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Welcome to myTNT

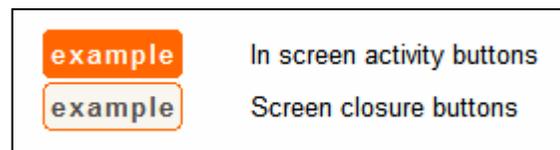
This tutorial is intended to guide you through myTNT. It will show you the key steps in creating a shipment, and some of the features that make myTNT so easy to use. If you need more detail on any subject, it is available in the user guide.

Standard Features

There are a number of features in myTNT that are common throughout the site.

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.

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





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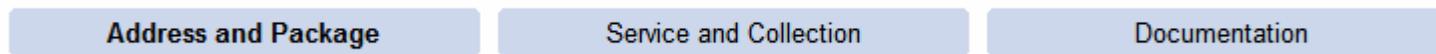
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Standard Features (Continued)

Within the 'Create Shipment' screens the highlighted button shows you where you are within the process.



There are several icons used throughout the site, they are



View



Tick



Question



Print



Not printed



Printed



Manifested



Go up



Go down



Sort column ascending



Sort column descending



Input validation error



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Standard Features (Continued)

myTNT attempts 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 the information is in error myTNT will prompt you.

Receiver Details

Short Reference

Company Name * !

Location * !

Address * !

Postcode * !

Town * !

Province

Contact Person * !

Phone Number * !



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

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



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Standard Features (Continued)

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.

Total Quantity * 22

Total Weight * 90.000 kg

Total Volume 4.594 m³

Your Reference Job ref 7807

Delivery Instructions Deliver to site office

Collection Date * 25 May 2004 ▾

Internet

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.



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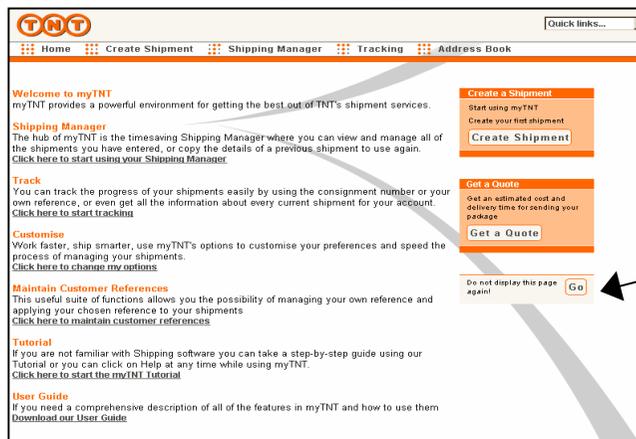
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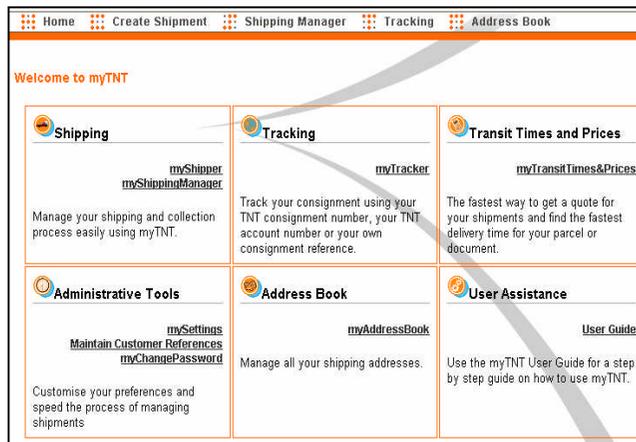
Logged On

Once your username and password has been authenticated you will be displayed either one of the pages below - depending on the requirements within mySettings.



When a user enters myTNT for the first time, the Landing Page is displayed.

The User can decide if they want to bypass the landing page.



The user can chose to display the site map as their homepage.

As well as the above you can also choose any of the following to be your homepage: Address Book, Shipping, Shipping Manager, Tracking or Transit Times.



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mySettings (Page 1)

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 within mySettings and the information will automatically appear when you create a shipment. You can always change the details later without coming back to mySettings.

The screenshot shows the 'mySettings' page with three tabs: 'Addresses', 'Shipment Details', and 'Printing, Collection and Other Settings'. The 'Addresses' tab is active, showing sections for 'My Settings', 'Sender Details', 'Receiver Details', 'Collection Address', and 'Address Book'. Callouts point to specific elements:

- Sender Details:** A callout points to the 'Company Name' dropdown menu, stating: "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."
- Receiver Details:** A callout points to the 'Address' field, stating: "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."
- Collection Address:** A callout points to the 'Address' field, stating: "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."
- Address Book:** A callout points to the 'Autosave Addresses' checkbox, stating: "Selecting autosave will automatically save any address you enter to the address book when you use myTNT."

Buttons labeled 'open address book' and 'remove this address' are visible next to the 'Receiver Details' and 'Collection Address' sections.



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mySettings (Page 2)

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.

Enter the details of any package that you send regularly.

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.

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 please select...

Number of Packages one two or more

Values are Specified in imperial in metric

Quantity

Weight kg

Length cm

Width cm

Height cm

Volume m³

Shipping Date today

Your Reference

Remind me to enter a Customer Reference

Special Instructions

Default Currency Norwegian Krone

Default Goods Description

Returns Consignments
Do you want the choice to print Returns Consignment Documents (when available)? No

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 please select...

International Service Global Express (Non Docs)

Terms of Payment please select...

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

Create Commercial Invoice with MyTNT

Autogenerate Invoice Numbers

Header Commercial Invoice

Terms of Delivery Cost, Insurance and Freight (CIF)

Signatory

Job Title

Declaration I declare that to the best of my knowledge the information on this invoice is true and correct

Reason for Export please select...

Credit Terms 10% off if settled within 30 days

If you normally prepare your shipments several 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, goods must be accompanied 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 a few characters of your reference and use find reference to search for matches.

Enter the currency you normally use.

You can specify that you wish to create returns documentation for your consignment.



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mySettings (Page 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.

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.

You can print your documentation directly to the printer without the use of a popup.

myTNT can send e-mails to interested parties. Simply enter their email address here.

Select this option to omit address labels from print "All Docs". You can then print address labels separately

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

Select this option to receive an email confirmation when you collection has been booked.

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

From the drop down box select the page you wish to appear when you enter myTNT.

The screenshot shows the 'My Settings' page with the following sections and callouts:

- Printing Defaults:** Includes input fields for 'Address Label', 'Consignment Note', 'Commercial Invoice', 'Detailed Manifest', and 'Summary Manifest'. A callout points to these fields with the text: '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.'
- Advanced Shipping Notification Defaults:** Includes a text area for 'Sender' and 'Receiver', and checkboxes for 'Copy 1' and 'Copy 2'. A callout points to the 'Sender' field with the text: 'You can print your documentation directly to the printer without the use of a popup.'
- Booking Confirmation:** Includes a checkbox for 'Always request e-mail confirmation' and an 'email address:' field. A callout points to the 'email address:' field with the text: 'myTNT can send e-mails to interested parties. Simply enter their email address here.'
- Collection Defaults:** Includes dropdown menus for 'Collection Times' and 'Unavailable Between', and a text area for 'Special Collection Instructions'. A callout points to the 'Collection Times' dropdown with the text: 'Select this option to omit address labels from print "All Docs". You can then print address labels separately'.
- My Preferences:** Includes a dropdown menu for 'My Home Page' (set to 'Site Map'), a checkbox for 'Show Landing Page', and a checked checkbox for 'Always accept TNT's Terms and Conditions of Carriage'. A callout points to the 'My Home Page' dropdown with the text: 'From the drop down box select the page you wish to appear when you enter myTNT.'

Buttons: back, cancel, finish



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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. Select the type you need to use.

Just click on the triangle to change the order that the addresses appear.

<input type="checkbox"/>	Short Ref	<input type="triangle"/> Company Name	Address Line 1	Town	Location	View/Amend
<input type="checkbox"/>	2050	Old Sender X Co Ltd	1 High St	Jessheim	NO	
<input type="checkbox"/>	UKRcvr1	UK Receiver Co Ltd	1 HighLow St	Gan	NO	
<input type="checkbox"/>	NoRcvr1	UK Receiver Co Ltd	1 HighLow St	Gan	NO	

add copy delete import

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

get a quote

If you can't see the address you want, use the search function.

