification or one that is already registered:

The screenshot shows the 'Prior notification' page. It has a navigation bar with 'ORDER', 'MY PROFILE', 'AGREEMENTS', and 'REPORTS & ORDERS OVERVIEW'. The main content area has a heading 'Prior notification' and a paragraph: 'A discount is granted when a prior notification of minimum 1.000 large items or 50.000 small items has been registered minimum 3 weeks (15 workdays) before the handing-in date.' Below this is a section 'Postcode files' with a paragraph: 'Postcode files related to the individual prior notification must be uploaded no later than 5 workdays before handing-in date. Applies when at least 5.000 large or 50.000 small items.' There are two buttons: 'Continue Shopping' and 'Create new prior notification'. The 'Create new prior notification' button is highlighted with a green arrow pointing to it from the right. Below the buttons is a section 'You have registered the following prior notifications' with a paragraph: 'The list shows your prior notifications of mailings still not handed in. Four days before handing-in date we prepare the order and send you the consignment note per email.' Below this is a dropdown menu 'Show customer/production partner:' with the value '1029636 REDD BARNA'. Below the dropdown is a table with columns: Reference, Invoiced to, Reg. date, Handing-in date, Business days until handing-in, Copy, and Delete. The table has three rows. The second row has a yellow warning triangle icon next to the 'Business days until handing-in' value of 29. A green arrow points to this row from the right.

Reference	Invoiced to	Reg. date	Handing-in date	Business days until handing-in	Copy	Delete
1238917	REDD BARNA	14.11.2012	29.11.2012	7		
1239022 - Edition no 1	REDD BARNA	16.11.2012	03.01.2013	29		
1239212 - Production no 123	REDD BARNA	20.11.2012	03.01.2013	29		

Create new prior notification

New prior notification with part mailings

Open an already registered prior notification without post-code files (yellow triangle). If a new prior notification is registered, you may upload a postcode at the end of the process.

Uploading process for postcode files:

ORDER	MY PROFILE	AGREEMENTS	REPORTS & ORDERS OVERVIEW
-------	------------	------------	---------------------------

Prior notification 1239212

Product	Quantity	Unit	Price per Item	Subtotal
Mail, Large Machineable MV2, B Dom	23000	Stk	8.30	190,973.37
19,57 % Volumrabatt			-1.62	-37,364.32
12,5 % Forhåndsmeldingsrabatt			-1.04	-23,871.67
3 % Maskinrabatt MV2			-0.25	-5,729.20

Invoicing address
REDD BARNA
POSTBOKS 6902 ST.OLAVS Plass
0130 OSLO
NORWAY

Ordered by
ASKE SPESIALTRYKK AS
Tommy Anvik

References
Invoice Reference: Production no 123
Consignment Note Reference: Production no 123
Number of receptacles: 5

Handing-in details
Handing-in point: Postens Østlandsterminal, Lørenskogveien 50, 1470 Lørenskog
Date: 03.01.2013
Mailings must be handed in together with a consignment note

Please note
To obtain a discount you must upload postcode files no later than 5 workdays before handing-in date.

[Upload postal code distribution](#)

Click here to enter the page for uploading

Upload your postcode file:

ORDER	MY PROFILE	AGREEMENTS	REPORTS & ORDERS OVERVIEW
-------	------------	------------	---------------------------

Prior notification 2389860

Handing-in date 15.04.2015

Product	Quantity	Unit
Mail, Large Machineable MV3, B Dom	5000	Stk

Upload postcode files

You can choose between EXCEL or CSV format. The postcode file must contain domestic postcodes only. Items addressed for abroad must not be included in the file.

EXCEL files must contain only one column with one postcode (4 digits) per line.

Copy the entire postcode column in your address file, paste it on a separate Excel file and upload the file. The file should contain the same postcode on multiple lines when you have multiple recipients with the same postcode.

CSV files must contain only one column with one postcode (4 digits) and the number of items per line. Separate the postcode and the number of items by using comma.

Example: 1410,45

[Read more about uploading of postcode files](#)

To keep the discount for prior notification, uploading of the postcode files must be made no later than 5 working days prior to the handing-in. If your prior notification are registered as part mailings the postcode files for the entire handing-in period must be uploaded no later than 5 working days prior to the first handing-in date.

Upload postcode file for each Product Line

Mail Identical Format B Large MV3 (5000 items) - 15.04.2015

Velg fil Ingen fil valgt

Upload postcode file

Cancel **Continue**

If more than one file attached to this prior notification, select "Line".

