



Handover Conditions 2023

**Bulk Mail and barcode shipments
within the Netherlands**



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You can browse these terms and conditions by clicking on the [underlined links](#).

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Introduction

Specific conditions for delivery apply to each type of bulk mail or barcode shipments (with tracking functionality). These conditions can be found in this brochure. These conditions apply to all types of bulk mail addressed to Dutch addresses and to all formats and delivery speeds.

If you send your parcels or (bulk) mail abroad, go to postnl.nl/partijenpost for more information.

What is bulk mail?

Bulk mail is a number of mail items,

- from the same sender;
- whose (sender) address is an address in the Netherlands;
- that is jointly and simultaneously offered to PostNL for conveyance;
- at the same location;
- with the same product;
- at equal delivery speed;
- which is accepted by PostNL for conveyance at a rate per item that is different from the single-item rate.

In addition to these conditions, please take into account (the latest version of):







- the General Conditions for the Conveyance of Bulk Letterbox Mail (AVPB)
- the Conditions for Designing Mail Items;
- the General Conditions for the Conveyance of Letterbox Packets+
- the General Terms and Conditions Regulations for the use of Receptacles
These receptacles are easy to order via your Mijn PostNL account or via the [Webshop](#) of PostNL.
- the General Conditions for the Universal Postal Service (AVP)

These terms and conditions can be found [here](#).

- postnl.nl/gelesealbag
- www.postnl.nl/trackcheckbrieven

For more general information about Bulk Mail, visit <https://www.postnl.nl/en/business-solutions/> or consult the [Rates brochure](#).

Conditions for domestic mail items

Types of mail items	Shape	Dimensions		Weight	Contents	Packaging Type
		Min.	Max.			
 Small	Homogeneous in appearance, size and weight	Rectangular and in one piece (no openings or cut-outs)	140x90 mm	C5 (229 x 162 mm) Thickness: 5 mm	50 grams	Paper Paper: sealed envelope, card or self-mailer
 Large	Homogeneous in appearance, size and weight	Rectangular and in one piece (no openings or cut-outs)	140x90 mm	C4 (324 x 229 mm) Thickness: 10 mm	350 grams	Paper Paper: sealed envelope, card or self-mailer; Items with a wrapper, unpackaged or in plastic foil: suitable in accordance with machine specifications
 Mixed*	Small and Large whereby appearance, size and weight may vary	Rectangular and in one piece (no openings or cut-outs)	140x90 mm	C4 (324 x 229 mm) Thickness: 10 mm	350 grams	Paper Paper: sealed envelope, card or self-mailer
 Special	Homogeneous in appearance, size and weight	Rectangular and in one piece (no openings or cut-outs)	140x90 mm	letterbox 380 x 265 mm Thickness: 32 mm	2,000 grams	All kinds, including goods All kinds: e.g. wrap-around label or sealed with a stapler Plastic foil: not suitable in accordance with machine specifications
 Mixed extra	Appearance, size and weight may vary	Rectangular and in one piece (no openings or cut-outs)	140x90 mm	letterbox 380 x 265 mm Thickness: 32 mm	2,000 grams	All kinds, including goods All kinds of packaging
 Letterbox packet+	Appearance, size and weight may vary	Rectangular and in one piece (no openings or cut-outs)	140x90 mm	letterbox 380 x 265 mm Thickness: 32 mm	2,000 grams	All kinds, including goods Protective packaging, e.g. carton letterboxes, closed pocket envelopes

*A bulk mail consignment Mixed may only consist of Small and/or Large mail items. If this is not the case then bulk mail Mixed Extra.

Service frameworks

24 hours	fixed	nextweek, fixed *	flex **
Mon -> Tue	Mon -> Thu-Fri		
Tue -> Wed	Tue -> Thu-Fri		
Wed -> Thu	Wed -> Tue-Wed	Wed -> Tue-Wed	Wed-> Tue-Wed Wed-Thu Thu-Fri Tue+Fri (at PostNL's discretion)
Thu -> Fri	Thu -> Tue-Wed	Thu -> Tue-Wed	Thu -> Tue-Wed Wed-Thu Thu-Fri Tue+Fri (at PostNL's discretion)
Fri -> Sat	Fri -> Tue-Wed	Fri -> Thu-Fri	Thu -> Tue-Wed Wed-Thu Thu-Fri Tue+Fri (at PostNL's discretion)
		Mon -> Thu-Fri	

* Handover before 16:00 at the business counter of a Letter Sorting centre

** Handover before 16:00 at the business counter of a Letter Sorting centre. Up to one mail bag (max 20 kg) possibly via a PostNL point

Pre-alert

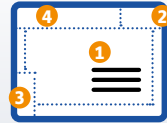
Pre-alerting means that you inform PostNL in advance when a consignment will be handed over and what the logistical characteristics of the consignment are. Pre-alerts are made via Mijn PostNL. Pre-alert is mandatory for:

- Service framework 'flex' or 'nextweek, fixed', no later than Wednesday 12:00 of the week prior to the delivery week;
- handover coded or sorted;
- service framework 'flex' or 'nextweek, fixed': specific mention in the agreement between the customer and PostNL. In the public offer, mail items Large or Special can also use flex.

In order to send your bulk mail consignments via PostNL, you must go through the process below. You will hand over each consignment separately, while taking the steps below for each consignment.

Design and produce your mail items

Based on the desired type of mail and size, you start by designing your mail items in accordance with the [Conditions for Designing Mail Items](#). The next step is preparing your mail items for shipment.



Select the correct consignment type

Before you tender your bulk mail consignment to us, you choose the consignment type based on size, delivery speed and the corresponding rate according to the [Rates brochure](#).



Hand over your consignment

You prepare your consignment for handover to PostNL in accordance with the terms and conditions specified in this brochure.



Do you have different types of bulk mail consignments? In that case, you hand over these consignments separately. You follow the steps below and the instructions from the relevant chapter of this brochure for each consignment.

Bulk mail handover in four steps

1. Preparing your mail



2. Pre-alert your order via Mijn PostNL



3. Packaging



4. Handover



Bulk mail handed over at the business counter of a sorting centre must be in the hands of PostNL by no later than 19:30, which means that before that time:

- the Consignment has been fully unloaded;
- the order form is in the hands of PostNL; and
- the Consignment is ready for further processing by PostNL.

Bulk mail handed over at a handover location other than the business counter can be handed over no later than in accordance with the collection and closing times stated on postnl.nl/locatiewijzer.

1. Small, Large of Special Bulk Mail

5 mailbags maximum



Receptacles

- Yellow seal bag
- Mailbag with yellow tie wrap

1. Preparing your mail

- Provide the mail items with an address, a **PostNL Port Betaald (Postage Paid) franking mark** and, if necessary, a shipping packaging (e.g. an envelope or plastic foil).
- Then determine the product and the delivery speed with which you wish to send the consignment.
- Hand over each consignment separately, always while following all the steps.

2. Entering your order

- Log in to Mijn PostNL and select **Pre-alert new consignment** in the **Bulk Mail module**.
- If necessary, select your customer number and provide a description of the consignment.
- Enter the consignment's data (product based on the size, type, weight, number of items and desired delivery speed) and save the consignment entered.
- At **Tender Consignment, under Packaging, select Bulk Mail Yellow Seal bag** or **Bulk Mail Mailbag with yellow tie wrap**.
- Then fill in the digits of the barcode on the yellow seal bag or yellow tie wrap. The first part of the barcode has already been completed.

Please note:

Offer one consignment in no more than one seal bag. In other words, do not distribute the mail over several seal bags, but use a mailbag with yellow tie wrap in that case. However, one consignment may be offered in multiple mailbags. Each mailbag is then closed with its own yellow tie wrap with unique barcode. You enter each barcode in Mijn PostNL.



