



TNT Customer Service Hotline  
Metro Manila 551-5632  
Outside Metro Manila (Toll free) 1-800-10-551-5632

Your guide to  
**eInvoicing**



eInvoicing or electronic invoicing is the digital presentation of the hard copy invoice. The primary eInvoice is viewed in Acrobat Reader PDF format and a copy may be viewed in a secure web-based system. This eInvoicing system displays a view of invoices –past and current– anytime anywhere, offering you time- and cost- savings, environmental and security benefits

TNT's eInvoicing is certified to be true with the presence of an Advanced Digital Signature (ADS). Advanced Digital Signature guarantees the authenticity and integrity of the electronic invoice. It proves that the invoice has not been altered nor tampered with after the invoice was created.



## Benefits of the eInvoicing system

- User-friendly – the navigation panels, drop-down menus, and links are simple and easy to understand.
- Faster than paper invoice – the eInvoice for the week is sent to the designated recipient and appears on the website promptly. No need to wait for the mail.
- Less paperwork – As the eInvoice with ADS goes straight to the primary recipient, the web service reduces paper handling cost and the time it takes to process account payables.
- Green - the eInvoice is downloadable in soft copy (PDF, XML or CSV format) and may be saved to your computer's hard drive, helping minimize your impact on the environment by reducing paperwastage.
- Data may be uploaded onto your accounting system – The flexibility of format allows you to easily download and consolidate into your accounting system
- Flexible – you may choose what specific data you want to view in the eInvoice.
- Secure website – the system is password protected and usage is monitored by our Billing team.
- Free of charge.

### Access to eInvoicing

TNT sends the primary copy of the electronic invoice with ADS to the nominated or authorized recipient from your company. A copy of the invoice without ADS is also accessible on the web portal for a period of 26 weeks.

You may register one colleague who gets the primary copy of the eInvoice with ADS and another colleague who receives an email notification stating the availability of the eInvoice in the system.

For those you want to give access to the eInvoicing system, you may register a maximum of three (3) from your company.

## Functions and Features

- 1 Invoices** – You may opt to view New or All invoices (old invoices for the past 26 weeks).
  - If you want to view or download more than one invoice, the tick boxes on the left of the account numbers allow you to do so
- 2 Invoice data** –
  - You may retrieve a specific invoice(s) by giving the account number, invoice number, or invoice date.
  - The amount and due date of the invoice is shown.
  - The soft copy version with “copy” watermark may be viewable and downloadable in Acrobat Reader (pdf) and the billing data in Microsoft Excel format.
  - You may also filter invoices from the list of invoices lined up on the screen.
- 3 Preferences** – You can change your password or add another colleague to access the website. (Note that he/she will not receive the primary copy of the eInvoice with ADS sent via email.)
- 4 Help** – Provides you with a detailed User Guide of the eInvoicing website as well as a link to get a copy of Acrobat Reader

**For more information about the eInvoicing system, please contact our Customer Service at (02) 551-5632 or toll-free 1-800-10-551 5632**

