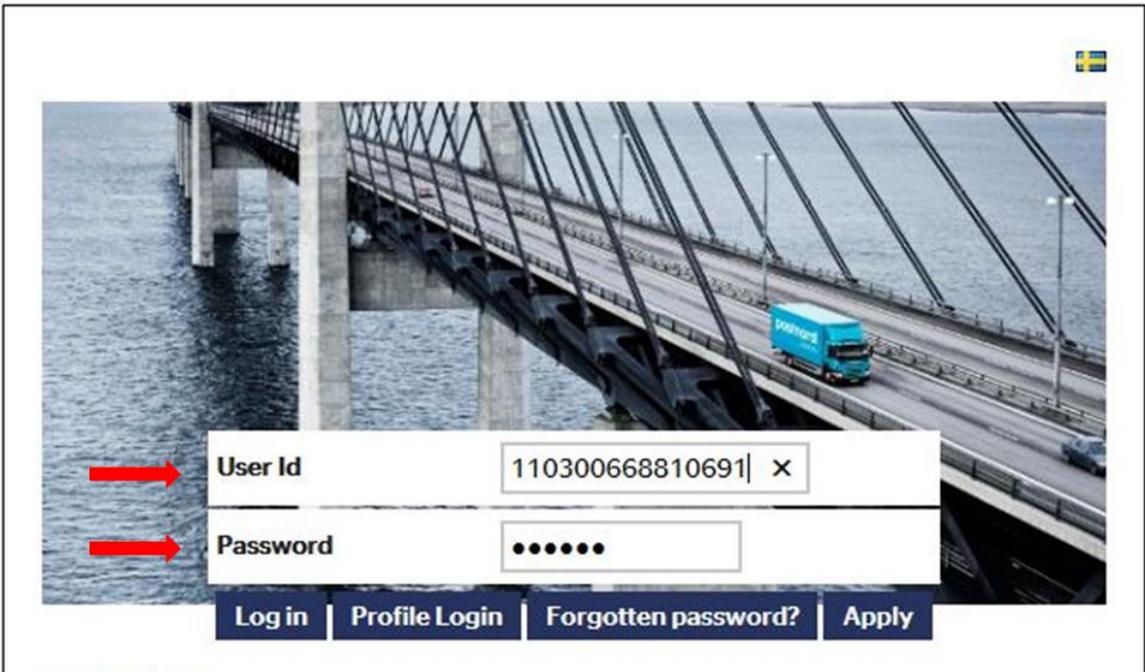


Sending packages with PostNord using the Pacsoft Online service

In order to qualify for the service PostNord DPD International (see below) the package has to fulfill the following criteria:

- Within Europe and outside Sweden
- No dangerous goods
- Parcel weight is less than 31.5 kg
- Parcel dimensions: Maximum length 1.75 m and length+perimeter ≤ 3.0 m

1. Go to the webpage: <https://po.unifaun.se/ext.po.se.gb.login>
2. Fill in Fysikum's
User Id:
Password:
3. Click **Log in**



postnord Pacsoft Online

Swedish flag icon

User Id: 110300668810691 | ×

Password: ●●●●●●

Log in | Profile Login | Forgotten password? | Apply

4. Under **Printing Favorites** click *Standard Printing*

The screenshot shows the Pacsoft Online interface. The top navigation bar includes 'postnord' and 'Pacsoft Online'. The main heading is 'Welcome to Pacsoft Online'. On the left is a sidebar menu with items: Home, Shipments, History, Maintenance, Settings, Help, Standard Printing, Webshop, and Log out. The 'Printing Favorites' section is highlighted with a red circle and contains a single item: 'Standard Printing'. Below this section is a 'Show all' button. To the right is a 'Search favourites' section with a 'Shipments' item and a 'Show all' button. At the bottom left is a 'Help' section with links: 'Getting started with Pacsoft Online!', 'Help Page', and 'Support'. At the bottom right is a 'Shipment Statistics' section with a line graph showing 1 shipment on Monday and 1 shipment on Thursday, with 0 shipments on Friday, Saturday, Sunday, and Wednesday.

5. In the **Sender** section use the **Select** tag (default) and choose *Stockholms Universitet, Fysikum* from the drop down menu.

