



your guide to using

Online Billing

with TNT



sure *we can*

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welcome

to Online Billing with TNT



Administration can be a time-consuming process.


When you've got a hundred and one things to do, the last thing you need is a pile of paperwork to record and file.

Speed and simplicity is what you need.

So to make life easy, we've developed an electronic administration system that enables you to administrate all your accounts – invoices, credits, statements and payments – in just a few clicks.

It's smart, it's fast and green too. Nothing could be simpler.

This guide tells you all you need to know about using TNT's Online Billing system – the more efficient way of managing your accounts.




eInvoicing and eStatement



TNT's Online Billing system makes the laborious task of processing invoices and reconciling statements so much easier.

In just a few clicks you can access all your account information without having to waste time searching for invoices in filing cabinets or filling in data manually.

- ✓ Receive your invoices online
 - ✓ Get email alerts as new invoices arrive
 - ✓ Download invoices and statements as pdf or excel spreadsheets
 - ✓ Access invoices and statements 24/7/365
 - ✓ Pay your invoices online (Not applicable)
 - ✓ Raise and track the progress of your invoice disputes
- 

logging in

to Online Billing with TNT

United Kingdom [change] larger text print page sitemap contact us 0800 100 600

SERVICES SHIPPING TOOLS SUPPORT ABOUT US

Home / Finance login

Login to Online Billing

Login to manage your invoices online.

Select your location* United Kingdom

Username accounts.payable@company.com

Password

Login

[Forgot Password?](#)

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There are a number of ways you can enter the Online Billing site.

You can log on to www.tnt.com, select Online Billing from the Shipping Tools drop down menu and login to Online Billing.

You can go directly to www.express.tnt.com/onlinebilling/login.

Or when we notify you that an invoice has been posted to your account, you can click on the www.express.tnt.com/onlinebilling/login link in the email.

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

If you forget your login name or password simply click on 'Forgotten login/password

and we'll send it to your email address (if this is your login name) and your notification address.

If we don't have your email address we'll send it to your company's registered user group.

logging in

to Online Billing with TNT

The screenshot shows the TNT Online Billing landing page. At the top left is the TNT logo with the tagline "sure we can". To the right of the logo is a navigation menu with links for "SERVICES", "SHIPPING TOOLS", "SUPPORT", and "ABOUT US". Further right is a search bar with a magnifying glass icon and a "Search" button. In the top right corner, there are links for "United Kingdom [change]", "larger text", "print page", "sitemap", "contact us", and the phone number "0800 100 600". Below the navigation menu is a breadcrumb trail: "Home / Finance login / Landing page". The main content area is titled "Online Billing" and contains a welcome message: "Welcome to Online Billing, where you can manage and pay your invoices online." Below this are several links: "ePayment" (You can pay and dispute your invoices.), "eInvoicing" (View, Download and Print your invoices.), "Account Set-up" (Maintain the TNT accounts you can access), "Password Maintenance" (Change your password or cancel your registration.), and "Log Out". At the bottom of the page, there are links for "terms of use", "privacy statement", "terms & conditions", and "TNT Global". A copyright notice at the very bottom states: "Intellectual and other property rights to the information contained in this site are held by TNT Holding B.V. with all rights reserved © 2008".

Once you've logged in, you enter the Online Billing landing page.

By clicking ePayment you can pay your invoices online, view your account statement or raise and track the progress of an invoice dispute.

By clicking eInvoicing you can view all your invoices and credit notes from the last 26 weeks in several common formats.

