



your guide to using

e-administration

with TNT



sure *we can*

For any administrative assistance please email

group.admin.stubbins@tnt.com

For any technical advice please contact **01827 711 611**

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welcome

to e-administration with TNT

Administration can be a time-consuming process.

When you've got a hundred and one things to do, the last thing you need is a pile of paperwork to record and file.

Speed and simplicity is what you need.

So to make life easy, we've developed an e-administration system that enables you to administrate all your accounts – invoices, credits and statements – in just a few clicks.

It's smart, it's fast and green too. Nothing could be simpler.

This guide tells you all you need to know about using TNT's e-administration system – the more efficient way of managing your accounts.



registering

for e-administration with TNT

United Kingdom [change] larger text print page other sites sitemap Apple Customers contact us 0800 100 600

TNT sure we can

SERVICES SHIPPING TOOLS SUPPORT ABOUT US

Home / Shipping Tools / e-invoicing / Registration E-invoicing

E-INVOICING REGISTRATION

Step 1: User Name / Step 2: Contact Details / Step 3: Account Details / Step 4: Confirmation

Please enter the username you wish to use to login into the e-invoicing system. We will check this name has not already been used by another customer before proceeding to the next step of registration. This one registration will provide you with a single login and password which you can then use going forward for our e-invoicing solution.

If you encounter any problems during the registration process click [here](#) to send an email to your local billing centre.

Create e-Invoicing Account
A generic email address is required and will be used as your login name.

Email Address *

The password must be at least 6 characters long and contain a combination of alpha and numeric characters and must not match your user name. Please note your password is case sensitive.

Password *

Confirm Password *

The contact email address will be used by TNT for confirming your registration.

Contact email *

* = required fields

QUICKLINKS

- Track 'n' Trace >
- Callback >
- Careers >
- Depot Locator >
- Check Price >
- TNT Re-Delivery >
- Special Services Booking >
- e-invoicing >

Registering for e-invoicing with TNT is quick and easy.

Go to www.tnt.co.uk and select e-invoicing from the Shipping Tools dropdown menu. This will take you to the e-invoicing landing page. Now just click the option to register and follow four simple steps.

1. User name

These details will be used to create your login user ID including your user name (preferably your email address) password and email address.

Once you have completed all the mandatory fields marked with a red asterix, click next.

registering

for e-administration with TNT

The screenshot shows the TNT website's registration process for e-invoicing. The page is titled "E-INVOICING REGISTRATION" and is part of a four-step process. The current step is "Step 2: Contact Details". The page includes a navigation menu on the left, a search bar at the top right, and a "QUICKLINKS" section on the right. The main content area contains a form for capturing registration details, including contact information, company information, and notification email addresses.

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TNT sure we can SERVICES SHIPPING TOOLS SUPPORT ABOUT US

Home / Shipping Tools / e-invoicing / Registration E-invoicing

E-INVOICING REGISTRATION

Step 1: User Name / **Step 2: Contact Details** / Step 3: Account Details / Step 4: Confirmation

Enter your contact and company details below

If you encounter any problems during the registration process click [here](#) to send an email to your local billing centre.

Capture Registration Details

Contact Information

First Name *

Last Name *

Contact Number *

Mobile Number

Company Information

Company Name *

Country *

Language *

Notification email Address

Please enter an email address that will receive notification of invoices/credits being posted to your e-invoicing account.

Notification email address *

Additional Notification email Addresses

Please enter the email addresses of any additional people, up to a maximum of 18, to be notified when invoices/credits are posted to your e-invoicing account

Additional Notification Email

[Add Notification Email](#)

[Next](#)

QUICKLINKS

- Track 'n' Trace >
- Callback >
- Careers >
- Depot Locator >
- Check Price >
- TNT Re-Delivery >
- Special Services Booking >
- e-invoicing >

> Services

> Shipping Tools

- > Check Transit Times
- > Check Price
- > Send Package
- > Book Collection
- > Track Package
- > e-invoicing
 - > Registration E-invoicing
 - > Login
- > myTNT
- > TNT Re-Delivery
- > Special Services Booking
- > Mobile Services
- > Shipping Systems
- > TNT Stationery and Packaging

