



TNT

PEOPLE NETWORK



TNT AUSTRALIA

EINOVICING USER GUIDE

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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 E-INVOICING

- ✓ 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, e.g. 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 E-INVOICING

1) Locate the TNT Australia web site:

www.tnt.com.au

- **If you already have access to TNT Online**, scroll down to the TNT Online/My TNT area, enter your username and password and click Log in.
- **If you are new to the TNT website**, scroll down to the TNT Online/My TNT area and click 'Register now'. Follow the instructions to register for both TNT Online and eInvoicing.

Note: If you do not register for TNT Online you will not be able to access eInvoicing. TNT Online is a secure and password protected area of TNT's website.

The screenshot shows the TNT Australia website interface. At the top, there are tabs for 'Domestic Tracking' and 'International Tracking'. Below this is a 'TRACK PACKAGE' section with a dropdown menu for 'Consignment number' and a text input for 'Number', followed by a 'Track' button. Below the tracking section are three promotional cards: 'MISSED A HOME DELIVERY?' with a 'Click here to get started' link, 'INTERNATIONAL SERVICES' with a 'Get a quote now' link, and 'TNT ONLINE/MYTNT' which is circled in blue. The 'TNT ONLINE/MYTNT' section contains a 'Username' field, a 'Password' field, a 'Remember me' checkbox, a 'Log in' button, and links for 'Forgotten your password?' and 'Register now'. A vertical 'HELP / FEEDBACK' link is visible on the right side of the page.

2) Registering Account

After clicking on “Register Now”, the following screen will appear. Enter your account number:

The screenshot shows the TNT online registration interface. At the top, there is a navigation bar with the TNT logo, a location dropdown set to 'Australia', and links for 'Ship Now', 'Track & Trace', 'How to Ship', 'Help Centre', and 'Our Company'. Below the navigation bar, the breadcrumb trail shows 'REGISTER'. The main heading is 'REGISTER FOR TNT ONLINE', followed by the sub-heading 'REGISTERING FOR TNT ONLINE IS EASY'. A key instruction states: 'BEFORE YOU START MAKE SURE YOU HAVE A TNT ACCOUNT NUMBER OR CONTACT OUR SALES TEAM TO GET ONE.' Below this, a paragraph explains that registration provides access to tools for managing domestic distribution needs. The central part of the page features a form titled 'Account Information' with a text input field containing 'TNT Account' and a blue 'Search' button. A vertical 'HELP / FEEDBACK' button is located on the right side of the page.

3) ACCOUNT INFORMATION

Once your account number is entered, the following fields will appear. View your account details and check 'I confirm this is my TNT Account Number' when verified.

REGISTER FOR TNT ONLINE

REGISTERING FOR TNT ONLINE IS EASY

BEFORE YOU START MAKE SURE YOU HAVE A TNT ACCOUNT NUMBER OR CONTACT OUR SALES TEAM TO GET ONE.

Registration provides access to the full range of tools and information to manage your domestic distribution needs. As a registered user you can book a pick up, check the price of a consignment, download your TNT Express invoices and access customised information to pro actively manage your freight movements.

Account Information

999999999	Search
-----------	------------------------

Account Address

Customers' name

Address 1

Address 2

Suburb City

Sate	Post Code
------	-----------

I confirm this is my TNT Account Number

HELP / FEEDBACK

4) REGISTRATION TYPE

More fields will appear.. Fill in the details required to set up the account.

The account may be General Usage by default. You can enable eInvoicing for the account by checking the 'EInvoice*' box. Additional fields will appear below when selected.

I confirm this is my TNT Account Number

Registration Type

General Usage Consignment Creation EInvoice* Price Checker*

*EInvoice and Price Checker require account validation using a recent TNT invoice

User Information

Submit

HELP / FEEDBACK

5) E-INVOICE INFORMATION

The fields below are to direct the invoices to your preferred recipient. To confirm the details you must validate the account with a recent invoice number and the invoices amount.

Click the 'Submit' button once your details are complete.

E-invoice Information

<input type="text" value="Phone Area"/>	<input type="text" value="Phone Number"/>
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Account Validation

To register for Price Checker or E-Invoicing you must validate your account by providing details from a recent TNT invoice.

HELP / FEEDBACK

6) TERMS AND CONDITIONS

Please read the terms and conditions and select 'I agree' to complete the registration.

REGISTER

REGISTER FOR TNT ONLINE

REGISTERING FOR TNT ONLINE IS EASY

BEFORE YOU START MAKE SURE YOU HAVE A TNT ACCOUNT NUMBER OR CONTACT OUR SALES TEAM TO GET ONE.

