



your guide to using

e-invoicing

with TNT



sure *we can*

For any technical assistance please email
fj.einvoicing@tnt.com.fj or call **3308 677**

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welcome

to e-invoicing with TNT

Invoicing can be a time-consuming process.

All that paperwork to check, record and file, not to mention the tedious, repetitive task of inputting all that data – invoicing can certainly be a headache.

So to make life easy, we've developed an e-invoicing system that will help you save a lot of time and energy.

It's a much faster, more efficient way of invoicing, helping you to cut down on all that paperwork and the amount of paper that's generated – so you'll be doing your bit for the environment too!

This guide tells you all you need to know about e-invoicing with TNT – the smarter, faster, greener way of invoicing.

So can we make a positive difference to the way you work?

The answer is yes, sure we can.

registering

for e-invoicing with TNT

TNT
sure WE CAN

E-INVOICING REGISTRATION

Step 1: **User Name** / Step 2: Contact Details / Step 3: Account Details / Step 4: Confirmation

Please enter below the user name you wish to use to login into the e-invoicing system. We will check this name has not already been used by another customer for you before proceeding to the next step of registration.

Create invoicing Account

A generic email address is required and will be used as your login name.

Email Address *

The password must be at least 6 characters long and contain a combination of alpha and numeric characters and must not match your user name. Please note your password is case sensitive.

Password *

Confirm Password *

The contact email address will be used by TNT for confirming your registration.

Contact email *

If you encounter any problems during the registration process click [here](#) to send an email to your local billing centre.

* = required fields

Registering for e-invoicing with TNT is quick and easy.

Go to www.tnt.com.fj/e-invoicing
This will take you to the e-invoicing landing page. Now just click the option to register and follow four simple steps.

1. User name

These details will be used to create your login user ID including your user name, password and e-mail address. To make things easy, we recommend using an easy-to-remember user name such as your e-mail address.

Once you have completed all the mandatory fields marked with a red asterisk, click next.

registering

for e-invoicing with TNT

The screenshot shows the TNT e-invoicing registration process. At the top left is the TNT logo with the tagline "sure WE CAN". Below it is a banner for "E-INVOICING REGISTRATION" featuring a photo of three business professionals. A progress bar indicates the current step: "Step 2: Contact Details", with other steps being "Step 1: User Name", "Step 3: Account Details", and "Step 4: Confirmation". The instruction "Enter your contact and company details below" is followed by a form titled "Capture Registration Details".

Contact Information

First Name *

Last Name *

Contact Number *

Mobile Number

Company Information

Company Name *

Country *

Language *

Notification email Address

Please enter an email address that will receive notification of invoices/credits being posted to your e-invoicing account.

Notification email address *

Additional Notification email Addresses

Please enter the email addresses of any additional people, up to a maximum of 18, to be notified when invoices/credits are posted to your e-invoicing account

Additional Notification Email

Notification Email Address

2. Contact details

Fill in all your required contact details including the e-mail addresses of up to 19 people you wish us to contact when a new invoice has been posted to your account. Then click next.

registering

for e-invoicing with TNT

TNT
sure WE CAN

E-INVOICING REGISTRATION

Step 1: User Name / Step 2: Contact Details / **Step 3: Account Details** / Step 4: Confirmation

Please enter the details of any TNT account you wish to register. The invoice information given will be used to verify that you are the owner of the account. Press the Add button to verify the details provided. Each account must be added separately and will appear on the list to be registered at the foot of the page, if you have more than 20 Accounts please contact your TNT Billing Centre by clicking [here](#).

Account Information

Please enter the full account number including any leading zeros. The invoice amount is the total invoice amount including VAT. You must enter account details before proceeding to confirmation.

Account Number *

Invoice Number *

Invoice Amount *

email Delivery Address *

[Submit Account](#)

[Next](#)

List of validated accounts that will be registered

Account	Email Delivery Address
---------	------------------------

3. Account

Please ensure you have an invoice that's less than 3 months old to hand. Then complete your account details and verify your customer status by detailing the invoice number and the full amount.

Confirm whether you'd still like to receive a paper invoice, enter the e-mail address where you'd like us to send the electronic invoice below, click 'Add Account' and then 'Next'.

Please note if you have more than 20 accounts you'll need to contact your billing centre.

registering

for e-invoicing with TNT

TNT
sure we can

E-INVOICING REGISTRATION

Step 1: User Name / Step 2: Contact Details / Step 3: Account Details / **Step 4: Confirmation**

Please review your details and confirm they are correct. If you need to make changes to your details use the links above to go back to the appropriate step. Press Register to complete the process.