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 obtain a quote by selecting an address from your address book and then selecting the 'get a quote' button.

Address Book (Continued)

You can enter address information from the Address Book, or you can simply save it once you have entered it when you create a shipment. You can set myTNT to automatically save addresses to the address book my updating your preferences in mySettings.

myTNT Address Book

Address Type * <input type="text" value="Please Select"/>	Account Number: <input type="text"/>
Short Reference * <input type="text"/>	Contact Person * <input type="text"/>
Company Name * <input type="text"/>	Phone Number * <input type="text"/>
Location * <input type="text" value="Norway"/>	E-mail <input type="text"/>
Address * <input type="text"/>	
Postcode * <input type="text"/>	
Town * <input type="text"/>	
Province <input type="text"/>	
Vat Number <input type="text"/>	

Use the Address Book at any time to add or amend address information

Receiver Details

Short Reference

Company Name *

Location *

Address *

Postcode *

Town *

Province

Contact Person *

Phone Number *

E-mail

VAT Number

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



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Create Shipment – Address and Package

Create Shipment will take you 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 sender address or if the shipment is to be collected from a different address, enter the collection 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, more information will be requested from you automatically.

The screenshot shows the 'Create a Shipment - Address and Package' form. It is divided into three tabs: 'Address and Package', 'Service and Collection', and 'Documentation'. The 'Address and Package' tab is active. The form is organized into several sections:

- Sender Details:** Includes fields for Account/Company (20003583 AU Domestic Test Comp), Postcode/Town (2000 Sydney), Contact Person*, and Phone Number*. A callout box points to the 'enter different collection address' button.
- Receiver Details:** Includes fields for Short Reference, Company Name*, Location* (please select...), Address*, Postcode*, Town*, Province, Contact Person*, Phone Number*, E-mail, and VAT Number. Callout boxes point to 'find address', 'open address book', 'enter different delivery address', and 'save/update address' buttons.
- Shipment Details:** Includes 'Shipment contains*' (Documents Only, Products/Goods), 'Number of Packages' (One, Two or more), 'Goods Description*', and 'Enter details for a single package' (Type of Package*, Weight*, Length*, Width*, Height*). Callout boxes point to 'Products/Goods' and the 'find reference' button.
- Summary:** Includes 'Total Quantity*', 'Total Weight*', 'Total Volume*', and 'Your Reference'.
- Delivery Instructions:** Includes 'Collection Date*' (11 December 2007) and 'Dangerous Goods*' (Yes, No).
- Special Services:** A section with a note about customized services and a 'continue' button.

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

Enter a few characters of your reference and use find reference to search for matches.

You can provide information to indicate if your consignment contains dangerous goods.

Select the Receiver address or if the shipment is to be delivered to a different address, enter the delivery address here.



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

You can print a commercial invoice using myTNT or bypass myTNT and use your own application.

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.

myTNT will automatically provide information of your existing collections, or if you have a Regular Collection.

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.

Enter your details here to arrange a new collection.

You can specify that the recipient of your consignment will be sending a return. The data you enter here will be used to create documentation that you can include in your consignment.

The screenshot shows the 'Create a Shipment - Service and Collection' web form. It is divided into three tabs: 'Address and Package', 'Service and Collection', and 'Documentation'. The 'Service and Collection' tab is active. The form includes sections for 'Services and Options', 'Collection Details', 'Collection Cut-Off Times', 'Special Services', and 'Let Your Partners Know'. There are several callout boxes with arrows pointing to specific parts of the form: 'Select terms of payment...' points to the 'Terms of Payment' dropdown; 'You can print a commercial invoice...' points to the 'Commercial Invoice' section; 'myTNT will automatically calculate...' points to the 'Service' dropdown; 'Click on get a quote...' points to the 'get a quote' button; 'myTNT will automatically provide information...' points to the 'Collection Cut-Off Times' table; 'You can send a message...' points to the 'ASN' checkbox; 'Enter your details here...' points to the 'Collection Times' dropdowns; 'You can specify that the recipient...' points to the 'Returns Consignment Information' section.



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Create a Shipment - Documentation

If you have enabled myTNT to produce Commercial Invoices, and a Commercial Invoice is needed, then myTNT will prompt you for the additional information required.

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.

Header: Commercial Invoice
Invoice Number * 000001
PO Number
Terms of Delivery Ex Works

My Article * please select...
Article Description *
Tariff Code *
Number Of Units *
Values are Specified * as totals per unit
Weight * kg
Value for Customs * GBP
Country of Manufacture * please select...
 Save/Update in My Articles with name

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

edit product line delete product line

Discount
Sub Total 100.00
Freight Charge 12
Insurance Charge 3
Additional Charge
Total Declared Value 115.00 GBP

view declaration view invoice

back cancel shipment continue

To save time, myTNT can store the details of your articles so that you can select them the next time you need them.

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

Add any additional costs here.

Sender (Seller/Exporter)
DELL Computer Corporation
Milbank House
Western Way
Ovorn Business Park
Blackburn
Bentley
BB20 1HQ
United Kingdom
Alan Shearer
45000
ukoffice@del.co.uk
VAT3594780740

Receiver (Buyer/Importer)
Miles Marvelous Military
800 South Shore
Sydney
NSW
2000
Australia
Miles@mm.com
0061 456789
mm@mm.com

Commercial Invoice

Invoice Number: 000001
Shipping Date: 25 May 2004
Consignment Note No:
Purchase Order No:
Invoice Currency: GBP
Reason for Export: Exhibition samples

DELIVER TO (if different from Receiver)

Quantity	Units	Total Weight	Description of Articles	HS Tariff Code	Country of Origin	Unit Value	Total Value
500		25.000	50mm x 8mm S/S Fixing Bolt	864512	Bouvet Island	0.20	100.00
Total	25.000	Units of Weight	Kg	Total Number of Articles	500	Invoice Line Total	100.00

Declaration(s)

	Discount
Discount	0.00
Invoice Sub-total	100.00
Freight Charges	0.00
Insurance	0.00
Other Charges	0.00
Invoice Total	100.00

WCO Terms Ex Works

Shipper Name and Job Title Alan Shearer - Warehouse Manager Shipper Signature Date 24/05/2004

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.

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



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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 your request, and let you know what documentation will be required. If you are happy with the request, just press finish.

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	DELL Computer (Finalnd)
sender account	100000054
receiver	Millies Marvellous Millinary
shipment date	24/5/2004
service	9:00 EXPRESS (DOCS)

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

back cancel shipment finish

myTNT will confirm your shipping request.

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

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.



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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.

Create a Shipment - Printing the Documentation

Important information for 1st time TNT Shipper Users

1. Please leave the package open for inspection by the driver. This is standard policy with all first time customers and is an important part of our security procedure. Unfortunately we cannot accept packages which have not been inspected by our driver.
2. If your package is not a document and is travelling outside the European Union, you will need to prepare a Commercial Invoice to accompany it. Please give the Commercial Invoice to the driver when your package is collected.
3. As this is the first time you have dealt with us, we will be happy to call you when your package has been delivered.

A Collection has been arranged for you. If you need to cancel a collection, please call customer services

The following documentation is ready for printing

- 2 **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 **Consignment Note(s)** Please attach a copy of the consignment note for the receiver to one of the packages in your shipment. Hand the customs copy of the consignment note to our driver.
- 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.

Please ensure that all of the necessary documentation is printed before our driver arrives.

You may print these documents immediately by selecting the 'Print Now' option, or print later from the Shipping Manager. [Click here to see an explanation](#)

Print above information Print Later Print Now

Disclaimer Privacy Statement Terms and conditions of carriage Contact us

A collection has been confirmed. myTNT displays the depot code and the booking number.

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

The collection request could not be made. Please contact TNT to arrange a collection.

If you think you may need to change some of the details of your shipment, 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.



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Create a Shipment - Print

Normally, 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 also print the documents to a file using the standard printer window.

If you have chosen direct printing, no preview will show.

