CONTENTS LIST

INTRODUCTION ....................................................................................................................... 3
  Customer Prerequisite ......................................................................................................... 3
  Features of e-Invoicing ...................................................................................................... 3

HOW TO REGISTER FOR E-INVOICING ..................................................................... 4
  1) Locate the TNT Australia web site: ................................................................................ 4
  2) Registering Account ....................................................................................................... 5
  3) Account Information ....................................................................................................... 6
  4) Registration Type ............................................................................................................ 7
  5) E-invoice Information ..................................................................................................... 8
  6) Terms and Conditions ..................................................................................................... 9
  7) Registration Message ..................................................................................................... 10
  8) Update password ........................................................................................................... 11
  9) Long Form Terms and Conditions ............................................................................... 12

NAVIGATE E-INVOICING ................................................................................................. 13
  Home Page ....................................................................................................................... 13
  Invoice Page ..................................................................................................................... 14
  PDF Invoice ....................................................................................................................... 15
  CSV Data file ..................................................................................................................... 16
  View Invoice Transactions ............................................................................................... 17
  All Invoices ....................................................................................................................... 18
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:

   www.tnt.com.au

   - If you already have access to TNT Online, scroll down to the TNT Online/My TNT area, enter your username and password and click Log in.
   - If you are new to the TNT website, scroll down to the TNT Online/My TNT 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:

REGISTER FOR TNT ONLINE

REGISTRATION 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
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 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

999999999

Search

Account Address

Customers’ name

Address 1

Address 2

Suburb City

State

Post Code

☐ 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.

---

![Image of eInvoicing User Guide]

- **I confirm this is my TNT Account Number**
- **Registration Type**
  - General Usage
  - Consignment Creation
  - EInvoice*
  - Price Checker*

*EInvoice and Price Checker require account validation using a recent TNT invoice

**User Information**

- Username (email address)
- Confirm Username (email address)
- First Name
- Last Name
- Job Title
- Phone Area
- Phone Number

[Submit]
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.
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. Please check your designated email for your temporary password. The email will be from tntonline@tnt.com.au. Once received, click on 'Login'.

---

Dear TNT,

Thank you for registering for TNT Online.

TNT Online is your secure portal providing you with access to a range of our online solutions, including booking a collection, obtaining a Proof of Delivery Image (POD), estimating the price of a shipment and accessing your invoice online.

A temporary password has been set up for you which will need to be changed the first time you log in.

Temporary Password: uMUidbl

Please note: If you do not log in within 15 days your temporary password will expire.

To access www.tnt.com.au, click here.

Should you have any further queries please call us on 1300 851 131 or email helpdesk@tnt.com.au.

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 change when complete and a confirmation message should appear.

---

**Login to TNT Online**

TNT Express is one of the world’s leading providers of business-to-business express delivery services. TNT Express is able to offer its customers an extensive domestic and international network, integrated with the latest technology. This allows TNT Express to provide a unique combination of on-demand, time-sensitive, door-to-door services within Australia and around the world.

**Username**

**Password**

[ ] remember my password

---

**Reset Your Password**

**Your Password Has Expired**

Your password must be a minimum of 8 characters long. It is recommended that you use a mixture of letters and numbers.

**Current Password**

**New Password**

**Confirm Password**

**Password Hint**

Your new password should be a minimum of 8 characters and a maximum of 20.

[ ] Change

---

Please click here to continue using the secure TNT Express website.
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 Act 2001).

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.
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.
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.