Registration provides access to the full range of tools and information to manage your domestic distribution needs. As a registered user you can book a pick up, check the price of a consignment, download your TNT Express invoices and access customised information to pro actively manage your freight movements.

TNT and its related companies do not warrant the completeness, timeliness or accuracy of any data, information, features, and/or programs ("information") available on or through this Website or that the service will be uninterrupted or error free to the fullest extent permitted by law. The information is provided "as is" without warranty of any kind, express or implied, including, but not limited to implied warranties of merchantability, fitness for a particular purpose, title or non-infringement

3.2 Use of the Website and any information on this Website is at your sole risk. In no event will TNT be liable to any person or entity for any direct, indirect, consequential, incidental, exemplary, multiple, punitive, special or other damages under any law for any use or reliance upon the information available on or through this Website, including without limitation, damages for lost profits, business interruption, loss or damage to data (including address book data), or damage to your computer systems, even if you have advised TNT of the possibility of such damages.

3.3 The information, products and services contained or referred to on this Website may change or be updated without notice

3.4 There may be links from this Website which allow you to visit the sites of other companies. Neither these sites or the entities to whom they belong may be controlled by TNT. TNT makes no representation concerning the information provided in these sites nor the acceptability or quality of the products or services offered by the entities referenced in these sites. TNT has not tested and makes no representations regarding the correctness, performance or quality of any software which may be found at these sites. You should research and make your own independent assessment of the risks which may be involved in accessing and using any software on the Internet.

3.5 TNT assumes that knowledge and use of an account number for TNT services implies that the user has been duly authorised to act on behalf of the account holder.

3.6 TNT requires that registered users of the Website must keep their registration access details private and confidential. TNT is not responsible for the use and any misuse of their username and password and any known or unknown unauthorised access.

I agree to the Terms and Conditions outlined above

I confirm this is my TNT Account Number

Registration Type


7) REGISTRATION MESSAGE

Once completed the screen below should appear. Please check your designated email for your temporary password. The email will be from tntonline@tnt.com.au. Once received click on 'Login'



[Ship Now](#) [Track & Trace](#) [How to Ship](#) ▾

Australia ▾

[Help Centre](#) ▾ [Our Company](#) ▾ 

 > [Online User Registration](#)

ONLINE USER REGISTRATION

Registration has been completed successfully.
Your temporary password will be emailed shortly.

[Login](#)

Dear TNT TNT,

Thank you for registering for TNT Online.

TNT Online is your secure portal providing you with access to a range of our online solutions, including booking a collection, obtaining a Proof of Delivery image (POD), estimating the price of a shipment and accessing your invoice online.

A temporary password has been set up for you which will need to be changed the first time you log in.

Temporary Password: uMUdbI

Please note: If you do not log in within 15 days your temporary password will expire.

To access www.tnt.com.au, [click here](#).

Should you have any further queries please call us on 1300 851 131 or email cithelpdesk@tnt.com.au.

Regards,
TNT Express

8) UPDATE PASSWORD

On the login page, enter your username and temporary password.

You will be prompted to change to a password of your choosing. The password must be 8 or more characters long and the hint must not be the password.

Click change when complete and a confirmation message should appear.



[Login to TNT Online](#)

TNT Express is one of the world's leading providers of business-to-business express delivery services. TNT Express is able to offer its customers an extensive domestic and international network, integrated with the latest technology. This allows TNT Express to provide a unique combination of on-demand, time-sensitive, door-to-door services within Australia and around the world.

Username

Password

remember my password

Login



[Reset Your Password](#)

Your Password has Expired

Your password must be a minimum of 8 characters long. It is recommended that you use a mixture of letters and numbers.

Current Password

New Password

Confirm Password

Password Hint

Your new password should be a minimum of 8 characters and a maximum of 20.

Change



[Reset Your Password](#)

Your password has been successfully changed.

Please click [here](#) to continue using the secure TNT Express website.

9) LONG FORM TERMS AND CONDITIONS

Please review the long form terms and conditions and click 'I agree' to continue.



TNT EXPRESS

TERMS AND CONDITIONS OF CARRIAGE AND OTHER SERVICES

LONG FORM VERSION (02-11)

Our terms and conditions have recently been updated.
Please read them carefully and click "Agree" to continue.

1. DEFINITIONS

- The following definitions apply to the terms and conditions set out below that govern the contract of carriage and other services between you and us.

