



Toolbox for TNT Shipping User Guide



1. Introduction to Toolbox for TNT Shipping

Toolbox is a Windows based application installed locally to an SQL Host, with adjoining client machines connecting via ODBC. The software runs as the authenticated user local to each client machine, updating records globally across all clients to a single FedEx Toolbox SQL database.

The host machine requires SQL Express 2017 running and firewall ports as advised by FedEx Customer Technology support.

Client machines will complete daily processing using FedEx Toolbox, scanning Carton Picks and generating labels automatically. The operator will edit, delete, maintain and manifest shipments and addresses for global users.

IMPORTANT INFORMATION

Software problems

If you experience any problems with your software, please call your local FedEx support desk.

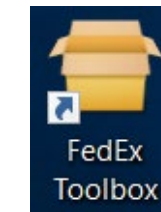
Please take note of the following:

- The name of the person who dealt with your problem
- The Incident Reference No (should further assistance be required)

2. Starting Toolbox



From the desktop, move your mouse cursor over the **'FedEx Toolbox'** icon and double click the left mouse button. Toolbox will start up and open.



3. Producing a new consignment

The main function of Toolbox is to produce documentation for your daily consignments.

This section details how to produce a consignment through the TNT shipping screen.

- 1
- Select the TNT Shipping icon from above the quick links menu bar running along the top of the Toolbox application. You will then be presented with the TNT Shipping screen.



TNT Shipping

Ship History Templates Batch

TEST

From

TNT UK CIT TEST

TNT UK CIT TEST

EXPRESS HOUSE
ATHERSTONE, CV9 2RY, GB

UK CIT

Email Address

Alternative Pickup Address

To

Please Select Recipient ID

Company

GB

Contact

Phone No.

Email Address

Alternative Delivery Address

Shipping Information

05/11/2020

Sender

Select Service

Service Options (Please Select)

Enhanced Liability

Return Shipment

Customs-Controlled

EX-Warehouse

Consignment Number

Shipment Reference

Package Information

test

Quantity	Packaging	Weight	Total Weight	L	x	W	H	Volume	Total Volume	Reference
1	box	1.000 kg	1.000 kg	20	x	20	x	20	0.008 m³	0.008 m³

Print All Print Some Save Rate Clear Commercial Invoice Manifest

- 2
- If you have preset templates set up, you can select the template you require from the **‘Shipment Template’** drop down box.
- This will populate the TNT Shipping screen with the preset information in the relevant fields.

TNT Shipping

Ship History Temp

TEST

Shipment Template

3. Producing a new consignment

- 3

If you are not using a template, please select your relevant sender address within the **‘From’** section of the shipping screen.
- 4

Now move to the **‘To’** section of the shipping screen. If you have preloaded receiver addresses, type in the unique identifier of the receiver address into the **‘Received ID field’**.
- 5

Once you have pressed the **TAB** key, if the receiver address exists, it will be displayed on the screen. If it does, then skip to point 10, otherwise continue onto point 6.
- 6

When the receiver address is not recognised, the cursor will open an **‘Edit Recipient Address’** screen.
- 7

Type in the Company Name, Contact, and Address line 1, 2 and 3, if required.
- 8

Tick **‘Add to Addressbook’** box to save the address for future use.

To

Please Select Recipient ID

Edit Recipient Address

<div>Address ID</div> <div>GB - United Kingdom</div> <div>Select Country/Territory</div>	<div>Postcode</div> <div>Select or Enter City</div>
<div>Company</div>	<div>Phone No.</div>
<div>Contact</div>	<div>Tax ID No.</div>
<div>Address 1</div>	<div>Email Address</div> <div>Notify</div>
<div>Address 2</div>	<div>Account No.</div>
<div>Address 3</div>	

☒ Add to Addressbook

Cancel

Clear

Update

3. Producing a new consignment

9 When you come to the **‘Postcode’** field you can enter the postcode then click the **‘Postal Code Lookup’** magnifying icon to the right. Toolbox will now search for and display the Towns/Cities available for the postcode entered.

10 Click the tick symbol in the **‘Use’** column to the left of the Town/City you wish to select and Toolbox will populate the City field within the **‘Edit Recipient Address’** screen.
Enter the telephone number, email etc if required.

11 Within the **‘Shipping Information’** section of the screen, enter/select **‘Ship Date’** and **‘Payment Type’**. Make sure your correct Sender account number is within the **‘Account No’** field, select the service you want for the shipment and any options you may require, enter **‘Shipment Reference’** and **‘Delivery Instructions’** (if required) and a **‘Goods Description’**.

TNT Postal Code Lookup

Search Criteria

Country/Territory GB - United Kingdom

Postal Code CV9 2RY

City

Cancel Clear Search

Use	Name	Postal Code	State/Prov	Country/Territory	Postal Range
<input checked="" type="checkbox"/>	ATHERSTONE	CV9 2RY		GB	CV9 2RY - CV9 2RY
<input checked="" type="checkbox"/>	BADDESLEY ENSOR	CV9 2RY		GB	CV9 2RY - CV9 2RY
<input checked="" type="checkbox"/>	BAXTERLEY	CV9 2RY		GB	CV9 2RY - CV9 2RY
<input checked="" type="checkbox"/>	BENTLEY	CV9 2RY		GB	CV9 2RY - CV9 2RY
<input checked="" type="checkbox"/>	GRENDON	CV9 2RY		GB	CV9 2RY - CV9 2RY

Shipping Information

05/11/2020

Ship Date 15

Sender

Payment Type

Account No.

