



your guide to using

Online Billing

with TNT



For any assistance please contact

Email:

Tel:

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welcome

to Online Billing with TNT



Administration can be a time-consuming process.


When you've got a hundred and one things to do, the last thing you need is a pile of paperwork to record and file.

Speed and simplicity is what you need.

So to make life easy, we've developed an electronic administration system that enables you to administrate all your accounts – invoices, credits, statements and payments – in just a few clicks.

It's smart, it's fast and green too. Nothing could be simpler.

This guide tells you all you need to know about using TNT's Online Billing system – the more efficient way of managing your accounts.



registering

for Online Billing with TNT

The screenshot shows the TNT website's registration process. At the top, there's a navigation bar with the TNT logo, 'sure we can' tagline, and links for SERVICES, SHIPPING TOOLS, SUPPORT, and ABOUT US. A search bar is also present. Below this, a progress bar indicates four steps: 1. Enter Registration Information (active), 2. Enrollment, 3. Terms and conditions, and 4. Confirmation. The main content area is titled 'Register - Step 1 of 4' and instructs users to enter account and sign-in details. It includes four sections: 'We speak your language' with a dropdown for 'United Kingdom'; 'TNT Account Information' with fields for 'TNT Account Number' and 'Location' (also 'United Kingdom'); 'Personal Details' with fields for 'Title', 'First name*', 'Last name*', 'Mobile', 'Home', 'Work', and 'Email*'; and 'Sign in Details' with fields for 'Username*' (minimum 8 characters), 'Password*', and 'Confirm Password*'. A 'View password criteria' link is next to the password field. 'Cancel' and 'Continue' buttons are at the bottom right. Footer links include 'terms of use', 'privacy statement', 'terms & conditions', and 'TNT Global'. A copyright notice for TNT Holding B.V. is at the very bottom.

Registering for Online Billing with TNT is quick and easy.

Go to www.tnt.com and select Online Billing from the Shipping Tools dropdown menu. This will take you to the Online Billing login page. Now just click the option to register and follow four simple steps.

1. Registration information

These details will be used to create your login user ID including your user name, password and email address.

Select your language, and enter your TNT account number. The location will be prefilled for you.

The contact email address is the email address you wish to be contacted on once registration to the Online Billing system has been completed. This email will be copied into the rest of the email fields throughout the registration form as a default.


The username must be unique on our systems and must be between six and fifty characters long. It is recommended that you use a generic email address as your username.

The password must contain alpha and numeric characters and must be at least six characters long.

Once you have completed all the mandatory fields marked with a red asterisk, click Continue.

registering

for Online Billing with TNT



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SERVICES SHIPPING TOOLS SUPPORT ABOUT US

Home / [Registration](#) / [Enrolment](#)

Register - Step 2 of 4

>

Self-Service Finance tools

Please enter the details of any TNT account you wish to register. The invoice information given will be used to verify that you are the owner of the account.

1 Enter Registration Information 2 **Enrolment** 3 Terms and conditions 4 Confirmation

Fields marked with * are required

Account Number *

(location where the account is managed) * GB (location where the account is managed)

Invoice Number * (a valid invoice received from TNT within the last 3 months)

Invoice Amount * (including VAT)

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2. Enrolment

Please ensure you have an invoice that's less than 3 months old to hand. Then complete your account details and verify your customer status by detailing the invoice number and the full amount.

registering

for Online Billing with TNT

The screenshot shows the TNT website's registration process at Step 2 of 4, 'Enrolment'. The header includes the TNT logo with the tagline 'sure we can', navigation links for SERVICES, SHIPPING TOOLS, SUPPORT, and ABOUT US, and a search bar. The breadcrumb trail is Home / Registration / Enrolment. The main heading is 'Register - Step 2 of 4'. A section titled 'Self-Service Finance tools' with a red arrow icon contains the text: 'Please enter the details of any TNT account you wish to register. The invoice information given will be used to verify that you are the owner of the account.' Below this is a progress bar with four steps: 1 Enter Registration Information, 2 Enrolment (highlighted in red), 3 Terms and conditions, and 4 Confirmation. A note states 'Fields marked with * are required'. The form has two columns: 'Account Number' with the value '000000064' and 'Location' with the value 'GB'. At the bottom, there are three buttons: 'Back to previous page', 'Continue', and 'Register Additional Account'. The footer contains links for terms of use, privacy statement, terms & conditions, and TNT Global, followed by a copyright notice for TNT Holding B.V. from 2008.

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TNT
sure we can

SERVICES SHIPPING TOOLS SUPPORT ABOUT US

Home / Registration / Enrolment

Register - Step 2 of 4

Self-Service Finance tools
Please enter the details of any TNT account you wish to register. The invoice information given will be used to verify that you are the owner of the account.

1 Enter Registration Information 2 **Enrolment** 3 Terms and conditions 4 Confirmation

Fields marked with * are required

Account Number	Location
000000064	GB

Back to previous page Continue Register Additional Account

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2. Enrolment

If you have more than one account, repeat the process and once you have added all your accounts click 'Confirm'.

registering

for Online Billing with TNT

The screenshot shows the TNT website's registration process at Step 3 of 4. The header includes the TNT logo, navigation links (SERVICES, SHIPPING TOOLS, SUPPORT, ABOUT US), and a search bar. The breadcrumb trail is Home / Registration / Enrolment / Terms and Conditions. The main heading is 'Register - Step 3 of 4'. A progress bar shows four steps: 1 Enter Registration Information, 2 Enrolment, 3 Terms and conditions (current step), and 4 Confirmation. Below the progress bar, a note states 'Fields marked with * are required'. The main content area contains the text: 'Please read our TNT Terms & Conditions of Carriage below. If you agree, please check the box below and continue. Without your agreement, we will unfortunately be unable to continue with the registration.' This is followed by a scrollable box titled 'TERMS AND CONDITIONS OF CARRIAGE AND OTHER SERVICES SHORT FORM VERSION (01-12)'. The text inside the box explains that these are shortened terms and provides definitions. It then states '3. YOUR ACCEPTANCE OF OUR TERMS AND CONDITIONS' and 'By giving us your shipment you accept our terms and conditions set out in the consignment note and/or the contract of carriage'. At the bottom of the scrollable box, there is a checked checkbox and the text 'I accept the TNT Terms and Conditions of Carriage *'. Below the scrollable box, there are two buttons: 'Back to previous page' and 'Confirm'. At the very bottom of the page, there are links for 'terms of use', 'privacy statement', 'terms & conditions', and 'TNT Global', followed by a copyright notice: 'Intellectual and other property rights to the information contained in this site are held by TNT Holding B.V. with all rights reserved © 2008'.

