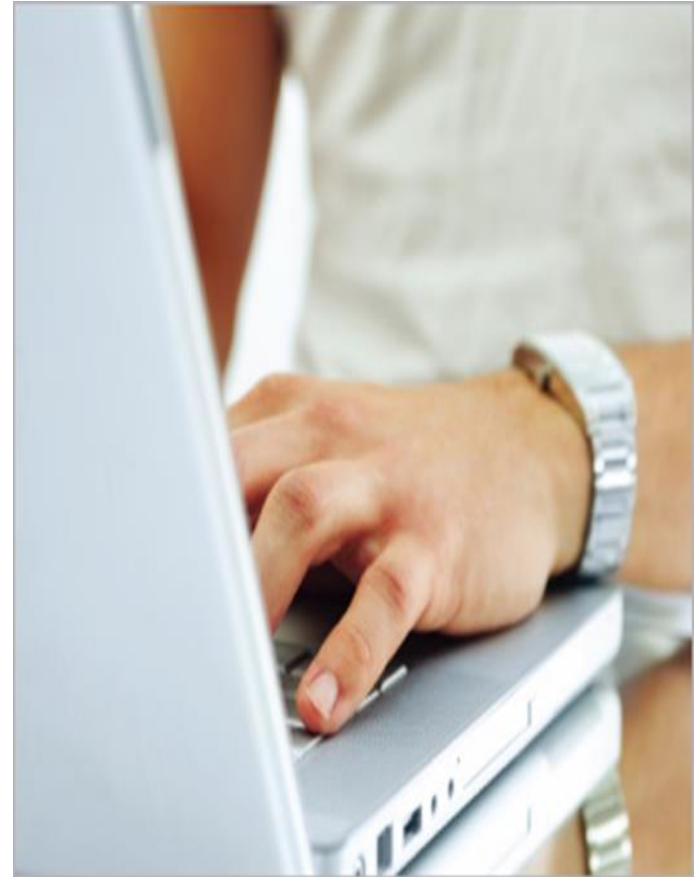


Webstore user guide

Create a customer account
and register your orders online

bring.com – My Post



Create a customer account

Use the online store to:

- Calculate prices and place your orders
- Register your prior notifications
- Register your newspaper mailing plan
- Refill your franking machine
- Book your unaddressed DM deliveries
- Get access to report facilities
- Get an overview on your agreements

For details on registration of prior notifications, newspaper mailing plans and uploading of postcode files, please see [separate user guide](#)

If any questions please call us on phone number **04045**
International calls **+47 21 31 62 34**
e-mail to brukerstøtte.bedrift@posten.no


Why order online?

- Quicker and easier than filling in a manual order form
- Useful tips and guidelines throughout the whole order process
- Consignment note by e-mail and available at the web store
- As an administrator you authorize access to other users – including 3rd party users
- The report facilities make it easy to survey your relations with Bring and subcontractors
- Access to invoice facilities makes the handling and follow up easier









Start at bring.com – My Post

HOME PRODUCTS AND SERVICES CUSTOMER SERVICE ABOUT BRING CAREERS

Search... 


What can we do for you?

-  Become a customer
-  Express services
-  Parcels
-  Cargo
-  Thermo
-  Mail

Login

- > mybring
- > **My Post**
- > My PNL

Track & Trace



Reference, shipment or package number

Remember this

Country-specific sites

Log in or create a new user

ORDER

MY PROFILE

AGREEMENTS

REPORTS & ORDERS OVERVIEW



Mail - identical format

Addressed direct mail, letters, magazines and similar

[CALCULATE PRICE AND ORDER](#) >

[Prior Notification/postcode files](#) >

[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](#) >

Username:

Password:

[Login](#)

[Forgotten your username/password?](#)

[Register new user](#)

Basket



No items

[View saved](#)

[View lists](#)

Prices and conditions


[READ MORE](#) >

Create new user


Register as Bring Mail webshop user


Please fill in the form below. The first user to register for your company, will automatically become [administrator](#) for the company.

The registration might take three days if you don't already have a customer number.


Indicates required field 


Customer number [Forgotten customer no? Search by organization no](#)


Organisation number  [Show list of customers](#)

Choose customer: 


If you cannot find the correct customer, please send an [e-mail](#) or call +47 21 31 62 34.