Select Service

Service Options (Please Select)

☐ Enhanced Liability

☐ Return Shipment

☐ Customs-Controlled

☐ EX-WareHouse

Invoice Value 0

Select Currency Type GBP - Pound St

Consignment Number

Shipment Reference

box

Goods Description

3. Producing a new consignment

12

Within the **‘Package Information’** section of the screen, enter a description of the package, including weight, dimensions and package reference (if required).

If you have multiple packages in your shipment with the same dimensions and weight, change the Quantity field accordingly. If you have multiple package types and/or different weight/dimensions, click the **‘+’** icon at the right of the package line and a new package line will be added.

If the shipment requires **‘Article information’** to be entered, click the  icon at the right of the package line. This will display the **‘Edit Articles’** screen.

Delivery Instructions (60 Char Max)

Shipment Reference

Package Information

box

Goods Description

Quantity	Packaging	Weight	Total Weight	L	x	W	x	H	Volume	Total Volume	Reference	
1				0	x	0	x	0				
Quantity	Box	5.000 kg	5.000 kg	20	x	20	x	20	0.008 m³	0.008 m³	Reference	

Package Information

Goods Description

Quantity	pallet	100,000 kg	100,000 kg	100	x	80	x	50	0.400 m³	0,400 m³	Reference	
Quantity	carton	12,000 kg	24,000 kg	0	x	0	x	0	0,200 m³	0,400 m³	Reference	

Edit Articles

Article Content

Article

Commodity Description

*Quantity

*Weight

Total Weight

*Unit Value

Total Customs Value

*Tariff Code

GB - United Kingdom

*Origin Country/Terr

UN Number

Packing Group

Invoice Description

Certificate Of Origin

NONE

Number

Export Licence

Export Declaration

NONE

Number

City

Date

15

T-Cock/MRN

NONE

Number

City

Date

15

EMRN

Add

Article Summary for Package Line

Delete	Edit	Code	Description	Tariff Code	Cntry/Terr	UN Number	Quantity	Total Weight	Total Customs Value

Total Weight 0 Kg - Total Customs Value 0 GBP

Save

Cancel

Clear

3. Producing a new consignment

13

Enter all relevant fields and click the **'Add'** button, followed by the **'Save'** button. This will save the article information and return you to the TNT Shipping screen.

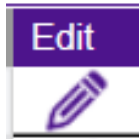
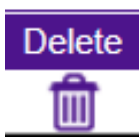
Once all information has been entered for your shipment, you can either select **'Print All'**, which will print all relevant documentation; **'Print Some'**, which will bring up a box allowing you to choose which documents you want to print; or **'Save'**, which will save the shipment as an **'On hold'** status to print at a later time. (If clicking **'Save'**, the shipment will not be assigned a consignment number – this will be generated when the shipment's labels are printed.)

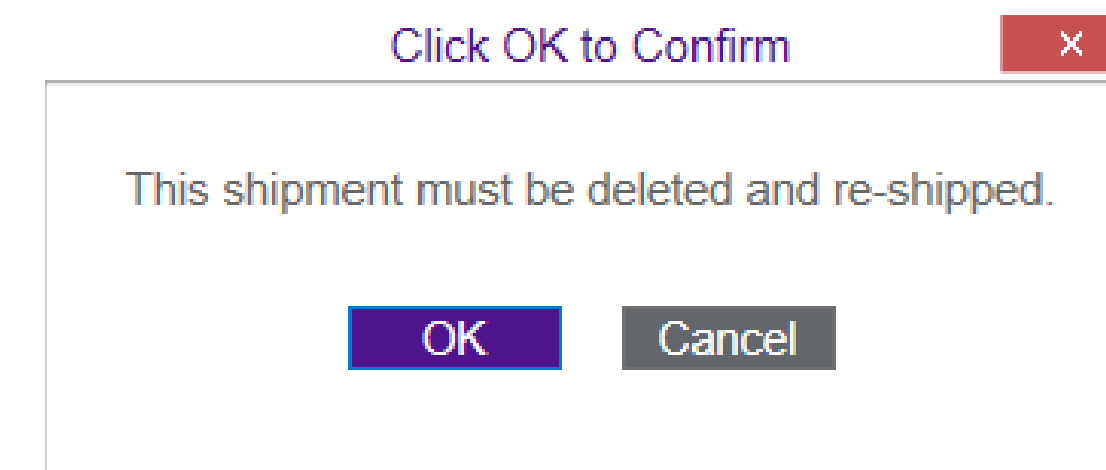


Print All Print Some Save

4. Amending a consignment

This section will take you through editing/amending shipments that are saved to the **'History'** screen in a shipped (labelled) or on hold status.

