



Generating Shipping Labels to/from Ireland

August 2020



As part of the FedEx and TNT integration and the continuous alignment of our systems, we are updating our town listing and postcodes for generating collections/shipping labels to/from Ireland. **This is effective August 24, 2020.**

From this date, no postcodes are required for shipping to and within Ireland.

If your systems require a mandatory postcode, you are shipping internationally from Ireland or use address book features or other address sources for shipping with us, we kindly ask you to update the respective address information immediately to prevent issues with the generation of shipping labels and transit times.



Please note: Postcodes are not mandatory to ship to and within Ireland, but if you use existing TNT specific postcodes, then these require updating.

How to update the postal codes:



A

Senders based in Ireland shipping internationally

1. Open **Express Manager**.
2. Go to **'Consignment Management'** on the left and select **'Consignment Entry'**.

The screenshot shows the 'Management Console - Consignment Entry' window. The left-hand menu has 'Consignment Management' selected, and 'Consignment Entry' is highlighted with an orange box. The main form area is divided into several sections:

- Sender Details:** Shortcode: TNT, Address Book (Alt+S), TNT Account No.: 000054174, Edit address, Company: TNT, Contact: , Address: UNIT 1, DUBLIN 24, IE, Collect From (Alt+C): .
- Receiver Details:** Shortcode: , Address Book (Alt+R), TNT Account No.: , Add address, Company: , Contact: , Address: , Deliver To (Alt+D): .
- Consignment Details:** Service Code: Domestic-15, Collection Date: 04/06/2020, Customer Reference: , ☐ Dangerous Goods, Special Instructions: , Terms of Payment: Sender Pays ☐ Customs Controlled.
- Package Details:** Description: Carton, Qty: 1, Weight: 5.000, Tot. Weight: 5.000.
- Consignment Totals:** 1, 5.000 kgs.

At the bottom, there are buttons for 'Save and Print (Ctrl+P)', 'Save and Close (Ctrl+S)', and 'Cancel (F12)'. A note at the bottom left says 'Press F1 on any field to invoke context help'.



A Senders based in Ireland shipping internationally (Continued)

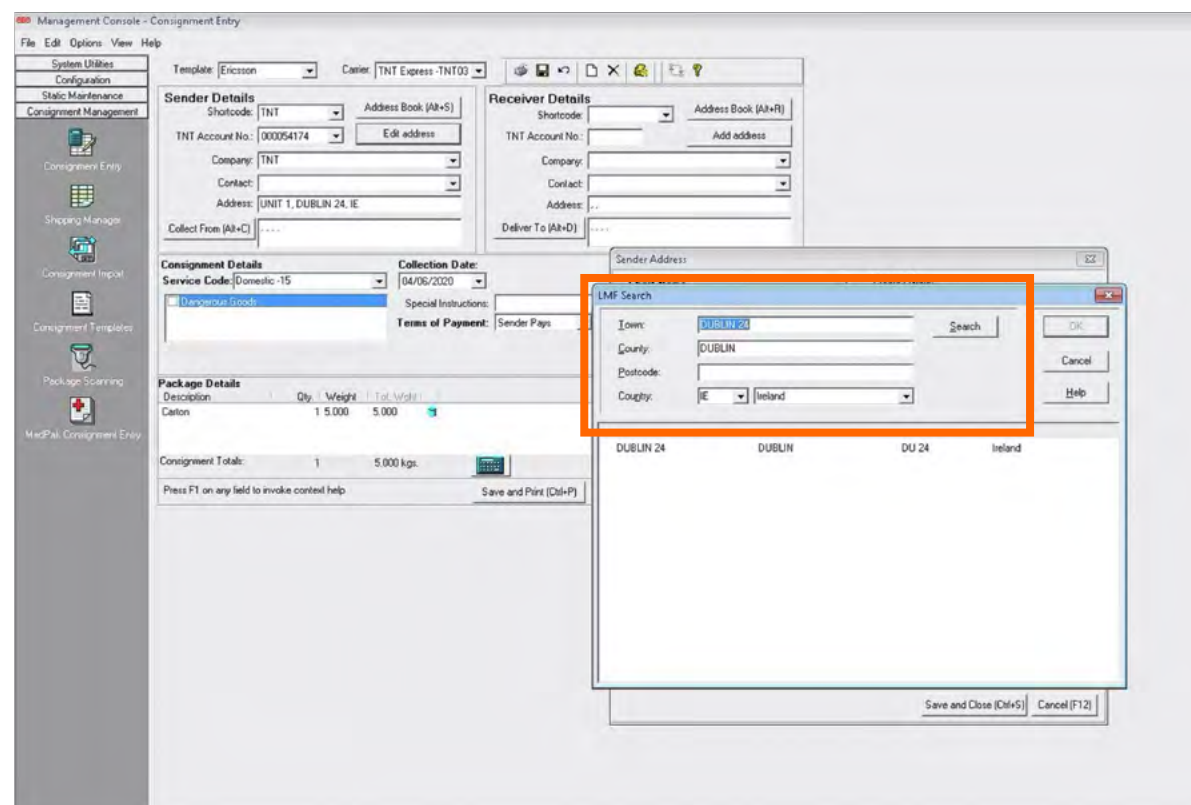
3. Select your address under '**Sender Details**' and then click '**Edit address**'.