If all post codes in one file, select "Product"

Upload your postcode files

Check that you got the right file uploaded:

ORDER	MY PROFILE	AGREEMENTS	REPORTS & ORDERS OVERVIEW
-------	------------	------------	---------------------------

Prior notification 1239212

Handing-in date 03.01.2013

Product	Quantity	Unit
Mail, Large Machineable MV2, B Dom	23000	Stk

Upload postcode distribution

Upload the postcode distribution list.. The files should be separated by comma (.csv) according to the following example:

Postcode,number of items
1415,10399
1420,8788

To keep the discount for terms of prior notification, uploading of the postcode distribution list must be made no later than 5 working days prior to the handing-in. The upload may take some time.

Please contact Bring if you need help, see the contact info at bottom of page

Mail Identical Format B Large MV2 (23000 items) - 03.01.2013

Testfil 4.csv
1882 items

Cancel **Continue**

Your postcode file

8. Newspaper mailing plan registration

Log in to My Post

The screenshot shows the 'My Post' login interface. On the left, there is a sidebar with a 'Direct mail' section and a 'BASKET AND ORDER' button. The main content area features a login form with fields for 'Username' and 'Password', a 'Login' button, and links for 'Forgotten your username/password?' and 'Register new user'. Below the login form is a green 'Basket' section showing 'No items' and links for 'View saved' and 'View lists'. Two callout boxes are present: one pointing to the login fields with the text 'Log in with username and password', and another pointing to the 'Register new user' link with the text 'New to the Webstore? Please fill in the required fields to register as a new user. You will receive an e-mail to confirm your registration and are ready to register your Newspaper mailing plans.'

Select Newspapers to subscribers:

The screenshot displays the 'Select Newspapers to subscribers' page. At the top, there is a navigation bar with tabs for 'ORDER', 'MY PROFILE', 'AGREEMENTS', and 'REPORTS & ORDERS OVERVIEW'. Below this, there are six service cards arranged in a 2x3 grid. Each card includes an icon, a title, a description, and a 'CALCULATE PRICE AND ORDER' button with a right-pointing arrow. The cards are: 1. 'Mail - identical format' (Addressed direct mail, letters, magazines and similar); 2. 'Mail - varying sizes' (Addressed mail of varying weight and format); 3. 'Unaddressed direct mail' (Select distribution area and order distribution of unaddressed DM); 4. 'Newspapers to subscribers' (Minimum once a week in 48 of the weeks in a year); 5. 'Small packets' (Small packets up to 2 kg as letter post); 6. 'Refill your franking meter here'. A callout box on the right points to the 'Newspapers to subscribers' card with the text 'Click on Newspaper mailing plan'.

ORDER MY PROFILE **AGREEMENTS** REPORTS & ORDERS OVERVIEW

Newspaper mailing plan

Please create your Newspaper mailing plans

[Continue Shopping](#) [Create a new mailing plan](#)

Your registered mailing plans

Select a newspaper title in order to update and upload the postcode distribution list for selected newspaper

Newspaper title	Created	Changed	Postcode distribution list uploaded	Delete
Dagens	09.11.2012	09.11.2012	No	

Click "Create a new mailing plan"

ORDER MY PROFILE AGREEMENTS **REPORTS & ORDERS OVERVIEW**

Create a new mailing plan

Newspaper title

Average weight in grams

Main handing-in point

Adapted to letterbox format Yes No

Weekdays monday tuesday wednesday thursday friday saturday

Stoppage of distribution from/to week no. -

Options Local Regional National

[Return to mailing plans](#) [Save](#)

Enter details about your newspaper:

- ✓ Title
- ✓ Average weight
- ✓ Main handing-in point
- ✓ Format
- ✓ Release days
- ✓ Summer vacation
- ✓ Price options
- ✓ Tick Save

Now it's time to upload your postcode files:

Newspaper mailing plan "Newspaper One"

Confirmation

The newspaper plan "Newspaper One" has been saved. You have not yet uploaded the postcode listings for all distribution alternatives. In order to obtain discounts for bundles, all postcode files must be uploaded. See bottom of this page.

Newspaper title	<input type="text" value="Newspaper One"/>
Average weight in grams	<input type="text" value="75"/>
Main handing-in point	<input type="text" value="Bergen Postterminal, Kanalveien 52 b, 5068 Bergen"/>
Adapted to letterbox format ⁱ	<input checked="" type="radio"/> Yes <input type="radio"/> No
Weekdays	<input type="checkbox"/> monday <input checked="" type="checkbox"/> tuesday <input type="checkbox"/> wednesday <input checked="" type="checkbox"/> thursday <input type="checkbox"/> friday <input checked="" type="checkbox"/> saturday
Stoppage of distribution from/to week no.	<input type="text"/> - <input type="text"/>
Options	<input checked="" type="checkbox"/> Local <input checked="" type="checkbox"/> Regional <input checked="" type="checkbox"/> National