- 1 Within the TNT Shipping module, click the **'History'** tab.
- 2 Here you will see a view of all of the current day's shipments.
- 3 To edit a shipment, click the **'Edit'** symbol  to the left of that shipment.
- 4 This will open up the **'TNT Shipping – Ship'** screen, where you will see the details of that shipment.
- 5 You can then edit what you need to and print or save the shipment.
 - Amending a consignment will result in the current consignment number being deleted and replaced by a new one. Click **'OK'** to confirm this.
 - A shipment that is not **'Closed'** (manifested) can be deleted by clicking the **'Delete'** icon  beside it.
 - Care must be taken as once a shipment is deleted it cannot be retrieved.




5. Adding a new range of consignment numbers

If you are running low on consignment numbers, the system will warn you. At this point you will need to call your local **IT Support Team**, using the contact details provided by your Customer Technology representative.

Once you have been given the start and the end numbers, you can follow the steps on the right to enter them into Toolbox.

- 1 Click **'File'** in the menu at the top left corner of the Toolbox screen and then select **'Application Configuration'** from the menu displayed.
- 2 Click the **'Consignment Numbers'** icon.



If there are no consignment numbers left, enter the new consignment range in the **'Current Range'** section. Enter the start number into the **'Start'** field and the end number into the **'End'** field.
- ✓ If numbers are still within the **'Current Range'** you will need to enter your start/end numbers into the **'Pending Range'** section.

TNT Consignment Numbers
✕

Current Range

Start

End

Previous

Pending Range

Start

End

Update

Close

6. Looking up historical consignments

- 1

Within the ‘TNT Shipping’ module, select the ‘History’ tab.
- 2

This will display a list of the current day’s shipments.
- 3

From this screen you can filter your search by date using the ‘Start Date’ ‘End Date’ drop down calendar boxes. This will display all shipments within the date range you have specified.
- 4

You can also filter your shipments by selecting a different field from the ‘User/Group’ drop down box, e.g. you can look for all shipments sent to Liverpool. You then click the ‘Search’ button.
- 5

Additionally there is the option of filtering shipments by their status. Open the drop down box on the right hand side of the ‘History’ screen and select an option from the list displayed.
- Please note: clicking the ‘Clear’ button at the bottom right of the ‘History’ screen will reset the filters back to the default settings (e.g. current date etc).

TNT Shipping

ShipHistoryTemplatesBatch

05/11/2020Start Date1505/11/2020End Date15All Dates

CompanyUser/Group= test

Edit	Print	Delete	Ship Date	Consignment No	Service	Status
			05/11/2020	00000000	Express	Shipped
			05/11/2020	00000000	Express	Shipped
			05/11/2020	00000000	Express	Shipped
			05/11/2020	00000000	Express	Shipped

☒ Packages☒ Articles

TNT Shipping

ShipHistory

05/11/2020Start Date15

November 2020

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

05/11/2020Start Date1505/11/2020End Date15All Dates

CityUser/Group=LIVERPOOL

Search

Consignment NoServiceStatusShipment TypeOrder

All ShipmentsShipment Type

AllStatus

AllAll Except DeletedHoldShippedDeletedClosedEDI TransmittedPartially PrintedCreatedERROR

7. End of day manifest process

Once your driver has arrived at the end of the day, they will need to take away the consignment paperwork.

As part of the process you will need to electronically transfer the manifest to us and print off the manifest reports. Depending on your specific set up these could include:

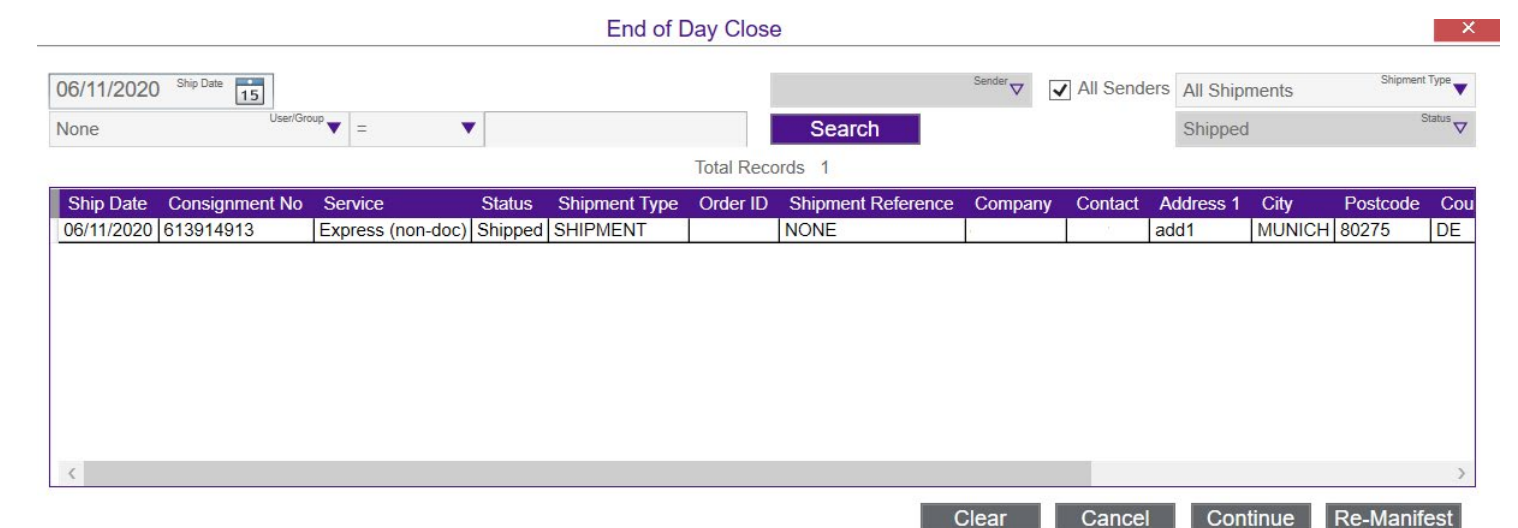
- Detailed Manifest
- Summary Manifest
- PDF bar code sheet

