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Welcome to the myTNT User Guide

This User Guide is intended to guide you through myTNT. It will show you the key steps in creating a shipment, and some of the features that make myTNT so easy to use.

Searching the User Guide

You can read through the User Guide page by page, or you can click on the chapter heading from the following contents page, or if you want to skip to a particular section, simply click on one of the headings at the top of the page. You can get back to the content page at any time by clicking on the TNT logo.

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Introduction

The dedicated myTNT environment is a secured area within the TNT website, which offers you easy access to more detailed and personalised shipment information. Within the myTNT environment you will find the following functions:

mysettings allows you to save time when you use myTNT by allowing you to store your preferences and any data that you regularly use when you are shipping parcels. In that way you don't have to type in the same piece of data time after time.

Address Book - saves you time by storing all the addresses you need. You enter them once, and the next time you need to use them all you do is point and click. You can even import them from another address book.

Create Shipment - allows you to quickly prepare your shipment with all of the shipping data forwarded automatically to TNT.

Collection – arranging a collection is part of the Create Shipment function, myTNT will show you what collections have already been arranged, and prompt you to arrange one if necessary, no need for phone calls, myTNT arranges the collection and confirms it back to you.

Documentation – is created automatically as part of the Create Shipment function by myTNT according what is required for the shipment you enter.

Shipping Manager - now can you review all your shipping history quickly and easily. **Shipping Manager** will give you all the information you need as well as allowing you to track shipments, print or reprint documentation, and copy one shipment to use as the basis for another shipment.

Get a quote – input a few details of your shipment, and you can get the services we provide as well as their estimated arrival details and cost using any special tariff available.

Tracking – as well as the usual Track by Shipment Number and Customer Reference, you can Track all of your shipments by using Track by Account. Using myTNT to track your shipments also gives you a greater level of detail than the standard product available on tnt.com.

Standard Features

Security

To keep your data as safe as possible, we have made myTNT a secure environment. As soon as you enter myTNT, all transactions are encrypted and protected by the industry standard Secure Sockets Layer (SSL) protocol. You can check that you are working in a secure environment by looking for a locked padlock icon in the status bar of your browser.



Navigation

Each page contains standard navigation along the top with the TNT logo placed at the top left corner. Clicking on the TNT logo will take you back to the home page.

Buttons

There are two types of button used on the site, they are;

example

In screen activity buttons

example

Screen closure buttons

Progress

Within the 'Enter Shipping Details' screens there are progress markers to show where you are in the process. The marker highlighted identifies where you are in the process.

Address and Package

Service and Collection

Documentation

Icons

There are several icons used throughout the site, they are



View



Tick



Question



Print



Printed



Not printed



Go up



Go down



Sort column ascending



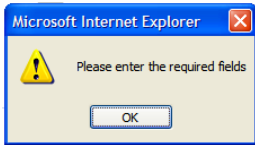
Sort column descending



Input validation error

Errors and Messages

myTNT tries to make sure that all of the information you provide will ensure that your shipment arrives on time and in perfect condition. If myTNT needs more information or if information is in error it will prompt you.



myTNT will prompt you if it needs more information or if cannot validate the information you have entered.

Receiver Details

Short Reference

Company Name * ⓘ

Country * please select... ⓘ

Address * ⓘ

Postcode * ⓘ

Town * ⓘ

Province

Contact Person * ⓘ

Phone Number * ⓘ

Look out for these spinning symbols, they indicate where information is missing or in error.

Registration

To start enjoying the benefits of using myTNT, you will first need to register for a user ID and password. The registration screen can be accessed through the Welcome to myTNT screen.

To register for myTNT click here to take you to the registration screen.

The screenshot shows the 'welcome to myTNT' page. At the top left is the TNT logo. At the top right is a 'Help' dropdown menu and a 'Go' button. The main content area includes a welcome message, a description of the secure environment, and several links: 'Discover personalised shipping tracking pricing and transit times.', 'Eliminate repetitive data entry tasks by storing your most commonly used settings and addresses, all designed to help make your shipping tasks easier and more efficient.', 'If you do not wish to register for myTNT but wish to ship your packages Click here', 'Haven't registered yet? Click here', 'To find out about our secure environment Click here', and 'Forgotten your password? To see a reminder Click here'. A login form is present with fields for 'user id' (containing 'cse2supp4@wp.com') and 'password' (masked with asterisks), a 'login' button, and a checked checkbox for 'Save my login details'.

myTNT is a secure environment. To find out about security within myTNT click here.

Registration

If you already trade with TNT, then enter the details of the primary account at your location.

Enter your email address as the User ID

Enter your preferred password. It must be at least 6 characters, and be something you can remember easily, but difficult for others to guess.

You can enter something here that will help you to remember your password. Please make sure that the reminder you enter is meaningful to you, but not to others.

Don't re-enter your password here.

Important note: When you register, you can choose to share your Address Book and Shipping Manager with others who have registered for the same account and who have also chosen to share. This feature makes it much easier for people who work together and need to collaborate on their shipping tasks. If you choose not to share then a separate Address Book and Shipping Manager will be set up for your use, and no one else will be able to see your entries.

You will need to accept the Terms and Conditions of use of our website. Details can be found by clicking on the subjects below.

myTNT Registration

As a registered user of myTNT you can have an address book and shipping manager of your own, or you can share it with other registered users with the same account.

User ID *

Password *

Confirm Password *

Password Hint *

About You

Your role

Title *

First Name *

Initials

Last Name *

Phone *

Mobile

Fax

Your Company Information

Company Name *

Country *

Address

Town *

State/Country/Province

Postcode/Zip

VAT Number

Account *

Timezone *


I accept the Terms and Conditions of using myTNT.

I do not wish TNT to send me e-mail or postal mail of a commercial nature.

What happens next?

Your registration request will be sent to our customer services staff who will register you to use myTNT and set up your initial details. Once they have processed your request, they will send you an e-mail confirming your registration.

