Първи стъпки Онлайн изпращане с myTNT 2

myTNT 2 е най-бързият начин за създаване на пратки и най-лесният начин да ги управлявате.

Това ръководство ще Ви покаже как да регистрирате профил и да започнете с първата си пратка.



Регистрация

За да използвате myTNT 2, първо ще трябва да се регистрирате – така че не забравяйте да подготвите своя клиентски номер на TNT



СЪВЕТ: Можете да започнете да използвате myTNT 2, докато чакате регистрацията Ви да бъде одобрена.

Ще бъдете таксувани с нашите стандартни тарифи, докато не получите потвърждение на профила си.

Табло на myTNT 2

Това е таблото, което виждате, когато влезете. За да започнете, нека да разгледаме

петте основни функции.

1 Управление на профили и потребители





1. Управление на профили и потребители

			TST companyas v netherlands@yopmail.com
▲ Please note temporary service suspension Get a quote and shi	s may apply, making certain services unavailable du	ring booking. More information	Settings Change Password
Send shipment Receive shipmen Shipping account * Testbedriif B V (085001504)	Choose location in Finland *	Choose location *	Invite new user Manage users Manage shipping accounts
			e-invoicing

Create shipment

Create shipment

Pending shipme...

Templates Special services 3912

C Dashboard

🕎 Ship

Когато се регистрирате в myTNT 2, вие ставате администратор на фирмата. Това означава, че можете да редактирате фирмения профил и да управлявате потребителите.

Manage users		(+ Invite new user	За да дадето си изберето
Email	Name	Role		
abelthechado1@yopmail.com		Administrator	•••	потребител
				поканите, те
alejandro.j.garcia@tnt.com	Alejandro Garcia	Administrator	•••	за потвърж,
all_countries_companies@yopmail.com		Administrator	•••	
arialfaro@yopmail.com		Administrator	•••	

За да дадете достъп на колегите си, изберете **"Поканете нов потребител"**. След като ги поканите, те ще получат имейл за потвърждение.



2. Получаване на бърза ценова оферта

∆ Due t	to the impact of the COVIE)-19 situatio	n, quoted tran	sit times ma	y be impacte	ed.				
et a quote	and ship Receive shipment					1	HE PEOPL	ENETWO	DRK	
pping account *		Choose lo	cation in Finla	nd *		Choos	e location *			
Festbedrijf B.V. (085001504)		From	Helsinki, Finlar	ıd	You	То	Amsterdam, N	oord-holland,	Neth	
						Please	enter the posta	code for an e	xact quote	
antity *	Туре *	Length *		Width *		Height	* (Weight *		
~	Box 🗸	10	cm	10	cm	10	cm	.50	kg	
1 items	elsinki *		0.5 kg	veigne	+1	Add anot	her package	Get q	uote	
Today			~							
Delivery date			•							
Delivery date	Service		Book before		Price (E	UR)				
Tomorrow	Service 9:00 Express		Book before	ſoday	Price (E €200	:ur) .00		Selec	ct	
Tomorrow Tomorrow	Service 9:00 Express 12:00 Express		Book before වී 16:00 - 7 වී 16:00 - 7	Foday Foday	Price (E €200 €25.0	:ur) .00		Selec	ct	
Tomorrow Tomorrow Tomorrow	Service 9:00 Express 12:00 Express 10:00 Express		Book before වී 16:00 - 7 වී 16:00 - 7 වී 16:00 - 7	Foday Foday Foday	Price (E €200 €25.0 €14.0	:UR) .00)0		Selec Selec	ct	
Tomorrow Tomorrow Tomorrow	Service 9:00 Express 12:00 Express 10:00 Express Express		ව 16:00 - 7 ව 16:00 - 7 ව 16:00 - 7 ව 16:00 - 7 ව 16:00 - 7	Foday Foday Foday Foday	Price (E €200 €25.0 €14.0 €9.00	(UR) 1.00 00 00		Select Select Select Select	at at at at	
Tomorrow Tomorrow Tomorrow 12 Aug 2021	9:00 Express 12:00 Express 10:00 Express Express 12:00 Economy	Express	Book before © 16:00 - 1 © 16:00 - 1 © 16:00 - 1 © 16:00 - 1 © 16:00 - 1 © 16:00 - 1	roday roday roday roday	Price (€ €200 €25.0 €14.0 €9.00 Price €	:UR) 1.00 100 100 100 100	ermined	Select Select Select Select Select	ct ct ct	

Започнете с въвеждане на произхода и местоназначението на Вашата пратка.

