myTNT – Short manual

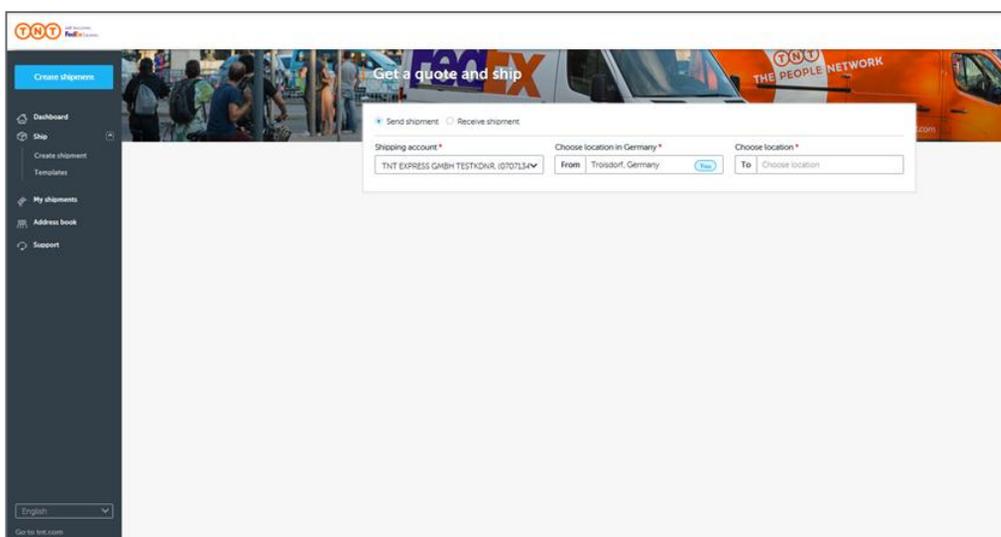**Create your shipment in 4 steps**

Welcome

In this short overview we want to show you how easy it is to create a shipment in myTNT. You only need to follow 4 steps to automatically inform the driver to pick up your goods.
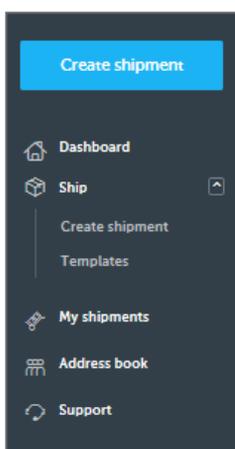
In this manual all mandatory fields of the basic steps are explained as well as additional options are shown.

Dashboard

In the middle of this starting page you can get a first price indication for your shipment by entering only some minimum details. At the left hand side you will see the menu:

From here you can start the following activities:

- Create a shipment: in four steps to the booking (described below)
  - send shipment or receive shipment
  - use a template
- My shipments: various functions for already created shipments
- Address book: look up and manage your saved addresses
- Settings (top right of the screen with a click on your login name)

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Create shipment – Step 1

Enter Details →	Select service →	Confirm →	Print

In the first step we need from you:

- the receiver address (per data entry or to be selected from the address book)
- some shipment details: quantity, weight and dimensions
  (for international shipments the shipment value might be mandatory)
- a goods description (usual for trade)

The following options are available:

- deviating pick up or delivery address
- space for your reference, pick up or delivery instructions
- details about dangerous goods
- selection of the invoice payer

Please enter receiver address here or select from address book.

Quantity, weight and dimensions are mandatory fields to offer you suitable services.

Please describe shortly the content of your shipment. Is it stackable and does it contain dangerous goods?

Create shipment – Step 2

| Enter details | ➔ | **Select service** | ➔ | Confirm | ➔ | Print |

In step two you have to:
- select a service
- manage a pick up

Additionally the following options are available:
- change the pick up day up to 9 days in the future
- various service options offered separately to the different services

Select the service you want to use.

As soon as you have selected a service the following window will be presented where you can:
- change the pick up time
- select further options for the chosen service

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Create shipment – Step 3

| Enter details | ➜ | Select service | ➜ | **Confirm** | ➜ | Print |

In the third step you are asked to:

- check your entered details again
- finally book the shipment

Please check all your shipment details.