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TNT
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SERVICES SHIPPING TOOLS SUPPORT ABOUT US

Home / Registration / Enrolment / Terms and Conditions

Register - Step 3 of 4

1 Enter Registration Information 2 Enrolment 3 Terms and conditions 4 Confirmation

Fields marked with * are required

Please read our TNT Terms & Conditions of Carriage below. If you agree, please check the box below and continue. Without your agreement, we will unfortunately be unable to continue with the registration.

**TERMS AND CONDITIONS OF CARRIAGE AND OTHER SERVICES
SHORT FORM VERSION (01-12)**

These Terms and Conditions are a shortened version of our full Terms and Conditions, which apply on all carriage, or the performance of other services, by us. A copy of the Long Form Version is available on request from our TNT office and/or the TNT internet site.

1. DEFINITIONS
'we', 'us' and 'TNT' means TNT Express Worldwide N.V. and its group companies ('TNT') and TNT's employees, agents and independent contractors; 'you' and 'your' means the sender or consignor;

3. YOUR ACCEPTANCE OF OUR TERMS AND CONDITIONS
By giving us your shipment you accept our terms and conditions set out in the consignment note and/or the contract of carriage

☒ I accept the TNT Terms and Conditions of Carriage *

Back to previous page Confirm

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3. Terms and conditions

You need to accept the TNT Terms and Conditions of Carriage by ticking the box. Click 'Confirm' to complete your registration.

registering

for Online Billing with TNT


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SERVICES SHIPPING TOOLS SUPPORT ABOUT US

[Home](#) / [Registration](#) / [Enrolment](#) / [Terms and Conditions](#) / [Confirmation](#)

Register - Step 4 of 4

1 Enter Registration Information 2 Enrolment 3 Terms and conditions 4 Confirmation

 Thank you! You have successfully registered. You will receive an email shortly containing an activation link for your account.

Personal Information

Title: Mrs

First Name: Sarah

Last Name: Green

Mobile: 0123456789

Home:

Work:

Email Address: sarah.green@company.com

[Print Confirmation Details](#)

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4. Confirmation

You have now successfully registered for TNT's Online Billing. You can print your registration details by clicking 'Print Confirmation Details'.

You will receive an email shortly to activate your login details.

registering

for Online Billing with TNT

From: no-reply@tnt.com
To: accounts.payable@company.com
Date: 25/10/2012 14:17
Subject: Activation Link For Successful Registration

Dear Mrs Sarah Green,

Welcome to Online billing your personal online shipping platform.
Your registration has now been approved and your account is ready to use.

Your user-id is: accounts.payable@company.com

Your activation link is:

<http://gblabw108.ics.express.tnt.9080/registration-ui/secure/financeregistration/activateregistration.html?activate=true&ticket=MTAwMDAwMTMDMDDE2&jslnvitation=false>

For further information please visit <http://www.tnt.com/> or contact your TNT Administration department.


Kind Regards,

TNT Express

TNT sure we can!

This e-mail was automatically generated, Please do not reply to this e-mail.

TNT accepts no liability for the content of this email, or for the consequences of any actions taken on the basis of the information provided, unless that information is subsequently confirmed in writing. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.




sure we can

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SERVICES SHIPPING TOOLS SUPPORT ABOUT US

Home / [Finance login](#) / [Landing page](#)

Online Billing

 Congratulations, you have successfully activated your registration

Welcome to Online Billing, where you can manage and pay your invoices online.

[ePayment](#) - You can pay and dispute your invoices.

[eInvoicing](#) - View, Download and Print your invoices.

[Account Set-up](#) - Maintain the TNT accounts you can access

[Password Maintenance](#) - Change your password or cancel your registration.

[Log Out](#)

[terms of use](#) [privacy statement](#) [terms & conditions](#) [TNT Global](#)

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5. Welcome to Online Billing



Simply click the link within the email you've received, within 24 hours after receipt of the email. Enter your login name and password to successfully activate your registration.

eInvoicing and ePayment



TNT's Online Billing system makes the laborious task of processing invoices and reconciling statements so much easier.

In just a few clicks you can access all your account information without having to waste time searching for invoices in filing cabinets or filling in data manually.

- ✓ Receive your invoices online
 - ✓ Get email alerts as new invoices arrive
 - ✓ Download invoices and statements as pdf or excel spreadsheets
 - ✓ Access invoices and statements 24/7/365
 - ✓ Pay your invoices online
 - ✓ Raise and track the progress of your invoice disputes
- 
- 

logging in

to Online Billing with TNT

United Kingdom [change] [larger text] [print page] [sitemap] [contact us] 0800 100 600

SERVICES SHIPPING TOOLS SUPPORT ABOUT US

Home / Finance login

Login to Online Billing

Login to manage your invoices online.

Select your location* United Kingdom

Username accounts.payable@company.com

Password

Login

[Forgot Password?](#)

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There are a number of ways you can enter the Online Billing site.

You can log on to www.tnt.com, select Online Billing from the Shipping Tools drop down menu and login to Online Billing.

You can go directly to www.express.tnt.com/onlinebilling/login.

Or when we notify you that an invoice has been posted to your account, you can click on the www.express.tnt.com/onlinebilling/login link in the email.

Then simply enter your login name and password and click the login button.

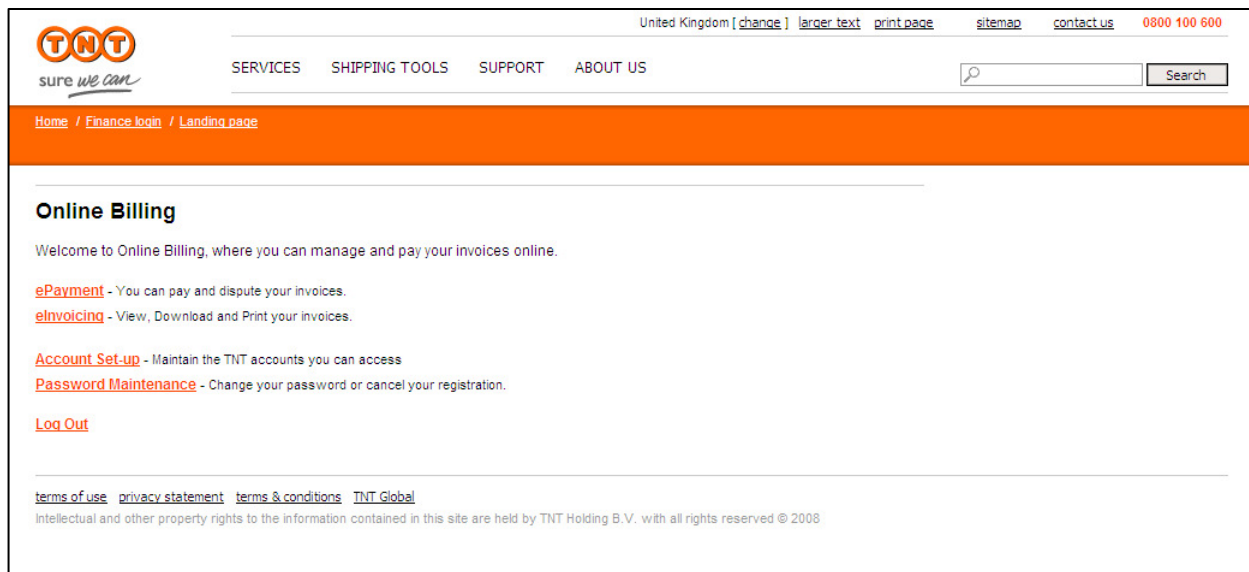
If you forget your login name or password simply click on 'Forgotten login/password

