



A SIMPLER WAY TO SHIP

Instant Quotes Anytime, Anywhere
myTNT 2 Online Shipping User Guide



02 Welcome to myTNT 2 Online Shipping Tool!

Easy

- ✓ Get started with just an email address & password
- ✓ Fewer steps and more intuitive
- ✓ Ship from any mobile device

Fuss-Free

- ✓ Instant* quotes anytime, anywhere
- ✓ Track all shipments in one place

Personalised

- ✓ Repeat shipments with smart tools
- ✓ Receive personalised rates** with approved company profile



For easier access to our shipping solution, bookmark mytnt.tnt.com

*Subject to local Internet connectivity speed.

**Add your company profile or existing TNT account number to request for personalised shipping rates. TNT approval is required to activate personalised shipping rates on myTNT 2. Standard online shipping rates apply to all shipments created without an approved company profile.

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Inbound Shipment

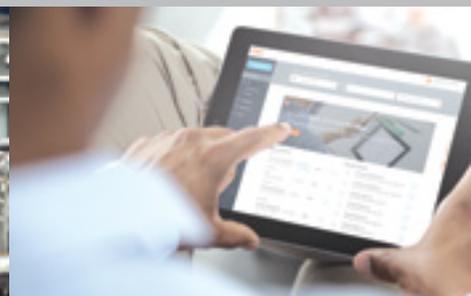
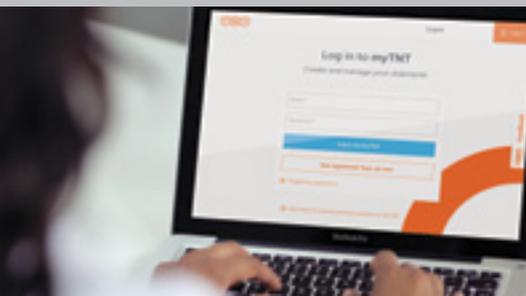
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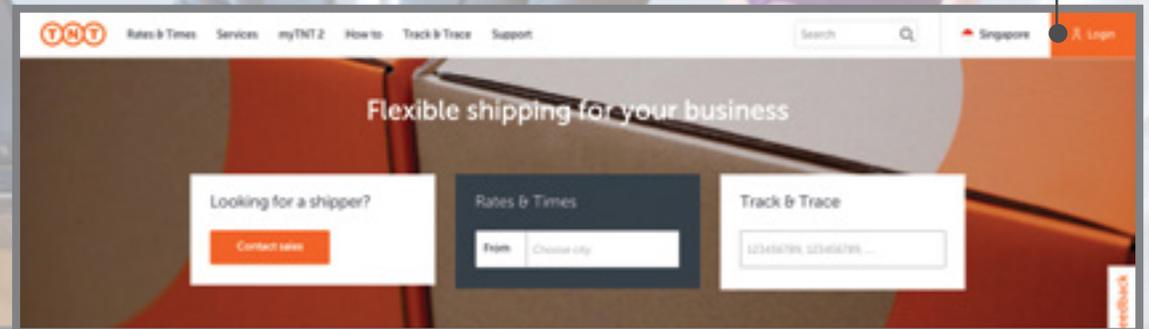
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04 Log In / Sign Up

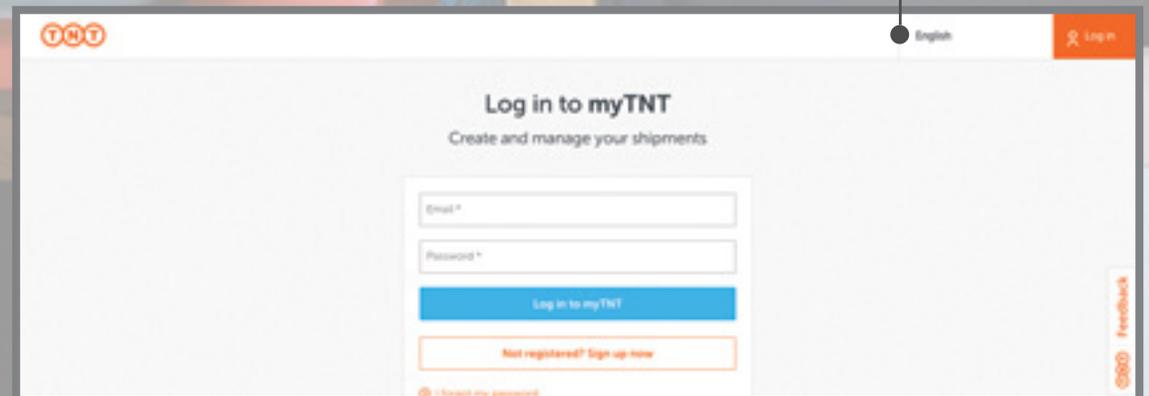
1 of 12

Go to the TNT.com homepage, then select the login button to proceed to myTNT login screen.



2 of 12

Pick a preferred language from the drop-down menu to continue.



Better Rates, Convenient Shipping

By setting up an online account with myTNT 2, you get to enjoy lower shipping rates* and ship faster too!

*For accounts with approved company profiles only

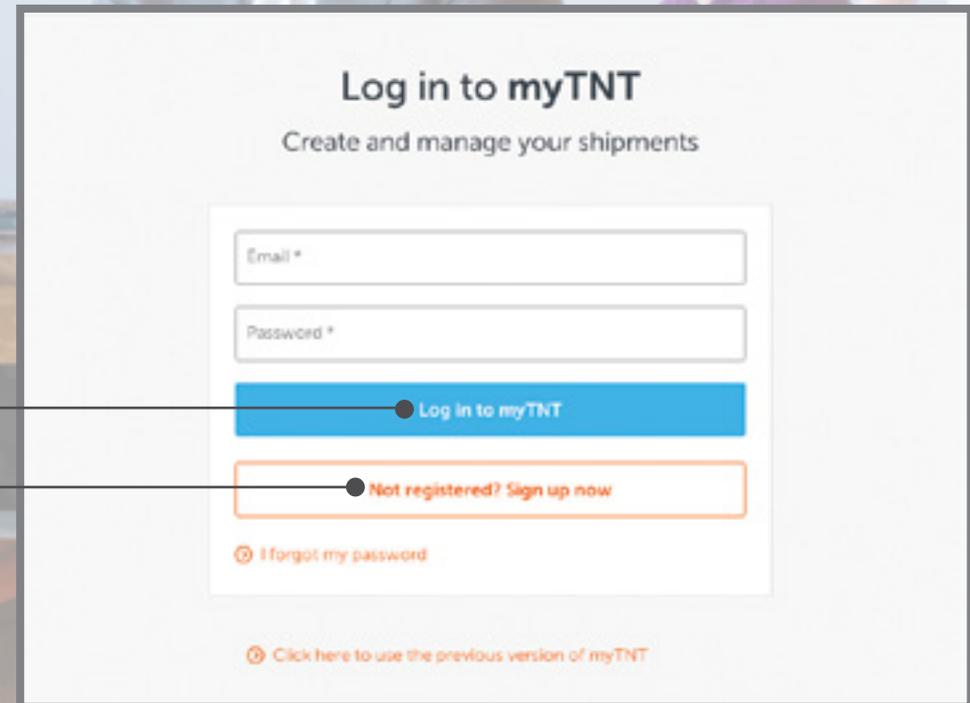
05 Log In / Sign Up

3 of 12

Registered users may log in with an email address and password. Skip to page 11 if you already have myTNT login access.

4 of 12

If you do not have access to myTNT, select 'Not registered? Sign up now' to continue.



The screenshot shows the 'Log in to myTNT' page. At the top, it says 'Log in to myTNT' and 'Create and manage your shipments'. Below this are two input fields: 'Email *' and 'Password *'. There are three buttons: a blue 'Log in to myTNT' button, an orange 'Not registered? Sign up now' button, and a red 'I forgot my password' link. At the bottom, there is a red link that says 'Click here to use the previous version of myTNT'.

Better Rates, Convenient Shipping

By setting up an online account with myTNT 2, you get to enjoy lower shipping rates* and ship faster too!

*For accounts with approved company profiles only

06 Log In / Sign Up

5 of 12

Pick a country where your company is based and select 'Next' to continue.

Tip: You can add more company profiles to your myTNT account later on and create different shipments under each profile.

Sign up for myTNT

Create and manage your shipments

Where is your company based?

COUNTRY/LOCATION *



Next



What makes myTNT better?

Tailored for business shipping, you can now create incoming and outgoing shipments in one place for a more complete shipping experience.

07 Log In / Sign Up

6 of 12

Provide your email address and select 'Next' to continue.

Tip: If you already have myTNT login access, select 'I already registered' to skip this step.

Sign up for myTNT 2

It only takes a moment

Next 

 [I already registered](#)

Introducing myTNT 2 – our fastest booking tool yet. Compare the differences with myTNT 1 [here](#)

Upgrading from myTNT 1?

When you upgrade to myTNT 2 from myTNT 1, your company profile, address book and personalised rates will all be transferred.

08 Log In / Sign Up

7 of 12

Provide a new password to access the new myTNT.

Tip: Your password should contain a minimum of eight characters, including a mix of lower and uppercase letters and at least one number or symbol.

Sign up for myTNT 2

It only takes a moment

test@company.com

[Change email](#)

New password *

- I agree to TNT's [terms and conditions](#)
- I agree to receiving occasional product updates and offers

Next 

 [I already registered](#)

Introducing myTNT 2 – our fastest booking tool yet. Compare the differences with myTNT 1 [here](#).

Ship 24/7, Wherever You Are

Need to ship while on the move? myTNT 2 is available on both mobile and tablet, and allows shipments to be booked in a few easy steps.

09 Log In / Sign Up

8 of 12

Select the mandatory checkbox to indicate agreement to TNT's terms and conditions.

9 of 12

Tick this checkbox if you wish to be updated on TNT's latest promotions.

10 of 12

Select 'Next' to continue.

Sign up for myTNT 2

It only takes a moment

test@company.com

[Change email](#)

New password *

- I agree to TNT's [terms and conditions](#)
- I agree to receiving occasional product updates and offers

Next 

 [I already registered](#)

Introducing myTNT 2 – our fastest booking tool yet. Compare the differences with myTNT 1 [here](#).

Ship 24/7, Wherever You Are

Need to ship while on the move? myTNT 2 is available on both mobile and tablet, and allows shipments to be booked in a few easy steps.

10 Log In / Sign Up

11 of 12

Look out for a confirmation email and select 'Confirm my registration' to activate your account.

Tip: Check your spam or junk folders if a confirmation email does not appear in your inbox.

Confirm your myTNT registration

Thank you for registering to use myTNT. Please click below to complete your registration.

Confirm my registration

Kind regards,
The myTNT Team



Didn't sign up? Let us know at mytnt@tnt.com

Better Rates, Convenient Shipping

By setting up an online account with myTNT 2, you get to enjoy lower shipping rates* and ship faster too!

*For accounts with approved company profiles only

11 Log In / Sign Up

12 of 12

Provide your registered email address and password to log in.

Tip: Refer to "Reset Password" section (page 65) if you wish to change your password.

Log in to myTNT
Create and manage your shipments

✔ Your myTNT registration has been successfully activated!

Email *

Password *

Log in to myTNT

Not registered? Sign up now

[I forgot my password](#)

[Click here to use the previous version of myTNT](#)

Ship Anytime, Anywhere

Now you can easily access myTNT from any computer or mobile device with an internet connection.

12 Dashboard

1. Company Profile

Complete your company profile for personalised shipping rates

2. Quick Calculator

Get instant quotes based on your personal shipping rates

3. Create Shipments

Create a quick shipment

4. Templates

Locate a saved template

5. My Shipments

Access latest information about your shipments here

6. Address Book

Remember your frequently used addresses

7. Support

Get help while shipping online

8. Language

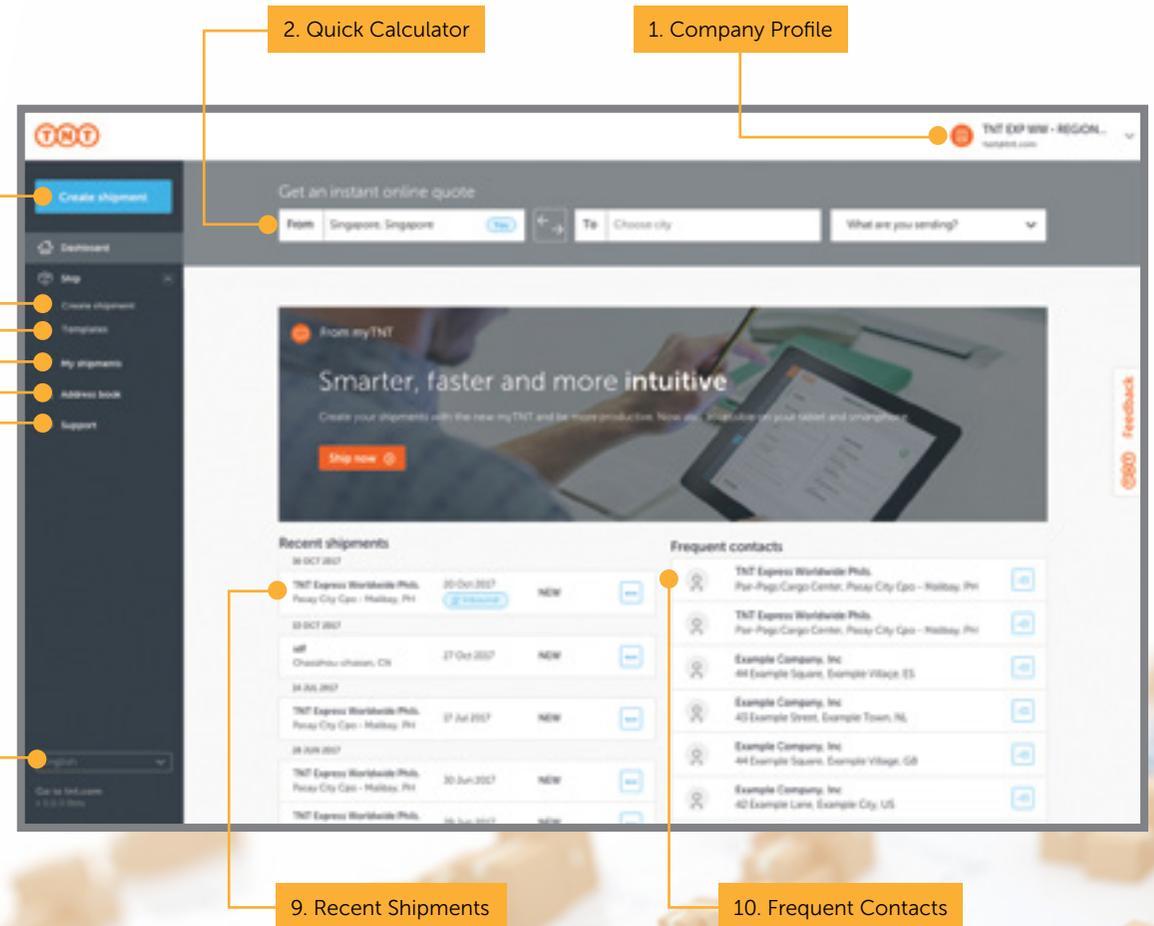
Choose your preferred language

9. Recent Shipments

View status of all your recent shipments

10. Frequent Contacts

Frequently used contacts from address book



Better Rates, Convenient Shipping

By setting up an online account with myTNT 2, you get to enjoy a premium over standard shipping rates*

*Only applicable to accounts with approved company profile on the new myTNT.

13 Add Profile

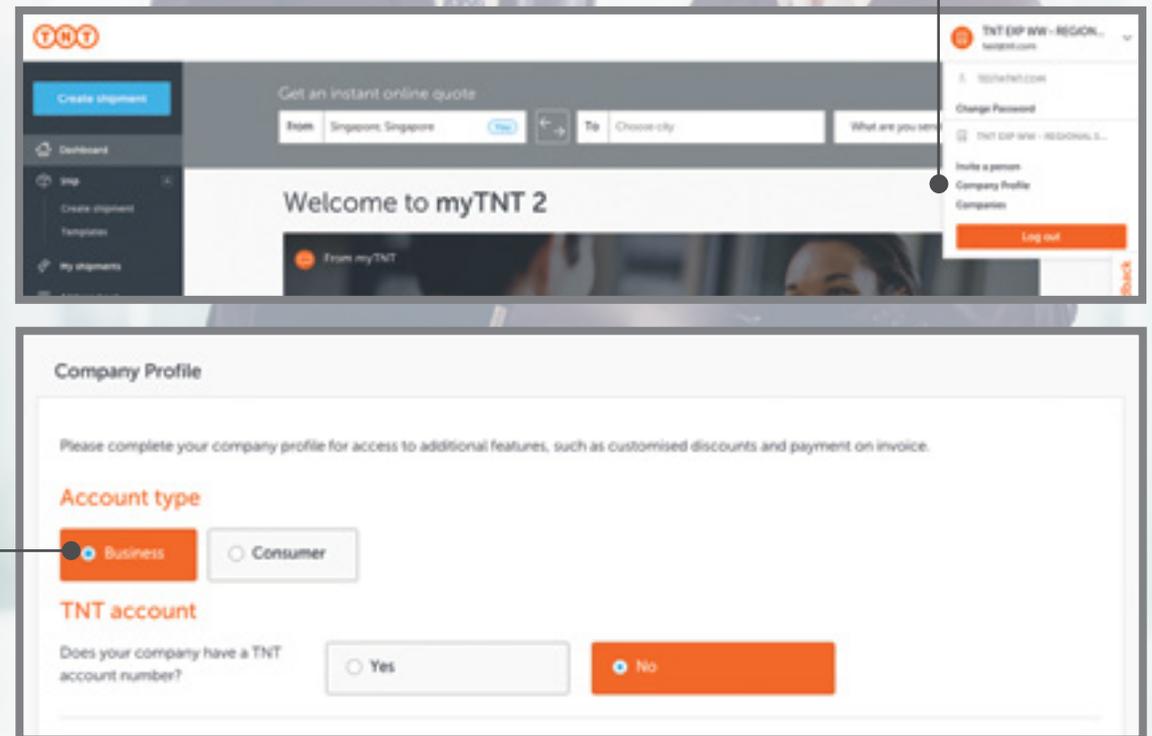
1 of 8

For new account users, you will be prompted to fill in your company details under 'Company Profile'.

2 of 8

Pick your account type by selecting the relevant box.

Tip: myTNT is a platform specialising in business shipping. Please contact customer service if you need to send a personal shipment.



The screenshot shows the myTNT website interface. At the top, there's a navigation bar with the TNT logo and a user profile dropdown menu. The main content area displays a 'Welcome to myTNT 2' message and a 'Company Profile' form. The form has a heading 'Company Profile' and a sub-heading 'Please complete your company profile for access to additional features, such as customised discounts and payment on invoice.' Below this, there are two sections: 'Account type' with radio buttons for 'Business' (selected) and 'Consumer', and 'TNT account' with radio buttons for 'Yes' and 'No' (selected). A 'Log out' button is visible in the user profile dropdown.

Manage your business shipments with myTNT
Setting up a company profile is free!
Ship often with myTNT to enjoy personalised rates.

