

TNT AUSTRALIA

EINOVICING USER GUIDE



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INTRODUCTION

The details contained in this document are a guide for customers to understand how to use TNT's elnvoicing application. TNT elnvoicing is accessible via TNT's website.

The following screen shots are representative of the flow you are required to follow when logging onto www.tnt.com.au to access elnvoicing.

CUSTOMER PREREQUISITE

Prior to gaining access to elnvoicing, you must have a TNT account number and be registered for TNT Online, a secure and password protected area of TNT's website.

To register for elnvoicing you will need a copy of a recent TNT Tax Invoice/Statement relating to your account.

FEATURES OF E-INVOICING

- ✓ Secure environment for your invoices and invoice data.
- ✓ Each week, an email alert is sent to notify you that a new invoice is available. The email alert can be sent to an individual or a group (group is preferred).
- ✓ A pdf of the new invoice is attached to the email alert.
- ✓ Data relating to your invoice can be immediately accessed via TNT's website.
- ✓ View your invoice online or as a pdf, which can be printed, emailed or faxed.
- Download your invoice as a CSV file. CSV files can be imported directly into your accounting software or saved into your preferred format, e.g. Microsoft Excel.
- ✓ Drill-down options allow you to view consignment note and proof of delivery (POD) details.
- ✓ Change or update email recipients.
- ✓ Elnvoicing is supported by a dedicated technical support team.



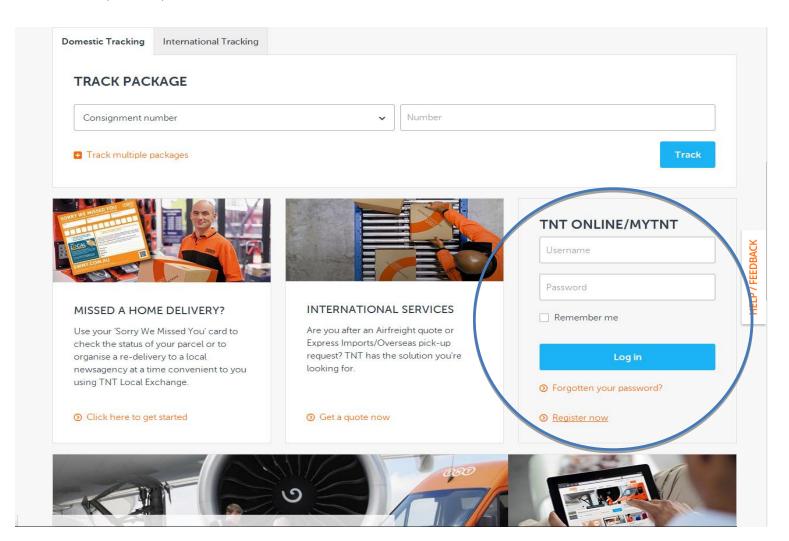
HOW TO REGISTER FOR E-INVOICING

1) Locate the TNT Australia web site:

www.tnt.com.au

- If you already have access to TNT Online, scroll down to the TNT Online/My TNT area, enter your username and password and click Log in.
- If you are new to the TNT website, scroll down to the TNT Online/My TNT area and click 'Register now'. Follow the instructions to register for both TNT Online and elnvoicing.

Note: If you do not register for TNT Online you will not be able to access elnvoicing. TNT Online is a secure and password protected area of TNT's website.





2) Registering Account

After clicking on "Register Now", the following screen will appear. Enter your account number:



REGISTER FOR THT ONLINE

REGISTERING FOR TNT ONLINE IS EASY

BEFORE YOU START MAKE SURE YOU HAVE A THT ACCOUNT NUMBER OR CONTACT OUR SALES TEAM TO GET ONE.

Registration provides access to the full range of tools and information to manage your domestic distribution needs. As a registered user you can book a pick up, check the price of a consignment, download your TNT Express invoices and access customised information to pro actively manage your freight movements.

Account Information	
TNT Account	Search

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3) ACCOUNT INFORMATION

Once your account number is entered, the following fields will appear. View your account details and check 'I confirm this is my TNT Account Number' when verified.

REGISTER FOR TNT ONLINE

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999999999		Search
Account Address		
Customers' name		
Address 1		
Address 2		
Suburb City		
Sate	Post Code	
☐ I confirm this is my TNT Account Nun	nber	

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4) REGISTRATION TYPE

More fields will appear.. Fill in the details required to set up the account.

