

How do you create international Packet Tracked items?



Quick and easy in Mijn PostNL

Step 1. Enter your shipments

Log in to Mijn PostNL using your e-mail address and password. Click on the 'Parcels & Freight' shipping module. Click on 'Enter new shipment' to create a Packet Tracked shipment.

Add recipient(s)

First fill in your own details for the Packet Tracked 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.

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 Packet Tracked 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 option 'Packet max 2kg'

- A 'Packet' weighs up to 2 kg and is not larger than L+W+H = max 90 cm longest side maximum 60 cm. Minimum amount is 50 per year. Packet Tracked is available to most regular destinations. An up to date overview is on postnl.nl/landenlijst.

Rates are on postnl.nl/tarieven

Here is an example for a 'Packet Tracked' item. Once you've chosen all the correct options, click on 'Next'. If you have a contract, you will see it here.

The screenshot shows a web form titled "2 Shipping method" with a "Reset shipping method" button. It is divided into three sections:

- What would you like to send?**: Four options are shown: "Letterbox Packet", "Parcel", "Packet (Max 2kg)" (which is selected and highlighted in orange), and "Registered".
- Where do you want the parcel to be delivered?**: One option is shown: "Recipient's address" (which is selected and highlighted in orange).
- How would you like to send it?**: Two options are shown: "Untracked (Priority)" and "Tracked" (which is selected and highlighted in orange).

A "Next →" button is located at the bottom right of the form.

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'.

2 Shipping method Reset shipping method

Selected shipping method:
Priority Packets Tracked 6350 Edit ★ Save as favourite

Fields with an * are required

Your reference

Delivery to PostNL* 

Your order number

Save details and continue →

Shipments outside of the EU

If your item is for outside the EU, you will also need to fill in a customs form. Done? Click on 'Save details and continue'.

Customs forms

Fields with an * are required

Parcel type*

Note

Currency code*

Add at least one item.

Item description*

Quantity*

Weight (grams)*

Amount*

Commodity code (HS code)

Country of origin

[+ Add one more item](#)

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 6350 Priority Pakjes Tracked
Quantity
Delivery to PostNL
Delivery date
Your reference
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 Period **2**

Barcode labels

Use A4 label sheets **1**

Save print settings

Cancel Print

Print the 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

Package only your Packet Tracked items:

- In a domestic mailbag
- Zone Europe and World may be placed in the same bag
- Close the domestic mailbag(s) with a white tie-wrap and attach the baglabel 'Pakje Tracked Buitenland'



Indicate on the baglabel:

- 1 Number of the bag
- 2 Total amount of bags in shipment



Pakje Tracked Buitenland

Afvoeren naar:
OVP mail naar AGT ScB
PNP naar IMEC (niet opvoeren!)

Partij: **1**
Zak _____ van **2** _____

P 4827 (0918)

Baglabel P4827 (0918)

Step 3. Hand over your shipment

Hand over the closed mailbag(s) to:

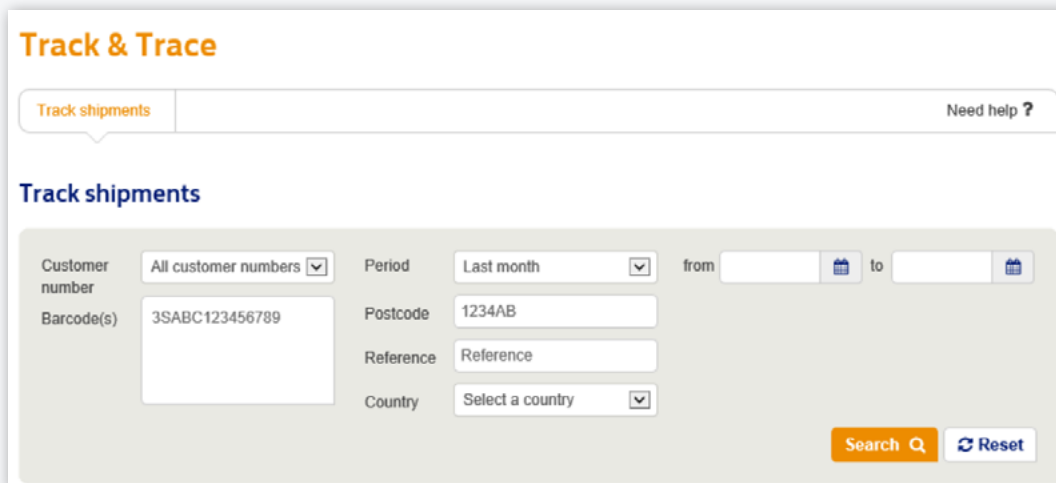
- your pick-up service
- the employee at your Post Office, Business Point or Business Counter at a Sorting centre *

* You can find the closest delivery point on postnl.nl/locatiewijzer.

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, click on an item for more details.

View the 'track & trace manual' for more information.



Track & Trace

Track shipments Need help ?

Track shipments

Customer number: All customer numbers (dropdown)
Barcode(s): 3SABC123456789
Period: Last month (dropdown) from [] to []
Postcode: 1234AB
Reference: Reference
Country: Select a country (dropdown)

Search Q Reset

For Packet Tracked individual inquiries are not possible.

Tip

You can consult the track & trace of the local post company. They sometimes have more detailed information available for your shipment.

Would you like to order consumables?

Go to shop.postnl.nl to place your order free of charge for baglabels and domestic mailbags for presenting your items.

