



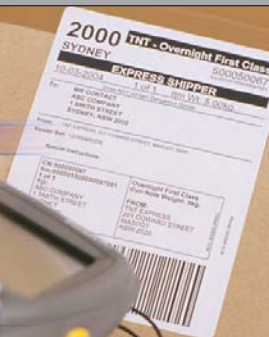
EXPRESS SHIPPER

USERGUIDE

Create Consignment

EXPRESS Overnight First Class 26/Oct/2006 531274050

Sender 12435678 TNT EXPRESS 201 CONARD STREET MASCOT NSW 2020 MAXWELL JONES 02 99999999	Receiver ABC ABC COMPANY 1 SMITH ST SYDNEY NSW 2000 MR CONTACT 02 99999999	EXP ID 531274050															
Special Instructions		Dangerous <input type="radio"/> Yes <input checked="" type="radio"/> No															
<table border="1"><thead><tr><th>Senders Ref.</th><th>Description</th><th>Item</th><th>Weight</th><th>Cubic (m)</th></tr></thead><tbody><tr><td>12345ABCDE</td><td>CARTON</td><td>1</td><td>5</td><td>0.0270</td></tr><tr><td colspan="2">Totals:</td><td>1</td><td>5</td><td>0.027</td></tr></tbody></table>		Senders Ref.	Description	Item	Weight	Cubic (m)	12345ABCDE	CARTON	1	5	0.0270	Totals:		1	5	0.027	Class (None) Value \$ 0.00 Charge to Sender
Senders Ref.	Description	Item	Weight	Cubic (m)													
12345ABCDE	CARTON	1	5	0.0270													
Totals:		1	5	0.027													
Close Save Incomplete Save		Cubic Calculator															



DOMESTIC

EXPRESS SHIPPER

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Welcome to Express Shipper, TNT's innovative software package, developed to make your distribution process quicker and easier by eliminating the tedious task of hand writing consignment notes and labels.

Please fill in the registration form below to begin using Express Shipper.

Sender Information

Company Name:

Address:

Suburb:

State: Postcode:

Contact:

Phone:

Account:

Select Defaults (Optional)

Please select the Service to be set as the default when creating a consignment note:

Please select the Package Description to be set as the default when creating a consignment note:

Please type in the Sender's Reference to be displayed as Mandatory

PCKey: **BEEFH**

Consignment Note Range Code:

Cancel Save

1-3

How to register for Express Shipper:

- 1 Enter your details into the 'Express Shipper Registration Screen'
- 2 Call the TNT CIT Helpdesk on **1300 851 131** and one of our CIT Helpdesk team will ask you to provide your PC key.
- 3 Our Helpdesk team member will then provide you with your consignment note range code; which must be entered into the registration screen.



CREATING CONSIGNMENTS

Quick reference guide to creating an electronic consignment

At this point, you should already have a designated consignment number range which was supplied to you by a TNT representative on the CIT helpdesk.

The following steps demonstrate how easy it is to create an Express Shipper label and manifest.

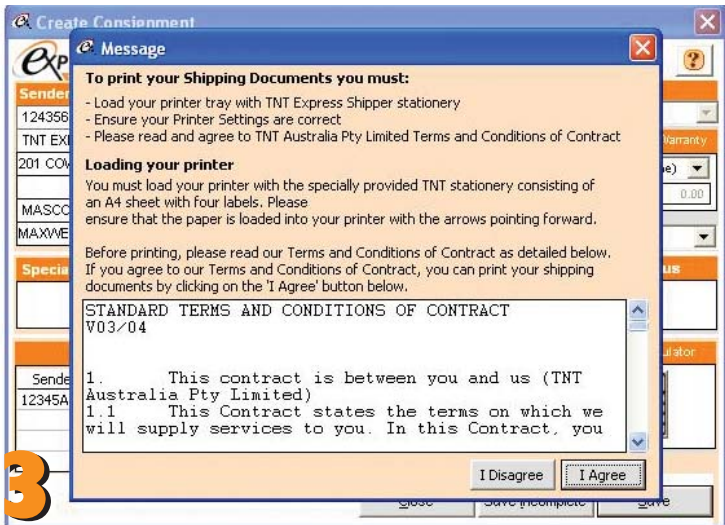
If you don't have a consignment number range please call 1 300 851 131 and a CIT Helpdesk representative will assist you.

If you wish to use e-Prepays, have your EPP ID ready.



EXPRESS SHIPPER






- 3** Before printing you will be asked to read and agree to TNT's Terms and Conditions of Contract. You can only proceed once you have read and agreed to these Terms.

These are the Terms and Conditions under which TNT carries your consignment.

