How to tender bulk mail?
Quick and easy order entry in Mijn PostNL

Step 1. Pre-alert your new bulk mail consignment

Log in to Mijn PostNL using your e-mail address and password. Select the option 'Bulk Mail', and then click on 'Pre-alert a new consignment' **1**.

Step 2. Consignment characteristics and product selection

You will now see the field "Customer number' and under 'Consignment characteristics' the fields 'Select Favourite' (this only appears once it's already been used), 'Description' and (depending on the settings chosen by the Mijn PostNL-administrator **2**) 'Cost centre', 'Reference' and 'Tendered by'.

- Customer number: when clicked, it shows one or more customer numbers for which you can create consignments
- Select favourite: this lists your favourite consignments
- Description, Cost centre and Reference: the Mijn PostNL administrator can give these fields a name and indicate whether they're optional or mandatory. Your bulk mail consignment can later be identified by what you've filled in here, and you'll be able to find the details on your order confirmation and the invoice.
- Tendered by: if you aren't tendering the bulk mail yourself, fill in the name or customer number of the company that tenders or hands over the bulk mail.

You can select a product/product number in three ways, depending on the user options the Mijn PostNL administrator has set for you:

1. Enter the product ①
If you already know the product number or name, you can fill it in here.

2. Search in favourites ②
You'll see your favourite products here. You can create and manage this list yourself, by creating favourites if you often send the same kind of consignments.

3. Use the wizard ③
If you don't quite know which product you need to select, fill in a few details about the consignment (destination, size, weight, required dispatch or delivery date). We'll then automatically derive the correct product number for your consignment.

Step 3. Complete consignment

Product Details

○ Dispatch date *   17-07-2019 📅   Franking method   Post-paid ▾   ⓘ

○ Delivery Period *   19-07-2019 📅 – 20-07-2019 📅   ⓘ

Expected volume *   300

Weight per item (gr)   22

KIX / Code line   ☐   ⓘ

Would you like to save this product and details combination as a favourite to reuse it later?   **Save as favourite**

② **①**

Cancel   Pre-alert   Tender

Now you can complete the consignment by selecting either to 'Tender' it immediately or to 'Pre-alert' it.

Tender **①**
Choose 'Tender' if you want to immediately tender the consignment that you've just created. The consignment is directly pre-alerted as well.

Pre-alert **②**
- Select this option if you wish to pre-alert another consignment after this one. If the next consignment is very similar to the first, then you can either use the 'Copy' option or select a favourite that you've created. All you have to do is change those details that are different. If this is the last of several consignments, tick all the other consignments that you'd like to 'tender' at the same time.
- Select this option if you don't want to check, sort and tender the consignment right away. This might be because you wish to add more consignments later that day or because the details you've entered may still change. Your consignment will be saved so that you can continue with it at any time. You can find an overview of your saved consignments under the 'Status' drop-down menu on the bulk mail home page.
- Select this option if you wish to immediately check and/or sort the address file of the consignment you've just created. Please note: you can only do this for domestic bulk mail.

Once you're ready to tender your pre-alerted bulk mail, a new screen opens in which you can link a barcode to the consignments, or a screen containing the order form that you can then print.

Package your consignments

When packaging your bulk mail, there are a couple of things to keep in mind.

- Package each bulk mail consignment separately. Depending on the size of the bulk mail consignment(s), you can use yellow sealbag(s) or mailbag(s) with a yellow tiewrap, or the packaging material indicated in the Terms of Delivery: postnl.nl/postaanleveren
- You may not divide the bulk mail consignments over multiple sealbags. If the bulk mail consignment does not fit in one sealbag, then use a mailbag with a yellow tiewrap. You may use more mailbags than one for a bulk mail consignment.
- Hand over international bulk mail separately from domestic bulk mail for the Netherlands. Bulk mail (unsorted) with destination 'Europe' or 'World' has its own conditions and its own bag labels: postnl.nl/postaanleverenbuitenland

- After pre-alerting and saving your bulk mail consignment, you can hand it over at a PostNL location or hand it over to your pick-up service.

Would you like to order consumables?

Go to shop.postnl.nl to place your order free of charge for sealbags, yellow tiewraps, mailbags and labels for handing over your bulk mail consignments.