and we'll send it to your email address (if this is your login name) and your notification address.

If we don't have your email address we'll send it to your company's registered user group.

logging in

to Online Billing with TNT



Once you've logged in, you enter the Online Billing landing page.

By clicking ePayment you can pay your invoices online, view your account statement or raise and track the progress of an invoice dispute.

By clicking eInvoicing you can view all your invoices and credit notes from the last 26 weeks in several common formats.

accessing

your new eInvoices

TNT
sure we can

Language Selection
English

Documents
New Documents
All Documents

Preferences
Change Password
Change Username
Email Addresses
Add Account

Help
Customer Portal User Guide
Get Adobe Reader

Logout
Logout

eInvoicing

New Documents

Key
PDF Document
CSV Data File
XLS Data File
XML Data File

Account Number	Invoice Number	Invoice Date	Doc Type	Amount	Due Date	View
BE.000003649	10086885	29/05/2013 (Wk22)	Invoice	0,00 EUR	5/06/2013	[PDF] [CSV] [XLS] [XML]
BE.000003649	10094433	5/06/2013 (Wk23)	Invoice	0,00 EUR	12/06/2013	[PDF] [CSV] [XLS] [XML]
BE.000003649	10058044	1/05/2013 (Wk18)	Invoice	0,00 EUR	8/05/2013	[PDF] [CSV] [XLS] [XML]
BE.000003649	10065461	8/05/2013 (Wk19)	Invoice	0,00 EUR	15/05/2013	[PDF] [CSV] [XLS] [XML]
BE.000003649	10072527	15/05/2013 (Wk20)	Invoice	0,00 EUR	22/05/2013	[PDF] [CSV] [XLS] [XML]
BE.000003649	10079391	22/05/2013 (Wk21)	Invoice	0,00 EUR	29/05/2013	[PDF] [CSV] [XLS] [XML]
BE.000003649	10028385	3/04/2013 (Wk14)	Invoice	0,00 EUR	10/04/2013	[PDF] [CSV] [XLS] [XML]
BE.000003649	10035821	10/04/2013 (Wk15)	Invoice	0,00 EUR	17/04/2013	[PDF] [CSV] [XLS] [XML]
BE.000003649	10043011	17/04/2013 (Wk16)	Invoice	0,00 EUR	24/04/2013	[PDF] [CSV] [XLS] [XML]
BE.000003649	10050591	24/04/2013 (Wk17)	Invoice	0,00 EUR	1/05/2013	[PDF] [CSV] [XLS] [XML]
BE.000003649	09997894	6/03/2013 (Wk10)	Invoice	0,00 EUR	13/03/2013	[PDF] [CSV] [XLS] [XML]
BE.000003649	10005753	13/03/2013 (Wk11)	Invoice	0,00 EUR	20/03/2013	[PDF] [CSV] [XLS] [XML]
BE.000003649	10013192	20/03/2013 (Wk12)	Invoice	0,00 EUR	27/03/2013	[PDF] [CSV] [XLS] [XML]
BE.000003649	10020652	27/03/2013 (Wk13)	Invoice	0,00 EUR	3/04/2013	[PDF] [CSV] [XLS] [XML]
BE.000003649	09960527	30/01/2013 (Wk5)	Invoice	0,00 EUR	6/02/2013	[PDF] [CSV] [XLS] [XML]
BE.000003649	09967843	6/02/2013 (Wk6)	Invoice	0,00 EUR	13/02/2013	[PDF] [CSV] [XLS] [XML]

Viewing

Once you've selected eInvoicing after logging in, a list of your new invoices and credit notes will automatically be displayed. You can view these as:

- A **PDF**. This is a soft copy of the actual invoice that contains exactly the same information as your original invoice and can be printed, emailed or faxed.

- A **data file (CSV, XLS or XML)**. This can be imported directly into your accounting software.

To view the file in the format you want, simply click on the corresponding icon displayed in the key.

If you want to download a number of different invoices (up to a maximum of ten), simply select the file formats you need, click 'Download Selected' and this will create a zip file.

Once an invoice has been downloaded or viewed the file will automatically be moved to the 'All Documents' section of the site.

accessing

your new eInvoices

TNT
sure we can

Language Selection
English

Documents
> New Documents
> All Documents

Preferences
> Change Password
> Change Username
> Email Addresses
> Add Account

Help
> Customer Portal User Guide
> Get Adobe Reader

Logout
> Logout

eInvoicing

New Documents

Account Number	Invoice Number	Invoice Date	Doc Type	Amount	Due Date	View
BE:000072360	10100745	7/06/2013 (Wk23)	Invoice	48,27 EUR	14/06/2013	[Icons]
BE:000072360	10100748	7/06/2013 (Wk23)	Invoice	15,12 EUR	14/06/2013	[Icons]
BE:000072360	10100747	7/06/2013 (Wk23)	Invoice	43,74 EUR	14/06/2013	[Icons]
BE:000072360	10100746	7/06/2013 (Wk23)	Invoice	50,57 EUR	14/06/2013	[Icons]
BE:000072360	10100749	7/06/2013 (Wk23)	Invoice	31,69 EUR	14/06/2013	[Icons]
BE:000072360	10040508	10/04/2013 (Wk15)	Invoice	451,25 EUR	17/04/2013	[Icons]
BE:000072360	10041203	11/04/2013 (Wk15)	Credit Note	-451,25 EUR	18/04/2013	[Icons]

Remove from New Invoices

Download Selected

Key
PDF Document
CSV Data File
XLS Data File
XML Data File

Removing

To delete items from 'New Documents' simple select the one you want to remove and click 'Remove from New Documents'. This will mark the invoice as read and transfer it to the 'All Documents' section.

searching

and sorting

The screenshot displays the TNT eInvoicing portal. On the left, there is a sidebar with navigation links: Language Selection (English), Documents (New Documents, All Documents), Preferences (Change Password, Change Username, Email Addresses, Add Account), Help (Customer Portal User Guide, Get Adobe Reader), and Logout. The main content area features a header with the TNT logo and 'eInvoicing' text. Below this is a 'New Documents' section. A table of documents is shown with columns: Account Number, Invoice Number, Invoice Date, Doc Type, Amount, Due Date, and View. The 'Account Number' and 'Doc Type' columns are highlighted with a red circle, and a red arrow points to the 'All' dropdown in the 'Account Number' column. A 'Key' legend on the right identifies document types: PDF Document, CSV Data File, XLS Data File, and XML Data File.

