

How to tender sorted bulk mail



Quick and easy order entry in Mijn PostNL

Step 1: Pre-alert your new bulk mail consignment

Log into Mijn PostNL using your email address and password. Select the 'Bulk Mail' option and click 'Pre-alert a new consignment' **1**.

Customer number: VOORBEELD B.V. (10611565)

Type: Pre-alerted consignments

Filter: All consignments

From: 26-03-2019 Till: 09-04-2019

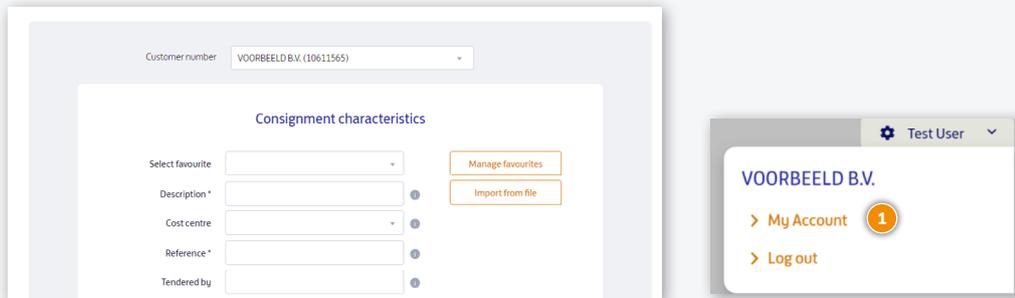
Search

Remember that if you do not have enough mail bags or are in need of other packaging material for your bulkmail, you can always order them free of charge via our [online webshop](#).

1 Pre-alert a new consignment +

Step 2: Consignment characteristics and product selection

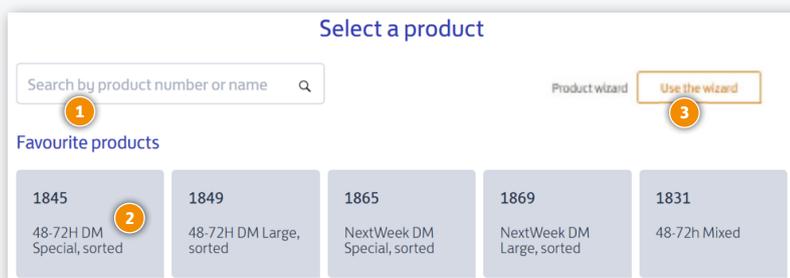
You will now see the 'Customer number' field. Under 'Consignment characteristics' you will see the 'Select favourite' field (NB: you will only see this field after it has been used once). Under the same section, you will also see the 'Description' field and, if you (Mijn PostNL administrator) have configured this in 'My Account' ¹, 'Cost centre', 'Reference' and 'Tendered by'.



Meaning of the fields:

- Customer number: here you will see one or more customer numbers for which you can create consignments.
- Favourite: here you will see your favourite consignments.
- Description, Cost centre and Reference: the Mijn PostNL administrator can give these fields a name and specify whether they are optional or mandatory. The information entered can be used to identify a bulk mail consignment. The information will also appear on the order confirmation and invoice.
- Tendered by: if you are not tendering the bulk mail yourself, enter the name or customer number of the company that tenders or hands over the bulk mail.

You can now continue to 'Select a product'.



There are three ways of selecting a product, depending on the options that the Mijn PostNL administrator has given you as a user.

1. Search by product ¹

If you already know the product number or name, enter it here.

2. Search in your favourites ²

Select from the favourites list that the Mijn PostNL administrator has created.

3. Search for the correct product ³

If you're not entirely sure which product to choose, enter a few details about the consignment. This could be the destination, size, weight or preferred dispatch or delivery date. The correct product for your consignment will be displayed automatically.

Step 3: Complete consignment

Product Details

Dispatch date * 17-07-2019  Franking method Post-paid 

Delivery Period * 19-07-2019  - 20-07-2019  

Expected volume * 300

Weight per item (gr) 22

KIX / Code line 

Would you like to save this product and details combination as a favourite to reuse it later?

