FedEx Australia Pty Ltd trading as TNT Express

TNT eInvoicing User Guide

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INTRODUCTION

The details contained in this document are a guide for customers to understand how to use TNT's eInvoicing application. TNT eInvoicing is accessible via TNT's website.

The following screen shots are representative of the flow you are required to follow when logging onto www.tnt.com.au to access eInvoicing.

CUSTOMER PREREQUISITE

Prior to gaining access to eInvoicing, you must have a TNT account number and be registered for TNT Online, a secure and password protected area of TNT's website.

To register for eInvoicing you will need a copy of a recent TNT Tax Invoice/Statement relating to your account.

FEATURES OF E-INVOICING

- ✓ Secure environment for your invoices and invoice data.
- ✓ Each week, an email alert is sent to notify you that a new invoice is available. The email alert can be sent to an individual or a group (group is preferred).
- ✓ A pdf of the new invoice is attached to the email alert.
- ✓ Data relating to your invoice can be immediately accessed via TNT's website.
- ✓ View your invoice online or as a pdf, which can be printed, emailed or faxed.
- ✓ Download your invoice as a CSV file. CSV files can be imported directly into your accounting software or saved into your preferred format, e.g. Microsoft Excel.
- ✓ Drill-down options allow you to view consignment note and proof of delivery (POD) details.
- ✓ Change or update email recipients.
- ✓ EInvoicing is supported by a dedicated technical support team.

HOW TO REGISTER FOR E-INVOICING

1) **Locate the TNT Australia web site**:
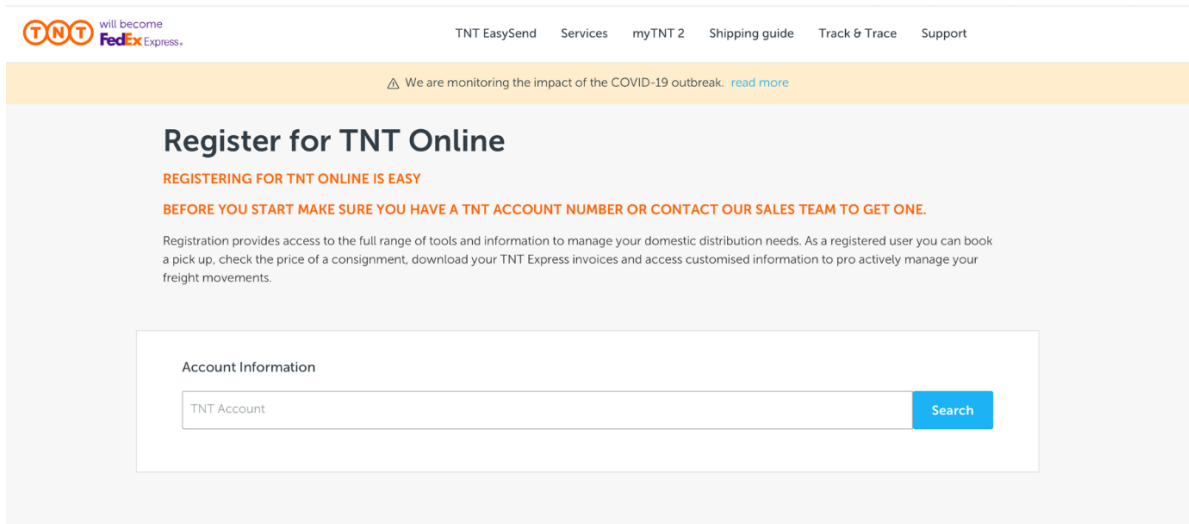
<div align="center">

www.tnt.com.au

</div>

➢ **If you already have access to TNT Online,** scroll down to the TNT Online area, enter your username and password and click Log in.

➢ **If you are new to the TNT website,** scroll down to the TNT Online area and click 'Register now'. Follow the instructions to register for both TNT Online and eInvoicing.