3. Packaging

- Bundle the consignment:
 - Use handy bundles: up to 10 cm thick and not heavier than 3 kg.
 - Bundle in fixed quantities (countable quantities), e.g. 25, 50 or 100 items.
 - Make sure that all bundles have the address on the same side and in the same direction.
 - Bind the bundles both in length and width with strapex, rope or elastic band.
- Put the bundles into the seal bag or mailbag. Close the seal bag with the adhesive strip or the mailbag with a yellow tie wrap with barcode, so that the mail cannot fall out of the mailbag during transport. The maximum weight per mailbag is 20 kg.

4. Handover*

- You can hand over the consignment at a PostNL location in the Netherlands or have it collected by the [Collection service](#).

Please note:

Thanks to the barcode on the yellow seal bag and tie wrap that you register in Mijn PostNL, you will no longer need an order form (P1700). Do you want to hand over your consignment with an order form all the same? Then check page 9.



Do you want to send separate mail items marked Postage Paid in addition to your bulk mail?

You can hand them over together with your bulk mail:

- 24-hour arrival period: add the individual mail items in the same seal bag or mailbag and state the barcode of your consignment in Mijn PostNL at **Packaging**.
- Other arrival period: pack the individual mail items in a separate seal bag and state the barcode of your seal bag in Mijn PostNL at **Packaging**.



* Bulk mail with a service framework 'flex' or 'nextweek, fixed' must be handed over at the business counter of a Letter Sorting Centre. Up to one mail bag (max 20 kg) possibly via a PostNL point.

2. Small, Large or Special Bulk Mail with order form

From 5 mailbags

Receptacles

- Order form
- Mailbag with bag labels or
- Bag labels
 - Bin cart with card
 - Roll container with card



1. Preparing your mail

- Provide the mail items with an address, a **PostNL Port Betaald (Postage Paid) franking mark**, and, if necessary, a shipping packaging (e.g. an envelope or plastic foil).
- If you are tendering more than 3 roll containers or bin carts with bulk mail, please let us know at least 2 working days in advance what you are going to hand over to enable us to offer the desired quality. Do this via Mijn PostNL.
- Then determine the product and the delivery speed with which you wish to send the consignment.
- Hand over each consignment separately, always while following all the steps.

2. Completing the order form

- Log in to Mijn PostNL and select **Pre-alert new consignment** in the **Bulk Mail module**.
- If necessary, select your customer number and provide a description of the consignment.
- Enter the consignment's data (product based on the size, type, weight, number of items and desired delivery speed) and save the consignment entered.
- Hand over your consignment with an order form (P1700), this form will be printed automatically in Mijn PostNL. If no printed order form is found at the consignment or you use a handwritten order form, administration costs will be charged.

Please note:

The option of handover with an order form is determined on the basis of the features of the consignment.

You can automatically see this at **Tender Consignment**.



3. Packaging

- Bundle the consignment:
 - Use handy bundles: up to 10 cm thick and not heavier than 3 kg.
 - Bundle in fixed quantities (countable quantities), e.g. 25, 50 or 100 items.
 - Make sure that all bundles have the address on the same side and in the same direction.
 - Bind the bundles both in length and width with strapex, rope or elastic band.

You can hand over your consignment in three ways:

- On a roll container
- In bins on a bin cart (no bundling necessary)
- In mailbags

Roll containers:

- Place the bundles or mailbags on the roll container.
- Provide the roll container with the correct roller container card:



Roll container card
24-hour bulk mail

P4901



Roll container card
n24-hour bulk mail

P4930



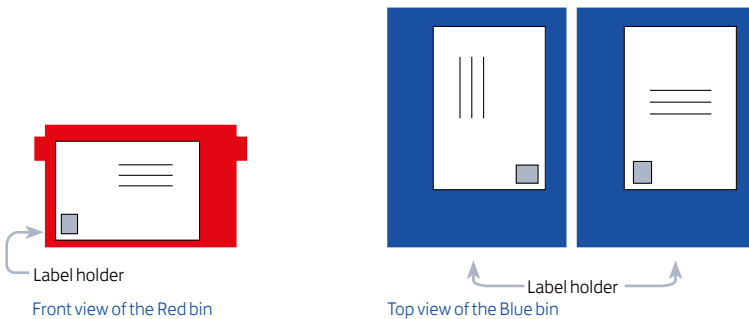
Roll container card
Collection service

P4798

Note: Postal operators use specific roll container cards.