"we", "us", "our" and "TNT" means TNT Australia Pty Ltd A.C.N 000 495 269, its related bodies corporate (as this term is defined in the Corporations

Top

Bottom

must not be used for any other purpose. For the avoidance of any doubt we will not be liable to you for any storage fees in relation to the pallets;

- c) pallet exchanges will not be allowed;
- d) we do not take responsibility for, or supply or exchange plain pallets.

22.2 If pallet transfers are agreed by us in writing:

- a) we will reject transfers that are lodged by you after twelve weeks from the time of pick-up;
- b) the financial responsibilities for pallets will be transferred between your account and the account of TNT Australia Pty Ltd at the time the pallets are transferred.

[I Agree](#)

[Cancel](#)

NAVIGATE E-INVOICING

HOME PAGE

Once you have logged in, you can access your invoices online by highlighting the INVOICING option and selecting Invoicing. A new tab/window should open with your invoice history.



THE PEOPLE NETWORK logout

HOME SHIPPING TOOLS PRICING TRANSIT TIMES TRACKING & POD **INVOICING** OTHER SERVICES

- > Invoicing
- > Bill Payment

Welcome to TNT Online.
The one stop shop for your online shipping!

THE ALL NEW MYTNT IS HERE!

INTERNATIONAL SERVICES CENTRE

Shipping updates

- [Customs and shipping updates](#)
- [Domestic fuel surcharge](#)
- [International fuel surcharge](#)

International Air Freight quotation

Access our online Air Freight quotation form for international Air Freight shipments over 200kg.
[Get a quote now.](#)

Customer - How to

- [Send a package](#)
- [Track shipment status](#)
- [Check transit times](#)
- [Create shipping documents](#)
- [Pack and label](#)
- [Pay an invoice](#)
- [Arrange a re-delivery](#)

Helpful Links

- [Contact TNT](#)
- [Make a sales enquiry](#)
- [Customer stationery and consumables](#)
- [Change your account details](#)

INVOICE PAGE

Within the eInvoicing environment you can access the following information:

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

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

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



Key

- PDF Invoice
- CSV Data File
- View Invoice Transaction

Language Selection

EnglishGB

Documents

> New Documents

> All Documents

Preferences

> Email Addresses

Help

> Customer Portal User Guide

> Get Adobe Reader

Logout

> Logout

New Documents

	Account Number	Invoice Number	Invoice Date	Doc Type	Amount	Due Date	View		
	All			All					
<input type="checkbox"/>	AL 999999999	€ 12345678	11/02/2017 (Wk6)	Invoice	0.00 AUD	25/02/2017			
<input type="checkbox"/>	AL 999999999	€ 12345678	04/02/2017 (Wk5)	Invoice	648.45 AUD	18/02/2017			
<input type="checkbox"/>	AL 999999999	€ 12345678	28/01/2017 (Wk4)	Invoice	0.00 AUD	11/02/2017			
<input type="checkbox"/>	AL 999999999	€ 12345678	21/01/2017 (Wk3)	Invoice	0.00 AUD	04/02/2017			




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

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.

