

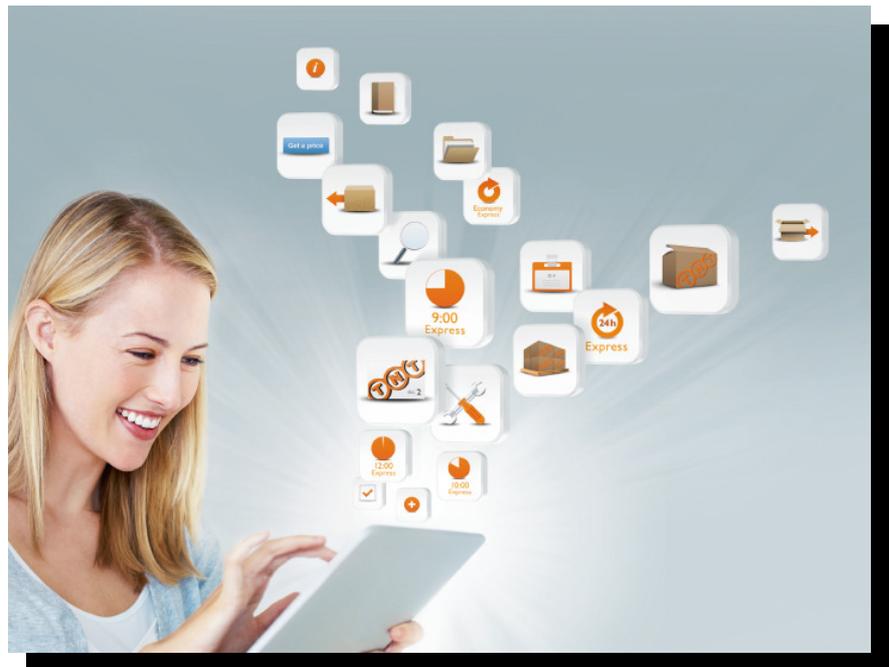
Customer Service Hotline:
2331 2663



New myTNT

THE SOFTWARE-SOLUTION FOR YOUR SHIPMENTS

Quick Reference





INTRODUCTION

This quick reference will show you the key steps in creating shipment as well as some major functionalities that made myTNT so easy to use.

LOGIN

Step 1: Please visit TNT Hong Kong website via http://www.tnt.com/express/en_hk/site/home.html

Step 2: Enter your User ID and Password in myTNT section and press “Login” button

Log in

Login

User ID*

Password*

Save log in details

[Forgotten password? | Reset password](#)

Register

A password protected secure environment where as a registered customer you can easily access your own detailed and personalised shipping information. Discover personalised shipping, tracking, pricing and transit times. Eliminate repetitive data entry tasks by sorting your most commonly used settings and addresses, all designed to help make your shipping tasks easier and more efficient.

If you haven't registered, click “Register” button to register your own myTNT account.

LANDING PAGE

From here you can start to all activities. Either it is the daily work to send shipments or to organize the work like managing the address book, checking the recent sent shipments or configuring the personal settings.

HOME CREATE SHIPMENT EXPRESS IMPORT SHIPPING MANAGER TRACKING ADDRESS BOOK

Welcome to myTNT

Welcome to myTNT

1 Create Shipment

2 Express Import

3 Shipping Manager

4 Tracking

5 Address Book

Services
Support
[Get a quote](#)
Edit settings
[Edit settings](#)
[Change password](#)

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1. Create Shipment allows you to quickly prepare your shipment with all of the shipping data transmitted to TNT.

2. You can create inbound shipment via **Express Import** with full control.

3. You can create, view, print and amend your shipment in **Manage shipments**.

4. You can track shipment status in **Tracking** by using consignment number, reference number or TNT account number.

5. You can enter address information in **Address Book**.



THE 4 STEPS TO ARRANGE A SHIPMENT

Enter details → Select service → Confirm → Print

Create Shipment will take you through all of the steps necessary to ensure that your package is collected and delivered on time and in perfect condition.

Create shipment Enter details → Select services → Confirm → Print

Address details

Sender details

Account/Company: 402212 TNT - SALES
Country: Hong Kong
Address: 25/F, SCB TOWER, MILLENNIUM CITY 1, 388 KWUN TONG ROAD,
Postcode / Town: KWUN TONG
Province:
Contact person*: Gordon Ling
Phone number*: +852 2331 2663
E-mail: cse2supp.testhk3@tnt.com

Receiver details

Short code: Find address or use Address book
Company name*:
Country*: please select...
Postcode / Town*:
Address*:
Province:
Contact person*:
Phone number*:
E-mail:
VAT-number: Save to address book

Shipment details

Document  doc 2

Parcel or pallet 

Shipment value: Hong Kong Dollar
Customs controlled: No Dangerous goods: No

Terms of payment*: Sender Pays
Customer reference:
Delivery instructions:
Collection date*: 25 Aug 13
Description of goods*:

Package type*	Quantity*	Weight*	Length*	Width*	Height*	Volume	Total Weight	Options
BAG	<input type="text"/>	<input type="text"/> kg	<input type="text"/> cm	<input type="text"/> cm	<input type="text"/> cm	0.000m ³	0.000kg	<input type="text"/>
Total	0					0.000m ³	0.000kg	<input type="text"/> Add new item

4 Cancel shipment Continue

1. You may edit the contact person / phone number and add different collection address if required.

2. You can enter the short code for the address in your address book and click on find address, or you can type in a new address and optionally save it to your address book.