> Support

> About Us

2. Contact details

Fill in all your required contact details including the email addresses of up to 18 people you wish us to contact when a new invoice has been posted to your account. Then click next.

registering

for e-administration with TNT

United Kingdom [change] larger text print page other sites sitemap Apple Customers contact us 0800 100 600

TNT sure we can SERVICES SHIPPING TOOLS SUPPORT ABOUT US

Home / Shipping Tools / e-invoicing / Registration E-invoicing

E-INVOICING REGISTRATION

Step 1: Username / Step 2: Contact Details / **Step 3: Account Details** / Step 4: Confirmation

Please enter the details of any TNT account you wish to register. The invoice information given will be used to verify that you are the owner of the account. Press the Submit Account button to verify the details provided. Each account must be added separately and will appear on the list to be registered at the foot of the page, if you have more than 20 accounts please contact your TNT Billing Centre by clicking [here](#).

If you encounter any problems during the registration process click [here](#) to send an email to your local billing centre.

Account Information

Account Information

Please enter the full account number including any leading zeros. The invoice amount is the total invoice amount including VAT. You must enter account details before proceeding to confirmation.

Account Number *

Invoice Number *

Invoice Amount *

How would you like TNT to invoice you? You can be invoiced electronically via email or by the traditional paper invoice. Please note traditional paper invoices may be subject to a surcharge.

Paper Invoice Required * Yes No

If you leave paper invoice required as No, then TNT will email you your invoice. This is TNT's preferred method as it supports TNT's environmental policy - Planet Me. Please enter the email address where you wish to receive the electronic invoice.

If you request to receive a paper invoice then you will be able to download an electronic copy of your invoice from TNT's e-invoicing application as well as receiving your paper invoice.

email Delivery Address *

How would you like TNT to send statements to you? You can be sent statements electronically via email or by the traditional paper statement.

Paper Statement Required * Yes No

If you leave paper statement required as No, then TNT will email you your statement. This is TNT's preferred method as it supports TNT's environmental policy - Planet Me. Please enter the email address where you wish to receive the electronic statement.

If you request to receive a paper statement then you will be able to download an electronic copy of your statement from TNT's e-invoicing application as well as receiving your paper statement.

email Statement Address *

List of validated accounts that will be registered

Account	Email Delivery Address	Paper Invoice?

3. Account

Please ensure you have an invoice that's less than 3 months old to hand. Then complete your account details and verify your customer status by detailing the invoice number and the full amount.

Confirm whether you'd like to receive your invoices electronically and enter the email address where you'd like us to send the PDF below. Likewise confirm whether you'd like to receive your statements electronically and enter the email address where you'd like us to

send the PDF below and then click 'Submit Account'. If you have more than one account, repeat the process and once you have added all your accounts click 'Proceed to Confirmation'

registering

for e-administration with TNT

United Kingdom [change] | larger text | print page | other sites | sitemap | Apple Customers | contact us | 0800 100 600

SERVICES SHIPPING TOOLS SUPPORT ABOUT US

Home / Shipping Tools / e-invoicing / Registration E-invoicing

E-INVOICING REGISTRATION

Step 1: User Name / Step 2: Contact Details / Step 3: Account Details / **Step 4: Confirmation**

Please review your details and confirm they are correct. If you need to make changes to your details use the links above to go back to the appropriate step. Press Register to complete the process.

If you encounter any problems during the registration process click [here](#) to send an email to your local billing centre.

[Register](#) [Cancel](#)

Confirm your details are correct

Step 1. User Name
User Name

Step 2. Contact Details
First Name
Last Name
Contact Phone Number
Mobile Phone Number
Contact Email Address

Company Details
Company Name
Country
Language

Notification Email Addresses
Notification Email Address

Account	Email Delivery Address	Paper Invoice?
300508042	jill@sutreyfit.co.uk	No

[Register](#) [Cancel](#)

QUICKLINKS
Track 'n' Trace >
Callback >
Careers >
Depot Locator >
Check Price >
TNT Re-Delivery >
Special Services Booking >
e-invoicing >

4. Confirmation

Now all you need to do is confirm that all your details are correct and click register.

registering

for e-administration with TNT

elvoicing@tnt.com

05/08/2010 11:22

To nicky.long@tnt.co.uk
cc
Subject Welcome to e-invoicing from TNT

Thank you for registering for e-invoicing with TNT.

