

How do you create shipments with a barcode book?



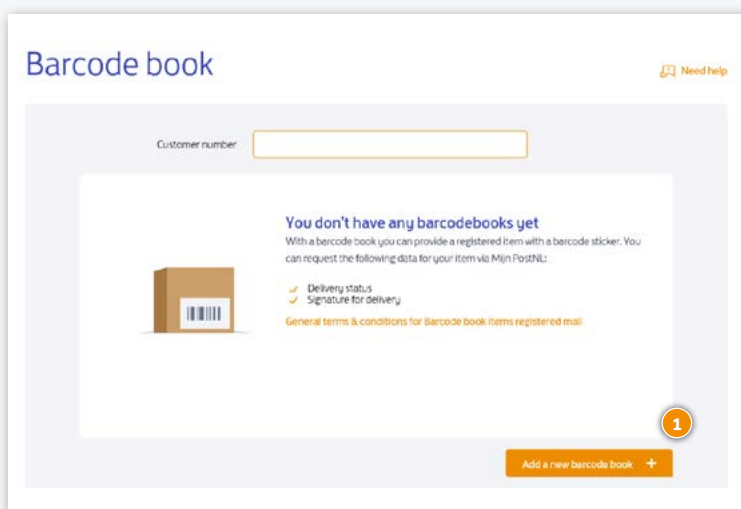
Quick and easy to arrange in Mijn PostNL

Step 1. Add your barcode book

Log in to Mijn PostNL using your e-mail address and password. Click on 'Send' and then 'Registered' to reach the 'Barcode book' shipping module. You'll find an overview of barcode books that are activated on your customer number. If you'd like to use a new barcode book, you can add it here. This overview also allows you to manage your books by adjusting the standard settings. By clicking on a book, you can view all of the barcodes in that book and activate them per item.

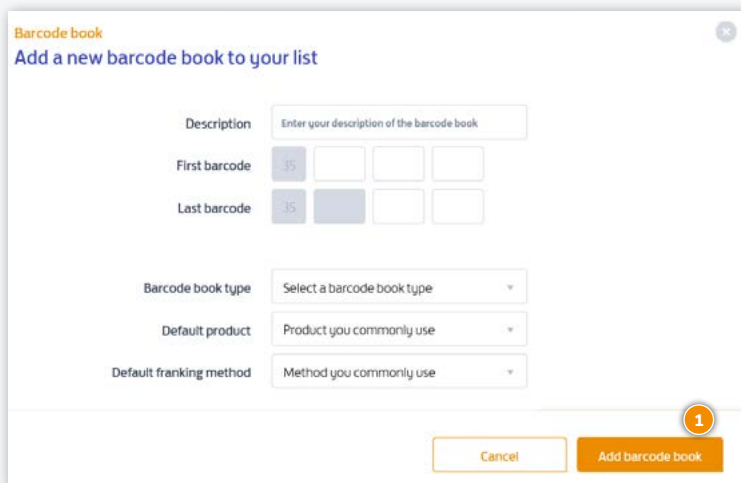
Adding a new book

To use a barcode book, you first have to link it to your customer number. To do this, click the button 'Add new barcode book' at the start of the module **1**.



→ Cont. **Step 1. Add your barcode book**

You can now fill in your barcodebook details and your standard settings, and then click on 'Add barcode book' ¹.



The screenshot shows a form titled "Barcode book" with the subtitle "Add a new barcode book to your list". The form contains the following fields:

- Description:** A text input field with the placeholder "Enter your description of the barcode book".
- First barcode:** A field with a dropdown menu showing "35" and three empty input boxes.
- Last barcode:** A field with a dropdown menu showing "35" and three empty input boxes.
- Barcode book type:** A dropdown menu with the text "Select a barcode book type".
- Default product:** A dropdown menu with the text "Product you commonly use".
- Default franking method:** A dropdown menu with the text "Method you commonly use".

At the bottom right of the form, there are two buttons: "Cancel" and "Add barcode book". The "Add barcode book" button has a small orange circle with the number "1" next to it, indicating the step to click.

- **Description** Give your book a name. You'll see this in the module's starting page
- **First barcode** Fill in the first barcode from the barcode book (this is at the front of the book)
- **First barcode** Fill in the last barcode from the barcode book (this is also at the front of the book)
- **Type of barcode book** Select the type of barcode book you want to use. This is on the front page of the book. You can select from four options: registered mail, registered with franking machine, letter with identification check, or insurance service with franking machine
- **Standard product code** Choose the product code that you'll be using the most for this book. You'll see this product code by default in your book when activating the barcode stickers
- **Standard franking method** Choose the franking method that suits this book. Choose 'Post paid' if you send the items on account. Choose 'Franking machine' if you frank the items with a (digital) stamp or franking machine

Adjusting the barcode book settings

Would you like to change something in your standard settings? No problem! Select your barcode book in the starting screen and click on the icon to go to the settings ¹.