Bins:

- Fill each bin with the same number of mail items. In this way, a bin becomes a countable quantity.
- There are two types of bins:
 - Red bin for Small mail items:
Place the mail upside down with the address upside down in the direction of the label holder and round opening.
 - Blue bin for Large and Special mail items:
Place the mail with the address side upwards and with the long side parallel to the long side of the bin.
Place the mail items with the franking mark in the direction of the label holder.



Bin cart card
24-hour bulk mail

P4904



Bin cart card
n24-hour bulk mail

P4931



Bin cart card
Collection service

P4798

Note: Postal operators use specific bin cart cards.

Optional:

- Fill in the bin labels and state the number of bins that make up the consignment and the bin number at 'bak_van_' (e.g. 'bin 1 of 4').
- Place the bins on a bin cart. Are you handing over multiple consignments on a single bin cart? Then clearly indicate which bin belongs to which consignment with the help of the bin labels. You can download these labels via postnl.nl/hulpmiddelen-downloaden.

Partijpost

Bezorgsnelheid
 24 uur niet-24 uur

Formaat
 klein groot speciaal

Partij (aanbieder):
Bak _____ van _____

Bulk mail bin labels

[instruction 7](#)

Partijpost gemengd (extra)

Bezorgsnelheid
 24 uur niet-24 uur

Inhoud
 gemengd t/m 50 gram
 gemengd t/m 350 gram
 gemengd extra
 Anders, nl. _____

Partij (aanbieder):
Bak _____ van _____

Bulk mail bin labels Mixed (Extra)

[instruction 8](#)

Note: Postal operators use specific bin labels.

You can also hand over the consignment in mailbags:

- Put the bundles into a domestic mailbag and close it properly with a cord, so that the mail cannot fall out of the mailbag during transport.
- Affix the correct bag label to the mailbag for the Collection service.
- The maximum weight per mailbag is 20 kg.

partijpost
haalservice

Partij _____
Zak _____ van _____

Heeft u vragen over producten en diensten kijk dan op www.postnl.nl

Collection service bag label

P4794

Note: Postal operators use specific bag labels.

- Are you handing over multiple consignments? Then fill in the consignment reference on the label (never put multiple consignments into one mailbag).
- State the number of bags that make up the consignment and the bag number at 'zak_van_' (e.g. 'bag 1 of 4').
- Put a company stamp or company name on the back of the bag label.

4. Handover*

- Add the (printed) order form to the consignment. Make sure that it is visible and clear for each order form to which consignment it belongs, by clamping it upright in the top bin between the mail, visibly between one of the top bundles on the roll container, or by mentioning this on the bag label in question.
- You can hand over the consignment at a PostNL handover location or have it collected by the [Collection service](#). Via the location finder on [postnl.nl](#) you can see where you can hand over roll containers (or bin carts).



Separate Postage Paid mail items

You can hand them over together with your bulk mail:

- 24-hour arrival period: add the individual mail items on the order form (this will be done automatically via Mijn PostNL) and hand them over together, but separately identified.
- Other arrival period: hand over the individual mail items separately and state them on a separate order form (this will be done automatically via Mijn PostNL).

* Bulk mail with a service framework 'flex' or 'nextweek, fixed' must be handed over at the business counter of a Letter Sorting Centre. Up to one mail bag (max 20 kg) possibly via a PostNL point.