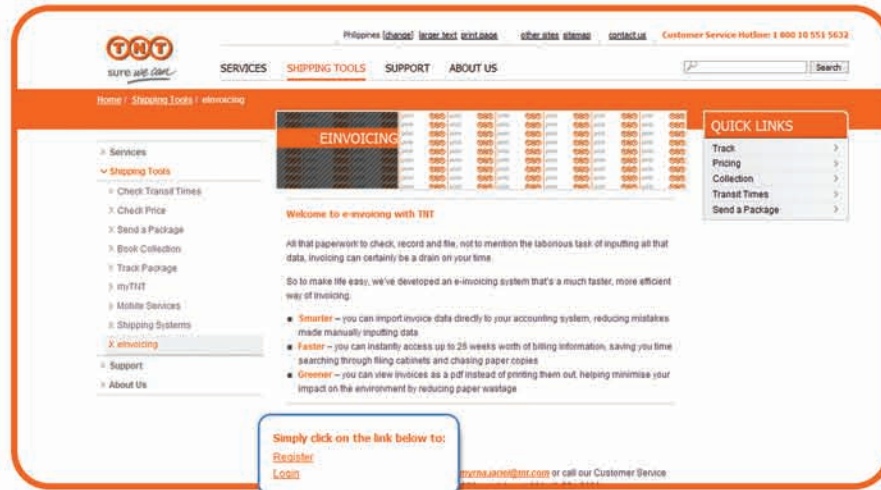
# Using the elnvoicing system



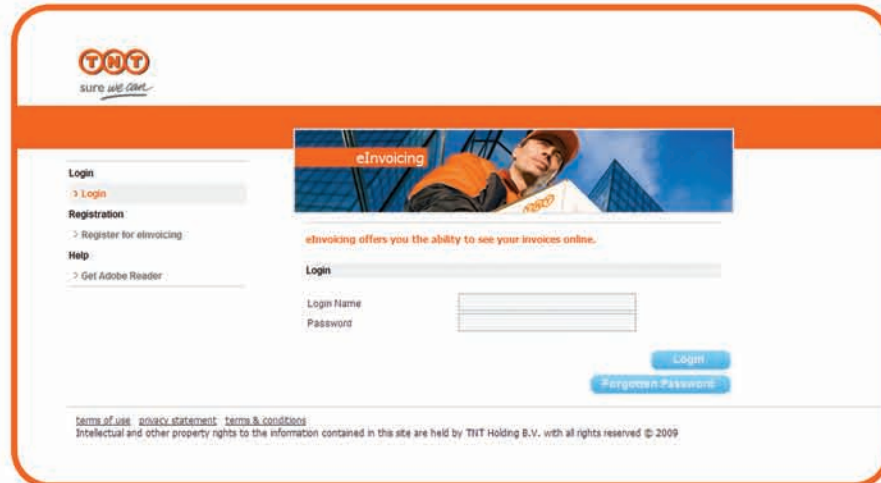
With a username and password, you can now access the elnvoicing system.

1. Access the TNT Philippines website ([www.tnt.com](http://www.tnt.com))

2. Go to Shipping Tools → elnvoicing section, and click Log-in



3. Enter your Log-in (email address) and password, then click the Log-in button



This will bring you to the homepage of the elnvoicing system (image in the page across).

## Frequently Asked Questions (FAQs)

Can the "data files" be sent to the customer's email address?

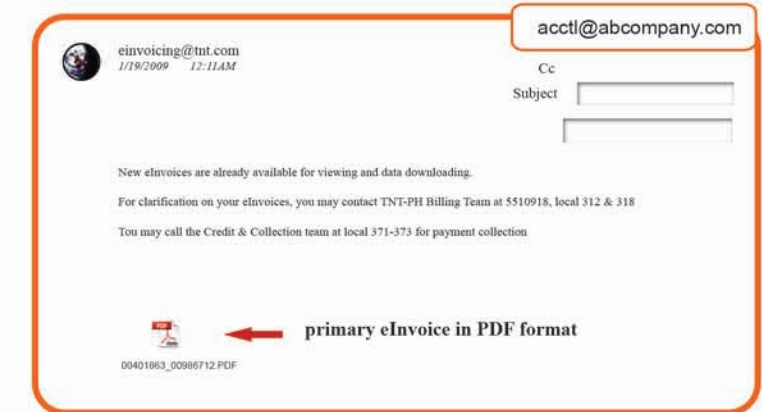
Due to security reasons this is not an option. Only the invoice in PDF format is sent to the customer. But the customer can download the billing data from the elnvoicing website.

Passing of primary invoice to another person

The system will only send the invoice to the email address nominated by the customer. Once the customer wishes to pass it on to another person, he/she is free to do so – in a similar way that he/she can hand over a hard copy print to a third party

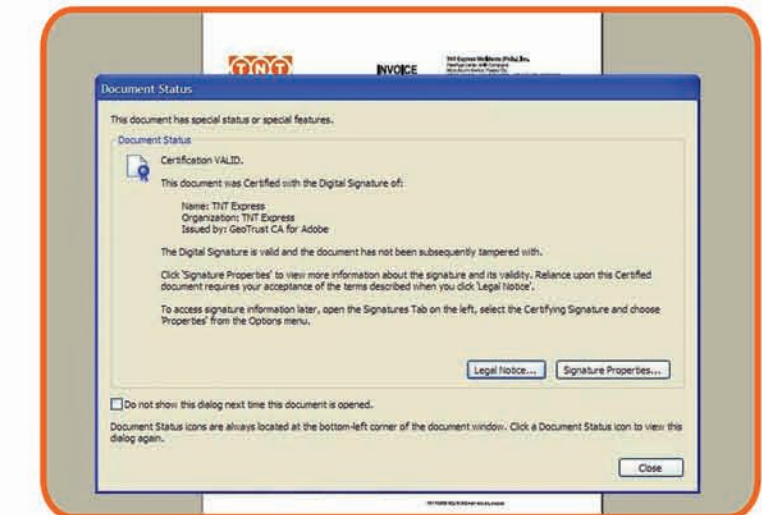
## Sample Invoice

The authorized representative receives an email notification with the elnvoice attached at the bottom. Double-click to open the file.



