

KUNDESERVICE:
7010 1180



New myTNT

THE SHIPPING SOLUTION FROM TNT



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Welcome to the new myTNT

This Quick Guide highlights and explains the key changes and improvements in the new myTNT shipping tool.

The main focus was on a new layout and functional changes to ease your daily work.

For example in the new myTNT you can;

- Create shipment functions that have been redesigned to support better address and shipment details entry
- Obtain an overview of valid services, transit-times and your personalized rates are shown automatically.
- Shipping manager provides a greater view of your shipments
- A more informative tracking overview provides you e.g. a direct link to proof of delivery (POD) image

LANDINGPAGE

The new landing page has been redesigned to make navigation easier through clearer grouping of services. Either it is your daily work to send shipments or to manage the address book, check recent shipments or configuring personal settings, all services are now -available in the new landingpage.

THE 4 STEPS TO CREATE A SHIPMENT

Enter details → Select service → Confirm → Print

In the new myTNT the data entry flow is improved by introducing a new . Address and shipment details are logically grouped and all details can be keyed in the same view, which makes shipping easier and faster.

Create Shipment | Enter details → Select services → Confirm → Print

Address details

Sender details

Account/Company: 12346 – Mike's Export

Location: []

Address: []

Postcode / Town: []

Province: []

Contact person*: []

Phone number*: []

E-mail: []

VAT-number: []

[Add different collection address](#)

Receiver details

Short code: [] [Find address](#) or use [Address book](#)

Company name*: []

Location*: Please select

Address*: []

Postcode / Town*: []

Province: []

Contact person*: []

Phone number*: []

E-mail*: []

VAT-number: [] Save to address book

[Add different delivery address](#)

Shipment details

Document **Parcel or pallet**

Shipment value*: [] **Bitcoin**

Customs controlled: No **Dangerous goods**: No

Terms of payment*: **Sender pays**

Customer reference: []

Delivery instructions: []

Collection date: **November 27, 2012**

Description of goods: []

Package type	Quantity	Weight	Length	Width	Height	Volume	Total Weight	Options
Box	[]	[] kg	[] cm	[] cm	[] cm	0.000 m ³	0.000 kg	
Total	0					0.000 m ³	0.000 kg	Add new item

Cancel shipment [Continue](#)

Different collection or delivery address can be filled in directly here.

This area is structured so that logical fields are closer together.

If you have more than one package line you can add the line directly here.

THE 4 STEPS TO CREATE A SHIPMENT



All available services, transit-times and your personalized rates are now shown automatically in the select service page.

Create Shipment Enter details → **Select services** → Confirm → Print

Collections

Collection date	Time	Company	Address line 1	City	Postcode	Collection instructions	Regular collection
29 Sep 2012	12.00 - 18.00	Kaune, Südentorf Ombo	Zeughausstrasse 13	Cologne	50667	Please call the receptionist ...	<input checked="" type="checkbox"/>

Arrange additional collection Show further collections

Services, transit times & rates

Service	Delivery date	Latest booking time	Price
<input type="radio"/> 9.00 Express	30 Sep 2012	15.00	50.00 EUR
<input type="radio"/> 10.00 Express	30 Sep 2012	15.00	60.00 EUR
<input type="radio"/> 12.00 Express	30 Sep 2012	15.00	50.00 EUR
<input checked="" type="radio"/> Express	30 Sep 2012	15.00	40.00 EUR
<input type="radio"/> 12.00 Economy Express	30 Sep 2012	15.00	30.00 EUR
<input type="radio"/> Economy Express	30 Sep 2012	15.00	20.00 EUR

Additional options

Priority Enhanced liability
 Insurance Food and Drugs Administration

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.
- All shipments will be subject to the flexible fuel surcharges, for more information see TNT website 'onze dienstverlening | brandstoftoelag'.
- The delivery date and time may vary due to unforeseen transportation circumstances.
- 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 location authorities as having a high value.

Notifications

Shipping notification **Booking confirmation**

Sender e-Mail: mail@mail.com E-Mail: mail@mail.com

Receiver e-Mail:

Copy 1:

Copy 2:

Commercial Invoice

A commercial invoice is required for this shipment*

Returns consignment

Print returns consignment documentation

Back Cancel shipment Continue

Arrange your collection function clearly shows the last collection time and your previous instructions.

Available services, transit-times and your personalized rates are shown automatically

Service options will appear when a service is selected. An Information icon will provide further details of the service option as well as services

All notification services are now grouped logically into one place

THE 4 STEPS TO CREATE A SHIPMENT



The confirmation step has a new retro look, and the information displays the paperwork generated by each shipment.

Create Shipment
Enter details → Select services → **Confirm** → Print

Consignment summary details

Summary	
Sender:	QVEST Publishing
Sender account:	700321234
Receiver:	Kaune, Sudendorf GmbH
Shipment date:	06 Sep 2012
Sender ref.:	PO 998833
Value of goods:	250.00 EUR
Service:	10.00 Express
Quotation indication:	116.60 EUR

These are the pieces of documentation required to ship your package:

- 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.
- 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.
- 2 Commercial invoice(s)** Please put all copies of customs invoices in a plastic wallet and attach it to one of the packages in your shipment.
- 2 Returns address label(s)** Please pack the returns address label(s) into your consignment for the recipient to use.
- 2 Returns consignment note(s)** Please pack the returns consignment note(s) into your consignment for the recipient to use.

I accept the [terms and conditions](#)

Back
Cancel shipment
Continue

Make sure to accept the terms and conditions before you continue

THE 4 STEPS TO ARRANGE A SHIPMENT

Enter details → Select service → Confirm → **Print**

The Print page view has the same content as earlier.

1. In case you use a different collection address you may email shipping documents to collection point.
2. You can print now or later the shipping documents. NOTE: If you choose to print later, the collection request is sent to TNT driver to collect the goods.

Create Shipment
Enter details → Select services → Confirm → **Print**

Consignment summary details

sure and smart

A collection has been arranged for you ✓

Booking number:	AHG 88 0049
Consignment number:	700321234
Collection details:	QVEST publishing b.v. Amsterdam, NL 06 Sep 2012 250.00 EUR
Delivery details:	

If you need to cancel a collection, please call Customer Service.

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.
- 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.
- 2 Commercial invoice(s)** Please put all copies of customs invoices in a plastic wallet and attach it to one of the packages in your shipment.
- 2 Returns address label(s)** Please pack the returns address label(s) into your consignment for the recipient to use.
- 2 Returns consignment note(s)** Please pack the returns consignment note(s) into your consignment for the recipient to use.

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.

Print above information

E-mail documentation

Print later

Print now

OTHER FUNCTIONS

SHIPPING MANAGER

The new shipping manager provides you a better overview of your shipments with a clear status indication. You can see now up to 20 shipments at a glance.

Additionally you will find now the booking number in the table, which will ease your collection related enquiries with TNT Customer Service.

The screenshot shows the 'Manage shipments' interface. At the top, there are navigation links: HOME, CREATE SHIPMENT, CREATE IMPORT, MANAGE SHIPMENTS, TRACK SHIPMENTS, and MANAGE ADDRESSES. Below this is a 'My shipments' section with a filter menu (All, Not printed, Printed, Manifested, In transit, Delivered, Exception, Not delivered) and a date range selector (Within 90 days). The main table has the following columns: Date, Recipient, Destination, Your ref., Status, Cons. no., Booking ref., and Options. The table contains 20 rows of shipment data. At the bottom, there are controls for selecting all printed shipments, a dropdown menu, and buttons for Print, Delete, Track, and Summary marked.

Date	Recipient	Destination	Your ref.	Status	Cons. no.	Booking ref.	Options
2 May 2013	"OMRON ELECTRONICS IBERIA, SA SUJCU RSAL PORTUGAL"	LISBOA	customer reference	Printed	536469415		
30 Apr 2013	"WHIRLPOOL PORTUGAL ELECT. LDA."	LISBOA	customer reference	Documents not printed	536469218		
30 Apr 2013	"WHIRLPOOL PORTUGAL ELECT. LDA."	Shanghai	customer reference	Documents not printed	536469286		
30 Apr 2013	Müller KG	Troisdorf	customer reference	Printed and manifested	536468893		
30 Apr 2013	Schmitz	Berlin	customer reference	Printed and manifested	536468704	KBZ 018845	
30 Apr 2013	Mayer GmbH	MÜNCHEN	customer reference	Printed and manifested	536468715	KBZ 016046	
30 Apr 2013	Schmitz	Troisdorf	customer reference	Printed and manifested	536468726	KBZ 016847	
30 Apr 2013	Fantasia GmbH	Koeln	customer reference	Printed and manifested	536468741		
30 Apr 2013	Meier KG	Berlin	customer reference	Printed and manifested	536468903		
30 Apr 2013	Company Name MKT GmbH	Shanghai	customer reference	Printed and manifested	536468925		
30 Apr 2013	Company Routine GmbH	Troisdorf	customer reference	Printed and manifested	536468936		
30 Apr 2013	"WHIRLPOOL PORTUGAL ELECT. LDA."	LISBOA	customer reference	Printed and manifested	536468940		
30 Apr 2013	"WHIRLPOOL PORTUGAL ELECT. LDA."	LISBOA	customer reference	Printed and manifested	536469006	KBZ 016850	
30 Apr 2013	"WHIRLPOOL PORTUGAL ELECT. LDA."	LISBOA	customer reference	Printed and manifested	536469021		
30 Apr 2013	"OMRON ELECTRONICS IBERIA, SA SUJCU RSAL PORTUGAL"	LISBOA	customer reference	Printed and manifested	536469032	KBZ 018851	
30 Apr 2013	"WHIRLPOOL PORTUGAL ELECT. LDA."	LISBOA	customer reference	Printed and manifested	536469043		
30 Apr 2013	Ricola	Bern	customer reference	Printed	536489183		
30 Apr 2013	CONDUCTIL SALMADRID TELEFONIA S.L.	MADRID	customer reference	Printed	536489194		
30 Apr 2013	"WHIRLPOOL PORTUGAL ELECT. LDA."	LISBOA	customer reference	Printed	536489220		
30 Apr 2013	Ying Ing	Shanghai	customer reference	Printed	536489275		

The booking number is now included in the overview

Some functionality is now in each line instead of at the end of the screen.

The shipping manager now shows up to 20 shipments in one view.

OTHER FUNCTIONS

SHIPMENT TRACKING

The tracking function now provides a better overview by showing more shipment results. You can see up to 20 shipments with a status indication in the new tracking overview. In case of POD image (Proof of Delivery) is available you can access it directly from the overview.

The screenshot displays the TNT tracking interface. At the top, there are navigation tabs: HOME, CREATE SHIPMENT, CREATE IMPORT, MANAGE SHIPMENTS, TRACK SHIPMENT (highlighted), and MANAGE ADDRESSES. Below this is a search bar for tracking shipments.

The main area shows a list of 20 shipments with the following columns: Customer reference, Collection date, Destination, Status, Signature image, and Options. The status column uses icons: a green checkmark for 'Delivered', a red exclamation mark for 'Exception', and a red circle with a white 'I' for 'In transit'.

Below the list, there are navigation controls: a list of checkboxes for selection, a pagination bar showing '1 | 2 | 3 | 4 | 5 | 6 | ... | 25', and a 'View print of delivery' button.

An inset window shows the 'Track shipment' form with options to track by consignment number, customer reference, or TNT account number. It includes a text input field for consignment numbers and a 'Track' button.

Another inset window shows the 'Tracking details' for a specific shipment, including fields for Consignment no., Customer reference, Town, Collection date, Estimated delivery date, Delivery date & time, and Signatory. Below this are tabs for Tracking history, Address details, Package details, and Shipment details. The Shipment details tab is active, showing a table with columns: Date, Time, TNT location, and Destination. The table contains 12 rows of tracking history.

Two callout boxes provide additional information:

- Quick tab navigation provides you a better overview of shipment level details** (pointing to the Shipment details tab).
- The tracking overview is now extended to 20 shipments** (pointing to the list of 20 shipments).

OTHER FUNCTIONS

ADDRESS BOOK

You can now see more addresses at once and easily filter or sort your address view.

The screenshot shows the 'Manage addresses' interface. At the top, there are navigation links: HOME, CREATE SHIPMENT, CREATE IMPORT, MANAGE SHIPMENTS, TRACK SHIPMENTS, and MANAGE ADDRESSES. Below this is a search bar with 'Address type' set to 'All' and a 'Search' button. A table of addresses is displayed with columns: Short code, Company name, Address line 1, Town, Location, and Options. The 'Options' column contains icons for edit, delete, and refresh. At the bottom of the table, there is a pagination control showing '1 | 2 | 3 ... 11' and a 'Select addresses' button.