3. Mixed (Extra) Bulk Mail

5 mailbags maximum

Receptacles

- Yellow seal bag
- Mailbag with yellow tie wrap



1. Preparing

- Provide the mail items with an address, a **PostNL Port Betaald (Postage Paid) franking mark**, and, if necessary, a shipping packaging (e.g. an envelope or plastic film).
- Then determine the product and the delivery speed with which you wish to send the consignment.
- Hand over each consignment separately, always while following all the steps.

2. Entering your order

- Log in to Mijn PostNL and select **Pre-alert new consignment** in the **Bulk Mail module**.
- If necessary, select your customer number and provide a description of the consignment.
- Enter the consignment's data (Mixed product based on the size, type, weight, number of items and desired delivery speed) and save the consignment entered.
- At **Tender Consignment**, under Packaging, **select Bulk Mail Yellow Seal bag or Bulk Mail Mailbag with yellow tie wrap**.
- Then fill in the digits of the barcode on the yellow seal bag or yellow tie wrap. The first part of the barcode has already been completed.

Please note:

Offer one consignment in no more than one seal bag. In other words, do not distribute the mail over several seal bags, but use a mailbag with yellow tie wrap in that case. However, one consignment may be offered in multiple mailbags. Each mailbag is then closed with its own yellow tie wrap with unique barcode. You enter each barcode in Mijn PostNL.

3. Packaging

- Bundle the consignment:
 - Use handy bundles: up to 10 cm thick and not heavier than 3 kg.
 - Bundle in fixed quantities (countable quantities), e.g. 25, 50 or 100 items.
 - Make sure that all bundles have the address on the same side and in the same direction.
 - Bind the bundles both in length and width with strapex, rope or elastic band.

- Put the bundles into the seal bag or mailbag. Close the seal bag with the adhesive strip or the mailbag with a yellow tie wrap with barcode, so that the mail cannot fall out of the mailbag during transport. The maximum weight per mailbag is 20 kg.
- Ensure that the mail items have been provided with the required identification (e.g. Sender address and franking mark).

4. Handover

- You can hand over the consignment at a PostNL location or have it collected by the Collection service.

Make sure that all mail items in the consignment meet the size and weight requirements. Mail items that do not meet these requirements or that are processed using a specific process cannot be sent as Mixed (Extra) Bulk Mail. This applies to **parcels, Letterbox Packet+, international and registered shipments**, and also for **mail items that have already been franked**.

The mail items may be delayed, not given the track & trace functionality, not be processed via a secure mail process, and lack any legal values.

Special processes have also been set up for **medical mail** and **funeral letters** (based on the urgent nature of these mail items). If these mail items are handed over in the mailbag or seal bag, they will be processed as bulk mail Mixed (Extra).

Hand over these mail items separated from bulk mail.

4. Mixed (Extra) Bulk Mail with order form

From 5 mailbags



Receptacles

- Order form
- Mailbag with bag labels
- Bins, bin cart with card
- Roll container with card

1. Preparing

- Provide the mail items with an address, a **PostNL Port Betaald (Postage Paid) franking mark**, and, if necessary, a shipping packaging (e.g. an envelope or plastic foil).
- If you are tendering larger consignments, please let us know in advance what you are going to hand over to enable us to offer the desired quality. Do this via Mijn PostNL.
- Then determine the product and the delivery speed with which you wish to send the consignment.
- Hand over each consignment separately, always while following all the steps.

2. Entering your order

- Log in to Mijn PostNL and select **Pre-alert new consignment** in the **Bulk Mail module**.
- If necessary, select your customer number and provide a description of the consignment.
- Enter the consignment's data (Mixed product based on the size, type, weight, number of items and desired delivery speed) and save the consignment entered. If the consignment only consists of mail items Small and/or Large, select Mixed. If this is not the case, because, for example, there are mail items larger than C4, thicker than 10 mm, heavier than 350 grams or mail items contain a good, then Mixed Extra.
- Hand over your consignment with an order form (P1700), this form will be printed automatically in Mijn PostNL. If no printed order form is found at the consignment or you use a handwritten order form, administration costs will be charged.