To run the manifest follow these steps.

1 From within the **'History'** screen click the **'Manifest'** button at the bottom right corner of the Toolbox application.

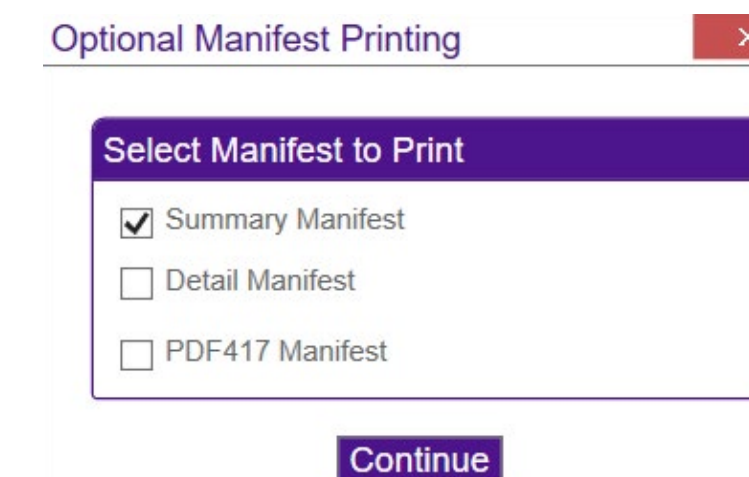
Manifest

2 The **'End of Day Close'** screen will open. This will display all the shipments that are in a **'shipped'** status' for the date and sender account searched for.



Ship Date	Consignment No	Service	Status	Shipment Type	Order ID	Shipment Reference	Company	Contact	Address 1	City	Postcode	Cou
06/11/2020	613914913	Express (non-doc)	Shipped	SHIPMENT		NONE			add1	MUNICH	80275	DE

3 To run the manifest, click **'Continue'**. If optional manifest prints are configured, you will be presented with the **'Optional Manifest Printing'** screen where you can select which documents you want to print before clicking **'Continue'**.



Select Manifest to Print

☒ Summary Manifest

☐ Detail Manifest

☐ PDF417 Manifest

Continue

7. End of day manifest process

- 4

You should then see an **‘End of Day Manifest’** pop up box advising that the End-of-Day Manifest is complete.
- 5

When you click **‘Close’**, the **‘End of Day Close’** screen will be displayed, which will show there is nothing else to be manifested. You can close this screen.
- 6

The shipments should now be showing a status of **‘EDIXFer’** (EDI data successfully transmitted) or **‘Closed’** (if the manifest was printed only).
- ✓



Status
Closed
Closed
EDIXFer

8. Reprinting a manifest

If you need to reprint a manifest or re-send the electronic data, follow these steps.

- 1 From within the **'History'** screen, click the **'Manifest'** button. This will give you the **'End of Day Close'** screen.
- 2 Click the **'Re-Manifest'** button **Re-Manifest** and you will be presented with the **'EDI Re-Upload and Manifest Re-Print'** screen.
- 3 You can search for the manifest you need to print by selecting a **'Start Date'** and **'End Date'** from the calendar selection boxes.
- 4 Click **'Search'** and you will then be able to select the manifest you want to print by selecting it from within the **'Select Manifest ID'** drop down box.
- 5 Choose the manifest you want to reprint.
- 6 Select the action you want to perform from the **'Select Type'** options.
- 7 Toolbox will now perform the action/print the documents that you have selected.



EDI Re-Upload and Manifest Re-Print

Search For Manifests

05/11/2020

Start Date

15

06/11/2020

End Date

15

All

Status

Search

Select Manifest ID

[Select]

Select Type

☐ Re-Print Summary Manifest
 ☐ Re-Print Detail Manifest

☐ Re-Print PDF417 Manifest
 ☐ Upload EDI

☐ Save EDI

Clear

Cancel

Continue

Select Type

☐ Re-Print Summary Manifest
 ☐ Re-Print Detail Manifest

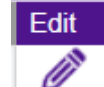
☐ Re-Print PDF417 Manifest
 ☐ Upload EDI

☐ Save EDI

9a. Maintaining the address book

If you would like to add a receiver address manually to the system, or edit or delete a current address, then follow these steps.

