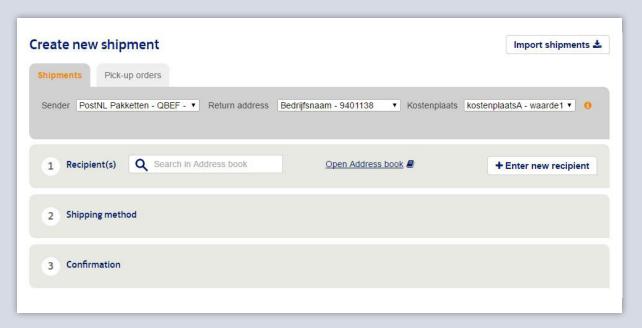# Step-by-step card
Importing a parcel shipment

Use the PostNL CSV template to easily import your parcel and freight shipments. The file is automatically checked and processed when imported to Mijn PostNL. To import your own order file from your webshop or system, read the extensive manual under 'Need help?'.

Get your parcel ready for shipment in three easy steps:

1. Fill in the template
2. Import the file
3. Complete the shipment

Step 1. Fill in the template

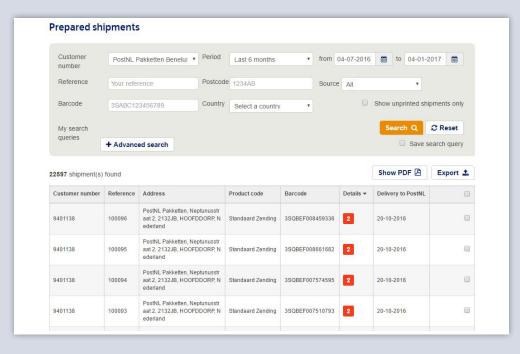- Log in with your e-mail address and password and click on 'Import shipments' under 'Shipping'. You can also open the 'Parcels & Freight' shipping module and click on 'Import shipments' on the 'New shipment' page.
- Download an empty PostNL template and save the file.
- Open the file in Excel and enter the requested shipment details in the columns.
- Save the file.

Step 2. Import the file

- Select 'I have filled a PostNL template with shipments'.
- Select the correct sender, return address and cost centre (optional).
- Click on 'Choose file' and select the file you saved.
- Click on 'Import' to import the file. Your file will now automatically be checked and processed.
- After a short processing period, you will be able to see the shipments you imported in the 'Prepared shipments' tab.

Step 3. Complete the shipment

- Go to 'Prepared shipments'.
- Here, you can edit or remove your shipments. If a shipment is ready to be sent, print the barcode labels. The shipment will then automatically be presented and saved under 'Sent shipments' or be made ready to be presented to PostNL on the presentation date.
  – 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.