Registration



Please Confirm Your Registration Details

Your E-Mail Address
rob.du.pre@tpg.com

for security reasons, your password is not displayed
same as internet


Password Hint

Your Role	Shipping Manager	Company Name	Rob's test Company
Your Name	Mr. Rob du Pré	International Account	987654321
Phone	026 3191919	Timezone	GMT +01:00
Mobile	0651134112	Address	Rivierweg 12
Fax	026 31854		Duiven Gelderland 6663 EN Netherlands

Do not share Corporate Address Book and Shipping Manager

[Disclaimer](#) [Privacy Statement](#) [Terms and conditions of carriage](#) [Contact us](#) TNT 2003

A second screen confirms all of the details you have entered. If you need to change any of the details then click on back, otherwise click on register.



Thank you for submitting your details. Your request will be processed shortly.

[Disclaimer](#) [Privacy Statement](#) [Terms and conditions of carriage](#) [Contact us](#)

Once you have submitted your registration request. TNT will validate your details and set up your account. You will receive an email to the address you entered as the User ID confirming your details. For security reasons, it will not contain your Password, so please make sure you remember it. If you have forgotten it, you can always click on the password reminder button on the login screen to refresh your memory, so please make sure that the reminder you enter is meaningful to you, but not to others.

Registration

You can add any other TNT accounts you may have to myTNT by clicking on contact us, and requesting the addition of your account numbers.

Enter your existing myTNT account number and contact details.

Send your request to our Finance department and tell us which new account numbers you need.

Important note: You can only request the addition of account numbers that are registered to your company. Requests to register an account number of another company will be rejected.

Feedback - Contact us

The TNT Express website is the place to find all the information you may need on TNT global express, logistics and international mail services. If you have any comments or feedback on anything about TNT Express, please feel free to fill out the form below. We are always ready to listen to you.

Alternatively you may contact us by telephoning or faxing your local TNT Express Customer Services Centre.

Telephone Number 0800 100 200
Fax Number 0800 900 200

Your Details

Account Number

Title *

Contact Name *

Company *

Country *

Contact Method * Please contact me by Telephone
 Please contact me by E-Mail

Telephone

E-Mail Address *

Your Message

Type of Request *

Comments *

Logging on

Before you use myTNT, you will need to log on to the secure environment. Select myTNT from tnt.com to get to the Welcome to myTNT screen.

Enter your User ID and password

The screenshot shows the myTNT login interface. At the top left is the TNT logo. Below it is a navigation bar with the text: "welcome to myTNT", "A password protected secure environment where as a registered customer you can easily access your own detailed and personalised shipping information.", "Discover personalised shipping tracking pricing and transit times.", "Eliminate repetitive data entry tasks by storing your most commonly used settings and addresses, all designed to help make your shipping tasks easier and more efficient.", "If you do not wish to register for myTNT but wish to ship your packages Click here", "Haven't registered yet? Click here", "user id" (input field with "cse2supp4@wp.com"), "password" (input field with "*****"), "Save my login details" (checkbox checked), "login" button, "To find out about our secure environment Click here", and "Forgotten your password? To see a reminder Click here". A "Help" dropdown and "Go" button are at the top right. Annotations include a box pointing to the user ID field, a box pointing to the password field, and a box pointing to the "login" button.

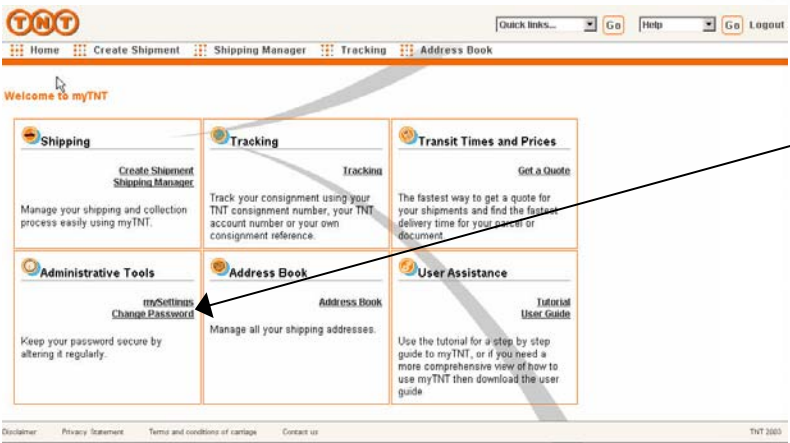
If you would prefer not to have to remember your login details, then you can choose to have myTNT remember them for you.

Important note: If you select this option, others will be able to access myTNT using your password.

If you have forgotten your password, you can always click on the password reminder button to refresh your memory. Please make sure that the reminder you enter is meaningful to you, but not to others.

Password

You can change your password at any time. Click on Quick Links and select site map



From the site map, select Change password



myTNT - Change User Password

Enter the new password in the boxes below.
The password must be between eight and twenty characters in length and you may enter a hint that will help you to remember it.

Password

Enter Password *

Confirm Password *

Password Hint

Password Hint

Simply type in your new password, and confirm it.

Make sure that you update the password hint so that it is still meaningful to you and not to others.

mySettings (Page 1 of 3)

mySettings is a time saving feature of myTNT. In mySettings you can store any information that you use on a regular basis. For instance, if you always ship from the same place, you can enter the details here and it will automatically appear when you create a shipment. If you enter data here, but when you get to the Shipping screens you need to change it, don't worry, you can always change the details later without coming back to mySettings.

Select your Sender address from the drop down box. If you have more than one account, it will have been set up for you when you registered.

If you have an address that you regularly send shipments to, you can enter it here by selecting the address book and entering a receiver address, or if you have already entered the address in your address book, simply select it. See the section on the Address Book for details of how to enter an address.

TNT may need to get back to you. Enter your contact name and phone number here.

If you have an alternative collection address that you regularly use, a warehouse for instance, you can enter it here by selecting the address book and entering a collection address.

Selecting autosave will automatically save any address you enter to the address book when you use myTNT

My Settings
Please enter any information that you would like to see pre-filled in when you enter your shipment details. You will be able to overwrite them while shipping.