14 Add Profile

3 of 8

Select 'No' if you do not have a TNT account. After your company profile has been verified, you will receive your TNT account number in the confirmation email.

4 of 8

Select 'Yes' if you have an existing account with TNT and fill in your account number.

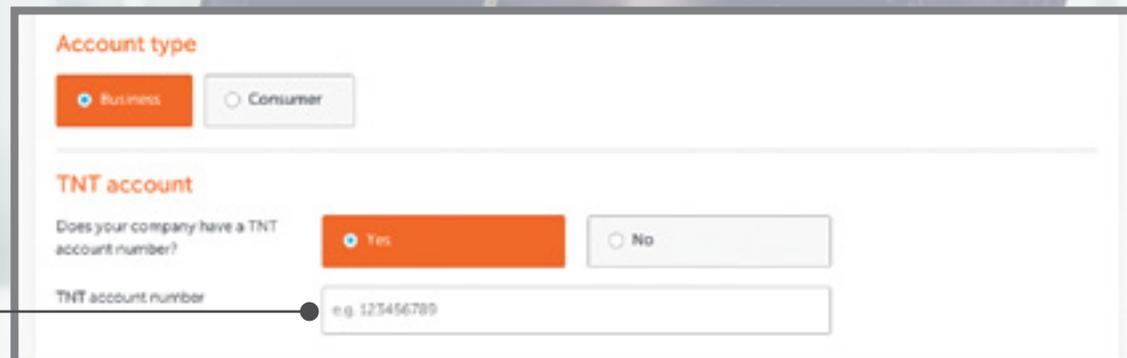


Account type

Business Consumer

TNT account

Does your company have a TNT account number? Yes No



Account type

Business Consumer

TNT account

Does your company have a TNT account number? Yes No

TNT account number

Manage your business shipments with myTNT
Setting up a company profile is free!
Ship often with myTNT to enjoy personalised rates.

15 Add Profile

5 of 8

Indicate the country where your company is based from the dropdown list, then fill in your address and contact details.

6 of 8

Select 'Request approval' to complete the process.

Tip: Please select your VAT number if you have one - this will help us generate the invoice for shipments which contain taxable goods.

Address details

COUNTRY/LOCATION*
Singapore

Postcode *

City *

Address line 1 *

Address line 2 (optional)

Address line 3 (optional)

Contact details

Company *

Contact name *

PHONE NUMBER*
+65

EMAIL*

VAT number (optional)

Request approval

Register Your Company Profile

By setting up a company profile, you can enjoy discounted rates, add colleagues to your account and pay for shipments on invoice in most territories.

16 Email Confirmation

7 of 8

If your profile has been rejected, you will receive a notification email. You may continue to ship on myTNT without an approved company profile.

Your company profile

Dear [lastname],

Thank you for completing/updating your myTNT company profile.

We have not been able to verify this information. A customer service representative will be in contact with you shortly to confirm some details.

Thank you again for choosing TNT.

[Go to myTNT](#)

Kind regards,
The myTNT Team



8 of 8

If your profile has been approved, you will receive an email confirmation. Select 'Go to myTNT' to start enjoying the benefits of myTNT online shipping.

Your TNT account number

Dear [lastname],

Thank you for completing your myTNT company profile. This has been verified and your TNT account number is 123456789.

You'll now have access to additional features of myTNT, including customised pricing and the option to pay on invoice.

Thank you again for choosing TNT.

[Go to myTNT](#)

Kind regards,
The myTNT Team



Don't Have an Approved Company Profile?

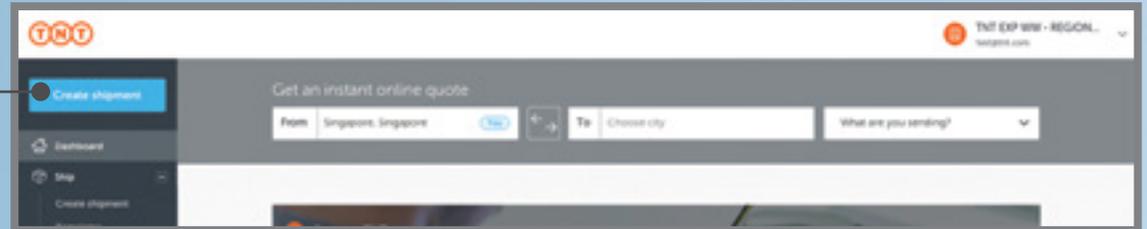
Customers who create shipments without an approved company profile will be billed according to standard rates.

17 Create Shipment

Outbound Shipment

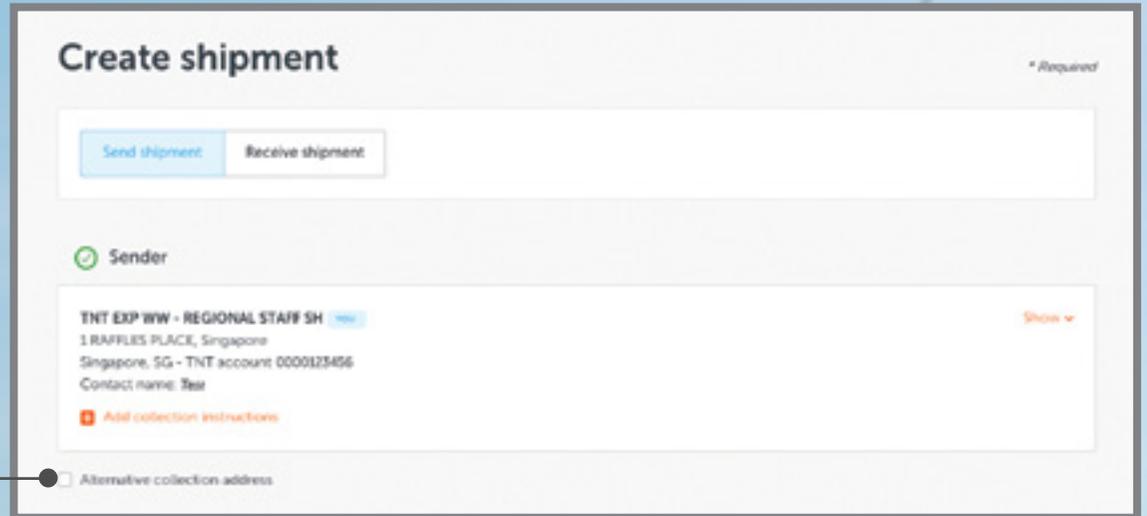
1 of 28

To create an outbound shipment, select 'Create shipment'.



2 of 28

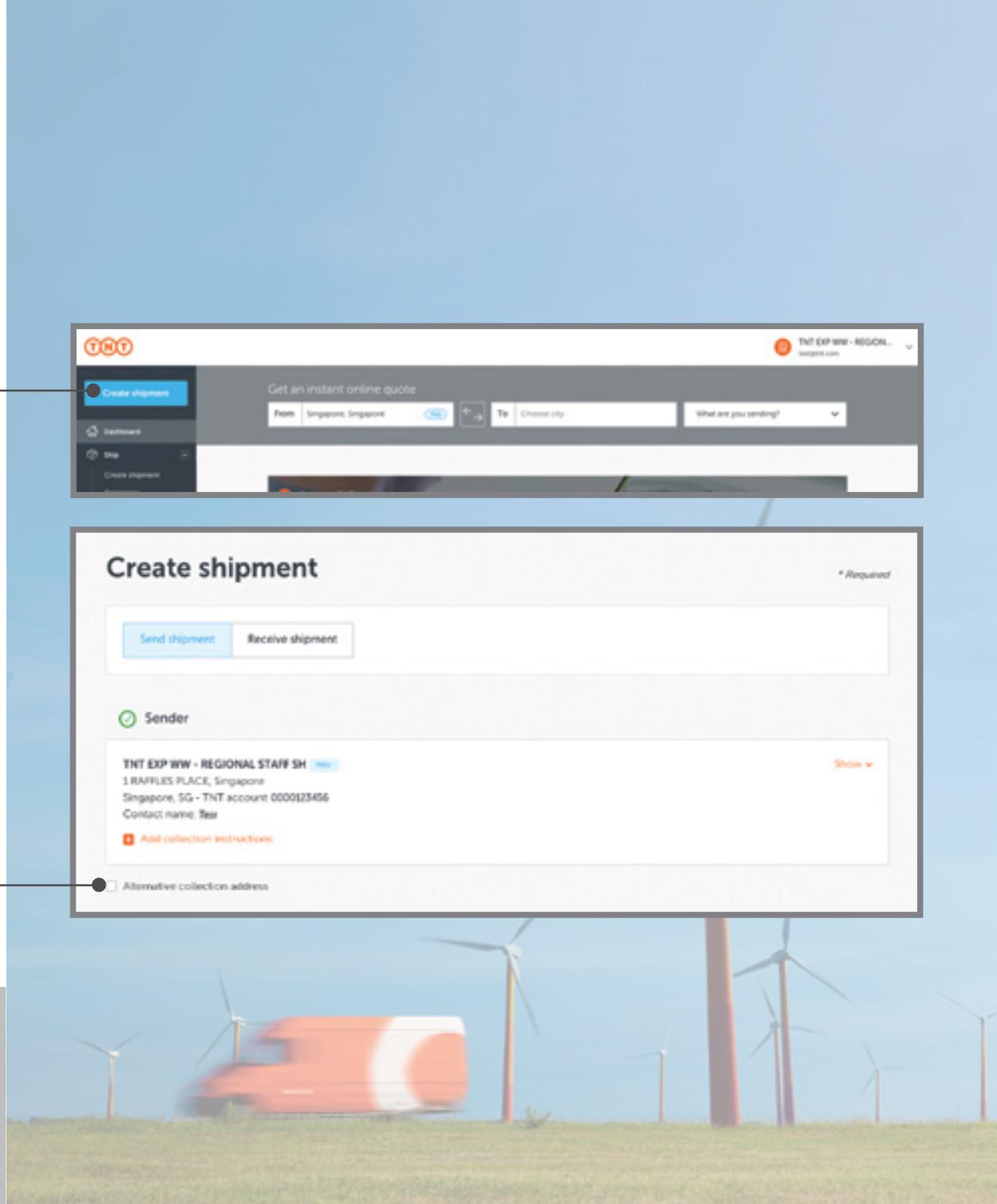
Select the checkbox if you need your shipment to be picked up from a different location from the sender address provided.



Tip: Sender details will be pre-filled with your approved company profile address.

Simple, Fast Shipping

Enjoy benefits such as immediate quotes, real-time tracking and more with the new myTNT.



18

Create Shipment Outbound Shipment

3 of 28

Choose 'Select from address book' to insert a saved contact.

4 of 28

Alternatively, fill in and complete all mandatory fields under 'Address details' and 'Contact details'.

The screenshot displays a web form for creating a shipment. At the top, there is a 'Sender' section with a green checkmark icon and the label '* Required'. Below this, the sender information is shown: 'TNT EXP WW - REGIONAL STAFF SM' with a 'View' link, 'Singapore, SG - TNT account 000054604', and 'Contact name: Test'. A 'Show' link is also present. Below the sender information, there is a checkbox for 'Alternative collection address' which is checked. The main section is titled 'Collection' and contains a button labeled 'Select from address book...'. Below this button, there are two columns of form fields. The left column is titled 'Address details' and includes: 'COUNTRY/LOCATION*' (a dropdown menu with 'Singapore' selected), 'Postcode *', 'City *', 'Address line 1 *', 'Address line 2 (optional)', and 'Address line 3 (optional)'. The right column is titled 'Contact details' and includes: 'Company *', 'Contact name *', 'PHONE NUMBER *' (with '+65' entered), 'Email *', and 'Collection instructions for driver (optional)'. A 'Save address' button with a checkmark icon is located at the bottom right of the form.

Collection Instructions

You can add collection instructions for our driver in the last field under 'Contact details'.

19 Create Shipment

Outbound Shipment

5 of 28

Choose the country/location of the shipment receiver from the drop-down list, or 'Select from address book' to use the details of a saved contact.

6 of 28

Select 'Alternative delivery address' if your shipment destination is different from the receiver address entered.

Sender

TNT EXP WW - REGIONAL STAFF SH [Show](#)

1 RAFFLES PLACE, Singapore
Singapore, SG - TNT account: 000023456
Contact name: Test

[Add collection instructions](#)

Alternative collection address

Receiver

[Select from address book...](#) Select country * Country/Location

Alternative delivery address

Shipment details

Enter your shipment details

QUANTITIES *	x	TYPE *	Length *	cm	Width *	cm	Height *	cm	Weight *	kg
1		Box								

Navigated Away Accidentally?

If you click away from this screen at any point, select 'Create shipment' again to return to the shipments page.

20 Create Shipment

Outbound Shipment

7 of 28

Select a contact from the list of addresses, or provide relevant keywords to retrieve a saved contact.

Tip: The receiver field will be automatically filled out with your selected contact address. To return to the previous screen, click 'Close'.



The screenshot shows a software interface titled 'Address book' with a 'Close' button in the top right corner. Below the title is a search bar with a magnifying glass icon and the word 'Search'. Underneath is a table with the following columns: COMPANY, CITY / COUNTRY, ADDRESS, CONTACT, DATE ADDED, and CONTACT REFERENCE. The table contains four rows of example data.

COMPANY	CITY / COUNTRY	ADDRESS	CONTACT	DATE ADDED	CONTACT REFERENCE
Example Company, Inc.	Example Village, GB	44 Example Square	Jack Doe	06 Oct 2017	
Example Company, Inc.	Example Village, ES	44 Example Square	Josh Doe	06 Oct 2017	
Example Company, Inc.	Example Town, NL	43 Example Street	Jane Doe	06 Oct 2017	
Example Company, Inc.	Example City, US	42 Example Lane	John Doe	06 Oct 2017	

Save Time with Smart Address Book

Search for addresses in your contact book by entering postal code, company / contact name, etc.

21 Create Shipment

Outbound Shipment

8 of 28

For new recipient addresses not saved in address book, provide the postal code of receiver, and town/city name should automatically appear.

9 of 28

Provide the remaining address and contact details as required.

Receiver

Select from address book...

Address details

COUNTRY/LOCATION *
China

Postcode *

City *

Address line 1 *

Address line 2 (optional)

Address line 3 (optional)

Contact details

Company *

Contact name *

Phone number *
+86

Email (optional)

VAT number (optional)

Delivery instructions in English (optional)

Save address

Alternative delivery address

Filling In Address

Address line 1 and 2 have a limit of 30 characters per line. Characters beyond the limit will be automatically truncated.

22 Add Shipment Details

Outbound Shipment

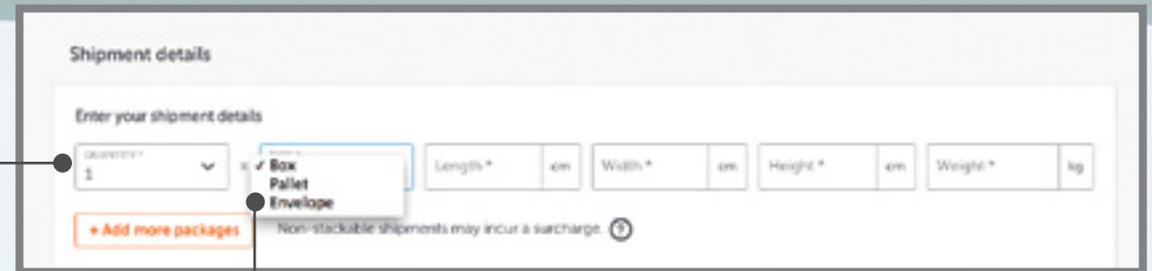
10 of 28

Provide the total no. of shipments, dimensions (cm) and gross weight (kg) for each shipment.

11 of 28

Select the applicable shipment type for each package from the drop-down list.

Tip: Maximum dimensions are 240cm x 120cm x 150cm (LxWxH).



The screenshot shows a 'Shipment details' form with the following fields and elements:

- Quantity:** A dropdown menu with '1' selected.
- Shipment Type:** A dropdown menu with 'Box', 'Pallet', and 'Envelope' options. 'Box' is selected.
- Dimensions:** Fields for Length*, cm; Width*, cm; Height*, cm.
- Weight:** A field for Weight*, kg.
- Buttons:** '+ Add more packages' and a help icon.
- Text:** 'Non-stackable shipments may incur a surcharge.' with a help icon.

Callouts from the text blocks point to the quantity dropdown and the shipment type dropdown.

Shipping Multiple Packages?

You are allowed to ship up to 99 packages in each shipment. However, package line limit (shipments with different dimensions or packaging types) varies according to your country.

23 Add Shipment Details

Outbound Shipment



12 of 28

Select 'Add more packages' if you have multiple packages to send.

13 of 28

Click on the Trash icon to discard the package in a particular row.

Shipment details

Enter your shipment details

QUANTITY*	TYPE*	LENGTH*	cm	WIDTH*	cm	HEIGHT*	cm	WEIGHT*	kg	
1	Box	10		20		10		20		
QUANTITY*	TYPE*	Length*	cm	Width*	cm	Height*	cm	Weight*	kg	
1	Box									

+ Add more packages Non-stackable shipments may incur a surcharge ⓘ

Stay On Top of Your Shipments

The all-new myTNT provides complete visibility and control, and is designed to make shipping faster and easier.



24 Add Shipment Details

Outbound Shipment

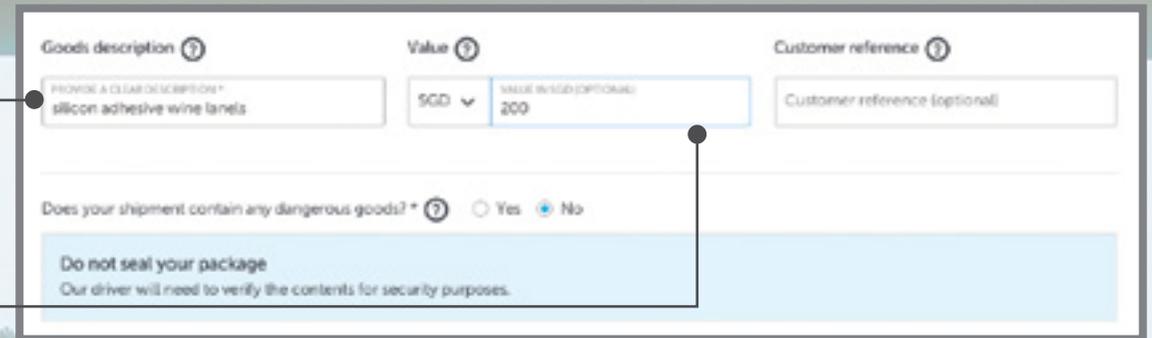
14 of 28

Provide a mandatory description of the shipment contents for customs declaration.

15 of 28

Fill in a value for your shipment, in the currency you specify on the invoice.

Tip: Fill in an optional customer reference, such as the purchase order or invoice number to help you track this shipment.