Maintaining addresses within the address book

- 1 Click the **'Databases'** menu and select the **'Address Book'** option.
 - 2 Click the **'Address Book'** icon.
 - 3 You will now see the **'Address Book'** screen, which will display all of the addresses currently stored in the Toolbox Address Book.
 - 4 From this screen you can filter which addresses you want to display, such as all Receiver addresses by selecting **'Receiver'** from the **'Address Type'** drop down box.
 - 5 To add a new address, click the **'Add'** button, which will open the **'Edit Address'** screen.
 - 6 Complete at least the mandatory fields, which are highlighted in purple, and select the relevant **'Address Type'** from the drop down box, e.g. Receiver. You now click the **'Add'** button.
- To edit an existing address click the **'Edit'** button  on the corresponding address line. This will take you into the **'Edit Address'** screen where you can make the changes needed, then click on update.

Address Book X

Address Type

Receiver

▼

Add

Import

Export

Purge

Search

No Filter

▼

Update

Edit Address X

Address

ID

Address Type

Receiver

▼

Account No.

Country/Territory

GB - UNITED KINGDOM

▼

🌐

Contact

Company

Address 1

Address 2

✓

Address 3

Postal Code

🌐

City

▼

Phone

Ext.

Fax Number

VAT

E-Mail Address

Clear

Add

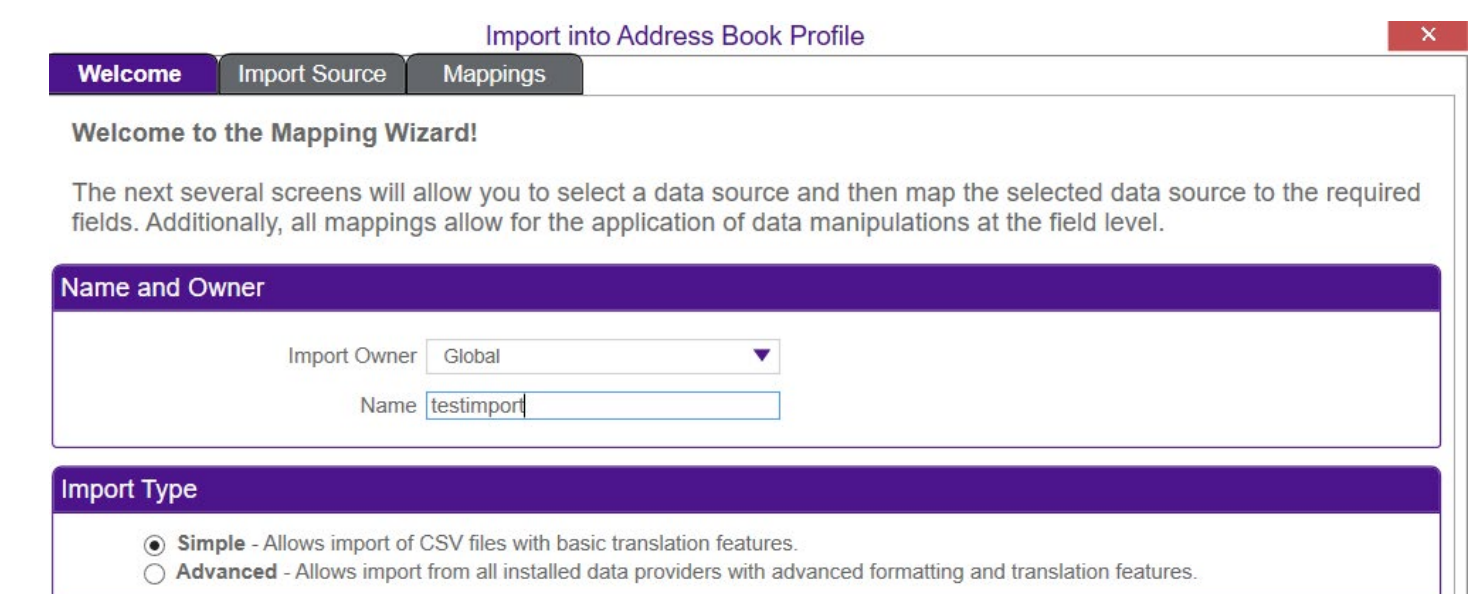
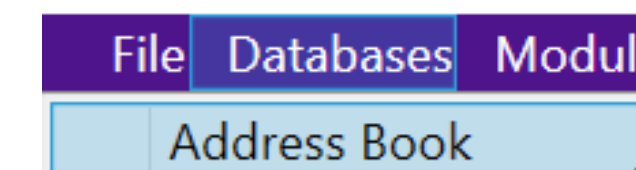
9b. Maintaining the address book

This section covers adding, editing and importing addresses into Toolbox.*

* The codification of the CSV files must be UTF-8.
This is important to avoid problems later with the non ASCII characters.

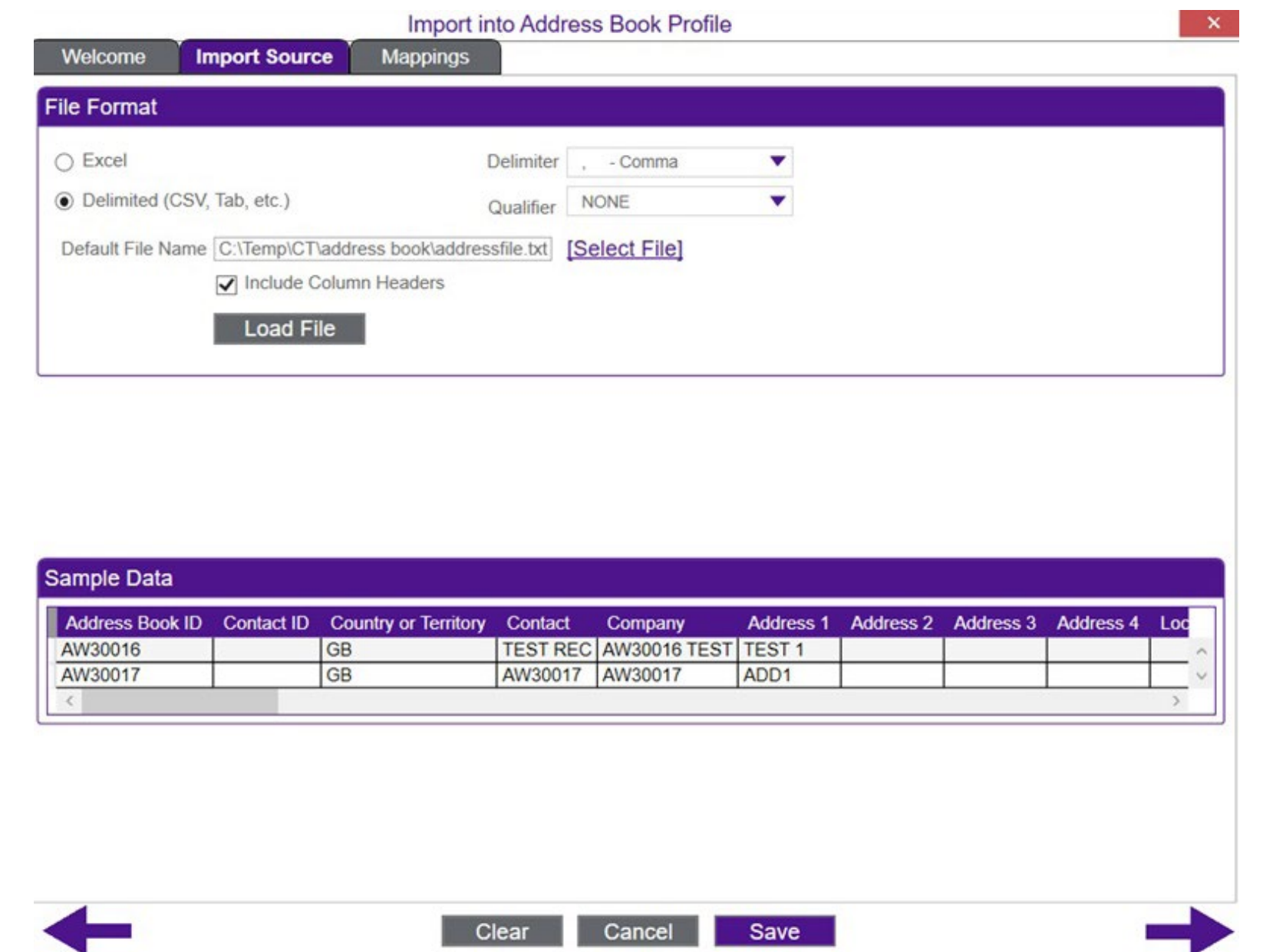
Importing addresses into Toolbox

- 1 Click **'Databases'** in the top left corner of the Toolbox screen.
- 2 Click Address Book.
- 3 Toolbox will then open and load the address book.
- 4 Click the **'Import'** button.
- 5 Click **'Create New'**.
- 6 This screen (right) will be displayed.



9b. Maintaining the address book

- 7 Enter a name for the address book import profile in the **'Name'** field.
- 8 For a simple/standard address file import leave the **'Import Type'** set as **'Simple'**.
- 9 Click the **'Import Source'** tab and you will be presented with a screen like the one shown right.
- 10 Select the fields relevant to the file that you want to map and import. File Format section:
 - Select **'Excel'** or **'Delimited'**
 - Select the correct delimiters that your file contains
 - Select the path to where your file is located by clicking on the **'Select File'** link and browse to your file to select it
- 11 Select **'Load File'** and sample data from your address import file will be shown in the **'Sample Data'** section.
Check to make sure that the fields are displayed correctly and if all okay then click the **'Mappings'** tab at the top of the **'Import into Address Book Profile'** window.



Import into Address Book Profile

Welcome Import Source Mappings

File Format

☐ Excel
☒ Delimited (CSV, Tab, etc.)

Delimiter: , - Comma
 Qualifier: NONE

Default File Name: C:\Temp\CT\address book\addressfile.txt [Select File]

☒ Include Column Headers

Load File

Sample Data

Address Book ID	Contact ID	Country or Territory	Contact	Company	Address 1	Address 2	Address 3	Address 4	Loc
AW30016		GB	TEST REC	AW30016 TEST	TEST 1				
AW30017		GB	AW30017	AW30017	ADD1				

Clear Cancel Save

9b. Maintaining the address book

12 You will then be presented with the mappings screen as shown.

13 The right hand side drop down box (source) contains the fields from the header row of your address file. (If your file does not contain a header you will need to know which field corresponds to the relevant Toolbox ‘maps to’ drop down box fields.)