TNT Express Shipper

File Consignment Maintenance Help

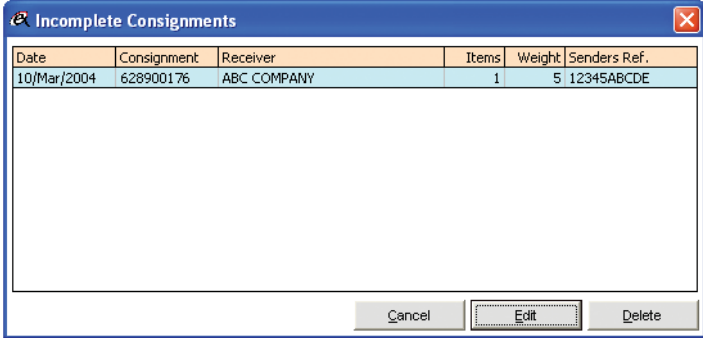
Create Edit View Print Manifest Held Consignments Incomplete Consignments



Incomplete Consignments

4

- 4 To retrieve the consignment click on the “incomplete consignments” button on the toolbar, which will be highlighted in red.

A screenshot of a software window titled "Incomplete Consignments". The window has a blue title bar with a close button (X) in the top right corner. Below the title bar is a table with six columns: Date, Consignment, Receiver, Items, Weight, and Senders Ref. The table contains one row of data. Below the table is a large empty rectangular area. At the bottom of the window are three buttons: "Cancel", "Edit", and "Delete". The "Edit" button is highlighted with a dashed border.

Date	Consignment	Receiver	Items	Weight	Senders Ref.
10/Mar/2004	628900176	ABC COMPANY	1	5	12345ABCDE

5


- 5** A screen will appear, listing the consignment that has been saved as incomplete.
- Highlight the consignment that you wish to complete. At this point you have the option to edit or delete the consignment.
 - An incomplete consignment **MUST** be "edited" and then "updated" (even if no changes are made) so that the system recognises the consignment is complete and ready for printing.

Edit Consignment

EXPRESS Overnight First Class 27/Oct/2006 531274061 Income plate

Sender		Receiver		EPP ID
12435676		ABC		
TNT EXPRESS		ABC COMPANY		Extended Warranty
201 COWARD STREET		1 SMITH ST		Class (none)
MASCOT				Value \$ 0.00
MAXWELL JONES				Charge to Sender

Express Shipper

 Consignment, 531274061, has been updated.

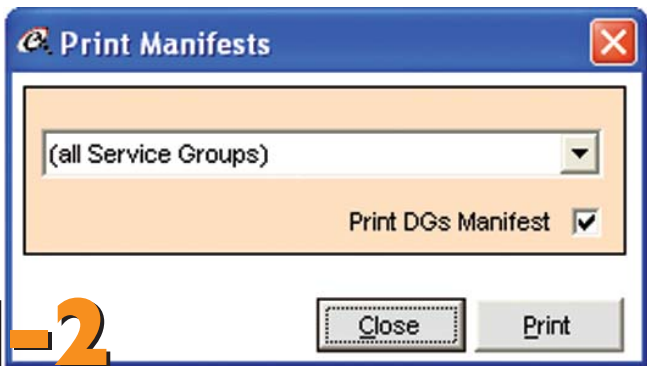
Senders Ref.	Description	Item	Weight	Cubic (m)
12345ABCDE	CARTON	1	5	0.027
Totals:		1	5	0.027

Dangerous Yes No

Cubic Calculator

5a

- 5a** Once the consignment is updated you will be prompted to agree to the Terms and Conditions. When you have read and agreed to the Terms and Conditions, click 'agree' and you will proceed through the printing steps.



1-2

- 1 Print Manifests – sender and driver manifest
 - i To print your manifests click on the “print manifest” button on the toolbar.
 - ii All shipments must be accompanied by a driver manifest.
 - a The manifests can be printed by service group to accommodate customers who have a priority and express driver or all service groups together.
 - iii The sender manifest is to be kept by you and act as the shipment history and proof of collection.
- 2 Once all freight is labelled and the manifests are printed, call **13 11 50** to book the pick-up.

EPP ID Maintenance

Account Number: 12435676

EPP ID:

Default: Yes No

New Edit Delete Close Save

1-5

Using e-Prepays (EPPs)

Set up your EPP ID via the menu option Maintenance > Electronic Prepaid (EPP)

- 1 Select the required account number from the Account Number drop down box.
- 2 Click on the 'New' button.
- 3 Enter the EPP ID in the 'EPP ID', field.
- 4 Click on 'Yes' next to 'Default' if you want this EPP ID to be the default ID for this account number.
- 5 Click on the 'Save' button.