Once you have entered the product information, you can complete the consignment. For sorted bulk mail, you also need to enter the logistical information. When completing the consignment, you can select 'Tender' or 'Pre-alert'.

Tender

Select 'Tender' if you want to immediately tender the consignment that you've just created. The consignment is directly pre-alerted as well.

Pre-alert

You can select 'Pre-alert' for various reasons:

- If you want to pre-alert another consignment after this. If the next consignment is similar to the first one, use the 'Copy' option or select a favourite. Then all you have to do is change any information that needs changing. If this is the last of several consignments, tick all the other bulk consignment that you want to tender at the same time.
- If the information you have entered may change. The consignment will be saved so you can come back to it at any time. A summary of your saved consignments is available under the 'Status' dropdown menu on the bulk mail home page.
- If you want to check and/or sort the address file first.

Please note: you can only do this for domestic bulk mail.

Step 4: Check and sort

Continue with the consignment or select the consignment from the summary of pre-alerted consignments **1**.

Customer number: PostNL Transport B.V. (9915811)

Type: Pre-alerted consignments

Filter: All consignments

From: 02-03-2020 - 09-03-2020

Search

Pre-alerted consignments (3) Export To: CSV PDF Pre-alert a new consignment +

<input type="checkbox"/>	Customer	Description	Product	Amount	Weight	Status	Shipdate	
<input checked="" type="checkbox"/>	9915811	Test Sorted 1	1845 48-72H D...	5555	55	Pre alerted	02-03-2020	▼
<input type="checkbox"/>	9915811	Test Sorted 2	2822 24h Small	5000	50	Pre alerted	02-03-2020	▼
<input type="checkbox"/>	9915811	test	1862 NextWeek ...	5500	10	Pre alerted	05-03-2020	▼

- Click 'Check' **2** to check the address file (this is required for some services).
- Click 'Sort' **3** if it is a sorted consignment.

Please note: you can tender a consignment once you have ticked **4** the consignment in question. The 'Tender' button will only appear once you have done this **5**.

1 Items selected Tender Delete

<input type="checkbox"/>	Customer	Description	Product	Amount	Weight	Status	Shipdate	
<input checked="" type="checkbox"/>	9915811	test	1862 NextWee...	5500	10	Pre alert...	05-03-2020	▲

Omschrijving: test
Kostenplaats: 112

Amount: 5500
Weight: average 10 g/item
Product: 1862 NextWeek DM Small
Franking method: PB
KIX y/es/no: Yes
Destination: Verzendingproducten Binnenland

Pre-alerted by: PostNL Beheer (9915811) on 26-02-2020 at 13:46
Last modified by: PostNL Beheer (9915811) on 26-02-2020 at 13:46

Details shipment
Dimensions: A6 - C6 (0-5 mm)
Packaging: Enveloppe
Business counter: Amsterdam Australiëhavenweg

Copy Check Edit

9915811 Test Sorted 1 1845 48-72H D... 5555 55 Pre alert... 02-03-2020 ▲

Omschrijving: Test Sorted 1
Kostenplaats: 112

Amount: 5555
Weight: average 55 g/item
Product: 1845 48-72H DM Special, sorted
Franking method: PB
KIX y/es/no: No
Destination: Verzendingproducten Binnenland

Pre-alerted by: Pierre van der Vliet (9915811) on 02-03-2020 at 14:42
Last modified by: Pierre van der Vliet (9915811) on 02-03-2020 at 14:44

Details shipment
Dimensions: A4 - C4 (4,0 mm)
Packaging: Foil
Addressing mode: Cheshire label
Business counter: Rotterdam Ierbergseweg

Copy Sort Edit

Settings for checking and sorting

Enter the sorting settings here **1**. The bundling and packaging composition will be entered automatically. You can reduce the number of items per bundle. Complete all fields and click 'Save'.

Tip **!**

Save your settings as 'Favourite' to avoid having to enter all of this information again next time.

Sort

1

Sort settings

Use favorite settings

Folie

Type of packaging

Pallets

Trolleys

1

Bundle- and packagecomposition

Min. number per bundle 15 items

Max. number per bundle 37 items

Min. bulk density 167 kg

Max. bulk density 192 kg

Upload address file

Click 'Browse' (bestand kiezen) to select a file. Click 'Open' to select your address file. Then click 'Continue' to upload your file.

