

PostSort – Create sub-batches in Posti Sorting Service

This is a brief tutorial on how to create sub-batches when using Posti Sorting Service.

Reason

The reason to use this function is when Posti regulations won't accept an address file to be processed with selected service due to number of address being too small. PostSort's support for sub-batches will enable you to have several batches that together will qualify for desired service. Note that all products will use the same setup (name, delivery date, weight, size +++).

Requirements and limitations

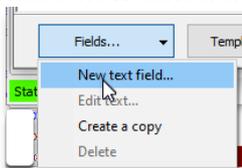
To enable this feature, all files must be imported into the same database. You will then have to define what addresses belong together using the Selection-function in PostSort. All addresses will be exported to the same target file. So, if you want them in separate files, then you will have to split the file outside of PostSort.

Step by step instruction

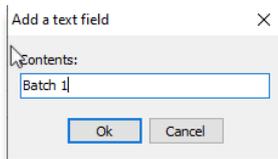
Step 1 - Importing the address file

If you already have each batch in a separate file, then the easiest way is to tag each address with a batch identity. So in last step of importing the file, you add a new text field with some information identifying what batch the addresses belong to.

1. Add a new text field



2. Add some text to identify this sub batch



3. Change the field name to a more appropriate

10	✓	✓	1	5	5	String	Postnr	38970
11	✓	✓	1	7	7	String	Batch	Batch 1
12	✓	✓	1	7	7	String	Batch	Batch 1

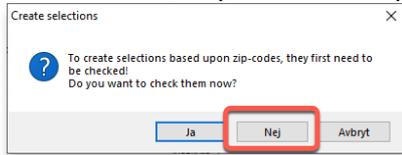
Step 2 – Define groups

Whether or not you performed step 1, we now need to let PostSort know that we have addresses that belong together. For this we use the selection-functionality. If you don't know how to create groups then contact our support.

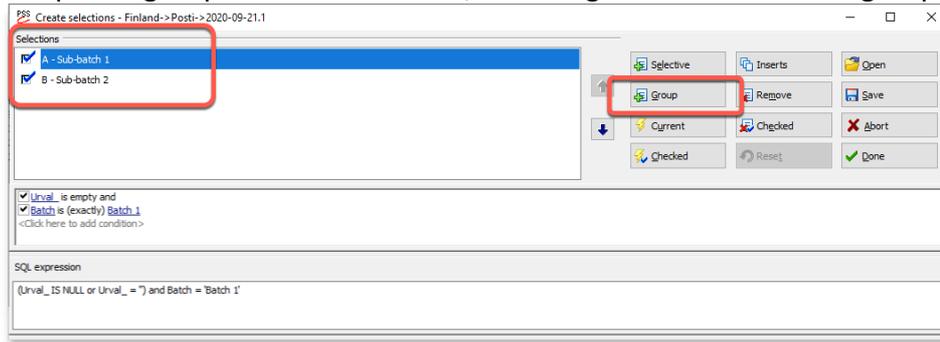
1. Select 'Create selections'



2. PostSort normally wants the zipcode-field to be evaluated, but this time we skip that.



3. Setup how groups are to be created, and assign each address to a group

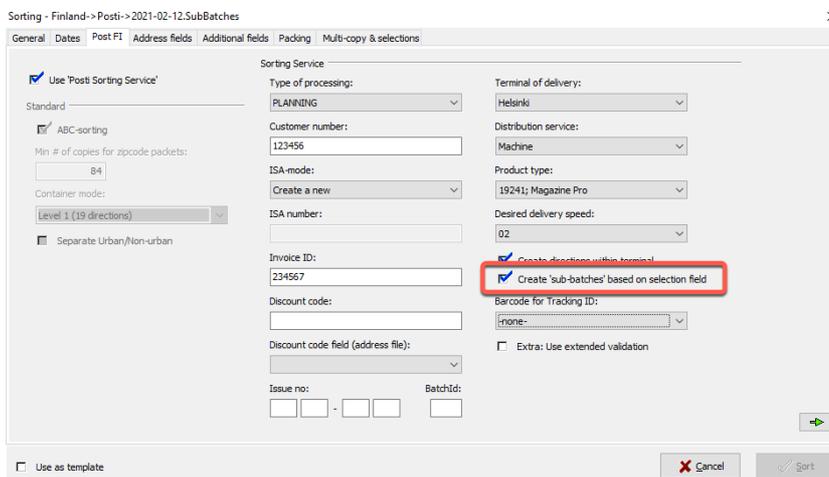


Step 3 – Sorting

PostSort can now be instructed to use the sub-batch functionality in Posti Sorting Service by checking that option.