Note: If you do not register for TNT Online you will not be able to access eInvoicing. TNT Online is a secure and password protected area of TNT's website.
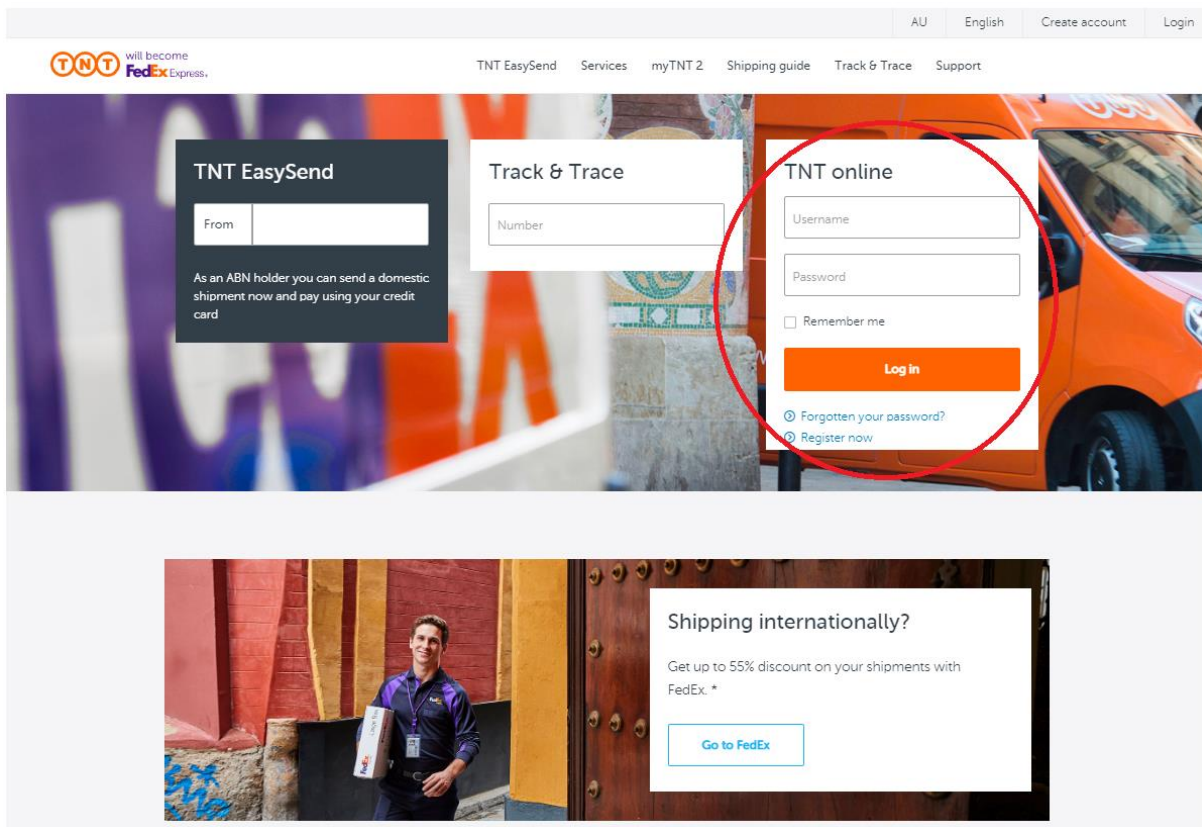
2)   Registering Account

After clicking on "Register Now", the following screen will appear. Enter your account number:

3) ACCOUNT INFORMATION

Once your account number is entered, the following fields will appear. View your account details and check 'I confirm this is my TNT Express 'Account Number' when verified.

Register for TNT Online

REGISTERING FOR TNT ONLINE IS EASY

BEFORE YOU START MAKE SURE YOU HAVE A TNT ACCOUNT NUMBER OR CONTACT OUR SALES TEAM TO GET ONE.

Registration provides access to the full range of tools and information to manage your domestic distribution needs. As a registered user you can book a pick up, check the price of a consignment, download your TNT Express invoices and access customised information to pro actively manage your freight movements.

Account Information

TNT Account	Search

Account Address

Company Name

Address 1

Address 2

Suburb / City

State	Postcode

☐ I confirm this is my TNT Account Number

4)   REGISTRATION TYPE

More fields will appear. Fill in the details required to set up the account.

The account may be General Usage by default. You can enable eInvoicing for the account by checking the 'EInvoice*' box. Additional fields will appear below when selected.