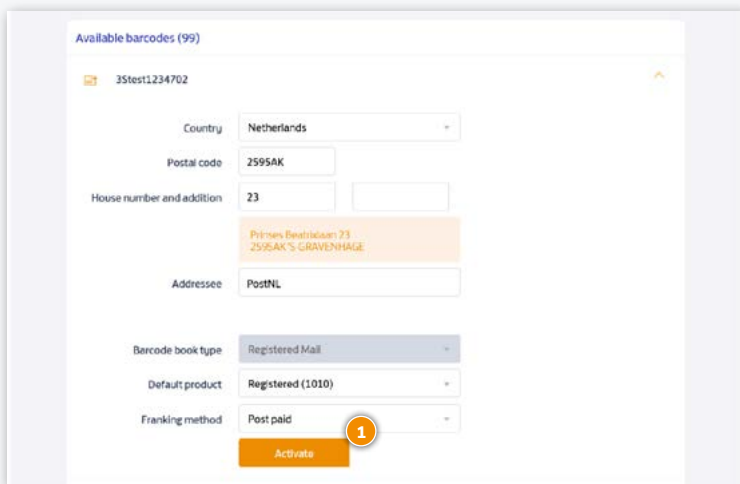


This is where you can change the description and the standard product code/franking method. Click 'Save'.

Step 2. Activate your barcode sticker

If you want to send a registered item, you will need to activate the barcode sticker used on Mijn PostNL. You can do so as follows:

- Click in the starting screen of the barcode book that you want to use
- Choose the barcode sticker you're going to use for the item from the list of available barcodes
- Fill in the recipient's name and address details and adjust the standard product code for your item if necessary. Click 'Activate' **1** and your item is pre-alerted and ready for use. If you have another item, click on the next available barcode and fill in the details.



The screenshot shows a web form titled "Available barcodes (99)". At the top left, there is a small icon and the text "35test1234702". The form has several sections:

- Country:** A dropdown menu with "Netherlands" selected.
- Postal code:** A text input field containing "2595AK".
- House number and addition:** Two text input fields, the first containing "23".
- Address:** A highlighted orange box containing the text "Prinses Beatrixlaan 73" and "2595AK 'S GRAVENHAGE".
- Addressee:** A text input field containing "PostNL".
- Barcode book type:** A dropdown menu with "Registered Mail" selected.
- Default product:** A dropdown menu with "Registered (1010)" selected.
- Franking method:** A dropdown menu with "Post paid" selected.
- Activate:** An orange button at the bottom right, highlighted with a red circle and the number "1".

Please note: if you choose 'Post paid', you must always create a P1700 order form:

- Go to the 'Bulk mail' shipping module and click on 'Pre-alert a new bulk mail shipment' at the bottom right
- Fill in the bulk mail characteristics and choose the product code that you have used with the barcode book.
- Fill in the details, such as the number of registered items. Please note: only enter the number of items with a barcode book on account!
- Click 'Tender'
- Print the P1700 order form

Step 3. Package your items

Place your registered items in the red registered sealbag (two sizes available), or in a domestic mailbag with the red registered tiewrap.

Domestic and international shipments (EU or outside of the EU) can be included in the same bag, to a maximum weight of 20 kg per mailbag.

Please note: if you choose 'Post paid', you must always include the P1700 order form.



T990526 red tiewrap

T990528 red sealbag small

T990530 red sealbag large

Step 4. Hand over your shipments

Hand over the closed red sealbag and/or mailbag(s) with red tiewrap to:

- your pick-up service
- the employee at your Post Office, Business Point or Business Counter at a Sorting centre*

* You can find the closest delivery point on postnl.nl/locatiewijzer.

Tip

Write down the barcode of the red sealbag and/or tiewrap for yourself. This could come in handy for questions about the status of your shipment.

Step 5. Track your item

If you'd like to know where your item with barcode sticker is, they're very easy to track in the barcode book module.

- Click on the Barcode book and view the list of used barcodes. Click on PDF or CSV to export the list with used barcodes.
- Click on a barcode to view the item details, such as the signature on delivery for domestic items.



Used barcodes (1)		Export	
Barcode	Address	PDF	CSV
 35test1234701	Prinses Beatrixlaan 23 2595AK'S-GRAVENHAGE		

Would you like to order consumables?

Go to shop.postnl.nl to place your order free of charge for red sealbags, red tiwraps and domestic mailbags for presenting your registered mail shipments.

