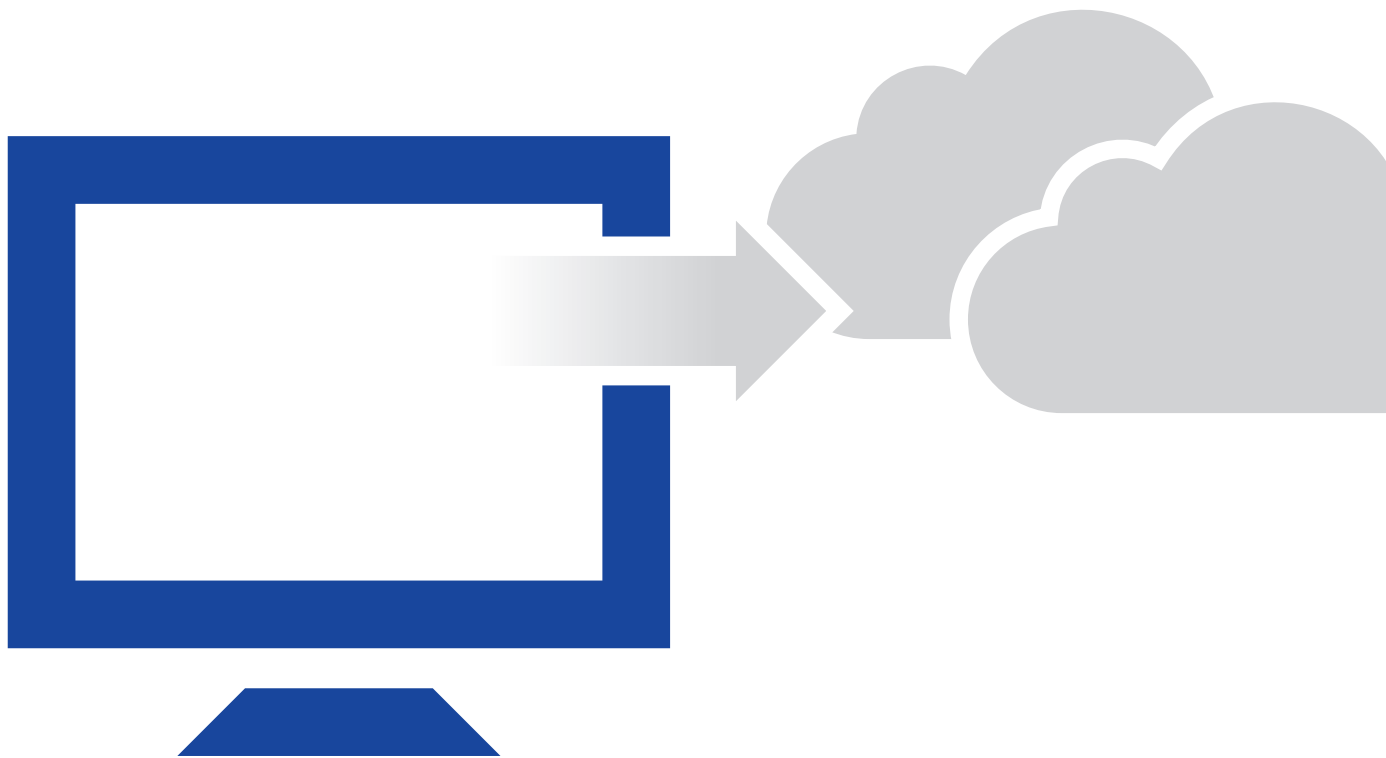


Step-by-step card

Migrating from Parcelware DeskTop to Mijn PostNL

This step-by-step card explains how to successfully migrate from Parcelware DeskTop (PWDT) to Mijn PostNL. On the first day you work with Mijn PostNL, we recommend that you start an hour earlier with the preparation of your shipments.

Tip: Customise the shortcuts on your desktop or in your system for a faster login.





Login for existing Parcelware DeskTop users

In Parcelware DeskTop (PWDT) there was little or no use made of user login. In Mijn PostNL, as administrator you can set up new users, consult existing users and remove or amend authorisations via **'My Account' > 'Client number settings' > 'Authorisations' > 'User'**.

Senders

In PWDT senders are saved locally, so it is not possible for you to migrate these to Mijn PostNL. You will need to enter the sender details in Mijn PostNL yourself. These sender details are necessary in order to be able to enter shipments in Mijn PostNL.

If you have a limited number of senders, you can enter these by hand via **'My Account' > 'Client number settings' > 'Senders and Return addresses'**. If you have a large number of senders, you can use an export tool that we have developed to make it easier to export senders. You can request this tool from our help desk via telephone number **088 225 56 51** (menu choice 1). After using the tool to export your senders, you can e-mail the export file **citservicedesk@postnl**. We then import the file into Mijn PostNL.

When using the export tool, you will need to take the following limitations into account:

- Wherever the field length is exceeded, the value will be cut short;
- Two separate records will be made during the migration for senders with multiple IBAN numbers. You will then see two records for the same sender when choosing the sender in the shipping module. When assigning a name for the sender, it is useful to add an IBAN reference to make it easier to choose the correct sender. You can do either this before making the export file from PW DeskTop, or after we have imported the file into Mijn PostNL.
- Any changes that you make in PWDT in the time between making the export file and migrating to Mijn PostNL cannot be included in the migration.

Address book

In PWDT the address file is saved locally, so it is not possible for you to migrate these to Mijn PostNL. You can export your address book out of PWDT yourself and then import it into Mijn PostNL in the Address Book module.

Creating cost centres

Cost centres cannot be migrated from PWDT to Mijn PostNL. You need to enter these yourself as administrator in Mijn PostNL via **'My Account' > 'Client number settings' > 'Fields and values'**.

Notifications

In PWDT, set notifications are stored locally, so it is not possible for you to migrate these to Mijn PostNL. You can enter these yourself in Mijn PostNL in the Notifications module.

Track & Trace direct links

The arrival of Mijn PostNL means that the current direct links for Track & Trace will be cancelled. Change the current direct links into the following generic T&T URL:


<http://postnl.nl/tracktrace/?L=&B=&P=&D=&T=>

The following parameters are permitted:

Parameter	Description	Value	Required
B=	Barcode	barcode	Yes
P=	Postcode	postcode	No
D=	Destination	ISO country code	Yes
L=	Language	NL, DE, EN, FR, ES, IT, CN	No
T=	Consumer, Business	C, B	Yes

Please note, if you use this URL in communications with your end client, the parameter **'T'** has the value **'C'**. Your end client will then be able to access the public Track & Trace solution. For internal use, the parameter **'T'** should have the value **'B'**. Your employees will then be sent to Mijn PostNL where detailed Track & Trace information can be found.

Instruction manuals, frequently asked questions and information pop-ups

- When you open a module, you see the field - Need help? - on the far right hand side of the page. Click on this button for more information about the module, a list of frequently asked questions, the instruction manuals for the page you are on, and the PostNL customer service telephone number. You will also see an  on the pages, next to some fields and drop-down lists. If you hover your mouse over these, a small pop-up window will give you more information about the field or drop-down list concerned.



More information?

On the website **postnl.nl/mijnpostnl** you can find handy step-by-step instruction cards for the most important functions.