Please note:

The option of handover with an order form is determined on the basis of the features of the consignment.
You can automatically see this at **Tender Consignment**.



3. Packaging

- Bundle the consignment:
 - Use handy bundles: up to 10 cm thick and not heavier than 3 kg.
 - Bundle in fixed quantities (countable quantities), e.g. 25, 50 or 100 items.
 - Make sure that all bundles have the address on the same side and in the same direction.
 - Bind the bundles both in length and width with strapex, rope or elastic band.
- Ensure that the mail items have been provided with the required identification (e.g. Sender address and franking mark).

You can hand over your consignment in three ways:

- On a roll container
- In bins on a bin cart (bundling not necessary)
- In mailbags

Roll containers:

- Place the bundles or mailbags on the roll container.
- Provide the roll container with the correct roll container card:



Roll container card
24-hour bulk mail

P4901



Roll container card
n24-hour bulk mail

P4930



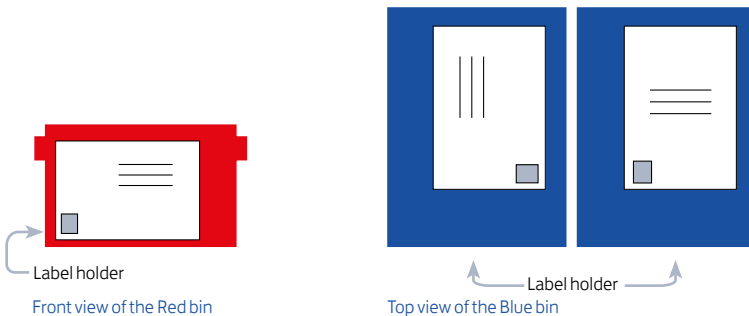
Roll container card
Collection service

P4798

Note: Postal operators use specific roll container cards.

Bins:

- Fill each bin with the same number of mail items. In this way, a bin becomes a countable quantity.
- There are two types of bins:
 - **Red bin** for Small mail items:
Place the mail upside down with the address upside down in the direction of the label holder and round opening.
 - **Blue bin** for Large and Special mail items:
place the mail with the address side up and with the long side parallel to the long side of the container.
Place the mail items with the franking mark in the direction of the label holder.



Bin card card
24-hour bulk mail

P4904



Bin card card
n24-hour bulk mail

P4931



Bin card card
Collection service

P4798

Note: Postal operators use specific bin card cards.

Optional:

- Fill in the bin labels and state the number of bins that make up the consignment and the bin number at 'bak_van_' (e.g. 'bin 1 of 4').
- Place the bins on a bin cart. Are you handing over multiple consignments on a single bin cart? Then clearly indicate which bin belongs to which consignment with the help of the bin labels. You can download these labels via postnl.nl/hulpmiddelen-downloaden.



The form is titled 'Partijpost' and features the PostNL logo. It includes the following fields and options: 'Bezorgsnelheid' with checkboxes for '24 uur' and 'niet-24 uur'; 'Formaat' with checkboxes for 'klein', 'groot', and 'speciaal'; 'Partij (aanbieder):' with a blank line; and 'Bak' with a blank line followed by 'van' and another blank line.

Bulk mail bin labels

[instruction 7](#)



The form is titled 'Partijpost gemengd (extra)' and features the PostNL logo. It includes the following fields and options: 'Bezorgsnelheid' with checkboxes for '24 uur' and 'niet-24 uur'; 'Inhoud' with checkboxes for 'gemengd t/m 50 gram', 'gemengd t/m 350 gram', 'gemengd extra', and 'Anders, nl.' followed by a blank line; 'Partij (aanbieder):' with a blank line; and 'Bak' with a blank line followed by 'van' and another blank line.