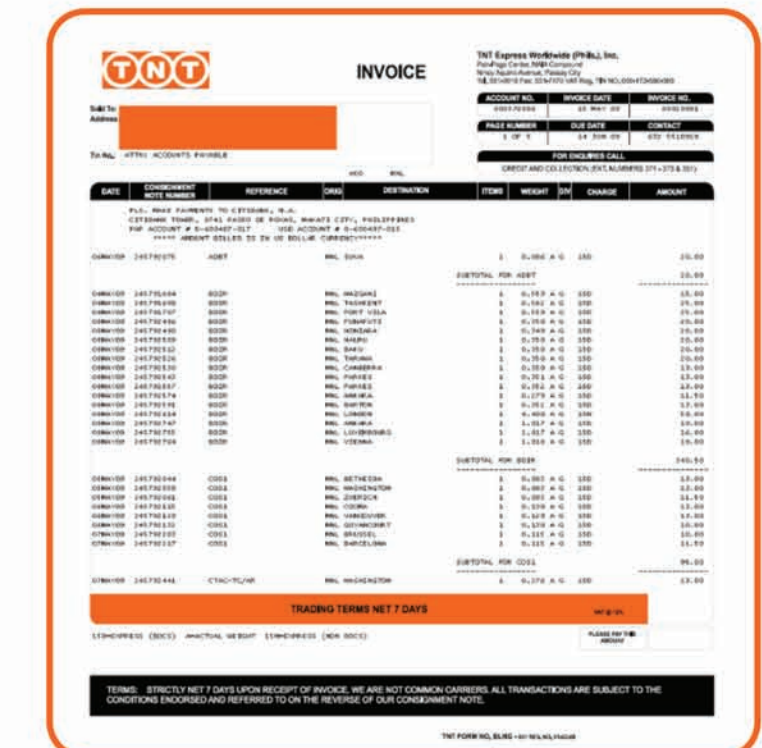
When the elnvoice (in PDF) is launched, a certification appears. This presents the name of TNT Express and validates the authenticity of the elnvoice.

If you click on Signature Properties, you will find more details about the certification.



Once you close the certificate, you will next see the elnvoice. This is the primary copy of elnvoice.

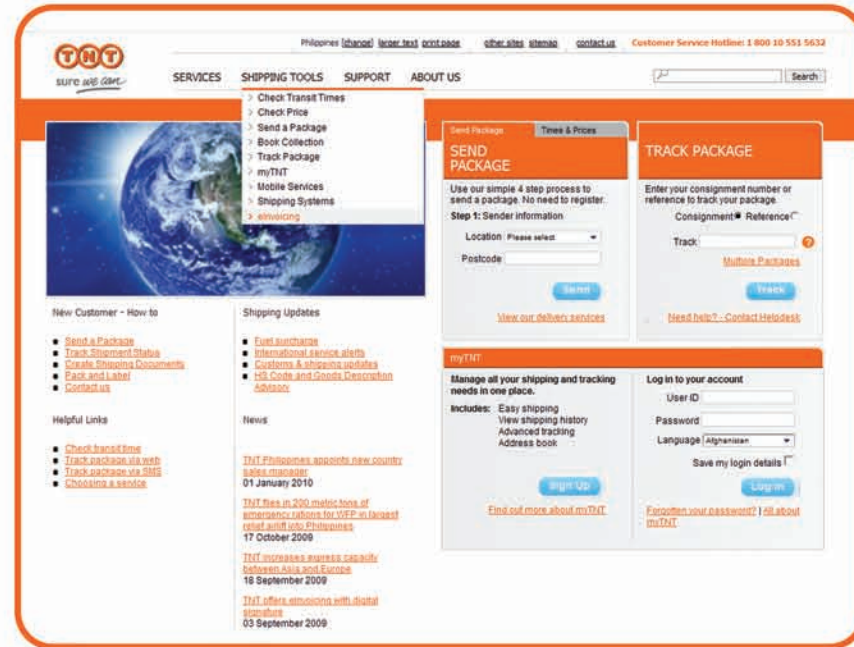
To view a copy or to generate a downloadable file, log-in to the elnvoicing system via the TNT Philippines' website – found under the Shipping Tools section – ([http://www.tnt.com/express/tl\\_ph/site/home/shipping\\_tools/elnvoicing.html](http://www.tnt.com/express/tl_ph/site/home/shipping_tools/elnvoicing.html))