The screenshot shows a shipping form with three main sections: 'Goods description', 'Value', and 'Customer reference'. The 'Goods description' field contains 'silicon adhesive wine labels'. The 'Value' section has a dropdown menu set to 'SGD' and a text input field containing '200'. The 'Customer reference' field is empty and labeled 'Customer reference (optional)'. Below these fields, there is a question: 'Does your shipment contain any dangerous goods?' with radio buttons for 'Yes' and 'No', where 'No' is selected. A blue banner at the bottom of the form reads: 'Do not seal your package. Our driver will need to verify the contents for security purposes.'

Describing Your Goods

Be clear and accurate about what you are shipping. For example, 'industrial fans', 'wallpaper ink', 'aluminium rolls'.

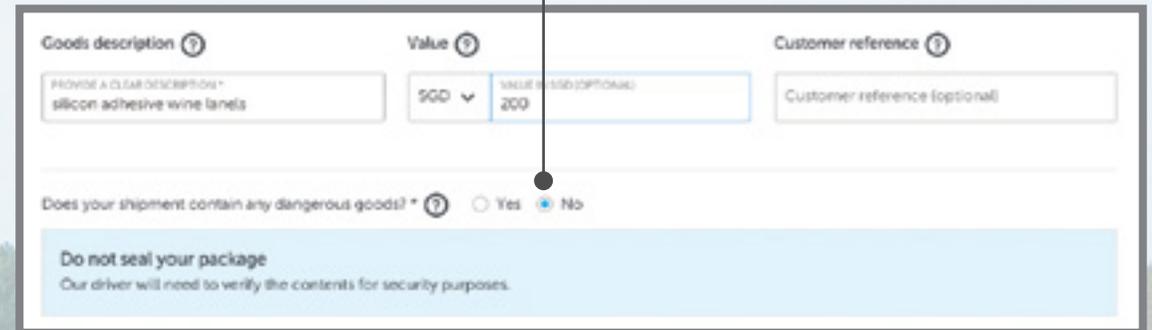
25 Add Shipment Details

Outbound Shipment

16 of 28

Select 'No' if your shipment does not contain dangerous goods.

Tip: Check the option 'Yes' if your shipment contains dangerous goods. A notification will prompt you to contact Customer Service for dangerous goods shipping.



The screenshot shows a shipping form with three main sections: 'Goods description', 'Value', and 'Customer reference'. The 'Goods description' field contains 'silicon adhesive wine labels'. The 'Value' field has a dropdown set to 'SGD' and a text input set to '200'. The 'Customer reference' field contains 'Customer reference (optional)'. Below these fields is a question: 'Does your shipment contain any dangerous goods? *' with radio buttons for 'Yes' and 'No'. The 'No' option is selected. A callout box with a black border and a black dot points to the 'No' radio button. Below the question is a blue box with the text: 'Do not seal your package. Our driver will need to verify the contents for security purposes.'

Describing Your Goods

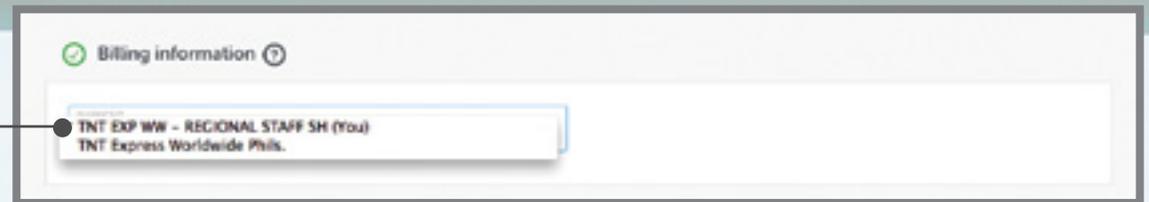
Be clear and accurate about what you are shipping. For example, 'industrial fans', 'wallpaper ink', 'aluminium rolls'.

26 Add Shipment Details

Outbound Shipment

17 of 28

Select the payment party under the drop-down list.

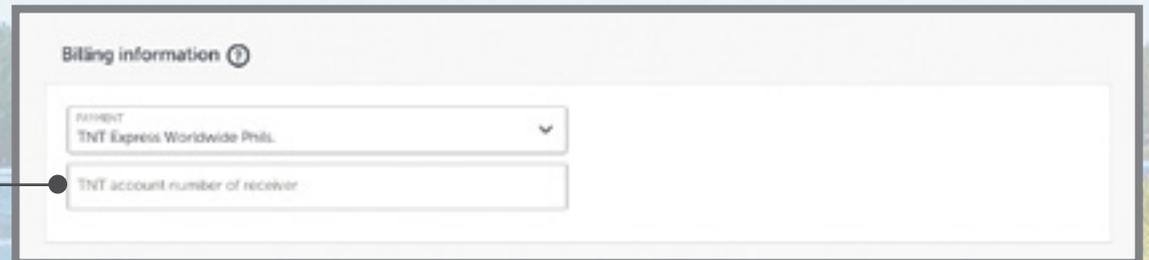


Billing information ⓘ

TNT EXP WW - REGIONAL STAFF SH (You)
TNT Express Worldwide Phils.

18 of 28

If you specify payment to be made by receiver, please provide the recipient's TNT account number.



Billing information ⓘ

PAYMENT
TNT Express Worldwide Phils. ▼

TNT account number of receiver

About Billing Information

Receiver pays can only be selected if shipment recipient is an existing TNT customer. Please have the 9-digit account number of receiver ready before creating a new shipment.

27 Add Shipment Details

Outbound Shipment

19 of 28

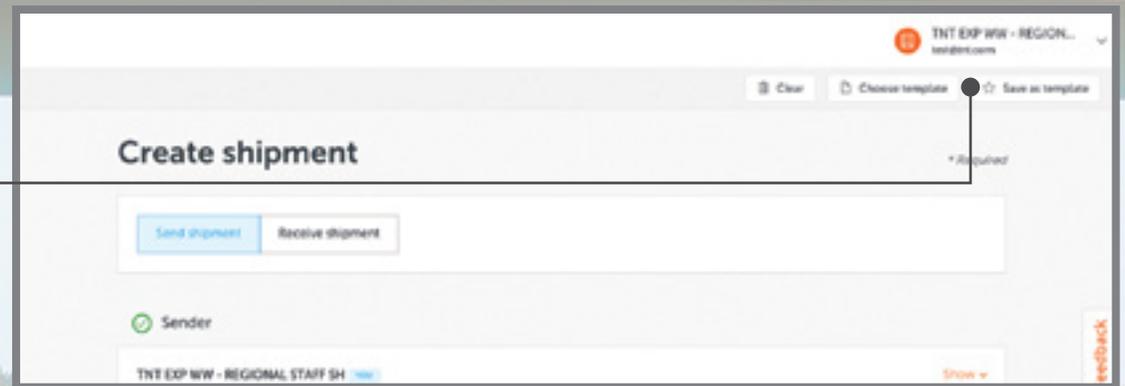
If you have a routine shipment, select 'Save as Template' to save your shipment details for easy access in future.

20 of 28

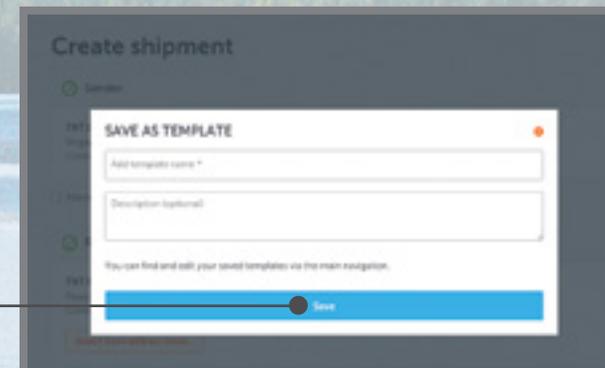
Provide a mandatory template name and optional description. Select 'Save' when you are ready—you can now retrieve the template easily.

Editing a Template?

Template details can be easily edited by selecting 'Templates' from the left navigation panel.



The screenshot shows the 'Create shipment' form in a web application. At the top right, there is a navigation bar with the text 'TNT EXP NW - REGION...' and a dropdown arrow. Below this, there are three buttons: 'Clear', 'Choose template', and 'Save as template'. A callout line points from the 'Save as template' button to a text box in the main form area. The main form area has the title 'Create shipment' and two buttons: 'Send shipment' and 'Receive shipment'. Below these buttons, there is a 'Sender' section with a green checkmark icon and the text 'TNT EXP NW - REGIONAL STAFF SH'. At the bottom right of the form, there is a 'Show' button with a dropdown arrow. A small 'feedback' icon is visible in the bottom right corner of the form area.



The screenshot shows a 'Save as Template' dialog box. It has a title bar that says 'SAVE AS TEMPLATE'. Inside the dialog, there are two input fields: 'Add template name *' and 'Description (optional)'. Below these fields, there is a note that says 'You can find and edit your saved templates via the main navigation.' At the bottom of the dialog, there is a blue 'Save' button. A callout line points from the 'Save' button to the 'Save as template' button in the main form area above.

28 Choose Service

Outbound Shipment

21 of 28

Select your preferred collection date from the drop-down list.

22 of 28

Choose a service by picking your preferred collection date, time and cost.

23 of 28

Select the checkbox if you require Priority Service.

Please choose a service

Collection date in Singapore

COLLECTION DATE
Thursday, 8 February 2018

DELIVERY DATE IN PINGAT CITY (P.O. - MALIBY)	SERVICE	LATEST COLLECTION IN SINGAPORE	PRICE (USD)
12 Feb 2018	FASTEST Express	19:00 <small>Book before 17:00</small>	\$18.26
Priority service ⓘ <input checked="" type="checkbox"/> Priority handling throughout our TNT network for earliest possible delivery.			\$25.00
Enhanced Liability * ⓘ Would you like to choose Enhanced Liability for your shipment against loss or damage? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Preferred collection time Time range must be 120 minutes or more.			
FROM* 10:00	TO* 19:00		
<input type="radio"/> 12 Feb 2018	Economy Express	19:00 <small>Book before 17:00</small>	\$52.19

Fuss-free & Simple

Book shipments up to 10 days in advance! You will have a choice of 10 business days for the collection date.

29

Choose Service

Outbound Shipment

24 of 28

Select 'Yes' if you would like to add Enhanced Liability service for your shipment, and re-enter shipment value.

25 of 28

Confirm your preferred collection time from the drop-down list.

26 of 28

Select 'Continue' to proceed.

The screenshot shows a shipping service selection interface. At the top, there is a section for 'Enhanced Liability' with a question: 'Would you like to choose Enhanced Liability for your shipment against loss or damage?'. Below this are two radio buttons: 'Yes' (selected) and 'No'. The next section is 'Preferred collection time' with a note: 'Time range must be 120 minutes or more.' Below this are two drop-down menus for 'FROM' (10:00) and 'TO' (19:00). At the bottom of the form, there is a summary row: '12 Feb 2018', 'Economy Express', '19:00', 'Book before: 17:00', and '\$52.19'. Below this is a 'YOUR PRICE (SGD)' section with a table:

Shipping costs:	\$18.26
Priority service:	\$25.00
excl. VAT \$43.26	

At the bottom of the form is a blue 'Continue' button.

Enhanced Liability

You can cover your shipment up to 110% of its value, with a maximum of €25,000.

30 Review

Outbound Shipment

27 of 28

Review the summary provided to ensure all details have been correctly filled out.

28 of 28

Select 'Finalise shipment' when you are ready, or 'Make some changes' if you need to make further edits.

Tip: Click TNT's Terms and Conditions to view full terms and conditions in a new tab.

Confirm and pay your booking Close

Collection and delivery

From **TNT EXP WW - REGIONAL STAFF SH**
Collection on Friday, 20 April 2018 between 09:00 and 19:00
[Address details](#)

To **Example Company 1**
Delivery on Tuesday, 24 April 2018 (Economy Express Local time in Anchorage)
[Address details](#)

Shipment details

Total packages: 1
• 1x Box - 10x10x10 cm - 20kg
Value in SGD: \$256.00

Goods description
aluminium rolls

Your service

Economy Express	EDIT VALUE
Shipping costs:	\$139.64
Total (incl. VAT)	\$139.64
VAT	50.00
Total (incl. VAT)	\$139.64

You will be billed via invoice

[Make some changes](#) [Finalise shipment](#)

Clicking 'Finalise shipment' means you agree to [TNT's Terms & Conditions](#).

Preferred collection time

Invoicing Your Shipment

A weekly or monthly invoicing option is open to regular shippers. An e-invoicing platform that allows your admin department to manage all your TNT invoices in one place is also available in selected countries.

31 Create Shipment

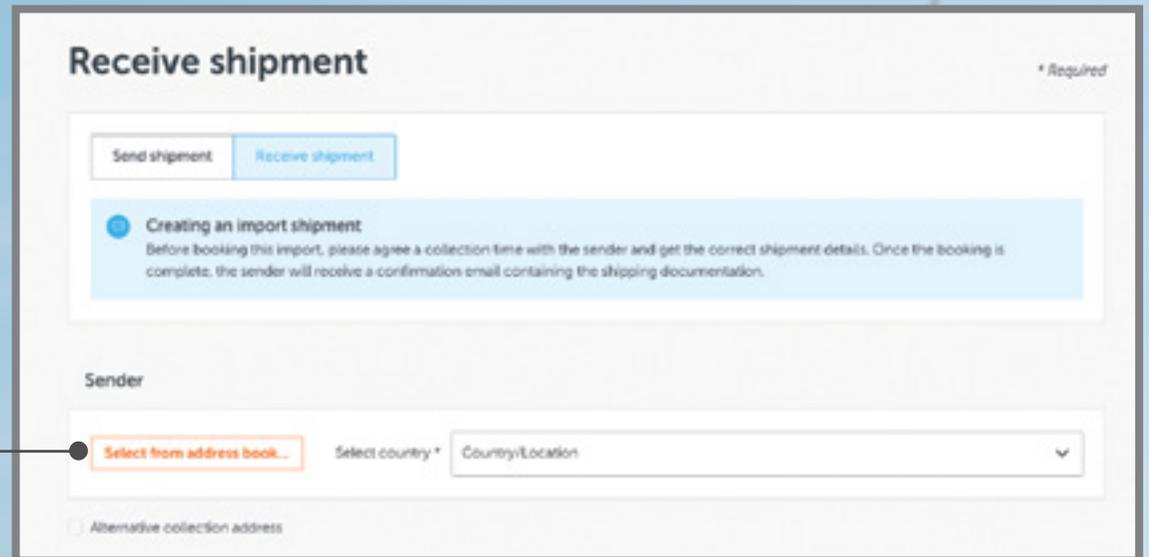
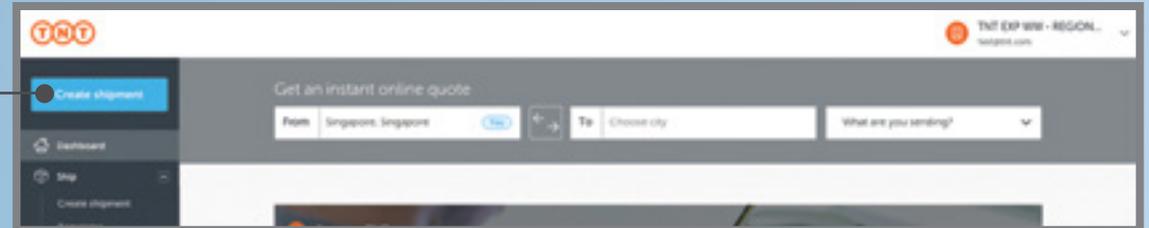
Inbound Shipment

1 of 25

To create an inbound shipment, select 'Create shipment' and pick 'Receive shipment' on the toggle button displayed.

2 of 25

Choose the country/location of the shipment sender from the drop-down list, or 'Select from address book' to use the details of a saved contact.



Simple, Fast Shipping

Enjoy benefits such as immediate quotes, real-time tracking and more with myTNT 2.

32 Create Shipment

Inbound Shipment

3 of 25

Select the checkbox if you need your shipment to be picked up from a different location.

Sender

Select from address book... Select country * Country/Location

Alternative collection address

4 of 25

Select a contact from the list of addresses, or provide relevant keywords to retrieve a saved contact.

Address book

Close

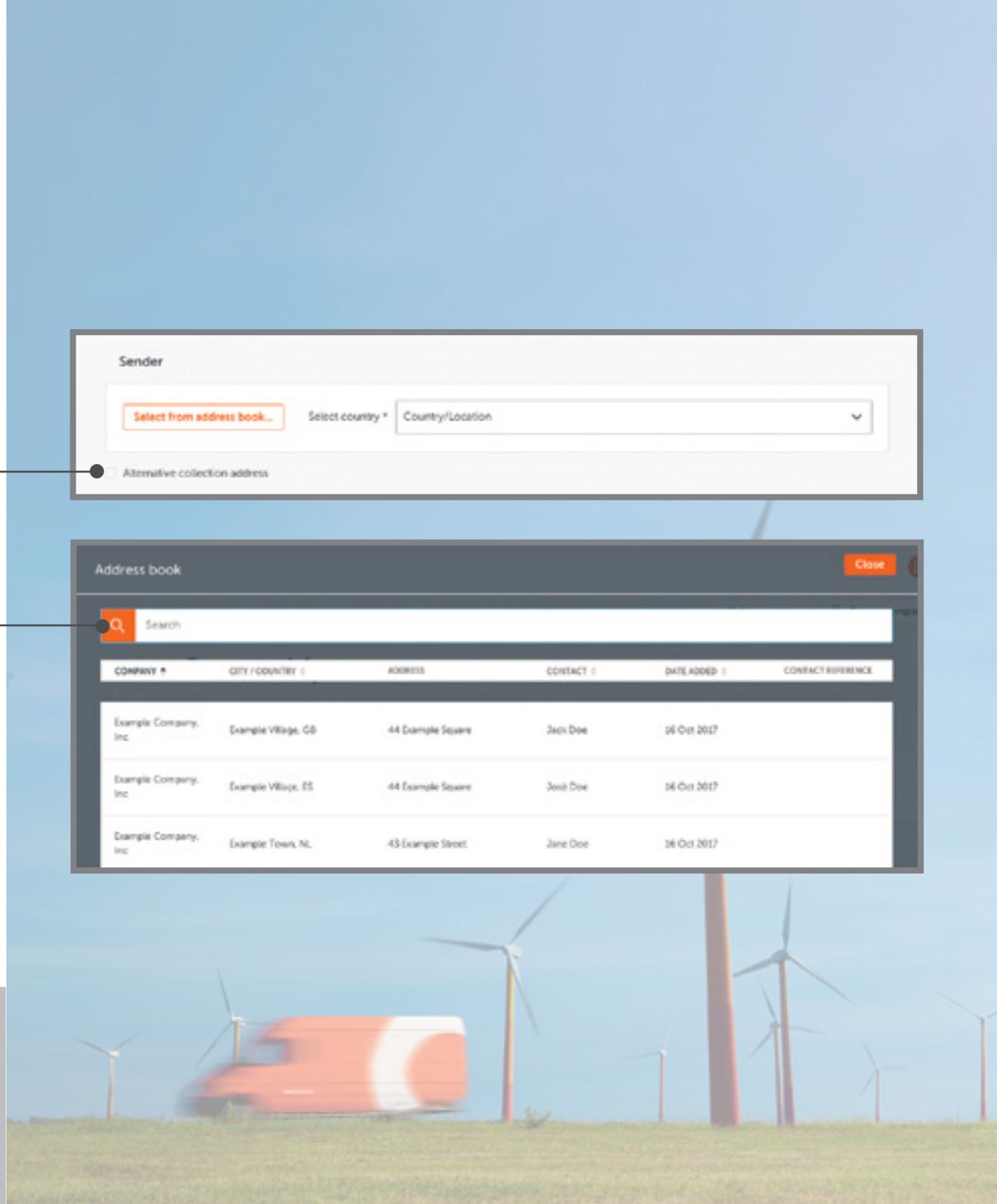
Search

COMPANY *	CITY / COUNTRY :	ADDRESS	CONTACT :	DATE ADDED :	CONTACT REFERENCE
Example Company, Inc.	Example Village, GB	44 Example Square	Jack Doe	06 Oct 2017	
Example Company, Inc.	Example Village, ES	44 Example Square	Jose Doe	06 Oct 2017	
Example Company, Inc.	Example Town, NL	43 Example Street	Jane Doe	06 Oct 2017	

Tip: The sender field will be automatically filled out with your selected contact address. To return to the previous screen, click 'Close'.

Save Time with Smart Address Book

Search for addresses in your contact book by entering postal code, company / contact name, etc.



33 Create Shipment

Inbound Shipment

5 of 25

For new sender addresses not saved in address book, provide the postal code of receiver, followed by the remaining address and contact details as required.

6 of 25

Select the checkbox if you want your shipment to be picked up from a different location.

Sender

Select from address book...

Address details

COUNTRY/LOCATION *
China

Postcode *

City *

Address line 1 *

Address line 2 (optional)

Address line 3 (optional)

Contact details

Company *

Contact name *

PHONE NUMBER *
+86

Email *

VAT number *

Collection instructions for driver (optional)

Save address

Alternative collection address

Filling In Address?

Address line 1 and 2 have a limit of 30 characters per line. Characters beyond the limit will be automatically truncated.

34 Create Shipment

Inbound Shipment

7 of 25

Select the checkbox if your shipment destination is different from the receiver address entered.

Tip: Receiver details will be pre-filled with your approved company profile address.

Receiver

TNT EXP WW - REGIONAL STAFF SH [Show](#)
Singapore, SG - TNT account 000054604
Contact name: Test
[Add delivery instructions](#)

Alternative delivery address

Shipment details

Enter your shipment details

QUANTITY * 1 x TYPE * Box Length * cm Width * cm Height * cm Weight * kg

[+ Add more packages](#) Non-stackable shipments may incur a surcharge. ⓘ

Navigated Away Accidentally?

If you click away from this screen at any point, select 'Create shipment' again to return to the shipments page.

35 Add Shipment Details

Inbound Shipment

8 of 25

Provide the total no. of shipments, dimensions (cm) and gross weight (kg) for each shipment.

9 of 25

Select the applicable shipment type for each package from the drop-down list.

Tip: Maximum dimensions are 240 x 120 x 150cm (LxWxH).

Shipment details

Enter your shipment details

QUANTITY* 1

SHIPMENT TYPE

Box Pallet Envelope

Length* cm Width* cm Height* cm Weight* kg

+ Add more packages

Non-stackable shipments may incur a surcharge. ⓘ

Stay on Top of Your Shipments

myTNT 2 provides complete visibility and control and is designed to make shipping faster and easier.

36 Add Shipment Details

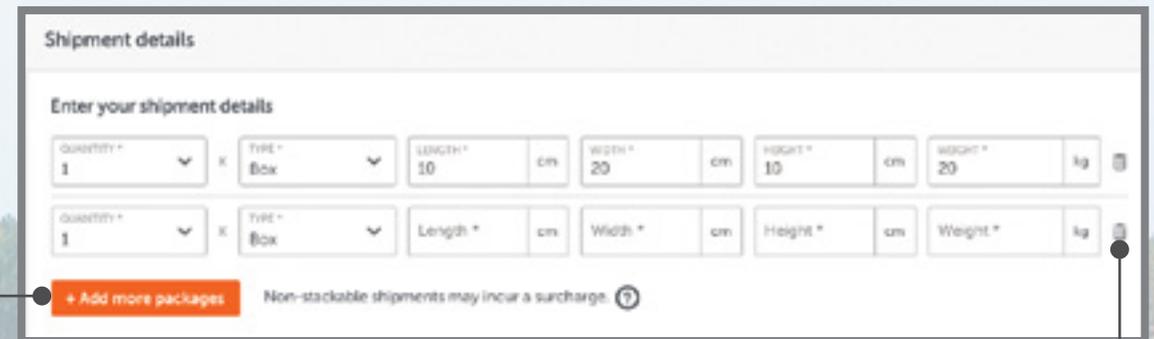
Inbound Shipment

10 of 25

Select 'Add more packages' if you have multiple packages to send.

11 of 25

Click on the Trash icon to discard the package in a particular row.



The screenshot shows a 'Shipment details' form with the following structure:

- Shipment details** (Section Header)
- Enter your shipment details** (Section Header)
- Two rows of input fields, each with a 'Quantity' dropdown (set to 1), a 'Type' dropdown (set to 'Box'), and four dimension/weight fields: 'Length' (10 cm), 'Width' (20 cm), 'Height' (10 cm), and 'Weight' (20 kg). Each field has a small trash icon to its right.
- A red button labeled '+ Add more packages' is located below the first row.
- A note below the button reads: 'Non-stackable shipments may incur a surcharge.' with an information icon.

Shipping Multiple Packages?

You are allowed to ship up to 99 packages in each shipment. However, package line limit (shipments with different dimensions or packaging types) varies according to your country.

37 Add Shipment Details

Inbound Shipment

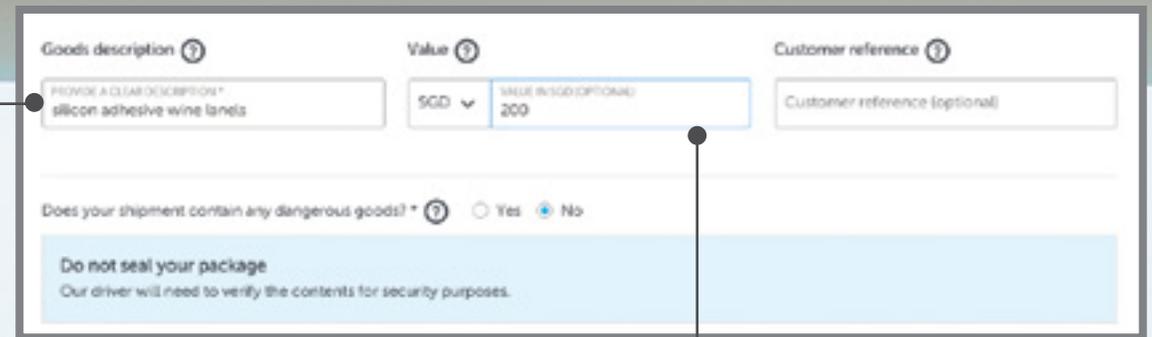
12 of 25

Provide a mandatory description of the shipment contents for customs declaration.

13 of 25

Fill in a value for your shipment, in the currency you specify on the invoice.

Tip: For samples, gifts or returns, the production costs should be stated.



The screenshot shows a shipping form with three main sections: 'Goods description', 'Value', and 'Customer reference'. The 'Goods description' field contains the text 'silicon adhesive wine labels'. The 'Value' section has a dropdown menu set to 'SGD' and a text input field containing '200'. The 'Customer reference' field is empty and labeled 'Customer reference (optional)'. Below these fields, there is a question: 'Does your shipment contain any dangerous goods?' with radio buttons for 'Yes' and 'No', where 'No' is selected. A blue banner at the bottom of the form reads: 'Do not seal your package. Our driver will need to verify the contents for security purposes.'

Describing Your Goods

Be clear and accurate about what you are shipping. For example, 'industrial fans', 'wallpaper ink', 'aluminium rolls'.

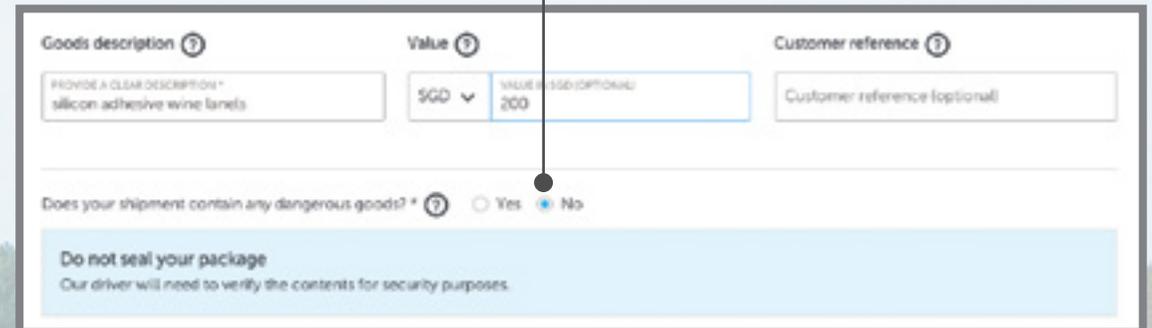
38 Add Shipment Details

Inbound Shipment

14 of 25

Select 'No' if your shipment does not contain dangerous goods.

Tip: Check the option 'Yes' if your shipment contains dangerous goods. A notification will prompt you to contact Customer Service for dangerous goods shipping.



The screenshot shows a shipping form with the following fields:

- Goods description**: PROVIDE A CLEAR DESCRIPTION * silicon adhesive wine labels
- Value**: SGD (dropdown), VALUE IN SGD (OPTIONAL): 200
- Customer reference**: Customer reference (optional)
- Does your shipment contain any dangerous goods? ***: Yes No

A callout box points to the 'No' radio button. Below the form, a blue banner reads: **Do not seal your package** Our driver will need to verify the contents for security purposes.

What Counts As Dangerous?

There are nine classes of dangerous goods, plus a few sub-classes. The class your shipment falls under will affect how you pack, label, and transport it.

39 Add Shipment Details

Inbound Shipment

15 of 25

For import shipments, payment will be made by the receiver by default and no selection is required.

Tip: Sender should agree on a collection time with the receiver prior to creating the shipment. Once booking is complete, the sender will receive a confirmation email attached with shipping documents.

About Billing Information

Receiver pays can only be selected if shipment recipient is an existing TNT customer. Please have the 9-digit account number of receiver ready before creating a new shipment.

Billing Information

RECIPIENT
TNT EXP WW - REGIONAL STAFF SH (You)

TNT ACCOUNT NUMBER OF RECEIVER
000054604

40 Add Shipment Details

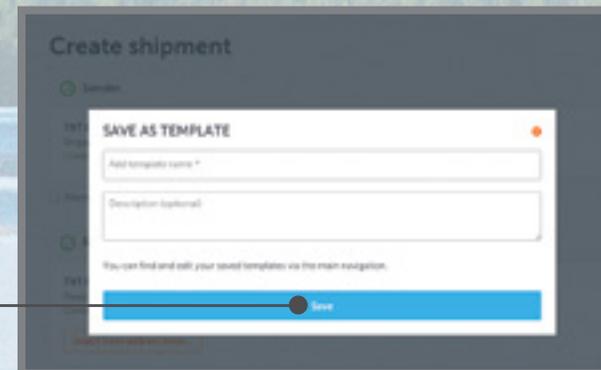
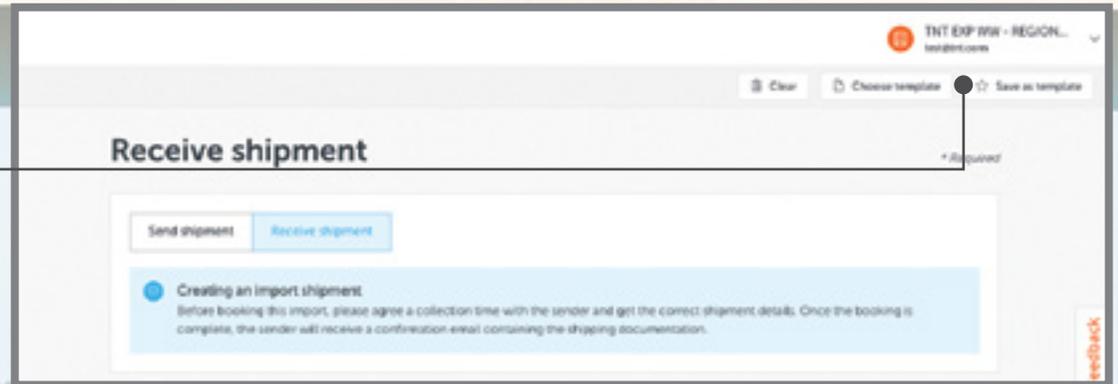
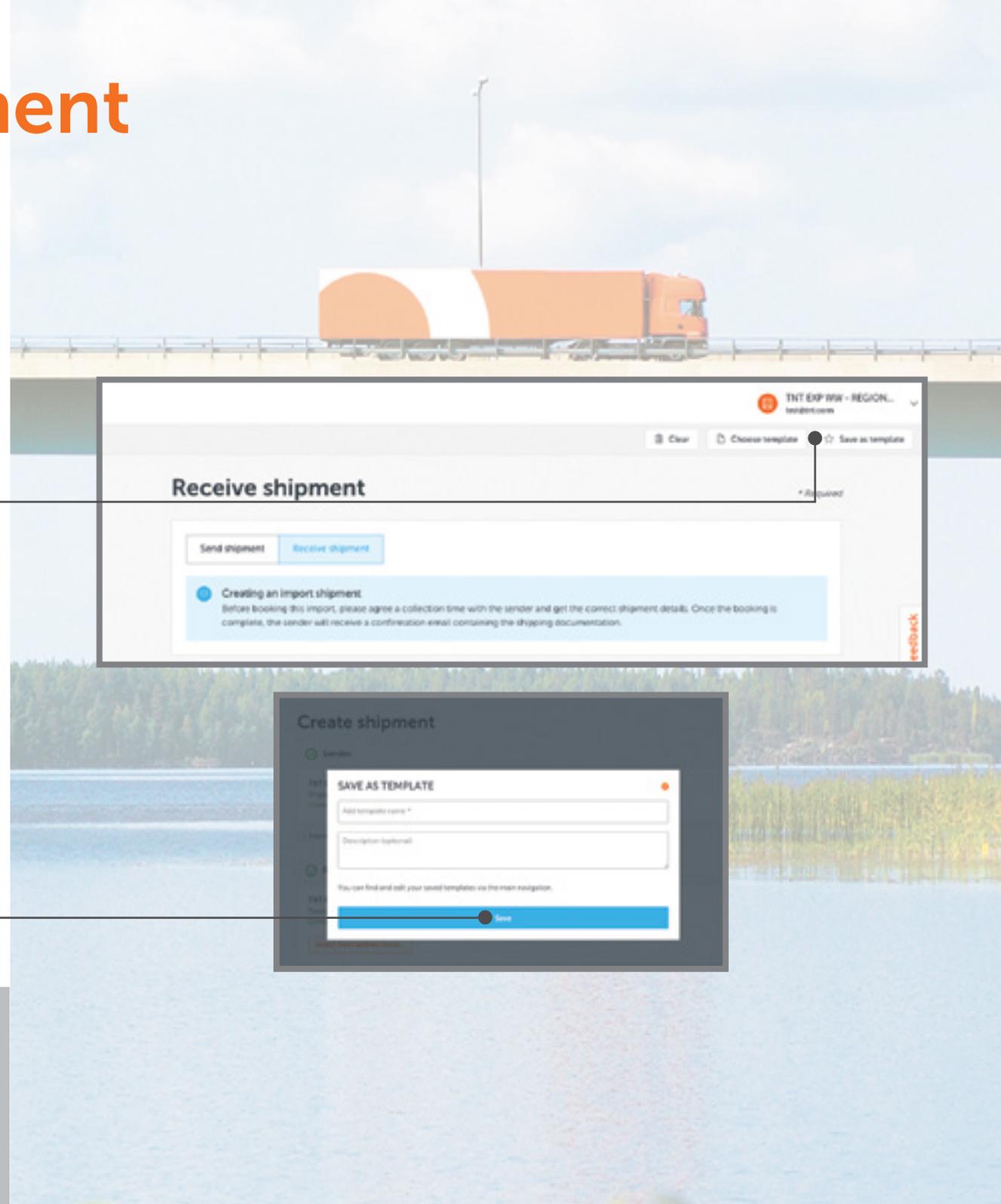
Inbound Shipment

16 of 25

After adding in shipment details, select 'Save as Template' to retain the current shipment details for future usage.

17 of 25

After providing a template name and description, select 'Save' to continue.



Editing a Template?

Template details can be easily edited by selecting 'Templates' from the left navigation panel.

41 Choose Service

Inbound Shipment

18 of 25

Select your preferred collection date from the drop-down list.

19 of 25

Choose a service by picking your preferred collection date, time and cost.

20 of 25

Select the checkbox if you require Priority Service.

Please choose a service

Collection date in Singapore

COLLECTION DATE
Thursday, 8 February 2018

DELIVERY DATE IN PINGAT CITY CPO - MALIBY	SERVICE	LATEST COLLECTION IN SINGAPORE	PRICE (SGD)
12 Feb 2018	FASTEST Express	19:00 <small>Book before 17:00</small>	\$18.26
Priority service ⓘ <input checked="" type="checkbox"/> Priority handling throughout our TNT network for earliest possible delivery.			\$25.00
Enhanced Liability ⓘ Would you like to choose Enhanced Liability for your shipment against loss or damage? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Preferred collection time Time range must be 120 minutes or more.			
FROM 10:00	TO 19:00		
<input type="radio"/> 12 Feb 2018	Economy Express	19:00 <small>Book before 17:00</small>	\$52.19

Fuss-free & Simple

Book shipments up to 10 days in advance! You will have a choice of 10 business days for the collection date.

42 Choose Service

Inbound Shipment

21 of 25

Select 'Yes' if you would like to add Enhanced Liability service for your shipment, and re-enter shipment value.

22 of 25

Confirm your preferred collection time from the drop-down list.

23 of 25

Select 'Continue' to proceed.

Enhanced Liability * ⓘ
Would you like to choose Enhanced Liability for your shipment against loss or damage?
 Yes No

Preferred collection time
Time range must be 120 minutes or more.
FROM: 10:00 TO: 19:00

12 Feb 2018 Economy Express 19:00 Book before: 17:00 \$52.19

YOUR PRICE (SGD)

Shipping costs:	\$18.26
Priority service:	\$35.00
excl. VAT \$43.26	

[Continue](#)

Enhanced Liability

You can cover your shipment up to 110% of its value, with a maximum of €25,000.

43

Review Inbound Shipment

24 of 25

Review the summary provided to ensure all details have been correctly filled out.

25 of 25

Select 'Finalise shipment' when you are ready, or 'Make some changes' if you need to make further edits.

Tip: Click TNT's Terms and Conditions to view full terms and conditions in a new tab.

Invoicing Your Shipment

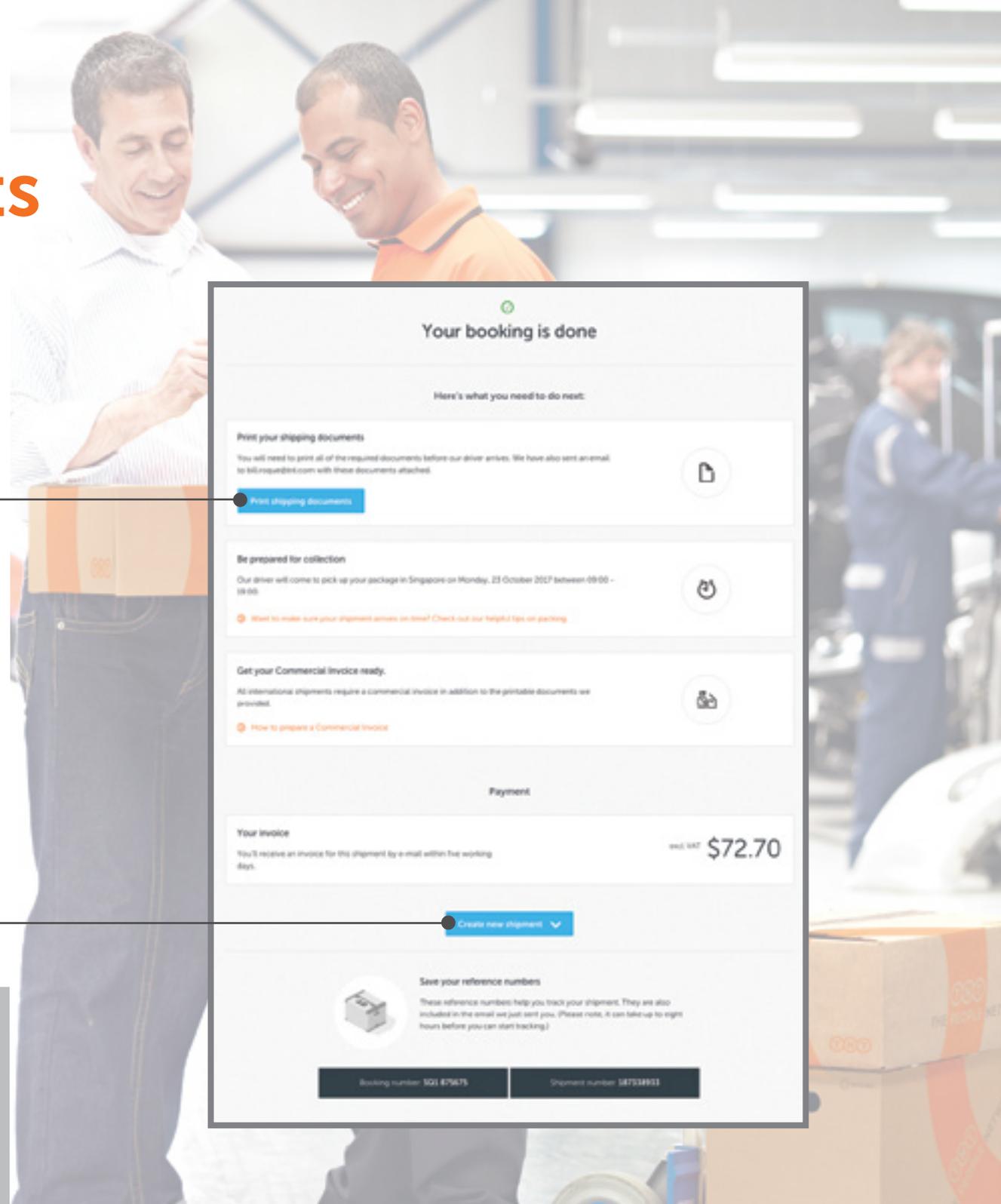
A weekly or monthly invoicing option is open to regular shippers. An e-invoicing platform that allows your admin department to manage all your TNT invoices in one place is also available in selected countries.

Confirm and pay your booking Close

Collection and delivery	Shipment details	Your service
From Example Company 2	Total packages: 1	Economy Express BEST VALUE
Collection on Friday, 20 April 2018 between 12:00 and 16:30	• 1x Box - 10x10x10 cm - 24kg	Shipping costs: \$160.80
Address details	Value in SGD: \$200.00	Total (incl. VAT): \$160.80
To TNT EXP WW - REGIONAL STAFF SH YOU	Goods description	VAT: \$0.00
Delivery on Tuesday, 24 April 2018 (Economy Express)	aluminium foil	Total (incl. VAT): \$160.80
Address details		You will be billed via invoice
<input type="button" value="Make some changes"/>	<input type="button" value="Finalise shipment"/>	

Clicking 'Finalise shipment' means you agree to TNT's [Terms & Conditions](#).

44 Print Documents



1 of 5

Select 'Print shipping documents' to print all necessary documents.

2 of 5

Select to create a new shipment.

Tip: For inbound shipments, a summary of the shipment booking will be provided, but no printing is required. Shipper will receive a copy of the shipping documents in their inbox.

Your booking is done

Here's what you need to do next:

Print your shipping documents

You will need to print all of the required documents before our driver arrives. We have also sent an email to bill.request@tnt.com with these documents attached.

[Print shipping documents](#)

Be prepared for collection

Our driver will come to pick up your package in Singapore on Monday, 23 October 2027 between 09:00 - 18:00.

[Want to make sure your shipment arrives on time? Check out our helpful tips on packing.](#)

Get your Commercial Invoice ready.

All international shipments require a commercial invoice in addition to the printable documents we provided.

[How to prepare a Commercial Invoice](#)

Payment

Your invoice

You'll receive an invoice for this shipment by e-mail within five working days.

incl. VAT **\$72.70**

[Create new shipment](#)

Save your reference numbers

These reference numbers help you track your shipment. They are also included in the email we just sent you. (Please note, it can take up to eight hours before you can start tracking.)

Booking number: **501 475675** Shipment number: **587318931**

Need Additional Copies?

myTNT 2 will print the minimum number of documentation sets required for the shipment. Enter the additional copies you require if you want to keep copies for your own records.

45 Print Documents

1. Routing Label

Print on plain paper and place it in a document pouch.

2. Detailed Manifest

2 copies included, one for yourself and one for the driver.

3. Consignment Notes

2 copies included, one for yourself and one for the driver.

Tip: These are samples of the documents that you will need to ship your package. They should be printed before our driver arrives to collect the package.

1. Routing Label

PRINT SHIPPING DOCUMENTS

Please print all required documents before our driver arrives.

Routing label(s)

If you have a label printer, print out your routing labels and attach one to the top of each box. If you're shipping with a pallet, you'll also need to attach a routing label to the side of it. Ensure all barcodes are flat and clearly visible.

[Print routing labels \(PDF\)](#)

Manifest

Please give both copies to our driver, who will sign one for you to keep as a receipt.

[Print manifests \(PDF\)](#)

Shipping notes

Please place the Receiver's Copy in the document pouch and give the Customer's Copy to our driver.

[Print shipping notes \(PDF\)](#)

2. Detailed Manifest

3. Consignment Notes

TNT INT / AIR 1

187338933 Express
1 of 1 15.00kg

Customer Reference: THP-S01 Parcel Date: 20/02/2017

Destination: **SIN**
HKG
SZX

Origin: **CZ** Date: **CA3-27**

Barcode: 170042308630138425510600

Consignment Note

TNT

Sender/Receiver details, description of goods, and signature lines.

TNT COLLECTION MANIFEST DETAILS

Sender/Receiver details, item list, and totals.

Don't Have a Printer?

If you don't have a printer, contact Customer Service and let us know - we'll make sure the driver brings along a consignment note*.

*Excludes shipments from EU to non-EU destinations.

46 Print Documents

3 of 5

To print a summary manifest, select 'Shipments' to view a list of all created shipments.

CONWAY	DESTINATION / ORIGIN	DELIVERY DATE	STATUS
18 OCT 2017	Pease City Cdn - Halifax, PE	20 Oct 2017	NEW

4 of 5

Select the drop-down list to specify the range of shipments to include in your summary manifest.

CONWAY	DESTINATION / ORIGIN	DELIVERY DATE	STATUS
18 OCT 2017	Pease City Cdn - Halifax, PE	20 Oct 2017	NEW
18 OCT 2017	Chatham, ON	27 Oct 2017	NEW
14 JUL 2017	Pease City Cdn - Halifax, PE	17 Jul 2017	NEW
18 JUN 2017	Pease City Cdn - Halifax, PE	30 Jun 2017	NEW
18 JUN 2017	Pease City Cdn - Halifax, PE	29 Jun 2017	NEW

5 of 5

Click the checkbox(es) beside the shipments you wish to include.

Need a Summary Manifest?

The summary manifest is not automatically printed. Please select the shipments you wish to include, print and hand this (with the detailed manifest) over to the TNT driver.

47 Print Documents

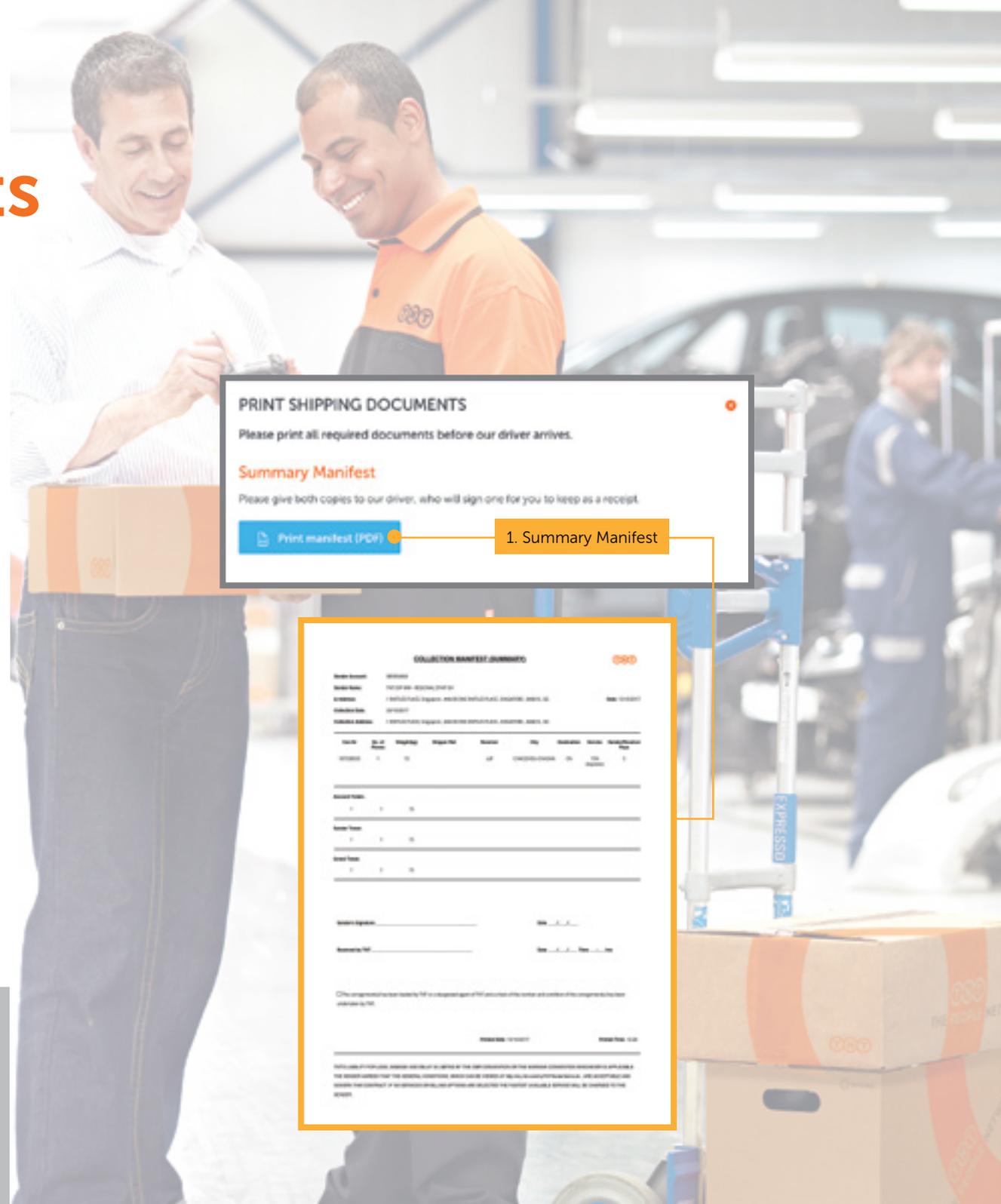
1. Summary Manifest

An alternative to the Detailed Manifest for customers who do not want to print one manifest per shipment.

Tip: Please authorise on the 'Sender's Signature' field before passing the document to the driver.
Save your booking and shipment numbers for ease of tracking or when you need to speak to your customer service manager about your booking.

Need Additional Copies?

myTNT 2 will print the minimum number of documentation sets required for the shipment. Enter the additional copies you require if you want to keep copies for your own records.



PRINT SHIPPING DOCUMENTS

Please print all required documents before our driver arrives.

Summary Manifest

Please give both copies to our driver, who will sign one for you to keep as a receipt.

[Print manifest \(PDF\)](#)

1. Summary Manifest

COLLECTION MANIFEST (SUMMARY)

Order Number: 1234567890
Order Date: 12/01/2023
Order Time: 10:00
Order Type: Standard

Item	Qty	Weight	Volume						
1	1	10	10	10	10	10	10	10	10

Sender's Signature: _____ Date: 12/01/2023
Receiver's Signature: _____ Date: 12/01/2023

Printed on: 12/01/2023 10:00

48 Check Inbox

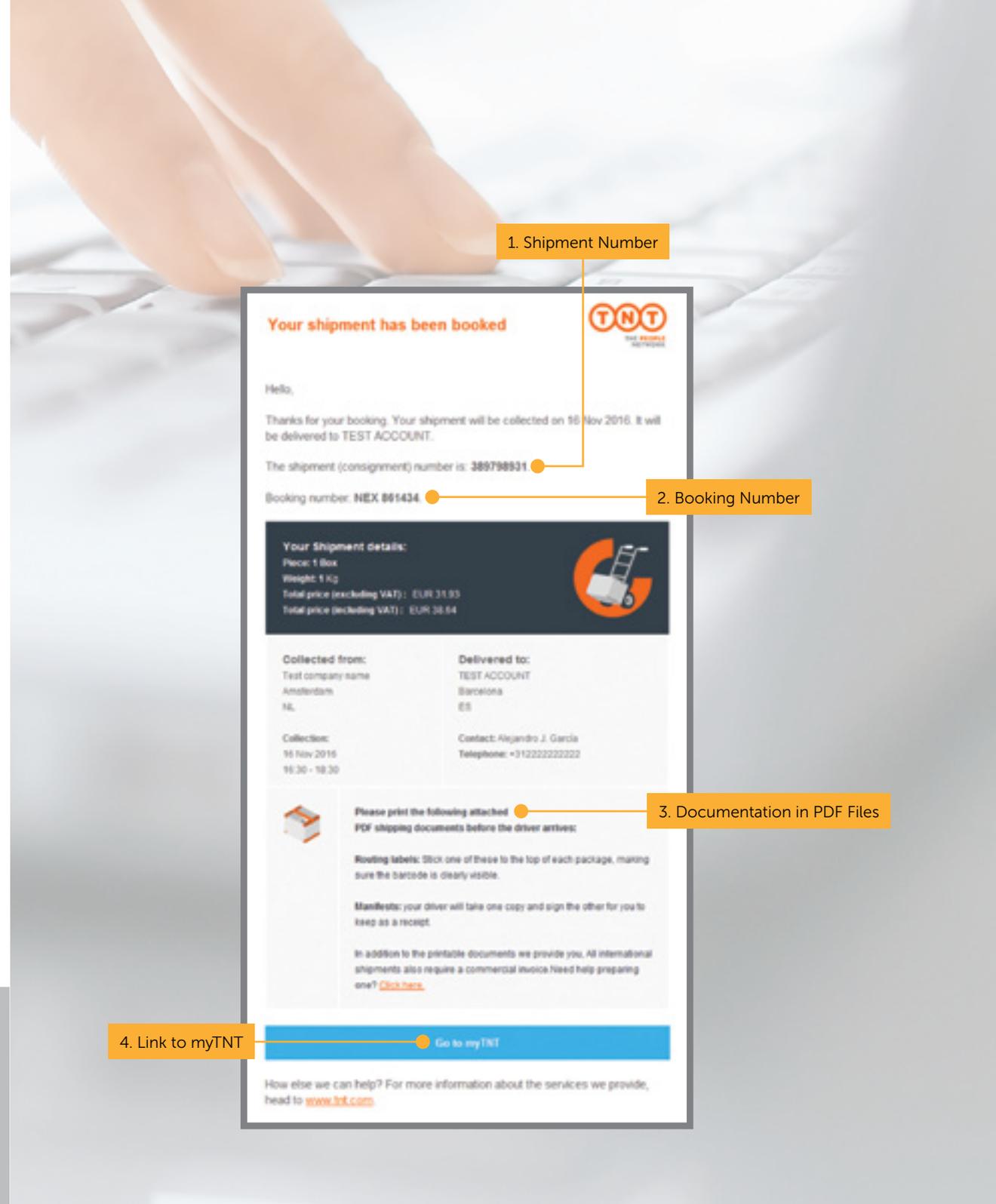
Sender Confirmation Email contains:

1. Shipment Number
2. Booking Number
3. Documentation in PDF Files
4. Link to myTNT

Tip: Senders will receive a confirmation email from myTNT summing up details of the shipment made. Please keep this email for your reference.

Address Not Recognised?

Contact customer service at www.tnt.com/contact if your address is not recognised by the system.