 | **express**


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:  | **express**

Account Number
Due Date
Total of this Invoice
Total Outstanding

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 No	Reference	Sender Company	Sender City	Sender Postcode	Receiver Company	Receiver City	Receiver Postcode	Origin	Destination	Payer	International/Domestic	Div/Prod
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK989999999	T8999999	SOLUTIONS	ERSKINE PARK	9999	Business 1	PORT MACQUARIE	2444	SYD	PTM	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000000	T9000000	SOLUTIONS	ERSKINE PARK	2759	Business 2	KUNUNURRA	6743	SYD	KNX	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000001	T9000001	SOLUTIONS	ERSKINE PARK	2759	Business 3	MALAGA	6090	SYD	PTH	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000002	T9000002	SOLUTIONS	ERSKINE PARK	2759	Business 4	SOUTH BRISBANE	4101	SYD	BNE	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000003	T9000003	SOLUTIONS	ERSKINE PARK	2759	Business 5	TOOWOOMBA	4350	SYD	TBA	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000004	T9000004	SOLUTIONS	ERSKINE PARK	2759	Business 6	TOOWOOMBA	4350	SYD	TBA	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000005	T9000005	SOLUTIONS	ERSKINE PARK	2759	Business 7	LANE COVE	2066	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000006	T9000006	SOLUTIONS	ERSKINE PARK	2759	Business 8	BAULKHAM HILLS	2153	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000007	T9000007	SOLUTIONS	ERSKINE PARK	2759	Business 9	ABBOTSFORD	3067	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000008	T9000008	SOLUTIONS	ERSKINE PARK	2759	Business 10	PINKENBA	4008	SYD	BNE	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000009	T9000009	SOLUTIONS	ERSKINE PARK	2759	Business 11	ARTARMON	2064	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000010	T9000010	SOLUTIONS	ERSKINE PARK	2759	Business 12	SOMERTON	3062	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000011	T9000011	SOLUTIONS	ERSKINE PARK	2759	Business 13	WARANA	4575	SYD	MCE	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000012	T9000012	SOLUTIONS	ERSKINE PARK	2759	Business 14	AUBURN	2144	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000013	T9000013	SOLUTIONS	ERSKINE PARK	2759	Business 15	WEST MELBOURNE	3003	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000014	T9000014	SOLUTIONS	ERSKINE PARK	2759	Business 16	ULTIMO	2007	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000015	T9000015	SOLUTIONS	ERSKINE PARK	2759	Business 17	PRESTON	3072	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000016	T9000016	SOLUTIONS	ERSKINE PARK	2759	Business 18	SEVEN HILLS	2147	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000017	T9000017	SOLUTIONS	ERSKINE PARK	2759	Business 19	SEVEN HILLS	2147	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000018	T9000018	SOLUTIONS	ERSKINE PARK	2759	Business 20	MAYFIELD WEST	2304	SYD	NCL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000019	T9000019	SOLUTIONS	ERSKINE PARK	2759	Business 21	MALAGA	6090	SYD	PTH	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000020	T9000020	SOLUTIONS	ERSKINE PARK	2759	Business 22	HEIDELBERG WEST	3081	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000021	T9000021	SOLUTIONS	ERSKINE PARK	2759	Business 23	BURLEIGH HEADS	4220	SYD	OOB	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000022	T9000022	SOLUTIONS	ERSKINE PARK	2759	Business 24	TULLAMARINE	3043	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000023	T9000023	SOLUTIONS	ERSKINE PARK	2759	Business 25	CHATSWOOD	2067	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000024	T9000024	SOLUTIONS	ERSKINE PARK	2759	Business 26	ADELAIDE	5000	SYD	ADL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000025	T9000025	SOLUTIONS	ERSKINE PARK	2759	Business 27	KENT TOWN	5067	SYD	ADL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000026	T9000026	SOLUTIONS	ERSKINE PARK	2759	Business 28	BRENDALE	3121	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000027	T9000027	SOLUTIONS	ERSKINE PARK	2759	Business 29	BRENDALE	4500	SYD	BNE	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000028	T9000028	SOLUTIONS	ERSKINE PARK	2759	Business 30	CHATSWOOD	2067	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000029	T9000029	SOLUTIONS	ERSKINE PARK	2759	Business 31	MELTON	3337	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000030	T9000030	SOLUTIONS	ERSKINE PARK	2759	Business 32	GRIFFITH	2680	SYD	WGA	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000031	T9000031	SOLUTIONS	ERSKINE PARK	2759	Business 33	ASPLEY	4034	SYD	BNE	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000032	T9000032	SOLUTIONS	ERSKINE PARK	2759	Business 34	BARGARA	4670	SYD	BBG	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000033	T9000033	SOLUTIONS	ERSKINE PARK	2759	Business 35	MELTON	3337	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000034	T9000034	SOLUTIONS	ERSKINE PARK	2759	Business 36	LYTTON	4178	SYD	BNE	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000035	T9000035	SOLUTIONS	ERSKINE PARK	2759	Business 37	APPLE TREE FLAT	2850	SYD	ORA	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000036	T9000036	SOLUTIONS	ERSKINE PARK	2759	Business 38	BRISBANE	4000	SYD	BNE	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000037	T9000037	SOLUTIONS	ERSKINE PARK	2759	Business 39	SOUTHBANK	3006	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000038	T9000038	SOLUTIONS	ERSKINE PARK	2759	Business 40	SOUTH YARRA	3141	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000039	T9000039	SOLUTIONS	ERSKINE PARK	2759	Business 41	HAWTHORN	3122	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000040	T9000040	SOLUTIONS	ERSKINE PARK	2759	Business 42	LANE COVE	2066	SYD	SYD	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000041	T9000041	SOLUTIONS	ERSKINE PARK	2759	Business 43	SPRINGVALE	3171	SYD	MEL	T	D	D 76
99999999	TNT	2017	1	7/01/2017	50407572	2/01/2017	FAK990000042	T9000042	SOLUTIONS	ERSKINE PARK	2759	Business 44	DARKE	3600	SYD	CBA	T	D	D 76

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.