You can use the system to view new e-invoices, credit notes, statements and search through up to 26 weeks of archived documents accumulated from the date you registered the company.

It's a much more efficient way of working, enabling you to process invoices quickly and accurately in a secure environment. And to make life easy, you can bookmark the page so that you're automatically taken to the right page, right away.

As soon as an invoice has been uploaded to your account we will send you an e-mail to alert you that an invoice has been issued. Our e-invoicing user guide and demonstration will tell you all you need to know about using the system. Simply visit <http://www.tnt.co.uk/e-invoicing> to find out more.

In the meantime, for any administrative assistance please email group.admin.stubbins@tnt.com or for any technical advice please contact 01827 711611

Thank you for using e-invoicing with TNT - the smarter, greener way of processing invoices.

5. Welcome to e-invoicing

Once you've confirmed your details are correct we'll send an e-mail to you to let you know that your registration has been successful.

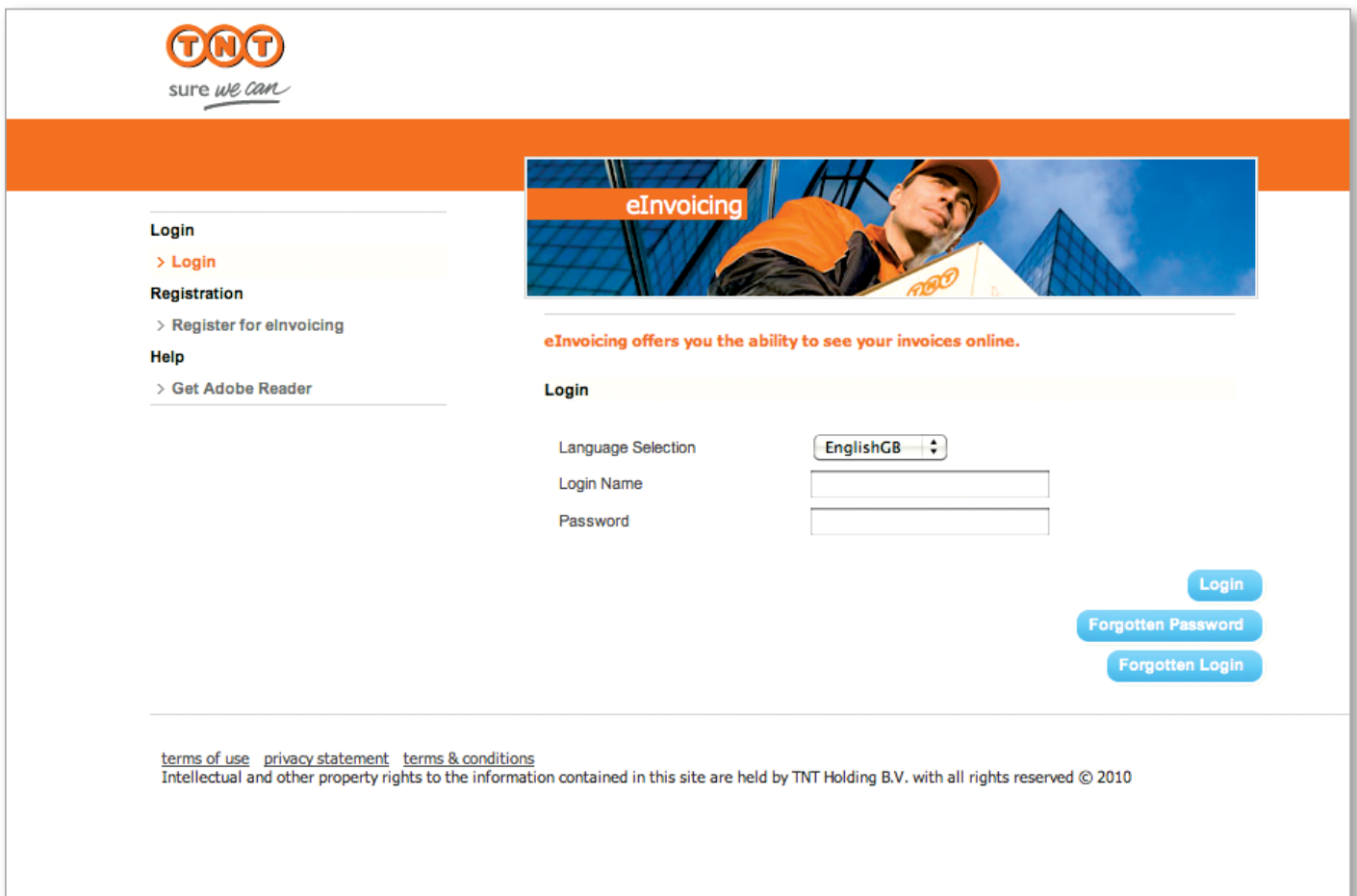
e-invoicing and e-statements

TNT's e-invoicing and e-statements system makes the laborious task of processing invoices and reconciling statements so much easier.

In just a few clicks you can access all your accounts information without having to waste time searching for invoices in filing cabinets or filling in data manually.

- ✓ *Receive your invoices online*
- ✓ *Get email alerts as new invoices arrive*
- ✓ *Download invoices/statements as pdfs/excel spreadsheets*
- ✓ *Access invoices/statements 24/7/365*

logging in



There are a number of ways you can enter the e-invoicing site.

You can log on to www.tnt.co.uk, select e-invoicing from the Shipping Tools drop down menu and login to e-invoicing.

You can go direct to www.express.tnt.com/e-invoicing/login

Or when we notify you that an invoice has been posted to your account, you can click on the www.express.tnt.com/e-invoicing/login link in the email.

Then simply enter your login name and password and click the login button.