49 Check Inbox

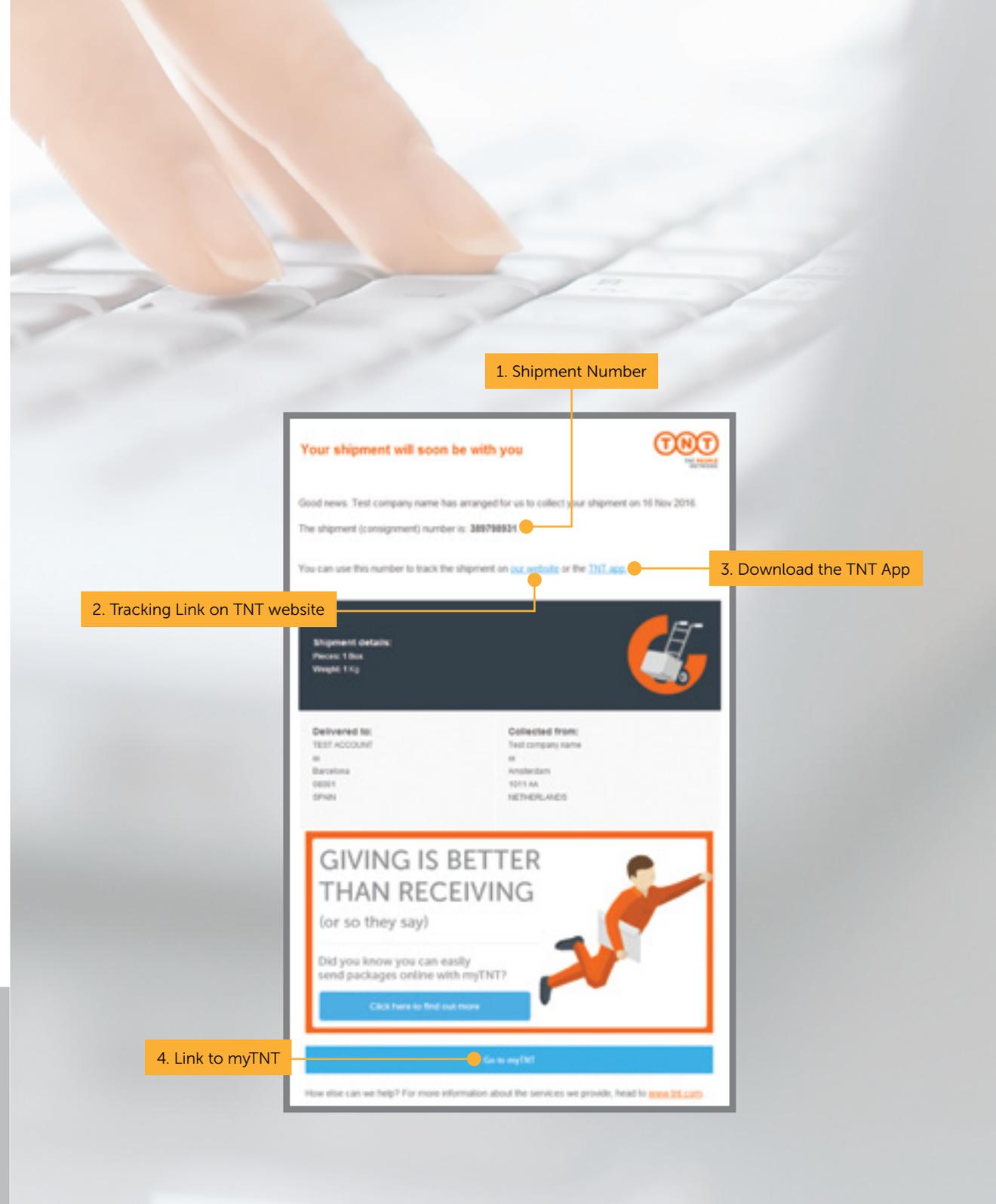
Receiver Confirmation email contains:

1. Shipment Number
2. Tracking Link on TNT website
3. Download the TNT App
4. Link to myTNT

Tip: Receivers will also receive a confirmation email from myTNT summing up details of the shipment that you shall receive, including a tracking link.

We Are Here To Help

Contact customer service at www.tnt.com/contact if you do not receive a confirmation email.



50 Shipment Tracking

1 of 8

Track shipments easily with myTNT. Select 'My Shipments' from the left navigation panel.

2 of 8

Then, enter relevant keywords in the search field to begin your search.

Tip: Access shipment information by entering details, such as the shipment reference number, name of company, city of origin (inbound) or destination city (outbound).

The screenshot displays the 'My shipments' page on the myTNT website. The page features a search bar at the top with the text 'Search shipments' and a dropdown menu for 'Print summary manifest of' with the option 'Choose a range'. Below the search bar is a table of shipments. The table has four columns: 'COMPANY', 'DESTINATION / ORIGIN', 'RECEIPT DATE', and 'STATUS'. The table lists five shipments, all with a status of 'NEW'. The first shipment is 'Shipment 1' with a receipt date of '20 Oct 2017' and destination 'Palo Alto - Halloway, PA'. The second is 'Shipment 2' with a receipt date of '27 Oct 2017' and destination 'Chesterbrook, CN'. The third is 'Shipment 3' with a receipt date of '17 Jul 2017' and destination 'Palo Alto - Halloway, PA'. The fourth is 'Shipment 4' with a receipt date of '30 Jun 2017' and destination 'Palo Alto - Halloway, PA'. The fifth is 'Shipment 5' with a receipt date of '29 Jun 2017' and destination 'Palo Alto - Halloway, PA'. A navigation menu is visible on the left side of the page, with 'My shipments' selected. The TNT logo is in the top left corner, and the text 'TNT EXP. IRI - REGION' is in the top right corner. A 'Feedback' button is on the right side of the page.

COMPANY	DESTINATION / ORIGIN	RECEIPT DATE	STATUS
Shipment 1	Palo Alto - Halloway, PA	20 Oct 2017	NEW
Shipment 2	Chesterbrook, CN	27 Oct 2017	NEW
Shipment 3	Palo Alto - Halloway, PA	17 Jul 2017	NEW
Shipment 4	Palo Alto - Halloway, PA	30 Jun 2017	NEW
Shipment 5	Palo Alto - Halloway, PA	29 Jun 2017	NEW

Tracking Your Shipment

A list of all your shipments created under myTNT will be displayed when you select My Shipments.

5 1 Shipment Tracking

3 of 8

A list of related shipments will be displayed, sorted by their creation date (with the most recent on top).

4 of 8

The rightmost column will show status of the shipment as "New", "Delivered" or "In transit".

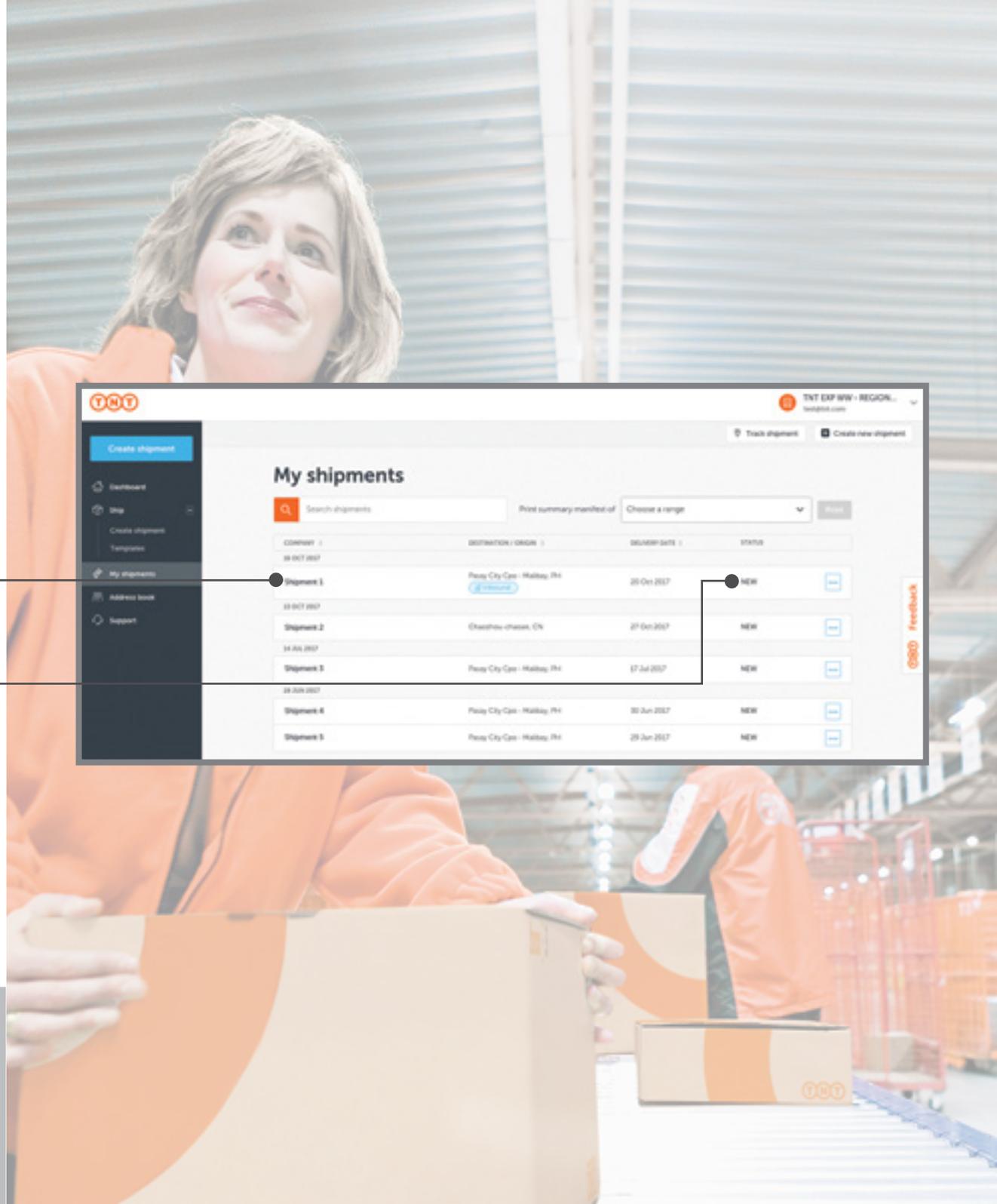
Tip: Inbound shipments will be indicated by a blue icon.

The screenshot displays the TNT Express 'My shipments' dashboard. The interface includes a sidebar with navigation options like 'Create shipment', 'Dashboard', 'Ship', 'My shipments', 'Address book', and 'Support'. The main content area shows a table of shipments with columns for 'Creation date', 'Destination / Origin', 'Status', and 'Action'. The status column is highlighted, showing 'NEW' for several shipments. A blue icon is visible next to the first shipment, indicating it is an inbound shipment.

Creation date	Destination / Origin	Status	Action
28 Oct 2017	Paris City-Cen - Malloy, FR	NEW	[Inbound] [More]
23 Oct 2017	Cherbourg-Cherbourg, CN	NEW	[More]
14 Jul 2017	Paris City-Cen - Malloy, FR	NEW	[More]
28 Jun 2017	Paris City-Cen - Malloy, FR	NEW	[More]
29 Jun 2017	Paris City-Cen - Malloy, FR	NEW	[More]

Can't Find your Shipment Number?

You can find the shipment number in your confirmation email or on the collection manifest (under the barcode).



5.2 Shipment Tracking

5 of 8

Select the three dots to take further action for a particular shipment, such as viewing shipment details, repeating the shipment or printing shipping documents.

6 of 8

You can also click on each shipment to view detailed updates on its status.

The screenshot displays the TNT 'My shipments' dashboard. At the top, there's a search bar and a 'Print summary' dropdown. The main content is a table of shipments:

ID	DESTINATION / ORIGIN	SHIPMENT DATE	STATUS
Shipment 1	Paris City-Cen - Malloy (R)	20 Oct 2017	NEW
Shipment 2	Charlottesville, VA	27 Oct 2017	NEW
Shipment 3	Paris City-Cen - Malloy (R)	17 Jul 2017	NEW
Shipment 4	Paris City-Cen - Malloy (R)	20 Jun 2017	NEW
Shipment 5	Paris City-Cen - Malloy (R)	20 Jun 2017	NEW

A sidebar on the left includes a 'Create shipment' button and navigation links. A three-dot menu icon is positioned to the right of the first shipment row, and a line connects it to the explanatory text in the 5 of 8 callout.

Can't Find your Shipment Number?

You can find the shipment number in your confirmation email or on the collection manifest (under the barcode).

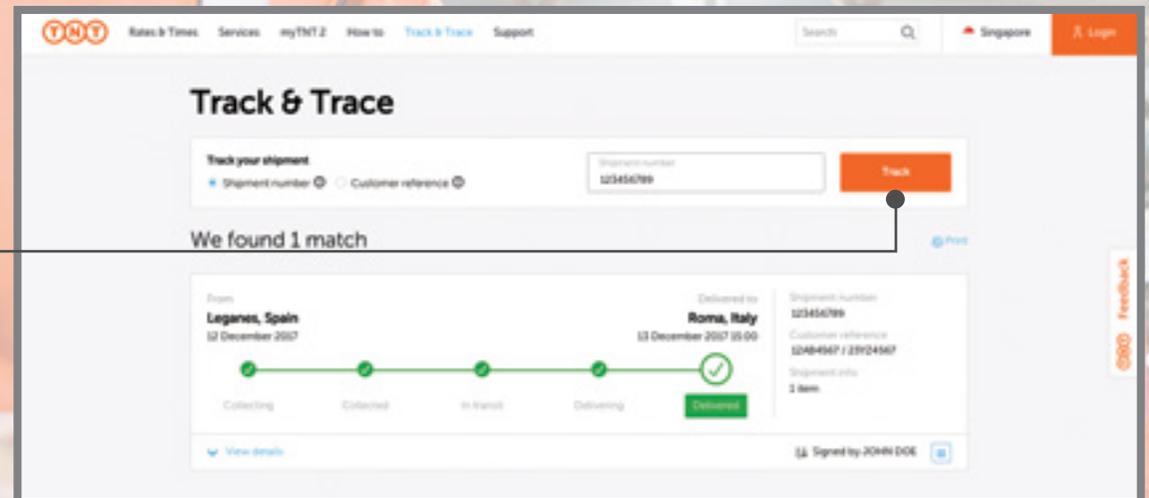
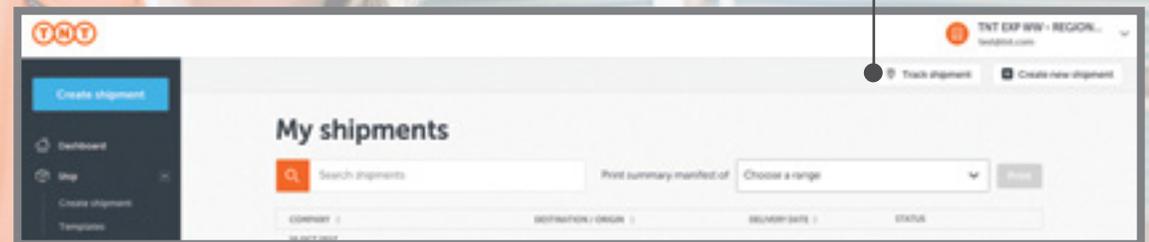
53 Shipment Tracking

7 of 8

Select 'Track shipment' to access latest updates on your shipments. Track & Trace will open in a new tab.

8 of 8

Key in either the 9-digit shipment number or the customer reference, and hit 'Track'. A list of matching shipments and their delivery status will be shown.



Track Multiple Shipments!

Use a comma to separate the references or shipment numbers to search for multiple shipments at once.

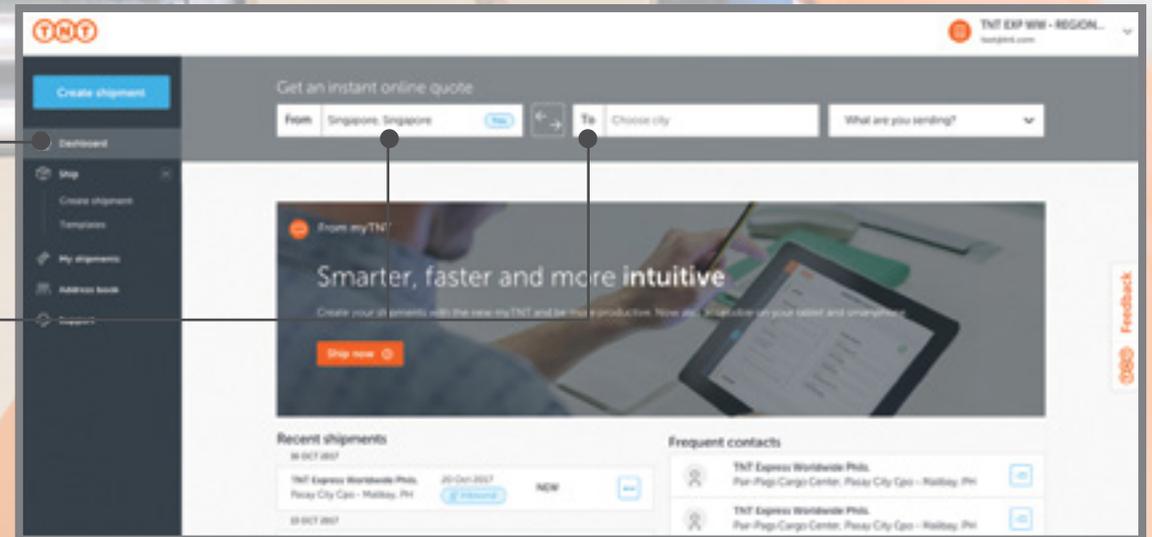
54 Instant Quote

1 of 7

Instant quote is available on the Dashboard or myTNT homepage.

2 of 7

Provide the city of origin and intended destination.



What is my Quote Based On?

Shipping quotes will be based on personalized shipping rates available to your company profile, while quotes available on the homepage of TNT.com are based on standard booking rates for customers without a TNT account.

55 Instant Quote

3 of 7

Fill out all shipment details including type, dimensions and gross weight.

4 of 7

Select this button if you have multiple packages to ship.

5 of 7

Select 'Get quote' to see all available service options below.

The screenshot displays the TNT online quote interface. It features a sidebar on the left with navigation options: 'Create shipment', 'Dashboard', 'Ship', 'Create shipment', 'Templates', 'My shipments', 'Address book', and 'Support'. The main content area is titled 'Get an instant online quote' and includes a form with 'From' (Singapore, Singapore) and 'To' (Guangzhou-conghua, Guangdong, ...) fields. Below these are two rows of input fields for 'Quantity', 'Box' type, 'Length', 'Width', 'Height', and 'Weight'. A '+ Add more packages' button is visible between the rows. At the bottom of the form, there are summary fields for 'Total quantity 2 items', 'Total volume 0.000 m³', and 'Total weight 0 kg'. A 'Get quote' button is on the right. Below the form is a promotional banner for 'myTNT' with the text 'Smarter, faster and more intuitive' and a 'Ship now' button.

Instant Quote versus Final Invoice

Additional surcharges and service fees at depots may cause your final invoice to be different from the price quoted.

56 Instant Quote

6 of 7

Upon selecting a collection date, myTNT will generate all available shipment options.

7 of 7

Choose your preferred shipment option to create a new inbound or outbound shipment.

Tip: Shipment options will be prefilled with the destination and origin city as well as shipment details you have entered.

The screenshot shows the myTNT website interface for getting an instant online quote. The navigation menu on the left includes: Create shipment, Dashboard, Ship, Create shipment, Templates, My shipments, Address book, and Support. The main content area has a header with the TNT logo and 'TNT EXP WW - REGION. mytnt.com'. Below the header is a form to 'Get an instant online quote' with fields for 'From' (Singapore, Singapore), 'To' (Guangzhou-conghua, Guangdong, ...), and '1 Box'. There are also fields for 'WEIGHT' (20), 'LENGTH' (20), 'WIDTH' (20), and 'HEIGHT' (50). A '+ Add more packages' button and a 'Get quote' button are present. Below the form is a 'Collection date' dropdown menu set to 'Wednesday, 7 February 2018'. A table of shipment options is displayed below the collection date:

DELIVERY DATE	SERVICE	LATEST COLLECTION	PRICE (USD)
13 Feb 2018	1st/2nd Express	2100 <small>Book before 2100</small>	\$202.98
13 Feb 2018	BEST VALUE Economy Express	2100 <small>Book before 2100</small>	\$194.35

At the bottom of the screenshot, there is a 'From myTNT' banner with an image of a person in an orange uniform.

Make More Informed Decisions

Get an instant quote to quickly compare all delivery options available.

57 Address Book

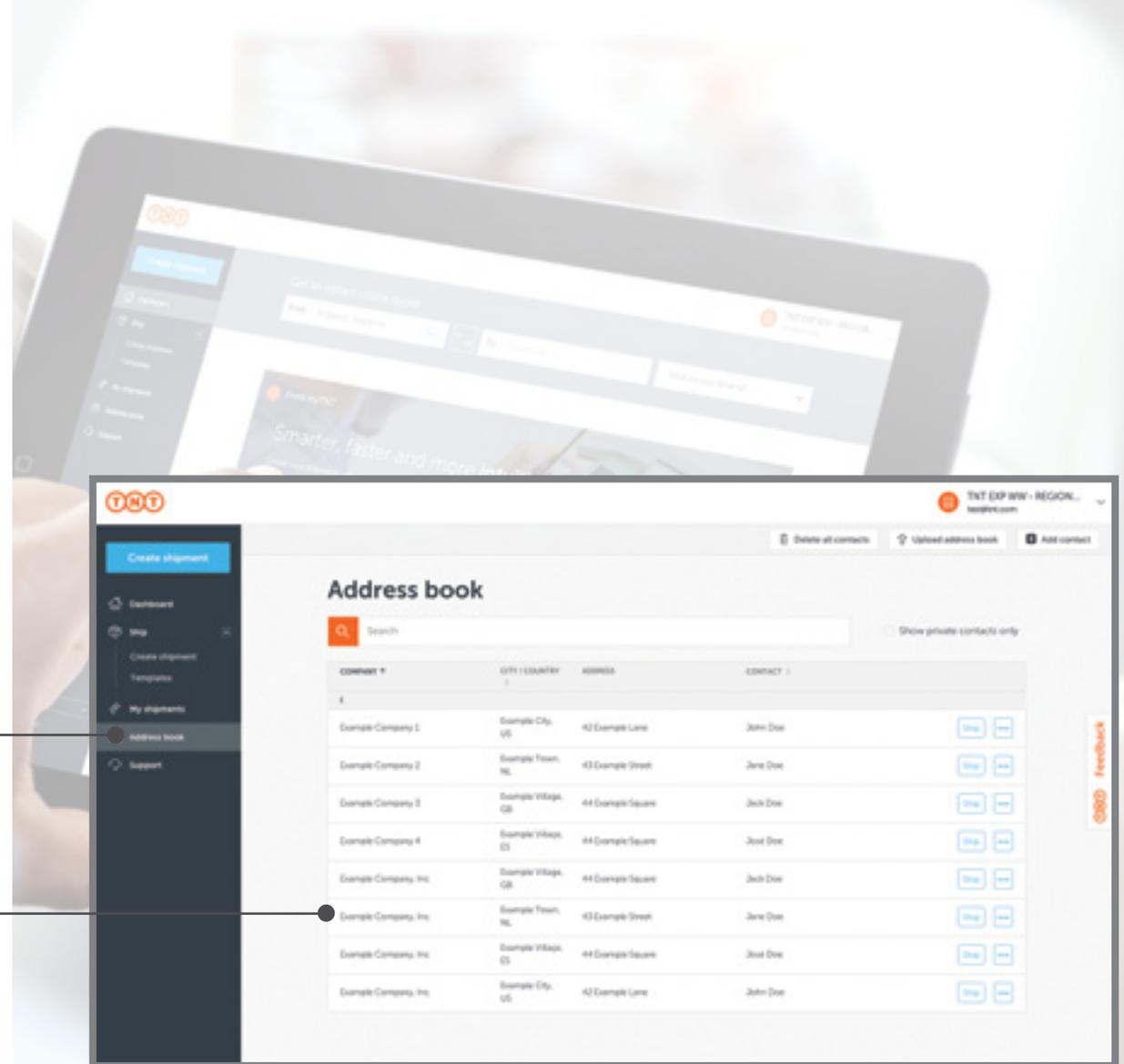
1 of 11

Select 'Address Book' from the left navigation panel. Here, you can edit addresses or select the shipping address for a new shipment.

2 of 11

An overview of addresses arranged according to alphabetical order is displayed.

Tip: You can also search by manually entering keywords in the topmost search bar.



Country Codes

myTNT 2 uses internationally recognised ISO ALPHA 2 country codes, which can be found with a quick search online.

58 Address Book

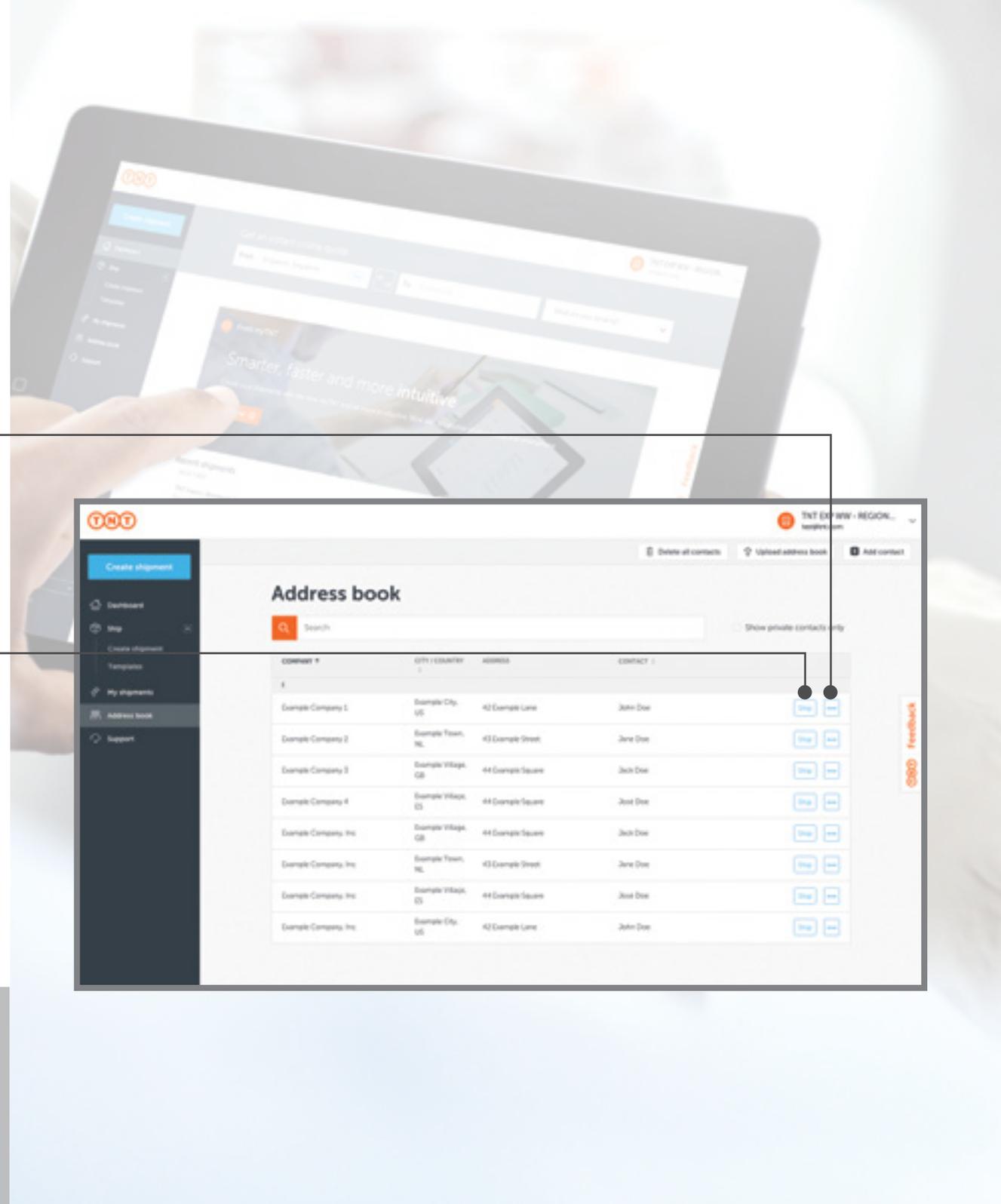
3 of 11

Select the 3 dots if you need to make changes to or delete a saved address.

4 of 11

You can also select the 'Ship' button to create a new shipment with the saved address.

Tip: This will direct you to a new 'Create Shipment' template with the receiver address pre-filled.



TNT TNT EXPRESS - REGION: [helpdesk.com](#)

[Delete all contacts](#) [Upload address book](#) [Add contact](#)

Address book

Show private contacts only

Company *	City / Country	Address	Contact *	
Example Company 1	Example City, US	42 Example Lane	John Doe	Ship ...
Example Company 2	Example Town, NL	43 Example Street	Jane Doe	Ship ...
Example Company 3	Example Village, GB	44 Example Square	Jack Doe	Ship ...
Example Company 4	Example Village, IS	44 Example Square	Joak Doe	Ship ...
Example Company, Inc	Example Village, GB	44 Example Square	Jack Doe	Ship ...
Example Company, Inc	Example Town, NL	43 Example Street	Jane Doe	Ship ...
Example Company, Inc	Example Village, IS	44 Example Square	Joak Doe	Ship ...
Example Company, Inc	Example City, US	42 Example Lane	John Doe	Ship ...

[Feedback](#)

Want to Display Only Selected Contacts?

Check the 'Show private contacts only' checkbox to view contacts saved as private, which are only visible to / usable by you.

59 Address Book

5 of 11

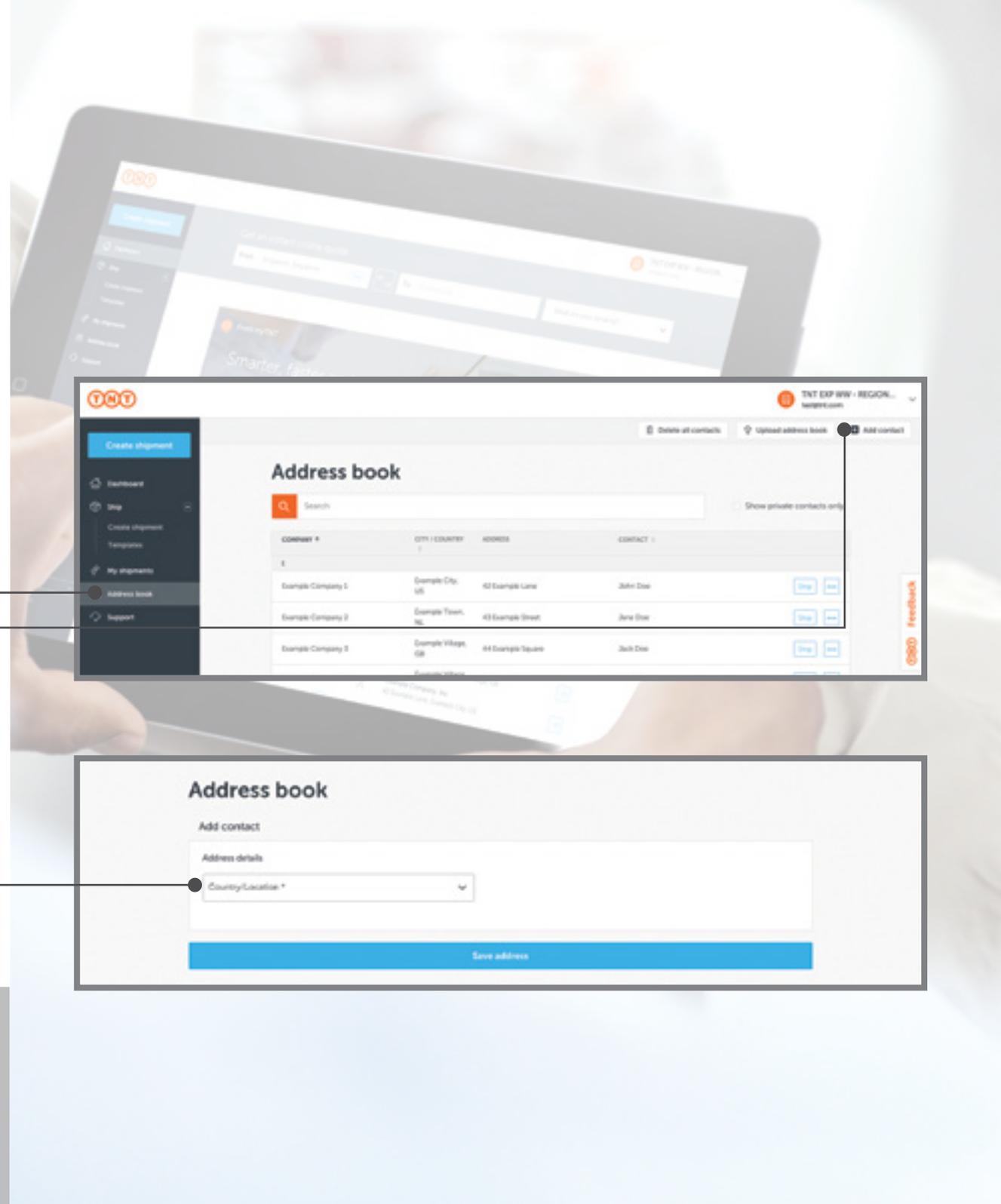
Select 'Address book' from the left navigation panel to add/update addresses.

6 of 11

Select 'Add contact' to create a new address listing for quick access.

7 of 11

Pick country/location of the contact from the drop-down list. Detailed fields will appear.



TNT EXP. RWY. REGION. [help@tnt.com](#)

Details of contacts | Upload address book | **Add contact**

Address book

Search Show private contacts only

Company	CITY COUNTRY	ADDRESS	CONTACT	
Example Company 1	Example City, US	42 Example Lane	John Doe	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Example Company 2	Example Town, NL	43 Example Street	Jane Doe	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Example Company 3	Example Village, GB	44 Example Square	Jack Doe	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

[Feedback](#)

Address book

Add contact

Address details

Country/Location *

Upgrading from myTNT 1?

All address contacts will be transferred when you upgrade from myTNT 1 to the all new myTNT.

61 Address Book

10 of 11

After attaching the file, select 'Start Upload' to begin file import.

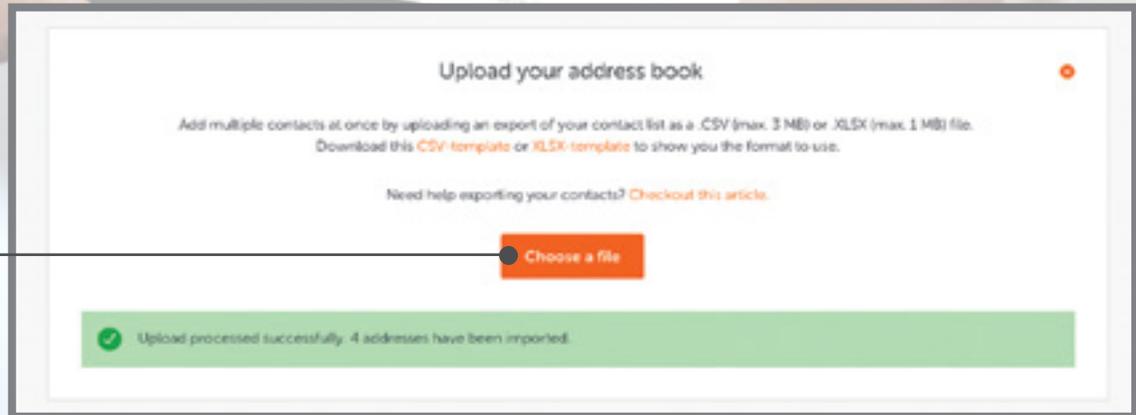
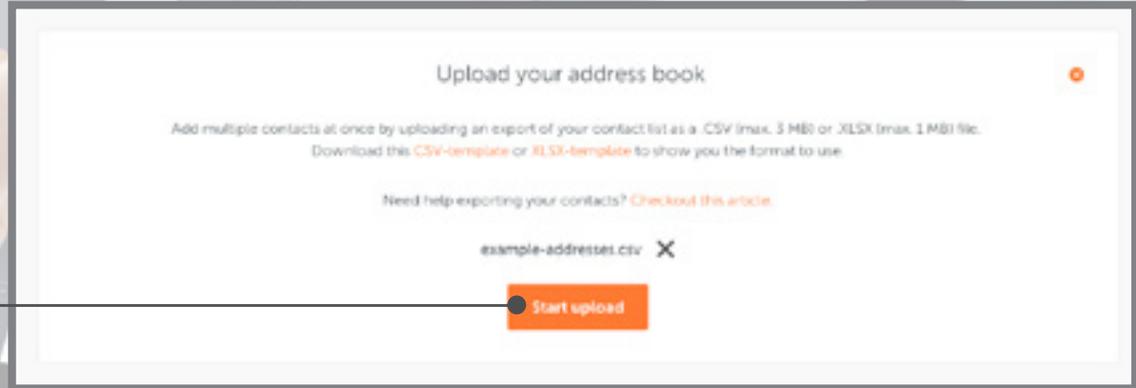
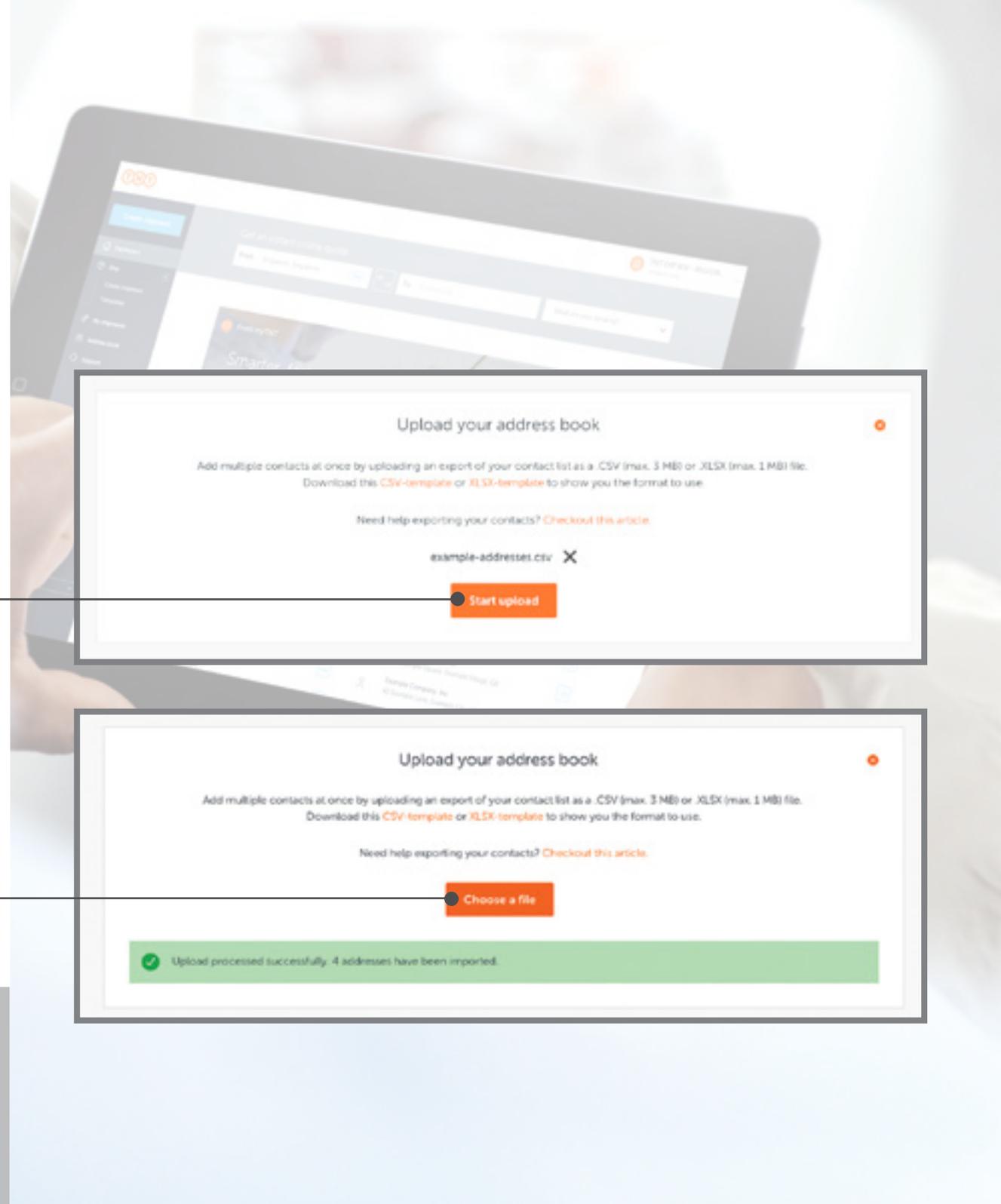
11 of 11

After a successful import, you can upload a file from your computer by selecting 'Choose a file'.

Tip: myTNT will show you the progress of the import, and the details of any errors encountered. The records in error will be rejected.

Can't Upload Your Address Book?

Check if you have gone over the character limit or if you missed out on a required field. After ensuring your file is organised in the correct format, save it a .CSV file.



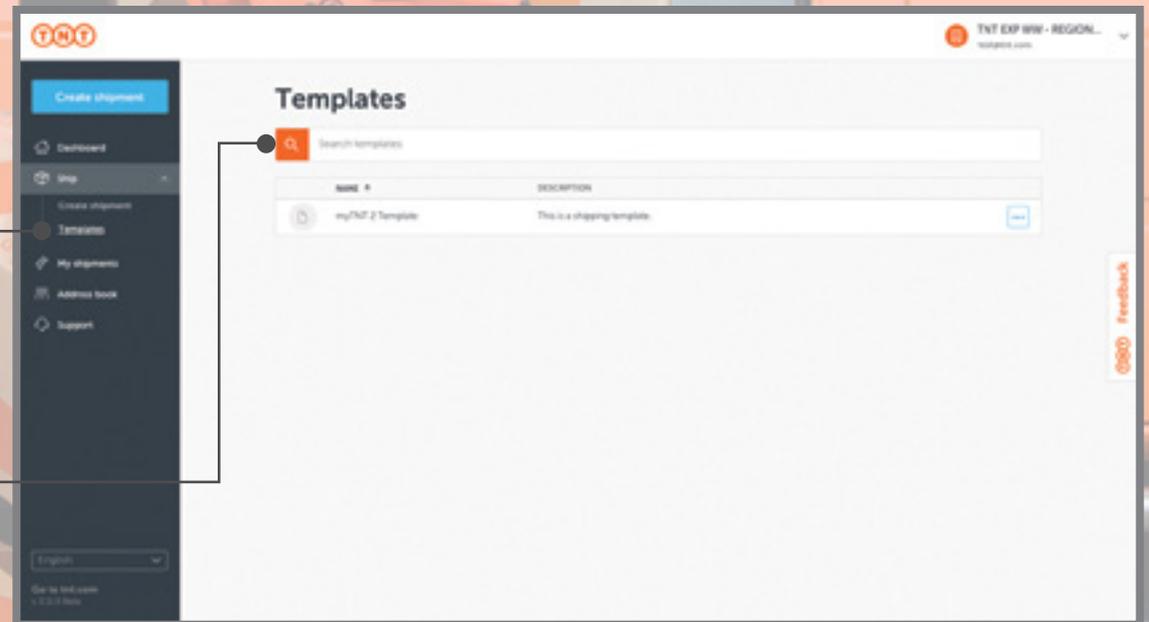
62 Smart Template

1 of 6

Create and access time-saving templates for routine shipping needs! Select 'Templates' to begin.

2 of 6

To call out a template, simply enter relevant keywords to search, then select one of the display results to continue.



Ship Faster

Templates let you save shipment information for faster repeat bookings.

63 Smart Template

3 of 6

When setting up a shipment, you can select 'Choose template' for speedy repeat bookings.

4 of 6

Search for a template by entering relevant keyword(s). All matches will be shown; simply select your preferred template to continue.

Tip: Useful templates include your most shipped package or common destination addresses, etc.

TNT EXP WW - REGIONAL STAFF SH
1 RAFFLES PLACE, Singapore
Singapore, SG - TNT account 0000228456
Contact name: Nest

NAME	DESCRIPTION
myTNT 2 Template	This is a shipping template.

Ship Faster

Templates let you save shipment information for faster repeat bookings.

64 Smart Template

5 of 6

You can remove templates or edit details for repeat bookings. Click 'Delete shipments' to continue.

6 of 6

Modify details as required and select 'Save' to update the template(s).

Ship Faster

Templates let you save shipment information for faster repeat bookings.

Template details

Template details

myTNT e Template

This is a shipping template

Sender

TNT Express - REGIONAL, STAFF 34
LAWRENCE PLACE, Singapore
Singapore, SG - TNT account 00002406
Contact name: Tom
[Add collection instructions](#)

Alternative collection address

Receiver

TNT Express Worldwide Phils,
Pan-Pago Cargo Center
Paseo City Gate - Herbay Rd
Contact name: Tom
[Add delivery instructions](#)
[Select from address book](#)

Alternative delivery address

Shipment details

Enter your shipment details

Ship date: 05/25/2025

[Add more packages](#) Non-eligible shipments may incur a surcharge.

Goods description: Value: Customer reference:

Please note: your shipment is subject to customs clearance. You must include a Commercial Invoice for the assessment of possible duties and taxes. You can download a PDF template to use.

Does your shipment contain any dangerous goods? Yes No

Billing information

Who will pay for the shipment?

TNT Express - REGIONAL, STAFF 34

[Save](#) [Cancel](#)

65 Reset Password

1 of 9

Select this option if you have trouble logging on to myTNT using your current password.

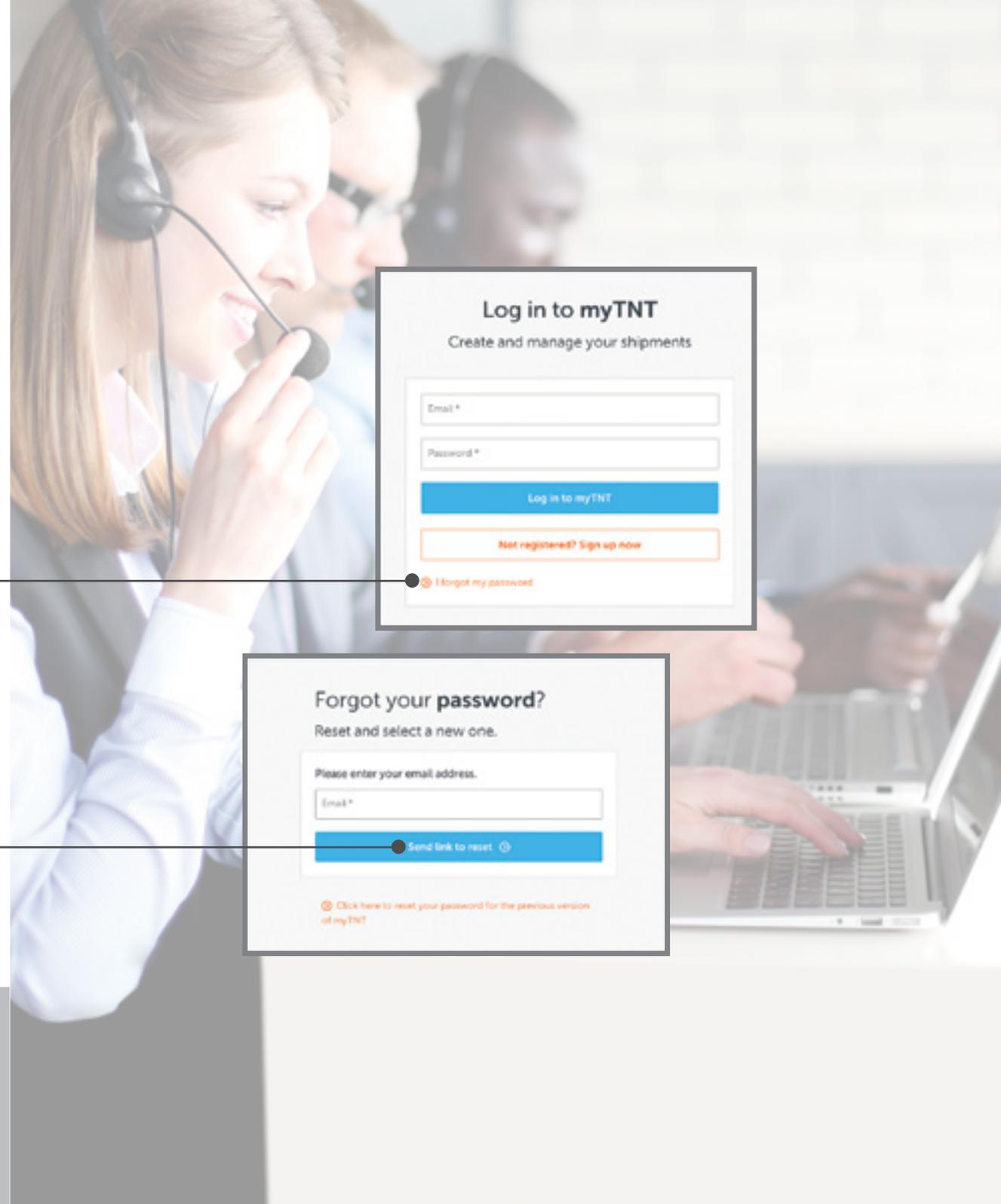
2 of 9

Enter the email address that is used to create your myTNT account previously.

Tip: If you can't recall the email address that is used during myTNT account sign up previously, please get in touch with Customer Service.

Password Requirements

Your password must contain a minimum of eight characters, a mix of uppercase and lowercase letters and at least one number or symbol.



Log in to myTNT
Create and manage your shipments

Email *

Password *

Log in to myTNT

Not registered? Sign up now

[I forgot my password](#)

Forgot your password?
Reset and select a new one.

Please enter your email address.

Email *

Send link to reset

[Click here to reset your password for the previous version of myTNT](#)

66 Reset Password

3 of 9

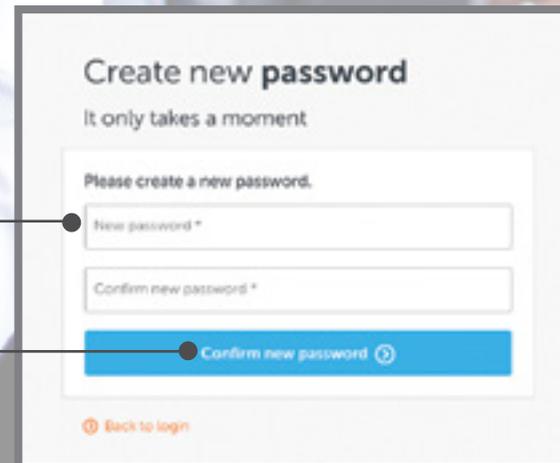
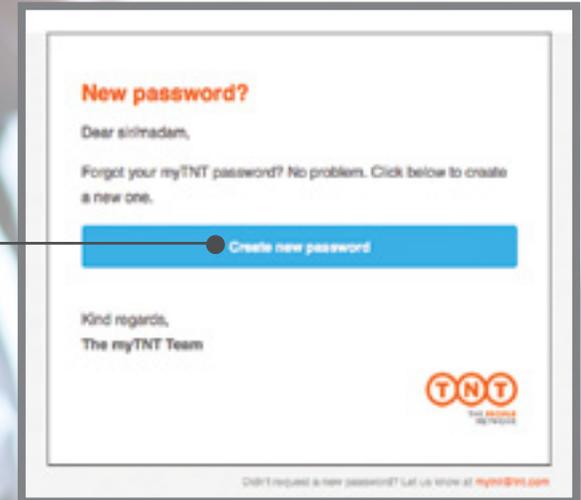
A password reset email will be sent to your registered email address. Select the link to continue with password reset on myTNT.

4 of 9

Provide a new password and retype to confirm your choice.

5 of 9

Select 'Confirm new password' to log in with your new password.



Sharing Your Account?

Different persons sharing the same myTNT account will be able to log in with their own unique password.

67 Reset Password



6 of 9

Change your password anytime after logging in by selecting 'Change Password'.

Tip: Password change is tied to your email address, and will not affect other email addresses under the same parent account.

The screenshot shows the myTNT 2 web application interface. At the top right, the user profile dropdown menu is open, displaying the 'Change Password' option. The main content area shows a 'Welcome to myTNT 2' message and a 'Recent shipments' table.

Date	Shipment Details	Status	Action
18 OCT 2017	TNT Express Worldwide Pkts, Pease City Cgo - Malloy, PA	NEW	[Icon]
13 OCT 2017	Self, Chesapeake-Chesapeake, VA	NEW	[Icon]
14 JUN 2017	TNT Express Worldwide Pkts, Pease City Cgo - Malloy, PA	NEW	[Icon]
29 JUN 2017	TNT Express Worldwide Pkts, Pease City Cgo - Malloy, PA	NEW	[Icon]

Frequent contacts

- TNT Express Worldwide Pkts, Pease City Cgo - Malloy, PA
- TNT Express Worldwide Pkts, Pease City Cgo - Malloy, PA
- Example Company, Inc, 44 Example Square, Example Village, IL
- Example Company, Inc, 44 Example Square, Example Village, IL
- Example Company, Inc, 43 Example Street, Example Town, NE
- Example Company, Inc, 44 Example Square, Example Village, IL

Forgotten Login Details?

If you can't recall the email address used to register on myTNT previously, please get in touch with Customer Service at www.tnt.com/contact.



68 Reset Password

7 of 9

Fill in your current password.

8 of 9

Provide your new password in the second field and repeat it to confirm your choice.

9 of 9

Select 'Save' when you are done.

Change your password

Make sure your password contains:

- a minimum of eight characters
- lower and uppercase letters
- at least one number or symbol

Current password *

New password *

Confirm new password *

Cancel

Save

Forgotten Login Details?
If you can't recall the email address used to register on myTNT previously, please get in touch with Customer Service at www.tnt.com/contact.

69 Invite a Person

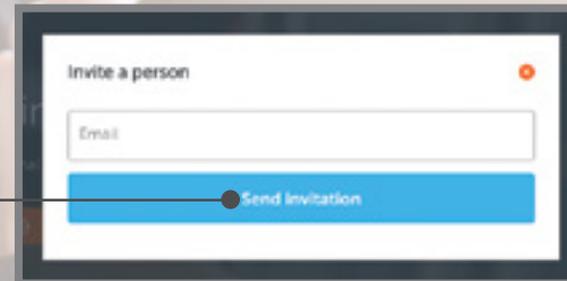
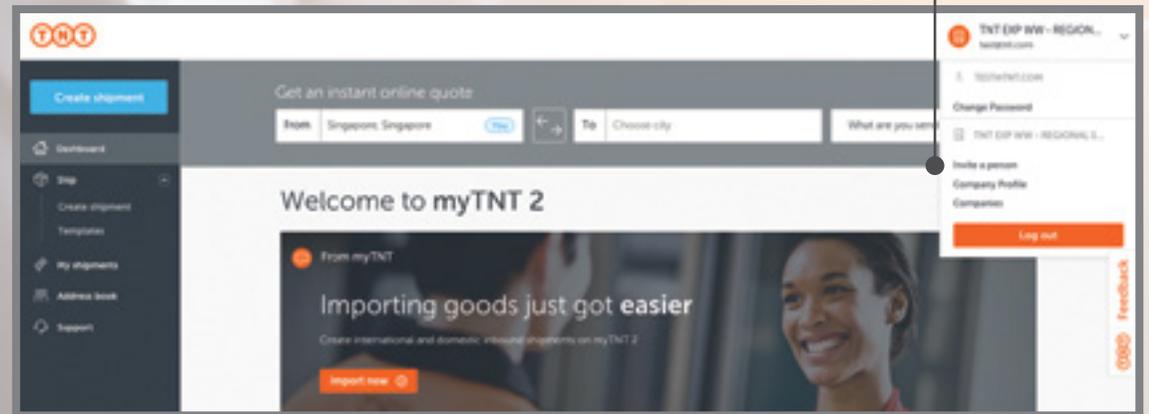
1 of 7

Choose "Invite a person" to send out an email invitation to a co-worker so he/she can enjoy the same shipping rate.

2 of 7

Provide an email address to continue with the invitation.

Tip: A notification will appear to inform you that your invite has been successfully sent.



Add your Colleagues

With an approved profile, you can add as many colleagues as you want to your myTNT account.

70 Invite a Person

3 of 7

To accept an invite to myTNT, check your inbox and select 'Go to myTNT'. Upon selecting, you will be redirected to a sign up screen.

4 of 7

Provide a password and repeat in the next field to confirm.

Add your Colleagues

With an approved profile, you can add as many colleagues as you want to your myTNT account.

You've been invited to join Company Pte Ltd in myTNT

Dear sir/madam,

myTNT makes the shipping process quicker and easier. account@company.com has invited you to join the Company Pte Ltd myTNT account. Once you register and log in, you'll find it in the companies list on your profile menu. (You'll find that in the top right corner).

Go to myTNT

Kind regards,
The myTNT Team



Sign up for myTNT 2

It only takes a moment

You've been invited to join Company Pte Ltd. Please choose a password.

Email: test@company.com

New password *

Confirm new password *

- I agree to TNT's [terms and conditions](#)
- I agree to receiving occasional product updates and offers

Sign up

7 1 Invite a Person

5 of 7

Select the mandatory checkbox to indicate agreement to TNT's terms and conditions.

6 of 7

Tick this checkbox if you wish to be updated on TNT's latest promotions.

7 of 7

Select 'Sign up' to proceed and check your inbox for the confirmation email.

Sign up for myTNT 2

It only takes a moment

You've been invited to join Company Pte Ltd. Please choose a password.

Email: test@company.com

New password *

Confirm new password *

- I agree to TNT's terms and conditions
- I agree to receiving occasional product updates and offers

Sign up

Add your Colleagues

With an approved profile, you can add as many colleagues as you want to your myTNT account.



TNT Conditions of Carriage

All goods are carried subject to the TNT Terms and Conditions of Carriage and Other Services.

A copy is available from your nearest TNT office or on tnt.com

Contact Details

Get in touch with customer service at www.tnt.com/contact