Confirm your details are correct.

Step 1. User Name

User Name fj.einvoicing@tnt.com.fj

Step 2. Contact Details

First Name John
Last Name Smith
Contact Phone Number 3308677
Mobile Phone Number
Contact Email Address fj.einvoicing@tnt.com.fj

Company Details

Company Name TNT Fiji
Country Fiji
Language English

Notification Email Addresses

Notification Email Address fj.einvoicing@tnt.com.fj

Account	Email Delivery Address	Paper Invoice?
000000310	fj.einvoicing@tnt.com.fj	No

In order to complete your registration please indicate that you accept TNT's terms and conditions by ticking the check box. The terms and conditions can be viewed [here](#)

4. Confirmation

Now all you need to do is confirm that all your details are correct and click register.

registering

for e-invoicing with TNT



eInvoicing@tnt.com

12/05/2010 11:44 AM

To	fj.einvoicing@tnt.com.fj
cc	
bcc	
Subject	Welcome to e-invoicing from TNT

Thank you for registering for e-invoicing with TNT.

You can use the system to view new e-invoices, credit notes and search through up to 26 weeks of archived e-invoices accumulated from the date you registered the company.

It's a much more efficient way of working, enabling you to process invoices quickly and accurately in a secure environment. And to make life easy, you can bookmark the page so that you're automatically taken to the right page, right away.

As soon as an invoice has been uploaded to your account we will send you an e-mail to alert you that an invoice has been issued. Our e-invoicing user guide and demonstration will tell you all you need to know about using the system. Simply visit <http://www.tnt.com.fj/e-invoicing> to find out more.

In the meantime, if you need any technical support please e-mail fj.einvoicing@tnt.com.fj or call us on 3308677

Thank you for using e-invoicing with TNT - the smarter, greener way of processing invoices.

5. Welcome to e-invoicing

Once you've confirmed your details are correct we'll send an e-mail to you to let you know that your registration has been successful.

logging in

TNT
sure we can

E-INVOICING

e-invoicing offers you the ability to see your invoices online.

Login

Login Name

Password

Login

Forgotten Password

[terms of use](#) [privacy statement](#) [terms & conditions](#)
Intellectual and other property rights to the information contained in this site are held by TNT Holding B.V. with all rights reserved © 2009

There are a number of ways you can enter the e-invoicing site.

You can go direct to **www.tnt.com.fj/e-invoicing**

Or when we notify you that an invoice has been posted to your account, you can click on the **www.tnt.com.fj/e-invoicing** link in the email that will take you straight to your login and password screen.