The account may be General Usage by default. You can enable elnvoicing for the account by checking the 'Elnvoice*' box. Additional fields will appear below when selected.

I confirm this is my TNT Account N	lumber			
Registration Type				
General Usage Consignment (Creation Einvoice*	Price Checker*		
*Einvoice and Price Checker require account valida	tion using a recent TNT invoice			
User Information				
Username (email address)				
Confirm Username (email address)				
First Name				
Last Name				
Job Title				
Phone Area	Phone Number			
			Submit	

Issue Date 21/02/17



5) E-INVOICE INFORMATION

The fields below are to direct the invoices to your preferred recipient. To confirm the details you must validate the account with a recent invoice number and the invoices amount.

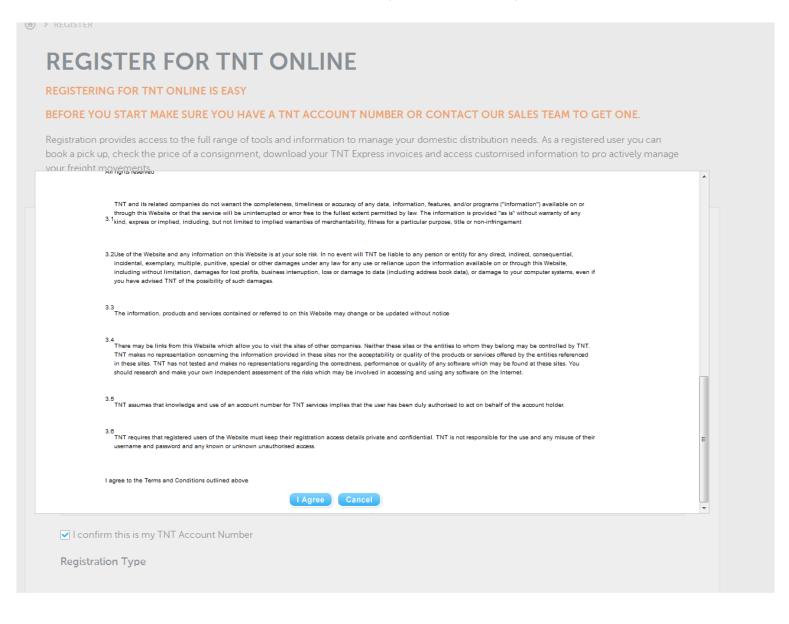
Click the 'Submit' button once your details are complete.

Manager Name		
Phone Area	Phone Number	
Tax Invoice Email		
Primary Invoice Notification En	nail	
Secondary Invoice Notification	Email (optional)	
Account Validation		
o register for Price Checker or E-Invoicing	you must validate your account by providing details from a recent TNT invoice.	
Invoice Number		
Invoice Number Invoice Amount		



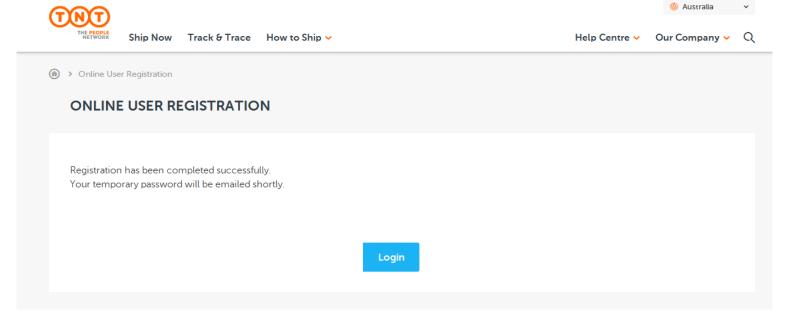
6) TERMS AND CONDITIONS

Please read the terms and conditions and select 'I agree' to complete the registration.





7) REGISTRATION MESSAGE



Dear TNT TNT,

Thank you for registering for TNT Online.

TNT Online is your secure portal providing you with access to a range of our online solutions, including booking a collection, obtaining a Proof of Delivery image (POD), estimating the price of a shipment and accessing your invoice online.

A temporary password has been set up for you which will need to be changed the first time you log in.

Temporary Password: uMUdbl

Please note: If you do not log in within 15 days your temporary password will expire.

To access www.tnt.com.au, click here.

Should you have any further queries please call us on 1300 851 131 or email cithelpdesk@tnt.com.au.

Regards, TNT Express



8) UPDATE PASSWORD

On the login page, enter your username and temporary password.

