

## **TNT Electronic Services**

**myTNT** Quick Start User Guide



### **GETTING STARTED**



Intellectual and other property rights to the information contained in this site are held by TNT Holdings B.V. with all rights reserved @ 2011

# The quickest way to book, track and manage your shipments.

This personalised, online environment is designed to make your shipping simple and efficient. With myTNT, you will benefit from:

- Auto-generated shipping rates for all available services
- Control & organisation for all your shipments details
- Saving time by storing addresses repeat shipments are easier
- An easy commercial invoice function for international shipments

Register with myTNT at www.tnt.com.hk and start shipping online today.



# STEPS TO PREPARE A SHIPMENT WITH myTNT

- I. Go to 'www.tnt.com.hk' and click 'Login/Register myTNT'
- 2. Log in to myTNT with user ID and password, or
- 3. Register as new myTNT user\*

Out     Tark is Tare     Now to Ship     High Creat     Out Campary	Carton         Program         A transformation           Image: Carton         Image: Carton <td< th=""><th>'Login/Register myTNT'</th></td<>	'Login/Register myTNT'
HELPFUL LINKS	Log in to myTNT Log in Log in User (D* Password* Save log in details	Register A password protected secure environ can easily accrean your own defailed Discover becomanies displaying rank Discover becomanies displaying rank
	terms of soe ? privacy policy   terms & conditions   contact up behalterbaid and other property rights to the information contacted in this alter are held by THTT	Reddings B/C. with all highly commond (C2011

\* If you do not have a TNT account, please fill in the relevant information for opening a TNT account. Once yourTNT account is successfully opened, your myTNT registration would be arranged automatically.

On the welcome screen, click 'CREATE SHIPMENT' to start preparing shipment.

information that yo
would like to be prod
when creating
your shipments.
your
store
ipping

### SHIPMENT DETAILS

### **Enter details** $\rightarrow$ Select service $\rightarrow$ Confirm $\rightarrow$ Print

'CREATE SHIPMENT' will take you through the steps necessary to ensure that your package is collected and delivered on time and in perfect condition.

	oment		Enter details → Select services → receiver d
ddress details - Plea	ase enter English text only as local langua	ge is not supported	
Sender details		Receiver details	
		Short code * 🧃	Find address or use Address book
Account/Company	302922 TNT Express Worldwide (HK) Ltd	<ul> <li>Company name*</li> </ul>	
Country	Hong Kong	Country*	please select 💙
Address	Unit 1121, 11/F	Postcode / Town*	
	KITEC, 1 Trademart Drive	Address*	
Postcode / Town	Kowloon Bay		Hint -
Province		Province	You can search
Contact person*	GORDON LING	Contact person*	valid postco
Phone number*	85223314725	Phone number*	
E-mail	gordon.ling@tnt.com	E-mail	
Collection details	Warehouse Ope	<b>Step 2</b> Select either	
Collection details	Warehouse Ope	<b>Step 2</b> Select either Document or Parcel	
Collection details	Warehouse Ope	<b>Step 2</b> Select either Document or Parcel	
Collection details nipment details Document	Warehouse Ope	Step 2 Select either Document or Parcel Terms of payment*	Sender Pays
Collection details nipment details Document	Warehouse Ope	Step 2 Select either Document or Parcel Terms of payment* Customer reference	Sender Pays
Collection details nipment details Document	Warehouse Ope	Step 2 Select either Document or Parcel Terms of payment* Customer reference Delivery instructions	Sender Pays
Collection details nipment details Document Shipment value	Warehouse Ope	Step 2 Select either Document or Parcel Terms of payment* Customer reference Delivery instructions Collection date*	Sender Pays
Collection details nipment details Document Shipment value	Warehouse     Ope       Image: Second state stat	Step 2 Select either Document or Parcel Terms of payment* Customer reference Delivery instructions Collection date* Description of goods*	Sender Pays
Collection details	Warehouse     Ope       Image: Warehouse     Ope       Image: Parcel or pallet     Image: Parcel or pallet       Image: Parcel or pallet     Image:	Step 2 Select either Document or Parcel Terms of payment* Customer reference Delivery instructions Collection date* Description of goods*	Sender Pays Sender Pays Step 2a Fill up shipment details Volume Total Volume Total Volume Options
Collection details	Warehouse Ope     Warehouse Ope     Parcel or pallet     Parcel or pallet     Hong Kong Dollar     Mong Kong Dollar     No     Quantity*     Weight*     Length*	Step 2 Select either Document or Parcel Terms of payment* Customer reference Delivery instructions Collection date* Description of goods* Width* Height*	Sender Pays Step 2a Fill up shipment details Volume Total Volume Total Volume Options cm 0.000m <sup>2</sup> 0.000kg

### SERVICE AND COLLECTION

### Enter details $\rightarrow$ Select service $\rightarrow$ Confirm $\rightarrow$ Print

Select the shipment collection time and the service you want to ship in.