След като въведете местоназначението, ще се появят тези допълнителни полета.

Когато изберете услуга, всички въведени от Вас данни ще бъдат предварително автоматично попълнени, за да се създаде нова пратка.



3. Създаване на пратка

			Clear		
Create shipment		* Required			
Send shipment Receive shipment					
Sender You					
Shipping account *		Show ~			
Testbedrijf B.V. (085001504)	·				
tese Helsinki, Fi Contact name: test Add collection instructions					
Alternative collection address					
C Receiver					
0					
Select from address book	ł	lide ^			
Address details	Contact details				
	contact details				
Country/Territory *	Company*				
Country/Territory* Netherlands	Company* Test Company				
Country/Territory* Netherlands Postcode *	Company * Test Company Contact name (full name) *				
Country/Territory* Netherlands Postcode* 1011 AA	Company* Test Company Contact name (full name)* Test Account				
Country/Territory* Netherlands Postcode* 1011 AA City*	Company* Test Company Contact name (full name)* Test Account Phone number*				
Country/Territory* Netherlands Postcode* 1011 AA City* Amsterdam	Company* Test Company Contact name (full name)* Test Account Phone number* +31612345678				
Country/Territory* Netherlands Postcode* 1011 AA City* Amsterdam Address line 1*	Company * Test Company Contact name (full name) * Test Account Phone number * +31612345678 Email - optional (?)				
Country/Territory* Netherlands Postcode* 1011 AA City* Amsterdam Address line 1* Test Account	Company * Test Company Contact name (full name) * Test Account Phone number * +31612345678 Email - optional ?				
Country/Territory* Netherlands Postcode 1011 AA City Amsterdam Address line 1* Test Account Address line 2 - optional	Company* Test Company Contact name (full name)* Test Account Phone number* +31612345678 Email - optional VAT number - optional				
Country/Territory* Netherlands Postcode 1011 AA City Amsterdam Address line 1* Test Account Address line 2 - optional Address line 3 - optional	Company * Test Company Contact name (full name) * Test Account Phone number * +31612345678 Email - optional ⑦ VAT number - optional Delivery instructions in English - optional ⑦			 	
Country/Territory* Netherlands Postcode 1011 AA City Amsterdam Address line 1* Test Account Address line 2 - optional Address line 3 - optional	Company * Test Company Contact name (full name) * Test Account Phone number * +31612345678 Email - optional ⑦ VAT number - optional Delivery instructions in English - optional ⑦			 	
Country/Territory* Netherlands Postcode* 1011 AA City* Amsterdam Address line 1* Test Account Address line 2 - optional Address line 3 - optional	Company * Test Company Contact name (full name) * Test Account Phone number * +31612345678 Email - optional VAT number - optional Delivery instructions in English - optional			 	

Ако планирате да изпращате подобни пратки в бъдеще, натиснете **"Запази като шаблон"**, след като попълните подробностите за пратката.

Можете да създадете пратка по износ или вътрешна пратка с настройката по подразбиране "Изпращане на пратка". За да създадете пратка по внос, променете настройката на **"Получаване на пратка"**.

Ако получателят плаща, ще трябва да попълните неговия **имейл**.

Изберете квадратчето **"Запиши в адресната книга"**, ако очаквате да изпращате или да организирате вземане от този адрес в бъдеще.

Превъртете надолу, за да продължите...



3. Създаване на пратка (продължение)

	netherlands@yopmail.com	
${\mathbb A}$ Due to the impact of the COVID-19 situation, quoted transit times may be impacted.		
	Clear Choose template Save as template	
Shinmant details		
I Box I I Comparing the second		
# Total quantity: P Total volume: A Total weight + Add another package		
1 items 0.001 m3 0.5 lg		
Customs controlled		
Do you want to flag your shipment as customs controlled • ⑦		
Goods description * ⑦ Value - optional ⑦ Customer reference - optional ⑦		
Jewellery EUR V		
Stackable shipment Is your shipment (vertically) stackable? • ⑦ O No		
Dangerous goods Does your shipment contain any dangerous goods? * ⑦ ⑧ No ○ Yes		
· · · · · · · · · · · · · · · · · · ·		

Не се изисква да посочвате **стойност на пратката** за документи. Не забравяйте да изберете правилната валута.