TAX INVOICE

Enter Consignment Number:

Tax Invoice Date:	25/10/08
Tax Invoice No.:	10XXXXXXXXXX
Account No.:	20XXXXXXXX
Due Date:	08/11/08
Fuel Surcharge: (incl GST)	\$436.39
Invoice Total:	\$3,901.66

1 Consignments

Adjustments

3

To sort, click on the arrow in the appropriate column heading.

	Consignments	Date	Orig Post Code	Dest Post Code	S	D	R	I	V	SVC	OPT	Cust.Ref.	Items	Charge Wt. (kg)	Cubic Vol. (m3)	V or W	Freight Charges \$	Extended Warranty \$	Fuel Surcharge \$	Total Charges \$	G.S.T. \$	Grand Total \$
<input type="radio"/>	XXXXXXXXXX	18/10/08	2019	3078	S	D	76						1	49.000	0.1932	V	80.08	10.00	12.17	102.25	10.23	112.48
<input type="radio"/>	XXXXXXXXXX	21/10/08	2147	2646	S	D	76						1	23.000	0.0262	W	38.03	10.00	5.78	53.81	5.38	59.19
<input type="radio"/>	XXXXXXXXXX	23/10/08	2101	2478	S	D	76						1	31.000	0.1204	W	55.42	10.00	8.42	73.84	7.38	81.22
<input type="radio"/>	XXXXXXXXXX	17/10/08	2067	3004	S	D	76						1	6.000	0.0000	W	33.50	10.00	5.09	48.59	4.86	53.45
<input type="radio"/>	XXXXXXXXXX	22/10/08	2000	2600	S	D	75						1	3.000	0.0102	W	27.95	10.00	4.95	42.90	4.29	47.19
<input type="radio"/>	XXXXXXXXXX	21/10/08	2010	3051	S	D	712						1	7.000	0.0272	W	115.66	10.00	20.47	146.13	14.61	160.74
<input type="radio"/>	XXXXXXXXXX	23/10/08	2120	2350	S	D	76						4	35.000	0.0454	W	60.90	10.00	9.26	80.16	8.02	88.18
<input type="radio"/>	XXXXXXXXXX	21/10/08	2756	4680	S	D	76						1	14.000	0.0156	W	67.00	10.00	10.18	87.18	8.72	95.90
<input type="radio"/>	XXXXXXXXXX	22/10/08	2060	2840	T	D	75						1	1.000	0.0000	W	44.75	10.00	7.92	62.67	6.27	68.94
<input type="radio"/>	XXXXXXXXXX	21/10/08	2016	3000	S	D	712						1	1.000	0.0000	W	100.50	10.00	17.79	128.29	12.83	141.12

6 Status History

5 Finance Image

7 Back

8 Exit

- 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 manual 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 – Electronically lodged consignment details can be viewed in here along with 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

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 Documents” link as shown below

Helpful Hint: Within the “All Documents” 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.



The screenshot shows the eInvoicing application interface. On the left is a navigation menu with sections: Language Selection (EnglishGB), Documents (New Documents, All Documents), Preferences (Email Addresses), Help (Customer Portal User Guide, Get Adobe Reader), and Logout. The main content area features a banner for 'eInvoicing' with a worker carrying a box. Below the banner is a 'New Documents' section. A 'Key' legend identifies icons for PDF Invoice, CSV Data File, and View Invoice Transaction. A table of invoices is displayed, with columns for Account Number, Invoice Number, Invoice Date, Doc Type, Amount, and Due Date. A 'PAY' button is visible in the top right of the table area.

Account Number	Invoice Number	Invoice Date	Doc Type	Amount	Due Date	View
AU: 999999999	50312345678	11/02/2017 (Wk6)	Invoice	0.00 AUD	25/02/2017	[PDF] [CSV] [Σ]
AU: 999999999	50312345678	04/02/2017 (Wk5)	Invoice	648.45 AUD	18/02/2017	[PDF] [CSV] [Σ]
AU: 999999999	50212345678	28/01/2017 (Wk4)	Invoice	0.00 AUD	11/02/2017	[PDF] [CSV] [Σ]
AU: 999999999	50212345678	21/01/2017 (Wk3)	Invoice	0.00 AUD	04/02/2017	[PDF] [CSV] [Σ]