

Ed. March 2022

# PUNTO POSTE DATE FOR THE INDIMO PROJECT

**Posteitaliane**



# CONTENTS



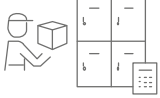
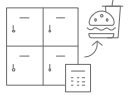


<b>PUNTO POSTE DA TE .....</b>	<b>3</b>
OFFERED SERVICES .....	3
HOW TO INTERACT (1/2) .....	4
HOW TO INTERACT (2/2) .....	5
<b>HOW TO ACTIVATE THE USER: USE AND ACTIVATION REQUIREMENTS .....</b>	<b>6</b>
MANDATORY AND OPTIONAL REQUIREMENTS .....	6
<b>HOW TO ACTIVATE THE USER .....</b>	<b>7</b>
PROCEDURE .....	7
<b>HOW TO PICK-UP A PACKAGE DELIVERED BY POSTE ITALIANE .....</b>	<b>8</b>
<b>HOW TO PICK-UP A PACKAGE DELIVERED BY A COURIER OTHER THAN POSTE ITALIANE.....</b>	<b>9</b>
<b>HOW TO SHIP A PACKAGE .....</b>	<b>10</b>
PREPAID SHIPPING/RETURN .....	10
<b>HOW TO BOOK A CELL FOR PERSONAL USE .....</b>	<b>11</b>
<b>HOW TO PAY POSTAL BULLETINS .....</b>	<b>12</b>
<b>HOW TO RECHARGE A SIM CARD .....</b>	<b>13</b>
<b>HOW TO RECHARGE A POSTEPAY CARD .....</b>	<b>14</b>
<b>AVAILABLE SERVICES .....</b>	<b>15</b>
FOCUS: PAYMENTS .....	15
<b>VIDEO TUTORIAL .....</b>	<b>16</b>

# PUNTO POSTE DA TE.

## OFFERED SERVICES:

It allows Poste Italiane customers residing in Monghidoro to use parcels management digital services, as well as bill payments and telephone recharges, at the Town Hall headquarters.



Parcel services	
	Parcels pick-up from the Poste Italiane locker (es. poste delivery range).
	Shipping from the locker of prepaid and return parcels (es. Crono reverse).
	Cell reservation for pick up from the locker of parcels from postal operators other than Poste Italiane.
Other services	
	Cell/s reservation for personal use (es. Super-market shopping delivery).
	Payment of pre-filled bulletins PA, MAV, etc..
	Recharge of prepaid Postepay cards and telephone SIM cards of the main Italian operators.

## HOW TO INTERACT (1/2):

The interaction with the locker takes place via:

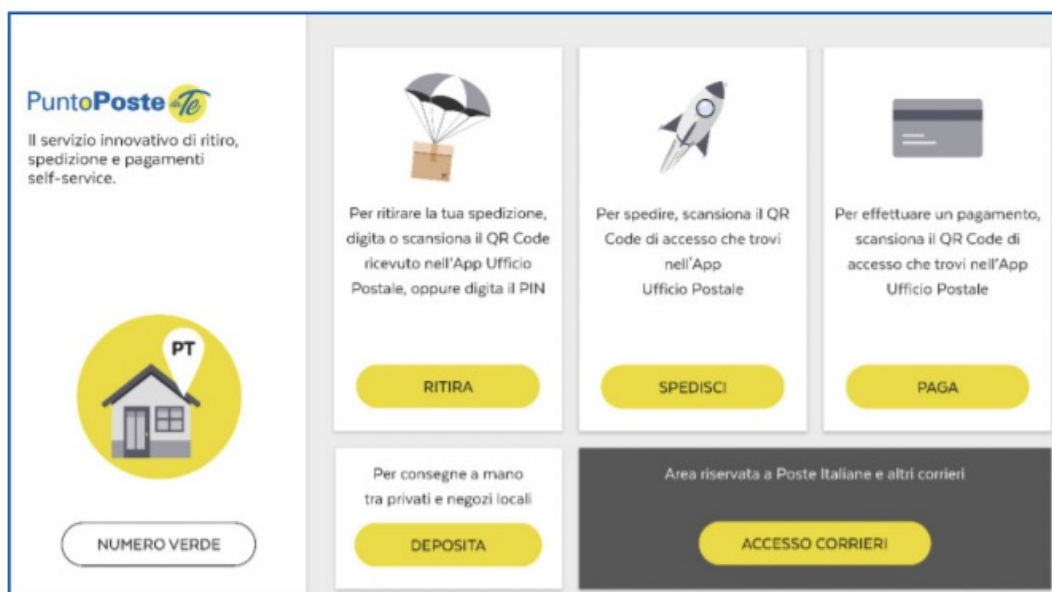


- **Optical reader for scanning barcodes**, both printed on paper and displayed on the smartphone display.
- **Full HD Touch Screen Display**, for performing the functions provided on the locker.
- **Payment card reader**.