2 Upload address file

Select file

Bestand kiezen Geen bestand gekozen

Continue →

Indicate the file structure

Indicate how the file is structured. These settings can also be saved as "favourite". The following file types can be uploaded:

- a) CSV
- b) Excel

3 Indicate file structure

Filename 20190410 PIR adressenbestand 5704st.xls

Use favorite settings

Intake 3

Worksheet

export

Number of headerlines

0

The left screenshot shows the 'Column layout' configuration screen. It has a title 'Column layout' with a help icon. Below it is a button 'Set with column examples'. Underneath is the text 'or set column numbers manually'. There are several input fields for address components: 'Street', 'House number', 'Addition', and 'House number + Addition', each with a '0' in the input box. There are 'or' labels between the 'Addition' and 'House number + Addition' sections, and between 'House number + Addition' and 'Street + House number + Addition'. The right screenshot shows the 'Start processing' screen. It has fields for 'ZIP code', 'City', and 'ZIP code + City', each with a '0' in the input box. Below these is an 'Optional fields' section with 'Country code' and 'Country name', each with a '0' in the input box. At the bottom, there is a checkbox 'Save settings in favorites', a dropdown menu 'Intake 3', a button 'Manage favorites', and a large orange 'Start processing' button with a right arrow.

Once you have specified the file structure, click 'Start processing'. Your address file will now be checked and/or sorted. Next you will see a screen that contains the results.

The screenshot shows the 'Results' screen. At the top, it says '4 Results' with a green checkmark. Below that is a yellow warning box: 'Warning! Unrecognized addresses may contain multiple errors. Cendris can correct these addresses for you'. Another yellow warning box says: 'Warning! Don't forget to download your files before you continue!'. The 'Sorted addresses' section shows five statistics in boxes: '5704 Total', '5288 Recognized' (with a small orange circle), '416 Unrecognized', '640 Foreign', and '224 Bundles'. Below these is a box for '3 Pallets'. The 'Downloads' section has a 'Download all files' button and a list of files: 'Report (5.4 KB)', 'Packaging list (576 B)', 'Bundle list (17.0 KB)', 'Packaging cards (PDF- 67.1 KB)', 'Unrecognized address file (EXCEL- 53.5 KB)', and 'Checked and sorted file (EXCEL- 882.0 KB)'. Each file has a small icon representing its type.

Download files

Download all files. You need these in order to tender your sorted bulk mail.

International addresses

Did you indicate that your file contains international addresses by using a country name or country code in the column layout? A separate consignment will be created for these addresses.

Please note: first of all download your checked and/or sorted address file before tendering your consignment. This information will not be saved.

Tip

You can quickly find the correct address using the 'Find postcode on postnl.nl' option. Tips on how to improve your address file are available at our [website](#).

Step 5: Tender the consignment

Once you have downloaded the files, you can tender your consignment straight away. To do so, click 'Tender'. The following message will appear on your screen once the consignment has been checked and/or sorted and you have saved all the files. Then click 'Continue'.

Sorting Consignment ✕

You are navigating away from the sorting process

Please make sure that all the required output files have been downloaded. This consignment cannot be tendered until the process of checking / sorting has been completed.

You can now finish tendering.

You are about to tender the consignments. Check the contents properly, as after tendering no changes are possible.

Customer	Description	Product	Amount	Weight	Packaging
9915811	Test Sorted 1	1845 48-72H D...	5064	55	P1700 order form ⓘ
9915811	Test Sorted 1	6400 Priority ...	640	55	P1700 order form ⓘ



Remember that if you do not have enough mail bags or are in need of other packaging material for your bulkmail, you can always order them free of charge via our [online webshop](#).

You can also tender the consignment later. To do so, click 'Cancel'. The consignment containing the checked and/or sorted address file is available in the summary of 'Pre-alert consignment'.

Now enter the trolleys and pallets with the bulk mail and hand it over to us with the P1700 form in accordance with the [Terms of Delivery](#).

