As part of the FedEx and TNT integration and the continuous alignment of our systems, we are updating our town listing and postcodes for generating collections/shipping labels to/from Ireland. This is effective August 24, 2020.

Please note:
Postcodes are not mandatory to ship to and within Ireland, but if you use existing TNT specific postcodes, then these require updating.

From this date, no postcodes are required for shipping to and within Ireland.

If your systems require a mandatory postcode, you are shipping internationally from Ireland or use address book features or other address sources for shipping with us, we kindly ask you to update the respective address information immediately to prevent issues with the generation of shipping labels and transit times.

Please note: Postcodes are not mandatory to ship to and within Ireland, but if you use existing TNT specific postcodes, then these require updating.
How to update the postal codes:
1. Open Express Manager.
2. Go to 'Consignment Management' on the left and select 'Consignment Entry'.

Senders based in Ireland shipping internationally
3. Select your address under ‘Sender Details’ and then click ‘Edit address’. 

4. This brings up the address details. Backspace out what is entered in ZIP/Postcode field and then click ‘Town Search (F7)’. 

Senders based in Ireland shipping internationally (Continued)
5. This brings up a search box and you will be able to see the town, county and the new postcode in a format of alphabet letters (A) and numbers (N): AANNNNN. Select this and click OK.

6. Click 'Yes' to update it in your Address Book.

7. Thank you, all done!
1. Open Express Manager.
2. Go to ‘Consignment Management’ on the left and select ‘Consignment Entry’.
3. Go to the ‘Receiver Details’ and select an Irish address from the Address Book.

4. When populated, you will see the option to ‘Edit Address’. Select this.
5. This brings up the address details. Backspace out what is entered in ZIP/Postcode field and then click ‘Town Search (F7)’.

6. This brings up a search box and you will be able to see the town, county and the new postcode in the format of alphabet letters (A) and numbers (N): AANNNNN. Select this and click ‘OK’.
7. Click ‘Yes’ to update it in your Address Book.

8. Thank you, all done!
Open Express Manager.

Go to ‘Static Maintenance’ on the left hand side and select ‘Address Book’. Sort the Address Book by ‘Located Country’ and scroll down until you see all the addresses in Ireland.

Alternatively, the update can also be done in the Address Book section:

1. Open Express Manager.
2. Go to ‘Static Maintenance’ on the left hand side and select ‘Address Book’. Sort the Address Book by ‘Located Country’ and scroll down until you see all the addresses in Ireland.
3. Click into each one to change it. Backspace out what is entered in ZIP/Postcode field and then click ‘Route Search’.

4. Select the address that appears with the new postal code format and click ‘OK’.

5. Thank you, all done!
Please note that if the updates aren’t made, you will receive an error label as follows and won’t be able to use it for shipping:

**TNT ERROR REPORT**

COMBINE NR / PIECES: 811931772 / 01

SEND REFERENCE:

POSTCODE: 1213

CITY NAME: NEW ROSS

COUNTRY: IE

SERVICE CODE/OPTIONS: 15

ERROR CODE: LW0001

ERROR TEXT: Postcode invalid.
1. Open Express Manager
2. Go to 'Consignment management' on the left and select 'Consignment Entry'

Contact us

For any queries regarding this matter please contact your local CIT team, IT helpdesk or the Customer Support team.