First Name: 


Last Name: 

Email Address: 

Business Phone Number:

Username: 

Password:  (at least 6 characters)

Confirm Password: 

Cancel

Submit

As a first web store user in your company you will automatically be registered as an administrator with the authorization to give your colleagues access to the account

If your company already has an administrator this form will automatically be sent to him/her.

If you don't know whether you have an account or not, please enter your Organization number and press «Show list of customers» .

If you need any help, call us on phone number 04045, e-mail brukerstøtte.bedrift@posten.no

You will receive an e-mail confirming the registration

Select your required service

ORDER

MY PROFILE

AGREEMENTS

REPORTS & ORDERS OVERVIEW



Mail - identical format

Addressed direct mail, letters, magazines and similar

[CALCULATE PRICE AND ORDER](#) >

[Prior Notification/postcode files](#) >

[Part Mailing](#) >



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[CALCULATE PRICE AND ORDER](#) >



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Newspapers to subscribers

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[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](#) >

You don't need to log in to calculate prices, just click on "Calculate price and order"

For all other services you will have to log in

Mailing specifications

MAIL - IDENTICAL FORMAT

Register order


Show price

Order details

Confirm order

Receipt

Mailing specifications

Destination	Speed of delivery	Format i	Quantity i	Discounts i	Weight pr item (g) i	Total weight (kg)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Add new Line

Additional services

Quantity

Contents

Receivers

Surcharge for Extra large items

Cash on delivery

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

- Companies
- Individuals
- Mixed

This site may vary depending on the service you require. Fill in your order and remember to tick off for content.

For more information click on the **i** buttons.

Check your order

[ORDER](#)
[MY PROFILE](#)
[AGREEMENTS](#)
[REPORTS & ORDERS OVERVIEW](#)
[Register order](#)
[Show price](#)
[Order details](#)
[Confirm order](#)
[Receipt](#)

My order

[Save as shopping list](#)
[Save basket](#)
[Mail Identical Format](#)

Product	Quantity	Unit	Price per Item	Subtotal
Mail, Small, A Dom	1,000	Ea	5.99	5,986.20
Total excl. VAT				5,986.20
VAT (25%)				1,496.55
Total NOK				7,482.75

Check your order and click NEXT
(Now is the time to log in if not already done)

On this site you can also view your agreements, booking history and run reports on previous orders.

Your basket will now display your order and prices.

Handing in details

Register order > Show price > **Order details** > Confirm order > Receipt

Invoice recipient

The handing-in relates to: 1 TESTKUNDE EKSTERN NORSK

Agreements

Mail Identical Format Choose product agreement

Handing-in

Date: 10.04.2013

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

References

Invoice Reference	<input type="text"/>	(Recommended)
Consignment Note Reference	<input type="text"/>	(Recommended)
Number of receptacles	<input type="text"/>	(Recommended)

Request for consignment note via e-mail
 Request for order confirmation via e-mail

Specify your order details. Remember to tick off the boxes at the bottom if you want the consignment note and order confirmation by e-mail

Click next

Select payment option

Invoice or credit card?

Register order

Show price

Order details

Confirm order

Receipt

My order

Mail Identical Format

Product	Quantity	Unit	Price per Item	Subtotal
Mail, Small Machineable MV1, B Dom	500	Ea	4.74	2,372.10
13 % Machineable mail discount MV1			-0.62	-308.37
Total excl. VAT				2,063.73
VAT (25%)				515.93
Total NOK				2,579.66

Payment

- Invoice
 Visa/MasterCard

Invoicing address

TESTKUNDE EKSTERN NORSK
 POSTBOKS 1500 SENTRUM
 0001 OSLO
 NORWAY

Ordered by

TESTKUNDE EKSTERN NORSK
 Test100 Evensen

References

Invoice Reference:
Consignment Note Reference: July 2014
Number of receptacles:

Handing-in details

Handing-in point: Hamar Postterminal, Tr h rningen,
 Smihagan 10, 2323 Ingeberg
Date: 25.07.2014

Mailings must be handed in together with a consignment note

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

Cancel

Confirm Order

Summery and confirmation

Thank you

Your order number is 1008730093 . Please find the details below including the consignment note.