Short code	Company name	Address line 1	Town	Location	Options
<input type="checkbox"/> UATC27	Arjatex B.V.	Impact 62	Duiven	NL	
<input type="checkbox"/> UATC33	ATC-ACTIV.TUCIST.CEP.S.A DNCC	EDIFICIO ES VIAGENS	LISBOA	PT	
<input type="checkbox"/> UATR33	ATR-ACTIV.TURIST.REP.S.A DNCC	EDIFICIO ES VIAGENS	LISBOA	PT	
<input type="checkbox"/> UATD33	ATR-ACTIV.TURIST.REP.S.A DNCC	EDIFICIO ES VIAGENS	LISBOA	PT	
<input type="checkbox"/> UATC29	AVC-AVICA AFVALVEOMECKING B.V.	CIVIEWEG 20	DUIVEN	NL	
<input type="checkbox"/> UATR35	AVIO POLSKA PS. ZO.O	*GRAZYSKIEGO. 141*	BIELSKO BIALA	PL	
<input type="checkbox"/> UATD35	AVIO POLSKA PS. ZO.O	*GRAZYSKIEGO. 141*	BIELSKO BIALA	PL	
<input type="checkbox"/> UATC35	AVIO POLSKA PS. ZO.O	*OCAZYNSKIEGO. 141*	BIELSKO BIALA	PL	
<input type="checkbox"/> UATR19	Avr-Avira Afvalverwerking B.V.	Rivierweg 20	DUIVEN	NL	
<input type="checkbox"/> UATR29	AVR-AVIRA AFVALVERWERKING B.V.	RIVIERWEG 20	DUIVEN	NL	
<input type="checkbox"/> UATD19	Avr-Avira Afvalverwerking B.V.	Rivierweg 20	DUIVEN	NL	
<input type="checkbox"/> UATD29	AVR-AVIRA AFVALVERWERKING B.V.	RIVIERWEG 20	DUIVEN	NL	
<input type="checkbox"/> UATC19	Avr-Avira Afvalverwerking B.V.	Civierweg 20	DUIVEN	NL	
<input type="checkbox"/> UATC61	BOSCH AB COBECT	ISAFJORDSGATAN 15	KISTA	SE	
<input type="checkbox"/> UATR61	BOSCH AB ROBERT	ISAFJORDSGATAN 15	KISTA	SE	
<input type="checkbox"/> UATD61	BOSCH AB ROBERT	ISAFJORDSGATAN 15	KISTA	SE	
<input type="checkbox"/> UATR2	Burchard & Hilger Textilreinigung	Koblener Str. 184-186	Koblenz	DE	
<input type="checkbox"/> UATD2	Burchard & Hilger Textilreinigung	Koblener Str. 184-186	Koblenz	DE	
<input type="checkbox"/> UATC2	Burchard & Hilger Textilreinigung	Koblener Str. 184-186	Koblenz	DE	
<input type="checkbox"/> UATC99	comp SPH	1 adress	koblenz	DE	

Sort your addresses by any column.

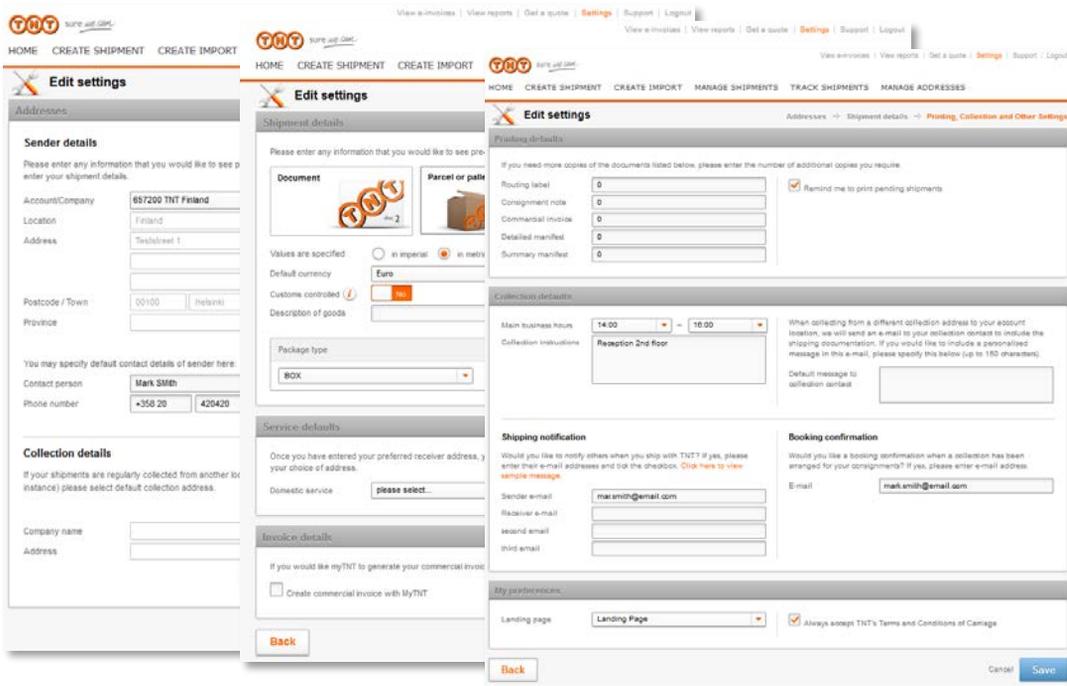
Address management related functionality is now in the end of each line instead of at the end of the screen.

Now, up to 20 addresses shown in a view.

OTHER FUNCTIONS

SETTINGS

By using the setting function you can ease and speed up your work with myTNT. Also the settings function is now redesigned in line with the new myTNT.



SUPPORT

The support function will be updated with the latest news and quick guides of myTNT. We are looking forward to keep you up to date from the new myTNT.