### TAX INVOICE

<table>
<thead>
<tr>
<th>Consignments</th>
<th>Date</th>
<th>Orig Post Code</th>
<th>Dest Post Code</th>
<th>S</th>
<th>R</th>
<th>T</th>
<th>V</th>
<th>SVC</th>
<th>DPT</th>
<th>Cust Ref.</th>
<th>Items</th>
<th>Charge Wt. (kg)</th>
<th>Cubic Vol. (m³)</th>
<th>V or W</th>
<th>Freight Charges $</th>
<th>Extended Warranty $</th>
<th>Fuel Surcharge</th>
<th>Total Charges $</th>
<th>G.S.T. $</th>
<th>Grand Total $</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXXXXXX</td>
<td>21/10/08</td>
<td>2019 03075</td>
<td></td>
<td>S</td>
<td>D</td>
<td>T</td>
<td>V</td>
<td>SVC</td>
<td>DPT</td>
<td>Cust Ref.</td>
<td>Items</td>
<td>48.00</td>
<td>0.192</td>
<td>V</td>
<td>60.00</td>
<td>10.03</td>
<td>12.17</td>
<td>162.25</td>
<td>10.23</td>
<td>112.43</td>
</tr>
<tr>
<td>XXXXXXXXX</td>
<td>21/10/08</td>
<td>2147 2645</td>
<td></td>
<td>S</td>
<td>D</td>
<td>T</td>
<td>V</td>
<td>SVC</td>
<td>DPT</td>
<td>Cust Ref.</td>
<td>Items</td>
<td>23.00</td>
<td>0.0252</td>
<td>W</td>
<td>38.03</td>
<td>10.03</td>
<td>5.78</td>
<td>63.81</td>
<td>5.36</td>
<td>58.19</td>
</tr>
<tr>
<td>XXXXXXXXX</td>
<td>21/10/08</td>
<td>2101 2473</td>
<td></td>
<td>S</td>
<td>D</td>
<td>T</td>
<td>V</td>
<td>SVC</td>
<td>DPT</td>
<td>Cust Ref.</td>
<td>Items</td>
<td>31.00</td>
<td>0.1254</td>
<td>W</td>
<td>55.42</td>
<td>10.03</td>
<td>8.42</td>
<td>73.64</td>
<td>7.36</td>
<td>91.22</td>
</tr>
<tr>
<td>XXXXXXXXX</td>
<td>17/10/08</td>
<td>2067 3034</td>
<td></td>
<td>S</td>
<td>D</td>
<td>T</td>
<td>V</td>
<td>SVC</td>
<td>DPT</td>
<td>Cust Ref.</td>
<td>Items</td>
<td>9.00</td>
<td>0.0134</td>
<td>W</td>
<td>32.76</td>
<td>10.03</td>
<td>5.09</td>
<td>49.59</td>
<td>4.86</td>
<td>54.45</td>
</tr>
<tr>
<td>XXXXXXXXX</td>
<td>22/10/08</td>
<td>2000 2630</td>
<td></td>
<td>S</td>
<td>D</td>
<td>T</td>
<td>V</td>
<td>SVC</td>
<td>DPT</td>
<td>Cust Ref.</td>
<td>Items</td>
<td>3.00</td>
<td>0.0122</td>
<td>W</td>
<td>27.25</td>
<td>10.03</td>
<td>4.95</td>
<td>42.50</td>
<td>4.25</td>
<td>47.75</td>
</tr>
<tr>
<td>XXXXXXXXX</td>
<td>21/10/08</td>
<td>2010 3051</td>
<td></td>
<td>S</td>
<td>D</td>
<td>T</td>
<td>V</td>
<td>SVC</td>
<td>DPT</td>
<td>Cust Ref.</td>
<td>Items</td>
<td>7.00</td>
<td>0.0272</td>
<td>W</td>
<td>115.86</td>
<td>10.03</td>
<td>20.47</td>
<td>146.13</td>
<td>14.51</td>
<td>160.74</td>
</tr>
<tr>
<td>XXXXXXXXX</td>
<td>21/10/08</td>
<td>2120 2350</td>
<td></td>
<td>S</td>
<td>D</td>
<td>T</td>
<td>V</td>
<td>SVC</td>
<td>DPT</td>
<td>Cust Ref.</td>
<td>Items</td>
<td>35.00</td>
<td>0.0454</td>
<td>Y</td>
<td>60.00</td>
<td>10.03</td>
<td>9.26</td>
<td>60.16</td>
<td>8.02</td>
<td>68.18</td>
</tr>
<tr>
<td>XXXXXXXXX</td>
<td>21/10/08</td>
<td>2755 4650</td>
<td></td>
<td>S</td>
<td>D</td>
<td>T</td>
<td>V</td>
<td>SVC</td>
<td>DPT</td>
<td>Cust Ref.</td>
<td>Items</td>
<td>14.00</td>
<td>0.0156</td>
<td>Y</td>
<td>67.00</td>
<td>10.03</td>
<td>10.18</td>
<td>87.18</td>
<td>5.72</td>
<td>92.90</td>
</tr>
<tr>
<td>XXXXXXXXX</td>
<td>22/10/08</td>
<td>2060 2840</td>
<td></td>
<td>T</td>
<td>D</td>
<td>T</td>
<td>V</td>
<td>SVC</td>
<td>DPT</td>
<td>Cust Ref.</td>
<td>Items</td>
<td>1.00</td>
<td>0.0000</td>
<td>Y</td>
<td>44.75</td>
<td>10.03</td>
<td>7.92</td>
<td>62.67</td>
<td>6.27</td>
<td>68.94</td>
</tr>
<tr>
<td>XXXXXXXXX</td>
<td>21/10/08</td>
<td>2016 3000</td>
<td></td>
<td>S</td>
<td>D</td>
<td>T</td>
<td>V</td>
<td>SVC</td>
<td>DPT</td>
<td>Cust Ref.</td>
<td>Items</td>
<td>1.00</td>
<td>0.0000</td>
<td>Y</td>
<td>100.50</td>
<td>10.03</td>
<td>17.79</td>
<td>183.29</td>
<td>12.83</td>
<td>141.12</td>
</tr>
</tbody>
</table>

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.