Можете да включите **до 99 пакета** в една пратка.

Референтният номер на клиент е по желание. Можете да го използвате за целите на проследяването.

myTNT 2 Ви позволява да изпращате **частично регулирани опасни товари.**

За повече информация относно изпращането на опасни товари вижте **това ръководство**.

Превъртете надолу, за да продължите...



3. Създаване на пратка (продължение)

will pay for the shipment? * ⑦ tbedrijf B.V. (You)
Ribedrijf B.V. (You)
Disease also as a secondary
Please choose a service
action date in Helsinki *
norrow 🗸
Delivery date Service Booking Price (EUR)
● 12 Aug 2021 9:00 Express (FASTEST) ② Book before 16:00 - 11 Aug 2021 €200.00
Preferred collection window Create a new collection window
Collection window must be 60 minutes or more
From* To*
Additional options
□ Enhanced Liability ⑦ € -
() 12 Aug 2021 12 00 Express (2) Book before 16:00 - 11 Aug 2021 €25.00
() 12 Aug 2021 10.00 Express (2) Book before 16:00 - 11 Aug 2021 €14.00
Return documents
With the return documents option, you can create and print documents for a return shipment. To return the shipment, the receiver just has to
With the return documents option, you can create and print documents for a return shipment. To return the shipment, the receiver just has to follow the instructions on the documents. If you don't need this option, you can hide it by clicking 'Hide return documents option' below.
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Ако плаща **получателят**, ще се появи поле, където можете да въведете неговия клиентски номер на TNT (тарифите повече няма да се показват).

) Billing information	
Who will pay for the shipmen	it?* (?)
Receiver Company Name	~
TNT account number of rece	iver *
00000001	

След като регистрацията Ви в myTNT 2 бъде одобрена, ще се показват Вашите персонализирани тарифи с отстъпка (дотогава ще Ви бъдат предлагани нашите стандартни онлайн тарифи).

Ще видите **обобщение** на пратката си, преди да я потвърдите и финализирате.



3. Създаване на пратка (продължение)

Ще имате възможност да прегледате и потвърдите всички подробности за пратката преди финализирането.

Collection and delivery	Shipment details	Shipping costs	
Collection on Wednesday, 11 August 2021	Total items: 1 • 1x Box - 10 x 10 x 10cm - 0.5kg	9:00 Express	€200.00
between 12:00 and 16:30 Local time in Helsinki Address details 🗸	Goods description Jewellery	excl. VAT	€200.00
To Test Company		VAT	€42.00
Delivery on Thursday, 12 August 2021 (9:00 Express) Address details 🗸		Total (incl. VAT) Payment on invoice	€242.00
		Invoice will be sent to	
		Testbedrijf B.V. TNT account number: 08500150)4
		VAT number: -	

И накрая... ще имате възможност да изтеглите и отпечатате своите транспортни документи.

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.

Do you have a label printer?

Generate A6 sized shipping label

Generate documents

SHIPMENT NUMBER: 200253521



BOOKING NUMBER: TRE 898451

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.



4. Проследяване на Вашата пратка

За да видите състоянието на пратката си, натиснете "Търсене и проследяване" в менюто отляво.