Sender Details

Company Name

Country

Address

Postcode

Town

Province

You may specify default contact details of sender here

Contact Person

Phone Number

Collection Address

If your shipments are regularly collected from another location (a warehouse for instance) please enter the address here.

[Click here to select address](#)

Company Name

Address

Address Book

Autosave Addresses

mySettings (Page 2 of 3)

You don't have to enter any information in mySettings, but it can help you save time to have the information you use regularly appear automatically when you create a shipment.

The layout of myTNT will change depending on the options you select. For instance if you are only sending Documents, you will be asked to provide less information than for Products and Goods.

Shipment Details

Please enter any information that you would like to see pre-filled in when you enter your shipment details. You will be able to overwrite them while shipping.

Shipment Contains Documents Only
 Products / Goods

Values are Specified in imperial in metric

Weight kg

Shipping Date

Your Reference

Remind me to enter a Customer Reference

Special Instructions

Default Currency

Shipment Details

Please enter any information that you would like to see pre-filled in when you enter your shipment details. You will be able to overwrite them while shipping.

Shipment Contains Documents Only
 Products / Goods

Customs Controlled

Type of Package

Number of Packages one more than one

Values are Specified in imperial in metric

Weight kg

Length cm

Width cm

Height cm

Volume m³

Shipping Date

Your Reference

Remind me to enter a Customer Reference

Special Instructions

Default Currency

Services Defaults

Once you have entered your preferred receiver address, you will be able to select either a preferred International service or a preferred Domestic service depending on your choice of address.

Domestic Service

International Service

Terms of Payment

Invoice Details

If you would like myTNT to generate your commercial invoices please select below.

Create Commercial Invoice with MyTNT

Autogenerate Invoice Numbers

Header

Terms of Delivery

Signatory

Job Title

Declaration

Reason for Export

Enter the details of any package that you send regularly depending on the option you selected

mySettings (Page 2 of 3)

If you enter data in mySettings, you can always change it when you are creating a shipment without coming back to mySettings.

Our standard for units of measure is metric, but if your country is using imperial, you can select it here.

Select your preferred service. Note that you can only select a service if you have entered the addresses that you normally ship from and to.

If you normally prepare your shipments a number of days before you want them to be collected, you can specify the number of days you wish to defer collection here.

For some International shipments, it is necessary to accompany the goods with a Commercial or Proforma invoice. If you select this option, myTNT will automatically produce the invoice for you when it is required.

If you have a standard reference, enter it here. You can use this reference to track your package later. Alternatively you can have myTNT prompt you to enter your reference while you are creating your shipment.

Enter any standard instructions here that you would like to appear on the address label.

Enter the currency you normally use.

Shipment Details
Please enter any information that you would like to see pre-filled in when you enter your shipment details. You will be able to overwrite them while shipping.

Shipment Contains Documents Only
 Products / Goods

Customs Controlled

Type of Package

Number of Packages one more than one

Values are Specified in imperial in metric

Weight kg

Length cm

Width cm

Height cm

Volume m³

Services Defaults
Once you have entered your preferred receiver address, you will be able to select either a preferred International service or a preferred Domestic service depending on your choice of address.

Domestic Service

International Service

Terms of Payment

Invoice Details
If you would like myTNT to generate your commercial invoices please select below.

Create Commercial Invoice with MyTNT

Shipping Date

Your Reference

Remind me to enter a Customer Reference

Special Instructions

Default Currency

mySettings (Page 3 of 3)

Once you have used myTNT for a while you may wish to change the way it operates. For instance, you can select the page that always appears when you enter myTNT. Depending on the way you work, you might prefer to go straight to the Get a Quote screen, or the Tracking screen or perhaps the Create a Shipment screen. It's up to you.

myTNT will always print the minimum number of documentation sets required for the shipment. However, if you want to keep copies for your own records, enter the additional copies you require.

Enter the times you are available for TNT to collect your shipment

If there is any special information our driver may need to collect your shipment, you can enter it here.

myTNT can send emails to interested parties. Simply enter their email address here.

Select the page you wish to appear when you enter myTNT from the drop down box.

You can change myTNT to work to your preferences by selecting different options.

Printing Defaults
If you need more copies of the documents listed below, please enter the number of additional copies you require.

Address Label
 Consignment Note
 Commercial Invoice
 Detailed Manifest
 Remind me to Print Pending Shipments

Collection Defaults
Please tell us when your packages can be collected.

Main Business Opening Hours: -
Lunchtime Closure: -
Special Collection Instructions:

Advanced Shipping Notification Defaults
If you regularly notify others when you ship with TNT you can do this by simply completing their e-mail address. [Click here to view sample message.](#)

Sender:
Copy 1:
Copy 2:
 Always take Receiver's E-Mail address from Address Book

My Preferences
You can change the way myTNT appears by changing your preferences.

My Home Page:

Show Landing Page
 Always Show Shipment Confirmation
 Switch off Confirmation Messages
 Always accept TNT's Terms and Conditions of Carriage

Address Book

myTNT contains a handy address book to store all of your frequently used addresses. If you chose to share your address book when you registered, then the addresses you enter can be seen by any other registered user of your account, and you can see and use theirs.

myTNT has four address types. Sender, Collection, Receiver, and Delivery. The Sender address is provided for you as part of the registration. If you need to add more then you need to request a new account number to be added. Select the type you need to use.

You can change the sort sequence by clicking on any of the column headings. The triangle indicates which column is the primary sort. You can change the sequence within the column by clicking on the triangle.

If you can't see the address you want, use the search function. EG: Search for Sydney in Town. Click on search.

If most of the details of the address you want to enter are the same as one you have already, just select the one you want to use and click on copy.

You can import addresses from other address books or address files using the import function.