Celed my shument on   B Aug 2014      Celedant minited in a second on	ructions			Create shipmen
Caled my stagment on: Caled mini   I A tog 2014 Beted.	Tuctions			- sille stratic
Culture units utangend enc. Culture units   It Aug 2014 select.	Tuctoria		ALTER AND A	
If why dot is the set of the s		IL Collection instructions	Collect from Collect until	Collect my shipment on
Centered on Cut-Off Times         International         Service			2000	10,400 2014
International 20.00   Step 3a Select the service options   Service Delivery date   Proce   Service Delivery date   Service   Service Delivery date   Service   Service Delivery date   Service   Service Delivery date   Service   Service Proce   Service   Service Delivery date   Service </td <td></td> <td></td> <td></td> <td>Collection Cut-Off Times</td>				Collection Cut-Off Times
Step 3a Service Defines a proces Service Defines a proces Control Express Service Defines a process Service Defines Service Defines a process Service Defines Service Def		20.00		International
Service     Detrory date     Price <ul> <li>Decrease</li> <li>18 Aug 2014 600 PM</li> <li>Not evalable</li> <li>Consort Decreas</li> <li>Decrease</li> <li>18 Aug 2014 600 PM</li> <li>Not evalable</li> <li>Consort Decreas</li> <li>Decrease</li> <li>Procese</li> <l< td=""><td>Step 3a</td><td></td><td></td><td></td></l<></ul>	Step 3a			
Service       Delivery date       Price         © Excreas       10 Aug 2014 400 PM       Not evaluable       If         © Economy Express       20 Aug 2014 400 PM       Not evaluable       If         © Economy Express       20 Aug 2014 400 PM       Not evaluable       If         externated sprices       20 Aug 2014 400 PM       Not evaluable       If         externated sprices       20 Aug 2014 000 PM       Not evaluable       If         externated prices shown above are based spon the stigeneed deals provided by you. Please note that:       Price are externated (VA) and any contents addes.       Price are externated crass where/bits ender par.         # prices are externated value Add thm may with out information. See THT website       Hint :-       Kindly note that while TNT restricts and them may with ob information is dealed.         If is induced thank and condens as paid adds.       10 Aug and the for your shormert is dealed by your beside of the scale base of a play value.       Externate the for your shormert is they the base of the out the externation of the out scale of the scale base of a play value.       Externate a play value.         Kontrol team of your shormert is they the base of the out the externation of the out scale of the out the externation of the out scale of the out the externation of your shormert is they the base of the out the externation of the out scale of the out the externation of the out scale of the out the externation of the out scale of the out the out the out the externation of the out the out the out	Select the service options			Services, transit times & pri
Decress   18 Aug 2014 400 PM   Not available   Economy Express   20 Aug 2014   4 addresses   20 Aug 2014   20 Aug 2014 </td <td></td> <td>Price</td> <td>Delivery date</td> <td>Service</td>		Price	Delivery date	Service
Control Exercity Express 20 Aug 2014 6 00 PM Net available Additional apptients Exercity Express Express Exercity Express Express Exercity Express		Not available	18 Aug 2014 6:00 PM	Express
Additional agitions		Notavallable	20 Aug 2014 6:00 PM	C Economy Express
Enhanced Liability     Process     Pr				Additional aptions
shipment within the requeste	Kindly note that while TNT endeavors to pick up your	on authorities as having a high value.	House is suchauges, for more information see TNIT website threasen transportation circumstances. In delivery of all poods. rely to be fonger if your shipment is deemed by your location	I objements will be subject to the 8 the delivery date and time may vary NT's standard terms and condition he actual transit time for your shipm
	shipment within the requested			Notifications
Shipping notification () Beoking confirmation () timing, we are committed		onfirmation 🕖	Booking c	Shipping notification 🕖
Sender + Hall Gorden ling@mt.com E-Hall	timing, we are committed		E-Mail	Sender s-Mail gord
Receiver a fault main changest com	timing, we are committed		gtnt.com	Receiver e-Mail mart
shipment by the end	timing, we are committed to picking up your			Copy 1
Crew? of business day.	timing, we are committed to picking up your shipment by the end			
	timing, we are committed to picking up your shipment by the end of business day.			Copy 2
Commercial Invace	timing, we are committed to picking up your shipment by the end of business day.			Copy 2
	timing, we are committed to picking up your shipment by the end of business day.	_		Copy 2
A commercial involde is required torintis simpliment. (Venerate a commercial involce va my insi	timing, we are committed to picking up your shipment by the end of business day.		Presente a commercial facility of moTH	Copy 2
	timing, we are committed to picking up your shipment by the end of business day.		hpment" [Generate a commercial invoice via myTNT	Copy 2
	timing, we are committed to picking up your shipment by the end of business day.		hpment" [Generate a commercial invoice via myTNT	Copy 2 Commercial Invalce A commercial involce is required
Back Cancer streament Continue	timing, we are committed to picking up your shipment by the end of business day.	Cartos shored	topment" [Generate a commercial invoice via myTNIT	Copy 2 Commercial Invoice A commercial invoice is required Back

myTNT will confirm shipment request and list the documentation required.

Create shipm	hent			Unter details Selectmenices -> Confirm -+
TET	detailt	2	These are the pieces package:	of documentation required to ship your
Summary			1 Address labei(s)	Please all the address label firmly to the too of each of your packages making sure that the bar code is not obscured.
Sender:	TRIT Express Worlderde (HH)		1 Consignment nota(c)	Please attach a copy of the consignment note for the receiver to one of the sachapes in your shipment.
Sender account	102902			Hand the customs copy of the consignment note to our other.
Receiver:	ABC Correany Limited		1. Electronic and	Our mean will size one core of the manifest for our
Shoment date	TE AUD 2014			seep as your recept Please hand one copy of the manifest to our driver
Senice	Excreme			
Quotation indicator	w. Net antichia			
				Theoreman



### SHIPPING DOCUMENTS

### Enter details $\rightarrow$ Select service $\rightarrow$ Confirm $\rightarrow$ Print

myTNT will automatically generate the documents required to ship your package. You may print them after you confirm each shipment.



Printouts for Document:

Address Label	Consignment Note	Manifest

Printouts for Non-document:

