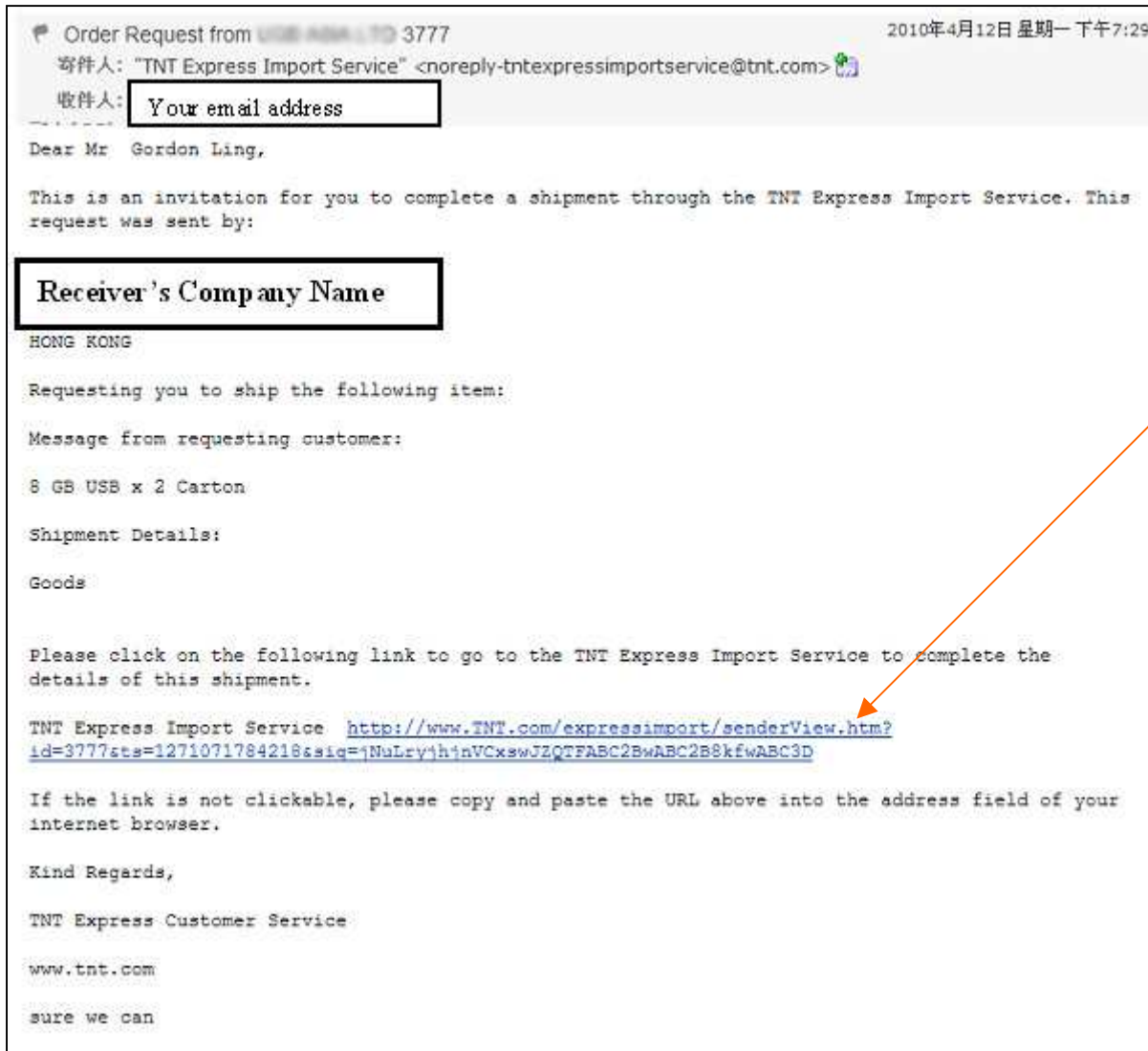


Express Import System Quick Reference for Sender

This quick reference will show you the all the steps in completing an order request raised by your business partner.

Order Request Email



You will receive an order request email once your business partner created an import order via Express Import System.

You are required to click the link in the email content for accessing Express Import System to complete the shipment details for this import order.

Terms & Conditions

To start using Express Import System, you have to accept the terms & conditions.

Help Contact customer service

MONITOR ORDER SINGAPORE [CHANGE LANGUAGE]

Express Import Disclaimer

Disclaimer Receiver details Shipment details Sender details Overview

Disclaimer

By clicking this button, sender warrants and represents that each and all information provided by sender or on its behalf regarding this order and the contents of the shipment(s) involved is true, correct and complete.

I have read the above terms & conditions and agree

Next ▶

Click the checkbox and press "Next" to proceed.

Receiver Details

Express Import Receiver details

[Disclaimer](#) ✓ [Receiver details](#) [Shipment details](#) [Sender details](#) [Overview](#)

Receiver contact details

Contact name	<input type="text" value="Ms"/> <input type="text" value="KAREY MAK"/>
Contact telephone no.	<input type="text" value="23314725"/>
Email address	<input type="text" value="gordon.ling@tnt.com"/>
Alternative email address	<input type="text"/>

Receiver address

House number	<input type="text"/>	Fiat number	<input type="text"/>
Address line 1	<input type="text" value=""/>		
Address line 2	<input type="text" value="FIRST COMMERCIAL BLDG"/>		
Address line 3	<input type="text" value="33-35 LEIGHTON RD"/>		
Town / City	<input type="text" value="CAUSEWAY BAY"/>		
State / Province	<input type="text"/>		
Location	<input type="text" value="HONG KONG"/>		
Postcode	<input type="text"/>		

[Skip wizard](#) [Save order as draft](#) [Cancel order](#) [Next](#) ▶

You can view the receiver details of this order request.

Shipment Details

Express Import Shipment details

[Disclaimer](#) ✓ [Receiver details](#) ✓ [Shipment details](#) [Sender details](#) [Overview](#)

Message from receiver

8 GB USB x 2 Carton

Delivery instructions
Special delivery instructions for TNT driver

[Back](#) [Skip wizard](#) [Save order as draft](#) [Cancel order](#) [Next](#)

You can view the message from receiver and the delivery instructions entered by your business partner.

Shipment Details (continued)

Express Import Shipment details

Disclaimer ✓ Receiver details ✓ **Shipment details** Sender details Overview

Shipment details

Fields marked * are mandatory
It is highly preferable for you to include a copy of the actual invoice which includes a value of the goods. If you do not have an invoice stating the value, you can generate one using the wizard.

No thanks, I will include the actual invoice with the shipment.
 Yes please, generate an invoice for the shipment for me.

Document(s) Goods

Shipment reference: _____
Currency: EUR (EURO)
Shipment contains * dangerous goods? No

Shipment details

Description	Packaging type	Number of items	Package weight	Package dimensions (L x W x H)	Value per item	Total value (EURO)
<input type="text"/>	--Select-- <input type="text"/>	<input type="text"/>	<input type="text"/> kg <input type="text"/>	<input type="text"/> X <input type="text"/> X <input type="text"/> cm <input type="text"/>	<input type="text"/>	0.00
Add another item		0 Total items	0 kg Total weight	0 m ³ Total volume		0.00 Total value

Back Skip wizard **Save order as draft** Next

1 If you would like to use the system to create invoice, click “Yes” and fill in the information in invoice section.

2 You may change the consignment currency if required.

3 Enter the shipment details.

Sender Details

Express Import Sender details

Disclaimer ✓ Receiver details ✓ Shipment details ✓ Sender details Overview

Sender's contact details
Fields marked * are mandatory

1

Company name * ABC Ltd (Singapore)
Sender contact name * Mr Gordon Ling
Sender telephone no. * 65 11111111
Email address * gordon.ling@tnt.com
Alternative email address

Sender address
Fields marked * are mandatory

2

House number Flat number
Address line 1 * 123 Happy Road
Address line 2
Address line 3
Town / City * Singapore
State / Province
Location * SINGAPORE
Postcode 018985

Specify an alternative collection address

Back Skip wizard Save order as draft Next

1

You may change your contact details if required.

2

Check your address and you can specify an alternative collection address if required.

Collection

Express Import Sender details

Disclaimer ✓ Receiver details ✓ Shipment details ✓ Sender details Overview

When is the shipment available for collection ?
Please do not select a time or date in the past.
Fields marked * are mandatory

From date * 15-Apr-2010

From time * 14:00 to 15:00 (hh24 : mm)

But not between --Select-- and --Select-- (hh24 : mm)

Collection instructions
For the TNT driver


Back Skip wizard Save order as draft Next

Select collection date and time. You can also leave any special collection instruction to the TNT driver who comes to pick up your shipment.

Order Overview

The import order is about to finish. Check the information once again and press "Submit" to confirm this import order.

[Help](#) [Contact customer service](#)


MONITOR ORDER TRACK & TRACE SINGAPORE [CHANGE LANGUAGE]

Express Import Order overview

[Disclaimer](#) ✓ [Receiver details](#) ✓ [Shipment details](#) ✓ [Sender details](#) ✓ [Overview](#)

Receiver contact details

Contact name:
 Contact telephone no.:
 Email address:
 Alternative email address:

Receiver address

House number: Flat number:
 Address line 1:
 Address line 2:
 Address line 3:
 Town / City:
 State / Province:
 Location:
 Postcode:

Message from receiver

8 GB USB x 2 Carton


Delivery instructions

Special delivery instructions for TNT driver

Shipment details

Fields marked * are mandatory
It is highly preferable for you to include a copy of the actual invoice which includes a value of the goods. If you do not have an invoice stating the value, you can generate one using the wizard.

No thanks, I will include the actual invoice with the shipment.
 Yes please, generate an invoice for the shipment for me.



Document(s) Goods

Shipment reference:

Currency:

Shipment contains * dangerous goods?:

Description	Packaging type	Number of items	Package weight	Package dimensions (L x W x H)	Value per item	Total value (EURO)
USB	CARTON	2	5 kg	20 x 30 x 40 cm	100	200.00
<input type="button" value="Add another item"/>		2	10 kg	0.048 m³		200.00
		Total items	Total weight	Total volume		Total value

Sender's contact details

Fields marked * are mandatory

Sender address

Fields marked * are mandatory

Internet 100%

Order Completed

Express Import Monitor your import orders

Order created successfully. The Express Import number is 3777. You will receive documentation by email shortly.

Monitor orders

Order summary



Express import number	Shipment reference number	Creation date	Sender company	Sender name	Sender location	Receiver time	Sender time	Status	Consignment number	Booking reference number
3777		12-Apr-2010	ABC Ltd (Singapore)	Gordon Ling	SINGAPORE	13-Apr-10 00:30	13-Apr-10 00:30	BOOKING CONFIRMED	997635321	HKG849834

[View order](#)[Update order](#)[Cancel order](#)

You will receive a notification email once you submitted the import order via Express Import System.

Order Completed (continued)

✉ Shipment documentation for Order 3777 for UGB ASIA LTD 2010年4月12日 星期一 下午11:45
寄件人: "TNT Express Import Service" <noreply-tntexpressimportservice@tnt.com>
收件人: gordon.ling@tnt.com
副本(CC): gordonlinghk@yahoo.com.hk
📎 2 個檔案 (550KB) | 全部下載

 
TermsA... Connote...

Dear Mr Gordon Ling,

A collection request has been placed with TNT Express for 3777 to be shipped to UGB ASIA LTD.
Attached is the documentation that relates to this Express Import Order.

Please prepare the shipment for collection on 15-Apr-2010:

- Print and sign all copies of the consignment note.
- For shipments outside of the EU, it is highly recommended to include the actual invoice of the goods.
- Make sure you have read the TNT Terms & Conditions attached to this email. By signing the consignment notes, you confirm that you agree to the TNT Terms & Conditions.
- Hand the signed copies of the consignment note to the TNT Express driver, keep the Sender copy for your records.
- Leave the shipment open for TNT Express driver to inspect (Except for collections in the UK and Ireland).

As your order has been processed automatically, it is not necessary to contact TNT Express Customer Service by telephone.

To print the consignment note, you will need Adobe Acrobat Reader, version 5.0 or later. If you have any problems opening the attachment, download your free copy from:
<http://www.adobe.com/products/acrobat/readstep.html>.

If your business partner does not require a quote approval for this order, the order of this shipment will change to “BOOKING CONFIRMED”. You will then receive a shipment documentation email with PDF attachments.

You can print the attached TNT consignment note and attach it onto your shipment. Our driver will come to collect your shipment according to your preset collection schedule.

If quote approval is required for this order, you will receive a notification email and the status of this order will change to “APPROVE QUOTE”. You will receive the shipment documentation email once your business partner has approved the quotation of this order.