You can use the details of the address in your address book by selecting one, and navigating to get a quote or ship.

myTNT Address Book

Address Type Search For in

<input type="checkbox"/>	Short Ref	Company Name	Address Line 1	Town	Country	View/Amend
<input type="checkbox"/>	Sample	Sample Jeans Co	Queen Street	Sydney	AU	
<input type="checkbox"/>						
<input type="checkbox"/>						

Click here to add a new address

Address Book - Add

You can enter address information from the Address Book, at any time. myTNT will hold up to 2000 addresses in total.

The Sender addresses are preset at registration and cannot be altered or deleted.

A Collection address should only be used if it is different to your Sender address. For instance if you have a warehouse, or if you are having goods collected from another company. If this is the case the other company will need to have the shipping documentation sent to them, and if they do not have a TNT account number, they will need to conform to TNT's unknown shipper policy. See our Terms and Conditions.

Select the Address type you require

Add the details for your address, note that the fields marked with an * are mandatory.

When you are ready click on save. If you don't want to save the address details click on cancel. If at any time you want to start again, simply click on clear fields.

When you save the address, myTNT will check some of the details to see if it is a valid address.

myTNT Address Book

<p>Address Type * <input type="text" value="Collection"/></p> <p>Short Name * <input type="text"/></p> <p>Company Name * <input type="text"/></p> <p>Country * <input type="text" value="United Kingdom"/></p> <p>Address * <input type="text"/></p> <p>Postcode * <input type="text"/></p> <p>Town * <input type="text"/></p> <p>Province <input type="text"/></p> <p>Vat Number <input type="text"/></p>	<p>Account Number <input type="text"/></p> <p>Contact Person * <input type="text"/></p> <p>Phone Number * <input type="text"/></p> <p>E-mail <input type="text"/></p>
--	---

Address Book – Add from Create Shipment

You can save address information once you have entered it when you create a shipment. If you want to save the address every time you create a shipment, you can set myTNT to automatically save addresses to the address book by updating your preferences in mySettings.

You can use the short reference and click on find address to select an address, or you can select it from the Address Book.

Receiver Details

Short Reference

Company Name *

Country *

Address *

Postcode *

Town *

Province

Contact Person *

Phone Number *

Email

VAT Number

You can change the address for this shipment without saving it, or you can save it for use in the future.

If you want to keep an address that you have entered or changed while creating a shipment just click on the save button.

Address Book – Import Addresses

You can import up to 100 addresses per import from a comma delimited address file in the layout defined below.

ADDRESS IMPORT RECORD LAYOUT

Field No.	Field Name	Optionality	Length	Picture and format	Notes
1.	Address Type	Mandatory	= 1	Alphabetic	C,D,R only
2.	Company Short Reference	Mandatory	<=10	Alphanumeric	
3.	Company Name	Mandatory	<=50	Alphanumeric	
4.	First line of address	Mandatory	<=30	Alphanumeric	
5.	Second line of address	Optional	<=30	Alphanumeric	
6.	Third line of address	Optional	<=30	Alphanumeric	
7.	Town or City name	Mandatory	<=30	Alphanumeric	
8.	Province or County name	Optional	<=30	Alphanumeric	
9.	Postcode	Optional	<=9 (screen allows 30 chars)	Alphanumeric	No validation
10.	Country Code	Mandatory	<= 3	Alphabetic	COU-ID. No validation
11.	VAT Number	Optional	<=20	Alphanumeric	
12.	Contact Name	Mandatory	<=50	Alphanumeric	
13.	Telephone Number	Mandatory	<=16	Alphanumeric	
14.	Email address	Optional	<=129	Alphanumeric	

Address Book – Import Addresses

You can import up to 100 addresses per import from a comma delimited address file in a predefined layout.

Select the file to be imported

File

Delete all existing entries Yes No

Imported File
Number of records imported

Record Number	Error Description
---------------	-------------------

Start the import by clicking on the Import button. myTNT will show you the progress of the import, and the details of any errors encountered. The records in error will be rejected and can be imported once they are corrected.

Create Shipment – Address and Package

Create Shipment will take through all of the steps necessary to ensure that your package is collected and delivered on time and in perfect condition. The first step is to tell us about who is sending the package, and a little about what is being sent.

Select the sender company from the drop down list.

If the shipment is to be collected from a different address. Enter the collection address here. If the collection is from the sender address, there is no need to add the address here.

Select documents only if your goods are documents or they are non dutiable. Select Products/Goods if your shipment has a commercial value. If you select Products/Goods, this area of the screen layout will change, and more information will be requested from you automatically. See next pages.

If you enter a reference here, you will be able to use it to track your shipment through its journey and delivery.

Any delivery instructions entered here will be printed on the label.

Enter details of the company you are sending your shipment to. You can enter the short reference for the address in your address book and click on find address, or you can click on open your address book, or you can type in a new address and optionally save it to your address book.

If the shipment is to be delivered to a different address. Enter the delivery address here. If the delivery is to the receiver address, there is no need to add the address here.

Create a Shipment - Address and Package

Address and Package

Service and Collection

Documentation

Sender Details

Account/Company

Postcode/Town

Contact Person*

Phone Number*

Shipment Details

Shipment contains* Documents Only
 Products/Goods

Total Quantity*

Total Weight* kg

Your Reference

Delivery Instructions

Collection Date*

Receiver Details

Short Reference

Company Name*

Country*

Address*

Postcode*

Town*

Province

Contact Person*

Phone Number*

Email

VAT Number

Create Shipment – Address and Package

If you selected Products/Goods, the screen layout will change, and more information will be requested from you automatically

Shipment Details

Shipment contains* Documents Only Products/Goods

Number of Packages One Two or more

Enter details for a single package

Type of Package:

Weight: kg

Length: cm

Width: cm

Height: cm

Total Quantity *

Total Weight * kg

Total Volume m³

Your Reference

Delivery Instructions

Collection Date *

If you selected to ship only one package, then all of the details can be entered on this page.

If you selected to ship more than one package, then the screen automatically displays a new button so that you can enter multiple package details on another screen.

Enter all of your package details on this screen. When you are finished, a summary of your input will be carried back to the previous screen.

