



Getting started Online shipping with myTNT 2

*myTNT 2 is the fastest way to create shipments
and the easiest way to manage them.*

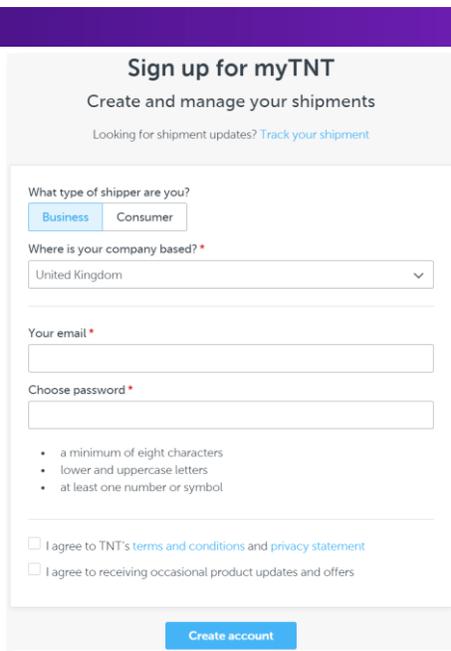
*This guide will show you how to sign up for an
account and get you started with your first
shipment.*



Registration

To use myTNT 2, first you'll need to sign up – so be sure to have your TNT account number ready

STEP 1



Sign up for myTNT
Create and manage your shipments
Looking for shipment updates? [Track your shipment](#)

What type of shipper are you?

Where is your company based? *

Your email *

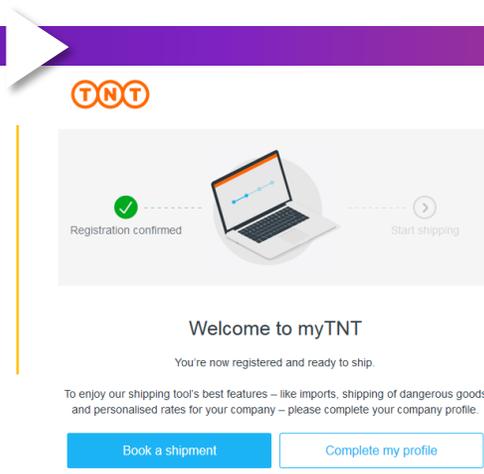
Choose password *

- a minimum of eight characters
- lower and uppercase letters
- at least one number or symbol

I agree to TNT's [terms and conditions](#) and [privacy statement](#)
 I agree to receiving occasional product updates and offers

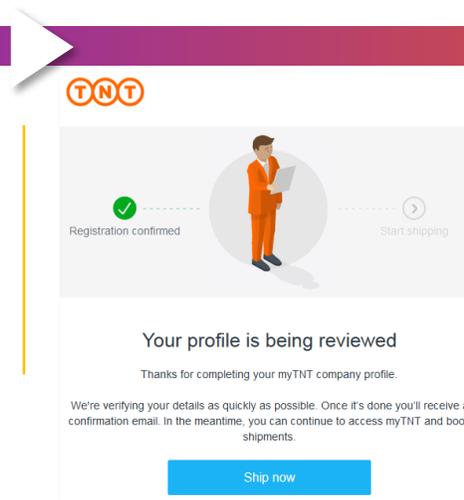
Sign up for myTNT 2 at mytnt.tnt.com

STEP 2



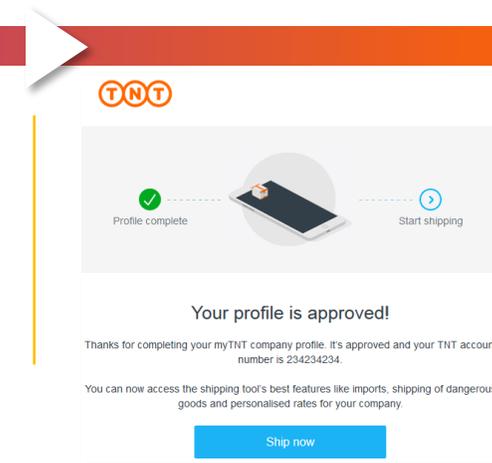
Click the link in the confirmation email and complete your company profile

STEP 3



We'll review your profile to provide you with your personalized, discounted rates

STEP 4



Once your registration is approved and your personalized, discounted rates are in place, we'll send you a confirmation email

TIP: You can start using myTNT 2 while you're waiting for your registration to be approved. You'll be charged our standard rates until you receive your account confirmation.

myTNT 2 dashboard

This is the dashboard you see when you log in. To get started, let's look at **five basic features**.

