

# How do you create international registered items?



Quick and easy to arrange in Mijn PostNL

## Step 1. Enter 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. Click on 'Enter new shipment' to create a registered shipment.

### Add recipient(s)

First fill in your own details for the registered shipment under 'Sender'. A return address is mandatory, here you can also include a cost centre.

Then add the recipient(s) by using the search field **1** or your address book **2**, or by filling them in by hand **3**. You can enter multiple recipients at once.

The screenshot shows the 'Parcels & Freight' interface. At the top, there are tabs for 'New shipment', 'Prepared shipments', 'Pre-alerted shipments', and 'Address Book', along with a 'Need help?' link. Below this is the 'Create new shipment' section, which includes an 'Import shipments' button. The 'Shipments' section contains three dropdown menus: 'Sender', 'Return address', and 'Cost centre'. Below these are three options for adding recipients: a search field labeled '1' with a magnifying glass icon, a link labeled '2' 'Open Address book' with a book icon, and a button labeled '3' '+ Enter new recipient'.

Please note: You can only enter multiple recipients at once for EU or Non-EU destinations. Recipients for the Netherlands, Belgium, Luxembourg and the United Kingdom must also be selected per destination.

For example: you want to send five registered items, one to the Netherlands, two to Belgium, two to France and one to America. First add the recipients for the Netherlands, and then go through all the steps. Then choose 'enter another shipment' and add the recipients in Belgium. Repeat this for each country. All done? Then click on 'Go to Prepared shipments' to print all of the item labels at once.

## Tip

Do you have a large order? If you import a shipment from a file, you can present more than 20 recipients at once. You can also enter all destinations at once, and offer various products at the same time.

### Choose your shipping method

Select the 'Registered' option and a franking method. If you choose 'Pre-paid', you'll have to frank the item with a (digital) stamp or franking machine.

Here is an example for a 'Standard Registered Post-paid'. Once you've chosen all the correct options, click on 'Next'. If you have a registered mail contract, you will see it here.

The screenshot shows a web interface for selecting shipping options. At the top, it says '2 Shipping method' and has a 'Reset shipping method' link. The first section, 'What would you like to send?', has three options: 'Parcel', 'Registered' (selected), and 'Packet (Max 2kg)'. The second section, 'Which franking method would you like to use?', has two options: 'Post paid' (selected) and 'Pre Paid'. The third section, 'How do you want to send the shipment?', has two options: 'Standard Registered' (selected) and 'Registered (Minimum 5)'. A 'Next →' button is at the bottom right.

Mijn PostNL automatically generates the fields that you need to fill in (depending on the destination). Only the fields marked with \* are mandatory.

### Shipments within the EU

You can enter a reference (not necessary) that will appear on your item label, it's mandatory to fill in the shipping date (the date on which you present the shipment at PostNL). Done? Click on 'Save details and continue'.

The screenshot shows a form titled "2 Shipping method" with a "Reset shipping method" button in the top right. Below the title, it says "Selected shipping method:" followed by "Letter, priority, signature 6030". There are two buttons: "Edit" and "Save as favourite". Below this, a note states "Fields with an \* are required". There are two input fields: "Your reference" and "Delivery to PostNL\*", the latter with a calendar icon. At the bottom right, there is a "Save details and continue" button with a right-pointing arrow.

### Shipments outside of the EU

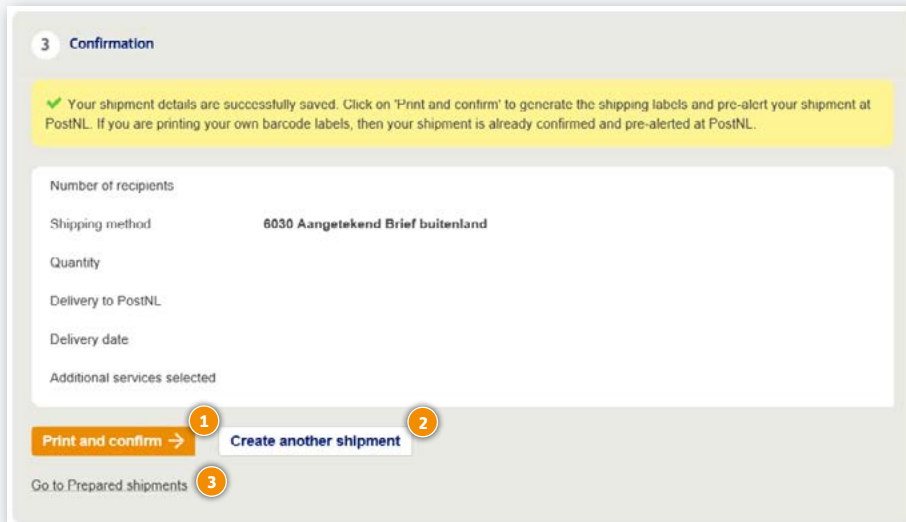
If your registered item is for outside the EU, you will also need to fill in a customs form.