Shipment Details

Shipment contains* Documents Only Products/Goods

Number of Packages One Two or more

Total Quantity *

Total Weight * kg

Total Volume m³

Your Reference

Delivery Instructions

Collection Date *

myTNT enter package details

Please enter the details of your packages below.

Type of Package	Number of Packages	Weight (kg)	Length (cm)	Width (cm)	Height (cm)	Volume (m ³)	Total Weight (kg)	Total Volume (m ³)	
CARTON	1	25	55	54	54	0.163	25.000	0.163	Delete
BAG	2	12	26	26	26	0.018	24.000	0.036	Delete

Total Quantity

Total Weight kg

Total Volume m³

Create Shipment – Service and Collection

Now all we need to know is which service and possible options you need, and when to collect the shipment. If you use TNT regularly you can arrange to have a Regular Collection. If you have a Regular Collection, there is no need to arrange one here unless it is a special request.

Select the terms of payment. If you select Receiver Pays, then you will be prompted for the TNT account number of the recipient.

myTNT will automatically calculate the available services and options, just select the one you need.

Click on get a quote if you would like to see the Transit Time and the estimated cost.

You can send a message to your shipping partners to tell them that a package has been shipped by entering their email address **and checking the ASN box.**

myTNT will automatically display details of any existing arranged collection for the address used in this shipment, or if you have a Regular Collection.

Click here to view details of all collections arranged for all addresses.

Enter your details here to arrange a new collection.

Create a Shipment - Service and Collection

Address and Package | **Service and Collection** | Documentation

Services and Options
Select the service and any supplementary options that you require for your shipment

Terms of Payment:

Service:

Service Options:

Collection Details
The times shown below indicate when your shipment must arrive at the collection depot in order to achieve the estimated delivery times. When arranging a collection, please enter a latest collection time that allows a sufficient interval for our driver to return to the depot with your shipment.

The table below shows the collections arranged for the specified collection address, date and time.

Date/Time	Company and Address
<input type="button" value="show all collections"/>	

Let Your Partners Know
You can send Advanced Shipping Notification by checking the ASN box next to an email address

Sender:
Receiver:
Copy 1:
Copy 2:

ASN

RC denotes that a Regular Collection is in place.

Do you need to arrange an additional collection? Yes No

Collection Times: -
Lunchtime: -
Collection Instructions:

Create Shipment – Service and Collection

You will only be able to select Receiver Pays, if it is approved in your country, and the receiving country, and for your company.

If you select Receiver Pays, then you will be prompted to accept the Terms and Conditions for Receiver Pays.

Create a Shipment - Service and Collection

Address and Package | **Service and Collection** | Documentation

Services and Options
Select the service and any supplementary options that you require for your shipment

Terms of Payment: **Sender Pays** (dropdown)
Service: please select... (dropdown)

Service Options: [Empty box]

Let Your Partners Know
You can send Advanced Shipping Notification by checking the ASN box next to an email address

Sender: [input] ASN
Receiver: [input]
Copy 1: [input]
Copy 2: [input]

Collection Details
The times shown below indicate when your shipment must arrive at the collection depot in order to achieve the estimated delivery times. When arranging a collection, please enter a latest collection time that allows a sufficient interval for our driver to return to the depot with your shipment.

The table below shows the collections arranged for the specified collection address, date and time.

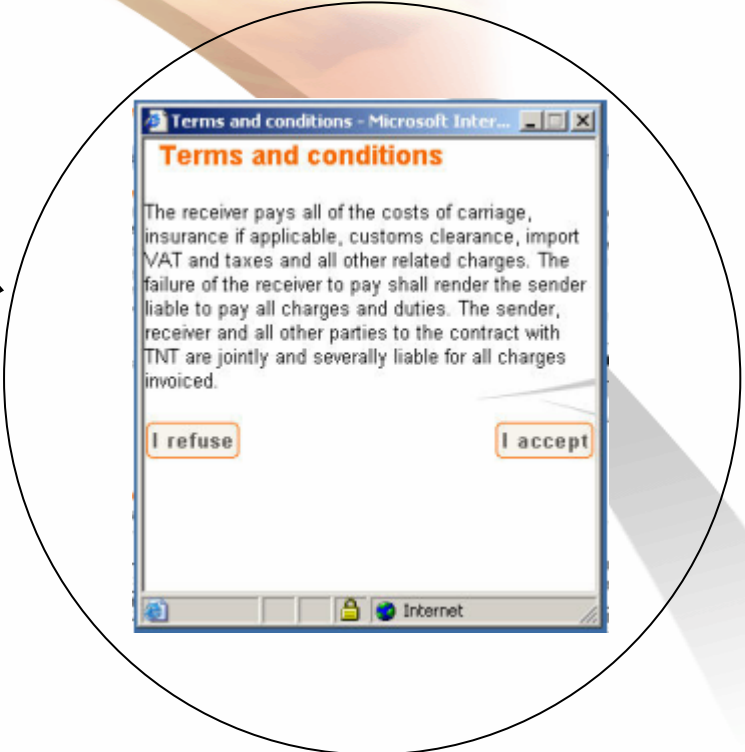
Date/Time	Company and Address

RC denotes that a Regular Collection is in place.

Do you need to arrange an additional collection? Yes No

Collection Times: 08:00 - 17:00
Lunchtime: 12:00 - 13:00

Collection Instructions: [input]



Create a Shipment - Documentation

If you have enabled myTNT to produce Commercial Invoices, and a Commercial Invoice is needed, then myTNT will display a new screen and prompt you for the additional information required. Note that this screen will not be displayed if you do not need a Commercial Invoice for this Shipment or if you have Commercial Invoice switched off in mySettings.

To save time, myTNT can store the details of your articles so that you can select them the next time you need them, just give the article a unique name and check the save article box.

For new articles, enter the details and add them to the invoice.

myTNT can allocate sequential Invoice numbers for you if you switch them on in mySettings

Details of all of the articles currently added to this Invoice are displayed here. If you need to amend on simply check the box next to the one that needs changing and click on edit product line or delete product line..