If you forget your login name or password simply click on 'Forgotten

username/password and we'll send it to your email address (if this is your login name) and your notification address.

If we don't have your email address we'll send it to your company's registered user group.

accessing

your new e-invoices and e-statements

el invoicing <group.admin.stubbins@tnt.com>

15/12/2010 09:44

To nicky.long@tnt.co.uk
cc
Subject TNT UK eInvoice

Your invoice/credit or statement has now been posted to your secure personal e-invoicing account.

For instant access, simply logon to <https://express.tnt.com/el invoicing> and you'll be able to view and download your electronic invoices immediately. You can also access up to 26 weeks of billing information accumulated from the date you registered, so there's no need to waste any more time searching through files.

Rest assured, our e-invoicing system is legally compliant, giving you a safe environment to access all your billing information in one place.

You'll be pleased to know that your normal payment terms still apply, as detailed on the invoice.

In the meantime, for any administrative assistance please email group.admin.stubbins@tnt.com or for any technical advice please contact 01827 711611

Thank you for using e-invoicing with TNT - the smarter, faster, greener way of processing invoices.

el invoicing <group.admin.stubbins@tnt.com>

09/10/2010 04:46

To nicky.long@tnt.co.uk
cc
Subject Your latest e-invoice / statement from TNT

Please find attached your latest invoice or statement that has been posted to your online account. You'll be pleased to know that your normal payment terms still apply as detailed on your invoice.

Rest assured, we operate a secure system, so we can confirm that the invoice PDF originates from TNT and is authenticated with a digital signature.

Thank you for using e-invoicing with TNT - the smarter, faster, greener way of processing invoices.

 [000097367...DF \(28.2 KB\)](#)

Notification

You will receive an electronic PDF of your invoice/statement if you have requested it, or we will send an email notifying you that a new invoice/statement has been posted to your account and is ready to be accessed.