Account Number	Invoice Number	Invoice Date	Doc Type	Amount	Due Date	View
BE:000003649	10085885	20/05/2013 (Wk22)	Invoice	0,00 EUR	5/06/2013	[Icons]
BE:000003649	10094433	5/06/2013 (Wk23)	Invoice	0,00 EUR	12/06/2013	[Icons]
BE:000003649	10058044	1/05/2013 (Wk18)	Invoice	0,00 EUR	8/05/2013	[Icons]
BE:000003649	10065461	8/05/2013 (Wk19)	Invoice	0,00 EUR	15/05/2013	[Icons]
BE:000003649	10072527	15/05/2013 (Wk20)	Invoice	0,00 EUR	22/05/2013	[Icons]
BE:000003649	10079391	22/05/2013 (Wk21)	Invoice	0,00 EUR	29/05/2013	[Icons]
BE:000003649	10028385	3/04/2013 (Wk14)	Invoice	0,00 EUR	10/04/2013	[Icons]
BE:000003649	10035821	10/04/2013 (Wk15)	Invoice	0,00 EUR	17/04/2013	[Icons]
BE:000003649	10043011	17/04/2013 (Wk16)	Invoice	0,00 EUR	24/04/2013	[Icons]
BE:000003649	10050591	24/04/2013 (Wk17)	Invoice	0,00 EUR	1/05/2013	[Icons]
BE:000003649	09997894	6/03/2013 (Wk10)	Invoice	0,00 EUR	13/03/2013	[Icons]
BE:000003649	10005753	13/03/2013 (Wk11)	Invoice	0,00 EUR	20/03/2013	[Icons]
BE:000003649	10013192	20/03/2013 (Wk12)	Invoice	0,00 EUR	27/03/2013	[Icons]
BE:000003649	10020652	27/03/2013 (Wk13)	Invoice	0,00 EUR	3/04/2013	[Icons]
BE:000003649	09960527	30/01/2013 (Wk5)	Invoice	0,00 EUR	6/02/2013	[Icons]
BE:000003649	09967843	6/02/2013 (Wk6)	Invoice	0,00 EUR	13/02/2013	[Icons]

Searching

When you need to search for a document that you have already viewed, click on 'All Documents'. You will be able to search by:

- Account number
- Invoice number
- Invoice date
- Document type

searching

and sorting

The screenshot shows the TNT eInvoicing web application. On the left is a sidebar with navigation links: Language Selection (English), Documents (New Documents, All Documents), Preferences (Change Password, Change Username, Email Addresses, Add Account), Help (Customer Portal User Guide, Get Adobe Reader), and Logout. The main area features a header with the TNT logo and 'eInvoicing' text. Below this is a 'New Documents' section. A table of invoices is displayed with columns: Account Number, Invoice Number, Invoice Date, Doc Type, Amount, Due Date, and View. The 'Account Number' and 'Invoice Number' columns are circled in orange, with an orange arrow pointing from the 'Sorting' section below. A 'Key' legend on the right identifies icons for PDF, CSV, XLS, and XML data files.

Account Number	Invoice Number	Invoice Date	Doc Type	Amount	Due Date	View
BE:000003649	1000000	22/05/2013 (Wk20)	Invoice	0,00 EUR	5/06/2013	[Icons]
BE:000003649	10094433	5/06/2013 (Wk23)	Invoice	0,00 EUR	12/06/2013	[Icons]
BE:000003649	10058044	1/05/2013 (Wk18)	Invoice	0,00 EUR	8/05/2013	[Icons]
BE:000003649	10065461	8/05/2013 (Wk19)	Invoice	0,00 EUR	15/05/2013	[Icons]
BE:000003649	10072527	15/05/2013 (Wk20)	Invoice	0,00 EUR	22/05/2013	[Icons]
BE:000003649	10079391	22/05/2013 (Wk21)	Invoice	0,00 EUR	29/05/2013	[Icons]
BE:000003649	10028385	3/04/2013 (Wk14)	Invoice	0,00 EUR	10/04/2013	[Icons]
BE:000003649	10035821	10/04/2013 (Wk15)	Invoice	0,00 EUR	17/04/2013	[Icons]
BE:000003649	10043011	17/04/2013 (Wk16)	Invoice	0,00 EUR	24/04/2013	[Icons]
BE:000003649	10050591	24/04/2013 (Wk17)	Invoice	0,00 EUR	1/05/2013	[Icons]
BE:000003649	09997894	6/03/2013 (Wk10)	Invoice	0,00 EUR	13/03/2013	[Icons]
BE:000003649	10005753	13/03/2013 (Wk11)	Invoice	0,00 EUR	20/03/2013	[Icons]
BE:000003649	10013192	20/03/2013 (Wk12)	Invoice	0,00 EUR	27/03/2013	[Icons]
BE:000003649	10020652	27/03/2013 (Wk13)	Invoice	0,00 EUR	3/04/2013	[Icons]
BE:000003649	09960527	30/01/2013 (Wk5)	Invoice	0,00 EUR	6/02/2013	[Icons]
BE:000003649	09967843	6/02/2013 (Wk6)	Invoice	0,00 EUR	13/02/2013	[Icons]

Sorting

You can organise your invoices by ascending or descending order according to:

- Account number
- Invoice number
- Invoice date
- Document type
- Amount
- Payment due date

Click the relevant column header once for ascending order or twice for descending order.

eArchiving

eInvoicing enables you to store up to 26 weeks worth of billing information from the date you registered. After 26 weeks the oldest invoice will be deleted, so remember to download the files you need to keep on your system.

paying

your invoices

TNT
sure we can

List of Open Bills

1. Select all bills that you would like to pay:

[Search Bills](#)

