

# TNT ONLINE NOW MADE SIMPLER

- **SPEED:** Instant\* quotes any time, anywhere.
- **EASE:** Book your shipment in 5 easy steps.
- **CONVENIENCE:** Confirm, print and ship – all at your fingertips!

## STEP 1



### QUOTE

- Visit [www.tnt.com](http://www.tnt.com)
- Enter your collection and delivery cities, and then click **Get Quote** or choose **"Skip quote and book shipment now"**.

## STEP 2



### DETAILS

- Be sure to have the collection and delivery addresses, and contact details ready.
- Add shipment value, dimensions, customs details, and indication for dangerous goods<sup>^</sup>.
- Now select the **billing information**:
  - **Sender Pays:** Pay via manual invoicing.
  - **Receiver Pays:** Have your TNT Receiver Pay account number ready. The TNT account holder will be invoiced.

## STEP 3



### DELIVERY

- Select the collection date and expected delivery date.
- Need it fast or want added assurance? Select:
  - **Priority Handling** for the earliest possible delivery.
  - **Enhanced Liability** to protect against loss or damage.
- Now select your preferred collection time.
- **Have the shipment ready before the latest collection timing to ensure timely collection and delivery.**

## STEP 4



### CONFIRM

- Last check of shipping details. If you chose Sender Pays, select payment details.
- Lastly, agree to the Terms & Conditions to finalise shipment.
- **For "Receiver Pays", no payment details will be needed. A notification email will be sent to TNT Receiver Pay account holder, so please ensure email address of Receiver is provided.**

## STEP 5



### CHECKLIST

- Things to do before collection:
  1. Save the numbers: booking and shipment numbers and/or payment reference.
  2. Print the shipping documents (attached in the email).
  3. Prepare, print and include your commercial invoice.
  4. Refer to Packing your Shipment for instructions. **DO NOT SEAL** until our driver has verified the contents for security purposes.

**Your shipment booking is done!**