

FedEx Australia Pty Ltd trading as TNT Express

TNT eInvoicing User Guide

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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.

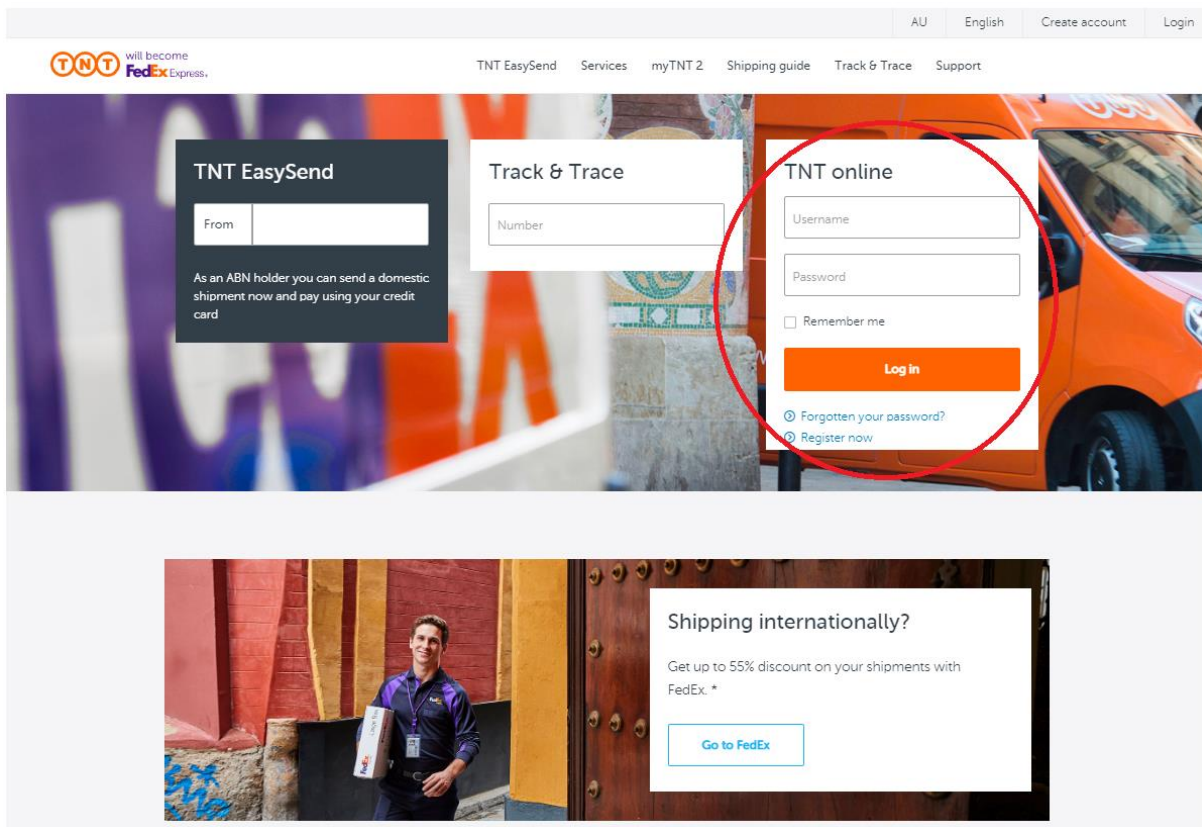
HOW TO REGISTER FOR E-INVOICING

1) Locate the TNT Australia web site:

www.tnt.com.au

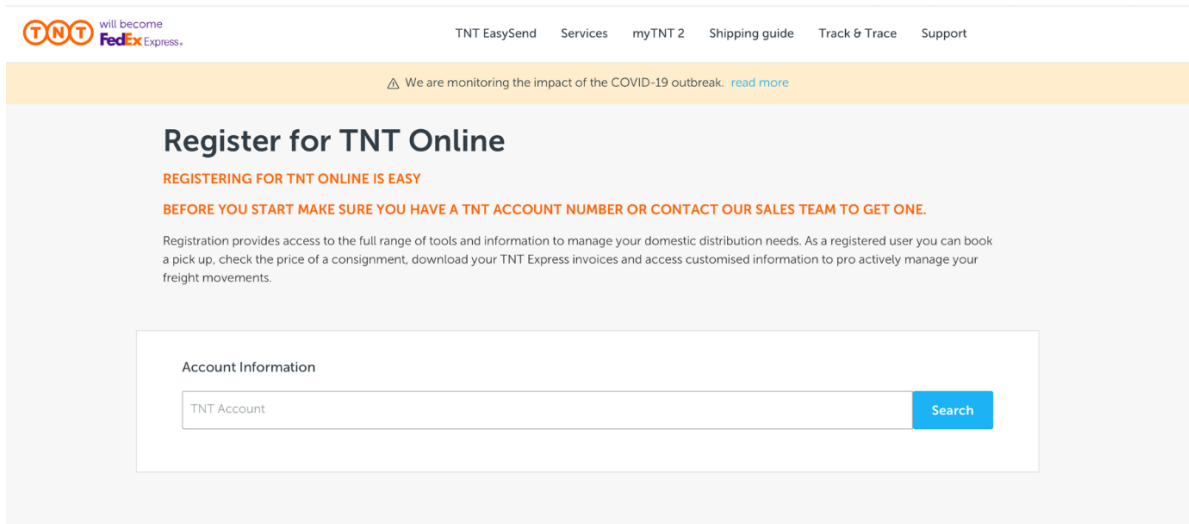
- **If you already have access to TNT Online**, scroll down to the TNT Online area, enter your username and password and click Log in.
- **If you are new to the TNT website**, scroll down to the TNT Online area and click 'Register now'. Follow the instructions to register for both TNT Online and eInvoicing.

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:



The screenshot shows the TNT Online registration page. At the top left is the TNT logo with the text "will become FedEx Express". To the right is a navigation menu with links: "TNT EasySend", "Services", "myTNT 2", "Shipping guide", "Track & Trace", and "Support". Below the navigation is a yellow banner with a warning icon and the text: "We are monitoring the impact of the COVID-19 outbreak. [read more](#)". The main heading is "Register for TNT Online". Below this are two lines of orange text: "REGISTERING FOR TNT ONLINE IS EASY" and "BEFORE YOU START MAKE SURE YOU HAVE A TNT ACCOUNT NUMBER OR CONTACT OUR SALES TEAM TO GET ONE." A paragraph of text follows: "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." Below this is a form titled "Account Information" with a text input field containing "TNT Account" and a blue "Search" button.

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 Express '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

Account Address

Company Name

Address 1

Address 2

Suburb / City

State

Postcode

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.

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

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.

E-invoice Information

Account Validation

To register for Price Checker or E-Invoicing you must validate your account by providing details from a recent TNT invoice.

6) TERMS AND CONDITIONS

Please read the terms and conditions and select 'I agree' to complete the registration.

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 proactively manage your freight movements.

Terms_Condition_carriage.pdf
1 / 2 | 75% | [Zoom icons]
[Download] [Print] [More]

1. DEFINITIONS

The following definitions apply to the terms and conditions set out below that govern the carriage of cargo and other services between you and us:

- "we", "us", "our" and "TNT": means FedEx (Australia) Pty Ltd, A/CN 550 455 285 trading as TNT Express, its related bodies corporate and its subsidiaries in the Corporation Act 2001 (Cth) and its employees, agents and independent contractors;
- "you" and "your": means the recipient of the shipment (including or actual, whomever is the greater) indicated by the label on the shipment, and then anyone that signs the volumetric consignment advice set out in our rate and order on our website or email to us as mandated up to the nearest whole kilogram;
- "basic to dead weight ratio": means the basic cubic volume divided by the total dead weight for your shipment as determined by us in accordance with the terms of this agreement;
- "carriage": means all services and facilities of the operations and services undertaken by us in connection with the transportation of the shipment;
- "other services": means all services not being services for the carriage of shipments that are performed by us, including but not limited to the Collection Services, change handling, labelling, repacking, packing, installation, value added and transportation management services;
- "shipment": means goods or documents of whatever nature (whether in bulk or consignment) which we have accepted for carriage from one address to another or shipping which we have accepted to perform other services, whether under our consignment note or in a separate bill of lading or other document of title, the carriage of which is prohibited by any law, rule or regulation of any country in or over which the shipment travels;
- "TNT": means express, less cost, economy or liability (whether actual or consigned).

about such risks or damage, including stopping or destroying such shipments. If your consignment is not accepted for carriage by us, we will not be liable to you for any loss or damage you may incur as a result of our actions under this condition.

5.4. The risk of loss and/or damage shall pass to you upon completion of the consignment note or loading of the shipment into a container or other receptacle or other means of transport, or other national or international regulations that govern aviation security. You must give us a full description of the contents of the shipment or the consignment and other accompanying documents, and your responsibilities and liabilities are not extinguished by providing the information.

5.5. Shipment carried or loaded, by us may be subject to security screening which could include the use of X-ray, explosive trace detection and other security screening methods and you accept that your shipment may be opened and the contents of your shipment may be inspected or tested.

5.6. You declare that you have presented the shipment for carriage, or for the performance by us of other services, to secure premises, cargo vehicles and employees by you and that the shipment has been subjected to approved mechanical interference, security preservation, storage and transportation, reasonably prior to completion of the carriage of the shipment by us or for the purposes of your other services.

5.7. We do not accept shipments from prohibited items.

5.8. We may be required to and you hereby authorize us to share information, including your personal data for your shipment with the shipper/distributor, country authorities or third party authorities for customs and/or security reasons.

5.9. Certain dangerous goods are exempt from the above agreed customer requirements. Details can be obtained from our nearest TNT office.

5.10. Unless you have received prior written approval from us, we do not accept shipments that contain firearms, toxic substances and you warrant, represent and guarantee us that your shipment does not contain firearms and/or ammunition.

6. RIGHT OF INSPECTION AND IDENTIFICATION REQUIREMENTS

6.1. You agree that we or any governmental authority including customs and security may open and inspect your shipment at any time and that any such inspection may occur in relation to the shipment or its contents or the condition or nature of the shipment, the ownership or distribution of the shipment or to determine if the shipment may contain prohibited items or dangerous goods.

6.2. If we or our local distributor require you to provide the contents of the shipment (where you are not the shipper or consignee) it possible that

I agree to the Terms and Conditions outlined above

7) REGISTRATION MESSAGE

Once completed the screen below should appear. Once your registration has been approved, you will receive a temporary password through your designated email address. The email will be from TNTOnlineRegistrations@tnt.com.au. Once received, please log in via www.tnt.com.au or use the link provided in the email.

Online User Registration

Step 1

Congratulations you have completed Step 1 your registration for TNT Online has been successfully submitted, once approved this will give you access to our online tools like detailed Tracking and PODs, Transit Times and Booking Cut Off Times

Step 2

To be able to create shipments online please click on the button below. You will be redirected to the myTNT registration page. For further assistance, please contact the TNT Customer Technology service desk on 1300 851 131 or citservicedesk@tnt.com.au

[Register to Ship](#)

Dear TNT TNT,

Thank you for registering for TNT Online.

TNT Online is your secure portal providing you with access to a range of TNT's online solutions. With TNT Online, you can book a collection, obtain a Proof of Delivery image (POD), estimate the price of a shipment and access your invoices digitally.

Get Started

Here is your temporary TNT Online login password:

Password: vxG5gR

When you log in to TNT Online for the first time, you will be prompted to create your own password.

[Click here to access the TNT Online portal.](#)

Should you need any help with your TNT Online account, please contact our Customer Technology Service Desk on 1300 851 131 or citservicedesk@tnt.com.au.

Thank you again for choosing TNT.

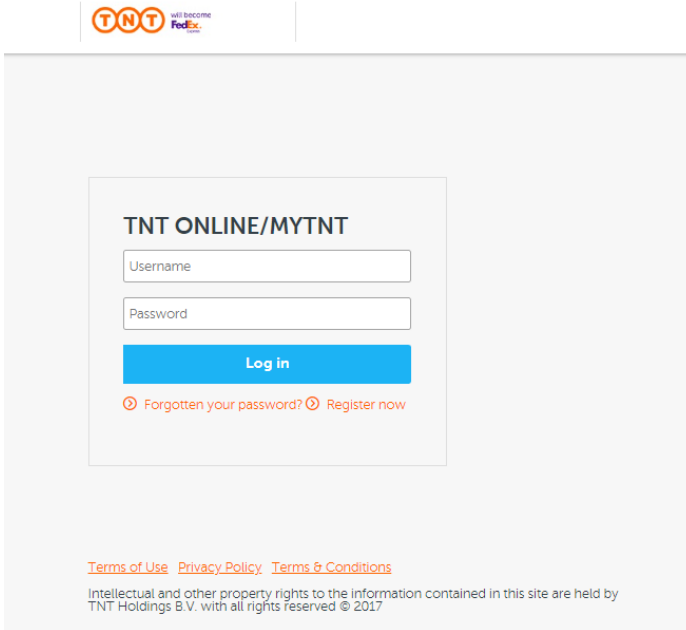
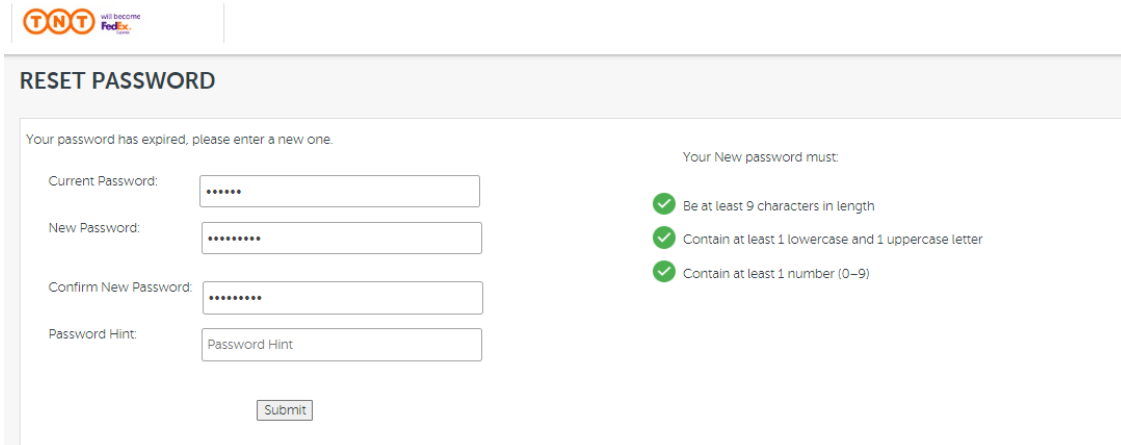
Regards,
TNT Express

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 the 'Submit' button when complete.

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
Top

Bottom

- must not be used for any other purpose. For the avoidance of any doubt we will not be liable to you for any storage fees in relation to the pallets;
- c) pallet exchanges will not be allowed;
- d) we do not take responsibility for, or supply or exchange plain pallets.

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.

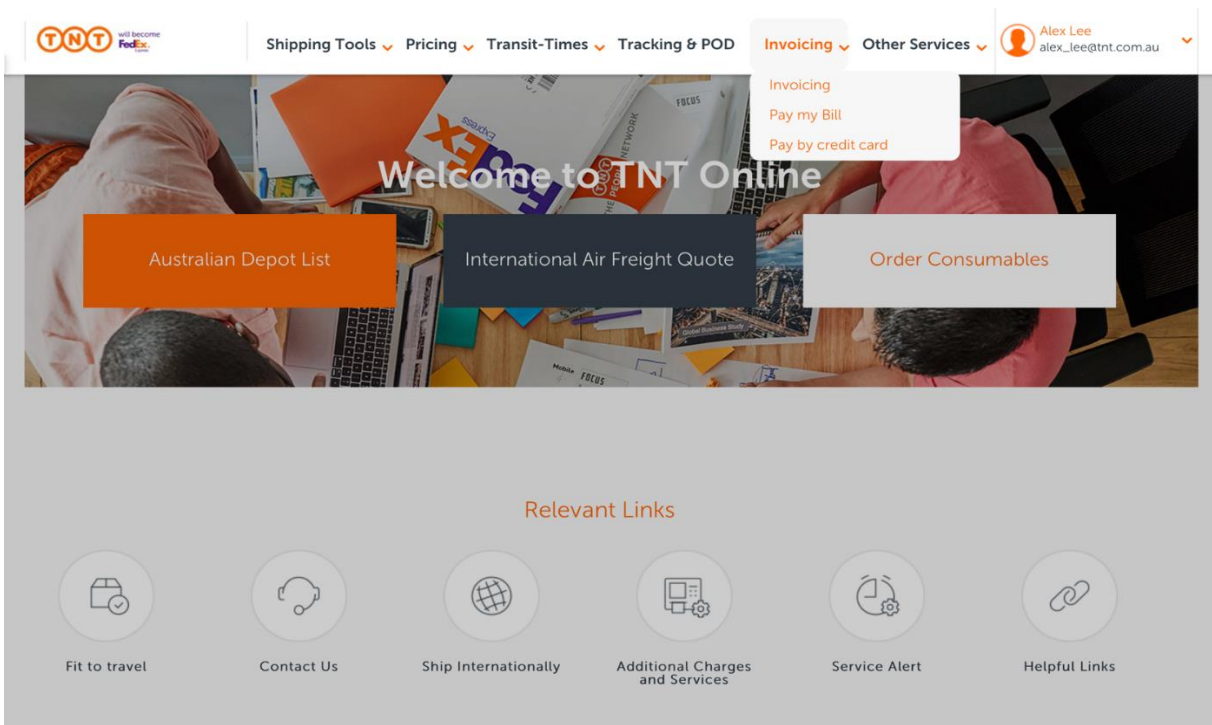
I Agree

Cancel

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.

Account Number	Invoice Number	Invoice Date	Doc Type	Amount	Due Date	View
AU.0099999999	12345678	11/02/2017 (Wk6)	Invoice	0.00 AUD	25/02/2017	[PDF] [CSV] [Σ] [] []
AU.0099999999	12345678	04/02/2017 (Wk5)	Invoice	648.45 AUD	18/02/2017	[PDF] [CSV] [Σ] [] []
AU.0099999999	12345678	28/01/2017 (Wk4)	Invoice	0.00 AUD	11/02/2017	[PDF] [CSV] [Σ] [] []
AU.0099999999	12345678	21/01/2017 (Wk3)	Invoice	0.00 AUD	04/02/2017	[PDF] [CSV] [Σ] [] []

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.



This information only refers to TNT Express services offered by FedEx Express Australia Pty Ltd

Tax Invoice/Statement

FedEx Express Australia Pty Limited, ABN 41 000 495 269, trading as TNT Express, PO Box 559 Mascot, NSW 1460

Page

Tax Invoice Date

Tax Invoice Number

Account Number

Due Date

Balance Brought Forward

Payments/Adjustments credited since last Tax Invoice/Statement

Consignment Note Billing


Debits/Adjustments

GST


Total Trading for Week Number

Total Outstanding (Does not include payments received after the date of this invoice)

Trading Terms - Please ensure payment is made by the Due Date shown above.



Remittance for Tax Invoice Number:



Account Number

Due Date

Total of this Invoice

Total Outstanding

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.