Create 'sub-batches' based on selection field

1. Check to create sub-batches



2. Specify what groups to include

Sorting - Finland->Posti->2020-09-21.1

General | Dates | Post FI | Address fields | Additional fields | Packing | Multi-copy & selections

Multi-copy information

Field: [dropdown]

Level: [10] Max: [999999]

Include moved copies into statistics

Pack moved copies below specified level-value

Selection

Checked items are included in sorting

- Unmarked
- A - Sub-batch 1
- B - Sub-batch 2

Use as template

[Cancel] [Sort]

Step 4 – Production

All addresses will end up in the same file, but each batch will have its own set of containers. Batches will be produced in the same order as they were defined. In our example “Sub-batch 1” will be produced before “Sub-batch 2”. The production report will help you determine where each batch begins and ends.

PostSort Production report

MyOwnCompany AB

Type: Postal sorting

Service: Standard (Postal B)

Weight: 30 g

Packet: 5 - 84 copies

Address: On top

packets: 2180

TEST

Valid: 49590
 Invalid: 0
 Excluded: 0
 Records total: 49590
 Inkjet - addresses: 49590
 Inkjet - blanks: 0
 Products - totally: 49590

Customer: Finland

Title: Posti

Issue: 2021-02-12.SubBatches

Date: 2021-03-02 14:13

Job ID: JNY_4940352_2102

Post FI - Containers with mixed contents								
1	1	E001 - HELSINKI POK 00-14 (02)	Pallet	118	Packets	5828 copies	175 kg	#1
2	1	E002 - HELSINKI POK 00-14 (02)	Pallet	178	Packets	5775 copies	173 kg	#5829
3	1	E003 - HELSINKI POK 20-25 (02)	Pallet	82	Packets	2772 copies	83 kg	#11604
4	1	E004 - HELSINKI POK 00-19 (02)	Pallet	152	Packets	2770 copies	83 kg	#14376
5	1	E005 - HELSINKI POK 00-25, 45-49, 53-	Pallet	134	Packets	2769 copies	83 kg	#17146
6	1	E006 - TAMPERE 26-39 (02)	Pallet	186	Packets	4103 copies	123 kg	#19915
7	1	E007 - TAMPERE 40-44, 60-69 (02)	Pallet	216	Packets	4747 copies	142 kg	#24018
8	1	E008 - KUOPIO 50-52, 57-59, 70-83, 87-	Pallet	193	Packets	4096 copies	123 kg	#28765
9	1	E009 - OULU 84-86, 90-99 (02)	Pallet	157	Packets	3142 copies	94 kg	#32861
10	1	E010 - HELSINKI POK 00-99 (02)	Pallet	1	Packets	10 copies	0 kg	#36003
11	2	E011 - HELSINKI POK 00-19 (02)	Pallet	211	Packets	4345 copies	130 kg	#36013
12	2	E012 - OULU 84-86, 90-99 (02)	Pallet	80	Packets	1297 copies	39 kg	#40358
13	2	E013 - HELSINKI POK 00-25, 45-49, 53-	Pallet	156	Packets	2770 copies	83 kg	#41655
14	2	E014 - TAMPERE 26-39 (02)	Pallet	107	Packets	1879 copies	56 kg	#44425
15	2	E015 - TAMPERE 40-44, 60-69 (02)	Pallet	119	Packets	1993 copies	60 kg	#46304
16	2	E016 - KUOPIO 50-52, 57-59, 70-83, 87-	Pallet	90	Packets	1294 copies	39 kg	#48297