Add any additional values here.

View Invoice gives you the chance to see the Invoice before myTNT prints it for you.

Important note: In some circumstances myTNT will not be able to recognise that it needs to produce a Commercial Invoice, for instance when you are shipping from a Bonded Warehouse. You can force myTNT to produce a Commercial Invoice by checking the create Commercial Invoice box in create a shipment.

Create a Shipment - Documentation

Address and Package Service and Collection Documentation

Create Your Invoice
Please enter the details of the articles and charges that you would like printed on the invoice. You may also choose the invoice layout, number and payment terms.

My Article *

Article Description *

Tariff Code *

Number Of Units *

Values are Specified * as totals per unit

Weight * kg

Value for Customs * GBP

Country of Manufacture *

Save/Update My Articles with name

Header *

Invoice Number *

PO Number

Terms of Delivery

Article *	Units *	Weight *	Value *
<input type="checkbox"/> 50mm x 8mm S/S Fixing Bolt	1000	25.000	100.00
Totals	1000	25.00	100.00

Discount

Sub Total

Freight Charge

Insurance Charge

Additional Charge

Total Declared Value



myTNT print your shipping documents

Once you have told us all about the shipment you want to make, and told us when you want the shipment collected, myTNT will confirm you're the details of your request, and let you know what documentation will be required. If you are happy with the request, just press finish. If you need additional copies of any documentation for your records, you can set myTNT to print additional copies in mySettings.

myTNT will confirm your shipping request.

myTNT will tell you what documentation will be printed, and what to do with each document.

myTNT print your shipping documents

Address and Package Service and Collection Documentation

These are the pieces of documentation required to ship your package. You may print these documents now from here, or later from the Shipping Manager.

Consignment Summary Details
sender
sender account
receiver
shipment date
service

The following documentation is ready for printing

- 1 Address Label(s) Please affix the address label firmly to the top of each of your packages making sure that the bar code is not obscured.
- 1 Manifest(s) Our driver will sign one copy of the manifest for you to keep as your receipt. Please hand one copy of the manifest to our driver.

I accept the terms and conditions

Check this box to confirm that you accept TNT's terms and conditions. You can save time by accepting the terms and conditions in mySettings which will automatically set this box to checked.

When you are happy with the shipment click finish to confirm your request.

Create a Shipment - Confirmation

myTNT will automatically generate all of the documents you need to ship your package. You can print them after you confirm each shipment, or if you are creating several shipments, you may prefer to print them later from the Shipping Manager. If you want to keep copies for your records, you can tell myTNT to print more copies by updating your preferences in mySettings.

A collection has been confirmed

Note that if no collection has been arranged, the message would be



Please ensure that you have arranged a collection.

Create a Shipment - Documentation - Confirmation



Your collection request has been arranged for you. Please ensure that all of the necessary documentation is printed before our driver arrives. If you need to cancel a collection, please call Customer Services.



The details of your shipment will be saved when you choose one of the print options below. You can amend these details from the Shipping Manager up to the point when you print the documentation.

Do you want to print your documentation now?
If not you can print it from the Shipping Manager later.

If you think you may need to change some of the details of your shipment later, or if you have a few shipments to organise, then you can elect to print your documentation later from the Shipping Manager.

If you select print later, you will be taken back to the Create Shipment screen. If you select print now, then myTNT will print your documentation, and take you the Shipping Manager.

Create a Shipment - Print

Before you print your documentation, myTNT will give you a preview of the documents. If you need to send the documentation to another location, you can simply fax them or you can print the documents to a file using the standard printer window.

If you need to send the documents to someone at another location, you can fax them or email them using these instructions. If you send them using this method, then the recipient will need to have some basic knowledge of DOS.

Select print to file if you need to send the documentation to another location.

When saving the file, you will need to give the file a meaningful name and the correct file extension. If the recipient has a postscript printer, then the file extension should be PS, otherwise it should be PRN.

You can then email the file to the recipient who can print the file using the standard DOS command.

The screenshot shows a 'Print' dialog box with a preview of a 'Commercial Invoice'. The invoice details include:

- Sender: Alan Shearer, 45669
- Receiver: Miles Marvellous Military, 600 South Shore, Sydney, NSW, 2000, Australia
- Invoice Number: 900007
- Shipping Date: 25 May 2004
- Consignment Note No.: 1
- Incoterms: FOB
- Weight: 300.000 Kgs
- Dimensions: 30 x 30 x 30
- Total Value: 100.00

The 'Print' dialog box has the following options:

- Print to file
- Collate
- Number of copies: 1
- Buttons: Print, Cancel, Apply

Shipping Manager

You can view and manage all of your shipments using the Shipping Manager in myTNT. In the Shipping Manager, you can see which shipments have had their documents printed, and amend any shipments that need their details changing.

There two methods of filtering the information you can view in the Shipping Manager.

1. You can select All Shipments, those shipments where the documentation has been printed, or those Shipments where the documentation has not yet been printed.
2. You can select the number of days of history you would like to see.

Just make your selection and click on go.

myTNT Shipping Manager

Use this page to create, view and amend your shipments.

Please make sure that you print all of the documents for your shipment before we collect it.

Show Shipments for past days

	Shipping Date	Recipient	Destination	Reference	Consignment No.	View/Amend
<input type="checkbox"/>	25-May-04	Millies Marvellous Millinary	600 South Shore, Sydney	Sample reference	178437335	
<input type="checkbox"/>	25-May-04	Millies Marvellous Millinary	600 South Shore, Sydney	Sample reference	178437416	
<input type="checkbox"/>	25-May-04	Millies Marvellous Millinary	600 South Shore, Sydney	Sample reference	178437420	



Denotes that the documentation has been printed and the shipment has been accepted by TNT. These shipments can be viewed, but not amended.



Denotes that the documentation has not been printed. These shipments can be amended until they have been printed.

Shipping Manager

If you have a number of shipments to make, or if you have amendments to make to your shipment before it is collected, then it might be more convenient to print all of your documentation at the same time from the Shipping Manager.

myTNT Shipping Manager

Use this page to create, view and amend your shipments.