Postcode file

Upload the postcode distribution list linked to the newspaper mailing plan. One file per category must be downloaded (Local Distribution, Regional Distribution, National Distribution). The files should be separated by comma (.csv) according to the following example:

Postcode,number of newspapers
1415,250
1420,150

Postcode file - Local	<input type="text" value="Bla gjennom..."/>
	<input type="button" value="Upload postcode file"/>
Postcode file - Regional	<input type="text" value="Bla gjennom..."/>
	<input type="button" value="Upload postcode file"/>
Postcode file - National	<input type="text" value="Bla gjennom..."/>
	<input type="button" value="Upload postcode file"/>

Find your
postcode file to
be uploaded

Upload

[Return to mailing plans](#) [Save](#)

Postcode file

Upload the postcode distribution list linked to the newspaper mailing plan. One file per category must be downloaded (Local Distribution, Regional Distribution, National Distribution). The files should be separated by comma (.csv) according to the following example:
 Postcode,number of newspapers
 1415,250
 1420,150

Postcode file - Local	1682 - items	Testfil 4.csv	
Postcode file - Regional		Bla gjennom...	
Postcode file - National	32 - items	testfil 5.csv	

[Upload postcode file](#)

Here the postcode file for Local and National are uploaded. Only the file for Regional remains

When all files are uploaded, click Save and then Return to mailing plans

Click here to delete postcode file

[ORDER](#) [MY PROFILE](#) [AGREEMENTS](#) [REPORTS & ORDERS OVERVIEW](#)

Newspaper mailing plan

Please create your Newspaper mailing plans

[Continue Shopping](#) [Create a new mailing plan](#)

Your registered mailing plans

Select a newspaper title in order to update and upload the postcode distribution list for selected newspaper

Newspaper title	Created	Changed	Postcode distribution list uploaded	Delete
Newspaper One	20.11.2012	20.11.2012	Yes	

Your "Newspaper One" mailing plan is now created

9. How to create access to a Third-party/production partner

Log in the as usual. You have to be an "administrator" to create access.

Select "MY PROFILE".
Then "Partners access management"

Make your choices:

Select if the reference field should be mandatory or not

Here you can give your partners opportunity to register orders on behalf of your company

Tick here to add a partner

Add your partners:

ORDER | MY PROFILE | AGREEMENTS | REPORTS & ORDERS OVERVIEW

USERS | AWAITING APPROVAL | PERSONAL INFORMATION | CONTACT INFORMATION | PARTNERS' ACCESS

Enter the partner's exact customer number (without preceding zeros) for access to register orders on your behalf.

Company's customer number: 10007867582

Details

Valid from: 20.11.2012

To: dd.mm.yyyy

Access level: No restrictions

You need your partner's customer number registered with Posten

You may time limit the access

You may give a general access or limit it to an agreement

If you select "No restrictions" at the access level, the partner will be able to register orders on all services

Select access to agreement:

Valid from: 08.11.2012

To: dd.mm.yyyy

Access level: Restricted to specified agreement

Choose agreement

Avtale 20154 - Småpakke Testing

Avtale 4000019 - Kjuti blekka

Select which agreement the partner may register an order on and confirm

10. Uploading postcode files

Newspaper mailing plan: The mailing plan must be uploaded as CSV-files only, meaning postcodes and number of items per postcode separated by comma: 0345,45

Prior notifications: You can choose between EXCEL-files or CSV files.

EXCEL files must contain only one column and one postcode (4 digits) per line. Copy the entire postcode column in your address file to a separate Excel sheet and upload. The file should contain the same postcode on multiple lines when you have multiple receivers with the same postcode.

CSV files must contain only one column with one postcode (4 digits) and the number of items per line. Postcodes and number of items must be separated by comma: 1410,45

Converting Excel sheets with postcodes and number of items to a comma separated CSV file:

[Excel template](#)

	A	B	C	D	E	F	G	H
1	Postcode	Number						
2	0032	14						
3	0107	2						
4	0115	1						
5	0130	4						
6	0138	1						
7	0139	2						

1. Paste postcodes and number per postcode into the sheet tab "Number per postcode"
2. Enter the sheet tab called "CSV"
 - a: Select "file"
 - b: Select "save as"
 - c: Name and save the file on your selected location
 - d: File type "CSV MS DOS"
 - e: Save
 - f: Click "OK"
 - g: Click "Yes"
3. Your file is now ready for uploading at the webstore

Note: If your postcode file consists of more than 5,000 lines you have multiple lines with the same postcode. Each postcode can only be entered once to avoid that the upload fail. Only postcodes in Norway must be included in the postcode file

For newspapers having a sheet tab for local, regional and national, the process has to be repeated for each category