postnord

Creating a template from the Online Shipping Tool

1. Log in to the customer portal at portal.postnord.com.
2. From the front page of the customer portal, click on *"Online Shipping Tool."*
3. From the menu on the Online Shipping Tool's front page, click on *"Templates."*
4. At the top of the *"Templates"* tab, click the *"New template"* button.
5. In the drop-down menu, select the service for which you want to create a template.
6. Type the consignment's dimensions and weight in the appropriate fields. Note that this pertains only to parcel deliveries. If you are creating a template for pallets, the maximum length and weight of the consignment are determined based on the pallet type.
7. Select which additional services are to be automatically selected in connection with this template, which may be selected at the time the template is used, and which are not visible from the template.
   a. In the example shown below, the additional services displayed in the template are *advance notice*, *delivery advice*, *delivery confirmation*, *driver notification*, and *delivery without POD* (note the open-eye icon to the left of the additional service).
   b. In the example shown below, the *limited quantities of dangerous goods (LQ)* and *tyres* services are not visible in the template (note the closed-eye icon located to the left of the additional service).
   c. In the example below, the *"Pre select"* option has been selected for the *advance notice* and *delivery notice* services, and it has been locked (note the closed-lock icon to the right of this additional service). This means that these additional services are automatically selected for this template and are therefore compulsory.
   d. In this example, the *"Pre select"* option has been chosen for the *delivery advice* service but has not been locked (note the open-lock icon to the right of the additional service). This means that this additional service, while automatically selected for this template, can be removed at the shipping stage.

Choose addons

About addons ⓘ

👁   Delivery advice   ☑ Pre select   🔓

👁   Delivery notification   ☑ Pre select   🔓

👁   Delivery confirmation   ☐ Pre select

👁   Driver notification   ☐ Pre select   ⌄

👁   Delivery without POD

👁   Dangerous goods LQ

👁   Tyres

8. Select the sender. Also select the recipient if you are using the service in question for only one recipient. Leave the recipient field empty if you want to be able to select any of the recipients in your address book.

9. If you wish, you may add a shipment reference code. You can determine whether the reference is to be shown (note the open-eye icon left of the reference), hidden (note the closed-eye icon there), or locked in the template (note the *"Lock reference"* option below the reference) and whether a reference is required for each shipment in the template (note the *"Make required"* option below the reference).

10. Give the template a name, provide a description if you wish, and save the template.

11. You can find the template you saved by entering the *"Templates"* section via the menu on the Online Shipping Tool's front page.