

How to import registered items



Quick and easy to arrange in Mijn PostNL

Step 1. Import your shipments

Log in to Mijn PostNL using your e-mail address and password. Click on the 'Registered' shipping module or choose the 'Parcels & Freight' shipping module.

Importing shipments using a template

You can import multiple different shipments simultaneously using a file. In the Parcels & Freight module, go to 'Import Shipments' ¹

The screenshot shows the 'Parcels & Freight' interface. At the top, there are navigation tabs: 'New shipment', 'Prepared shipments', 'Pre-alerted shipments', and 'Address Book'. A 'Need help?' link is also present. Below the tabs, the 'Create new shipment' section is active, with a sub-tab for 'Shipments'. A prominent 'Import shipments' button with a download icon and a circled '1' is located in the top right of this section. Below this, there are three dropdown menus for 'Sender', 'Return address', and 'Kostenplaats'. At the bottom, there is a search bar for 'Recipient(s) (max. 20)' with a search icon, a link to 'Open Address book', and a '+ Enter new recipient' button.

PostNL template

There are two different templates available. Use the one that applies to you.
Enter the shipment details from the second row of the template onwards.

Parcels & Freight

New shipment Prepared shipments Pre-alerted shipments Address Book Need help ?

Import shipments

 Check import status

Please note:

- If you are sending a 'Letter with identification' and are entering information about the identification document, you must always use your own file design in combination with an import definition
- Do not modify the first row in the CSV file and do not add any extra field names, otherwise it will not be possible to process the file
- Do not leave any rows empty, as all rows filled in after an empty row will not be imported
- Some fields are mandatory and/or have restrictions, so please refer to the explanatory table below
- The import file must not contain more than 500 addressees

Tip

You can also use your own file design, for which you will need to create an import definition. For more information on custom import definitions, see the Importing Parcel Shipments User Manuals.

Explanation of template columns

All fields marked with an asterisk (*) are required.

YourReference	Enter your own reference, which can be up to 35 characters (optional)
CompanyName*	'Company name' is only required if no 'Surname' has been entered
Surname*	'Surname' is only required if no 'Company name' has been entered
FirstName	Enter the first name of the recipient (optional)
CountryCode*	Enter the country using the two-letter ISO country code. For a complete list of current ISO country codes, please go to www.iso.org
Street*	Enter the street name of the delivery address
HouseNo	Enter the house number of the delivery address
HouseNoSuffix	Enter the house number extension of the delivery address (optional)
Postcode*	Enter the postcode of the delivery address without any spaces
City*	Enter the town/city of the delivery address
E-mail	Enter the recipient's e-mail address. If you enter the e-mail address and have activated e-mail notifications in the notifications module, the recipient will receive notifications regarding the shipping status of their item. This option can be used for registered shipments on the following product codes: 1010, 1020, 1420. For more information, read the Notifications User Manual.
MobileNumber	Enter the recipient's mobile telephone number using one of the following formats: <ul style="list-style-type: none"> • '+ Country code' followed by the other digits • '00 country code' followed by the other digits This is recommended, as it can speed up the delivery of your International shipments
ProductCode*	Enter the four-digit product code
DeliveryToPostNL	Presentation date: if you don't enter anything here, the system will automatically use the next working day. Notation: dd-mm-yyyy or yyyy-mm-dd
Barcode	Only enter when you create your own barcode label and do not want to receive this from Mijn PostNL 2S-format and 3S-format: minimum of 9 and maximum of 11 digits
CODAmount	Enter the Cash on Delivery amount. Cents must be entered to a maximum of two decimal places after a point or comma <not applicable for registered and insured service shipments>
CODReference	Enter a Cash on Delivery reference of up to 35 characters <not applicable for registered and insured service shipments>
InsuredValue	Enter the desired insured value in Euros <Mandatory for insurance service>

The template for shipments outside the EU contains extra columns relating to customs information.

If you are shipping goods outside the EU, you must fill these in.