The screenshot shows the 'Print - Addresses and Service - Default Print Favorite' form. The top navigation bar includes 'postnord' and 'Pacsoft Online'. The sidebar menu is the same as in the previous screenshot. The main heading is 'Print - Addresses and Service - Default Print Favorite'. The form has a 'Next' button, a 'Cancel' button, and a 'Batch Print' button. The 'Sender' section has a 'Select' button (highlighted with a red box) and a 'New' button. A red arrow points to the 'Sender' dropdown menu, which is currently set to 'Stockholms Universitet, Fysikum (AlbaNova universitets center, Roslagsvägen 30 B, 11419, STOCKH)'. Below the dropdown is a 'Search Value' field, a 'Quick ID' dropdown, and a 'Contains' dropdown. The 'Receiver' section has a 'Select' button and a 'New' button. The 'Receiver' dropdown menu is currently set to 'Acal BFI Nordic AB (Fälhagsleden 59, 75323, UPPSALA, Sweden)'. Below the dropdown is a 'Search Value' field, a 'Quick ID' dropdown, and a 'Contains' dropdown.

6. Click **Edit** and

7. fill in your name, phone, e-mail and SMS number in the *Contact information fields*.

The screenshot shows the Pacsoft Online interface. The header includes the 'postnord' logo and 'Pacsoft Online'. The main title is 'Print - Addresses and Service - Default Print Favorite'. There are buttons for 'Next', 'Cancel', and 'Batch Print'. Below this, there is a '+ Sender' section with 'Select' and 'New' buttons. The form fields are as follows:

- Quick Id: [empty]
- Name: Stockholms Universitet, Fysikum *
- Delivery Address:
 - Address 1: AlbaNova universitets center, Roslagsväge *
 - Address 2: [empty]
 - Postal Code: 11419 *
 - City: STOCKHOLM *
 - Country: Sweden (SE) [dropdown]
- Contact information (highlighted with a red box):
 - Contact: [empty]
 - Phone: [empty]
 - Email: [empty]
 - SMS Number: [empty]

At the bottom of the Contact information section, there are two buttons: 'Back' and 'Update in addressbook'. A 'Search Postal Code Catalog' button is also visible above the Contact information section.

8. Click **Back**. (Don't click the **Update in addressbook** bottom since this will change the contact information for all Fysikum users. If you want to create your own sender address with your contact information and save it in the address book you have to choose the **New** tag and fill in the sender address for Fysikum together with your contact information. Write for example your name in the *Name* field and click **Update in addressbook**.

9. In the **Receiver** section use the **Select** tag and check in the drop down menu if the receiver address has been saved from earlier shipments.

postnord Pacsoft Online

Home
Shipments
History
Maintenance
Settings
Help
Standard Printing
Webshop
Log out
Svenska
Unifaun Web Engine prod-201709081356
Stockholms universitet, Fysikum
110300668810691

Print - Addresses and Service - Default Print Favorite

Next **Cancel** **Batch Print**

Sender

Sender: Stockholms Universitet, Fysikum (AlbaNova universitets center, Roslagsvägen 30 B, 11419, STOCKHOLM) *

Search Value: Quick ID: Contains:

Receiver

Receiver: Acal BFI Nordic AB (Fälhagsleden 59, 75323, UPPSALA, Sweden) *

Search Value: Quick ID: Contains:

Service

Services: PostNord DPD Utrikes *

Information about [Terms & Prices](#) or [Delivery Times](#)

Next **Cancel**

Click **Next** to continue.

10. If the **Receiver** is new click the **New** tag and fill in all the mandatory fields (marked with *). If you want to save this address for the future click **Save to addressbook**

postnord Pacsoft Online

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Shipments
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Webshop
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Unifaun Web Engine prod-201709081356
Stockholms universitet, Fysikum
110300668810691

Print - Addresses and Service - Default Print Favorite

Next **Cancel** **Batch Print**

Sender

Sender: Stockholms Universitet, Fysikum (AlbaNova universitets center, Roslagsvägen 30 B, 11419, STOCKHOLM) *

Search Value: Quick ID: Contains:

Receiver

Quick Id

Name *

Address

Address 1 *

Address 2

Postal Code *

City *

Country Sweden (SE) *

Contact information

Contact

Phone

Email

SMS Number

Service

11. In the **Service** section use the **Normal** tag (default) choose *PostNord DPD Utrikes* from the drop down menu.

postnord Pacsoft Online

Home
Shipments
History
Maintenance
Settings
Help
Standard Printing
Webshop
Log out
Svenska
Unifaun Web Engine prod-201709081356
Stockholms universitet, Fysikum
110300668810691