Bill Description	Due	Billed Amount	Open	Payment Amount	Action
<input type="checkbox"/> Invoice 8000007 of 11.03.2013	11-Mar-2013	GBP 1,202.40	GBP 1,202.40		
<input type="checkbox"/> Invoice 7000006 of 05.03.2013	05-Mar-2013	GBP 1,050.00	GBP 1,050.00		
<input type="checkbox"/> Invoice 8000006 of 05.03.2013	05-Mar-2013	GBP 801.60	GBP 801.60		
<input type="checkbox"/> Invoice 8000009 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 10,000.00		
<input type="checkbox"/> Invoice 8000010 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 5,000.00		
<input type="checkbox"/> Invoice 7000008 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 4,900.00		
<input type="checkbox"/> Invoice 7000009 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 4,900.00		
<input type="checkbox"/> Invoice 7000010 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 10,000.00		
<input type="checkbox"/> Invoice 7000010 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 5,000.00		
<input type="checkbox"/> Invoice 1 of 18.03.2012	18-Mar-2012	GBP 5,500.00	GBP 5,500.00		
<input type="checkbox"/> Invoice 1 of 18.03.2012	18-Mar-2012	GBP 5,500.00	GBP 5,500.00		

Credit Description	Valid from	Credit Amount	Available	Payment Amount	Action
<input type="checkbox"/> Credit memo 8000005 of 11.03.2013	11-Mar-2013	- GBP 100.00	- GBP 100.00		
<input type="checkbox"/> Credit memo 8000004 of 05.03.2013	05-Mar-2013	- GBP 50.00	- GBP 50.00		

[Select All](#) [Deselect All](#) [Download Selected Entries](#)

Total Net Payment Amount: GBP 53,304.00

Payment Amount: GBP 0.00

2. Choose **Continue** to check and confirm your payment.

[Continue](#)

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ePayment

From the Online Billing landing page, select ePayment to pay your invoices online, view and download your account statements, or raise an invoice dispute and track its progress.

Select invoices

Select the invoices and any associated credit notes you want to pay. If you want to make a partial payment change the payment amount against the selected invoice(s) in the payment amount field.

Click the Continue button.

paying

your invoices

TNT
sure we can

Online Payment - step 1 of 3

[Select payment method](#) | [Enter payment details](#) | [Payment status confirmation](#)

Your total amount to pay is £1,202.40

Payment method

Please select your desired mode of payment

Mode of payment *: Credit Card / Debit Card

Payment method *:

[Back to previous page](#) [Continue Payment](#)

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Payment Method

Select your mode of payment from the drop down list. Then select your payment method from the drop down list

Click the Continue button.

paying

your invoices



sure we can

Online Payment - step 2 of 3

[Select payment method](#) | [Enter payment details](#) | [Payment status confirmation](#)

Enter payment details

Please enter your payment details for your payment of £8,494.40 using payment method Credit Card / Debit Card.


sure we can

Payment details:

Card No.:

Expiration date:

Month

Year

Security code:

[What is a security code? *](#)


Continue

Back to shop

Press this button to return to the shop...

- [TNT Terms of use](#)
- [TNT Privacy policy](#)
- [TNT Terms and conditions](#)
- [GlobalCollect Privacy Policy statement](#)

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Payment Details

Enter your payment details relevant to the payment method you selected.

Click the Continue button.

paying

your invoices



sure we can

Online Payment - step 2 of 3


[Select payment method](#) | **[Enter payment details](#)** | [Payment status confirmation](#)

Enter payment details

Please enter your payment details for your payment of £8,494.40 using payment method Credit Card / Debit Card.



sure we can

Please wait while we process your payment


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Authorisation

Please be patient while your payment is being authorised.


paying

your invoices


sure *we can*

Online Payment - step 3 of 3

[Select payment method](#) | [Enter payment details](#) | **[Payment status confirmation](#)**

 **Thank you!**
Your payment has been successful. Your payment reference number is: 3001884

Please use the print button to print this page.
Please refer to your payment reference number if you have enquiries on this onlinepayment.
The button 'back to invoices' will bring you back to your list of open invoices.

[Print page](#) [Back to invoices](#)

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Confirmation

A payment confirmation will be displayed once your payment has been authorised showing your payment reference number.

Please print the payment confirmation for your records.

Click back to invoices to return to open invoices.

viewing

paid bills

TNT
sure we can

> Open Bills
> Paid Bills
 > Display Open Items
 > Balances and Line Items
 > Dispute Cases
 > Select Account
 > Back To Online Billing
 > Log Off

List of Bills Paid or Payment Arranged
 To display paid bills, select the appropriate search criteria:

Status: Period:

Bill Description	Due	Billed Amount	Already Paid	Status	Payment Method	Action
Invoice 7000005 of 11.03.2013	11-Mar-2013	GBP 1,000.00	GBP 1,000.00	Processed	Other Payments/Settlements	
Credit memo 8000000 of 05.03.2013	05-Mar-2013	- GBP 1,000.00	- GBP 1,000.00	Processed	Other Payments/Settlements	
Credit memo 8000001 of 05.03.2013	05-Mar-2013	- GBP 1,000.00	- GBP 1,000.00	Processed	Other Payments/Settlements	
Credit memo 8000002 of 05.03.2013	05-Mar-2013	- GBP 1,250.00	- GBP 1,250.00	Processed	Other Payments/Settlements	
Credit memo 8000003 of 05.03.2013	05-Mar-2013	- GBP 944.00	- GBP 944.00	Processed	Other Payments/Settlements	
Credit memo 1 of 05.03.2013	05-Mar-2013	- GBP 4.00	- GBP 4.00	Processed	Other Payments/Settlements	
Credit memo 7000004 of 05.03.2013	05-Mar-2013	- GBP 1.00	- GBP 1.00	Processed	Other Payments/Settlements	
Invoice 7000002 of 05.03.2013	05-Mar-2013	GBP 1,250.00	GBP 1,250.00	Processed	Other Payments/Settlements	
Invoice 8000003 of 05.03.2013	05-Mar-2013	GBP 950.00	GBP 950.00	Processed	Other Payments/Settlements	
Invoice 8000008 of 05.03.2013	05-Mar-2013	GBP 500.00	GBP 500.00	Processed	Other Payments/Settlements	
Invoice 1 of 03.03.2013	03-Mar-2013	GBP 100.00	GBP 100.00	Processed	Other Payments/Settlements	
Invoice 8000010 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 5,000.00	Processed	Other Payments/Settlements	
Invoice 7000008 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 5,100.00	Processed	Other Payments/Settlements	
Invoice 7000009 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 5,500.00	Processed	Other Payments/Settlements	
Invoice 7000010 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 10,000.00	Processed	Other Payments/Settlements	
Invoice 7000010 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 10,000.00	Processed	Other Payments/Settlements	
Invoice 7000010 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 5,000.00	Processed	Other Payments/Settlements	

Paid Invoices

To view the invoices that you have previously paid, select status 'Processed' and the period you wish to view, then click Find.

