Manual importing Bulk consignments
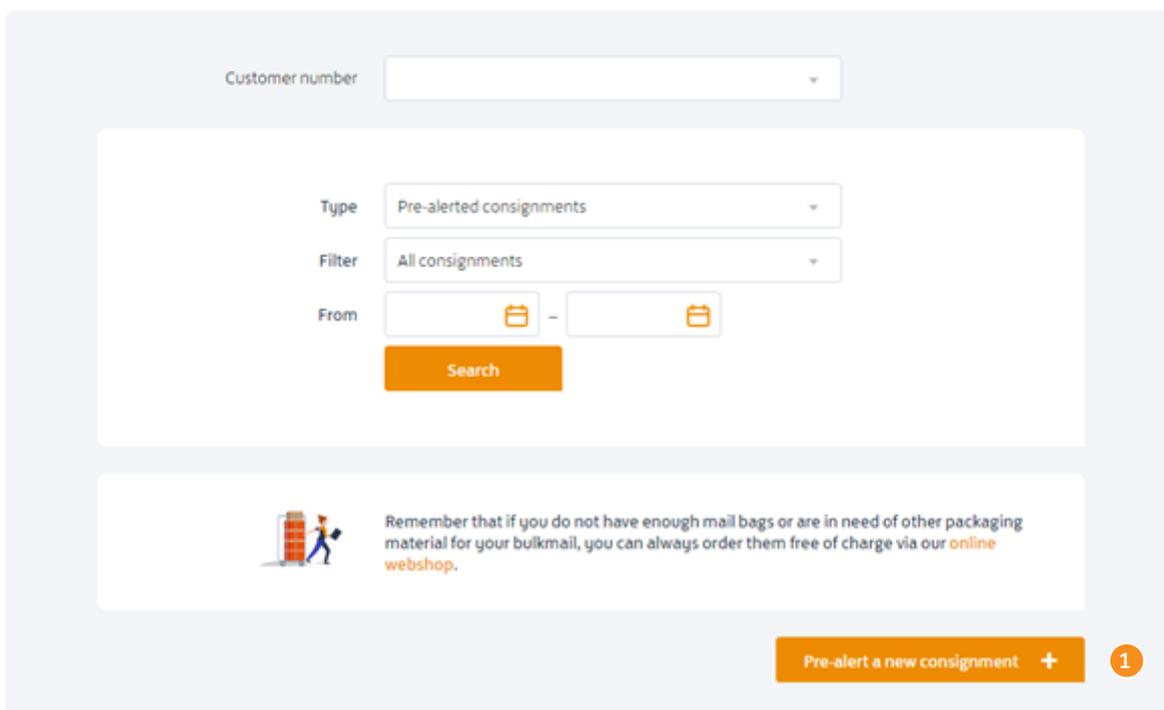
Quick and easy in Mijn PostNL.

1. Importing data- general

It could be the case that you enter your consignments in a system other than Mijn PostNL. If you convert your consignments into an XML or CSV file, you can import these easily into Mijn PostNL. The file can contain one or more consignments. The maximum of rows per file is 100 (including the header). To import a consignment, click on 'Bulk mail' module and continue by clicking on 'Pre-alert a new consignment' **1** then click on 'Import file' **2**

Bulk Mail

Customer number

Consignment characteristics

Select favourite

Manage favourites

Description *

Import from file ②

Cost centre *

Referentie

Tendered by

Add file

Click on 'Select file' ① and select your file (XML- or CSV format) for upload. After the upload the file name will appear ② click on 'Continue' ③.

Please note: the file cannot be larger than 1 MB.

Import consignments
Choose the file that you would like to import (CSV or XML) ①

The importing consignments feature allows files with consignment information which you may have entered in another system to be imported in Mijn PostNL. You can import consignments using a CSV or a XML file. For more information, refer to the following document: **User manual Bulk mail importing consignments**

Selected file: **EXAMPLE file 6.csv** ②

Select a file   Continue ③

If the file contains errors, you will receive below notification. You cannot import data in Mijn PostNL if the file contains errors.

Import consignments
Choose the file that you would like to import (CSV or XML)

⚠ There was an error when reading your file (CSV or XML)

Unexpected columns were found in the file (CSV or XML) specified. The expected columns are: client-provider,description,costcentre,reference,dispatchdate,product,nr-of-units,weight-per-unit,weight-total,franking,contract,edition,country,zone,formatcode,length,width,thickness,packagingcode,locationid

Cancel   Select a file

No error?
You can proceed to complete your consignment, select your choice:

- Tender **1**
- Pre-alert (use pre-alert if you would like to make another consignment or if you would like to tender at a later moment) **2**
- Cancel **3**

Bulk Mail

? Need help

Imported file: EXAMPLE file 6.csv

Use different file

Import Result

Customer	Product	Amount	Weight	Status
9401138	2822	300		✓
10285047	1832	444		✓
1059363	1842	330		✓
9890045	1843	305		✓
10470796	1844	254		✓
717890	2821	70	4508	✓

3 Cancel   **2** Pre-alert   **1** Tender

2. Importing consignments with CSV

The CSV- file needs to have comma separated values. Furthermore, the same requirements are set for the for the necessity and description of 'headers'(tags in XML) see below for more information.