This is also sent to your email address if you have checked the Consignment note via e-mail and this choice applies to your chosen product. You will receive an order confirmation when your mailings have been handed in.

[Continue Shopping](#)

Order details

Mail Identical Format

Product	Quantity	Unit	Price per Item	Subtotal
Mail, Small Machineable MV1, B Dom	500	Ea	4.74	2,372.10
13 % Machineable mail discount MV1			-0.62	-308.37
Total excl. VAT				2,063.73
VAT (25%)				515.93
Total NOK				2,579.66

Invoicing address

TESTKUNDE EKSTERN NORSK
POSTBOKS 1500 SENTRUM
0001 OSLO
NORWAY

References

Invoice Reference:
Consignment Note Reference: July 2014
Number of receptacles:

Ordered by

TESTKUNDE EKSTERN NORSK
Test100 Evensen

Handing-in details

Handing-in point: Hamar Postterminal, Trehørningen, Smihagan 10, 2323 Ingeberg
Date: 25.07.2014

Mailings must be handed in together with a consignment note

To be printed

Consignment note

 [Consignment note for order no. 1008730093](#)

Please remember to enclose this document when handing in your mailing

[Continue Shopping](#)

Print your consignment note and hand it in along with your mailing.



If any questions, call us on 04045 or e-mail: brukerstotte.bedrift@posten.no

Orders overview

ORDER | MY PROFILE | AGREEMENTS | REPORTS & ORDERS OVERVIEW

ORDERS OVERVIEW | REPORTS | FRANKING METER HISTORY

Orders registered last: 7 days

Orders registered between:  And 

Search By: Order No. containing:

Results

Order No.	Product	Order date	Invoice recipient	Order total <i>(Reserved)</i>	Order Status	Payment Method
1008421486	Mail - identic...	29.04.2014	TESTKUNDE...	20,829.51	Booked	Invoice
1008421483	Mail - identic...	29.04.2014	TESTKUNDE...	142,566.61	Booked	Invoice

Reports & orders gives you an overview on all your orders. Click on the order number to see the complete order.

How to cancel an order

ORDER | MY PROFILE | AGREEMENTS | REPORTS & ORDERS OVERVIEW

ORDERS OVERVIEW | REPORTS | FRANKING METER HISTORY

Contents of order 1008729568

- Order date: 23.07.2014

You can only cancel an order if it is in ENTERED or BOOKED status. Canceling an order will cancel all the lines of the order.

[Cancel Order](#)

Item	Quantity Ordered	UOM	Unit Price	Total	Status
Mail Varying Sizes					
Mail, Varying Sizes, A Dom	50	Ea	7.30	365.00	Entered
Total excl. VAT				365.00	
VAT				91.25	
Total NOK				456.25	

Posting

Handing-in point: Molde Postterminal, Gammelseterlia 22, 6422 Molde
Date: 23.07.2014
Part mailing: No

Invoicing address

TESTKUNDE EKSTERN NORSK
 POSTBOKS 1500 SENTRUM
 0001 OSLO
 NORWAY

Ordered by

TESTKUNDE EKSTERN NORSK
 Test100 Evensen

If your order still has status Entered or Booked you may cancel the entire order.

Administration of the account

ORDER | MY PROFILE | AGREEMENTS | REPORTS & ORDERS OVERVIEW

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

Should the reference field on invoices be mandatory?

Yes
 No
 Only when another party is ordering on our behalf

Who can register orders on behalf of TESTKUNDE KONSERNINTERN?

No one outside our company can register orders on our behalf
 Specified partners

OK

Last updated 23.06.2011 11:23 av TEST1000

Registered partners

Show partners with status Active

Create New

Customer No.	Company	Validity period	Status	Restrictions	Change
1	TESTKUNDE EKSTERN NORSK	23.06.11 - 23.06.20	Active	No	
10000482620	TESTKUNDE SVALBARD	23.06.11 - 30.12.11	Active	No	

Last updated (TESTKUNDE SVALBARD) 27.10.2011 13:26 by EVENSENLI

As an administrator, you are in charge of the account and have options such as giving access to more users and subcontractors under "My profile".

Thank you for using our webstore

If any questions please call us on
phone number **04045**
International calls **+47 21 31 62 34**
e-mail to **brukerstotte.bedrift@posten.no**