Download

If you want to download the list of previously paid invoices, simply click the download button. You will then be prompted to download the list into a CSV file.

Payment Details

To display the details of payments that paid an invoice simply click the already paid amount for the invoice you want to view.

viewing

open items

TNT
sure we can

INTERFACE - A A T NORTHERN

> Open Bills
> Paid Bills
> Display Open Items
> Balances and Line Items
> Dispute Cases
> Select Account
> Back To Online Billing
> Log Off

Display Open Items

Payments & Credits			
Reference	Reference Date	Document No.	Amount
8000004	05-Mar-2013	1600000294 - Credit memo	GBP 50.00
8000005	11-Mar-2013	1600000295 - Credit memo	GBP 500.00
1	18-Mar-2013	1400000006 - Incoming payment	GBP 5,000.00
1	18-Mar-2013	1400000007 - Incoming payment	GBP 5,100.00
2	18-Mar-2013	1400000008 - Incoming payment	GBP 5,500.00
1	28-Mar-2013	1400000011 - Incoming payment	GBP 5,000.00

Bills			
Reference	Reference Date	Document No.	Amount
1	18-Mar-2012	1800000001 - Invoice	GBP 5,500.00
1	18-Mar-2012	1800000002 - Invoice	GBP 5,500.00
7000006	05-Mar-2013	1800000030 - Invoice	GBP 1,050.00
8000009	18-Mar-2013	1800000034 - Invoice	GBP 10,000.00
8000010	18-Mar-2013	1800000036 - Invoice	GBP 10,000.00
7000008	18-Mar-2013	1800000038 - Invoice	GBP 10,000.00
7000009	18-Mar-2013	1800000037 - Invoice	GBP 10,000.00
7000010	18-Mar-2013	1800000039 - Invoice	GBP 10,000.00
7000010	18-Mar-2013	1800000041 - Invoice	GBP 10,000.00
8000006	05-Mar-2013	1800000031 - Invoice	EUR 1,000.00
8000007	11-Mar-2013	1800000032 - Invoice	EUR 1,500.00

Total: GBP 20,750.00
EUR 0.00

Balance: GBP 51,300.00
EUR 2,500.00

Total: GBP 72,050.00
EUR 2,500.00

[Detail View](#)

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Open Items

You can organise your invoices by ascending or descending order according to:

- Reference
- Reference Date
- Document number
- Amount.

Click the relevant column header once for ascending order or twice for descending order.

Detail View

To display all your open items in a consolidated list click detail view.

Download

If you want to download the list of open items, simply click the detail view button. You will then have the options to download in Excel or CSV.

The option to Print is also available in the detail view.

viewing

balances & line items

TNT
sure we can

> Open Bills
> Paid Bills
> Display Open Bills
> Balances and Line Items
> Dispute Cases
> Select Account
> Back To Online Billing
> Log Off

Balances and Line Items
To see the items for a particular period, click on the corresponding amount.

Fiscal Year : 2013
Currency: GBP

INTERFACE - A A T NORTHER

Sales
Hide Sales

Month	Debit	Credit	Balance	Accumulated Balance
2013				GBP 16,500.00
01/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 16,500.00
02/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 16,500.00
03/2013	GBP 88,855.00	GBP 52,050.00	GBP 36,805.00	GBP 53,305.00
04/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
05/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
06/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
07/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
08/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
09/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
10/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
11/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
12/2013	GBP 0.00	GBP 0.00	GBP 0.00	GBP 53,304.00
Total	GBP 88,855.00	GBP 52,051.00	GBP 36,804.00	GBP 53,304.00

Print Excel CSV

Balances

Select the year you want to view the balances for.

Detail View


To display the items that make up any of the balances click the amount in the debit, credit or balance columns.

View/Hide Sales

To view an additional column that displays the value of sales for each month select 'Display Sales' from the dropdown

disputing

an invoice and tracking its progress














sure we can

[Open Bills](#)
[Find Bill](#)
[Display Open Items](#)
[Balances and Line Items](#)
[Dispute Cases](#)
[Select Account](#)
[Back To Online Billing](#)
[Log Off](#)

List of Open Bills

1. Select all bills that you would like to pay:

[Search Bills](#)

Bill Description	Due	Billed Amount	Open	Payment Amount	Action
<input type="checkbox"/> Invoice 8000007 of 11.03.2013	11-Mar-2013	GBP 1,202.40	GBP 1,202.40		
<input type="checkbox"/> Invoice 7000006 of 05.03.2013	05-Mar-2013	GBP 1,050.00	GBP 1,050.00		
<input type="checkbox"/> Invoice 8000006 of 05.03.2013	05-Mar-2013	GBP 801.60	GBP 801.60		
<input type="checkbox"/> Invoice 8000009 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 10,000.00		
<input type="checkbox"/> Invoice 8000010 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 5,000.00		
<input type="checkbox"/> Invoice 7000008 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 4,900.00		
<input type="checkbox"/> Invoice 7000009 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 4,500.00		
<input type="checkbox"/> Invoice 7000010 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 10,000.00		
<input type="checkbox"/> Invoice 7000010 of 01.03.2013	01-Mar-2013	GBP 10,000.00	GBP 5,000.00		
<input type="checkbox"/> Invoice 1 of 18.03.2012	18-Mar-2012	GBP 5,500.00	GBP 5,500.00		
<input type="checkbox"/> Invoice 1 of 18.03.2012	18-Mar-2012	GBP 5,500.00	GBP 5,500.00		

Credit Description	Valid from	Credit Amount	Available	Payment Amount	Action
<input type="checkbox"/> Credit memo 8000005 of 11.03.2013	11-Mar-2013	- GBP 100.00	- GBP 100.00		
<input type="checkbox"/> Credit memo 8000004 of 05.03.2013	05-Mar-2013	- GBP 50.00	- GBP 50.00		

[Select All](#) [Deselect All](#) [Download Selected Entries](#)

Total Net Payment Amount: GBP 53,304.00 GBP 0.00

2. Choose **Continue** to check and confirm your payment. [Continue](#)

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Select your invoice

Select 'Open Bills' from the menu.