Please make sure that you print all of the documents for your shipment before we collect it.

Show Shipments for past days

	Shipping Date	Recipient	Destination	Reference	Consignment No.	View/Amend
<input type="checkbox"/>	25-May-04	Millies Marvellous Millinary	600 South Shore,Sydney	Sample reference	178437335	
<input type="checkbox"/>	25-May-04	Millies Marvellous Millinary	600 South Shore,Sydney	Sample reference	178437416	
<input type="checkbox"/>	25-May-04	Millies Marvellous Millinary	600 South Shore,Sydney	Sample reference	178437420	

You can print all of the documents for a shipment, or you if you need to reprint a specific document, you can select it from the drop down. Check the box next to the shipment that you need, and the click on print.

The image shows a close-up of the 'Print' button area. A dropdown menu is open, showing the following options: 'All Docs', 'please select...', 'All Docs', 'Consignment Note', 'Label', 'Commercial Invoice', and 'Manifest'. The 'All Docs' option is currently selected and highlighted in blue. A mouse cursor is pointing at the 'print' button.

Shipping Manager

You can delete a shipment at any time up to the point that you print the documentation. If you wish to cancel a shipment after it has been printed remember that you will need to contact our Customer Services.

myTNT Shipping Manager ^{MS}

Use this page to create, view and amend your shipments.

Please make sure that you print all of the documents for your shipment before we collect it.

Show Shipments for past days

	Shipping Date	Recipient	Destination	Reference	Consignment No.	View/Amend
<input type="checkbox"/>	25-May-04	Millies Marvellous Millinary	600 South Shore,Sydney	Sample reference	178437335	
<input checked="" type="checkbox"/>	25-May-04	Millies Marvellous Millinary	600 South Shore,Sydney	Sample reference	178437416	
<input type="checkbox"/>	25-May-04	Millies Marvellous Millinary	600 South Shore,Sydney	Sample reference	178437420	

Shipments 1-3 of 3 <<previous next>>



Shipping Manager

You can view and manage all of your shipments using the Shipping Manager in myTNT. In the Shipping Manager, you can see which shipments have had their documents printed, and amend any shipments that need their details changing.

myTNT Shipping Manager

Use this page to create, view and amend your shipments.

Please make sure that you print all of the documents for your shipment before we collect it.

Show Shipments for past days

	Shipping Date	Recipient	Destination	Reference	Consignment No.	View/Amend
<input type="checkbox"/>	25-May-04	Millies Marvellous Millinary	600 South Shore, Sydney	Sample reference	178437335	<input type="button" value="View"/>
<input type="checkbox"/>	25-May-04	Millies Marvellous Millinary	600 South Shore, Sydney	Sample reference	178437416	<input type="button" value="View"/>
<input type="checkbox"/>	25-May-04	Millies Marvellous Millinary	600 South Shore, Sydney	Sample reference	178437420	<input type="button" value="View"/>

Shipments 1-3 of 3 <<previous next>>

You can amend any shipment until the documentation has been printed, once it has been printed you can view the details.

You can get an estimated cost and transit time for a shipment by selecting the one you need and click on get a quote.

You can track shipments by selecting the ones you need and click on track.

If you want to create a shipment that has similar details to one in the shipping manager, just select the original and click on copy. Then amend the details in create shipment.

Get a quote

Tell myTNT a few details about the shipment you wish to make, and you can get an indication of the cost and available services together with the time it will take to deliver door to door. You can then select the service you need and use it to create a shipment.

Enter details of where the shipment is going from and to, and few details about the packages.

Click on submit, and myTNT will tell you ...

The services available

The estimated cost

The delivery date/time

myTNT - Transit Times and Pricing Enquiry

If you would like to know the estimated cost and transit time of a shipment from one place to another anywhere in the world, please provide the following information.

My Details

Account/Company

Collection Details

Short Reference

Country

Town

Post/Zip Code

Collection Date

Collection Time

For some destinations your collection time may affect the delivery date. In these circumstances you may need to arrange a special collection.

Delivery Details

Short Reference

Country

Town

Postcode

Shipment Details

Shipment Contains* Documents Only
 Products/Goods

Total Quantity *

Total Weight * kg

Transit Times and Pricing Enquiry Result

select	service	rate	delivery date/time
<input type="radio"/>	9:00 EXPRESS (DOCS)	357.70 GBP	28/05/04 09:00
<input type="radio"/>	12:00 EXPRESS (DOCS)	332.70 GBP	28/05/04 12:00
<input checked="" type="radio"/>	GLOBAL EXPRESS (DOCS)	292.70 GBP	27/05/04 18:00
<input type="radio"/>	TIME DEFINITE (DOCS)	No Rate Available	27/05/04 18:00
<input type="radio"/>	EXPRESS DOCUMENTS	No Rate Available	28/05/04 09:00

All prices for EU international and EU domestic shipments include Value Added Tax (VAT) and any Customs Duties.

Just select the service you need and click on ship.

Tracking

As a registered user of myTNT, you can track your shipments in three ways. You can enter one or more Consignment Note numbers, you can enter one or more references, or you can get the tracking status of all of the shipments for your account.

If you are tracking by Consignment number or your own reference, select the one you will use and enter up to 50 in the box.

If you want to see the status of all of the shipments for your account for a country, select track by account number and select the criteria from the drop down boxes.

If you are going to track the same shipments several times, myTNT can remember them for you, just check the box.

myTNT - Tracking Enquiry

To find out if your shipment has been delivered, who signed for it and other tracking information just type in your TNT consignment number(s) or your own consignment reference(s) select the appropriate button and click on track.

When tracking by consignment please enter the 9 digit number as shown on your consignment note. If the results show duplicate information, you can further refine your enquiry by adding the prefix and suffix eg GE999999999VWW.

