# 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**  $\rightarrow$  Select service  $\rightarrow$  Confirm  $\rightarrow$  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.





## THE 4 STEPS TO CREATE A SHIPMENT

Enter details **>** Select service

→ Confirm

Print

→

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

🚍 Create Ship	pment			Er	nter details $\Rightarrow$ Select :	services 🤿 Confirm	$\rightarrow$ Print	-	Arrange your collection	
Collections									function clearly shows	
Collection date Time	Company	Address line 1	City	Postcode	Collection instruction	ns Regular c	lecton		the last collection time	
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(+) Arrange additional coll	lection					Show further collect	ions 💌		instructions.	
Services, transit time	s & rates									
Service	0	elivery date		Latest book	king time 🧃	Price			Available services	
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Additional options										
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Commercial Invoice	equired for this shipment*	l use my own commercial in	woice	•					are now grouped logically into one place	
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## THE 4 STEPS TO CREATE A SHIPMENT

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

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

	. Carl	0	These are the pieces of d ship your package:	ocumentation required to	
Summary		0000	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.	
Sender: Sender account: Receiver:	QVEST Publishing 700321234 Kaune, Sudendorf GmbH	0000	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.	
Shipment date: Sender ref.: Value of goods:	06 Sep 2012 PO 998833 250.00 EUR	000	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	
Service: Quotation indicatio	10:00 Express n: 116:60 EUR	0000	2 Commercial invoice(s)	our driver. Please put all copies of customs invoices in a plastic wallet and attach it to one of the packages in your shimment	
			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.	Make sure to accept th
				I accept the terms and conditions 🗹	before you continue



## THE 4 STEPS TO ARRANGE A SHIPMENT

Enter details  $\rightarrow$  Select service  $\rightarrow$  Confirm  $\rightarrow$  **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.

	an	0	The following documenta	tion is ready for printing:		
		- 0	1 Address label(s)	Please affix the address label firmly to the top of ear of your packages making sure that the bar code is		
A collection	has been			not obscured.		
arranged for	you 🔻		1 Manifost(s)	Our driver will clean one cany of the menifect for you		
Booking number:	AHG 88 0049	- 0	r mannesity	keep as your receipt. Please hand one copy of the manifest to our driver.		
Consignent number	700321234	0				
Collection details:	QVEST publishing b.v.	•	1 Consignment note(s)	Please attach a copy of the consignment note for the		
	Amsterdam, NL	0		Hand the customs copy of the consignment note to		
	06 Sep 2012	0		our driver.		
	250.00 EUR					
Delivery details:			2 Commercial Invoice(s)	Please put all copies of customs involces in a plast wallet and attach it to one of the packages in your		
		0		shipment.		
If you need to cance Customer Service.	l a collection, please call	000	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 new arrives.	cessary documentation is printed before our driver		
			You may print these documents later from the Shipping Manager.	immediately by selecting the 'Print Now' option or prir		



#### 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.

All           Date           2 Mail           2 Mail	Hot print           ate ~         Re           May         *C           D13         *C           D14         *C           D15         *C           D15         *C           D15         *C           D15         *C           D15         *C           D15         *C           D16         *C	Intel Printed Minifested  Recipient  Recipient Recipient  Recipient  Recipient  Recipient  Recipient  Recipien	In transit Destination LISBOA LISBOA LISBOA Shanghei Protocolor Perlin MUENCHEN Trotocolor Trotocolor	Delivered Your ref. Customer refere nice Customer refere nice Customer refere nice Customer refere nice Customer refere nice Customer refere nice Customer refere nice	Deception Not de     Status     Prided     Documents not     printed     Documents not     printed     Documents not     printed     Printed and     manifested     Printed and     manifested     Printed and     manifested     Printed and     manifested	bluered Wat Come. no. 538469415 538469216 538469216 538469286 538469286 538469204 538469715 538469726	hin 90 days Booking ref. HB2 818945 HB2 818945 HB2 818945	options ∧ ■ ℃ ×
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#### 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.

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#### **ADRESS BOOK**

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#### **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.

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#### **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.

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Supporting documentation	
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