A CSV file can look like this:

Here is stated: client-provider,description,costcentre,reference,dispatchdate,product,nr-of-units,weight-per-unit,weight-total,franking,contract-description,edition,country,zone,formatcode,length,width,thickness, packagingcode,locationid

Please note: de date notation from < dispatchdate > is dd-mm-yyyy the use of leading zeros is mandatory. Example: 2 May 2020 needs to be noted as 02-05-2020.

When saving Excel the leading zeros sometimes disappear.

3. Importing consignments with XML

The XML file used to import consignments comprises the following components:
- The tag <PartijImport>, containting one or more consignments
- The tag <Partij>, containing all relevant consignment information

Tags are explained below. The overview if tags are mandatory (Y), not mandatory (N), or applicable for some products (A).

Example:

```
<?xm1 version="1.0" encoding="iso-8859-1"?>
        <PartijImport>
                <Partij>
                        .........
                </Partij>
                <Partij>
                        ........
                </Partij>
        </PartijImport>
```

1. The tag <PartijImport>

The <PartijImport> tag is the root tag of the XML file. In this tag, the consignments to be imported are defined a <Partij> tags. Each consignment tag matches a separate consignment. At least one consignment must be present to be able to import.

Tag-name	Required	Tag component	Description / Contents
<PartijImport>	Y	XML-document	This is the mandatory root tag of the XML-file. The PartijImport tag needs to contain at a minimum: <partij> (minimum one).
<Partij>	Y	PartijImport	Content: Consignment details, can be used once or multiple times.

2. De tag <Partij> The tag <Partij>

Each consignment tag contains information about a specific consignment. The overview below indicates the various tags, the data the tag must contain, and which data are optional:

- **Y** – field is mandatory for every consignment
- **N** – field is optional
- **A** – field is required for certain consignments

De order of tags within one XML partij are arbitrary and of your choosing.

Tag-name	Required	Tag component	Description / Contents
<Partij>	Y	PartijImport	The consignment tag contains all required and optional information per consignment. The tag can contain the information below.
<client-provider>	Y	Partij	Content: the customer number on which the consignment is presented
<product>	Y	Partij	Content: Product number
<nr-of-units>	Y	Partij	Content: Number of units
<weight-per-unit>	N	Partij	Content: weight per unit in grams
<weight-total>	N	Partij	Content: Total weight in grams
<franking>	Y	Partij	Content: Postage indication in two letters; this could contain the following values: PB (Postage paid) FM (Franking machine) FR (Franco)
<contract-description>	A	Partij	Contents: Contract description is mandatory for contract products. The window 'pre-alert new consignment' shows which contracts are available with each product. This will appear after entering the product number. The contract description is also used for **Periodicals** (this used to be a separate number).
<edition>	A	Partij	Content: Edition number, required for Periodicals

Tag-name	Required	Tag component	Description / Contents
<country>	A	Partij	Content: Country code (2 letters conform ISO-countrycode) Mandatory for all products going abroad. If the countrycode is filled in, the zone does not have to be filled in. Don't fill in the field in case of domestic addresses. And If nevertheless a countrycode will be entered, than fill in <NL>. An overview of all the available codes per product is in the paragraph '4. list of zone- and countrycode'.
<description>	J	Partij	Content: Description of the consignment (value of the first set field for a consignment)
<costcentre>	A	Partij	Content: Cost centre of the consignment (value of the second set field for a consignment). This field is mandatory if this detail is set in your customer number in Mijn PostNL.
<reference>	A	Partij	Content: reference number of the consignment (value of the third set field for a consignment). This field is mandatory if the detail is set in your customer number in Mijn PostNL.
<dispatchdate>	Y	Partij	Content: Dispatch date. This must be later than or equal to the current date. Format: yyyy-mm-dd. The use of leading zeros is mandatory, for example 2 May 2020 needs to be written 2020-05-02. Please note: When saving Excel the leading zeros sometimes disappear.
<FormatCode>	A	Partij	Content: Dimensions are required from 5000 units and if commercial size is other than Mixed mail, otherwise the field may be omitted or left empty. Nonstandard lengths and/or widths can be entered separately: <Length> <Width> If a length and width are entered, the dimensions are not mandatory. The opposite also applies. See paragraph '5. Codes for size and packaging per commercial size' detailing all dimension codes.

Tag-name	Required	Tag component	Description / Contents
<Thickness>	A	Partij	Content: Thickness of units. Dimensions are required from 5000 units and if commercial size is other than Mixed mail, otherwise the field may be omitted or left empty. For an overview of all Thickness codes, see paragraph '5. Codes for size and packaging per commercial size' detailing all dimension codes.
<PackagingCode>	A	Partij	Content: Packaging code of units. Dimensions are required from 5000 units and if commercial size is other than Mixed mail, otherwise the field may be omitted or left empty. For an overview of all packaging codes, see paragraph '5. Codes for size and packaging per commercial size' detailing all dimension codes.
<LocationId>	A	Partij	Content: handover location of consignment. Mandatory from 5000 units, otherwise the field may be omitted or left empty. For consignments between 5000 and 24999 units you can use all the delivery and handover locations. Consignments from 25000 units can only be presented at the locations below. 6-figure locationcode: 157316 = Nieuwegein, Grote Wade 160857 = 's-Hertogenbosch, De Steenbok 160858 = Amsterdam, Australiëhavenweg 160859 = Zwolle, Anthony Fokkerstraat 159543 = Rotterdam, Terbregseweg

Handleiding partijen importeren

A XML file can look like this:

```xml
<?xml version="1.0" encoding="iso-8859-1"?>
<PartijImport>
          <Partijen>
                    <Partij>
                              <client-provider>9915811</client-provider>
                              <description>Import test-1</description>
                              <costcentre>123</costcentre>
                              <reference>test</reference>
                              <dispatchdate>2020-05-22</dispatchdate>
                              <product>2822</product>
                              <nr-of-units>250</nr-of-units>
                              <weight-per-unit>20</weight-per-unit>
                              <weight-total>5000</weight-total>
                              <franking>PB</franking>
                              <contract-description/>
                              <edition/>
                              <country/>
                              <zone/>
                              <formatcode>9</formatcode>
                              <length/>
                              <width/>
                              <thickness>1</thickness>
                              <packagingcode>97</packagingcode>
                              <locationid>159543</locationid>
                    </Partij>
                    <Partij>
                              <client-provider>9915811</client-provider>
                              <description>Import test-2</description>
                              <costcentre>123</costcentre>
                              <reference>testNL</reference>
                              <dispatchdate>2020-05-22</dispatchdate>
                              <product>2821</product>
                              <nr-of-units>250</nr-of-units>
                              <weight-per-unit>20</weight-per-unit>
                              <weight-total>5000</weight-total>
                              <franking>PB</franking>
                              <contract-description/>
                              <edition/>
                              <country/>
                              <zone/>
                              <locationid>159543</locationid>
                    </Partij>
          </Partijen>
</PartijImport>
```

When sending consignments Internationally you need to use the right code for the zone or country per product. In this list you can look up the right zonecode or countrycode:

www.postnl.nl/landenzonecode

The file contains of three sheets: Zone, Countrycode per product and Countrycode

5. Format, thickness and packaging

Codes for format, thickness and packaging for bulk mail consignments in the Netherlands.
- For "<FormatCode>" see "Permited format (code)"
- For "<Thickness>" see "Thickness (code)"
- For "<PackagingCode>" see "Packaging method (code)"

Commercial Format [descprition]	Minimum size (mm)	Maximum size (mm)	Format [code]	Format [description]	Thickness [code]	Thickness [description]	Packaging [code]	Packaging [description]	Maximum weight (gram)
Small	140x90	229x162	1	A6 - C6	1	0-5 mm	9	Selfmailer ≥ 3 sides closed	50
			5	DIN Long			97	Envelope	
			9	A5 - C5			98	Card	
			21	Other					
Large	140x90	324x229	1	A6 - C6	1	0-5 mm	5	Foil (plastic film)	350
			5	DIN Long			8	Unpacked	
			9	A5 - C5			23	Wrapper (label roll)	
			13	Legal			96	Selfmailer ≥ 2 sides closed	
			17	A4 - C4	2	6-10 mm	97	Envelope	
			21	Other			98	Card	
Special	140x90	380x265	1	A6 - C6	1	0-5 mm	5	Foil (plastic film)	2000
			5	DIN Long			8	Unpacked	
			9	A5 - C5	2	6-10 mm	23	Wrapper	
			13	Legal			96	Selfmailer ≥ 2 sides closed	
			17	A4 - C4	3	11-15 mm	97	Envelope	
							98	Card	
			21	Other	4	16-32 mm	99	Postal item with gadget/sample	