- Track By Consignment
- Track By Reference

Enter Consignment Number(s)

Track By Account Number

Account Number

Collection Country

Collection Date (dd/mm/yyyy)

From To

Remember My Details

Tracking (Continued)

You will get more information than on the standard tracking screen, and if you wish, you can email the status of a shipment to other interested parties.

myTNT - Tracking Summary Results

Consignment	Reference	Destination	Pick Up Date	Status
<input type="checkbox"/>	1784352	Genk	10 Mar 2004	

Double click on the Consignment number to obtain the status history.

More details are available if the shipment was sent by you.

pick-up date:	10 Mar 2004
delivery date:	14:30, 11 Mar 2004
signatory:	Vouckx

date	time	location	status
11 Mar 2004	14:30	Liege	Delivered
11 Mar 2004	09:17	Liege	Out For Delivery
11 Mar 2004	07:00	Liege	Import Received
10 Mar 2004	23:09	Brussels	Shipped From Originating Depot
10 Mar 2004	22:27	Brussels Hub	Consignment Received At Transit Point
10 Mar 2004	21:50	Brussels Hub	Consignment Passed Through Transit Point

To email the status just select the consignment and click on email. Then fill in the email addresses for the recipient and send.

- [view summary](#)
- [view sender details](#)
- [view receiver details](#)
- [view packages details](#)
- [view shipment details](#)

myTNT - E-mail Tracking Results

To e-mail the results of a track to another person, enter recipient e-mail address(es) and your e-mail address in the boxes provided and click on the e-mail button

The recipient address(es)

Each e-mail address should be on a separate line

Your Name

This message will prefix your shipment tracking results

[your name] has recently used one of TNT's many package tracking services to view the current status of a delivery. They thought you might be interested in the results shown below.

Back to Results

pick-up date:	20 May 2004
delivery date:	11:10, 24 May 2004
signatory:	Crawford

Package Details

Number Of Pieces 00001

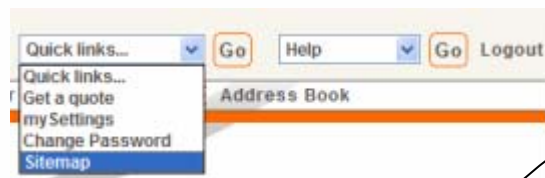
Package Description

Weight 00001.000

Goods Description DOCUMENT

Quick Links

As well as using the navigation buttons in myTNT, you can also use Quicklinks from any page to move to the most used screens as well as the site map.



Welcome to myTNT

Shipping Create Shipment Shipping Manager Manage your shipping and collection process easily using myTNT.	Tracking Tracking Track your consignment using your TNT consignment number, your TNT account number or your own consignment reference.	Transit Times and Prices Get a Quote The fastest way to get a quote for your shipments and find the fastest delivery time for your parcel or document.
Administrative Tools mySettings Change Password Keep your password secure by altering it regularly.	Address Book Address Book Manage all your shipping addresses.	User Assistance Tutorial User Guide Use the tutorial for a step by step guide to myTNT, or if you need a more comprehensive view of how to use myTNT then download the user guide

User Assistance

myTNT can provide help in three different ways. If you just want a quick guide to the product, you can use this tutorial. If you want more detailed help you can get it from the User Guide. If you want to know more about any term used in myTNT, the A to Z guide contains a handy definition of all of the terms used in myTNT as well as a number of terms used generally in the shipping industry.

Features of myTNT - Overview

This new service is available to Customers that have an account with TNT. secure password protected area in which you can store and use your own as easy as possible. This area of help is intended to give you an overview to find out more at any time.

Features of myTNT include:

An **address book** which can be set up as personal to your registered id, so for your account.

The ability to set up and store information that you will use time and time : those details in every time you make a shipment. In fact if you send the sa using the same services, you could have the entire shipment set up and re

A handy **Shipping Manager** that allows you to review all of the shipments sending a number of shipments, you can print your documentation all at or documentation as you enter the details. From here you can even select a i collected.

A customised version of web tracker can be found in **mytracker** providing : collection, receiver, and delivery address details and a complete breakdown can track your package by entering your consignment note number, your c of the tracking information for your account.

Maybe you would like to get an idea of how long it will take to ship your pa **quote** couldn't be simpler, just enter the basic details about your shipment personalised tariff.

As well as these key features, when you start to use myTNT, you will disc packages easier to manage.

Getting Started

Registration

In order to take advantage of the features of myTNT, you will need to regist email address, and you can choose any appropriate password you like. Re myTNT later. Once your details have been validated, you will receive confir they will be set up automatically for you.

Log in

The A to Z Guide

A

Account

Your TNT account number

Account/Company

Your account number and company name for display purposes

Address

myTNT uses 4 types of address. See Sender address, collection address, receiver address or delivery address.

Address Book

A convenient way to store your address information.

Airway Bill

A printed, numbered form produced by airlines to authorise movement of cargo. Within TNT Consignment note is used as the equivalent term. See Consignment Note

Article

The word commonly used by customs to describe the contents of a package. A package can contain a number of different articles. For instance nuts, bolts and washers are all articles that can be contained in a single package but would need to be described separately on the commercial invoice. Also referred to as piece or item.

ATA

Admission Temporaire Carnet. See Carnet

Autogenerate Invoice numbers

Used in => mysettings => invoice details When this box is ticked, myTNT will generate Invoice numbers for you.

B

Bonded Area

An area or accommodations that customs have authorised for the storage of uncleared shipments.

Bonded Cargo

Goods which are imported into, or moving through a country and have not been cleared by the local customs. These goods

About myTNT

Current Release: 1.0.0

Release date: 02 January 2004

Release 1.0.0 of myTNT replaces the

Release notes:



Quick links... ▾

Go

Help ▾

Go

Logout

mySettings Address Book Create Shipment Collection Documentation Shipping Manager Get a quote Tracking

Logout

myTNT is a secure environment. It is always best practise to use the logout button to leave myTNT so that myTNT can pass you back to the standard environment and handle closing down the secure channel for you.

myTNT will also prompt you to complete any tasks that you may have forgotten.