Print

General Options

Select Printer

Add Printer HP LaserJet 4L

Status: Ready

Print to file Preferences

Commercial Invoice

Sender (Seller/Exporter)
DELL Computer Corporation
Milbank House
Western Road
Overhill Business Park
Bracknell
RG12 1RD
United Kingdom
Alan Shearer
45666
JustPrint@del.co.uk
VAT:GB250186162

Receiver (Buyer/Importer)
Miles Marvelous Military
600 South Shore
Sydney
NSW
2000
Australia
Mike Minivale
0061 0546587987
mm@mm.com.au

Invoice Number : 000007
Issuing Date : 25 May 2004
Consignment Note No :
Purchase Order No :
Invoice Currency : GBP
Reason for Export : Exhibition samples
DELIVER TO (if different from Receiver)

Quantity	Units	Total Weight	Description of Articles	HS Tariff Code	Country of Origin	Unit Weight	Total Value	
500	25 000	25 000	Shimx Shim S16 Flying Bot	804512	South Korea	0.20	100.00	
Total Weight		25 000	Units of Weight	kg	Total Number of Articles	500	Invoice Line Total	
							Discussed	0.00
							Invoice Sub-total	100.00
							Freight Charges	0.00
							Insurance	0.00
							Other Charges	0.00
							Invoice Total	100.00

IBCO Terms [x] Works

Shipper Name and Job Title: Alan Shearer - Warehouse Manager
Shipper Signature: [Signature]
Date: 24/05/2004

COLLECTION MANIFEST (DETAIL) - OTHERS (SENDER PAYS)

TNT Express
Shipment Date : 25 May 2004
Pickup id : My TNT
Printed on : 24 May 2004

Sender Account : 100000049
Sender Name : DELL Computer Corporation
& Address : Milbank House, Western Road, Overhill Business Park, Bracknell, Berkshire, RG12 1RD, United Kingdom.

Special Instructions
SENDER PAYS

178437416

Sender Contact : Alan Shearer
Tel : 45666
Receiver Name : Miles Marvelous Military, 600 South Shore, Sydney, NSW, 2000, Australia.
Receiver Contact : Mike Minivale
Receiver Vat Nr : AU 6546587987
Collection Name :
& Address :
Delivery Name :
& Address :
Sery : GLOBAL EXPRESS (NON DOCS)
Optis :
No Pieces : 1 Weight : 300.000 Kgs Insurance Value : 0.0 GBP Invoice Value : 100.0 GBP
Description (including packing and marks) : Dimensions (L x W x H) : Total Consignment Volume : 0.027
Box : 30 x 30 x 30

Sender's Signature :
Received by TNT : Date : / / Time : hrs

1.From (Collection Address)

Sender's Account No : 100000049
Name : DELL Computer Corporation
Address : Milbank House
Western Road
Overhill Business Park
Postal/Zip Code : RG12 1RD
City : Bracknell
Province : Berkshire
Country : United Kingdom
Contact Name : Alan Shearer
Tel No : 45666

2.To (Receiver Address)

Name : Miles Marvelous Military
Address : 600 South Shore
City : Sydney
Province : NSW
Country : Australia
Contact Name : Mike Minivale
Postal/Zip Code : 2000
Tel No : 0061 456789

3.Goods

General Description :
Box
Stn No : 804512
Total Packages : Total Weight : Total Volume :
1 300.000 Kgs 0.027 m³

4. Services

Service : GLOBAL EXPRESS (NON DOCS)
Options :

TNT

178437416

Please quote this number if you have an enquiry.

A. Delivery Address

Name : Miles Marvelous Military
Address :
City :
Province :
Country :
Contact Name :
Postal/Zip Code :
Tel No :

B. Dutable Shipment Details

Receivers VATTVA/STWMMWST No. : AU 6546587987
Invoice Value of Dutiables :
Currency : GBP Value : 100.0

C. Special Delivery Instructions

D. Customer Reference

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



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Shipping Manager

You can view and manage all of your shipments using Shipping Manager in myTNT. In 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="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	

Print

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

You can see up to 90 days of your shipping history.

This symbol identifies shipments for which the documentation has not been printed. When you are ready just select the shipment, choose the documentation from drop down below and click on print at the bottom of the screen.

This symbol shows that the documentation as been printed.

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.

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



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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.

