



How do you create international items without track & trace?

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 'Parcels & Freight' shipping module. Click on 'Enter new shipment' to create a shipment without track & trace.

Add recipient(s)

First fill in your own details for the shipment without track & trace 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' section of the PostNL website. It features a navigation bar with 'New shipment', 'Prepared shipments', 'Pre-alerted shipments', and 'Address Book'. The main area is titled 'Create new shipment' and includes an 'Import shipments' button. Below this, there are three numbered steps for adding recipients: 1. Recipient(s) (max. 20) with a search field, 2. Open Address book, and 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 items without track & trace, 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 'Letterbox Packet' ¹, 'Packet' ² or 'Parcel' ³ depending on the size of your item:

- A 'Letterbox Packet' weighs up to 2kg and is not larger than 38x26,5x3,2 cm. Minimum amount is 50 per year
- 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
- A 'Parcel without track & trace' weighs up to 2kg and is not larger than 100x50x50cm. Minimum amount is 1

Rates are on postnl.nl/tarieven

Here is an example for a 'Priority Packet'. 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. The form is divided into three sections:

- What would you like to send?**: Four options are shown: "Letterbox Packet" (1), "Parcel" (3), "Packet (Max 2kg)" (2), and "Registered" (1). The "Packet (Max 2kg)" option is selected and highlighted in orange.
- Where do you want the parcel to be delivered?**: One option is shown: "Recipient's address" (1), which is selected and highlighted in orange.
- How would you like to send it?**: Two options are shown: "Untracked (Priority)" (1) and "Tracked" (1). The "Untracked (Priority)" option 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 6405 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)

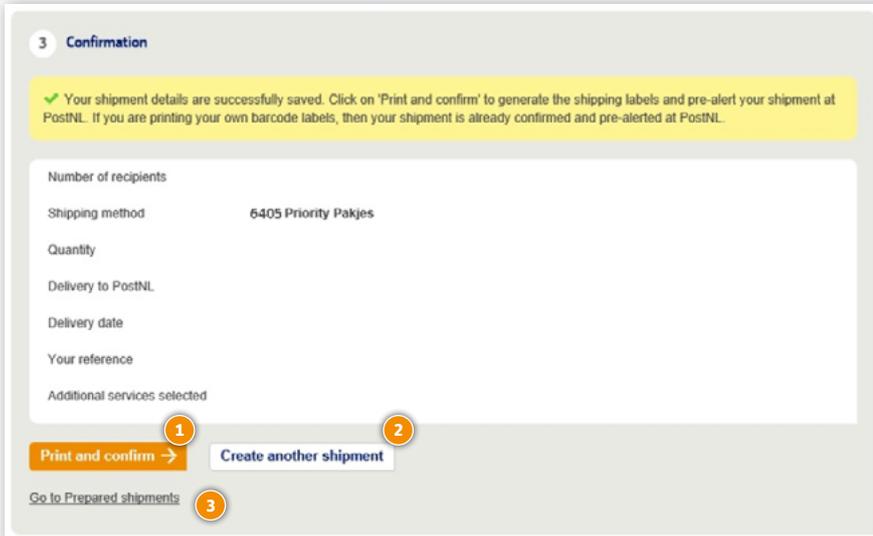
Country of origin

[+ 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.

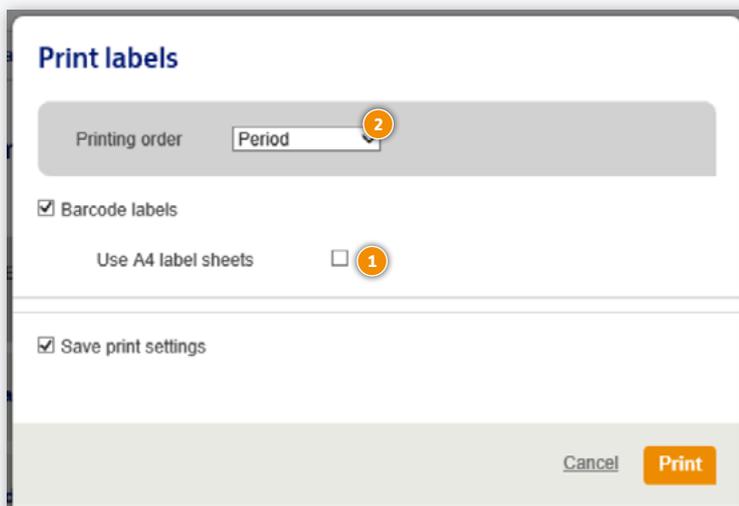


Printing labels

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 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 items without track & trace:

- 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 'Pakjes Buitenland'



Indicate on the baglabel:

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



Baglabel P4829 (0210)

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

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.