Account Number	Account Name	Year	Week	Invoice Date	Invoice Number	Pick Up Date	Consignment No	Reference	Sender Company	Sender City	Sender Postcode	Receiver Company	Receiver City	Receiver Postcode	Origin	Destination	Payer	International/Domestic	Div/Prod
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK989999999	T8999999	SOLUTIONS	ERSKINE PARK	9999	Business 1	PORT MACQUARIE	2444	SYD	PTM	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000000	T9000000	SOLUTIONS	ERSKINE PARK	2759	Business 2	KUNUNURRA	6743	SYD	KNX	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000001	T9000001	SOLUTIONS	ERSKINE PARK	2759	Business 3	MALAGA	6090	SYD	PTH	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000002	T9000002	SOLUTIONS	ERSKINE PARK	2759	Business 4	SOUTH BRISBANE	4101	SYD	BNE	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000003	T9000003	SOLUTIONS	ERSKINE PARK	2759	Business 5	TOOWOOMBA	4350	SYD	TBA	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000004	T9000004	SOLUTIONS	ERSKINE PARK	2759	Business 6	TOOWOOMBA	4350	SYD	TBA	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000005	T9000005	SOLUTIONS	ERSKINE PARK	2759	Business 7	LANE COVE	2066	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000006	T9000006	SOLUTIONS	ERSKINE PARK	2759	Business 8	BAULKHAM HILLS	2153	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000007	T9000007	SOLUTIONS	ERSKINE PARK	2759	Business 9	ABBOTSFORD	3067	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000008	T9000008	SOLUTIONS	ERSKINE PARK	2759	Business 10	PINKENBA	4008	SYD	BNE	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000009	T9000009	SOLUTIONS	ERSKINE PARK	2759	Business 11	ARTARMON	2064	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000010	T9000010	SOLUTIONS	ERSKINE PARK	2759	Business 12	SOMERTON	3062	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000011	T9000011	SOLUTIONS	ERSKINE PARK	2759	Business 13	WARANA	4575	SYD	MCE	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000012	T9000012	SOLUTIONS	ERSKINE PARK	2759	Business 14	AUBURN	2144	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000013	T9000013	SOLUTIONS	ERSKINE PARK	2759	Business 15	WEST MELBOURNE	3003	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000014	T9000014	SOLUTIONS	ERSKINE PARK	2759	Business 16	ULTIMO	2007	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000015	T9000015	SOLUTIONS	ERSKINE PARK	2759	Business 17	PRESTON	3072	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000016	T9000016	SOLUTIONS	ERSKINE PARK	2759	Business 18	SEVEN HILLS	2147	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000017	T9000017	SOLUTIONS	ERSKINE PARK	2759	Business 19	SEVEN HILLS	2147	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000018	T9000018	SOLUTIONS	ERSKINE PARK	2759	Business 20	MAYFIELD WEST	2304	SYD	NCL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000019	T9000019	SOLUTIONS	ERSKINE PARK	2759	Business 21	MALAGA	6090	SYD	PTH	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000020	T9000020	SOLUTIONS	ERSKINE PARK	2759	Business 22	HEIDELBERG WEST	3081	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000021	T9000021	SOLUTIONS	ERSKINE PARK	2759	Business 23	BURLEIGH HEADS	4220	SYD	OOL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000022	T9000022	SOLUTIONS	ERSKINE PARK	2759	Business 24	TULLAMARINE	3043	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000023	T9000023	SOLUTIONS	ERSKINE PARK	2759	Business 25	CHATSWOOD	2067	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000024	T9000024	SOLUTIONS	ERSKINE PARK	2759	Business 26	ADELAIDE	5000	SYD	ADL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000025	T9000025	SOLUTIONS	ERSKINE PARK	2759	Business 27	KENT TOWN	5067	SYD	ADL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000026	T9000026	SOLUTIONS	ERSKINE PARK	2759	Business 28	KRIMMONT	3121	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000027	T9000027	SOLUTIONS	ERSKINE PARK	2759	Business 29	BRENDALE	4500	SYD	BNE	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000028	T9000028	SOLUTIONS	ERSKINE PARK	2759	Business 30	CHATSWOOD	2067	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000029	T9000029	SOLUTIONS	ERSKINE PARK	2759	Business 31	MELTON	3337	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000030	T9000030	SOLUTIONS	ERSKINE PARK	2759	Business 32	GRIFFITH	2680	SYD	WGA	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000031	T9000031	SOLUTIONS	ERSKINE PARK	2759	Business 33	ASPLEY	4034	SYD	BNE	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000032	T9000032	SOLUTIONS	ERSKINE PARK	2759	Business 34	BARGARA	4670	SYD	BBG	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000033	T9000033	SOLUTIONS	ERSKINE PARK	2759	Business 35	MELTON	3337	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000034	T9000034	SOLUTIONS	ERSKINE PARK	2759	Business 36	LYTTON	4178	SYD	BNE	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000035	T9000035	SOLUTIONS	ERSKINE PARK	2759	Business 37	APPLE TREE FLAT	2850	SYD	ORA	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000036	T9000036	SOLUTIONS	ERSKINE PARK	2759	Business 38	BRISBANE	4000	SYD	BNE	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000037	T9000037	SOLUTIONS	ERSKINE PARK	2759	Business 39	SOUTHBANK	3006	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000038	T9000038	SOLUTIONS	ERSKINE PARK	2759	Business 40	SOUTH YARRA	3141	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000039	T9000039	SOLUTIONS	ERSKINE PARK	2759	Business 41	HAWTHORN	3122	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000040	T9000040	SOLUTIONS	ERSKINE PARK	2759	Business 42	LANE COVE	2066	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000041	T9000041	SOLUTIONS	ERSKINE PARK	2759	Business 43	SPRINGVALE	3171	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000042	T9000042	SOLUTIONS	ERSKINE PARK	2759	Business 44	DARKEE	2600	SYD	CBA	T	D	D 76

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.