The screenshot shows a form titled "Customs forms" with a note "Fields with an \* are required". It contains several input fields: "Parcel type\*" (dropdown), "Note" (text), "Currency code\*" (dropdown with "EUR" selected), "Item description\*" (text), "Quantity\*" (text), "Weight (grams)\*" (text), "Amount\*" (text), "Commodity code (HS code)" (text), and "Country of origin" (dropdown with "The Netherlands" selected). At the bottom left, there is a link "+ Add one more item".

Done? Click on 'Save details and continue'.

### Confirmation

Now all you have to do is print the item label(s) **1**, or first create another shipment **2**. Once you've created all of your shipments, click on 'Go to Prepared shipments' **3** to print all of the item labels at once.



**3 Confirmation**

✓ Your shipment details are successfully saved. Click on 'Print and confirm' to generate the shipping labels and pre-alert your shipment at PostNL. If you are printing your own barcode labels, then your shipment is already confirmed and pre-alerted at PostNL.

Number of recipients

Shipping method **6030 Aangetekend Brief buitenland**

Quantity

Delivery to PostNL

Delivery date

Additional services selected

**1** Print and confirm -> **2** Create another shipment

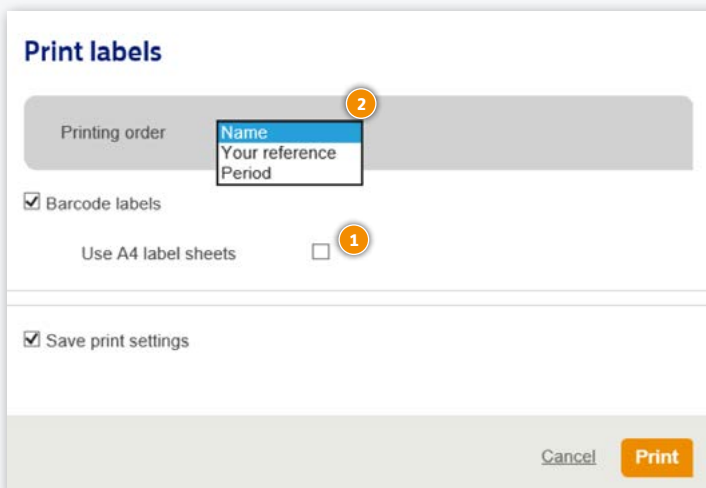
**3** Go to Prepared shipments

### Printing labels

You can print the labels either individually or four at a time on an A4 sheet **1**.

#### Tip

You can determine the printing order yourself **2**.



**Print labels**

Printing order **2**

Name  
Your reference  
Period

Barcode labels

Use A4 label sheets  **1**

Save print settings

Cancel **Print**

## → Cont. **Step 1. Enter your shipments**

Print the registered item labels and attach them to your item.

Please note:

- Do not fold the label around the edge of your item
- Affix the label to the front, parallel to the bottom of your item
- The design of your label depends on the destination country (including a customs form if needed).

## **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 tiewrap

T990528 red sealbag small

T990530 red sealbag 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](https://postnl.nl/locatiewijzer).

### **Tip**

Write down the barcode of the red sealbag and/or tiewrap for yourself. This could come in handy for questions 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 <sup>1</sup>. 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** <sup>1</sup>

Customer number: All customer numbers

Barcode(s): 3SABC123456789

Period: Last month  from  to

Postcode: 1234AB

Reference: Reference

Country: Select a country

My search queries: [+ Advanced search](#)

Save search query

Barcode	Address	Sent	Shipping status
1 - 0 of 0			

## Would you like to order consumables?

Go to [shop.postnl.nl](https://shop.postnl.nl) to place your order free of charge for red sealbags, red tiwraps and domestic mailbags for presenting your registered mail shipments.