Print - Addresses and Service - Default Print Favorite

Next **Cancel** **Batch Print**

Sender **Select** **New**

Sender [Stockholms Universitet, Fysikum (AlbaNova universitets center, Roslagsvägen 30 B, 11419, STOCKH) *]
Search Value [] Quick ID [v] Contains [v]
Search **Edit**

Receiver **Select** **New**

Receiver [Acal BFi Nordic AB (Fålhagsleden 59, 75323, UPPSALA, Sweden)] *
Search Value [] Quick ID [v] Contains [v]
Search **Edit**

Service **Normal** **Only return** **Normal and return**

Services [PostNord DPD Utrikes] *
Information about [Terms & Prices](#) or [Delivery Times](#)

Next **Cancel**

Click **Next** to continue.

12. Click **Next** to continue

13. In the **Shipment** section you can add a reference name to your shipment. Just write the name in the *Reference* field.

postnord Pacsoft Online

Home
Shipments
History
Maintenance
Settings
Help
Standard Printing
Webshop
Log out
Svenska
Unifaun Web Engine prod-201709081356
Stockholms universitet, Fysikum
110300668810691

Print - Shipment and Addons - Default Print Favorite

Print **Print PDF** **Store** **Previous** **Cancel** **Show**

Parties & Service

Sender [Stockholms Universitet, Fysikum (AlbaNova universitets center, Roslagsvägen 30 B, 11419, STOCKH) *]
Receiver [Acal BFi Nordic AB (Fålhagsleden 59, 75323, UPPSALA, Sweden)] *
Service [PostNord DPD Utrikes] *
Change Sender **Change Receiver** **Change Dispatch Address**

Shipment

Reference []

Ship Date [2017-09-15] [09:45]

Delivery instruction 1 []
Delivery instruction 2 []
Delivery instruction 3 []
Delivery instruction 4 []

Senders Customer Number [1103006688] * [v]

14. In the **Addons** section tick the *Delivery notification* box if you want the recipient to be notified when the package is on the way. The SMS-number and e-mail address to the recipient will automatically appear in if they were written in the Contact information in the Receiver address (previous page).

Recipient will be notified via text message or e-mail that the package is on the way out during the day - before 09.00, 12.00, or before the end of the working day, depending on what basis the service you use. The message is sent when the driver has loaded the car/truck and is headed out on today's tour.

When using the PostNord DPD International (Utrikes) service goods are insured up to an amount of EUR 520. It is possible to take out additional goods insurance for parcels with contents worth more that this amount. Tick the *Cargo Insurance* box and fill in the value of the goods that will be shipped.

15. In the **Options** section tick the *Send parcel id* if you want to an e-mail with the parcel id to be sent to yourself (the sender) and the recipient. You can also add other e-mail addresses if you want others to be informed about the parcel id. The e-mail addresses to the sender and recipient will appear automatically if they were written in the Contact information on the address page (previous page).

Addons

+ ? Collection Request

- ! Delivery Notification

Sms-number

Email Address

- Cargo Insurance

Amount *

I want to receive a proof of insurance to the following e-mail address

Options

- Send parcel id (Email, no charge)

Email Address From *

Email Address To *

Email Address (copy)

Email Address (blind copy)

Message

+ ? Link to print (normal)

16. In the **Parcel** section fill in *No. of Parcels*, *Weight (kg)* (has to be less than 31,5 kg for DPD International) and *Contents* of your parcel(s).

+ Parcels

→ No. of Parcels

→ Weight (kg) *

Goods information ▼

→ Contents x

Add

Print **Print PDF** **Store** **Previous** **Cancel** **Show**

17. Click on **Add**.

+ Parcels

No. of Parcels	Weight (kg)	Volume (m ³)	Goods information	Contents
+ x 1	1,00		Specified per parcel	Metal pieces

No. of Parcels

Weight (kg) *

Goods information ▼

Contents

Add

Print **Print PDF** **Store** **Previous** **Cancel** **Show**

18. Click on **Print PDF**.

19. Print out the waybill (the PDF that was generated) and leave your package together with the waybill at the goods reception (Godsmottagningen).

In the goods reception there is a binder where you fill in your name, date, phone number, and carrier. Ask someone at the goods reception if you need any support. The goods will be picked up by PostNord (you don't have to call them).