accessing

your new eInvoices

Account Number	Invoice Number	Invoice Date	Doc Type	Amount	Due Date	View	
All			All			[PDF] [CSV] [XLS] [XML]	
<input type="checkbox"/>	BE:000003649	10086885	29/05/2013 (Wk22)	Invoice	0,00 EUR	5/06/2013	[PDF] [CSV] [XLS] [XML]
<input type="checkbox"/>	BE:000003649	10094433	5/06/2013 (Wk23)	Invoice	0,00 EUR	12/06/2013	[PDF] [CSV] [XLS] [XML]
<input type="checkbox"/>	BE:000003649	10058044	1/05/2013 (Wk18)	Invoice	0,00 EUR	8/05/2013	[PDF] [CSV] [XLS] [XML]
<input type="checkbox"/>	BE:000003649	10065461	8/05/2013 (Wk19)	Invoice	0,00 EUR	15/05/2013	[PDF] [CSV] [XLS] [XML]
<input type="checkbox"/>	BE:000003649	10072527	15/05/2013 (Wk20)	Invoice	0,00 EUR	22/05/2013	[PDF] [CSV] [XLS] [XML]
<input type="checkbox"/>	BE:000003649	10079391	22/05/2013 (Wk21)	Invoice	0,00 EUR	29/05/2013	[PDF] [CSV] [XLS] [XML]
<input type="checkbox"/>	BE:000003649	10028385	3/04/2013 (Wk14)	Invoice	0,00 EUR	10/04/2013	[PDF] [CSV] [XLS] [XML]
<input type="checkbox"/>	BE:000003649	10035821	10/04/2013 (Wk15)	Invoice	0,00 EUR	17/04/2013	[PDF] [CSV] [XLS] [XML]
<input type="checkbox"/>	BE:000003649	10043011	17/04/2013 (Wk16)	Invoice	0,00 EUR	24/04/2013	[PDF] [CSV] [XLS] [XML]
<input type="checkbox"/>	BE:000003649	10050591	24/04/2013 (Wk17)	Invoice	0,00 EUR	1/05/2013	[PDF] [CSV] [XLS] [XML]
<input type="checkbox"/>	BE:000003649	09997894	6/03/2013 (Wk10)	Invoice	0,00 EUR	13/03/2013	[PDF] [CSV] [XLS] [XML]
<input type="checkbox"/>	BE:000003649	10005753	13/03/2013 (Wk11)	Invoice	0,00 EUR	20/03/2013	[PDF] [CSV] [XLS] [XML]
<input type="checkbox"/>	BE:000003649	10013192	20/03/2013 (Wk12)	Invoice	0,00 EUR	27/03/2013	[PDF] [CSV] [XLS] [XML]
<input type="checkbox"/>	BE:000003649	10020652	27/03/2013 (Wk13)	Invoice	0,00 EUR	3/04/2013	[PDF] [CSV] [XLS] [XML]
<input type="checkbox"/>	BE:000003649	09960527	30/01/2013 (Wk5)	Invoice	0,00 EUR	6/02/2013	[PDF] [CSV] [XLS] [XML]
<input type="checkbox"/>	BE:000003649	09967843	6/02/2013 (Wk6)	Invoice	0,00 EUR	13/02/2013	[PDF] [CSV] [XLS] [XML]

Viewing

Once you've selected eInvoicing after logging 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 original invoice and can be printed, emailed or faxed.

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

To view the file in the format you want, simply click on the corresponding icon displayed 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 Documents' section of the site.

accessing

your new eInvoices

The screenshot shows the TNT eInvoicing portal interface. On the left, there is a navigation menu with sections for Language Selection (English), Documents (New Documents, All Documents), Preferences (Change Password, Change Username, Email Addresses, Add Account), Help (Customer Portal User Guide, Get Adobe Reader), and Logout. The main content area features a header with the TNT logo and 'eInvoicing' text, a 'New Documents' section, and a table of invoices. A key legend on the right identifies file formats: PDF Document, CSV Data File, XLS Data File, and XML Data File. The table has columns for Account Number, Invoice Number, Invoice Date, Doc Type, Amount, and Due Date. A red circle highlights the 'Remove from New Invoices' button at the bottom of the table.

Account Number	Invoice Number	Invoice Date	Doc Type	Amount	Due Date	View
BE.000072360	10100745	7/06/2013 (Wk23)	Invoice	48,27 EUR	14/06/2013	[Icons]
BE.000072360	10100748	7/06/2013 (Wk23)	Invoice	15,12 EUR	14/06/2013	[Icons]
BE.000072360	10100747	7/06/2013 (Wk23)	Invoice	43,74 EUR	14/06/2013	[Icons]
BE.000072360	10100746	7/06/2013 (Wk23)	Invoice	50,57 EUR	14/06/2013	[Icons]
BE.000072360	10100749	7/06/2013 (Wk23)	Invoice	31,69 EUR	14/06/2013	[Icons]
BE.000072360	10040518	10/04/2013 (Wk15)	Invoice	451,25 EUR	17/04/2013	[Icons]
BE.000072360	10041203	11/04/2013 (Wk15)	Credit Note	-451,25 EUR	18/04/2013	[Icons]

Remove from New Invoices [Download Selected]

Removing

To delete items from 'New Documents' simple select the one you want to remove and click 'Remove from New Documents'. This will mark the invoice as read and transfer it to the 'All Documents' section.

searching

and sorting

The screenshot shows the TNT eInvoicing portal interface. At the top left is the TNT logo with the tagline "sure we can". Below it is a navigation menu with sections for Language Selection (English), Documents (New Documents, All Documents), Preferences (Change Password, Change Username, Email Addresses, Add Account), Help (Customer Portal User Guide, Get Adobe Reader), and Logout. A central banner features the word "eInvoicing" and a photo of a TNT worker. To the right is a "Key" legend for document types: PDF Document, CSV Data File, XLS Data File, and XML Data File. The main content area is titled "New Documents" and contains a table of invoices. The table has columns for Account Number, Invoice Number, Invoice Date, Doc Type, Amount, Due Date, and View. The "Account Number" and "Doc Type" dropdown menus are circled in orange, with an orange arrow pointing from the text "Searching" below to the "Account Number" dropdown.

Account Number	Invoice Number	Invoice Date	Doc Type	Amount	Due Date	View								
All			All											
<input type="checkbox"/>	BE:000003649	10088885	25/05/2013 (Wk22)	Invoice	0,00 EUR	5/06/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10094433	5/06/2013 (Wk23)	Invoice	0,00 EUR	12/06/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10058044	1/05/2013 (Wk18)	Invoice	0,00 EUR	8/05/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10065461	8/05/2013 (Wk19)	Invoice	0,00 EUR	15/05/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10072527	15/05/2013 (Wk20)	Invoice	0,00 EUR	22/05/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10079391	22/05/2013 (Wk21)	Invoice	0,00 EUR	29/05/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10028385	3/04/2013 (Wk14)	Invoice	0,00 EUR	10/04/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10035821	10/04/2013 (Wk15)	Invoice	0,00 EUR	17/04/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10043011	17/04/2013 (Wk16)	Invoice	0,00 EUR	24/04/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10050591	24/04/2013 (Wk17)	Invoice	0,00 EUR	1/05/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	09997894	6/03/2013 (Wk10)	Invoice	0,00 EUR	13/03/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10005753	13/03/2013 (Wk11)	Invoice	0,00 EUR	20/03/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10013192	20/03/2013 (Wk12)	Invoice	0,00 EUR	27/03/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10020652	27/03/2013 (Wk13)	Invoice	0,00 EUR	3/04/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	09960527	30/01/2013 (Wk5)	Invoice	0,00 EUR	6/02/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	09967843	6/02/2013 (Wk6)	Invoice	0,00 EUR	13/02/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Searching

When you need to search for a document that you have already viewed, click on 'All Documents'. You will be able to search by:

- Account number
- Invoice number
- Invoice date
- Document type

searching

and sorting

TNT
sure we can

Language Selection
English

Documents
> New Documents
> All Documents

Preferences
> Change Password
> Change Username
> Email Addresses
> Add Account

Help
> Customer Portal User Guide
> Get Adobe Reader

Logout
> Logout

eInvoicing

New Documents

Key
PDF Document
CSV Data File
XLS Data File
XML Data File

Account Number	Invoice Number	Invoice Date	Doc Type	Amount	Due Date	View								
All			All											
<input type="checkbox"/>	BE:000003649	1008802	25/05/2013 (Wk19)	Invoice	0,00 EUR	5/06/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10094433	5/06/2013 (Wk23)	Invoice	0,00 EUR	12/06/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10058044	1/05/2013 (Wk18)	Invoice	0,00 EUR	8/05/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10065461	8/05/2013 (Wk19)	Invoice	0,00 EUR	15/05/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10072527	15/05/2013 (Wk20)	Invoice	0,00 EUR	22/05/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10079391	22/05/2013 (Wk21)	Invoice	0,00 EUR	29/05/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10028385	3/04/2013 (Wk14)	Invoice	0,00 EUR	10/04/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10035821	10/04/2013 (Wk15)	Invoice	0,00 EUR	17/04/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10043011	17/04/2013 (Wk16)	Invoice	0,00 EUR	24/04/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10050591	24/04/2013 (Wk17)	Invoice	0,00 EUR	1/05/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	09997894	6/03/2013 (Wk10)	Invoice	0,00 EUR	13/03/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10005753	13/03/2013 (Wk11)	Invoice	0,00 EUR	20/03/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10013192	20/03/2013 (Wk12)	Invoice	0,00 EUR	27/03/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	10020652	27/03/2013 (Wk13)	Invoice	0,00 EUR	3/04/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	09960527	30/01/2013 (Wk5)	Invoice	0,00 EUR	6/02/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	BE:000003649	09967843	6/02/2013 (Wk6)	Invoice	0,00 EUR	13/02/2013					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sorting

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

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

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

eArchiving

eInvoicing 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.

viewing

paid bills

TNT
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INTERFACE - A A T NORTHERN

List of Bills Paid or Payment Arranged
To display paid bills, select the appropriate search criteria:

Status: Period:

Bill Description	Due	Billed Amount	Already Paid	Status	Payment Method	Action
Invoice 7000005 of 11.03.2013	11-Mar-2013	GBP 1,000.00	GBP 1,000.00	Processed	Other Payments/Settlements	
Credit memo 8000000 of 05.03.2013	05-Mar-2013	- GBP 1,000.00	- GBP 1,000.00	Processed	Other Payments/Settlements	
Credit memo 8000001 of 05.03.2013	05-Mar-2013	- GBP 1,000.00	- GBP 1,000.00	Processed	Other Payments/Settlements	
Credit memo 8000002 of 05.03.2013	05-Mar-2013	- GBP 1,250.00	- GBP 1,250.00	Processed	Other Payments/Settlements	
Credit memo 7000003 of 05.03.2013	05-Mar-2013	- GBP 944.00	- GBP 944.00	Processed	Other Payments/Settlements	
Credit memo 1 of 05.03.2013	05-Mar-2013	- GBP 4.00	- GBP 4.00	Processed	Other Payments/Settlements	
Credit memo 7000004 of 05.03.2013	05-Mar-2013	- GBP 1.00	- GBP 1.00	Processed	Other Payments/Settlements	
Invoice 7000002 of 05.03.2013	05-Mar-2013	GBP 1,250.00	GBP 1,250.00	Processed	Other Payments/Settlements	
Invoice 8000003 of 05.03.2013	05-Mar-2013	GBP 950.00	GBP 950.00	Processed	Other Payments/Settlements	
Invoice 8000008 of 05.03.2013	05-Mar-2013	GBP 500.00	GBP 500.00	Processed	Other Payments/Settlements	
Invoice 1 of 03.03.2013	03-Mar-2013	GBP 100.00	GBP 100.00	Processed	Other Payments/Settlements	
Invoice 8000010 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 5,000.00	Processed	Other Payments/Settlements	
Invoice 7000008 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 5,100.00	Processed	Other Payments/Settlements	
Invoice 7000009 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 5,500.00	Processed	Other Payments/Settlements	
Invoice 7000010 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 10,000.00	Processed	Other Payments/Settlements	
Invoice 7000010 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 10,000.00	Processed	Other Payments/Settlements	
Invoice 7000010 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 5,000.00	Processed	Other Payments/Settlements	

Paid Invoices

To view the invoices that you have previously paid, select status 'Processed' and the period you wish to view, then click Find.

Download

If you want to download the list of previously paid invoices, simply click the download button. You will then be prompted to download the list into a CSV file.