4. This brings up the address details. Backspace out what is entered in ZIP/Postcode field and then click '**Town Search (F7)**'.

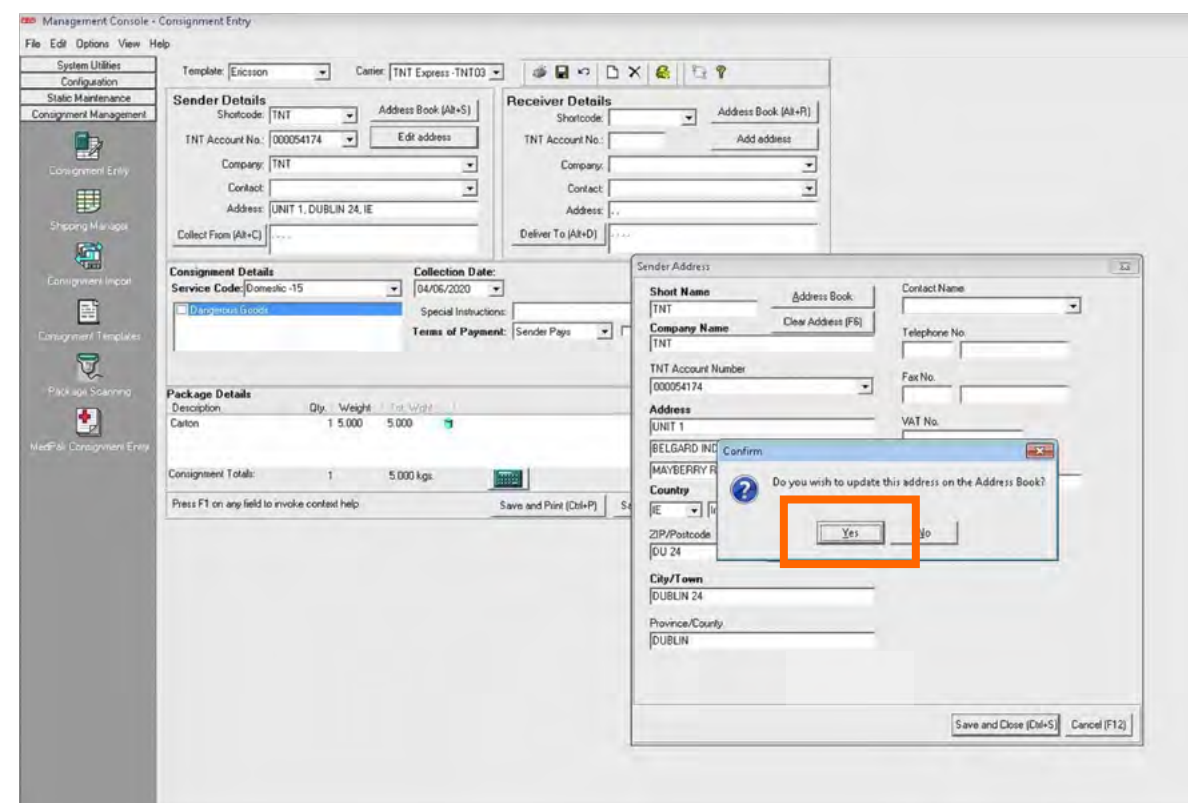


A Senders based in Ireland shipping internationally (Continued)

