7-0032-EN-Printing address labels for PostNL

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You have 2 options when printing PostNL address labels –
OPTION 1. Use the correct Label type – Avery: 4 Labels per vel
-Click MY ORDERS button in ShopFactory to connect to your Total Care interface. (Or login to
www.globecharge.com with your username and password)
-Click on ORDERS menu -> select all the orders you want to print
-Click on ADDRESS LABELS link at the bottom of the page
-Click **Instellingen** in the Type label: section

-You must select “**Avery: 4 Labels per vel**” and make sure the margins are all correct

Compatible label producten: PostNL Label

- Click Submit button

Note: The merchant may also need to disable print headers and footers. The **PRINT** dialog appears
and you simply disable the “Print: **Headers and Footers**” option.
In my example, I am using **Google Chrome** browser as it is straightforward:

OPTION 2. Use the “PostNL Shipping Address labels” option
-Login to www.globecharge.com with your username and password. (Or click MY ORDERS button
in ShopFactory to connect to your Total Care interface)
-Click on ORDERS menu -> **PostNL Shipping Address labels**

-Then the merchant can simply enter the shipping information required as per below screenshot: