



Importing with myTNT

TNT's Express Import System



How TNT's Express Import System Works

Express Import is TNT's receiver - controlled online shipping tool. It lets you pull shipments to you rather than waiting for them to be sent.

You get full control over your shipments from abroad: collection from about 170 countries, custom clearance, delivery to your doorstep and billing in your own currency.

Here's how the Express Import system works:

Receiver enters request



Receiver selects service



Receiver monitors orders

"The sender can enter shipment details, receive shipping documents, and is kept fully informed throughout the ordering process"

Benefits of Express Import System:



Fast turnaround



Quick booking process



Immediate confirmation of booking



Full immediate visibility & control of import collection requests



24/7 availability on internet browser



Accurate billing based on correct weight and dimensions

STEP 01

Receiver Enters Request



First time users may create their user ID and password online via myTNT at www.tnt.com.hk
Existing myTNT users may log into your myTNT account and look out for the “Create Import” icon on your myTNT home screen.

Express Import Sender details

Terms & Conditions ✓ Receiver details ✓ Sender details Shipment details Service selection Overview

Sender's contact details
Fields marked * are mandatory

Company name * Sender Company Name
Sender contact name * --Select-- Sender's Name
Sender telephone no. * 123456789
Email address * Sender@email.com
Alternative email address
Sender's language English

Sender address
Fields marked * are mandatory

Select from address book

Short reference
House number Flat number
Address line 1 * Sender's Address
Address line 2
Address line 3
Town / City * SINGAPORE
State / Province
Location * SINGAPORE
Postcode 528729

Save to address book

Specify an alternative collection address

Log into the system with your username and password, after you agree to the terms and conditions of carriage, you may then click on “**Create Order**”. Complete the necessary fields by filling in the “**Sender details**” and specifying the goods you want to collect in “**Message to sender**”.

Your input will be saved so you can quickly repeat orders in the future by pressing the “**Repeat**” button on the “**Monitor Orders**” screen and changing details from your previous order.

STEP 02

Receiver Selects Service



In Quote Approval, you may click on **“No, proceed without cost approval”**, and then you may select the service best suited to your needs. The system will send the documentation to the sender immediately after he or she completes shipment details.

Terms & Conditions ✓ Receiver details ✓ Sender details ✓ Shipment details ✓ Service selection Overview

Quote approval

Would you like to approve a quote after the sender has completed entering the details of the shipment? The quote will show the available services and the charges applicable for you to select.

Yes No, proceed without cost approval

Back Skip wizard Save order as draft Cancel Next

Express Import Service selection

Terms & Conditions ✓ Receiver details ✓ Sender details ✓ Shipment details ✓ Service selection

Service selection

1. Select service

Service
<input checked="" type="radio"/> Express
<input type="radio"/> Economy Express
<input type="radio"/> Economy Freight

2. Select options

Priority

Enhanced Usability

Sender Completes Request

Invitation emailed to sender

After you press **“Submit”** on the **“Overview”** screen, the Express Import system generates an e-mail asking the sender to click a hyperlink and enter shipment details.

Sender enters shipment details

Once the sender clicks on the link in the invitation e-mail, he or she sees that you have requested a shipment and goods to be sent. To accept the invitation, the sender simply enters the size and weight of the goods.

Sender receives shipping documents

When the booking is complete - the sender usually receives an e-mail with instructions for preparing the shipment. Attached to this e-mail are:

- TNT Terms & Conditions of shipping
- A consignment note (4 pages)
- A commercial invoice (if applicable)

The sender must then print the consignment note and invoice (if applicable) and attach these to the package. The sender must leave the package open so the TNT driver can inspect the goods.

WHITE SECTIONS ARE MANDATORY. PLEASE COMPLETE IN CAPITALS AND PRESS HARD.

1. Sender's Account Number 5 6 7 8 6 2 5

2. Invoice to Receiver Cross Box or call Customer Service for correct account details. **SENDER LIABLE FOR UNPAID CHARGES**

3. Customer Reference (Information you would like on the invoice (if required))

4. From (Collection Address)
 Name: SENDER'S COMPANY NAME
 Address: SENDER'S ADDRESS
 City: SINGAPORE Postal/Zip Code: 269259
 Province/Region: Country: SINGAPORE
 Contact Name: SENDER'S NAME Tel. No.: 0379623327

5. To (Receiver)
 Name: RECEIVER'S COMPANY NAME
 Address: RECEIVER'S ADDRESS
WE CANNOT DELIVER TO P.O. BOX NUMBERS
 City: JOHOR BAHRU Postal/Zip Code: 81100
 Province/Region: Country: MALAYSIA
 Contact Name: A/L S. R. THAYALAN KALAPPAN Tel. No.: 2553933

6. Delivery Address (if different from receiver's address above)
 Name: RECEIVER'S NAME
 Address: **WE CANNOT DELIVER TO P.O. BOX NUMBERS**
 City: Postal/Zip Code:
 Province/Region: Country:
 Contact Name: Tel. No.:

7. Dangerous Goods (Cross correct box)
 Does this consignment contain any dangerous goods? If yes, please call our Customer Service. Yes No

8a. Services (Cross one box only to select a Service)
 Express Documents Non-Documents

8b. Options (Cross boxes)
 Priority
 Enhanced Liability

9. Special Delivery Instructions (Reserved for your instructions (if required))

10. Goods Descriptions (If dutiable please complete section 11)

General Description Please put full details on commercial invoice	Number of Items	Weight		Dimensions		
		Kilos	Grams	Length	Width	Height
DESCRIPTION OF ITEMS	1	10	0	10	10	10
		Kilos	Grams	Centimeters	Centimeters	Centimeters
		Kilos	Grams	Centimeters	Centimeters	Centimeters
		Kilos	Grams	Centimeter	Centimeters	centimeters
Stat. No.	Total	1	10	0		

11. Dutiable Shipment Details (Complete for dutiable consignments)
 EUR Currency 10.00 Invoice value or quantity

SENDER'S COPY
Please keep for Reference

STEP
03

Receiver Monitors Orders



Express Import Monitor your import orders

Monitor orders

Select an order from the list below or use the search box to find an order

Search

Express import number -- Select order status -- -- Select sender location --

Advanced search

List of orders Show max. 5 orders Page 1 of 1

Express import number	Reference number	Creation date	Company name	Sender name	Sender location	Your time	Sender time	Status	Consignme nt number	Booking reference number
633046		13-Jan-2015 00:00	TNT MALAYSIA	Renee	SINGAPORE	13-Jan-15 10:47	13-Jan-15 10:47	BOOKING CONFIRMED	245243210	KU4824994

When the documentation is generated, this is an indication that the shipment is entered into TNT's booking system and scheduled for collection. The **"Monitor Orders"** screen shows a consignment number for each confirmed booking. You can check the status of your shipment at any time by entering this number in the **"Track Package"** function of TNT's website www.tnt.com.hk.

Would you like to see a demo? Click [here](#)