Click on the 'Action' icon for the invoice on which you wish to raise a dispute.

disputing

an invoice and tracking its progress

TNT
sure we can

> Open Bills
> Paid Bills
> Display Open Items
> Balances and Line Items
> Dispute Cases
> Select Account
> Back To Online Billing
> Log Off

Enter Dispute Case 000000064 - NORTON WELLS

To create a dispute case for the following document, enter the required data.
To send your inquiry, choose **Send**.
To return to the overview, choose **Back**.

Bill or Credit	Date	Amount	Open
Invoice 0000000005614080 of 12.04.2013	15-May-2013	GBP 129.80	GBP 129.80

Cause	Amount
Request for Documentation	129.80

Comment:

Back **Send**


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Dispute case details

Select a reason (Cause) from the dropdown list, and enter detailed comments in the free text field. Please specify for which shipment on your invoice you wish to raise a dispute. Then click Send.

disputing

an invoice and tracking its progress



sure we can

> Open Bills

> Paid Bills

> Display Open Items

> Balances and Line Items

> Dispute Cases

> Select Account

> Back To Online Billing

> Log Off

Confirmation for the Creation of a Dispute Case

000000064 - NORTON WELLS

Your data has been noted, and will be processed as quickly as possible.

Bill or Credit	Date	Amount
Invoice 0000000005614080 of 12.04.2013	15-May-2013	GBP 129.80

Dispute Cases Entered in this Session

Cause	Amount	Reference
Request for Documentation	GBP 129.80	

Back

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Dispute case confirmation

You will receive a confirmation that your dispute case has been created.

To track its progress, click on 'Dispute Cases' in the menu.

disputing

an invoice and tracking its progress

The screenshot shows the TNT 'sure we can' interface for dispute cases. On the left is a navigation menu with options: '> Open Bills', '> Paid Bills', '> Display Open Items', '> Balances and Line Items', '> Dispute Cases' (highlighted with an orange circle), '> Select Account', '> Back To Online Billing', and '> Log Off'. The main area is titled 'List of Dispute Cases' and includes instructions: 'To display dispute cases, select the appropriate search criteria:'. Below this are two dropdown menus: 'Status' set to 'Open' and 'Period' set to 'Last 12 Months', with a 'Find' button. These search criteria are circled in orange. Below the search bar is a table with one row of data. The table has columns: 'Case ID', 'Bills', 'Amount Disputed', 'Cause', 'Status', and 'Created On'. The data row contains: '000000011646', 'Invoice 8000067 of 11.03.2013', 'EUR 1,500.00', 'Price is not According to Quote / Agreement', 'New', and '14 March 2013 12:32:17'. An orange line connects the 'Dispute Cases' menu item to the 'Dispute Cases' section header below the screenshot.

TNT
sure we can

List of Dispute Cases
To display dispute cases, select the appropriate search criteria:

Status: Open Period: Last 12 Months Find

Case ID	Bills	Amount Disputed	Cause	Status	Created On
000000011646	Invoice 8000067 of 11.03.2013	EUR 1,500.00	Price is not According to Quote / Agreement	New	14 March 2013 12:32:17

INTERFACE - A A T NORTHERN

Dispute Cases


To view all the dispute cases that you have previously raised, select status 'All' and the period you wish to view, then click Find. To only view disputes cases that are currently open, select status 'Open' and the period you wish to view, then click Find.

Detail View

To display the details of a dispute case, or send a message to TNT regarding a dispute case, click the dispute case ID of the dispute case.

adding

further accounts

United Kingdom [[change](#)] [[larger text](#)] [[print page](#)] [[sitemap](#)] [[contact us](#)] 0800 100 600

SERVICES SHIPPING TOOLS SUPPORT ABOUT US

[Home](#) / [Finance login](#) / [Landing page](#) / [Account maintenance](#)

Account Maintenance

Account Number	Location
64	GB <input type="radio"/>

[Log Out](#)

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Registering additional accounts

To add more accounts to your Online Billing user id, select 'Account Maintenance' from the Online Billing landing page.

Select 'Register Additional Account'.


Delete account

From this page you can also remove an account from your user id. Simple select the account number you wish to remove, and click 'Delete Account'.

To go back to the Online Billing landing page, click 'Cancel'.

adding

further accounts



sure we can

United Kingdom [\[change \]](#) [larger text](#) [print page](#) [sitemap](#) [contact us](#) 0800 100 600

SERVICES SHIPPING TOOLS SUPPORT ABOUT US

[Home](#) / [Finance login](#) / [Landing page](#) / [Account maintenance](#)

Account Maintenance

Account Number	Location
64	GB

Fields marked * are required

Account Number *

(location where the account is managed) *

GB (location where the account is managed)

Invoice Number *

(a valid invoice received from TNT within the last 3 months)

Invoice Amount *

(including VAT)

[Log Out](#)

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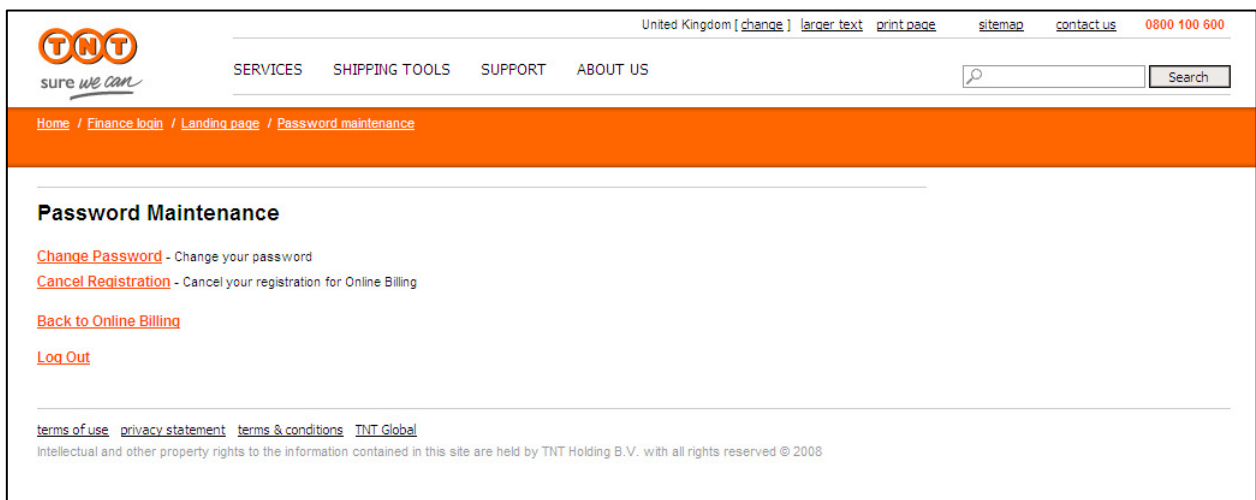
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Account details