Simply click on the web-link in the body of the email and you will be taken straight to your secure login page.

accessing

your new e-invoices and e-statements

Account Number	Invoice Number	Invoice Date	Doc Type	Amount	Due Date	View
GB:001115064	00110107	07/01/2011 (Wk1)	Statement	0.02 GBP	07/01/2011	[PDF] [CSV]
GB:001115064	00101210	10/12/2010 (Wk49)	Statement	0.01 GBP	10/12/2010	[PDF] [CSV]
GB:001115064	03238915	10/12/2010 (Wk49)	Invoice	0.01 GBP	17/12/2010	[PDF] [CSV]
GB:001115064	03192854	19/11/2010 (Wk46)	Invoice	0.01 GBP	26/11/2010	[PDF] [CSV]
GB:001115064	00101008	08/10/2010 (Wk40)	Statement	0.06 GBP	08/10/2010	[PDF] [CSV]
GB:001115064	03083708	01/10/2010 (Wk39)	Invoice	0.01 GBP	08/10/2010	[PDF] [CSV]
GB:001115064	03054226	17/09/2010 (Wk37)	Invoice	0.01 GBP	24/09/2010	[PDF] [CSV]
GB:001115064	03069276	24/09/2010 (Wk36)	Invoice	0.02 GBP	01/10/2010	[PDF] [CSV]
GB:001115064	00100910	10/09/2010 (Wk36)	Statement	0.02 GBP	10/09/2010	[PDF] [CSV]
GB:001115064	03024850	03/09/2010 (Wk35)	Invoice	0.01 GBP	10/09/2010	[PDF] [CSV]

Viewing

Once you've logged in, a list of your new invoices, credit notes and statements will automatically be displayed. You can view these as:

- **A pdf.** This is a soft copy of the actual invoice that contains exactly the same information as your paper invoice and can be printed, emailed or faxed.

- **A data file (CSV)** This can be imported directly into your accounting software.

To view the file in the format you want, simply click on the corresponding icon detailed in the key.

If you want to download a number of different invoices (up to a maximum of ten), simply select the file formats you need, click 'Download Selected' and this will create a zip file.

Once an invoice has been downloaded or viewed the file will automatically be moved to the 'All Documents' section of the site.

accessing

Accessing your new e-invoices

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eInvoicing

Key

- PDF Document
- CSV Data File

Language Selection
EnglishGB

Documents

- > **New Documents**
- > All Documents

Preferences

- > Change Password
- > Change Username
- > Email Addresses
- > Add Account

Help

- > Customer Portal User Guide
- > Get Adobe Reader

Logout

- > Logout

New Documents

	Account Number	Invoice Number	Invoice Date	Doc Type	Amount	Due Date	View
<input type="checkbox"/>	GB:001115064	00110107	07/01/2011 (Wk1)	Statement	0.02 GBP	07/01/2011	
<input type="checkbox"/>	GB:001115064	00101210	10/12/2010 (Wk49)	Statement	0.01 GBP	10/12/2010	
<input type="checkbox"/>	GB:001115064	03238915	10/12/2010 (Wk49)	Invoice	0.01 GBP	17/12/2010	
<input type="checkbox"/>	GB:001115064	03192854	19/11/2010 (Wk46)	Invoice	0.01 GBP	26/11/2010	
<input type="checkbox"/>	GB:001115064	00101008	08/10/2010 (Wk40)	Statement	0.06 GBP	08/10/2010	
<input type="checkbox"/>	GB:001115064	03083708	01/10/2010 (Wk39)	Invoice	0.01 GBP	08/10/2010	
<input type="checkbox"/>	GB:001115064	03054226	17/09/2010 (Wk37)	Invoice	0.01 GBP	24/09/2010	
<input type="checkbox"/>	GB:001115064	03069276	24/09/2010 (Wk38)	Invoice	0.02 GBP	01/10/2010	
<input type="checkbox"/>	GB:001115064	00100910	10/09/2010 (Wk36)	Statement	0.02 GBP	10/09/2010	
<input type="checkbox"/>	GB:001115064	03024850	03/09/2010 (Wk35)	Invoice	0.01 GBP	10/09/2010	