TNT
will become **FedEx**

TAX INVOICE

Enter Consignment Number: Search

Account Number
Account Name
Address

Tax Invoice Date:	13/03/21
Tax Invoice No.:	XXXXXXXX
Account No.:	XXXXXXXX
Due Date:	27/03/21
Fuel Surcharge: (incl GST)	\$405.96
Invoice Total:	\$2,613.57

To sort, click on the arrow in the appropriate column heading.

Date	Consignment	Origin	Dest	S R T	SVC	Rating Codes	Cust.Ref.	Items	Charge Wt. (kg)	Cubic Vol. (m3)	V or W	Freight Charges \$	Extended Warranty \$	Fuel Surcharge \$	Total Charges \$	G.S.T. \$	Grand Total \$
09/03/21	XXXXXXXXXX	PORT MELBOURNE	AWA MARINE NEWC	S	75	MEL/NCL///	72097	1	15.000	0.0574	V	48.84	0.00	9.38	58.22	5.82	64.04
09/03/21	XXXXXXXXXX	PORT MELBOURNE	AWA MARINE KARR	S	75	MEL/KTA///	72095	2	11.000	0.0407	V	258.17	0.00	49.57	307.74	30.77	338.51
09/03/21	XXXXXXXXXX	PORT MELBOURNE	AWA MARINE KARR	S	75	RSD	72095	2	11.000	0.0407	V	5.00	0.00	0.00	5.00	0.50	5.50
10/03/21	XXXXXXXXXX	PORT MELBOURNE	AWA MARINE - FR	S	76	MEL/PTH///	72096	5	60.000	0.2397	V	115.32	0.00	11.30	126.62	12.66	139.28
10/03/21	XXXXXXXXXX	PORT MELBOURNE	AWA MARINE - FR	S	76	RSD	72096	5	60.000	0.2397	V	5.00	0.00	0.00	5.00	0.50	5.50
10/03/21	XXXXXXXXXX	PORT MELBOURNE	AWA MARINE KARR	S	75	MEL/KTA///	72101	1	3.000	0.0116	V	63.55	0.00	12.20	75.75	7.58	83.33
10/03/21	XXXXXXXXXX	PORT MELBOURNE	AWA MARINE KARR	S	75	RSD	72101	1	3.000	0.0116	V	5.00	0.00	0.00	5.00	0.50	5.50
12/03/21	XXXXXXXXXX	PORT MELBOURNE	INCHCAPE SHIPPI	S	76	MEL/SYD///	72109	1	2.000	0.0077	V	17.01	0.00	1.67	18.68	1.87	20.55
12/03/21	XXXXXXXXXX	PORT MELBOURNE	AWA MARINE KARR	S	75	MEL/KTA///	72106	2	58.000	0.2317	V	1484.03	0.00	284.93	1,768.96	176.90	1,945.86
12/03/21	XXXXXXXXXX	PORT MELBOURNE	AWA MARINE KARR	S	75	RSD	72106	2	58.000	0.2317	V	5.00	0.00	0.00	5.00	0.50	5.50

Records: 1 - 10 of 10

Status History | Consignment Image | Invoice Image | Back | Exit

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- 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.

Account Number	Invoice Number	Invoice Date	Doc Type	Amount	Due Date	View
All			All			
<input type="checkbox"/> AU.0099999999	12345678	11/02/2017 (Wk6)	Invoice	0.00 AUD	25/02/2017	
<input type="checkbox"/> AU.0099999999	12345678	04/02/2017 (Wk5)	Invoice	648.45 AUD	18/02/2017	
<input type="checkbox"/> AU.0099999999	12345678	28/01/2017 (Wk4)	Invoice	0.00 AUD	11/02/2017	
<input type="checkbox"/> AU.0099999999	12345678	21/01/2017 (Wk3)	Invoice	0.00 AUD	04/02/2017	