

# How do I gain insight into my invoices and order confirmations?



Quick and easy to arrange in Mijn PostNL

## 1. Viewing your invoice

Everything starts with logging in to Mijn PostNL using your e-mail address and password. Then click the **'Invoices'** button, or go via **'Insight'** to **'Invoices'**.

You can search for invoices in the following ways:

- by customer number (your own or those for which you're authorised)
- by period
- by invoice number

Example of filter settings

Found the invoice you were looking for? If so, then click on the invoice line to view more details. If you want to open the invoice, click on the **PDF button**.

**Results: 8 Invoices**

Invoice Date	From	Invoice No	Type	Period	Nett Amount	Tax Amount	Gross Amount	
25-03-2019	Koninklijke PostNL B.V.	1061-169391	Factuur	25-03-2019 - 31-03-2019	€11.099,35	€ 0,00	€ 11.099,35	

**Invoice 1061-169391**

Product Totals | Supplier Totals | Downloads

Customer number: All providers

Description	Tax Category	Nett Amount
<b>Partijepost Buitenland</b>	Vrijgesteld	€ 10.918,35
<b>Aangetekend Buitenland</b>	Vrijgesteld	€ 181,00

## 2. Viewing product totals

Click on the 'Product totals' tab, and you'll see an overview of the product totals for all suppliers. By selecting another customer number, you can view the product totals for a specific supplier.

**Results: 8 Invoices**

Invoice Date	From	Invoice No	Type	Period	Nett Amount	Tax Amount	Gross Amount	
25-03-2019	Koninklijke PostNL B.V.	1061-169391	Factuur	25-03-2019 - 31-03-2019	€11.099,35	€ 0,00	€ 11.099,35	

**Invoice 1061-169391**

**Product Totals** | Supplier Totals | Downloads

Customer number: All providers

Description	Tax Category	Nett Amount
<b>Partijepost Buitenland</b>	Vrijgesteld	€ 10.918,35
<b>Aangetekend Buitenland</b>	Vrijgesteld	€ 181,00

Click on the desired product to view more details.

**Invoice 1061-169391**

**Product Totals** | Supplier Totals | Downloads

Customer number: All providers

Description	Tax Category	Nett Amount
<b>Partijepost Buitenland</b>	Vrijgesteld	€ 10.918,35
<b>Aangetekend Buitenland</b>	Vrijgesteld	€ 181,00

## 3. Viewing supplier totals

You'll only be able to see the 'Supplier totals' tab for customers with multiple customer numbers and if supply-customer numbers appear on the invoice. The VAT percentage and total amount excluding VAT is displayed per customer number.

**Invoice 1061-169391**

**Product Totals** | **Supplier Totals** | Downloads

Customer Name	Customer Number	Tax Category	Total Nett Amount
Drechtsteden Drukkerij B.V. Pieter Zeemanweg 30 A, 3316GZ DORDRECHT	21216	Vrijgesteld	€ 181,00
0004455130	4455130	Vrijgesteld	€ 7.257,25
0004455131	4455131	Vrijgesteld	€ 20,00
0004455132	4455132	Vrijgesteld	€ 443,10
0004455136	4455136	Vrijgesteld	€ 680,40
0004455139	4455139	Vrijgesteld	€ 507,60

## 4. Viewing corrections

Click on the **'Corrections'** tab If the invoice concerned has corrections, they'll appear here.  
Click on a **'Case number'** to view the details of the correction.

**Invoice 1061-162935**

Product Totals	Supplier Totals	Corrections	Downloads
Description			
Casenumber:66115846			
Casenumber:66135704			
Casenumber:66137682			

**Invoice 1061-169391**

Product Totals	Supplier Totals	Downloads
Download General		
 Customer invoice usage overview for invoice number 1061-169391		
 Supplying Business Partner Totals for 1061-169391		
 Customer invoice magazine overview for invoice number 1061-169391		
 Customer invoice usage overview 2.0 for invoice number 1061-169391		

## 5. Downloading invoices

The information in all of these tabs can be downloaded as an Excel report.  
To do so, click **'Downloads'**. You will see the following:

- an up-to-date usage summary\* and a short version (you can use this **'export invoice'** to check all order details for products and services);
- supplier totals (you can use this export to pass on charges internally, for example);
- barcode report (showing all order details for parcels that you have sent in a specific period).

\* This consumption overview will no longer be offered from 1-1-2021.

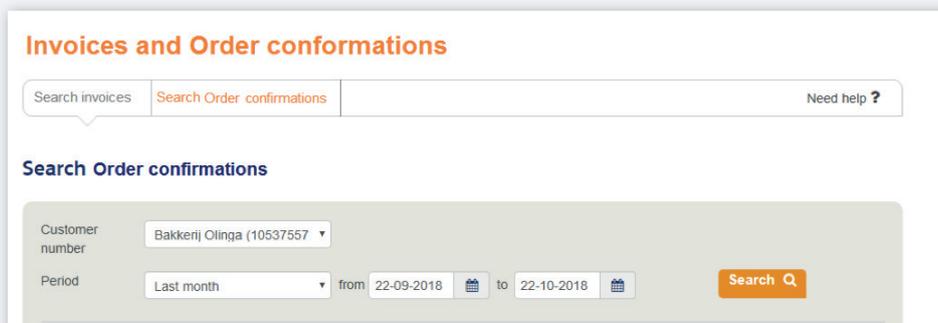


Please note: You'll only be able to see the **'Supplier totals'** report for customers if multiple supply-customer numbers appear on the invoice. The VAT percentage and total amount excluding VAT is displayed per customer number. In the report, the VAT is calculated and you'll also be able to see the amounts including VAT.

## 6. Viewing your order confirmation

This function allows you to request a report of all services purchased and bulk mail sent. Depending on the period you choose, you can see whether or not they've already been invoiced. If a service or sent bulk mail has not yet been invoiced, you'll see a couple of empty columns (for example, the invoice number and invoice date). These services will generally appear on the next invoice.

You can select the customer numbers for which you're authorised. If you choose a customer as



Example of filter settings

payment number, you'll see all of the services and sent bulk mail for the entire payment structure. If you choose a supplier number, you'll see only the purchased services and sent bulk mail for this number. You can select a period of no more than three months if you request a report for one customer number. If you request a report for all customer numbers, then you can only request this for a maximum period of one week. The last column in the file shows whether PostNL has made adjustments to the pre-alerted bulk mail.