- This brings up a search box and you will be able to see the town, county and the new postcode in a format of alphabet letters (**A**) and numbers (**N**): **AANNNNN**. Select this and click **OK**.



- Click **'Yes'** to update it in your Address Book.



- Thank you, **all done!**

B

Sender based in Ireland
shipping domestically

and

C

Senders based outside of
Ireland shipping to Ireland

1. Open **Express Manager**.
2. Go to **'Consignment Management'** on the left and select **'Consignment Entry'**.

The screenshot shows the 'Management Console - Consignment Entry' window. The left sidebar has a tree view with 'Consignment Management' selected, and 'Consignment Entry' is highlighted with an orange box. The main window is divided into several sections:

- Sender Details:** Template: Ericsson, Carrier: TNT Express -TNT03, Shortcode: TNT, Address Book (Alt+S), TNT Account No.: 000054174, Edit address, Company: TNT, Contact: , Address: UNIT 1, DUBLIN 24, IE, Collect From (Alt+C): .
- Receiver Details:** Shortcode: , Address Book (Alt+R), TNT Account No.: , Add address, Company: , Contact: , Address: ., Deliver To (Alt+D): .
- Consignment Details:** Service Code: Domestic -15, Collection Date: 04/06/2020, Customer Reference: , Dangerous Goods: ☐, Special Instructions: , Terms of Payment: Sender Pays ☐ Customs Controlled.
- Package Details:** Description: Carton, Qty: 1, Weight: 5.000, Tot. Weight: 5.000.

At the bottom, it shows 'Consignment Totals: 1 5.000 kgs.' and buttons for 'Save and Print (Ctrl+P)', 'Save and Close (Ctrl+S)', and 'Cancel (F12)'.

B Sender based in Ireland shipping domestically and **C** Senders based outside of Ireland shipping to Ireland (Continued)

3. Go to the **'Receiver Details'** and select an Irish address from the Address Book.

4. When populated, you will see the option to **'Edit Address'**. Select this.

Management Console - Consignment Entry

File Edit Options View Help

Template: Ericsson Carrier: TNT Express -TNT03

Sender Details

Shortcode: TNT Address Book (Alt+S)

TNT Account No.: 000054174 Edit address

Company: TNT

Contact:

Address: UNIT 1, DUBLIN 24, IE

Collect From (Alt+C):

Receiver Details

Shortcode:

Address Book (Alt+R)

Company:

Contact:

Address:

Deliver To (Alt+D):

Consignment Details

Service Code: Domestic -15

Collection Date: 04/06/2020

Customer Reference:

☐ Dangerous Goods

Special Instructions:

Terms of Payment: Sender Pays ☐ Customs Controlled

Package Details

Description	Qty.	Weight	Tot. Wght.
Carton	1	5.000	5.000

Consignment Totals: 1 5.000 kgs.

Press F1 on any field to invoke context help

Save and Print (Ctrl+P) Save and Close (Ctrl+S) Cancel (F12)

Management Console - Consignment Entry

File Edit Options View Help

Template: Ericsson Carrier: TNT Express -TNT03

Sender Details

Shortcode: Ericsson Address Book (Alt+S)

TNT Account No.: 000059358 Edit address

Company: Ericsson

Contact:

Address: TNT Express Ireland Ltd, TALLAGHT, IE

Collect From (Alt+C):

Receiver Details

Shortcode: 21 The Strand Address Book (Alt+R)

Company:

Contact:

Address: 21 The Strand, TALLAGHT, IE

Deliver To (Alt+D):

Consignment Details

Service Code: Domestic -15

Collection Date: 27/07/2020

Customer Reference:

☐ Dangerous Goods

Special Instructions:

Terms of Payment: Sender Pays ☐ Customs Controlled

Package Details

Description	Qty.	Weight	Tot. Wght.
Carton	1	5.000	5.000

Consignment Totals: 1 5.000 kgs.