14 The left hand side column contains the Toolbox fields that your address file data will be mapped to.

- 15 Now start to map each field, e.g:
- ‘Address > Address 1’ from the left hand side mapping drop down box would map to ‘Address 1’ from the right hand side Toolbox ‘maps to’ drop down box – then click ‘Add’.
 - ‘Address > City’ from the left hand side mapping drop down box would map to ‘City’ from the right hand side Toolbox ‘maps to’ drop down box – then click ‘Add’.
- Continue until all of the Address File fields are mapped.
- TNT Address Type needs to be default mapped to the relevant address book type, e.g. ‘Receiver’.

maps to Add

~ Select Mapping ~
~ Auto-Increment Field Number ~
~ Concatenated Field ~
~ Logical Comparisons Field ~
Account Number
Address 1
Address 2
Address 3
Address 4
Address Book ID
Broker ID
City
Company
Contact
Contact ID
Country or Territory
Duties And Taxes Account Number
Email Address
Email Message Format
Email Recipient Language
Extension
Fax Extension

Import into Address Book Profile

Welcome Import Source Mappings

Import mappings allow you to map a field from your data source (right) to a field within the Toolbox table (left)

In addition, you may default a value or combine multiple fields by selecting Concatenate Field from the right drop down list. Click the edit icon to add/modify data translations applied to a field.

Mappings

Address Book ID

Address > Address 1
Address > City
Address > Company
Address > Contact
Address > Country or Territory
Address > Postal Code
Address > State
Cell Phone Number > Number
Phone Number > Number
Account Number
Broker ID
Duties And Taxes Account Number
Shipper/Recipient Related
Tax ID
Tax ID Type
TNT Account Number
TNT Account Type
TNT Address Type
Address > Address 2
Address > Address 3
Address > Address 4

maps to

Translation

Default Field Import Mapping

Add

←

Clear Cancel Save

Mappings

TNT Address Type

maps to

Receiver

Default Field Import Mapping

Add

9b. Maintaining the address book

- 16

Click **'Save'** at the bottom right corner of the screen.
- 17

Your newly created address import profile will be displayed.
- 18

When ready, click the **'Run'** icon.
- 19

Leave the **'Import Owner'** set as **'Global'** and click the **'Import'** button.
- 20

When prompted, select the address file to import by navigating to the location where your file is saved.
- 21

Toolbox will then import the addresses from your file into the Toolbox Address Book and display an **'Import Results'** box to show how many records were Read, Imported or in Error.
- ✓

Saved Profiles

Import Owner Global

Run

Edit

Clone

Delete

Template

testadd - Advanced Import

Select List Owner

Select Import List

Import Owner Global

Cancel

Import

Import Results

Read: 20
Imported: 20
Error:

10. Boxes database

A database of packages can be created to speed up the entry of package details within Toolbox. Follow these two steps.

- 1

To create a pre-set package click **‘Databases’** in the top left, then **‘Boxes’**.

This will open a **‘Boxes’** maintenance screen where you can add the details for your pre-set package.

- 2

Click **‘Add’** and it will save the box details.

The box will now be available to select from the **‘Packaging’** drop down box within the **‘Package Information’** section of the TNT Shipping screen when entering a shipment, example right.
- ✓

FedEx Automation Toolbox v3.1.2.2 Meter:

FileDatabasesModulesHelp

Address BookBoxesFedEx CommoditiesFedEx Third Party AccountsTNT Articles

Boxes

Selected ListGlobalImportExportPurge

Edit	Clone	Delete	ID	Code	Size	Weight	Volume	Dec. Value
			LARGE BOX	LB	LARGE BOX - 60x60x60 CM	20.00 KG	0.22 CM	0.00 USD

Edit Box

ID

Code

DimensionsL x W x HCentimeter

WeightKilograms

VolumeCubic Meters

Declared ValueUS Dollars

AddClear

Package Information

box

Quantity	Packaging	Weight	Total Weight	L	W	H	Volume	Total Volume	Reference
1	LB - LARGE BOX	20.000 kg	20.000 kg	60	x	60 x 60	0.216 m³	0.216 m³	Reference

11. Articles

This section explains how to add Articles to the TNT Article Database which can then be selected when adding an article to a package within the TNT Shipping screen. This helps to speed up the entering of shipments.

Articles Database

- 1

Click the **'Databases'** menu found at the top left corner.
- 2

Select **'TNT Articles'**.
- 3

The **'TNT Articles Database'** form will open.
- 4

Within the **'Edit Article'** section enter a unique ID, Description and all other fields you want saved with the article. When complete click the **'Add'** button to save.