5) **E-INVOICE INFORMATION**

The fields below are to direct the invoices to your preferred recipient. To confirm the details, you must validate the account with a recent invoice number and the invoices amount.

Click the 'Submit' button once your details are complete.

E-invoice Information

Manager Name

Phone Area | Phone Number

Tax Invoice Email

Primary Invoice Notification Email

Secondary Invoice Notification Email (optional)

Account Validation

To register for Price Checker or E-Invoicing you must validate your account by providing details from a recent TNT invoice.

Invoice Number

Invoice Amount

Submit

6) TERMS AND CONDITIONS

Please read the terms and conditions and select 'I agree' to complete the registration.

7) REGISTRATION MESSAGE

Once completed the screen below should appear. Once your registration has been approved, you will receive a temporary password through your designated email address. The email will be from TNTOnlineRegistrations@tnt.com.au. Once received, please log in via www.tnt.com.au or use the link provided in the email.

Online User Registration

Step 1

Congratulations you have completed Step 1 your registration for TNT Online has been successfully submitted, once approved this will give you access to our online tools like detailed Tracking and PODs, Transit Times and Booking Cut Off Times

Step 2

To be able to create shipments online please click on the button below. You will be redirected to the myTNT registration page.
For further assistance, please contact the TNT Customer Technology service desk on 1300 851 131 or citservicedesk@tnt.com.au

Register to Ship

Dear TNT TNT,

Thank you for registering for TNT Online.

TNT Online is your secure portal providing you with access to a range of TNT's online solutions. With TNT Online, you can book a collection, obtain a Proof of Delivery image (POD), estimate the price of a shipment and access your invoices digitally.

Get Started

Here is your temporary TNT Online login password:

Password: vxG5gR

When you log in to TNT Online for the first time, you will be prompted to create your own password.

Click here to access the TNT Online portal.

Should you need any help with your TNT Online account, please contact our Customer Technology Service Desk on 1300 851 131 or citservicedesk@tnt.com.au.
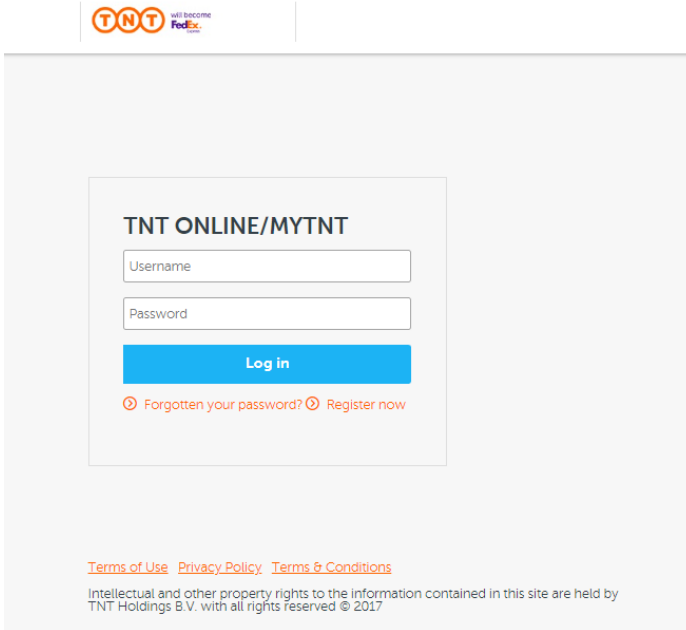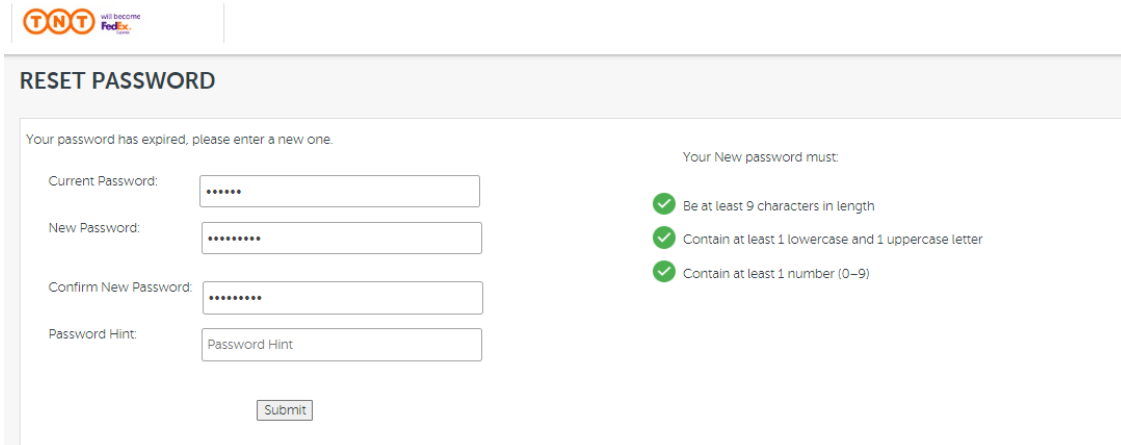
Thank you again for choosing TNT.