You can use this to help locate a valid postcode for your address.

3. Select Document or Parcel for your shipment, more information will be requested from you automatically.

4. Click "Continue" to Select service page.



THE 4 STEPS TO ARRANGE A SHIPMENT

Enter details → **Select service** → Confirm → Print

Now all we need to know is which service and possible options you need, and when to collect the shipment.

1 Select collection time. Enter collection instruction if you have any special instruction regarding the collection process.

2 myTNT will calculate the available services and options, you may select the one you need.

Prices are presented directly on screen. The possible options will appear when a service is selected.

You can send a message to your shipping partners, to tell them that a package has been shipped.

You can request email confirmation on collection.

3 Click "Continue" to Confirm page.

Create shipment Enter details → Select services → Confirm → Print

Collections

Collection date	Time	Company	Address line 1	City	Postcode	Collection instructions	Regular collection
Collect my shipment on:	Collect from:	Collect until:	Collection instructions				
28 Aug 2013	select...	select...					

Collection Cut-Off Times

International	20:00
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Services, transit times & prices

Service	Delivery date	Price
<input checked="" type="radio"/> Express	30 Aug 2013 18:00	513.00 HKD
<input type="radio"/> Economy Express	3 Sep 2013 18:00	513.00 HKD

Additional options

Insurance Priority

The estimated prices shown above are based upon the shipment details provided by you. Please note that:

- All prices refer to services whereby the sender pays.
- All prices are exclusive of Value Added Tax (VAT) and any customs duties.
- All prices are subject to change without prior notice.
- All shipments will be subject to the flexible fuel surcharges, for more information see TNT website 'onze dienstverlening | brandstoftoeslag'.
- The delivery date and time may vary due to unforeseen transportation circumstances.
- TNT's standard terms and conditions apply to the delivery of all goods.
- The actual transit time for your shipment is likely to be longer if your shipment is deemed by your location authorities as having a high value.

Notifications

Shipping notification

Sender e-Mail: gordon.ling@tnt.com
Receiver e-Mail:
Copy 1:
Copy 2:

Booking confirmation

E-Mail: gordon.ling@tnt.com

Commercial invoice

A commercial invoice is required for this shipment*

3



THE 4 STEPS TO ARRANGE A SHIPMENT

Enter details → Select service → **Confirm** → Print

Once you have told us all details about your shipment, myTNT will confirm your request, and let you know what documentation will be required.

Create shipment Enter details → Select services → **Confirm** → Print

Consignment summary details

1 These are the pieces of documentation required to ship your package:

Documentation Type	Instructions
1 Address label(s)	Please affix the address label firmly to the top of each of your packages making sure that the bar code is not obscured.
1 Consignment note(s)	Please attach a copy of the consignment note for the receiver to one of the packages in your shipment. Hand the customs copy of the consignment note to our driver.
2 Manifest(s)	Our driver will sign one copy of the manifest for you to keep as your receipt. Please hand one copy of the manifest to our driver.

I accept the terms and conditions

2 Back Cancel shipment Confirm

1. myTNT will tell you what documentation will be printed, and what to do with each document.

2. When you are happy with the shipment, click "confirm" to finalise your request.

Check this box to confirm that you accept TNT's terms and conditions. You can save time by accepting the terms and conditions in Edit Settings.



THE 4 STEPS TO ARRANGE A SHIPMENT



myTNT will automatically generate all of the documents you need to ship your package. You can print them after you confirm each shipment.

Consignment summary details

1

Booking number: HK5 807635
 Consignment number: 881976325
 Collect from: bb, kwun tong, HK
 29/8/2013
 Between: 1500 and 1700
 Deliver to: TNT EXPRESS AU, FRANKFURT AM MAIN, DE
 If you need to cancel a collection, please call customer services.

The following documentation is ready for printing:

- 1 Address label(s)** Please affix the address label firmly to the top of each of your packages making sure that the bar code is not obscured.
- 1 Consignment note(s)** Please attach a copy of the consignment note for the receiver to one of the packages in your shipment. Hand the customs copy of the consignment note to our driver.
- 2 Manifest(s)** Our driver will sign one copy of the manifest for you to keep as your receipt. Please hand one copy of the manifest to our driver.

Please ensure that all of the necessary documentation is printed before our driver arrives.

You may print these documents immediately by selecting the 'Print Now' option, or print later from the Shipping Manager.

[Click here to see an explanation](#)

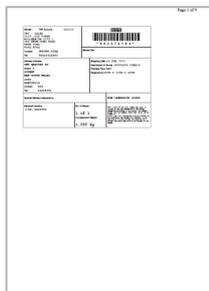
2

[Print above information](#) [Print later](#) [Print now](#)

1. A collection has been confirmed. myTNT displays the booking number (HK5 XXXXXX).

2. Click "Print now" to print your documentation, myTNT will take you to Shipping Manager.

Printouts for Document:

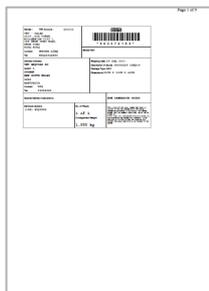


Address Label



Manifest

Printouts for Non-document:



Address Label



Consignment Note



Invoice



Manifest