



TNT Express Australia

eInvoicing user guide

Essential information for our customers

- Logging onto www.tnt.com.au
- Accessing eInvoicing
- Navigating eInvoicing information



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.

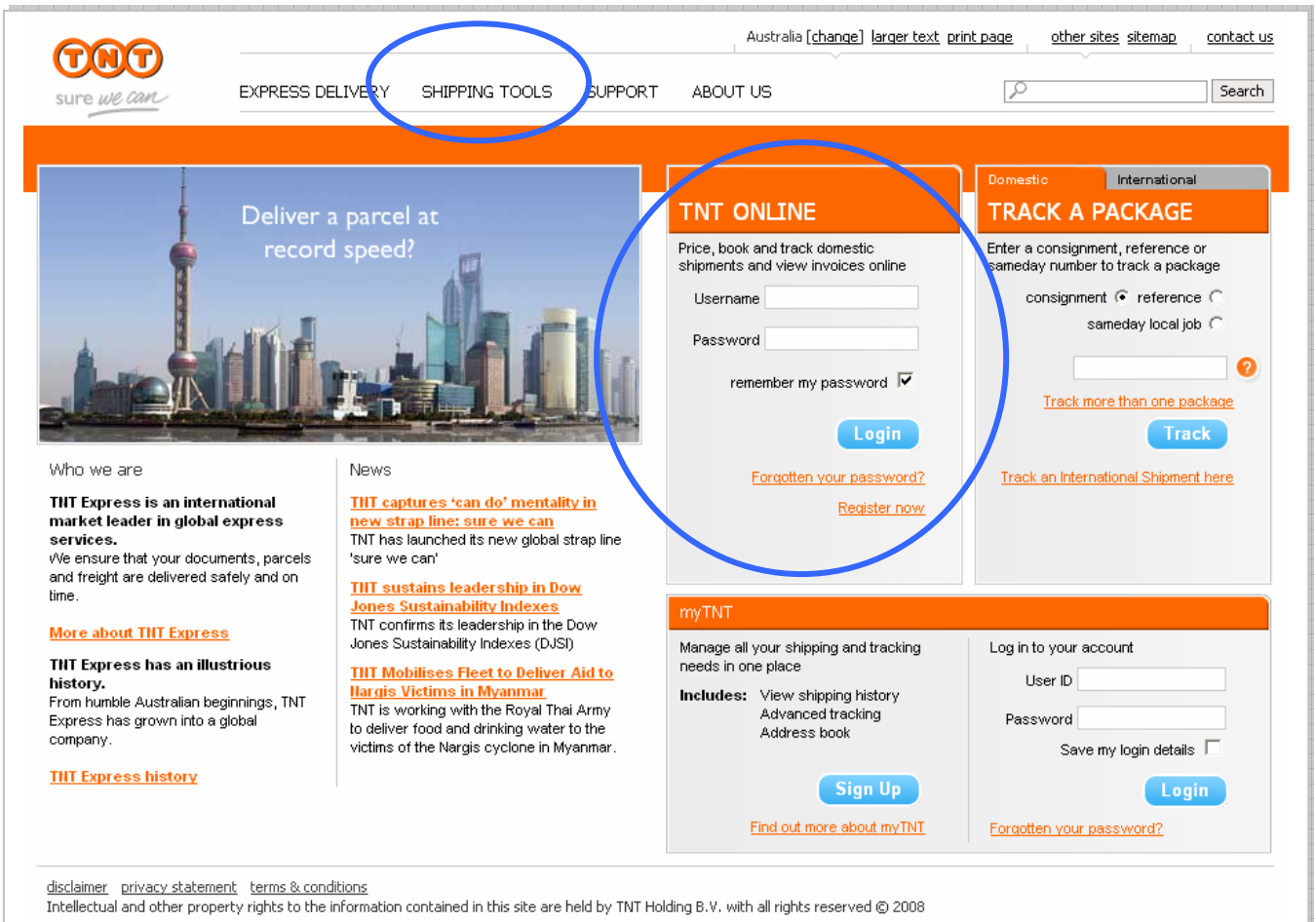
Features of eInvoicing

- ✓ 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, eg, 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 el invoicing

1. Locate the TNT Australia web site: www.tnt.com.au
2. **If you already have access to TNT Online**, click 'Shipping Tools', select 'el invoicing' and follow the instructions to register for el invoicing.
3. **If you are new to the TNT website**, go to TNT Online, and click 'Register now'. Follow the instructions to register for both TNT Online and el invoicing.

Note: If you have not previously registered for TNT Online you will not be able to access el invoicing. TNT Online is a secure and password protected area of TNT's website.



New to the TNT Website: After clicking on “Register Now”, the following screen will appear;

All fields are mandatory

Please choose account(s) for invoicing authorisation

99999999 Test
Customer Australia Pty Ltd

Company Name:

First Name:

Last Name:

Position:

Telephone Number: area number

Manager's Name:

Manager's Telephone Number: area number

Please provide the following information from one of your existing Invoices

Account Number:

Invoice Number:

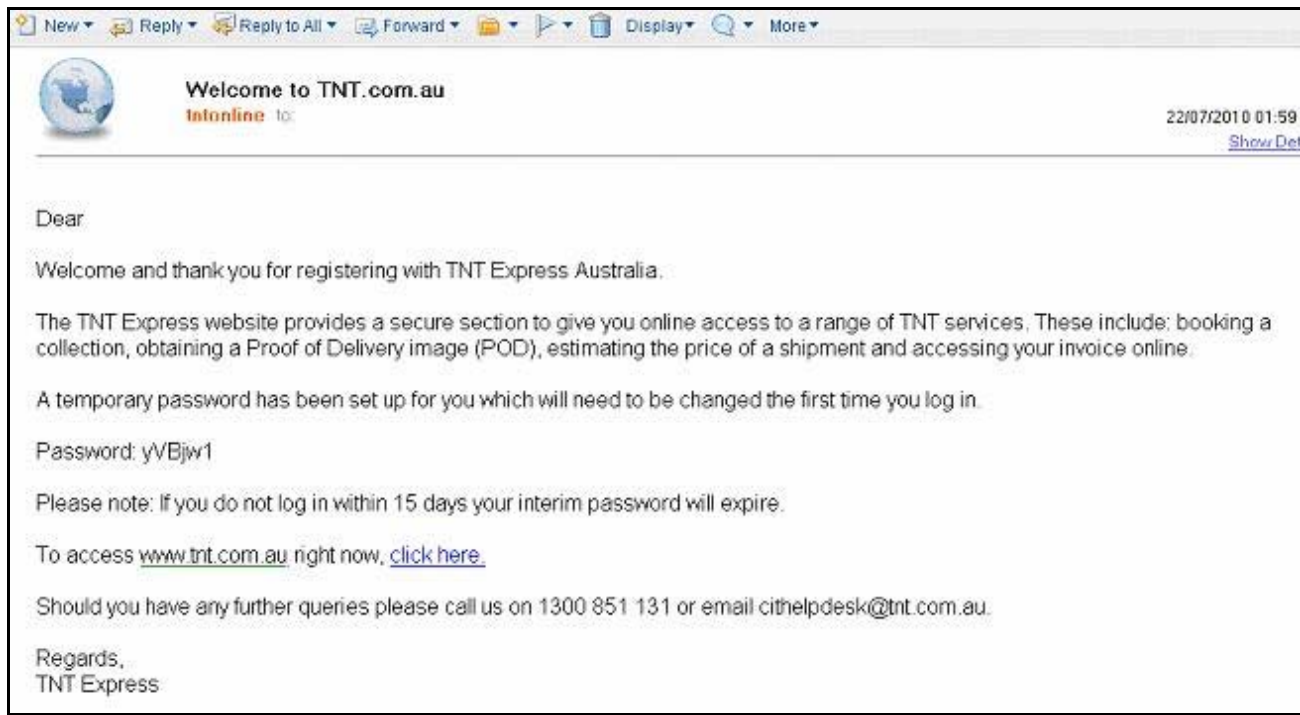
Invoice Amount:

1.) Tax Invoice via Email

2.) Notification of new invoice and data available on the invoicing portal.*

I acknowledge that by selecting to receive invoices electronically I will not receive a printed invoice from TNT.

New to the TNT Website: When all fields have been completed, an email will be sent advising you of a temporary password;



4. Once logged on to TNT Online, select “elInvoicing”

The screenshot shows the TNT Online Tools interface. At the top left is the TNT logo with the slogan "sure we can". To the right are navigation links: "online help | home | exit". Below the logo is a horizontal menu with icons and labels for "Webtracker", "POD Imaging", "Price Checker", "Transit Time", "Pick-up Cut-off", and "Enquiry Report".

The main content area is titled "Welcome Test Account". On the left is a vertical navigation bar with a red gradient background. The items in the bar are: "Express Booking", "Sameday Local Booking", "TNT e-Con", and "elInvoicing". The "elInvoicing" item is circled in blue.

The main content area contains the following text:

Welcome to TNT Online Tools

elInvoicing - New to TNT

elInvoicing is new to TNT's suite of online tools, elInvoicing is designed specifically to make receiving and managing the invoice process more convenient, efficient and flexible.

All information is available only via a secure website.

elInvoicing provides you with:

- An email alert notifying you when your weekly elInvoice is available online - the email alert can go to an individual or a group (if the email address is commonly shared)
- Access to your elInvoice online as soon as it is available (you don't have to wait for the post!)
- The convenience of a CSV file that can be imported into your accounting software or manipulated into your preferred format, eg, Microsoft Excel
- Drill down options so you can view a consignment note and Proof of Delivery (POD) details of a consignment within the elInvoice, online
- The ability to view your elInvoice online or as a PDF, which can be printed, emailed or faxed

To access TNT's elInvoicing, simply select the elInvoicing link (situated on the left hand side of the screen) and follow the prompts

On the right side of the page, there is a "TNT elInvoicing" banner image and a section titled "Administer Your Web Account" with a list of links: "Manage your TNT Accounts", "Manage your Profile", "Manage your Address Book", "Price Checker Authorisation", "Electronic Prepaid Maintenance", and "Routing".

5. eInvoicing requires a login and password, the same login and password can be set for TNT Online and eInvoicing.
6. Enter your user name and password, then click “login”

TNT
sure we can

Login
> Login

Help
> Get Adobe Reader

eInvoicing

eInvoicing offers you the ability to see your invoices online.

Login

Login Name

Password

Login

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Navigating around the eInvoicing environment

Within the eInvoicing environment you can access the following invoicing information:

- a) PDF invoice
- b) CSV Data File
- c) View Invoice Transactions
- d) All Invoices

Helpful Hint: If there are no invoice details showing when you login to eInvoicing, there are no 'New Invoices'. Go to "All Invoices" to access invoices previously loaded onto eInvoicing.

Helpful Hint: Use the Preferences tab to change or update email recipients.

Invoices

- > **New Invoices**
- > All Invoices

Preferences

- > Change Password
- > Email Addresses

Help

- > Customer Portal User Guide
- > Get Adobe Reader

Logout

- > Logout

eInvoicing

New Invoices

Account Number	Invoice Number	Invoice Date	Document	Amount	Due Date	View
All			All			
<input type="checkbox"/> AU: 9999999999	9999999999	31/07/2010 (Wk30)	Invoice	6366.69 AUD	14/08/2010	
<input type="checkbox"/> AU: 9999999999	9999999999	24/07/2010 (Wk29)	Invoice	7843.43 AUD	7/08/2010	
<input type="checkbox"/> AU: 9999999999	9999999999	10/07/2010 (Wk27)	Invoice	6149.61 AUD	24/07/2010	
<input type="checkbox"/> AU: 9999999999	9999999999	17/07/2010 (Wk28)	Invoice	4351.89 AUD	31/07/2010	
<input type="checkbox"/> AU: 9999999999	9999999999	19/06/2010 (Wk24)	Invoice	4570.74 AUD	3/07/2010	
<input checked="" type="checkbox"/> Remove from New Invoices						Download Selected

Key

- PDF Invoice
- CSV Data File
- View Invoice Transaction

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The following screen shots are examples of the content within eInvoicing:

a) 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.

TNT Express Australia
Tax Invoice/Statement
TNT Express, a division of TNT Australia Pty Limited, PO Box 559, Mascot NSW 1460, ABN 41 000 495 269



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 by TNT 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

b) 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	Reference	Sender	Receiver	Origin	Destination
575581	CASH SALES	2008	43	25/10/2008	10161	7/10/2008	973965	REC # 312952	DUNDAS	2117	DR CHANI	IRAKLEIO 712 01 WSV HK1
575581	CASH SALES	2008	43	25/10/2008	10161	7/10/2008	973965	REC # 312952	DUNDAS	2117	DR CHANI	IRAKLEIO 712 01 FSI
575581	CASH SALES	2008	43	25/10/2008	10161	15/10/2008	962045		SOUTH W	2756	JERRY O	SIKEJA WSV LOS
575581	CASH SALES	2008	43	25/10/2008	10161	15/10/2008	962045		SOUTH W	2756	JERRY O	SIKEJA FSI
575581	CASH SALES	2008	43	25/10/2008	10161	15/10/2008	966349		HURSTVIL	2220	TREVOR A	TRIPOLI LIBYA SYD TIP
575581	CASH SALES	2008	43	25/10/2008	10161	15/10/2008	966349		HURSTVIL	2220	TREVOR A	TRIPOLI LIBYA FSI
575581	CASH SALES	2008	43	25/10/2008	10161	15/10/2008	975421	190130	BALMAIN	2041	PREIM S	IN KUALA LU 51200 SYD PJ2
575581	CASH SALES	2008	43	25/10/2008	10161	15/10/2008	975421	190130	BALMAIN	2041	PREIM S	IN KUALA LU 51200 FSI
575581	CASH SALES	2008	43	25/10/2008	10161	17/10/2008	897304		CHATSWO	2067	ALICIA G	A ALBERT F 3004 SYD MEL
575581	CASH SALES	2008	43	25/10/2008	10161	17/10/2008	973897	191349	SYDNEY	2000	THE AUST	TEHRAN SYD THR
575581	CASH SALES	2008	43	25/10/2008	10161	17/10/2008	973897	191349	SYDNEY	2000	THE AUST	TEHRAN FSI
575581	CASH SALES	2008	43	25/10/2008	10161	17/10/2008	973899	313596	DOUBLE E	2028	ULKDASIA	HELSINKI 230 SYD HEL
575581	CASH SALES	2008	43	25/10/2008	10161	17/10/2008	973899	313596	DOUBLE E	2028	ULKDASIA	HELSINKI 230 FSI
575581	CASH SALES	2008	43	25/10/2008	10161	18/10/2008	789321		BOTANY	2019	PARADOX	FAIRFIELD 3078 SYD MEL
575581	CASH SALES	2008	43	25/10/2008	10161	20/10/2008	945783		MILSONS	2061		TATHRA 2550 SYD NS3
575581	CASH SALES	2008	43	25/10/2008	10161	20/10/2008	945999		MOORE P	2021		MOORABI 3189 SYD MEL
575581	CASH SALES	2008	43	25/10/2008	10161	20/10/2008	945999		MOORE P	2021		RICHLAND 4077 SYD BNE
575581	CASH SALES	2008	43	25/10/2008	10161	20/10/2008	946037		SYDNEY	2000		REDLYNC 4870 SYD CNS
575581	CASH SALES	2008	43	25/10/2008	10161	20/10/2008	946048		ROSEVILL	2069		CAPALAB 4157 SYD BNE
575581	CASH SALES	2008	43	25/10/2008	10161	21/10/2008	841707		SEVEN HI	2147		COROWA 2646 SYD ALB
575581	CASH SALES	2008	43	25/10/2008	10161	21/10/2008	927190		SURRY HI	2010		NORTH MI 3051 SYD MEL
575581	CASH SALES	2008	43	25/10/2008	10161	21/10/2008	945681		WINDSOR	2756		GLADSTO 4680 SYD GLD
575581	CASH SALES	2008	43	25/10/2008	10161	21/10/2008	945776		REDFERN	2016		MELBOUF 3000 SYD MEL
575581	CASH SALES	2008	43	25/10/2008	10161	21/10/2008	945998		MOORE P	2021		RICHLAND 4077 SYD BNE
575581	CASH SALES	2008	43	25/10/2008	10161	21/10/2008	945998		MOORE P	2021		FORTITUD 4006 SYD BNE
575581	CASH SALES	2008	43	25/10/2008	10161	21/10/2008	945999		MOORE P	2021		GARBUTT 4814 SYD TVE
575581	CASH SALES	2008	43	25/10/2008	10161	21/10/2008	946009		MOOREB	2170		ISAACS 2607 SYD CBA
575581	CASH SALES	2008	43	25/10/2008	10161	21/10/2008	946037		SYDNEY	2000		MELBOUF 3000 SYD MEL
575581	CASH SALES	2008	43	25/10/2008	10161	22/10/2008	915597		SYDNEY	2000		BARTON 2600 SYD CBA
575581	CASH SALES	2008	43	25/10/2008	10161	22/10/2008	945760		HMAS PL	2060		BOURKE 2840 SYD NS6
575581	CASH SALES	2008	43	25/10/2008	10161	22/10/2008	945783		SYDNEY	2000		CHABEV 4470 SYD Q12

c) 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.

The screenshot shows the TNT Tax Invoice interface. At the top left is the TNT logo and the text 'TAX INVOICE'. Below this are fields for 'Account Number', 'Account Name', and 'Address'. On the right, there is a search bar labeled 'Enter Consignment Number:' with a 'Search' button. Below the search bar is a summary table with the following data:

Tax Invoice Date:	02/10/10
Tax Invoice No.:	16443150
Account No.:	XXXXXX
Due Date:	16/10/10
Fuel Surcharge: (incl GST)	\$237.73
Invoice Total:	\$5,843.85

Below the summary table is a main table with columns: 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. \$, and Grand Total \$. The table contains 10 rows of data. At the bottom of the table, there are buttons for 'Status History', 'Finance Image', 'Back', and 'Exit'. A pagination bar shows 'Records: 1 - 10 of 76' and a set of numbered buttons from 1 to 8, with a 'last' button. Numbered callouts 1 through 8 are placed over the interface to indicate specific actions: 1 points to the 'Consignments' tab, 2 to the search bar, 3 to the 'Adjustments' tab, 4 to a sort arrow in the 'Consignment' column, 5 to a radio button next to a row, 6 to the 'Status History' button, 7 to the 'Back' button, and 8 to the 'Exit' button.

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 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 – select the required consignment note, then click Status History to view 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

d) 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 Invoices” link as shown below

Helpful Hint: Within the “All Invoices” 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	Document	Amount	Due Date	View
All						
XXXXXXXX	XXXXXXXX	11/11/2006 (Wk46)	Invoice	931.77 AUD	25/11/2006	[PDF] [CSV] [Σ] [] []
XXXXXXXX	XXXXXXXX	4/11/2006 (Wk45)	Invoice	345.05 AUD	18/11/2006	[PDF] [CSV] [Σ] [] []
XXXXXXXX	XXXXXXXX	11/11/2006 (Wk46)	Invoice	1636.50 AUD	25/11/2006	[PDF] [CSV] [Σ] [] []
XXXXXXXX	XXXXXXXX	4/11/2006 (Wk45)	Invoice	1542.26 AUD	18/11/2006	[PDF] [CSV] [Σ] [] []
XXXXXXXX	XXXXXXXX	11/11/2006 (Wk46)	Invoice	0.00 AUD	25/11/2006	[PDF] [CSV] [Σ] [] []
XXXXXXXX	XXXXXXXX	4/11/2006 (Wk45)	Invoice	0.00 AUD	18/11/2006	[PDF] [CSV] [Σ] [] []
XXXXXXXX	XXXXXXXX	11/11/2006 (Wk46)	Invoice	0.00 AUD	25/11/2006	[PDF] [CSV] [Σ] [] []
XXXXXXXX	XXXXXXXX	4/11/2006 (Wk45)	Invoice	0.00 AUD	18/11/2006	[PDF] [CSV] [Σ] [] []
XXXXXXXX	XXXXXXXX	11/11/2006 (Wk46)	Invoice	0.00 AUD	25/11/2006	[PDF] [CSV] [Σ] [] []