Payment Details

To display the details of payments that paid an invoice simply click the already paid amount for the invoice you want to view.

viewing

open items

TNT
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> Open Bills
> Paid Bills
> **Display Open Items**
> Balances and Line Items
> Dispute Cases
> Select Account
> Back To Online Billing
> Log Off

Display Open Items INTERFACE - A A T NORTHERN

Payments & Credits			
Reference	Reference Date	Document No.	Amount
8000004	05-Mar-2013	1600000294 - Credit memo	GBP 50.00
8000005	11-Mar-2013	1600000295 - Credit memo	GBP 100.00
1	18-Mar-2013	1400000006 - Incoming payment	GBP 5,000.00
1	18-Mar-2013	1400000007 - Incoming payment	GBP 5,100.00
2	18-Mar-2013	1400000008 - Incoming payment	GBP 5,500.00
1	28-Mar-2013	1400000011 - Incoming payment	GBP 5,000.00

Bills			
Reference	Reference Date	Document No.	Amount
1	18-Mar-2012	1800000001 - Invoice	GBP 5,500.00
1	18-Mar-2012	1800000002 - Invoice	GBP 5,500.00
7000006	05-Mar-2013	1800000030 - Invoice	GBP 1,050.00
9000009	18-Mar-2013	1800000034 - Invoice	GBP 10,000.00
9000010	18-Mar-2013	1800000035 - Invoice	GBP 10,000.00
7000008	18-Mar-2013	1800000036 - Invoice	GBP 10,000.00
7000009	18-Mar-2013	1800000037 - Invoice	GBP 10,000.00
7000010	18-Mar-2013	1800000039 - Invoice	GBP 10,000.00
7000010	18-Mar-2013	1800000041 - Invoice	GBP 10,000.00
9000006	05-Mar-2013	1800000031 - Invoice	EUR 1,000.00
9000007	11-Mar-2013	1800000032 - Invoice	EUR 1,500.00

Total: GBP 20,750.00
EUR 0.00

Balance: GBP 51,300.00
EUR 2,500.00

Total: GBP 72,050.00
EUR 2,500.00

[Detail View](#)

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Open Items

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

- Reference
- Reference Date
- Document number
- Amount.

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

Detail View

To display all your open items in a consolidated list click detail view.

Download

If you want to download the list of open items , simply click the detail view button. You will then have the options to download in Excel or CSV.

The option to Print is also available in the detail view.

viewing

balances & line items

TNT
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Balances and Line Items
To see the Items for a particular period, click on the corresponding amount.

Fiscal Year : 2013 Currency: GBP

INTERFACE - A A T NORTHER

Sales
Hide Sales

Month	Debit	Credit	Balance	Accumulated Balance
2013				GBP 16,500.00
01/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 16,500.00
02/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 16,500.00
03/2013	GBP 88,855.00	GBP 52,050.00	GBP 36,805.00	GBP 53,304.00
04/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
05/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
06/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
07/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
08/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
09/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
10/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
11/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
12/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
Total	GBP 88,855.00	GBP 52,051.00	GBP 36,804.00	GBP 53,304.00

Print Excel CSV

Balances

Select the year you want to view the balances for.

Detail View

To display the items that make up any of the balances click the amount in the debit, credit or balance columns.

View/Hide Sales

To view an additional column that displays the value of sales for each month select 'Display Sales' from the dropdown

disputing

an invoice and tracking its progress

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List of Open Bills

1. Select all bills that you would like to pay:

Search Bills

Bill	Description	Due	Billed Amount	Open	Payment Amount	Action
<input type="checkbox"/>	Invoice 8000007 of 11.03.2013	11-Mar-2013	GBP 1,202.40	GBP 1,202.40		
<input type="checkbox"/>	Invoice 7000006 of 05.03.2013	05-Mar-2013	GBP 1,050.00	GBP 1,050.00		
<input type="checkbox"/>	Invoice 8000006 of 05.03.2013	05-Mar-2013	GBP 801.60	GBP 801.60		
<input type="checkbox"/>	Invoice 8000009 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 10,000.00		
<input type="checkbox"/>	Invoice 8000010 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 5,000.00		
<input type="checkbox"/>	Invoice 7000008 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 4,900.00		
<input type="checkbox"/>	Invoice 7000009 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 4,500.00		
<input type="checkbox"/>	Invoice 7000010 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 10,000.00		
<input type="checkbox"/>	Invoice 7000010 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 5,000.00		
<input type="checkbox"/>	Invoice 1 of 18.03.2012	18-Mar-2012	GBP 5,500.00	GBP 5,500.00		
<input type="checkbox"/>	Invoice 1 of 18.03.2012	18-Mar-2012	GBP 5,500.00	GBP 5,500.00		

Credit Description	Valid from	Credit Amount	Available	Payment Amount	Action
<input type="checkbox"/> Credit memo 8000005 of 11.03.2013	11-Mar-2013	- GBP 100.00	- GBP 100.00		
<input type="checkbox"/> Credit memo 8000004 of 05.03.2013	05-Mar-2013	- GBP 50.00	- GBP 50.00		

Select All | Deselect All | Download Selected Entries

Total Net Payment Amount: GBP 53,304.00 | GBP 0.00

2. Choose **Continue** to check and confirm your payment.

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Select your invoice

Select 'Open Bills' from the menu.
Click on the 'Action' icon for the invoice on which you wish to raise a dispute.

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> **Open Bills** 00000064 - HORTON WELLS

> Paid Bills

> Display Open Items

> Balances and Line Items

> Dispute Cases

> Select Account

> Back To Online Billing

> Log Off

Enter Dispute Case

To create a dispute case for the following document, enter the required data.

To send your inquiry, choose *Send*.
To return to the overview, choose *Back*.

Bill or Credit	Date	Amount	Open
Invoice 0000000005614080 of 12.04.2013	15-May-2013	GBP 129.80	GBP 129.80

Cause	Amount
Request for Documentation	129.80

Comment:

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Dispute case details

Select a reason (Cause) from the dropdown list, and enter detailed comments in the free text field. Please specify for which shipment on your invoice you wish to raise a dispute. Then click Send.

disputing

an invoice and tracking its progress

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> **Open Bills** **Confirmation for the Creation of a Dispute Case** 000000064 - NORTON WELLS

> Paid Bills Your data has been noted, and will be processed as quickly as possible.

> Display Open Items

Bill or Credit	Date	Amount
Invoice 0000000005614080 of 12.04.2013	15-May-2013	GBP 129.80

> Balances and Line Items

> Dispute Cases

> Select Account

> Back To Online Billing

> Log Off

Dispute Cases Entered in this Session

Cause	Amount	Reference
Request for Documentation	GBP 129.80	

[Back](#)

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Dispute case confirmation

You will receive a confirmation that your dispute case has been created.

To track its progress, click on 'Dispute Cases' in the menu.

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List of Dispute Cases
To display dispute cases, select the appropriate search criteria:

Status: Period:

Case ID	Bills	Amount Disputed	Cause	Status	Created On
000000011646	Invoice 800007 of 11.03.2013	EUR 1,600.00	Price is not According to Quote / Agreement	New	14 March 2013 12:32:17

INTERFACE - A A T NORTHERN

Dispute Cases

To view all the dispute cases that you have previously raised, select status 'All' and the period you wish to view, then click Find. To only view disputes cases that are currently open, select status 'Open' and the period you wish to view, then click Find.

Detail View

To display the details of a dispute case, or send a message to TNT regarding a dispute case, click the dispute case ID of the dispute case.

adding

further accounts

United Kingdom [[change](#)] [[larger text](#)] [[print page](#)] [[sitemap](#)] [[contact us](#)] 0800 100 600

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SERVICES SHIPPING TOOLS SUPPORT ABOUT US

Home / [Finance login](#) / [Landing page](#) / [Account maintenance](#)

Account Maintenance

Account Number	Location
64	GB <input type="radio"/>

[Log Out](#)

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Registering additional accounts

To add more accounts to your Online Billing user id, select 'Account Maintenance' from the Online Billing landing page.

Select 'Register Additional Account'.

Delete account

From this page you can also remove an account from your user id. Simply select the account number you wish to remove, and click 'Delete Account'.

To go back to the Online Billing landing page, click 'Cancel'.

adding

further accounts

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Search

[Home](#) / [Finance login](#) / [Landing page](#) / [Account maintenance](#)

Account Maintenance

Account Number	Location
64	GB

Fields marked * are required

Account Number *

(location where the account is managed) * GB (location where the account is managed)

Invoice Number * (a valid invoice received from TNT within the last 3 months)

Invoice Amount * (including VAT)

[Log Out](#)

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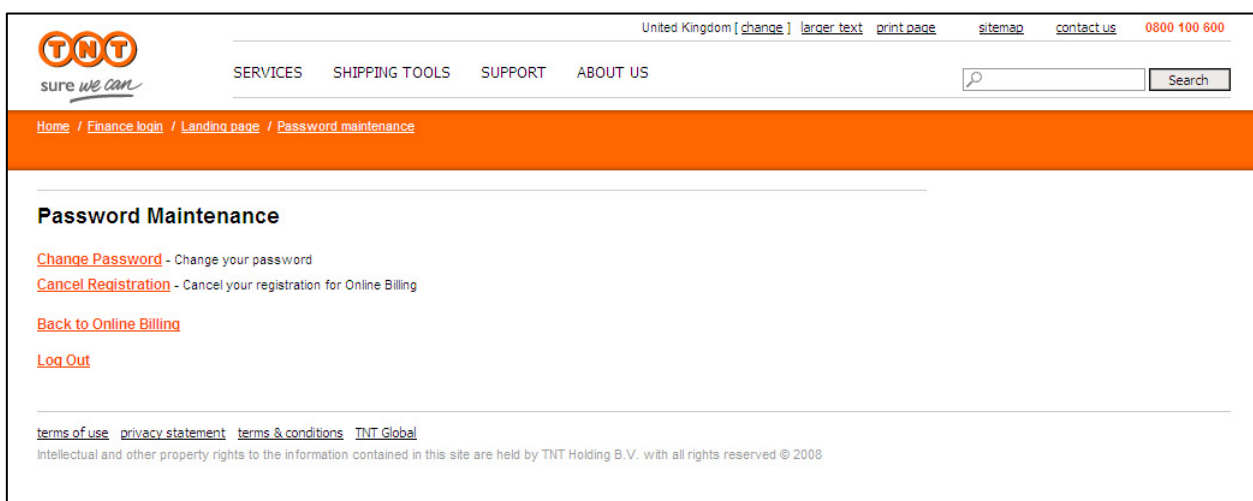
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Account details

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. Click 'Add Account'.

changing

your password



The screenshot shows the TNT website's Password Maintenance page. At the top left is the TNT logo with the tagline "sure we can". To the right of the logo is a navigation menu with links for "SERVICES", "SHIPPING TOOLS", "SUPPORT", and "ABOUT US". Further right is a search bar with a magnifying glass icon and a "Search" button. In the top right corner, there are links for "United Kingdom [change]", "larger text", "print page", "sitemap", "contact us", and the phone number "0800 100 600". Below the navigation menu is an orange breadcrumb trail: "Home / Finance login / Landing page / Password maintenance". The main content area is titled "Password Maintenance" and contains three links: "Change Password - Change your password", "Cancel Registration - Cancel your registration for Online Billing", and "Back to Online Billing". Below these links is a "Log Out" link. At the bottom of the page, there are links for "terms of use", "privacy statement", "terms & conditions", and "TNT Global". A copyright notice at the very bottom states: "Intellectual and other property rights to the information contained in this site are held by TNT Holding B.V. with all rights reserved © 2008".

Change password

To change your password, select 'Password Maintenance' from the Online Billing landing page.

Then select 'Change Password'.

changing

your password

The screenshot shows the TNT website's 'Change Password' page. At the top left is the TNT logo with the tagline 'sure we can'. The top right contains the text 'United Kingdom [change] larger text print page sitemap contact us 0800 100 600'. Below this is a navigation menu with 'SERVICES', 'SHIPPING TOOLS', 'SUPPORT', and 'ABOUT US', followed by a search bar. An orange breadcrumb trail reads 'Home / Finance login / Landing page / Password maintenance / Change password'. The main heading is 'Change Password'. Below it, three input fields are labeled 'Existing Password*', 'Enter a new password*', and 'Re-enter the new password*'. A link 'View password criteria' is next to the second field. A note states 'Fields marked with * are required'. At the bottom left is a 'Log Out' link, and at the bottom right are 'Cancel' and 'Save' buttons. The footer contains links for 'terms of use', 'privacy statement', and 'terms & conditions', along with 'TNT Global' and a copyright notice: 'Intellectual and other property rights to the information contained in this site are held by TNT Holding B.V. with all rights reserved © 2008'.

United Kingdom [change] larger text print page sitemap contact us 0800 100 600

SERVICES SHIPPING TOOLS SUPPORT ABOUT US

Home / Finance login / Landing page / Password maintenance / Change password

Change Password

Fields marked with * are required

Existing Password*:

Enter a new password*: [View password criteria](#)

Re-enter the new password*:

[Log Out](#)

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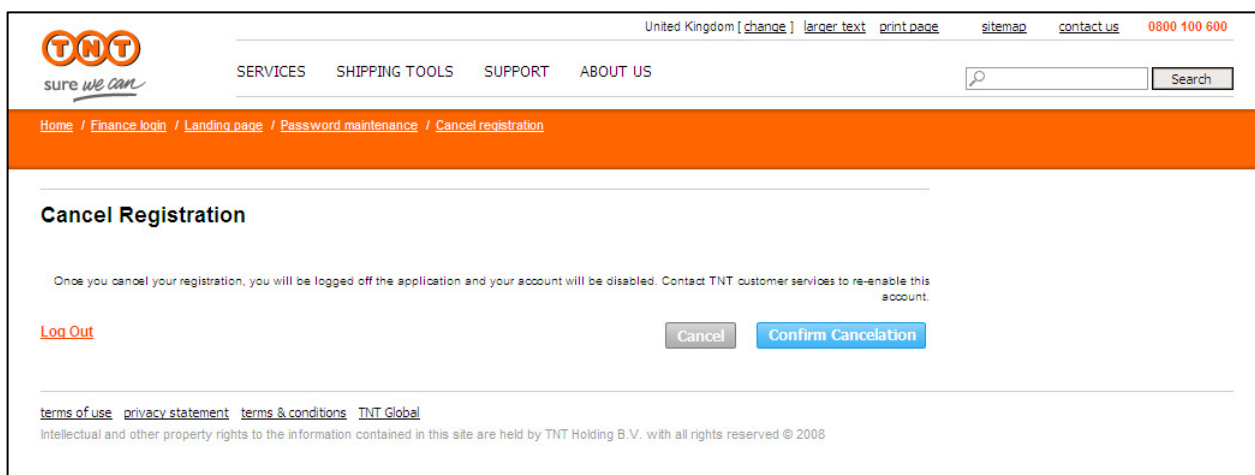
Change password

Enter your existing password, then enter your new password twice.

Click the Save button.

cancelling

your Online Billing registration



The screenshot shows the TNT Online Billing registration cancellation page. At the top left is the TNT logo with the tagline "sure we can". The top right corner displays "United Kingdom [change]", "larger text", "print page", "sitemap", "contact us", and the phone number "0800 100 600". Below the logo is a navigation menu with "SERVICES", "SHIPPING TOOLS", "SUPPORT", and "ABOUT US". A search bar is located to the right of the menu. Below the navigation menu is a breadcrumb trail: "Home / Finance login / Landing page / Password maintenance / Cancel registration". The main heading is "Cancel Registration". Below the heading is a paragraph: "Once you cancel your registration, you will be logged off the application and your account will be disabled. Contact TNT customer services to re-enable this account." Below this paragraph is a "Log Out" link and two buttons: "Cancel" and "Confirm Cancellation". At the bottom of the page are links for "terms of use", "privacy statement", "terms & conditions", and "TNT Global". A copyright notice at the very bottom states: "Intellectual and other property rights to the information contained in this site are held by TNT Holding B.V. with all rights reserved © 2008".

Cancel registration

To cancel your Online Billing registration, select 'Password Maintenance' from the Online Billing landing page.

Then select 'Cancel Registration', and confirm your cancellation.

specifications



There are a number of requirements you need to operate our Online Billing system.

Required: **Web browsers**

Latest version of Microsoft Internet Explorer 7 or later, and Firefox 3

To view invoices in PDF format

Adobe Acrobat v9.0 and Adobe Reader v8.0

To enable the download of the invoice data

Microsoft Excel 97 and above

Minimum requirements:

Windows 95, NT4, 98, Me, 2000 or XP Professional

Processor – 500 MHz

RAM – 64 Mbytes

Display 800x600 screen resolution and 16-bit colour