Remove from New Documents

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Removing

To delete items from 'New Documents' simply select the one you want to remove and click the 'Remove from New Documents'. This will mark the invoice as read and transfer it to the 'All Documents' section.

searching

and sorting

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Language Selection
EnglishGB

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> **All Documents**

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> Change Username
> Email Addresses
> Add Account

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> Get Adobe Reader

Logout
> Logout

eInvoicing

All Documents

Account Number	Invoice Number	Invoice Date	Doc Type	Amount	Due Date	View
All			All			
GB:001115064	00110107	07/01/2011 (Wk1)	Statement	0.02 GBP	07/01/2011	
GB:001115064	00101210	10/12/2010 (Wk49)	Statement	0.01 GBP	10/12/2010	
GB:001115064	03238915	10/12/2010 (Wk49)	Invoice	0.01 GBP	17/12/2010	
GB:001115064	03192854	19/11/2010 (Wk46)	Invoice	0.01 GBP	26/11/2010	
GB:001115064	00101008	08/10/2010 (Wk40)	Statement	0.06 GBP	08/10/2010	
GB:001115064	03083708	01/10/2010 (Wk39)	Invoice	0.01 GBP	08/10/2010	
GB:001115064	03054226	17/09/2010 (Wk37)	Invoice	0.01 GBP	24/09/2010	
GB:001115064	03069276	24/09/2010 (Wk38)	Invoice	0.02 GBP	01/10/2010	
GB:001115064	00100910	10/09/2010 (Wk36)	Statement	0.02 GBP	10/09/2010	
GB:001115064	03024850	03/09/2010 (Wk35)	Invoice	0.01 GBP	10/09/2010	
GB:001115064	06113323	13/08/2010 (Wk32)	Invoice	0.01 GBP	20/08/2010	
GB:001115064	08999104	06/08/2010 (Wk31)	Invoice	0.01 GBP	13/08/2010	

Download Selected

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Searching

When you need to search for a document that you have already viewed, click on 'All Documents'. You will be able to search by:

- Account number
- Invoice number
- Invoice date
- Doc type

searching

and sorting

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Language Selection
EnglishGB

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> Logout

eInvoicing

Key
PDF Document
CSV Data File

All Documents

Account Number	Invoice Number	Invoice Date	Doc Type	Amount	Due Date	View
GB:001115064	00110107	07/01/2011 (Wk1)	Statement	0.02 GBP	07/01/2011	
GB:001115064	00101210	10/12/2010 (Wk49)	Statement	0.01 GBP	10/12/2010	
GB:001115064	03238915	10/12/2010 (Wk49)	Invoice	0.01 GBP	17/12/2010	
GB:001115064	03192854	19/11/2010 (Wk46)	Invoice	0.01 GBP	26/11/2010	
GB:001115064	00101208	08/10/2010 (Wk40)	Statement	0.06 GBP	08/10/2010	
GB:001115064	03083708	01/10/2010 (Wk39)	Invoice	0.01 GBP	08/10/2010	
GB:001115064	03054226	17/09/2010 (Wk37)	Invoice	0.01 GBP	24/09/2010	
GB:001115064	03069276	24/09/2010 (Wk38)	Invoice	0.02 GBP	01/10/2010	
GB:001115064	00100910	10/09/2010 (Wk36)	Statement	0.02 GBP	10/09/2010	
GB:001115064	03024850	03/09/2010 (Wk35)	Invoice	0.01 GBP	10/09/2010	
GB:001115064	06113323	13/08/2010 (Wk32)	Invoice	0.01 GBP	20/08/2010	
GB:001115064	08999104	06/08/2010 (Wk31)	Invoice	0.01 GBP	13/08/2010	

Download Selected

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Sorting

You can organise your invoices by ascending or descending order according to:

- Account number
- Invoice number
- Invoice date
- Document
- Amount
- Payment due

Click the relevant column header once for ascending order or twice for descending order.