You will be prompted to change to a password of your choosing. The password must be 8 or more characters long and the hint must not be the password.

Click change when complete and a confirmation message should appear.



	THE PEOPLE	HEIWORK	
ı	Login to TNT Onlin	e	
T T ti	FNT Express is one of FNT Express is able the latest technology	of the world's leading provid to offer its customers an ex	lers of business-to-business express delivery services. tensive domestic and international network, integrated with p provide a unique combination of on-demand, tralia and around the world.
	Username		
	Password		
		remember my passwo	rd
		Login	
TNT THE PEOPLE NETWOR	lK		
Reset Your Password			
Your Password has Expired			COC
Your password must be a minin It is recommended that you use		-	THE PEOPLE NETWORK
Current Password	••••		
New Password	•••••		
Confirm Password	•••••		
Password Hint			Reset Your Password
Your new password should be	a minimum of 8 chara	acters and a maximum of 20.	Your password has been successfully changed.
	Change		Please click here to continue using the secure TNT Express website.

AU - SAL(M) - 103 Issue Date 21/02/17



9) LONG FORM TERMS AND CONDITIONS

Please review the long form terms and conditions and click 'I agree' to continue.



TNT EXPRESS

TERMS AND CONDITIONS OF CARRIAGE AND OTHER SERVICES

LONG FORM VERSION (02-11)

Our terms and conditions have recently been updated. Please read them carefully and click "Agree" to continue.

1. DEFINITIONS

The following definitions apply to the terms and conditions set out below that govern the contract of carriage and other services between you and us.

"we", "us", "our" and "TNT"

means TNT Australia Pty Ltd A.C.N 000 495 269, its related

Top

Bottom

must not be used for any other purpose. For the avoidance of any doubt we will not be liable to you for any storage fees in relation to the pallets;

- c) pallet exchanges will not be allowed;
- d) we do not take responsibility for, or supply or exchange plain pallets.
- 22.2 If pallet transfers are agreed by us in writing:
 - a) we will reject transfers that are lodged by you after twelve weeks from the time of pick-up;
 - b) the financial responsibilities for pallets will be transferred between your account and the account of TNT Australia Pty Ltd at the time the pallets are transferred.



Cancel



logout

NAVIGATE E-INVOICING

HOME PAGE

Once you have logged in, you can access your invoices online by highlighting the INVOICING option and selecting Invoicing. A new tab/window should open with your invoice history.



International fuel surcharge

quotation form for international Air Freight shipments over 200kg. Get a quote now.

- Create shipping documents
- Pack and label Pay an invoice
- Arrange a re-delivery
- Customer stationery and consumables
- Change your account details



INVOICE PAGE

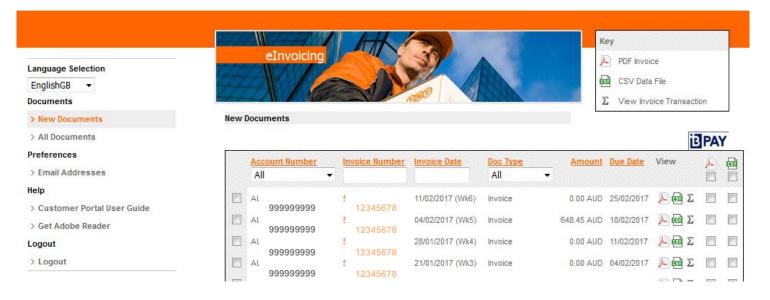
Within the elnvoicing environment you can access the following information:

- a) PDF invoice
- b) CSV Data File
- c) View Invoice Transactions
- d) All Documents

Helpful Hint: If there are no invoice details showing then there are no 'New Invoices'. Go to "All Documents" to access invoices previously loaded onto elnvoicing.

Helpful Hint: Use the Preferences tab to change or update email recipients.







The following screen shots are examples of the content within elnvoicing:

PDF INVOICE

The PDF is a soft copy of the TNT Express Tax Invoice/Statement and contains exactly the same detail as the paper invoice. This soft copy replaces the paper invoice.