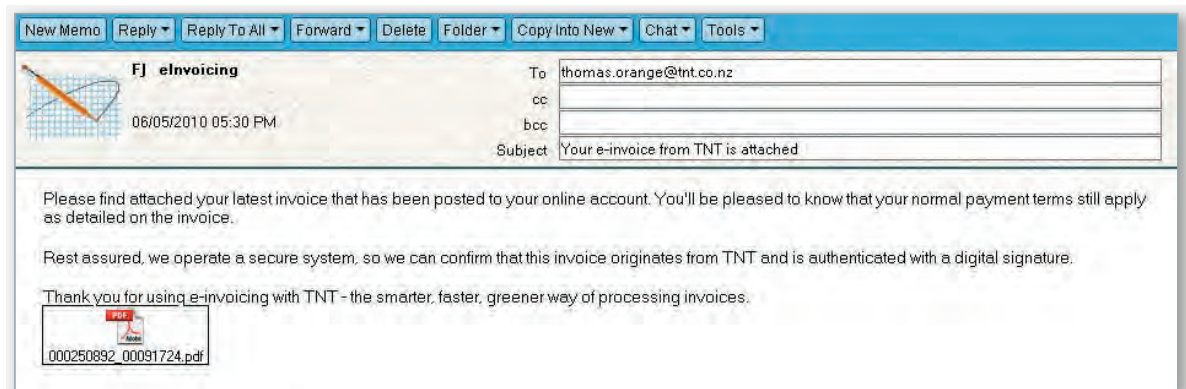
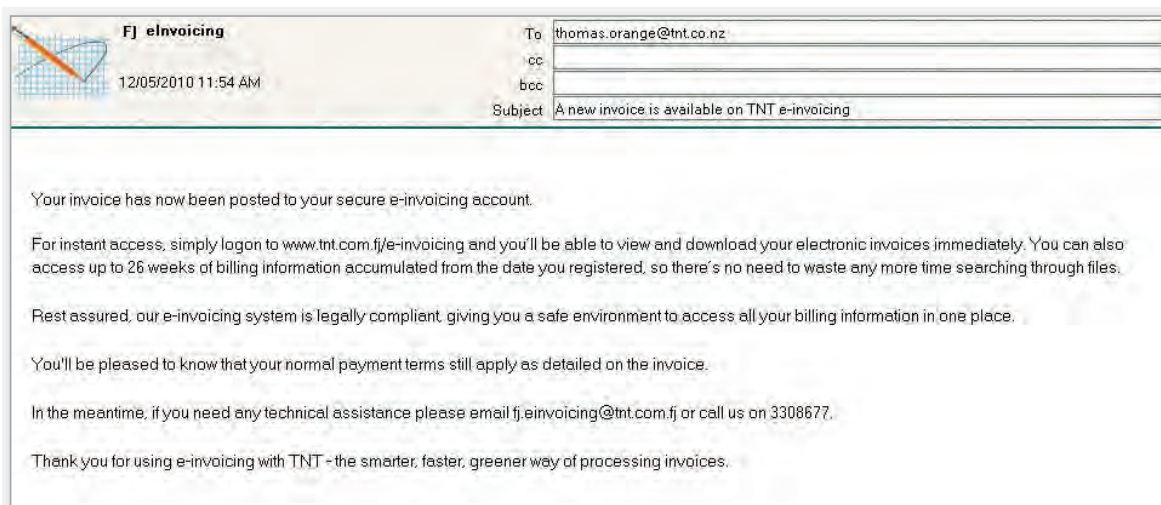
Then simply enter your login name and password and click the login button.

If you forget your login name please e-mail fj.einvoicing@tnt.com.fj

If you forget your password, just click on Forgotten Password and we will send it to your e-mail address (if this is your login name), and also your notification address. If we don't have your e-mail address we will send it to your company's registered user group.

accessing

your new e-invoices



Notification

We will send an e-mail to you notifying you that a new invoice has been posted to your account and is ready to be accessed. You will also receive an electronic copy of your invoice if you've requested it.

Simply click on the web-link in the body of the e-mail and you will be taken straight to your secure login page.

accessing

your new e-invoices

Account Number	Invoice Number	Invoice Date	Document	Amount	Due Date	View
<input type="checkbox"/> NZ:000250892	00091724	01/05/2010 (Wk17)	Invoice	3204.05 NZD	15/05/2010	
<input type="checkbox"/> NZ:000250892	00090220	24/04/2010 (Wk16)	Invoice	851.00 NZD	08/05/2010	
<input type="checkbox"/> NZ:000250892	00088675	17/04/2010 (Wk15)	Invoice	1583.73 NZD	01/05/2010	
<input type="checkbox"/> NZ:000250892	00087056	10/04/2010 (Wk14)	Credit Note	-140.00 NZD	24/04/2010	
<input type="checkbox"/> NZ:000250892	00087053	10/04/2010 (Wk14)	Invoice	670.20 NZD	24/04/2010	
<input type="checkbox"/> NZ:000250892	00085623	03/04/2010 (Wk13)	Invoice	800.69 NZD	17/04/2010	
<input type="checkbox"/> NZ:000250892	00084454	27/03/2010 (Wk12)	Invoice	1208.00 NZD	10/04/2010	
<input type="checkbox"/> NZ:000250892	00082945	19/03/2010 (Wk11)	Invoice	1860.74 NZD	01/04/2010	

Viewing

Once you've logged in, a list of your new invoices and credit notes will automatically be displayed. You can view these as:

- **A pdf.** This is a soft copy of the actual invoice that contains exactly the same information as your paper invoice and can be printed, e-mailed or faxed.

- **A data file (CSV)** This can be imported directly into your accounting software.

To view the file in the format you want, simply click on the corresponding icon detailed in the key.

If you want to download a number of different invoices (up to a maximum of ten), simply select the file formats you need, click 'Download Selected' and this will create a zip file.