Можете да проследите пратка, като въведете нейния **номер** или **референтния номер на клиента.**

reate shipment	Your shipment is booked	ecome	Send now Services myTNT How to Track & Trace Support	
achboard iip A rease shipment anding shipme 392 special services biometric	Your documents are ready to print Direct printing is disabled ③ 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. Signapping labels (A6) Shipping documents	Track & Trace Track a shipment Watchlist Track your shipment	Shipment number	
y supports (2)	Manually select documents	Shipment number ⑦ Customer reference ⑦) 200253521 Search	
ppon	SHIPMENT NUMBER: 200253521 BOOKING NUMBER: TRE 898451			

Когато проследявате пратка, ще се покаже опция за преглед на доказателството за доставка.

a L Etape, France ay 2021		Delivered to Shipment number Anvezeption, Keiglum 31 May 2021 11 50 Customer reforence BL-21-20202
	Collected In tran	I Rem
de details		Show signatory Save to watchlist Status updates
/05/2021, 11:50	Antwerpen	Action Shipment delivered in good condition
05/2021, 09:33	Boom	Shipment is out for delivery.
1/05/2021, 07:50	Boom	Shipment now at depot nearest to delivery address
/05/2021.07:17	Machelen	Shipment in transit
05/2021.07:16	Machelen	Shipment in transit
/05/2021.07:00	Machelen	Shipment arrived at connection point
05/2021.11:46		Shipment delayed in transit Recovery actions underway
/05/2021.05:43	Wiesbaden	Shipment arrived at TNT location
8/05/2021.03:52	Wiesbaden	Shipment in transit
8/05/2021 03:51	Wiesbaden	Shipment in transit
8/05/2021, 00:36	Wiesbaden	Shipment arrived at connection point
7/05/2021, 11:50	Raon L Etape	Shipment collected from collection address
		Where's my parcel? Start chat now



5. Адресна книга

За да спестите време за следващите си пратки, просто записвайте адресите в процеса на работа. По този начин можете да използвате същите данни за вземания или доставки в бъдеще. Ако сте нови в myTNT 2, можете да качите цялата си адресна книга и след това да добавите контакти или да ги изтеглите, ако е необходимо.

							Delete	all contacts	Upload add	iress book	Download address boo	k Add contact
	Addre	ss book										
	Search											
	Q								∃ Filters			
	Company 🖨	÷	Location \$	Å	Address		Contact \$					
	000011		Haarlem, NL	1	Test Street 1		Erwin V					
	11111111		Berlin, DE	2	22222222 Strasse		Lomov					
	123123		Duiven, NL	1	123123		123123					
	87pancakes	Ltd	Birmingham, GB	1	167b Grange Road		Pedro					
	Aanchal		Birmingham, GB	4	450 Stratford Road	I	O Prosianko					
	ALMAC		Dublin, IE	Å	Almac Internation	al Returns	ALMAC					
	AS INFOTED	сн	Pune, IN	F	Po Box 51871		A F Designs		•••			
	AS INFOTED	сн	London, GB	F	Flat 2		AS INFOTECH					
	asdf		Belfast, GB	a	asdf		asdfas		•••			
		Add multiple contacts a	Upload	over address book	SV (max. 3 MB) or .	XLSX (max. 1 MB) file	2.					
		Do	wnload this CSV-template o	r XLSX-template to show you	i the format to use							
			Need help exporting	your contacts? Check out thi	is article.							
				Choose a file								
F		F	G	Н		1	К		L	М	Ν	0
E	sLine1	F addressLine?	G addressLine3	H	l VATNumber	J email	K	internationalA	L	M	N delivervinstructions	O

За да качите адресна книга, файлът трябва да е в **.csv** или **.xlsx** формат. Също така трябва да следва същата структура на полетата, както е показано на екранната снимка.

Заглавията на колоните

трябва да са точно същите като заглавията на екранната снимка (на английски).

Полетата, които са твърде дълги, ще бъдат отрязани автоматично.

Готови сте!

Support Ω Search.... Tell us how can we help About myTNT 2 Booking a shipment Account > What is a company in myTNT? > Collection date and time range > What is myTNT? > What is a shipping account? Package details About myTNT 2 > Adding users to your company Receiver address Booking a shipment Account Preparing a shipment Pricing and payments Shipment options > Packing boxes > Standard surcharges > Services overview Packing your first shipment > What is your quote based on? Shipment types > Enhanced Liability > Shipping labels and documents > Difference between quote and final invoice Preparing a shipment

Pricing and payments

Shipment options

Tracking

> Proof of Delivery

- Tracking your shipment
- > Tracking statuses explained

Tracking

За повече подробности винаги можете да посетите страницата за поддръжка на myTNT 2.