

Shipping on
myTNT:
Quicker and Easier



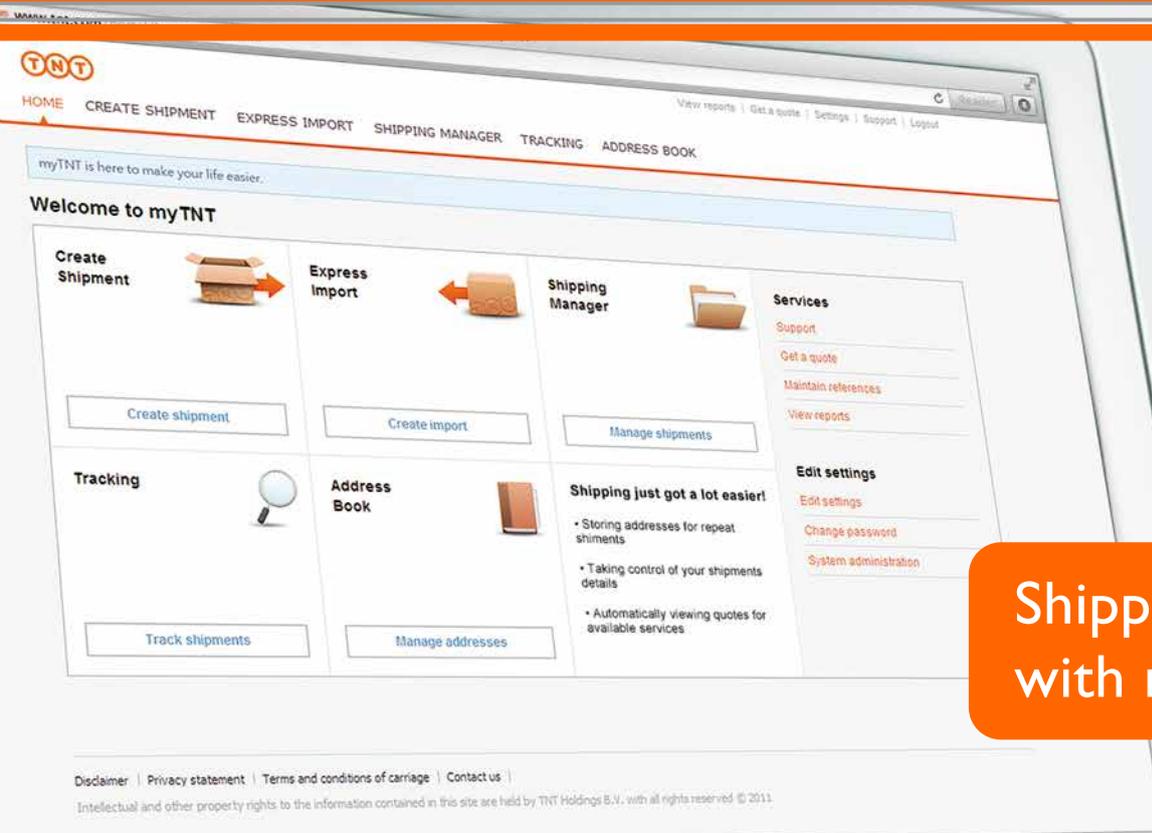
TNT Electronic Services

myTNT

Quick Start User Guide



GETTING STARTED



Shipping is easy
with myTNT

The quickest way to book, track and manage your shipments.

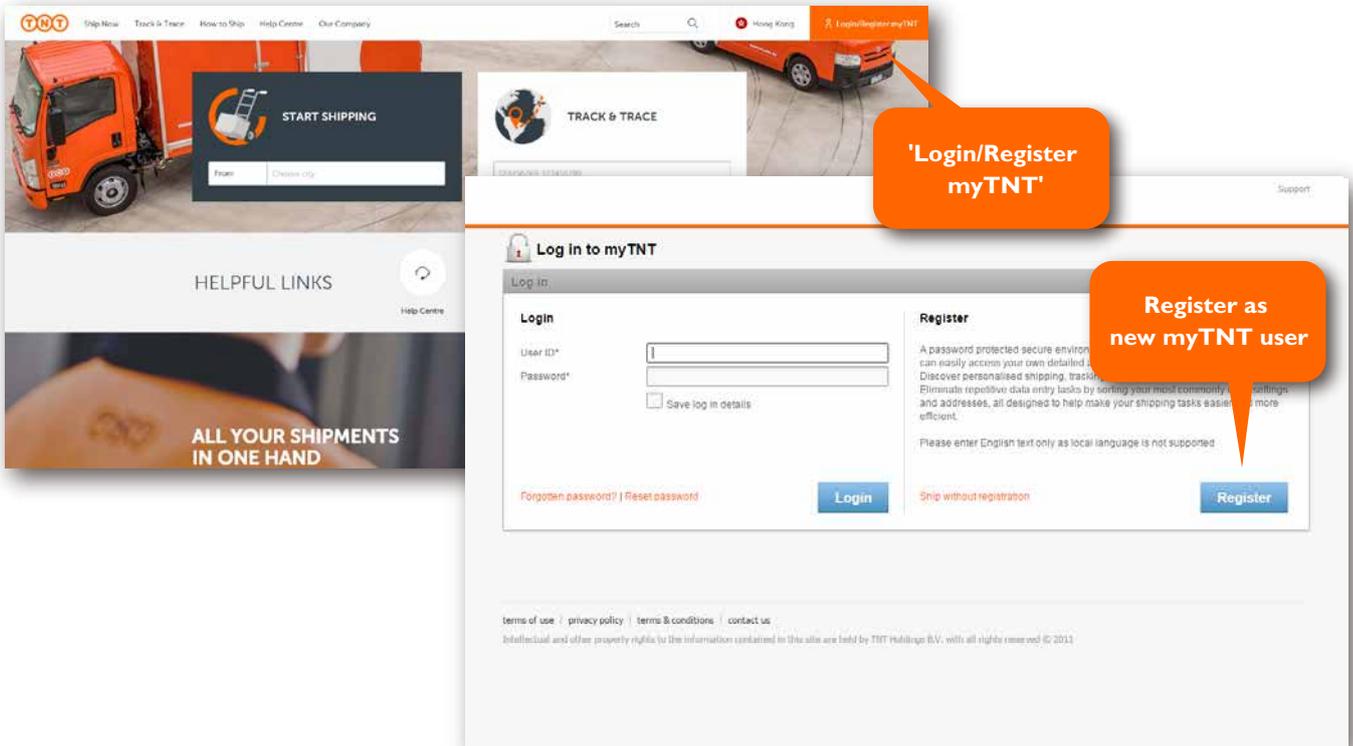
This personalised, online environment is designed to make your shipping **simple and efficient**.
With myTNT, you will benefit from:

- Auto-generated shipping rates – for all available services
- Control & organisation – for all your shipments details
- Saving time by storing addresses – repeat shipments are easier
- An easy commercial invoice function – for international shipments

Register with myTNT at www.tnt.com.hk and start shipping online today.

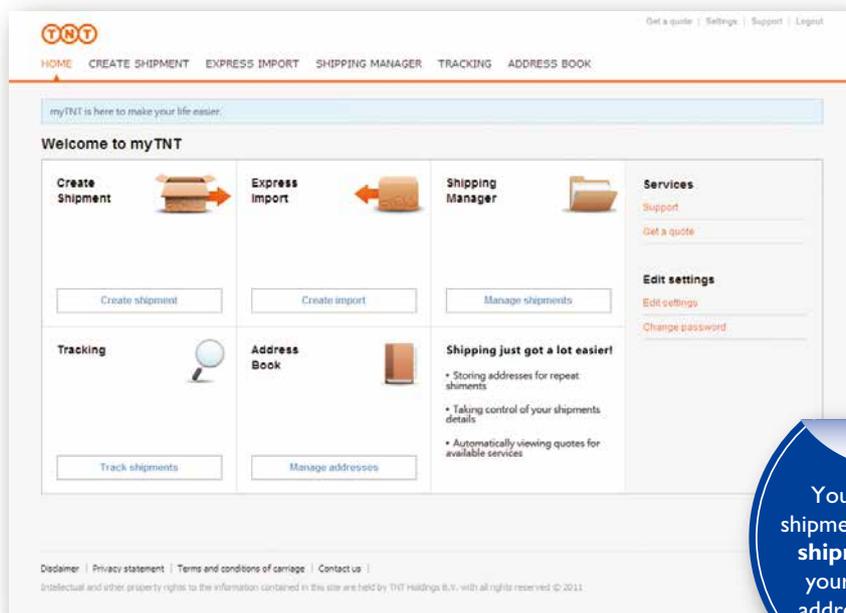
STEPS TO PREPARE A SHIPMENT WITH myTNT

1. Go to 'www.tnt.com.hk' and click '**Login/Register myTNT**'
2. Log in to myTNT with user ID and password, or
3. Register as new myTNT user*



* If you do not have a TNT account, please fill in the relevant information for opening a TNT account. Once your TNT account is successfully opened, your myTNT registration would be arranged automatically.

On the welcome screen, click '**CREATE SHIPMENT**' to start preparing shipment.



Hint :-

Under '**Settings**', you can enter shipping information that you would like to be pre-filled when creating your shipments.

Hint :-

You can check your shipment status in '**Track shipments**' and store your regular shipping addresses in '**Manage addresses**'.

SHIPMENT DETAILS

Enter details → Select service → Confirm → Print

'CREATE SHIPMENT' will take you through the steps necessary to ensure that your package is collected and delivered on time and in perfect condition.

The screenshot shows the TNT 'Create shipment' web interface. At the top, there are navigation links: HOME, CREATE SHIPMENT, EXPRESS IMPORT, SHIPPING MANAGER, TRACKING, ADDRESS BOOK. The main heading is 'Create shipment' with a breadcrumb trail: Enter details → Select services →.

Step 1: Fill up the receiver details. This callout points to the 'Receiver details' section, which includes fields for Short code, Company name, Country, Postcode / Town, Address, Province, Contact person, Phone number, and E-mail. A 'Find address' button is also present.

Hint :-: You can search for a valid postcode. This callout points to the search icon in the Postcode / Town field.

Step 2: Select either Document or Parcel. This callout points to the 'Shipment details' section, where 'Document' and 'Parcel or pallet' are radio button options. The 'Parcel or pallet' option is selected.

Step 2a: Fill up shipment details. This callout points to the 'Shipment details' section, which includes fields for Terms of payment, Customer reference, Delivery instructions, Collection date, and Description of goods. A table below shows the package details:

Package type*	Quantity*	Weight*	Length*	Width*	Height*	Volume	Total Weight	Options
BAG		kg	cm	cm	cm	0.000m ³	0.000kg	
Total	0					0.000m ³	0.000kg	+ Add new item

At the bottom right, there are buttons for 'Cancel shipment' and 'Continue'.

SERVICE AND COLLECTION

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

Select the shipment collection time and the service you want to ship in.

The screenshot shows the 'Create shipment' page with the following sections:

- Collectors:** Fields for 'Collected my shipment on' (18 Aug 2014), 'Collect from' (select...), 'Collected until' (select...), and 'Collection instructions'.
- Collection Cut-Off Times:** International 20:00.
- Services, transit times & prices:** A table with columns for Service, Delivery date, and Price.

Service	Delivery date	Price
<input checked="" type="radio"/> Express	18 Aug 2014 6:00 PM	Not available
<input type="radio"/> Economy Express	20 Aug 2014 6:00 PM	Not available
- Additional options:** Checkboxes for 'Enhanced Liability' and 'Priority'.
- Notifications:** Fields for 'Shipping notification' (Sender e-Mail: gordon.ling@tnt.com, Receiver e-Mail: mark.chang@tnt.com) and 'Booking confirmation' (E-Mail).
- Commercial Invoice:** A checkbox for 'Generate a commercial invoice via myTNT'.

Step 3
Select collection time

Step 3a
Select the service options

Hint :-
Kindly note that while TNT endeavors to pick up your shipment within the requested timing, we are committed to picking up your shipment by the end of business day.

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

myTNT will confirm shipment request and list the documentation required.

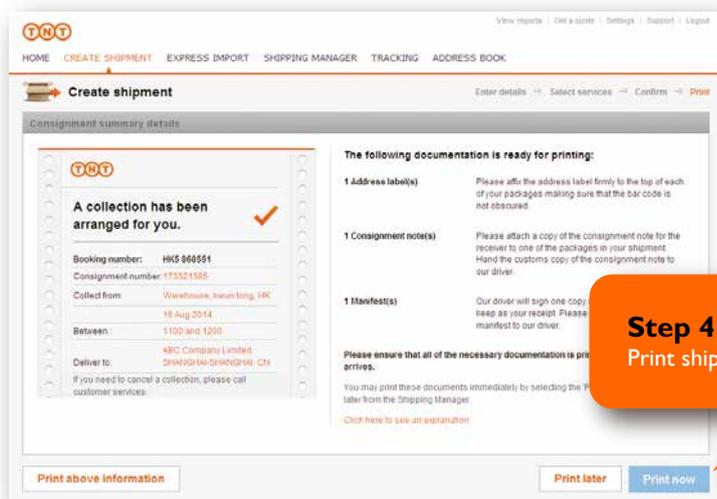
The screenshot shows the 'Confirm' step of the 'Create shipment' process. It includes:

- Consignment summary details:** A summary table with fields like Sender (TNT Express Worldwide (HK) Ltd), Receiver (ABC Company Limited), and Service (EXPRESS).
- Documentation requirements:** A list of items to be attached to the package:
 - 1 Address labels: 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 notes: 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.
 - 1 Manifest: 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.
- Acceptance:** A checkbox for 'I accept the terms and conditions'.

SHIPPING DOCUMENTS

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

myTNT will automatically generate the documents required to ship your package. You may print them after you confirm each shipment.



Printouts for Document:



Address Label



Consignment Note



Manifest

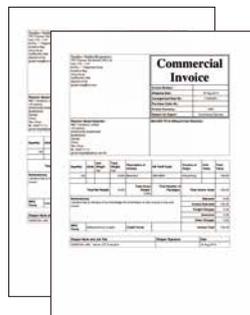
Printouts for Non-document:



Address Label



Consignment Note



Invoice



Manifest