E-archiving

e-invoicing enables you to store up to 26 weeks worth of billing information from the date you registered. After 26 weeks the oldest invoice/statement will be deleted, so remember to download the files you need to keep on your system.

setting

your preferences

TNT
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Language Selection
EnglishGB

Documents
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> Logout

eInvoicing

Change Password

New Password

Confirm Password

Save

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You can, if you wish, change or modify your password, login and user group email settings.

Password

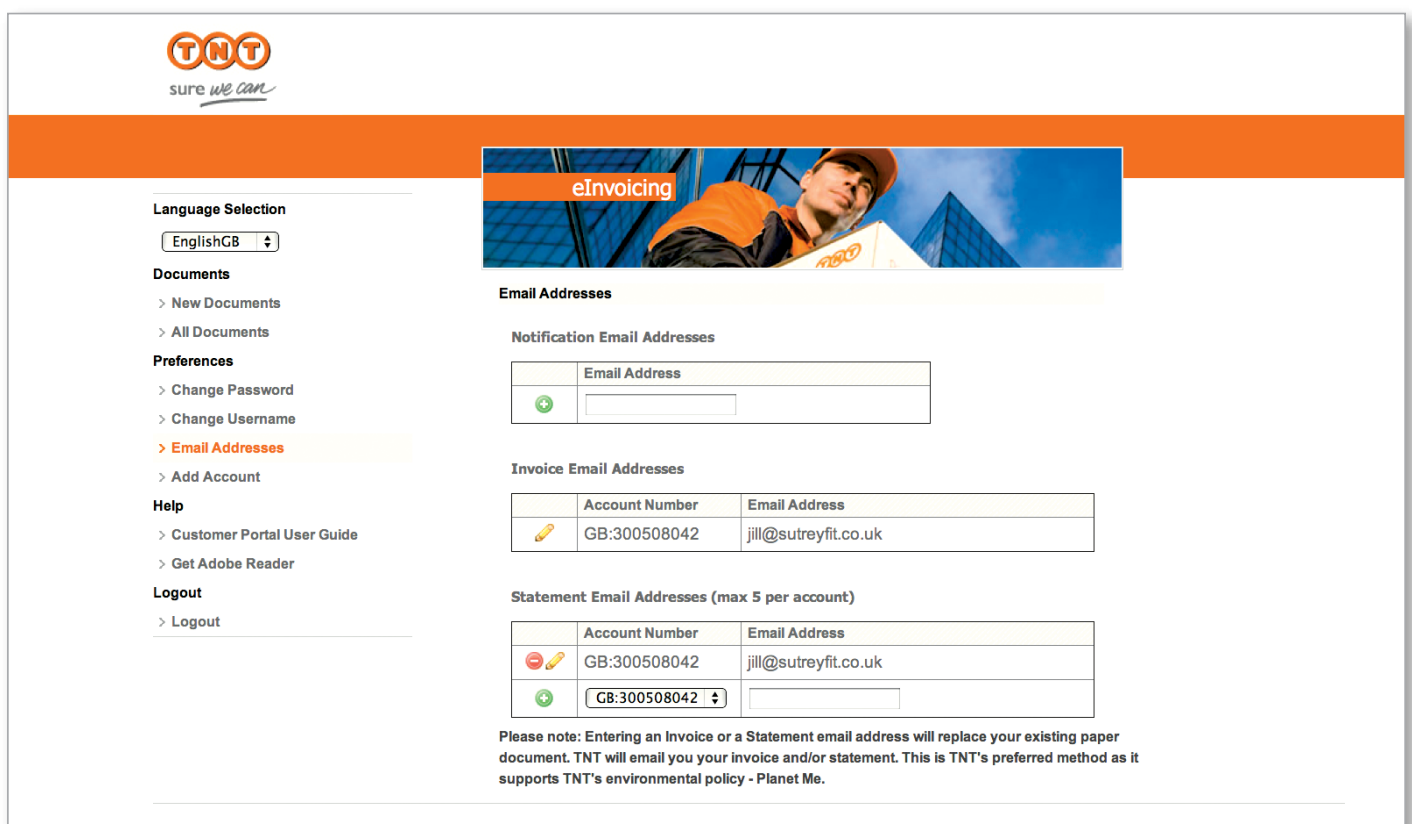
To change your password simply click 'Change Password' from the Preferences menu, type in your new password, confirm it in the box below and click save.