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
Location *
Town *
Post/Zip Code *
Collection Date *

Delivery Details
Short Reference
Location *
Town *
Postcode *

Shipment Details
Shipment contains* Documents Only Products/Goods
Total Quantity *
Total Weight * kg

special services
TNT also offers a range of customised and cost effective solutions for your Time Critical and Freight Requirements through Special Services. Call customer services for further information.

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 ...

Transit Times and Pricing Enquiry Result

select	service	rate	delivery date/time
<input type="radio"/>	12:00 Express (Docs)	157.25 GBP	06/02/06 12:00
<input type="radio"/>	Global Express (Docs)	115.05 GBP	06/02/06 18:00

22:00 is the latest time by which your shipment must have been collected from your premises in order to achieve the estimated delivery times shown above.

The estimated prices shown above are based upon the shipment details provided by you. Please note that:

- All prices refer to services whereby the sender pays.
- All prices are exclusive of Value Added Tax (VAT) and any customs duties.
- All prices are subject to change without prior notice.
- TNT's standard terms and conditions apply to the delivery of all goods.
- The actual transit time for your shipment is likely to be longer if your shipment is deemed by your customs authorities as having a high value.

The services available

The estimated cost

The delivery date/time



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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.

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 GE9999999999/VVV.

Track International Consignments
 Track Domestic Consignments

Track By Consignment
 Track By Reference

Enter Consignment Number(s)

Remember My Details

Track By Account Number

Account Number

Collection Location

Collection Date (dd/mm/yyyy)

From To

If you are tracking by Consignment number or your own reference, select the 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.



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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"/> 178435213	FRANKY VADERMOLEN	Genk	10 Mar 2004	<input checked="" type="checkbox"/>

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

To email the status just select the consignment and click on E-mail. Then fill in the email addresses for the recipient and e-mail.

178435213

reference: FRANKY VADERMOLEN
 destination: Genk
 pick-up date: 10 Mar 2004
 delivery date: 14:30, 11 Mar 2004
 signatory: Vounckx

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

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.

087721017

reference: I6PACKER 30021
 destination: Bellingham
 pick-up date: 20 May 2004
 delivery date: 11:10, 24 May 2004
 signatory: Crawford

- view summary
- view sender details
- view receiver details
- view packages details
- view shipment details

Package Details

Number Of Pieces 00001
 Package Description
 Weight 00001.000
 Goods Description DOCUMENT

For shipments sent via an account registered in myTNT, it is possible to view additional details about the consignment including sender and receiver details, individual package status information, and shipment details.



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Tracking (Continued)

It is possible to “drill down” and view additional details about the consignment including individual package status information.

848658694

reference	TROUSERS	view summary
destination	ANDOVER, HAMPSHIRE	view sender details
pick-up date	10/08/06	view receiver details
delivery date	14/08/06 10:04	view packages details
signatory	J KENNETT	view shipment details

Package Details

Number Of Pieces 00001
Package Description NK
Weight 00000.850
Goods Description TROUSERS

Piece Details

Piece Number	Piece Reference
<u>00001</u>	reference not supplied

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00001

Date	Time	Location	Status
11 Aug 2006	19:58	Northampton Hub	Consignment Received At Transit Point
10 Aug 2006	19:44	Brussels Hub	Consignment Received At Transit Point
10 Aug 2006	18:47	Brussels	In Transit

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Click on “view packages details”, to view the state of the individual packages.



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Customer Reference Maintenance

myTNT allows the user to maintain commonly used customer references for easy access. Up to 1000 customer references can be added. Existing references can be amended and deleted as required.

Customer references can also be imported and exported using a file in CSV format. See user guide for details of the file format.

Maintain Customer References

Search For:

Search found 2 customer references

<input type="checkbox"/>	Customer Reference	Amend
<input type="checkbox"/>	Test 123	
<input type="checkbox"/>	Test 12345	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

<<Previous 1 Next>>

- Search facility to narrow down list of references displayed.
- Click to amend the given customer reference.
- Import and export the customer references in CSV formatted file.
- Delete the customer references that have been checked.
- Add a new customer references.
- Navigate through pages of customer references.

Customer References Maintenance - Import

Up to 1000 customer references can be imported from a text file in CSV format. If the 1000 customer reference limit is reached during an import, the additional records will be ignored.