Category*	Enter the contents of the shipment here using a valid value: Gift, Documents, Commercial goods, Commercial sample, Returned goods. Check with the customs authorities in the destination country to find out whether you are permitted to send these goods
InvoiceEnabled	If you are enclosing an invoice to speed up customs clearance, specify 'true'
InvoiceNumber	Mandatory if you have indicated 'true' under 'Invoice enclosed'. Please enter the invoice number of the attached invoice here
CertificatieEnabled	If you are enclosing an export certificate to speed up customs clearance, indicate 'true'
CertificateNumber	Mandatory if you have indicated 'true' under 'Certificate number enclosed'. Enter the certificate number of the attached certificate here
LicenseEnabled	If you are enclosing a license to speed up customs clearance, specify 'true'
LicenseNumber	Mandatory if you have indicated 'true' under 'Export licence included'. Enter the licence number of the attached licence here
Remarks	Optional. You can use this to include information about matters such as whether the contents of the shipment are subject to a country's import restrictions
Valutacode*	Enter the currency code here. Valid values are: EUR, USD, GBP
Description1*	Describe the contents of the shipment. Please note that insufficient or inaccurate information may cause your shipment to be delayed, returned or even confiscated
Count1*	Number of identical items
Weight1*	Indicate the weight in grams
Value1*	Mandatory. Enter the rounded off value in Euros. Use a comma as a separator
HSTariff1	For commercial shipments: specify each item with the 6-digit World Customs Organization (WCO) HS commodity code. For more information, see www.belastingdienst.nl/douane [information available in Dutch]
CountryOfOrigin1*	Mandatory, enter a country code, for example NL

You can specify 5 different items per customs form (CN22). This is reflected in the column titles by a number after the description, for example, 'Description1' for the first item. For the second item, enter the information under 'Description2', and so on.

Save your CSV import

Save the completed template in your documents or on your desktop. Please note: the file must be saved as a CSV file and in UFT-8 format, otherwise the file cannot be imported.

Then go to 'Import PostNL template'. Select 'Sender' **1** and 'Return address' **2** – this is required. Entering the cost centre is optional. If you do so, it will be displayed on the invoice. Select your completed file **3** and then go to 'Import' **4**.

The screenshot shows a web interface titled "Import shipments" with a "Check import status" button in the top right. Below the title is a section titled "Import a PostNL template". This section contains four fields: "Sender" (a dropdown menu with a callout '1'), "Return address" (a dropdown menu with a callout '2'), "Cost centre" (a dropdown menu), and "Import file:" (a button labeled "Choose file" with a callout '3'). At the bottom right of the form area are two buttons: "Cancel" and "Import" with a right-pointing arrow and a callout '4'.

Please note: The pre-alert for a shipment is valid for 7 days, after which you will no longer be able to use the item label. If you upload the file more than 7 days in advance, you must enter the presentation date column. The pre-alert will then automatically take effect on the day you have indicated here.

Printing labels

After importing your file, go to 'Prepared shipments' and print your item labels. You can easily do this by selecting today's date in 'Period', **1** checking the desired shipments, then click 'Print' **2**

Parcels & Freight

New shipment
Prepared shipments **1**
Pre-alerted shipments **1**
Address Book
Need help ?

Prepared shipments

Customer number

Period Today **1** from 21-05-2019 to 21-05-2019

Reference

Postcode

Source MijnPostNL

Barcode

Country Select a country

Show unprinted shipments only

My search queries + Advanced search

Search Reset

Save search query

4 shipment(s) found
Show PDF
Export

Customer number	Reference	Address	Product code	Barcode	Details	Delivery to PostNL	<input type="checkbox"/>
10285047		PostNL, Prinses Beatrixlaan 23, 2595AK, 'S-GRAVENHAGE, Nederland	Aangetekende Brief	3SGYVD000839282		Today	<input checked="" type="checkbox"/>
10285047		PostNL, Prinses Beatrixlaan 23, 2595AK, 'S-GRAVENHAGE, Nederland	Aangetekende Brief	3SGYVD007622987		Today	<input checked="" type="checkbox"/>
10285047		PostNL, Prinses Beatrixlaan 23, 2595AK, 'S-GRAVENHAGE, Nederland	Aangetekende Brief	3SGYVD008420385		Today	<input checked="" type="checkbox"/>

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Print **2**
 Delete

Step 2. Package your items

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



- T990526 red cable tie
- T990528 red seal bag small
- T990530 red seal bag large

Step 3. 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

Make a note of the barcode on the red seal bag and/or cable tie for yourself.
This could come in handy for queries about the status of your shipment.

Step 4. Track your shipment

Would you like to know where your shipment is? Go to the 'Track&Trace' module in Mijn PostNL. You'll be able to see the status of all of your offered items in one handy overview. You can search your shipments in various ways ¹. Click on an item for more details, such as the scan information, and the signature on delivery for domestic shipments. The Track&Trace details are also your digital proof of posting.

View the 'Track&Trace manual' for more information.

Track & Trace

Track shipments Need help ?

Track shipments

Customer number	All customer numbers <input type="checkbox"/>	Period	Last month <input type="checkbox"/>	from	<input type="text"/>	to	<input type="text"/>
Barcode(s)	3SABC123456789	Postcode	1234AB				
		Reference	Reference				
		Country	Select a country <input type="checkbox"/>				

My search queries

Save search query

Barcode	Address	Sent	Shipping status
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Would you like to order consumables?

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