Username

To change your username simply click 'Change Username' from the Preferences menu, type in your new Username, confirm it in the box below and click save.

setting

your preferences



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Language Selection
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Documents
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> Change Username
> **Email Addresses**
> Add Account

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> Logout

eInvoicing

Email Addresses

Notification Email Addresses

	Email Address
+	<input type="text"/>

Invoice Email Addresses

	Account Number	Email Address
	GB:300508042	jill@sutreyfit.co.uk

Statement Email Addresses (max 5 per account)

	Account Number	Email Address
		GB:300508042
	GB:300508042	jill@sutreyfit.co.uk
+	GB:300508042	<input type="text"/>

Please note: Entering an Invoice or a Statement email address will replace your existing paper document. TNT will email you your invoice and/or statement. This is TNT's preferred method as it supports TNT's environmental policy - Planet Me.

E-mail addresses

You can add and edit the email addresses of your invoice and statement recipients and also add, delete and modify the email addresses of your notification group.

- Up to 20 email addresses to your notification group
- 5 email addresses per account in your statement group
- 1 email address in your invoice group

Enables you to delete email addresses from your notification and statement groups.

Enables you to edit existing email addresses in all groups

This saves your changes

This cancels any changes that you have made

adding

further accounts

TNT
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Language Selection
EnglishGB

Documents
> New Documents
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Preferences
> Change Password
> Change Username
> Email Addresses
> **Add Account**

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Logout
> Logout

eInvoicing

Add Account

Please enter the details of any TNT account you wish to register. The invoice information given will be used to verify that you are the owner of the account. Press the Add button to verify the details provided.

Account Information

Please enter the full account number including any leading zeros. The invoice amount is the total invoice amount including VAT.

Account Number

Invoice Number

Invoice Amount

How would you like TNT to invoice you? You can be invoiced electronically via email or by the traditional paper invoice. Please note traditional paper invoices may be subject to a surcharge.

Paper Invoice Required Yes No

If you leave paper invoice required as No, then TNT will email you your invoice. This is TNT's preferred method as it supports TNT's environmental policy - Planet Me. Please enter the email address where you wish to receive the electronic invoice.

If you request to receive a paper invoice then you will be able to download an electronic copy of your invoice from TNT's eInvoicing application as well as receiving your paper invoice.

Email Delivery Address

Paper Statement Required Yes No

If you leave paper statement required as No, then TNT will email you your statement. This is TNT's preferred method as it supports TNT's environmental policy - Planet Me. Please enter the email address where you wish to receive the electronic statement.

If you request to receive a paper statement then you will be able to download an electronic copy of your statement from TNT's eInvoicing application as well as receiving your paper statement.

Statement Email Delivery Address

Add

Adding an account

To add an account simply complete your account details and verify your customer status by detailing the invoice number and full amount of an invoice that's less than 3 months old.

Confirm whether you'd like to receive your invoices electronically and enter the email address where you'd like us to send the PDF below. Likewise confirm whether you'd like to receive your

statements electronically and enter the email address where you'd like us to send the PDF below and then click 'Add'.

specifications

There are a number of requirements you need to operate our e-invoicing system.

Required: Web browsers

Latest versions of Microsoft Internet Explorer 6, 7 and 8 and Firefox 3

To view invoices in PDF format

Adobe Acrobat v9.0 and Adobe Reader v8.0

To enable the download of the invoice data (CSV)

Microsoft Excel 97 and above

Minimum Requirements:

Windows 95, NT4, 98, Me, 2000 or XP Professional
Processor – 500 MHz
RAM – 64 Mbytes
Display 800x600 screen resolution and 16-bit colour



For any administrative assistance please email

group.admin.stubbins@tnt.com

For any technical advice please contact **01827 711 611**

TNT Express

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Your calls may be recorded for training purposes.

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