Please ensure you have an invoice that's less than 3 months old to hand. Then complete your account details and verify your customer status by detailing the invoice number and the full amount. Click 'Add Account'.

changing

your password



The screenshot shows the TNT website's 'Password Maintenance' page. At the top, the TNT logo is on the left, and navigation links for 'United Kingdom', 'change', 'larger text', 'print page', 'sitemap', 'contact us', and '0800 100 600' are on the right. Below the logo is the tagline 'sure we can'. A menu bar contains 'SERVICES', 'SHIPPING TOOLS', 'SUPPORT', and 'ABOUT US'. A search bar with a magnifying glass icon and a 'Search' button is on the right. An orange breadcrumb trail reads 'Home / Finance login / Landing page / Password maintenance'. The main content area is titled 'Password Maintenance' and lists four links: 'Change Password' (with a description 'Change your password'), 'Cancel Registration' (with a description 'Cancel your registration for Online Billing'), 'Back to Online Billing', and 'Log Out'. At the bottom, there are links for 'terms of use', 'privacy statement', 'terms & conditions', and 'TNT Global', followed by a copyright notice: 'Intellectual and other property rights to the information contained in this site are held by TNT Holding B.V. with all rights reserved © 2008'.

United Kingdom [[change](#)] [larger text](#) [print page](#) [sitemap](#) [contact us](#) 0800 100 600

TNT
sure we can

SERVICES SHIPPING TOOLS SUPPORT ABOUT US

Home / [Finance login](#) / [Landing page](#) / [Password maintenance](#)

Password Maintenance

[Change Password](#) - Change your password

[Cancel Registration](#) - Cancel your registration for Online Billing

[Back to Online Billing](#)

[Log Out](#)

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Change password

To change your password, select 'Password Maintenance' from the Online Billing landing page.

Then select 'Change Password'.

changing

your password

 **TNT**
sure we can

United Kingdom [[change](#)] [larger text](#) [print page](#) [sitemap](#) [contact us](#) 0800 100 600

SERVICES SHIPPING TOOLS SUPPORT ABOUT US

[Home](#) / [Finance login](#) / [Landing page](#) / [Password maintenance](#) / [Change password](#)

Change Password

Fields marked with * are required

Existing Password*:

Enter a new password*: [View password criteria](#)

Re-enter the new password*:

[Log Out](#)

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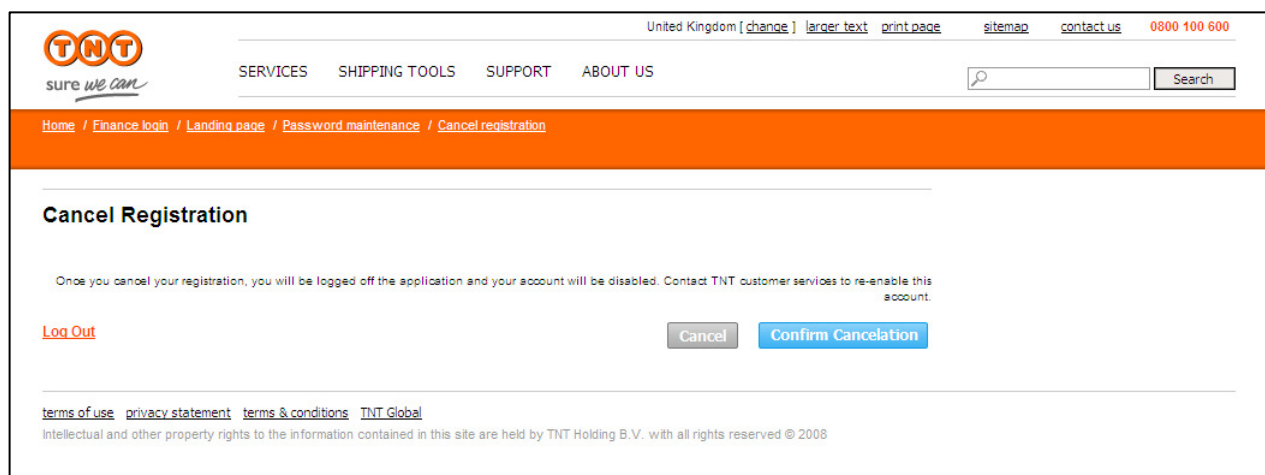
Change password

Enter your existing password, then enter your new password twice.

Click the Save button.

cancelling

your Online Billing registration



The screenshot shows the TNT Online Billing interface. At the top, the TNT logo is on the left, and the text 'United Kingdom' with links for '[change]', 'larger text', 'print page', 'sitemap', 'contact us', and a phone number '0800 100 600' is on the right. Below this is a navigation bar with 'SERVICES', 'SHIPPING TOOLS', 'SUPPORT', and 'ABOUT US', followed by a search bar. An orange breadcrumb trail reads: 'Home / Finance login / Landing page / Password maintenance / Cancel registration'. The main heading is 'Cancel Registration'. A paragraph states: 'Once you cancel your registration, you will be logged off the application and your account will be disabled. Contact TNT customer services to re-enable this account.' Below this are links for 'Log Out' and two buttons: 'Cancel' and 'Confirm Cancellation'. At the bottom, there are links for 'terms of use', 'privacy statement', 'terms & conditions', and 'TNT Global', followed by a copyright notice: 'Intellectual and other property rights to the information contained in this site are held by TNT Holding B.V. with all rights reserved © 2008'.

TNT
sure we can

United Kingdom [change] larger text print page sitemap contact us 0800 100 600

SERVICES SHIPPING TOOLS SUPPORT ABOUT US

Home / Finance login / Landing page / Password maintenance / Cancel registration

Cancel Registration

Once you cancel your registration, you will be logged off the application and your account will be disabled. Contact TNT customer services to re-enable this account.

[Log Out](#)

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Cancel registration

To cancel your Online Billing registration, select 'Password Maintenance' from the Online Billing landing page.

Then select 'Cancel Registration', and confirm your cancellation.

specifications



There are a number of requirements you need to operate our Online Billing system.

Required: **Web browsers**

Latest version of Microsoft Internet Explorer 7 or later, and Firefox 3

To view invoices in PDF format

Adobe Acrobat v9.0 and Adobe Reader v8.0

To enable the download of the invoice data

Microsoft Excel 97 and above

Minimum requirements:

Windows 95, NT4, 98, Me, 2000 or XP Professional

Processor – 500 MHz

RAM – 64 Mbytes

Display 800x600 screen resolution and 16-bit colour