Confirm and pay your booking

Collection and delivery

From **TNT Express GMBH / CIT** (You)
Collection on Thursday, 15 October 2020 between 10:30 and 19:30
Address details ⌄

To **Mustermann KG**
Delivery on Friday, 16 October 2020 (10:00 Express)
Address details ⌄

Shipment details

Total items: 1
- 1x Box - 20 x 30 x 20cm - 15kg

Goods description
MyTNT manuals

Shipping costs

10:00 Express

excl. VAT	€69.69
VAT	€11.15
Total (incl. VAT)	€80.84
Payment on invoice	

Invoice will be sent to
TNT Express GMBH / CIT
TNT account number: 070287176
VAT number: 0

Clicking 'Finalise shipment' means you agree to TNT's Terms & Conditions.

[Make some changes] [**Finalise shipment**]

With clicking on „Finalise shipment" you agree as well to the Terms and Conditions of TNT.

Create shipment – Step 4

| Enter details | ➔ | Select service | ➔ | Confirm | ➔ | **Print** |

In the fourth step you are requested to:

- create the shipping documents and print them afterwards
- attach the label to the shipment
- sign the Detail Manifest and hand it over to the TNT driver

Optionally you can:

- create of a commercial invoice for customs controlled shipments

Your shipment is booked

Print shipping documents

Direct printing is disabled ⓘ

Please print all required documents before our driver arrives.

You can print now or choose to print the shipping documents at the end of the day and in one go for all your shipments.

Select which documents you would like to print

☑	Shipping label	One label per package will be printed. Affix the label firmly to the top of each of your packages making sure that the bar code is not obscured.
☑	Detailed manifest	Two copies will be printed. Give both copies to our driver, who will sign one for you to keep as a receipt.
☑	Consignment note	Based on your shipment(s) 1 - 3 copies will be printed.

Do you have a label printer?

☐ Generate A6 sized shipping label

Generate documents

SHIPMENT NUMBER:
100420283

BOOKING NUMBER:
COL 881087

You can use these numbers to track your shipment (we've also sent you an email with them included). It can take up to eight hours before you're able to start tracking.

💬 Don't forget your commercial invoice

You can create one quickly using our invoice generator or you can use your own template.

Create invoice

This is a list of documents which you are requested to print.

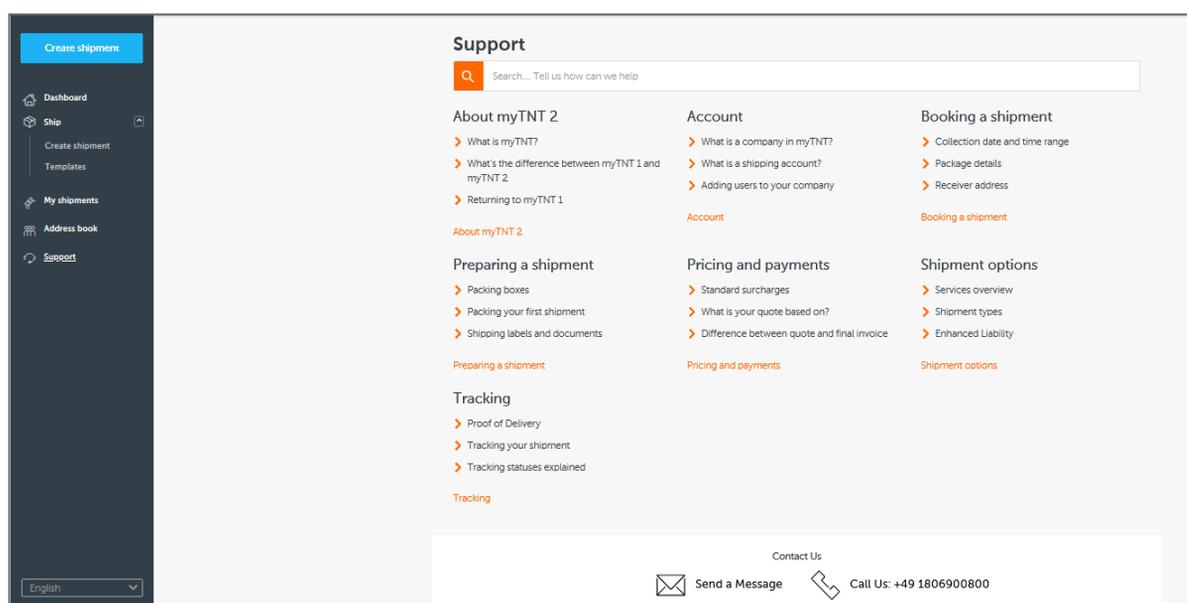Your pick up request is booked under the booking number shown here.

Please stick to the shipment

Please sign and hand over to the TNT driver.

myTNT offers as well a lot of other functions which are not listed here.
Feel free to have a look at the tool.

A lot of useful information you can find as well in the Support section of the application.