Click Browse to choose a .csv file.

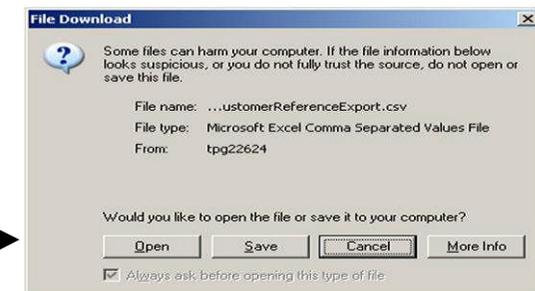
Choose No to keep your existing references when the import is performed.

Start the import.

Customer References Maintenance - Export

Your existing customer references can be exported to a text file in CSV format.

Start the export. A prompt dialog will appear to allow the user to either display the csv data in the system default text editor, or to save as a file to the local hard disk.





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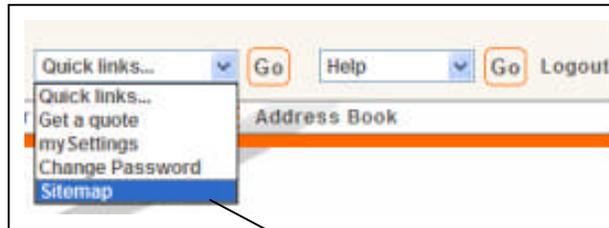
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Quick Links

As well as using the navigation buttons in myTNT, you can also use the Quick links from any page to move to the most used screens. In addition, from Quick links you can get to the site map and change your password.



Welcome to myTNT

Shipping <u>Create Shipment</u> <u>Shipping Manager</u> Manage your shipping and collection process easily using myTNT.	Tracking <u>Tracking</u> Track your consignment using your TNT consignment number, your TNT account number or your own consignment reference.	Transit Times and Prices <u>Get a Quote</u> The fastest way to get a quote for your shipments and find the fastest delivery time for your parcel or document.
Administrative Tools <u>mySettings</u> <u>Maintain Customer References</u> <u>Change Password</u> Keep your password secure by altering it regularly.	Address Book <u>Address Book</u> Manage all your shipping addresses.	User Assistance <u>Tutorial</u> <u>User Guide</u> 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.



Quick links... Go

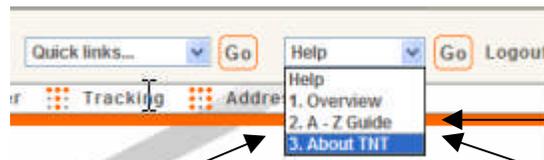
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Help

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.



About myTNT

Current Release: 1.0.0

Release date: 02 January 2004

Release 1.0.0 of myTNT replaces the

Release notes:

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

Features of myTNT - Overview

This new service is available to Customers that have an account with TNT. It allows you as a TNT customer to enter your own secure password protected area in which you can store and use your own personalised information to make shipping with TNT as easy as possible. This area of help is intended to give you an overview of myTNT, you can click on the colour coded words 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, or shared between you and your colleagues registered for your account.

The ability to set up and store information that you will use time and time again in **mysettings** thus avoiding the need to key those details in every time you make a shipment. In fact if you send the same type of package regularly to the same address using the same services, you could have the entire shipment set up and ready to use.

A handy **Shipping Manager** that allows you to review all of the shipments you have made in the last 45 days. If you are sending a number of shipments, you can print your documentation all at once and save the need to print each set of documentation as you enter the details. From here you can even select a number of shipments to track once they have been collected.

A customised version of web tracker can be found in **mytracker** providing additional details including complete sender, collection, receiver, and delivery address details and a complete breakdown of package contents and goods description. You can track your package by entering your consignment note number, your own consignment reference, or just by requesting all of the tracking information for your account.

Maybe you would like to get an idea of how long it will take to ship your package, or how much it will cost. In myTNT getting a **quote** couldn't be simpler, just enter the basic details about your shipment, and you can get an answer using your own personalised tariff.

As well as these key features, when you start to use myTNT, you will discover other additional features that will make shipping packages easier to manage.

Getting Started

Registration