Press F1 on any field to invoke context help

Save and Print (Ctrl+P) Save and Close (Ctrl+S) Cancel (F12)



B Sender based in Ireland shipping domestically and **C** Senders based outside of Ireland shipping to Ireland (Continued)

- This brings up the address details. Backspace out what is entered in **ZIP/Postcode** field and then click **'Town Search (F7)'**.

- This brings up a search box and you will be able to see the town, county and the new postcode in the format of alphabet letters **(A)** and numbers **(N)**: **AANNNNN**. Select this and click **'OK'**.

- B** Sender based in Ireland shipping domestically and
- C** Senders based outside of Ireland shipping to Ireland (Continued)

7. Click **'Yes'** to update it in your Address Book.

The screenshot shows the 'Management Console - Consignment Entry' window. It includes a sidebar with navigation options like 'System Utilities', 'Configuration', 'Static Maintenance', and 'Consignment Management'. The main area contains sections for 'Sender Details', 'Receiver Details', 'Consignment Details', and 'Package Details'. A 'Confirm' dialog box is overlaid on the 'Sender Address' section, asking 'Do you wish to update this address on the Address Book?'. The 'Yes' button in this dialog is highlighted with an orange rectangle.

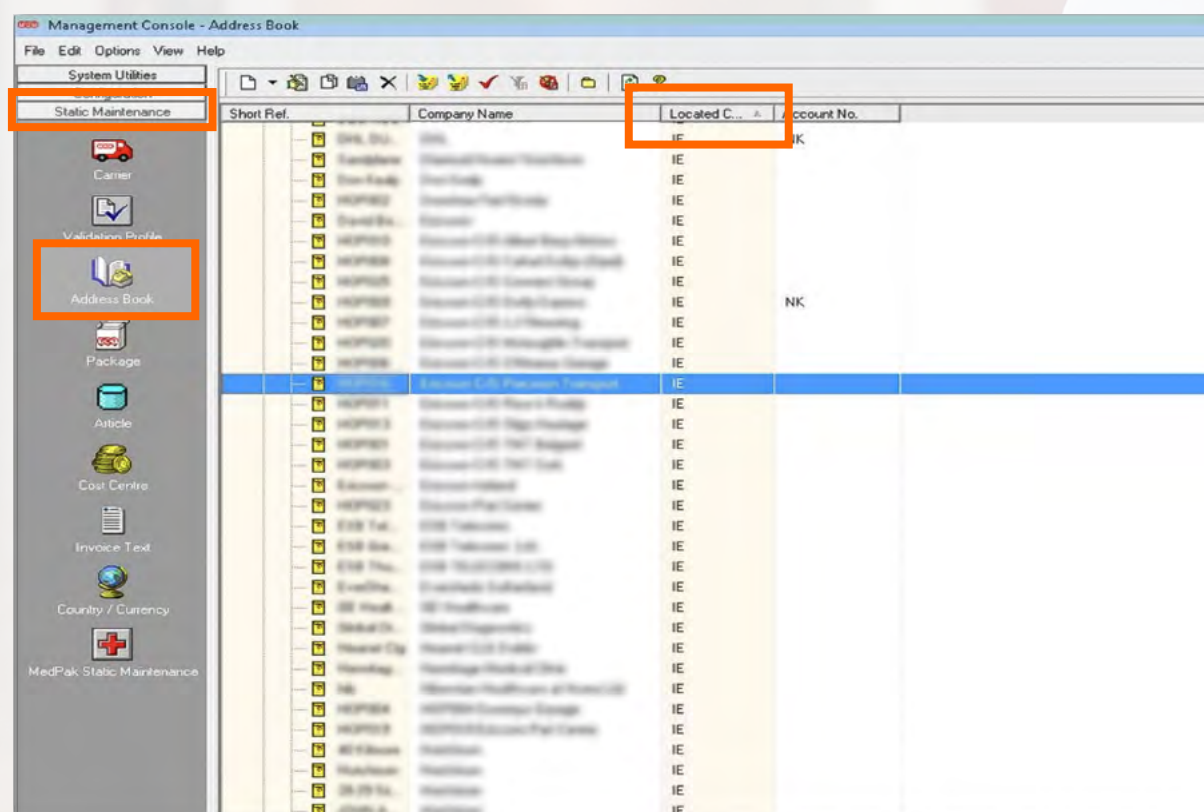
8. Thank you, **all done!**



- B** Sender based in Ireland shipping domestically and
- C** Senders based outside of Ireland shipping to Ireland (Continued)

Alternatively, the update can also be done in the **Address Book** section:

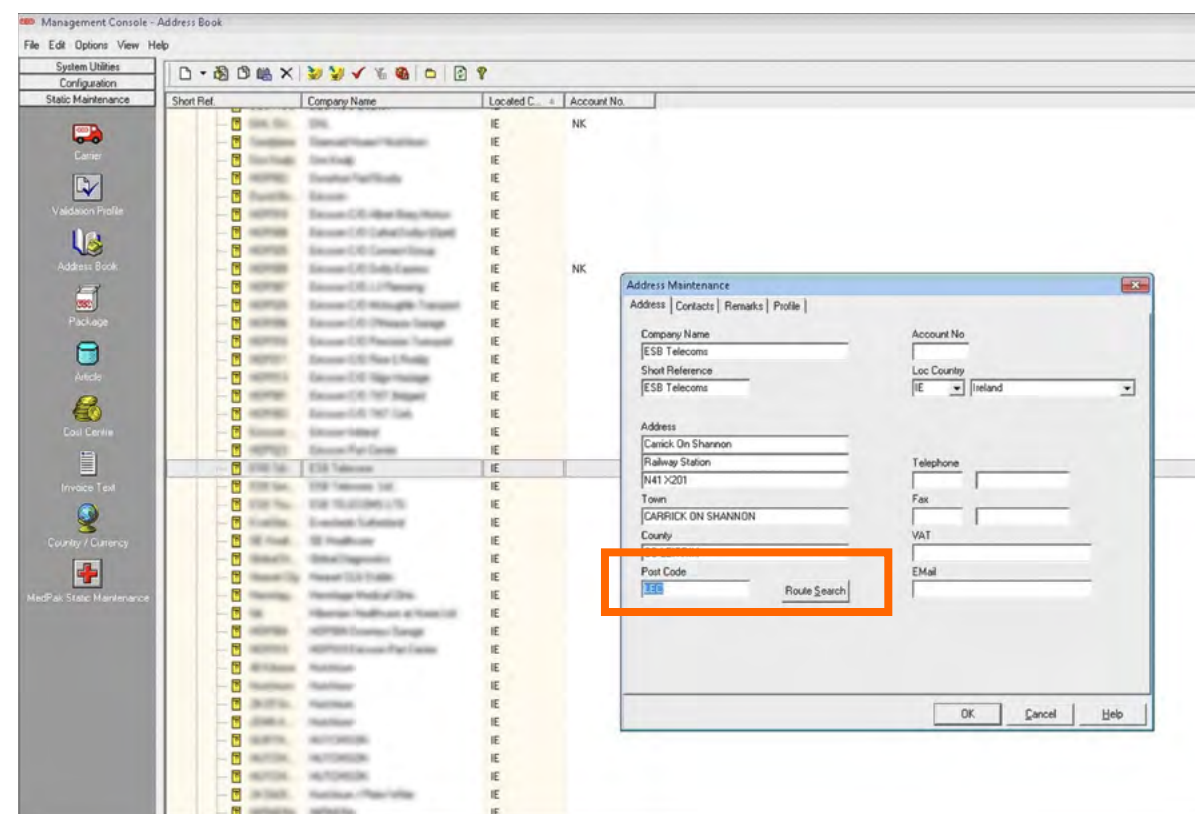
1. Open **Express Manager**.
2. Go to **'Static Maintenance'** on the left hand side and select **'Address Book'**. Sort the Address Book by **'Located Country'** and scroll down until you see all the addresses in Ireland.