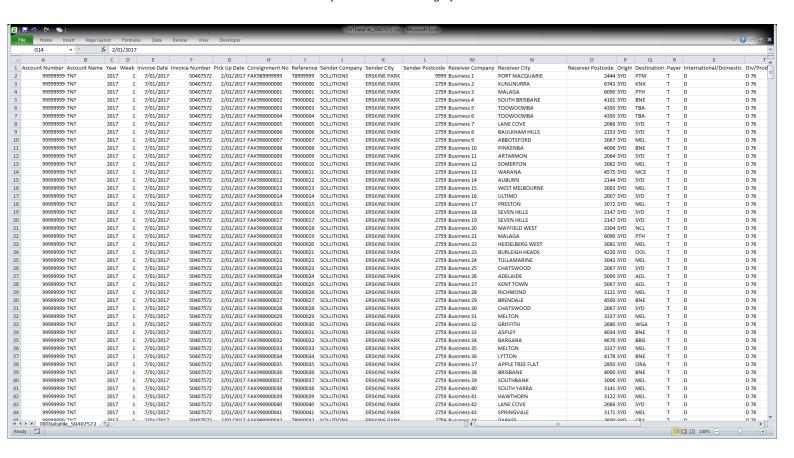
	Page
	Tax Invoice Date
	Tax Invoice Number
	Account Number
	Due Date
Balance Brought Forward	
Payments/Adjustments credited since last Tax	k Invoice/Statement
Consignment Note Billing	
Debits/Adjustments	
GST	
otal Outstanding (Does not include payments recei	2
otal Outstanding (Does not include payments recei	ved by TNT after the date of this invoice) nent is made by the Due Date shown above.
otal Outstanding (Does not include payments recei	nent is made by the Due Date shown above.
Trading for Week Number Trading Terms - Please ensure payn Remittance for Tax Invoice Nu	nent is made by the Due Date shown above.



CSV DATA FILE

The data file option enables you to open up invoicing information in Microsoft Excel from a CSV file. It contains all relevant information relating to the weekly invoice data, including account number, week, invoice number, pick-up date, consignment number, reference, service, price, etc.

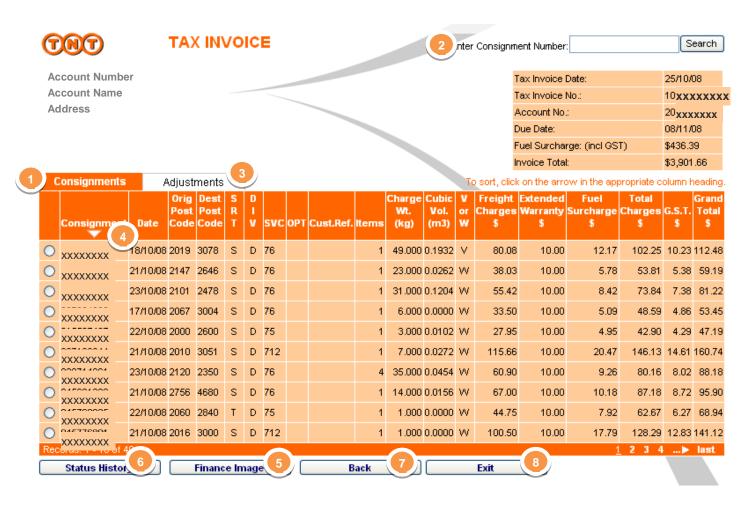
This information can be downloaded into your own accounting system.





VIEW INVOICE TRANSACTIONS

This section of elnvoicing is an online version of the tax invoice and enables you to review all components of the invoice.



- 1) Consignments tab click on this tab to view all consignments billed on this week's invoice. Each page displays up to 10 consignments. To view more consignment details, select page 2, 3, 4, etc at the bottom right of the screen.
- 2) To guickly search for a specific consignment note, enter the number into this field, then click search.
- 3) Adjustments tab click on this tab to view any Credit Adjustments or Debit Notes processed on to your account this week.
- 4) To sort data click on the arrow at the top of the appropriate column
- 5) To view an image of a manual consignment note select the consignment note by clicking on the button at the left of the consignment note number, then click on Finance Image
- 6) Status History Electronically lodged consignment details can be viewed in here along with the status of the consignment, from Collection to Delivery
- 7) To return to the main elnvoicing page, click the 'Back' button
- 8) The 'Exit' button will take you out of elnvoicing



ALL INVOICES

Use this section if there are no invoice details on the screen when you open elnvoicing.

Sometimes no invoices appear because after they are opened for the first time they are automatically moved from "New Invoices" into the "All Invoices" section.

Click on the "All Documents" link as shown below

Helpful Hint: Within the "All Documents" section, 26 weeks of data is retained. After 26 weeks the oldest invoice is removed from the system. Invoices do not go to an archive.



