your guide to using

e-invoicing

with TNT

TNT

sure *we can*

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

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welcome

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

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 asterix, click next.

registering

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

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

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

From: 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

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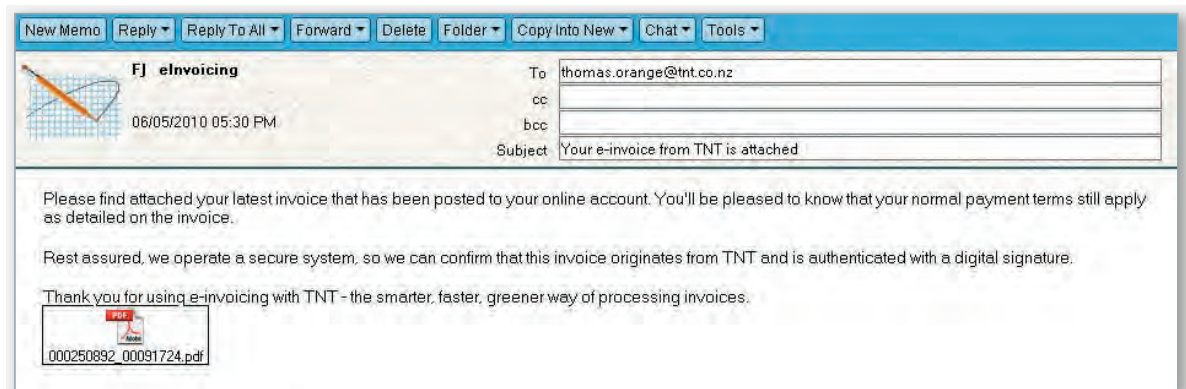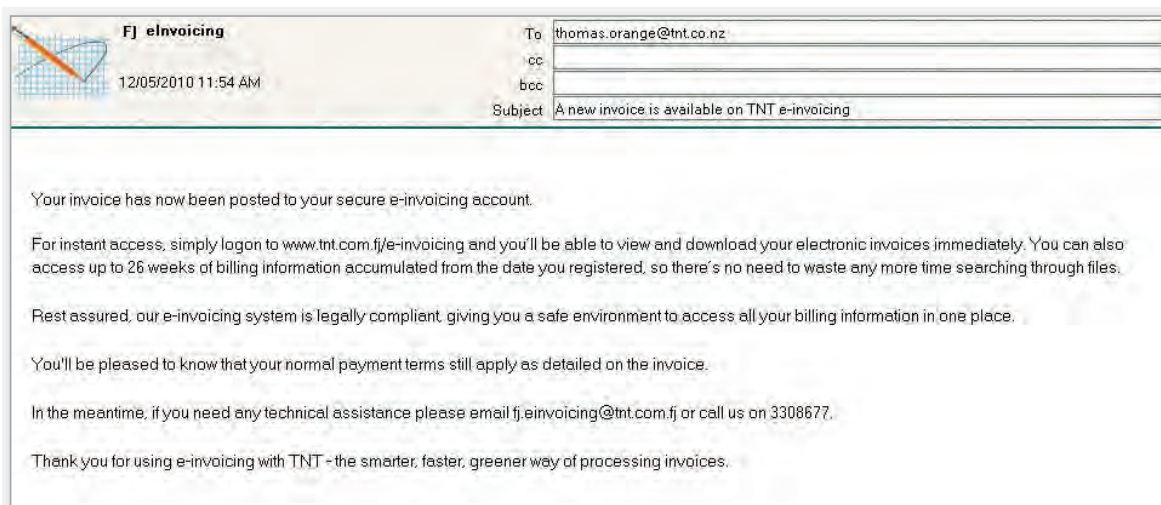
Then simply enter your login name and password and click the login button.

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

FJ eInvoicing
12/05/2010 11:54 AM

To: thomas.orange@tnt.co.nz
cc:
bcc:
Subject: A new invoice is available on TNT e-invoicing

Your invoice has now been posted to your secure e-invoicing account.

For instant access, simply logon to www.tnt.com.fj/e-invoicing and you'll be able to view and download your electronic invoices immediately. You can also access up to 26 weeks of billing information accumulated from the date you registered, so there's no need to waste any more time searching through files.

Rest assured, our e-invoicing system is legally compliant, giving you a safe environment to access all your billing information in one place.

You'll be pleased to know that your normal payment terms still apply as detailed on the invoice.

In the meantime, if you need any technical assistance please email fj.einvoicing@tnt.com.fj or call us on 3308677.

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

New Memo | Reply ▾ | Reply To All ▾ | Forward ▾ | Delete | Folder ▾ | Copy Into New ▾ | Chat ▾ | Tools ▾

FJ eInvoicing
06/05/2010 05:30 PM

To: thomas.orange@tnt.co.nz
cc:
bcc:
Subject: Your e-invoice from TNT is attached

Please find attached your latest invoice that has been posted to your online account. You'll be pleased to know that your normal payment terms still apply as detailed on the invoice.

Rest assured, we operate a secure system, so we can confirm that this invoice originates from TNT and is authenticated with a digital signature.

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

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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

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

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

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

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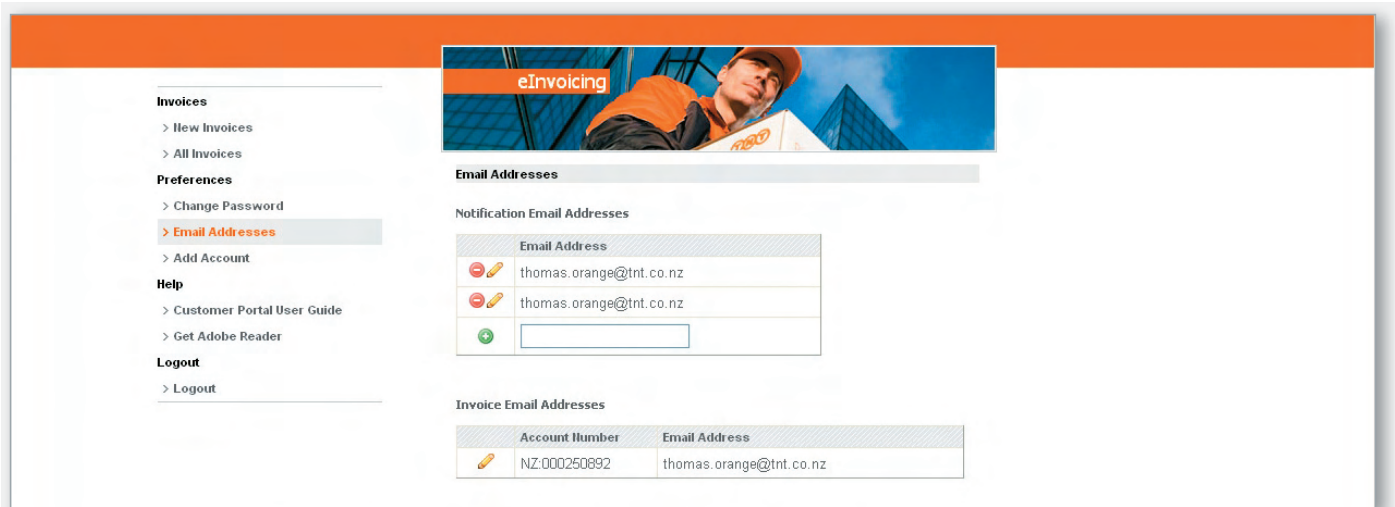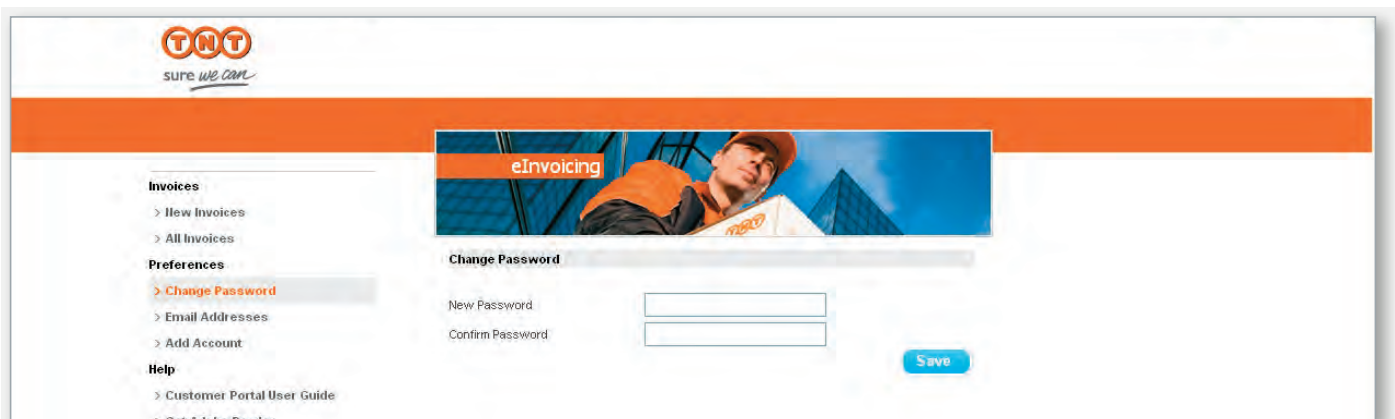
You can, if you wish, change or modify your login and user group e-mail settings.

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

RECYCLE ME

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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TNT
sure *we can*