Create Consignment



e-Prepaid 3kg

27/Oct/2006

531274072

Sender

12435676

TNT EXPRESS

201 COWARD STREET

MASCOT NSW 2020

MAXWELL JONES 02 99999999

Receiver

123

123 COMPANY

1 SMITH STREET

SYDNEY NSW 2000

MR CONTACT 02 99999999

EPP ID

J88P8858

Extended Warranty

Class (none)

Value \$ 0.00

Charge to

Sender

Special Instructions

Special Instructions

Dangerous

Yes

No

Senders Ref.	Description	Item	Weight	Cubic (m)
	SACHEL	1	3	-
Totals:		1	3	0

Cubic Calculator

1-12

Close Save Incomplete Save

How to create an e-Prepaid consignment:

- 1** Select a service, "e-Prepaid 3kg" or "e-Prepaid 5kg".
- 2** Select an EPP ID. The default EPP ID will appear if set [see menu option Maintenance > Electronic Prepaid (EPP)].
- 3** Extended Warranty is not available with EPP services.
- 4** 'Charge to Sender' is default
- 5** 'No' Dangerous Goods is default
- 6** The default Description is 'satchel' although other descriptions can be selected
- 7** Item default is 'I' and cannot be changed
- 8** The weight will default to 3 or 5, depending on whether you have chosen e-Prepaid 3kg or e-Prepaid 5kg
- 9** Select or create a Receiver
- 10** Input Special Instructions (if required)
- 11** Enter your Senders Reference (if required)
- 12** Save & print your consignment

HELD

CONSIGNMENTS

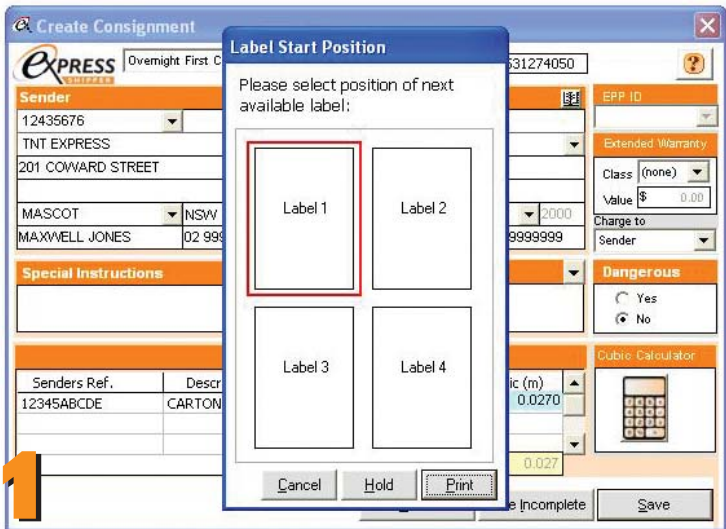
The Held Consignment feature provides customers with the ability to batch print their consignments instead of printing individually.

The following steps demonstrate how easy it is to hold consignments for batch printing.



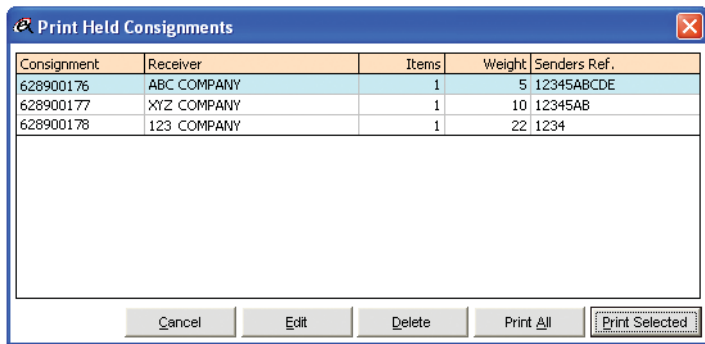
EXPRESS SHIPPER





How to hold a consignment for batch printing:

- i Once you have read and agreed to the Terms and Conditions of Contract, the "label start position" window will be displayed.
- ii The options listed at the bottom of the window are cancel, hold and print. Click "hold" and your consignment will be held for batch printing.



2

- 2 iii To print your held consignments click on the “held consignment” button on the toolbar which will be highlighted in red.
 - a A screen will appear listing all your held consignments. At this point you have the option to cancel, edit, delete, print all and print selected. Remember once the consignment has been printed it cannot be edited.
 - b Click on the “print all” button and the consignments listed will be printed.

EXPRESS SHIPPER

For technical assistance,
please call TNT's CIT helpdesk
on **1300 851 131**.

For general enquires and
bookings call **13 11 50**.



www.tnt.com.au

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