By selecting the desired function on the **Touch Screen Display** among **RITIRA (PICK-UP)**, **SPEDISCI (SHIP)**, **DEPOSITA (DEPOSIT)** or **PAGA (PAY)**, the processes related by each function will be activated.

In particular you will be required to:

- scan or type the **pick up codes** or
- scan the access to the locker code that is directly generated from the PT App for the shipping and payments functions.



## HOW TO INTERACT (2/2):

**Ufficio Postale App (PT App)**, which allows you to:

- **Authenticate yourself to the device** to carry out the operations (es. shipping a package or pay a postal bulletin)
- **Receive notifications of the deliveries to pick up**
- **Managing the cells booking.**








**Bancoposta App (BP App) and Postepay App (pp App)** to authorize payment transactions in digital mode.



# HOW TO ACTIVATE THE USER: USE AND ACTIVATION REQUIREMENTS.

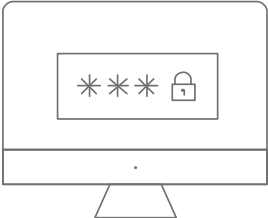
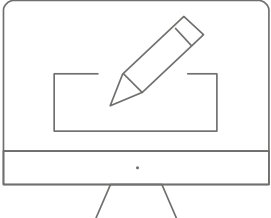

## MANDATORY AND OPTIONAL REQUIREMENTS:

FULL AGE	WWW.POSTE.IT	ACTIVATION CODE	UFFICIO POSTALE APP	FINANCIAL APPS (optional)
BEING ADULT	REGISTRATION ON THE RETAIL PORTAL	BE IN POSSESSION OF THE ACTIVATION CODE	INSTALL THE PT APP	INSTALL THE BP & PP APPS
				
TO SUBSCRIBE TO THE SERVICE YOU MUST BE EIGHTEEN OR OLDER	<p>YOU MUST HAVE <b>POSTE.IT CREDENTIAL</b> which will be necessary to login to the Ufficio Postale App</p> <p>Among the personal data, in the profile section, you must also indicate the contact e-mail address and mobile phone number</p>	<p>YOU MUST ASK THE SERVICE ADMINISTRATOR FOR THE <b>IMPERSONAL AND FREE ACTIVATION CODE</b></p> <p>Contact <b>Fondazione ITL</b> by phone at <b>051 527 3159</b>, or by e-mail at <b>indimo@fondazioneitl.org</b></p>	<p>FOR THE COMPLETE INTERACTION WITH THE LOCKER, YOU MUST DOWNLOAD (OR UPDATE) THE <b>UFFICIO POSTALE APP (PT APP)</b> ON YOUR SMARTPHONE AND <b>LOGIN WITH YOUR CREDENTIAL</b></p>	<p>TO MAKE PAYMENTS IN DIGITAL MODE USING THE BANCOPOSTA CARD OR THE POSTEPAY ONE YOU MUST DOWNLOAD THE <b>BANCOPOSTA APP (BP APP)</b> AND THE <b>POSTEPAY APP (pp APP)</b> ON YOUR SMARTPHONE</p>
<p>These mandatory requirements allow you to <b>register for the service and use the parcel pick-up/shipping services, parcel return management, parcel pick-up of couriers other than Poste Italiane, cells booking for personal use, payments.</b></p>				<p>To <b>manage payments in digital mode</b> with the Poste Italiane cards.</p>

# COME ATTIVARE L'UTENZA.


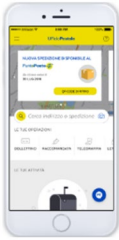


## PROCEDURE:

As an ENABLED USER connect to the website:  
<https://www.puntopostedate.it/attivazione>

1 - SERVICE ACTIVATION	2 - CGC, PRIVACY AND RESTRICTIVE CLAUSE SUBSCRIPTION	3 - ACTIVATION COMPLETION ON THE PT APP
		
<p>Activate the service using the activation code received from the administrator.</p>	<p>Sign the contract online.</p>	<p>Download the PT APP to complete the activation.</p>

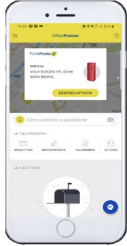
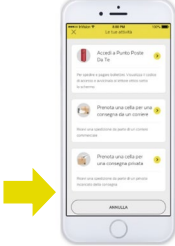


# HOW TO PICK-UP A PACKAGE DELIVERED BY POSTE ITALIANE.

Go to the Punto Poste Da Te installed at the Town Hall and pick-up your package purchased online in a few steps.

1 - RECEIVE THE NOTIFICATION ON YOUR SMARTPHONE	2 - VIEW THE PACKAGE AVAILABILITY	3 - USE THE WITHDRAWAL QR CODE	4 - PICK-UP THE PACKAGE FROM THE PUNTO POSTE DA TE
			
<p>Your package has been delivered to the Punto Poste Da Te.</p>	<p>Open the PT App and view the information card indicating your package availability and the Qr code needed to make the withdrawa.</p>	<p>Go to the Punto Poste Da Te, select <b>RITIRA</b> from the display menù, scan the QrCode on the locker enabling the opening of the cell containing the package.</p>	<p>Pick-up your package from the locker cell.</p>
		<p>The package pick-up requires you to sign on the locker display for acceptance.</p>	

# HOW TO PICK-UP A PACKAGE DELIVERED BY A COURIER OTHER THAN POSTE ITALIANE.


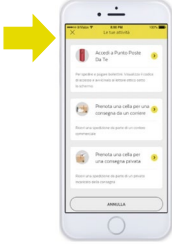


Go to the Punto Poste Da Te installed at the Town Hall and pick-up your package purchased online on Amazon in a few steps.

1 - ACCESS THE PT APP TO BOOK THE CELL	2 - BOOK THE CELL FOR THE COURIER (NOT POSTE)	3 - ENTER YOUR RESERVATION DETAILS	4 - RECEIVE THE CODE TO PICK-UP THE PACKAGE
			
<p>From the PT APP, access the Punto Poste Da Te card to book the cell for the courier other than Poste Italiane/SDA.</p>	<p>View the available features and select «<b>prenota una cella per una consegna da un corriere</b>».</p>	<p>Enter the shipment identification code (present in the waybill of the placed order) and a brief description.</p>	<p>Receive the QR Code that allows you to open the cell, once the courier has made the delivery in the locker.</p>
		<p>The cell will be booked for 1 day. The courier, to deliver the package, scans the waybill applied, for example, on the Amazon package, then inserts the package into the cell and closes the door.</p>	

# HOW TO SHIP A PACKAGE.

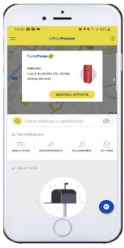
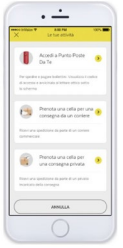

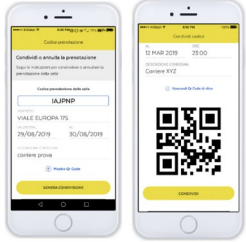
## PREPAID SHIPPING/RETURN:

Go to the Punto Poste Da Te installed at the Town Hall and return your package in a few steps.

1 - ACCESS TO THE AUTHENTICATION CARD	2 - GENERATES THE AUTHENTICATION QR CODE FROM THE APP	3 - USE THE AUTHENTICATION QR CODE	4 - SHIP THE PARCEL FROM THE PUNTO POSTE DA TE
			
<p>From the PT APP, access the Punto Poste Da Te card to generate the authentication QrCode.</p>	<p>Generates the locker authentication QrCode allowing you to perform the operation.</p>	<p>Go to the Punto Poste Da Te with the package, scan the authentication QrCode on the locker and select <b>SPEDISCI</b> from the display menu.</p>	<p>Scan the shipping code on the package, enter the package in the cell and close it. Then you will receive the receipt email with the shipments details.</p>
			<p>The courier will pass the next working day for collection.</p>

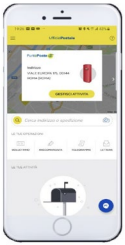
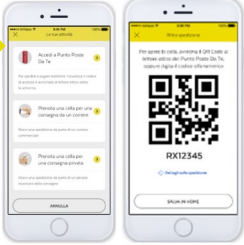


# HOW TO BOOK A CELL FOR PERSONAL USE.

Go to the Punto Poste Da Te installed at the Town Hall and pick-up a personal effect someone left you in the cell in a few steps.

1 - ACCESS THE PT APP TO BOOK A CELL	2 - BOOK THE CELL FOR PERSONAL USE	3 - ENTER THE RESERVATION DETAILS	4 - GENERATE YOUR PERSONAL CODE
			
<p>From the PT APP, access the Punto Poste Da Te card to book the cell (for personal use).</p>	<p>View the available features and select «<b>prenota una cella per una consegna privata</b>».</p>	<p>Enter a brief description in the dedicated area, in this way the cell is booked for one day.</p>	<p>Generates the reservation QR Code to share with those who (bringing it close to the locker optical reader) will have to open the call to deliver the personal belongings.</p>
			<p>Once the delivery has been made, you will receive the notification and the QrCode to pick-up the personal belongings.</p>

# HOW TO PAY POSTAL BULLETINS.

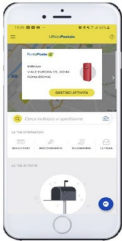
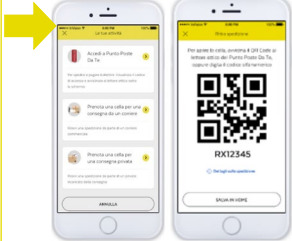


Go to the Punto Poste Da Te installed at the Town Hall and pay the condo fees in a few steps.