Once an invoice has been downloaded or viewed the file will automatically be moved to the 'All Invoices' section of the site.

accessing

your new e-invoices

The screenshot displays a web application interface for e-invoicing. On the left is a navigation menu with sections: Invoices (New Invoices, All Invoices), Preferences (Change Password, Email Addresses), Help (Customer Portal User Guide, Get Adobe Reader), and Logout. The main content area is titled 'E-INVOICING' and 'New Invoices'. It features two tables of invoice data. The top table is under 'New Invoices' and the bottom table is under 'All Invoices'. Both tables have columns for Account Number, Invoice Number, Invoice Date, Document, Amount, Due Date, and View. The 'Remove from New Invoices' button in the 'All Invoices' table is circled in red, with an arrow pointing to the text 'Removing' below the screenshot.

Account Number	Invoice Number	Invoice Date	Document	Amount	Due Date	View
All						
<input type="checkbox"/>	NZ:000250892	00088675	17/04/2010 (Wk15) Invoice	1583.73 NZD	01/05/2010	
<input type="checkbox"/>	NZ:000250892	00087056	10/04/2010 (Wk14) Credit Note	-140.00 NZD	24/04/2010	
<input type="checkbox"/>	NZ:000250892	00087053	10/04/2010 (Wk14) Invoice	670.20 NZD	24/04/2010	
<input type="checkbox"/>	NZ:000250892	00085623	03/04/2010 (Wk13) Invoice	800.69 NZD	17/04/2010	
<input type="checkbox"/>	NZ:000250892	00084454	27/03/2010 (Wk12) Invoice	1208.00 NZD	10/04/2010	
<input type="checkbox"/>	NZ:000250892	00082945	18/03/2010 (Wk11) Invoice	1860.74 NZD	01/04/2010	
<input checked="" type="checkbox"/> Remove from New Invoices						<input type="button" value="Download Selected"/>

Account Number	Invoice Number	Invoice Date	Document	Amount	Due Date	View
All						
<input type="checkbox"/>	NZ:000250892	00091724	01/05/2010 (Wk17) Invoice	3204.05 NZD	15/05/2010	
<input type="checkbox"/>	NZ:000250892	00090220	24/04/2010 (Wk16) Invoice	851.00 NZD	08/05/2010	
<input type="checkbox"/>	NZ:000250892	00088675	17/04/2010 (Wk15) Invoice	1583.73 NZD	01/05/2010	
<input type="checkbox"/>	NZ:000250892	00087056	10/04/2010 (Wk14) Credit Note	-140.00 NZD	24/04/2010	
<input type="checkbox"/>	NZ:000250892	00087053	10/04/2010 (Wk14) Invoice	670.20 NZD	24/04/2010	
<input type="checkbox"/>	NZ:000250892	00085623	03/04/2010 (Wk13) Invoice	800.69 NZD	17/04/2010	
<input type="checkbox"/>	NZ:000250892	00084454	27/03/2010 (Wk12) Invoice	1208.00 NZD	10/04/2010	
<input type="checkbox"/>	NZ:000250892	00082945	18/03/2010 (Wk11) Invoice	1860.74 NZD	01/04/2010	
<input checked="" type="checkbox"/> Remove from New Invoices						<input type="button" value="Download Selected"/>

Removing

To delete invoices from 'New Invoices' simply select the invoice you want to remove and click the 'Remove from New Invoices' button. This will mark the invoice as read and transfer it to the 'All Invoices' section.

searching

and sorting

TNT
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eInvoicing

Invoices

- > New Invoices
- > **All Invoices**

Preferences

- > Change Password
- > Email Addresses
- > Add Account

Help

- > Customer Portal User Guide
- > Get Adobe Reader

Logout

- > Logout

All Invoices

Key

- PDF Invoice
- CSV Data File

Account Number	Invoice Number	Invoice Date	Document	Amount	Due Date	View
All						
NZ:000250892	00091724	01/05/2010 (Wk17)	Invoice	3204.05 NZD	15/05/2010	
NZ:000250892	00090220	24/04/2010 (Wk16)	Invoice	851.00 NZD	08/05/2010	
NZ:000250892	00088675	17/04/2010 (Wk15)	Invoice	1583.73 NZD	01/05/2010	
NZ:000250892	00088676	17/04/2010 (Wk15)	Invoice	207.00 NZD	01/05/2010	
NZ:000250892	00088677	17/04/2010 (Wk15)	Invoice	55.30 NZD	01/05/2010	
NZ:000250892	00087056	10/04/2010 (Wk14)	Credit Note	-140.00 NZD	24/04/2010	
NZ:000250892	00087054	10/04/2010 (Wk14)	Credit Note	-3923.42 NZD	24/04/2010	
NZ:000250892	00087053	10/04/2010 (Wk14)	Invoice	670.20 NZD	24/04/2010	
NZ:000250892	00087055	10/04/2010 (Wk14)	Credit Note	-1439.24 NZD	24/04/2010	
NZ:000250892	00085622	03/04/2010 (Wk13)	Invoice	485.00 NZD	17/04/2010	

