How do you create domestic 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.
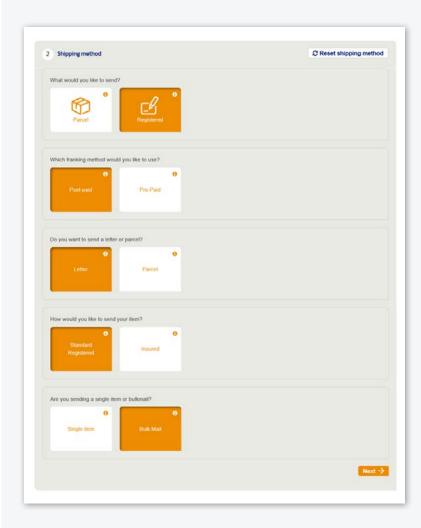

Tip

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 add your international registered mail shipments or various products.

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 registered letter as bulk mail.
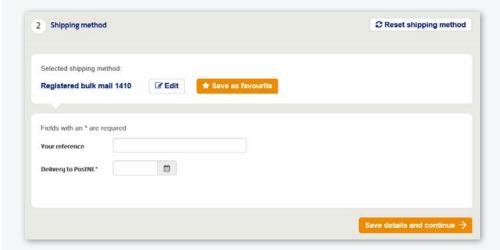Once you've chosen all the correct options, click on 'Next'.

Mijn PostNL automatically generates the fields that you need to fill in (depending on the destination). Only the fields marked with * are mandatory.
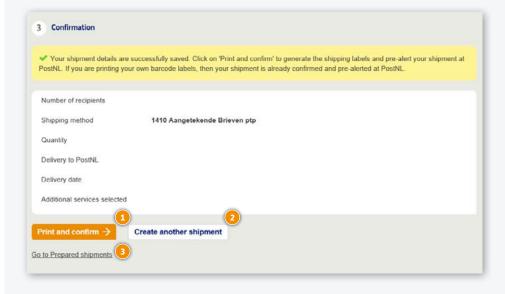
> **Tip**
> Save your regularly used products as favourites. Your favourite products are then immediately visible and can be selected with a single click.

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'.

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.
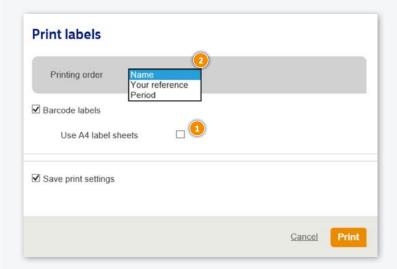
Printing labels

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 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*

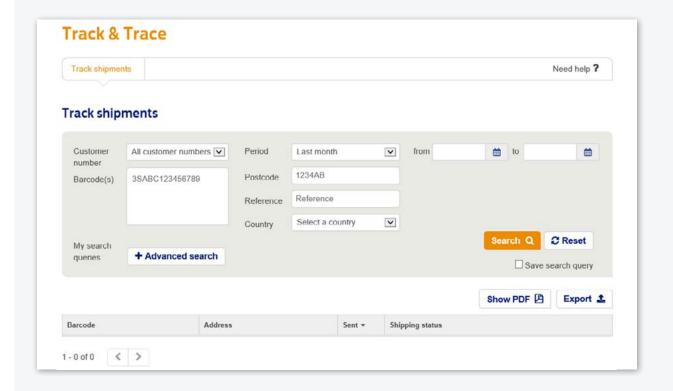* You can find the closest delivery point on postnl.nl/locatiewijzer.

> ### 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 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.

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.

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