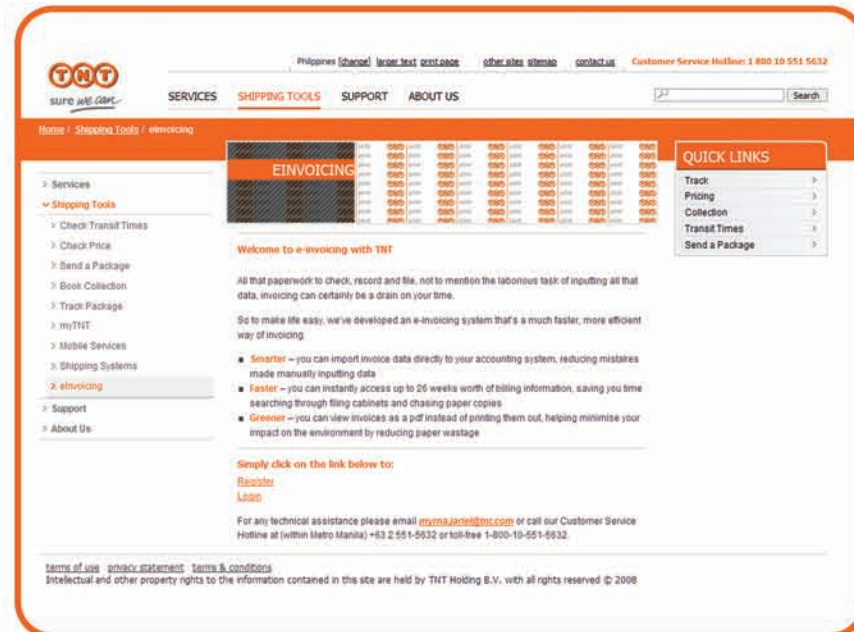
# eInvoicing system: Steps to register

Get ready to register the authorized representatives who will access the eInvoicing system

1. Go to the TNT Philippine website ([http://www.tnt.com/express/tl\\_ph/site/home.html](http://www.tnt.com/express/tl_ph/site/home.html)) and click eInvoicing from the Shipping Tools drop-down menu



2. Go to the TNT Philippine website ([http://www.tnt.com/express/tl\\_ph/site/home.html](http://www.tnt.com/express/tl_ph/site/home.html)) and click eInvoicing from the Shipping Tools drop-down menu



3. Complete the form and click the Register button.

## Important Points to remember:

### Country

Please enter PH

### Account number

Please specify the account number assigned to your company. If there is more than one, you will have to register it separately

### Login Username (email address)

This is your log-in ID in email format

### Invoice Delivery Email Address

This is the email address of the person authorized to receive the primary invoice with ADS in PDF format (it could be you or someone else)

### Notification Email Address

This is the email address of the other person authorized to receive email notification stating the availability of the invoice in the eInvoicing system

4. Upon registration, wait for the email from the TNT Billing team, confirming the success and giving you the username and password

\* Note that only one person is authorized to receive the primary invoice with ADS via email; the rest may view the invoices in the eInvoicing system. To request a third person to have access to the eInvoicing system, please advise the TNT account handler and the Billing Team in writing.

## The Invoice copy and the system are best viewed with the following:

- Adobe Reader Acrobat v.8 or 9
- Internet Explorer v.6

## Frequently Asked Questions (FAQs)

In case a customer deletes his/her email notification which contains the primary invoice, can TNT provide another invoice with ADS to the customer?

The Invoice with ADS is issued to the customer (authorized representative) only once. But a PDF with watermark "copy" is available at the eInvoicing system for downloading or printing.

How long is the copy of the electronic invoice accessible on the eInvoicing system?

Copy of electronic invoices will be available on the web portal for a period of 26 weeks.