Bulk mail bin labels Mixed (Extra)

[instruction 8](#)

Note: Postal operators use specific bin labels.

Make sure that all mail items in the consignment meet the size and weight requirements. Mail items that do not meet these requirements or that are processed using a specific process cannot be sent as Mixed (Extra) Bulk Mail. This applies to **parcels, Letterbox Packet+, international and registered shipments,** and also for **mail items that have already been franked.**

The mail items may be delayed, not given the track & trace functionality, not be processed via a secure mail process, and lack any legal values.

Special processes have also been set up for **medical mail** and **mourning mail** (based on the urgent nature of these mail items). If these mail items are handed over in the mailbag or seal bag, they will be processed as bulk mail Mixed (Extra). Hand over these mail items separated from bulk mail.

5. Sorted Bulk Mail

In case of a number of bulk mail types, you will be eligible for a lower rate if you offer the consignment sorted. This applies, inter alia, to Large or Special bulk mail or Periodicals (Special), sorting discount from 5,000 items. They can very easily be sorted in Mijn PostNL. When consignments are sorted in Mijn PostNL, a packaging proposal will follow at the end*. In accordance with this proposal, you will make your consignment ready for shipment and hand over the mail at a business counter of a PostNL location or have the mail collected by the [Collection service](#).

Sorting in Mijn PostNL

To hand over your consignment, follow these steps in Mijn PostNL:

1. Check verification and sorting settings to ensure proper sorting.
Click [here](#) for more information about the sorting tables and sorting moments.
2. Upload the address file to check the [addresses](#) for delivery.
3. Enter a file format, so PostNL will know how to read your file.
4. View Result: insight into rejected addresses and roll container cards*.
5. Tender of the consignment: Complete the P1700 form.

If you have a Mijn PostNL account, you can log in immediately. If you do not have a Mijn PostNL account, please contact your account manager or our colleagues in business customer service. You can reach them at +31 (0)88 - 868 68 68 from 08:00 to 19:00.

[Log in to Mijn PostNL >](#)

* If the service framework 'flex' or 'nextweek, fixed' is chosen, a packaging proposal based on disposable pallets will follow in case of heavier mail items or larger volumes. You will have to purchase these pallets yourself, as they are not available via PostNL.

6. Letterbox Packet+



1. Preparing your mail

- Provide the Letterbox Packet+ with a protective and/or reinforced packaging, such as a cardboard box or a bubble-wrap envelope, or an envelope with closed pockets or plastic protection.
- Letterbox Packets+ have a unique barcode, generated via one of the shipping applications of PostNL (or recommended by PostNL), and can be delivered through the letterbox. Letterbox Packets+ contain a Good.

2. Entering your order

- Log in to Mijn PostNL and select **Enter new consignment** in the **Parcels & Freight module**.
- Select your customer number
- Enter the details of the Letterbox Packet(s)+, enter the recipients' addresses (manual, importing or using your address book in Mijn PostNL) so that the mandatory address check/address validation can be performed, and save.
- Print the Shipping label(s) with barcode(s) and coding line(s) and provide the Letterbox Packet(s)+ with the correct **Shipping label**.

3. Handover

You can hand over the Letterbox Packet(s)+ at a PostNL location or a sorting centre, leave them in the orange public postbox, or have them collected by the [Collection service](#). Consignments from 10,000 items can only be handed over at a Sorting Centre. Make sure that you hand over your Letterbox Packet(s)+ separately from your Mail or Parcels.

7. Registered Mail Items (letters or parcels)

Receptacles

- Red seal bag
- Mailbag with red tie wrap



Go to [the webshop of postnl.nl](#) and order your red seal bags, mailbags and/or red tie wraps for Registered mail free of charge.

1. Preparing your mail items

- Provide the mail items with an address, a franking mark, and, if necessary, a separate shipping packaging per item (e.g. an envelope).
- Provide all registered mail items with a barcode. You can create them via Mijn PostNL.