1 - ACCESS THE PT APP TO PAY THE BULLETIN	2 - GENERATE THE CODE TO ACCREDIT YOURSELF TO THE LOCKER	3 - FILL IN THE BULLETIN DATA	4 - PAY THE BULLETIN
			
<p>From the PT APP, access the Punto Poste Da Te card to pay the bulletin.</p>	<p>Open the PT APP and view the information card allowing you to generate a QR Code with which to accredit yourself to the locker.</p>	<p>Go to the Punto Poste Da Te, select <b>PAGA-&gt;Paga un bollettino</b> and show the data matrix code printed on the pre-filled bulletin to the optical reader. Fill in the required data.</p>	<p>From the locker display make the payment with the Postepay Evolution prepaid card or mPOS or BancoPosta account.</p>

PLEASE NOTE: to find out the details and the payments methods enabled for individual operations, always consult the user manual also available on [puntopostedate.it](http://puntopostedate.it)

# HOW TO RECHARGE A SIM CARD.


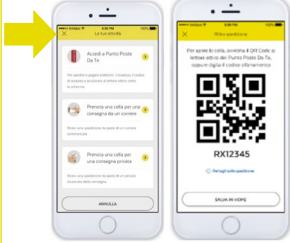


Go to the Punto Poste Da Te installed at the Town Hall and recharge your SIM card in a few steps.

1 - ACCESS THE PT APP TO RECHARGE	2 - GENERATE THE CODE TO ACCREDIT YOURSELF TO THE LOCKER	3 - FILL IN THE RECHARGE DATA	4 - MAKE THE RECHARGE PAYMENT
			
<p>From the PT APP, access the Punto Poste Da Te card to recharge.</p>	<p>Open the PT APP and view the information card allowing you to generate a QR Code with which accredit yourself to the locker.</p>	<p>Go to the Punto Poste Da Te and from the options choose <b>PAGA-&gt;Ricarica Telefonica</b>. Fill in the recharge data.</p>	<p>From the locker display, make the payment via BancoPosta account or mPOS with Poste Italiane cards.</p>

PLEASE NOTE: to find out the details and the payments methods enabled for individual operations, always consult the user manual also available on [puntopostedate.it](http://puntopostedate.it)

# HOW TO RECHARGE A POSTEPAY CARD.

Recati al Punto Poste Da Te installato presso il Municipio e in pochi passi ricarichi la tua postepay.

1 - ACCESS THE PT APP TO RECHARGE	2 - GENERATE THE CODE TO ACCREDIT YOURSELF TO THE LOCKER	3 - FILL IN THE RECHARGE DATA	4 - MAKE THE RECHARGE PAYMENT
			
<p>From the PT APP, access the Punto Poste Da Te card to recharge.</p>	<p>Open the PT APP and view the information card allowing you to generate a QR Code with which to accredit yourself to the locker.</p>	<p>Go to the Punto Poste Da Te and from the options choose <b>PAGA-&gt;Ricarica Postepay</b>. Fill in the recharge data.</p>	<p>From the locker display make the payment via BancoPosta account or mPOS with Poste Italiane card.</p>

PLEASE NOTE: to find out the details and the payments methods enabled for individual operations, always consult the user manual also available on [puntopostedate.it](http://puntopostedate.it)

# AVAILABLE SERVICES.

## FOCUS: PAYMENTS

		Digital Mode			Physical Mode
		Bank Account (BancoPosta App)	Pay with PostePayButton (PostePay App)	VPOS (other cards)	POS
AVAILABLE SERVICES	POSTAL BULLETINS (Pre-filled, PA, Mav)	X	X	X	X
	POSTAL BULLETINS (Not pre-filled)	X	X	-	-
	POSTEPAY RECHARGE (Evolution)	X	-	-	X (only with PostePay Evolution & BancoPosta)
	TELEPHONE CARDS RECHARGE (PosteMobile, TIM, WindTre e Vodafone)	X	-	-	X (only with Poste Italiane cards)

**A. Digital mode payment** → App BancoPosta, App PostePay, VPos for payments with other operators cards with exclusion of Amex and PagoBancomat cards.

**B. Physical mode payment** → with Poste Italiane cards (PostePay, PostePay Evolution, BancoPosta) and cards of other operators, with exclusion of Amex and PagoBancomat ones.

# VIDEO TUTORIAL.

**Video tutorial** available on:

- display del locker
- [www.puntopostedate.it](http://www.puntopostedate.it)
- [canale YouTube](#)



     [poste.it](https://poste.it)

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