TNT Express Australia

elnvoicing user guide

Essential information for our customers
- Logging onto www.tnt.com.au
- Accessing elnvoicing
- Navigating elnvoicing information
Introduction

The details contained within 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. See overleaf for instructions on this.
Logging in to the TNT Express website

1. Locate the TNT Australia web site: www.tnt.com.au

2. Enter your username and password for TNT Online

NB: 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. You will need to register, by clicking the “register now” link in the TNT Online panel.
Logging in to eInvoicing

3. Once logged in to TNT Online, select “eInvoicing”
4. eInvoicing requires a login and password, the same login and password can be set for TNT Online and eInvoicing.

5. Enter your user name and password, then click “login”

NB: If you have not previously registered for eInvoicing, you will need to register by navigating to the TNT home page and selecting shipping tools/ eInvoicing.
Navigating around the live eInvoicing environment

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

a) PDF
b) Data File (CSV file)
c) Invoice Transactions

NB: If there are no invoice details showing, go to “All Invoices”

Within the eInvoicing environment you can also use the preferences tab to:

d) Change your password for eInvoicing
e) Change or update email recipients
The following screen shots are examples of the content within eInvoicing navigation:

a) PDF

The PDF is a soft copy of the actual invoice. It contains exactly the same detail as the paper invoice.
b) Data File (CSV 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.
c) Invoice Transactions

This section of eInvoicing is an online version of the tax invoice and enables you to review all components of the invoice as well as an image of the consignment note. By clicking on the header of each column you are able to sort data. By clicking on the adjustments tab you can view credit / debit advices.

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**TAX INVOICE**

**Account Number**

**Account Name**

**Address**

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**Consignments**

| Consignment No | Date | Orig Post Code | Dest Post Code | SRT | D | V | SVC | OPT | CustRef | Items | Charge Wt (kg) | Cubic Vol (m³) | Freight Charges | Extended Warranty | Fuel Surcharge | Total Charges | G.S.T. | Grand Total |
|----------------|------|----------------|----------------|-----|---|---|-----|-----|---------|-------|---------------|----------------|----------------|-----------------|-----------------|--------------|-------------|---------|------------|
| XXXXXXX        | 19/10/08 | 20018 | 2076 | S | D | 75 | 1 | 49.000 | 0.1602 | 38.03 | 10.00 | 12.17 | 102.25 | 10.23 | 112.48 |
| XXXXXXX        | 21/10/08 | 2147 | 3846 | S | D | 75 | 1 | 23.000 | 0.0962 | 38.03 | 10.00 | 5.78 | 53.01 | 5.38 | 58.39 |
| XXXXXXX        | 23/10/08 | 2101 | 2470 | S | D | 75 | 1 | 31.000 | 0.3004 | 55.42 | 10.00 | 4.62 | 73.94 | 7.38 | 81.22 |
| XXXXXXX        | 17/10/08 | 3004 | S | D | 75 | 1 | 0.000 | 0.0000 | 33.50 | 10.00 | 5.09 | 48.59 | 4.58 | 53.45 |
| XXXXXXX        | 22/10/08 | 20020 | 2000 | S | D | 75 | 1 | 3.000 | 0.0102 | 27.95 | 10.00 | 4.95 | 42.90 | 4.29 | 47.19 |
| XXXXXXX        | 21/10/08 | 2051 | S | D | 712 | 1 | 7.000 | 0.0272 | 115.86 | 10.00 | 20.47 | 148.13 | 14.61 | 162.74 |
| XXXXXXX        | 23/10/08 | 2120 | 3380 | S | D | 75 | 4 | 35.000 | 0.0464 | 89.80 | 10.00 | 9.26 | 89.16 | 8.02 | 97.18 |
| XXXXXXX        | 21/10/08 | 2755 | 4880 | S | D | 75 | 1 | 14.000 | 0.0186 | 67.60 | 10.00 | 10.18 | 87.78 | 8.72 | 96.50 |
| XXXXXXX        | 22/10/08 | 2080 | 3940 | T | D | 75 | 1 | 1.000 | 0.0000 | 44.76 | 10.00 | 7.92 | 62.67 | 6.27 | 68.94 |
| XXXXXXX        | 20/10/08 | 3020 | S | D | 712 | 1 | 1.000 | 0.0000 | 130.60 | 10.00 | 17.79 | 128.29 | 12.93 | 141.22 |

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**Consignment Status History**

**Consignment No: TZR0000665**

<table>
<thead>
<tr>
<th>Status</th>
<th>Date</th>
<th>Time</th>
<th>Depot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collected-Cust Premises (CT)</td>
<td>03/07/2009</td>
<td>16:03</td>
<td>Sydney Mas., PRI</td>
</tr>
<tr>
<td>Electronically Lodged</td>
<td>03/07/2009</td>
<td>16:10</td>
<td>Sydney Mas., PRI</td>
</tr>
<tr>
<td>Received in Depot</td>
<td>03/07/2009</td>
<td>20:00</td>
<td>Sydney Mas., PRI</td>
</tr>
<tr>
<td>On Board For Delivery-Full</td>
<td>06/07/2009</td>
<td>07:31</td>
<td>Canberra</td>
</tr>
<tr>
<td>Delivered in Full</td>
<td>08/07/2009</td>
<td>09:06</td>
<td>Canberra</td>
</tr>
</tbody>
</table>
# Proof of Delivery Details

<table>
<thead>
<tr>
<th>Declared Consignment Details</th>
<th>Consignment No: TZ9000008515</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consignment No: T9000008515</td>
<td>Same Day Local Job:</td>
</tr>
<tr>
<td>Service: TNT Overnight First Class</td>
<td>Account No:</td>
</tr>
<tr>
<td>Sender Details (if available)</td>
<td>Receiver Details (if available)</td>
</tr>
</tbody>
</table>

Sender's Reference: MAL  
Item: 1  
Weight: 1

## Actual Delivery Details

Delivery Notes: Delivered in Full  
Items Received: 1  
Date and Time: 06/07/2009 06:05  
Signed By: SUE
All Invoices Section:

You will need to 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 then removed from the screen into the “All Invoices” section.

1. Click on the “All Invoices” link as shown below

NB: Within the All Invoices section we keep 26 weeks of data. After 26 weeks the oldest invoice is removed from the system – i.e. it does not go to an archive.