2. Entering your order

- Create your order in Mijn PostNL. You can create a barcode per shipment via the Parcels & Freight module. For larger quantities, the PostNL API can also be used.
- Print the barcode(s) and paste them on the correct registered envelopes.
- Pre-alerting per shipment is mandatory. With your barcode from Mijn PostNL, your shipment has immediately been pre-alerted and will automatically appear on your invoice after our logistical processing.

Please note:

The use of stickers from the barcode book is no longer permitted.

3. Packaging

- Put all Registered mail items into a red seal bag or mailbag(s), separated from your other mail. You don't have to do this for a Registered parcel.
- Close the seal bag with the adhesive strip or the mailbag with a red tie wrap with barcode. The maximum weight per mailbag is 20 kg.

4. Handover

- You can hand over the consignment at a PostNL handover location or have it collected by the [Collection service](#).

8. Track & Check bulkmail

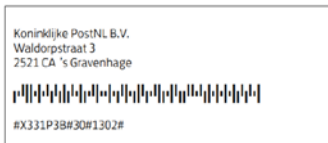
1. Preparing your mail items for track & check

If you want to tender a bulk mail consignment with track & check, discuss the possibilities during an intake interview with your contact person at PostNL. An assessment will be made as to whether your consignment is suitable for track & check. If your consignment is suitable for track & check, the report can be prepared for your customer number. After the intake process, you go through the steps in Mijn PostNL at 8.2.

2. Create a track & check consignment

- Enter your new consignment in Mijn PostNL in the regular manner, select 'Codingline + 2D', then 'track & check' and then 'Pre-alert'. If your consignment has already been pre-alerted using 'track & check', select 'Check'.
- Upload your address file and specify your file format in 3 steps, you will see the results of the address check in your address file in the last step. The address file has now been supplemented with encodings. For track & check you can use the letter code (in KIX format) or the 2D matrix code (see example of both variants). You will also receive a code line for each address.
- You can choose which coding you add to the mail item. You can convert the letter code into a KIX code. You can convert the content of the 2D data matrix code into a 2D barcode. Regardless of which of these two codes you choose, you must always add them to the mail item in combination with a coding line.

KIX variant



2D data matrix code



3. Packaging





- Package your consignment as indicated elsewhere in this brochure.
Note: You will receive separate packaging cards for track & check consignments. Without this card, the track & check consignment will not be processed correctly.

4. Handover

- You can hand over the consignment at the business counter of a sorting centre or have it collected by means of a (dedicated) [Collection ride](#).

9. Handover method of Bulk Mail in case of Collection service

Below you can see how you correctly hand over your bulk mail for the Collection service. In this way, your mail can easily and quickly be processed and correctly be delivered.

Your mail	Corresponding receptacles	Correct handover method
Postage Paid 5 Mailbags	 T990529 T990527	<ul style="list-style-type: none">• Close the seal bag with the adhesive strip or the mailbag with a yellow tie wrap with barcode. The maximum weight per mailbag is 20 kg.
> 5 Mailbags	 P4794	<ul style="list-style-type: none">• Put the order form into the bag.• Close the mailbag and provide it with a yellow bag label.• Put the company stamp or company name on the label.
Prepaid mail (franking machine, stamp)	 P4795	<ul style="list-style-type: none">• Close the mailbag and provide it with a grey bag label.• Put the company stamp or company name on the label.
Registered mail	 T990530 T990526	<ul style="list-style-type: none">• Both for prepaid mail (franking machine, postage stamp) and Mail on account (postage paid).• Close the seal bag with the adhesive strip or the mailbag with a red tie wrap with barcode. The maximum weight per mailbag is 20 kg.

Hand over your Letterbox Packets+ separately, separated from the other mail. If you need additional receptacles, you can order them via postnl.nl/webshop.

Do you have any questions?

Please contact our business customer service at telephone number +31 (0)88 868 68 68. You can reach us from Monday to Friday from 08:00 to 19:00.