01 Manage account and users

The screenshot shows the myTNT 2 dashboard interface. At the top left is the TNT logo with the text "will become FedEx Express". At the top right is the user profile for "TST companyas" with the email "netherlands@yopmail.com". A red banner at the top contains a warning: "Please note temporary service suspensions may apply, making certain services unavailable during booking. More information". Below the banner is a large image of a FedEx van with the text "Get a quote and ship". A white form is overlaid on the image, containing a radio button for "Send shipment" (selected) and "Receive shipment". Below this are three dropdown menus: "Shipping account" (Testbedrijf B.V. (085001504)), "Choose location in Finland" (From Helsinki, Finland), and "Choose location" (To Choose location). A blue "You" button is next to the "From" dropdown. On the left side, a dark sidebar menu is visible with the following items: "Create shipment" (highlighted with a blue bar), "Dashboard", "Ship", "Create shipment", "Pending shipments" (3912), "Templates", "Special services", "My shipments", "Shipment history", "Track & Trace", "Address book", and "Support". At the bottom of the sidebar is a language selector set to "English".

03 Create shipment

04 Track & Trace

05 Address book

02 Get a quote

1. Manage account and users

Please note temporary service suspensions may apply, making certain services unavailable during booking. [More information](#)

Get a quote and ship

Send shipment Receive shipment

Shipping account *
Testbedrijf B.V. (085001504)

Choose location in Finland *
From Helsinki, Finland

Choose location *
To Choose location

- TST companyas
netherlands@yopmail.com
- NETHERLANDS@YOPMAIL....
- Settings
- Change Password
- TST COMPANYAS
- Invite new user
- Manage users**
- Manage shipping accounts
- Company
- e-invoicing
- Log out

When you sign up to myTNT 2, you become the company administrator. This means you can edit the company profile and **manage users**.

Manage users

Email	Name	Role	
abelthechado1@yopmail.com		Administrator	...
alejandro.j.garcia@tnt.com	Alejandro Garcia	Administrator	...
all_countries_companies@yopmail.com		Administrator	...
arialfaro@yopmail.com		Administrator	...

+ Invite new user

To give your colleagues access, select **'Invite new user'**. After you invite them, they will receive a confirmation email.

2. Get a quick quote

TST companyas
netherlands@yoomail.com

⚠ Due to the impact of the COVID-19 situation, quoted transit times may be impacted.

Get a quote and ship

Send shipment Receive shipment

Shipping account *
Testbedrijf B.V. (085001504) ▼

Choose location in Finland *
From Helsinki, Finland

Choose location *
To Amsterdam, Noord-holland, Neth...

Please enter the postal code for an exact quote

Quantity * 1 ▼ Type * Box ▼ Length * 10 cm Width * 10 cm Height * 10 cm Weight * .50 kg

Total quantity: 1 items

Total volume: 0.001 m3

Total weight: 0.5 kg

Collection date in Helsinki *
Today ▼

Delivery date	Service	Book before	Price (EUR)	
Tomorrow	9:00 Express	🕒 16:00 - Today	€200.00	<input type="button" value="Select"/>
Tomorrow	12:00 Express	🕒 16:00 - Today	€25.00	<input type="button" value="Select"/>
Tomorrow	10:00 Express	🕒 16:00 - Today	€14.00	<input type="button" value="Select"/>
Tomorrow	Express	🕒 16:00 - Today	€9.00	<input type="button" value="Select"/>
12 Aug 2021	12:00 Economy Express	🕒 16:00 - Today	Price to be determined	<input type="button" value="Select"/>
12 Aug 2021	Economy Express	🕒 16:00 - Today	Price to be determined	<input type="button" value="Select"/>

Start by entering the origin and destination of your shipment.

Once you've entered the destination, these additional fields will appear.

When you select a service, all the details you entered will be automatically prefilled to create a new shipment.

3. Create a shipment

The screenshot shows the 'Create shipment' form with several elements circled in purple. At the top right, there are three buttons: 'Clear', 'Choose template', and 'Save as template'. The 'Save as template' button is circled. Below the form title, there are two radio buttons: 'Send shipment' (selected) and 'Receive shipment'. The 'Sender' section includes a dropdown for 'Shipping account' (set to 'Testbedrijf B.V. (085001504)'), contact information, and an 'Add collection instructions' button. The 'Receiver' section is divided into 'Address details' and 'Contact details'. The 'Email - optional' field is circled. At the bottom right of the receiver section, the 'Save to address book' checkbox is checked and circled. A purple line extends from the 'Save to address book' checkbox to the text 'Please scroll down to continue...'. Another purple line extends from the 'Save as template' button to the text 'If you plan on sending similar shipments...'. A third purple line extends from the 'Send shipment' radio button to the text 'You can create an export or domestic shipment...'.

If you plan on sending similar shipments in the future, click **'Save as template'** after filling in the shipment details.

You can create an export or domestic shipment with the default setting 'Send shipment'. To create an import shipment, change this to **'Receive shipment'**.

If the receiver is paying, you'll need to fill in their **email**.

Check the **'Save to address book'** box if you expect to ship to or arrange a collection from this address in the future.

Please scroll down to continue...

3. Create a shipment (cont.)

TST companyas
netherlands@yoosmail.com

⚠ Due to the impact of the COVID-19 situation, quoted transit times may be impacted.

Clear Choose template Save as template

Shipment details

Quantity *	Type *	Length *	Width *	Height *	Weight *
1	Box	10 cm	10 cm	10 cm	0.5 kg

Total quantity: 1 items Total volume: 0.001 m³ Total weight: 0.5 kg [+ Add another package](#)

Customs controlled
Do you want to flag your shipment as customs controlled? No Yes

Goods description * Value - optional EUR Customer reference - optional

Stackable shipment
Is your shipment (vertically) stackable? No Yes

Dangerous goods
Does your shipment contain any dangerous goods? No Yes

The **shipment value** is not required for documents. Don't forget to select the correct currency.

You can include **up to 99 packages** in a single shipment.

The **customer reference** is optional. You can use it for tracking purposes.

myTNT 2 allows you to ship **partly regulated dangerous goods**.

For more information on shipping dangerous goods, take a look at [this guide](#).

Please scroll down to continue...

3. Create a shipment (cont.)

✓ Billing information

Who will pay for the shipment? * ⓘ
Testbedrijf B.V. (You) ▼

✓ Please choose a service

Collection date in Helsinki *
Tomorrow ▼

Delivery date	Service	Booking	Price (EUR)
<input checked="" type="radio"/> 12 Aug 2021	9:00 Express FASTEST	🕒 Book before 16:00 - 11 Aug 2021	€200.00
Preferred collection window <input checked="" type="radio"/> Create a new collection window Collection window must be 60 minutes or more			
From * 12:00 ▼		To * 16:30 ▼	
Additional options <input type="checkbox"/> Enhanced Liability ⓘ			€ -
<input type="radio"/> 12 Aug 2021	12:00 Express	🕒 Book before 16:00 - 11 Aug 2021	€25.00
<input type="radio"/> 12 Aug 2021	10:00 Express	🕒 Book before 16:00 - 11 Aug 2021	€14.00

Return documents

With the return documents option, you can create and print documents for a return shipment. To return the shipment, the receiver just has to follow the instructions on the documents. If you don't need this option, you can hide it by clicking 'Hide return documents option' below.

Hide return documents option

Close

Print return documents

Do you want to include and print return documents? * ⓘ No Yes Show ▼

Continue to summary

If the **receiver** is paying, a field will appear where you can enter their TNT account number (the rates will no longer be displayed).

✓ Billing information

Who will pay for the shipment? * ⓘ
Receiver Company Name ▼

TNT account number of receiver *
000000001

Once your myTNT 2 registration has been approved, your **personalized, discounted rates** will be displayed (until then you'll be offered our standard online rates).

You'll be shown a **summary** of your shipment before confirming and finalizing.

3. Create a shipment (cont.)

You'll have a chance to **review and confirm** all of the shipment details before finalizing.



And finally... you'll have the opportunity to download and print your **shipping documents**.

12 Aug 2021 Express **BEST PRICE** Book before 16:00 - 11 Aug 2021 €9.00

Confirm and pay your booking

Collection and delivery

From **Testbedrijf B.V.** (You)
Collection on Wednesday, 11 August 2021 between 12:00 and 16:30
Local time in Helsinki
[Address details](#)

To **Test Company**
Delivery on Thursday, 12 August 2021 (9:00 Express)
[Address details](#)

Shipment details

Total items: 1
1x Box - 10 x 10 x 10cm - 0.5kg

Goods description
Jewellery

Shipping costs

9:00 Express	€200.00
excl. VAT	€200.00
VAT	€42.00
Total (incl. VAT)	€242.00
Payment on invoice	

Invoice will be sent to
Testbedrijf B.V.
TNT account number: 085001504
VAT number: -

Clicking 'Finalise shipment' means you agree to [TNT's Terms & Conditions](#).

[Make some changes](#) [Finalise shipment](#)

Do you want to include and print return documents? No Yes

Your shipment is booked

Print shipping documents

Direct printing is disabled

Please print all required documents before our driver arrives.



You can print now or choose to print the shipping documents at the end of the day and in one go for all your shipments.

Select which documents you would like to print

- Shipping label One label per package will be printed. Affix the label firmly to the top of each of your packages making sure that the bar code is not obscured.
- Detailed manifest Two copies will be printed. Give both copies to our driver, who will sign one for you to keep as a receipt.

Do you have a label printer?

Generate A6 sized shipping label

[Generate documents](#)

SHIPMENT NUMBER:
200253521

BOOKING NUMBER:
TRE 898451



You can use these numbers to track your shipment (we've also sent you an email with them included). It can take up to eight hours before you're able to start tracking.

