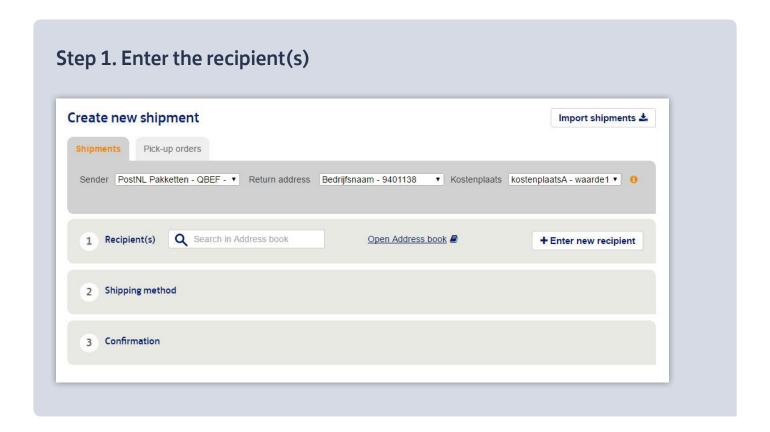# Step-by-step card

Creating a parcel shipment

In Mijn PostNL, you can easily get your parcel and freight shipments ready for shipment. The Address book and Favourites can save you work and time.

Log in to go to the shipping module

- Log in to Mijn PostNL using your e-mail address and password.
- Click on the 'Parcels & Freight' shipping module.
- Now, you can enter a new shipment.

Get your parcel ready for shipment in three easy steps:

1. Enter the recipient(s)
2. Select the shipping method
3. Complete the shipment

Step 1. Enter the recipient(s)

Create new shipment Import shipments ⬇

Shipments	Pick-up orders

Sender [PostNL Pakketten - QBEF - ▼] Return address [Bedrijfsnaam - 9401138 ▼] Kostenplaats [kostenplaatsA - waarde1 ▼] ⓘ

1 **Recipient(s)** 🔍 Search in Address book <u>Open Address book</u> 📖 **+ Enter new recipient**

2 **Shipping method**

3 **Confirmation**

- First select the sender, return address and cost centre(optional).
- Then enter the recipient(s). You can do so in various ways:
  - **Search in your Address book**
    The Address book is handy for when you regularly ship parcels to the same recipients. In the Address book, you can easily add recipients and create groups. That way, you will be able to find the recipient(s) for your shipment very quickly in the search field.
  - **Selecting from your Address book**
    You can also open the Address book and select the recipients you wish to add to your shipment in the pop-up window.
  - **Entering manually**
    You can also enter the addresses manually, for example if you are only shipping a few parcels. When entering recipients, you can save them in your Address book. For the next recipient, click on 'Enter new recipient' again.

Step 2. Select the shipping method

- First, select the type of shipment you wish to send and then select where you would like the shipment delivered. You are only shown the options that are also listed in your contract.
- Then select how you wish to send your shipment: with or without additional services. Your choices determine which shipping method is selected for your shipment.
- Finally, enter the additional properties, such as number of parcels, presentation date (the date on which you are going to present the parcel to PostNL) and if applicable, your reference number.

Tip

Save often used shipping methods under 'Favourites'. That way, you can put together your own selection of shipping methods you use regularly.

Step 3. Complete the shipment

- You will see a summary of your shipment under 'Confirmation'. You now have three options:
  – Print the shipping labels, including the barcode labels, right away. After this, your shipment will be made ready to be pre-alerted to PostNL on the presentation date automatically.

– First, enter another shipment. Your shipment will be saved under 'Prepared shipments'. From this tab, you can select multiple shipments to print the shipping labels all at once, thus presenting the shipments to PostNL.

– If you not wish to print, but also do not wish to enter a new shipment, then you can skip this step. You can find your shipment in the 'Prepared shipments' tab where you can still print the shipping labels at a later moment.

Prepared shipments

You will find all shipments that you have created but not yet pre-alerted to PostNL under 'Prepared shipments'. This could be because you have yet to print the shipping labels, or because the presentation date has not yet been reached.
If you have not printed the shipping labels, then you can still edit the shipment. You can always remove shipments from this tab; these will then not be pre-alerted to PostNL.

You can easily print or remove multiple shipments at once by ticking the box for every shipment. Then, scroll down and click on the 'Print' link or the 'Delete' link at the bottom right.

Sent shipments

This overview lists all shipments you have presented to PostNL. Click on a shipment to view the details. You can then see information including shipment details. If the presentation date is no more than a month old, you can reprint the shipping labels or copy the shipment to create a new shipment with the same properties.

More information?

See **'Need help?'** for an extensive manual.