Regards,
TNT Express

8)   UPDATE PASSWORD

On the login page, enter your username and temporary password.

You will be prompted to change to a password of your choosing. The password must be 8 or more characters long and the hint must not be the password.

Click the 'Submit' button when complete.

9) LONG FORM TERMS AND CONDITIONS

Please review the long form terms and conditions and click 'I agree' to continue.

TNT EXPRESS

TERMS AND CONDITIONS OF CARRIAGE AND OTHER SERVICES

LONG FORM VERSION (02-11)

Our terms and conditions have recently been updated.
Please read them carefully and click "Agree" to continue.

1.   DEFINITIONS

·   The following definitions apply to the terms and conditions set out below that govern the contract of carriage and other services between you and us.

"we", "us","our" and "TNT"   means TNT Australia Pty Ltd A.C.N 000 495 269, its related
                                 bodies corporate (as this term is defined in the Corporations

Top

Bottom

must not be used for any other purpose. For the avoidance of any doubt we will not be liable to you for any storage fees in relation to the pallets;
c)   pallet exchanges will not be allowed;
d)   we do not take responsibility for, or supply or exchange plain pallets.

22.2   If pallet transfers are agreed by us in writing:

a)   we will reject transfers that are lodged by you after twelve weeks from the time of pick-up;
b)   the financial responsibilities for pallets will be transferred between your account and the account of TNT Australia Pty Ltd at the time the pallets are transferred.

I Agree   Cancel

NAVIGATE E-INVOICING

HOME PAGE

Once you have logged in, you can access your invoices online by highlighting the INVOICING option and selecting Invoicing. A new tab/window should open with your invoice history.
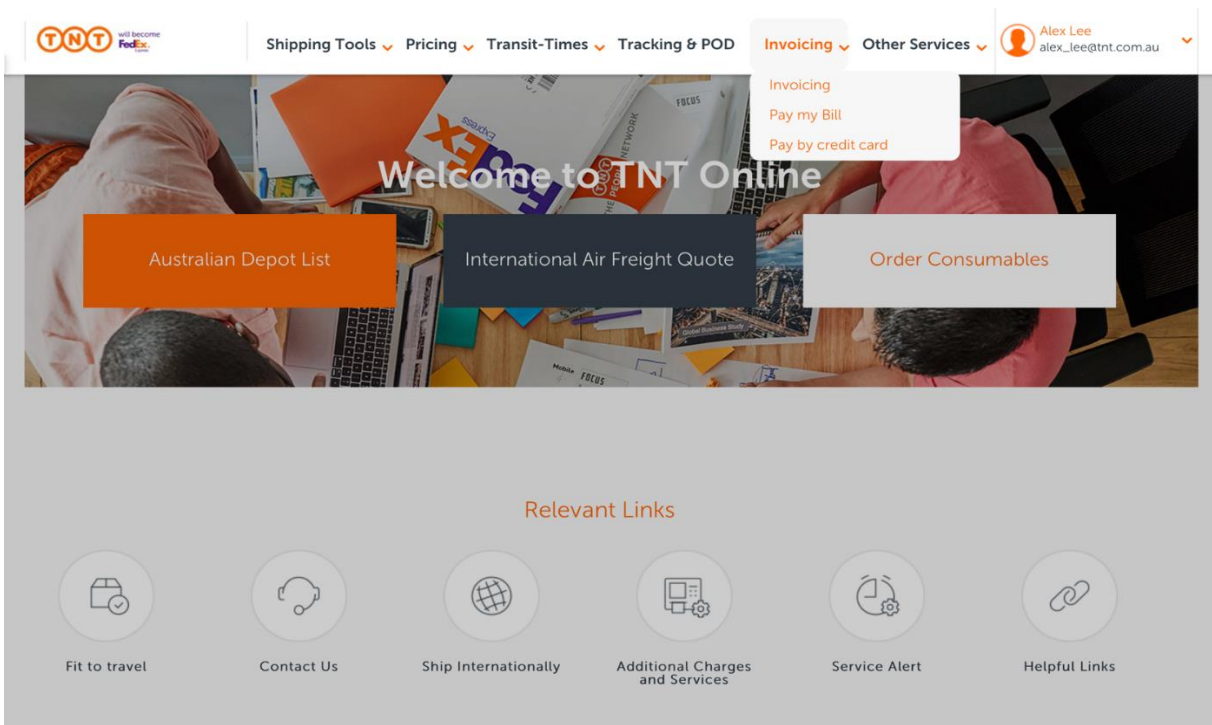
INVOICE PAGE