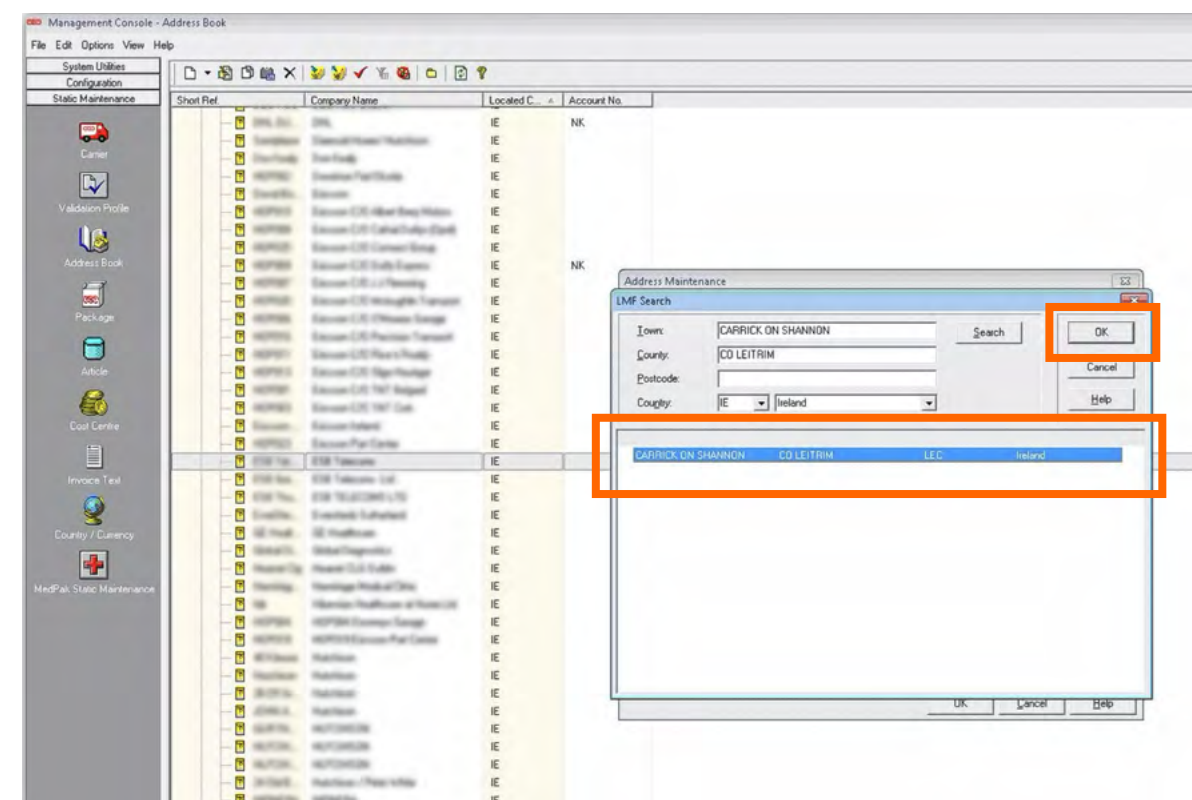


B Sender based in Ireland shipping domestically and **C** Senders based outside of Ireland shipping to Ireland (Continued)

- Click into each one to change it. Backspace out what is entered in **ZIP/Postcode** field and then click **'Route Search'**.



- Select the address that appears with the new postal code format and click **'OK'**.



- Thank you, **all done!**



Error Report



Please note that if the updates aren't made, you will receive an error label as follows and won't be able to use it for shipping:

TNT ERROR REPORT

CONNNOTE NR / PIECES:
811931772 / 01

SENDER REFERENCE:

POSTCODE:
1213

CITY NAME:
NEW ROSS

COUNTRY:
IE

SERVICE CODE/OPTIONS:
15

ERROR CODE:
LW0001

ERROR TEXT:
Postcode invalid.



E

Contact us



For any queries regarding this matter please contact your local CIT team, IT helpdesk or the Customer Support team.