Searching

When you need to search for an invoice that you have already viewed, click on the 'All Invoices' link. You will then be able to search by:

- Account number
- Invoice number
- Invoice date

searching

and sorting

The screenshot displays the TNT e-invoicing interface. On the left, a navigation menu includes 'Invoices', 'Preferences', and 'Help'. The 'Invoices' section is circled in orange, with 'All Invoices' selected. The main content area shows a banner for 'e-invoicing' and a table of invoices. The table has columns for 'Account Number', 'Invoice Number', 'Invoice Date', 'Document', 'Amount', 'Payment Due Date', and 'View'. The 'Account Number' column header is circled in orange, with an orange arrow pointing to the 'Sorting' text below. A 'Key' box in the top right corner indicates that a red icon represents a 'PDF Invoice' and a green icon represents a 'CSV Data File'.

Account Number	Invoice Number	Invoice Date	Document	Amount	Payment Due Date	View
All						
GB.000000000	00000000	31/07/2009 (Wk31)	Invoice	254.85 GBP	11/08/2009	[PDF] [CSV]
GB.000000000	00000000	28/07/2009 (Wk27)	Invoice	359.80 GBP	18/07/2009	[PDF] [CSV]
GB.000000000	00000000	21/07/2009 (Wk25)	Invoice	198.58 GBP	28/06/2009	[PDF] [CSV]
GB.000000000	00000000	15/05/2009 (Wk20)	Invoice	61.83 GBP	22/05/2009	[PDF] [CSV]
GB.000000000	00000000	12/06/2009 (Wk24)	Invoice	330.00 GBP	19/06/2009	[PDF] [CSV]
GB.000000000	00000000	13/03/2009 (Wk11)	Invoice	52.18 GBP	26/03/2009	[PDF] [CSV]
GB.000000000	00000000	16/01/2009 (Wk3)	Invoice	169.76 GBP	23/01/2009	[PDF] [CSV]
GB.000000000	00000000	23/01/2009 (Wk4)	Invoice	187.84 GBP	30/01/2009	[PDF] [CSV]
GB.000000000	00000000	06/02/2009 (Wk6)	Invoice	60.80 GBP	13/02/2009	[PDF] [CSV]
GB.000000000	00000000	13/02/2009 (Wk7)	Invoice	77.87 GBP	29/02/2009	[PDF] [CSV]
GB.000000000	00000000	06/01/2009 (Wk2)	Invoice	153.95 GBP	13/01/2009	[PDF] [CSV]
GB.000000000	00000000	21/07/2009 (Wk30)	Invoice	2590.26 GBP	28/07/2009	[PDF] [CSV]
GB.000000000	00000000	21/07/2009 (Wk30)	Invoice	23.70 GBP	29/07/2009	[PDF] [CSV]
GB.000000000	00000000	22/07/2009 (Wk30)	Invoice	50.19 GBP	29/07/2009	[PDF] [CSV]

Sorting

You can organise your invoices by ascending or descending order according to:

- Account number
- Invoice number
- Invoice date
- Amount
- Payment due

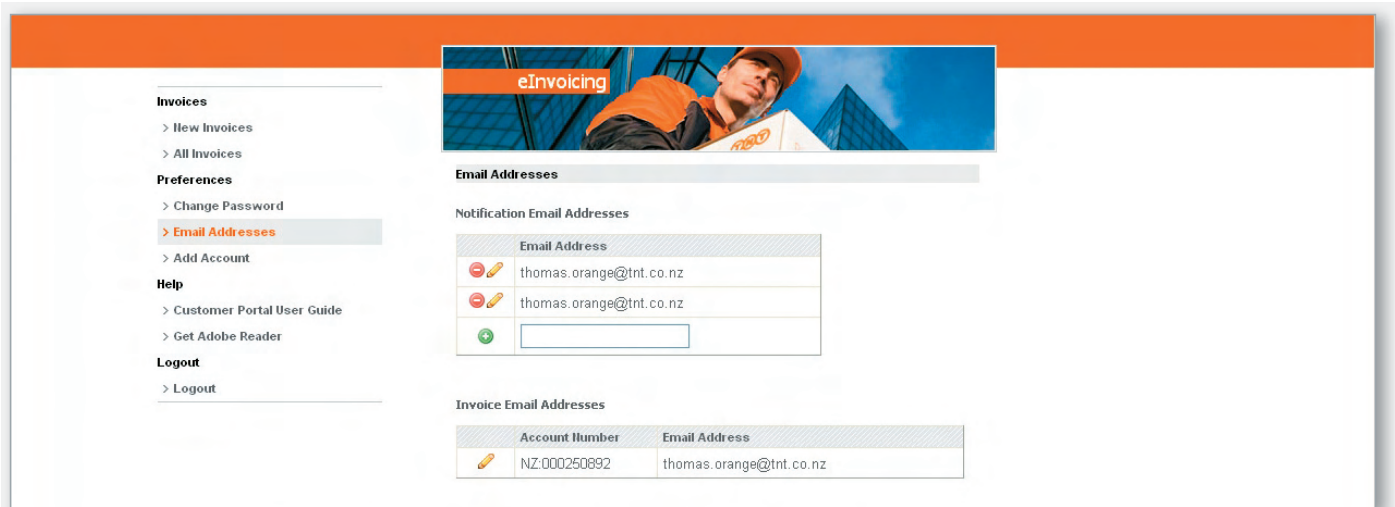
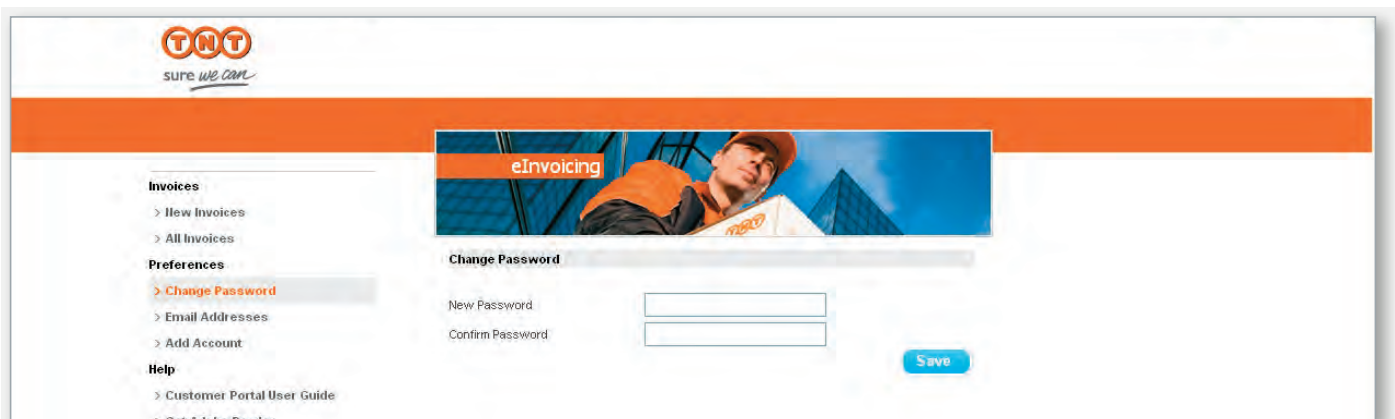
Click the relevant column header once for ascending order or twice for descending order.

E-archiving

E-invoicing enables you to store up to 26 weeks worth of billing information from the date you registered. After 26 weeks the oldest invoice will be deleted, so remember to download the files you need to keep on your system.

setting

your preferences



You can, if you wish, change or modify your login and user group e-mail settings.

Password

To change your password simply click 'Change Password' from the Preferences drop down menu, type in your new password, confirm it in the box below and click save.

E-mail addresses

You can add, delete and modify the e-mail addresses of your e-invoice user group – those who are notified when an invoice is posted to your account.



Enables you to add up to 20 e-mail addresses to your e-invoice user group



Enables you to delete e-mail addresses from your e-invoice user group



Enables you to edit existing e-mail addresses



This saves your changes



This cancels any changes that you have made.

As we operate a secure site, please e-mail fj.einvoicing@tnt.com.fj if you wish to change your invoice delivery e-mail address.

specifications

There are a number of requirements you need to operate our e-invoicing system.

Web browser requirements

Microsoft Internet Explorer 6 & 7

Safari 2

Firefox 2

Software requirements

Microsoft Excel 97 and above





For any technical assistance please email
fj.einvoicing@tnt.com.fj or call **3308 677**

TNT Express

Your calls may be recorded for training purposes.

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