Within the eInvoicing environment you can access the following information:

a) PDF invoice
b) CSV Data File
c) View Invoice Transactions
d) All Documents

Helpful Hint: If there are no invoice details showing then there are no 'New Invoices'. Go to "All Documents" to access invoices previously loaded onto eInvoicing.

Helpful Hint: Use the Preferences tab to change or update email recipients.

The following screen shots are examples of the content within eInvoicing:

PDF INVOICE

The PDF is a soft copy of the TNT Express Tax Invoice/Statement and contains exactly the same detail as the paper invoice. This soft copy replaces the paper invoice.

Tax Invoice/Statement

This information only refers to TNT Express services offered by FedEx Express Australia Pty Ltd

FedEx Express Australia Pty Limited, ABN 41 000 495 269, trading as TNT Express, PO Box 559 Mascot, NSW 1460

Page

Tax Invoice Date

Tax Invoice Number

Account Number

Due Date

Balance Brought Forward

Payments/Adjustments credited since last Tax Invoice/Statement

Consignment Note Billing

Debits/Adjustments

GST

Total Trading for Week Number

Total Outstanding (Does not include payments received after the date of this invoice)

Trading Terms - Please ensure payment is made by the Due Date shown above.

Remittance for Tax Invoice Number:

Account Number

Due Date

Total of this Invoice

Total Outstanding

CSV DATA FILE

The data file option enables you to open up invoicing information in Microsoft Excel from a CSV file. It contains all relevant information relating to the weekly invoice data, including account number, week, invoice number, pick-up date, consignment number, reference, service, price, etc.

This information can be downloaded into your own accounting system.

VIEW INVOICE TRANSACTIONS

This section of eInvoicing is an online version of the tax invoice and enables you to review all components of the invoice.

1) Consignments tab – click on this tab to view all consignments billed on this week's invoice. Each page displays up to 10 consignments. To view more consignment details, select page 2, 3, 4, etc at the bottom right of the screen.

2) To quickly search for a specific consignment note, enter the number into this field, then click search.

3) Adjustments tab – click on this tab to view any Credit Adjustments or Debit Notes processed on to your account this week.

4) To sort data - click on the arrow at the top of the appropriate column

5) To view an image of a manual consignment note - select the consignment note by clicking on the button at the left of the consignment note number, then click on Finance Image

6) Status History – Electronically lodged consignment details can be viewed in here along with the status of the consignment, from Collection to Delivery

7) To return to the main eInvoicing page, click the 'Back' button

8) The 'Exit' button will take you out of eInvoicing

ALL INVOICES

Use this section if there are no invoice details on the screen when you open eInvoicing.

Sometimes no invoices appear because after they are opened for the first time they are automatically moved from "New Invoices" into the "All Invoices" section.

Click on the "All Documents" link as shown below

Helpful Hint: Within the "All Documents" section, 26 weeks of data is retained. After 26 weeks the oldest invoice is removed from the system. Invoices do not go to an archive.