4. Track your shipment

To see your shipment status, click 'Track & Trace' on the left-hand menu.

Your shipment is booked

Your documents are ready to print
Direct printing is disabled
Please print all required documents before our driver arrives.

You can print now or choose to print the shipping documents at the end of the day and in one go for all your shipments.

Shipping labels (A6)
Shipping documents

Manually select documents

SHIPMENT NUMBER:
200253521
BOOKING NUMBER:
TRE 898451

You can track a shipment by entering its **shipment number** or your **customer reference**.

Track & Trace

Track a shipment Watchlist

Track your shipment
 Shipment number Customer reference

Shipment number: 200253521 Search

When you track a shipment, an option to view the **proof of delivery** will appear.

From Raon L Etape, France 27 May 2021 Delivered to Antwerpen, Belgium 31 May 2021 11:50

Shipment number: 200253521
Customer reference: BL-21-02002
Shipment info: 1 item

Collecting Collected In transit Delivering Delivered

Show signatory Save to watchlist Status updates

Local time	Location	Action
31/05/2021 11:50	Antwerpen	Shipment delivered in good condition
31/05/2021 09:33	Boom	Shipment is out for delivery.
31/05/2021 07:50	Boom	Shipment now at depot nearest to delivery address
29/05/2021 07:17	Machelen	Shipment in transit
29/05/2021 07:16	Machelen	Shipment in transit
29/05/2021 07:00	Machelen	Shipment arrived at connection point
28/05/2021 11:46		Shipment delayed in transit Recovery actions underway
28/05/2021 05:43	Wiesbaden	Shipment arrived at TNT location
28/05/2021 03:52	Wiesbaden	Shipment in transit
28/05/2021 03:51	Wiesbaden	Shipment in transit
28/05/2021 00:36	Wiesbaden	Shipment arrived at connection point
27/05/2021 11:50	Raon L Etape	Shipment collected from collection address

Where's my parcel? Start chat now

Round 906 Depot ZRH Con 034546824 Pickup date 09/09/2016
Service IDE ECONOMY Sender Reference 4000393596

Sender: Getax c/o Ecolab ZW Essenscholstraat 6033
Receiver: DANIEL KUENZLE EICHLIBACHSTRASSE 7K

3980 TESSENDERLO 9545 WAENGI
Contact Contact NN
Tel 011 360046 Tel 0793442 922

Weight(kg) 0 780 COD Amount
Volume(m) 0 020 COD Type
Option1 Declared Pieces 1
Option2
Option3
Option4

Signed by dep.gtl Date and Time 12/09/2016 10 03
Delivered Pieces 1

Status: Con delivered, good condition
Remarks

5. Address Book

To save time on your next shipments, just save addresses as you go along. That way you can use the same details for collections or deliveries in the future. If you're new to myTNT 2, you can upload your entire address book – and then add contacts or download them if required.

The screenshot shows the 'Address book' management interface. At the top, there are buttons for 'Delete all contacts', 'Upload address book', 'Download address book', and 'Add contact'. The 'Upload address book' button is highlighted with a red box. Below this is a search bar and a table of contacts. A purple line connects the 'Upload address book' button to a modal window titled 'Upload your address book'. The modal contains the following text: 'Add multiple contacts at once by uploading an export of your contact list as a .CSV (max. 3 MB) or .XLSX (max. 1 MB) file. Download this [CSV-template](#) or [XLSX-template](#) to show you the format to use. Need help exporting your contacts? [Check out this article](#).' Below the text is a 'Choose a file' button.

To upload an address book, the file must be in **.csv** or **.xlsx** format. It should also follow the same field structure as shown in the screenshot.

The **column headers** should be exactly the same as the headers in the screenshot (in English).

Fields that are too long will be automatically truncated.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	countryCode	postcode	city	addressLine1	addressLine2	addressLine3	company	VATNumber	email	phone	internationalAccountNumber	shortCode	deliveryInstructions	collectionInstructions	private
2	ES	28001	Madrid	Test Address Line 1	Test Address Line 2	Test Address Line 3	Test Company		test@tnt.com	+34123456789	123456789	Test Ref.	Test Del. Instructions	Test Coll. Instructions	Yes

You're ready to go!

Support

 Search.... Tell us how can we help

About myTNT 2

- › What is myTNT?

[About myTNT 2](#)

Account

- › What is a company in myTNT?
- › What is a shipping account?
- › Adding users to your company

[Account](#)

Booking a shipment

- › Collection date and time range
- › Package details
- › Receiver address

[Booking a shipment](#)

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- › Shipping labels and documents

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[Pricing and payments](#)

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- › Tracking statuses explained

[Tracking](#)

**For more details, you
can always visit the
myTNT 2
support page.**