FedEx Automation Toolbox

File

Databases

Modules

Help

Address Book

Boxes

FedEx Commodities

FedEx Third Party Accounts

TNT Articles

TNT Articles

TNT Articles Database

Selected List Global Import Export Purge

Edit	Clone	Delete	ID	Description	Weight	Unit Value	Tariff Code	Cntry/Terr	Export Licence	UN Number	Packing Group	In
			test	test	5	5	5	GB				te

Edit Article

ID

Description

Weight

Unit Value

Tariff Code

Invoice Description

Invoice Description

Invoice Description

Origin Country/Terr

Export Licence

UN Number

Packing Group

Add

Clear

11. Articles

- 5

The data grid in the top section of the form allows you to edit, clone or delete articles.



Using Saved Articles

- 1

To add articles to a package, click the **‘Edit Article’** icon found on the package information line.

- 2

Select an article from the **‘Article’** drop down list. This will populate all saved information from the TNT Article Database.



Package Information										BOX		Goods Description
Quantity	Packaging	Weight	Total Weight	L	W	H	Volume	Total Volume	Reference			
1				0	x	0	x	0				
1	LB - LARGE BOX	20.000 kg	20.000 kg	60	x	60	x	60	0.216 m³	0.216 m³	Reference	

Edit Articles v1.0.6.3

Article Content

test - test

test - test

test

*Quantity

5

Total W

*Tariff Code

5

GB - United Kingdom

*Origin Country/Terr

UN Number

Packing Group

12. Templates

Templates are used to save frequently used shipment details. When a saved template is selected from the ‘Ship’ tab the ship screen is populated with the saved details, allowing quicker completion of the shipment.

Create a Template

- 1 Within the ‘**TNT Shipping**’ module click the ‘**Templates**’ tab.
- 2 Click the ‘**Create Template**’ button.
- 3 You will be presented with the ‘**Shipment Template**’ form.

- 4 Enter a unique template name into the ‘**Unique Template Name**’ field.
- 5 Select a sender by clicking the ‘**Address Book**’ icon within the ‘**From**’ section of the screen.

Shipment Template

TEST

Unique Template Name

Processing Method

Single

From

To

Shipping Information

Please Select Sender ID

TNT UK CIT TEST

Company

TNT UK CIT TEST

Address, City, Postcode, Country/Territory

EXPRESS HOUSE
ATHERSTONE, CV9 2RY, GB

Contact

UK CIT

Phone No.

01827303030

Email Address

Notify

Alternative Pickup Address

Please Select Recipient ID

Company

Address, City, Postcode, Country/Territory

Contact

Phone No.

Email Address

Notify

Alternative Delivery Address

Payment Type

Sender

Account No.

Select Service

0101 - Express

Service Options (Please Select)

Enhanced Liability

Return Shipment

Customs-Controlled

EX-Warehouse

Invoice Value

0

Select Currency Type

GBP - Pound St

Consignment Number

Delivery Instructions (60 Char Max)

Shipment Reference

Package Information

BOX

Goods Description

Quantity	Packaging	Weight	Total Weight	L	W	H	Volume	Total Volume	Reference		
1	LB - LARGE BOX	20.000 kg	20.000 kg	60	x	60	x	60	0.216 m³	0.216 m³	Reference

Consignment Numbers remaining

Total Packages 1 - Total Weight 20 kg - Total Volume 0.216 m³

Cancel

Save

12. Templates

- 6

This will display a list of saved Senders found in the address book.
- 7

Click the tick symbol next to the sender that you want to use within your template.
- 8

Populate all fields that you want saved within your template.
- 9

Once complete, click the **‘Save’** button at the bottom right.
- 10

Your new template will now be included in the data grid.
- 11

Notice you can Ship, Delete, Edit or Clone by clicking the desired icon. Clicking **‘Ship’** will take you to the **‘TNT Ship’** tab where the saved shipment details will be populated.
-

Search TNT Addresses

Search

ID

Like

Search

Select	Address ID	Contact	Company	Address 1	City	County/Region	Cntry/Terr	Postcode	Phone
✓	TNT UK CIT TEST	UK CIT	TNT UK CIT TEST	EXPRESS HOUSE	ATHERSTONE		GB	CV9 2RY	018273
✓	TNT UK CLONE	UK CIT	TNT UK CIT TEST	EXPRESS HOUSE	[Select City]		GB	CV9 2RY	018273

ShipHistoryTemplatesBatch

Search

Name

Search Field

Equals

Search Operator

Search Value

Search

Clear

Create Template

Ship	Delete	Edit	Clone	Unique Template Name	Contact	Company	Address 1	City	Country/Territory	Shipment Reference
				TEST.			[NOT SUPPLIED]	[NOT SUPPLIED]	GB	

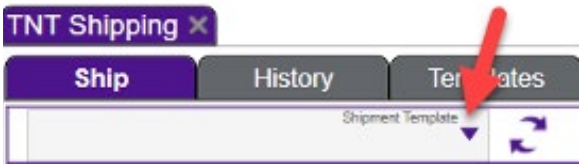
12. Templates

Using Saved Templates

- 1

From the **‘TNT Ship’** tab, click the triangle to expand the list and select the saved template.
- 2

You will see the saved shipment details populated on the screen.
- ✓



13. Exporting reports from Toolbox

1 From the **'TNT Shipping'** module, click the **'History'** tab. The export function will export the fields configured within the export profile for all shipments that are visible within the History screen.

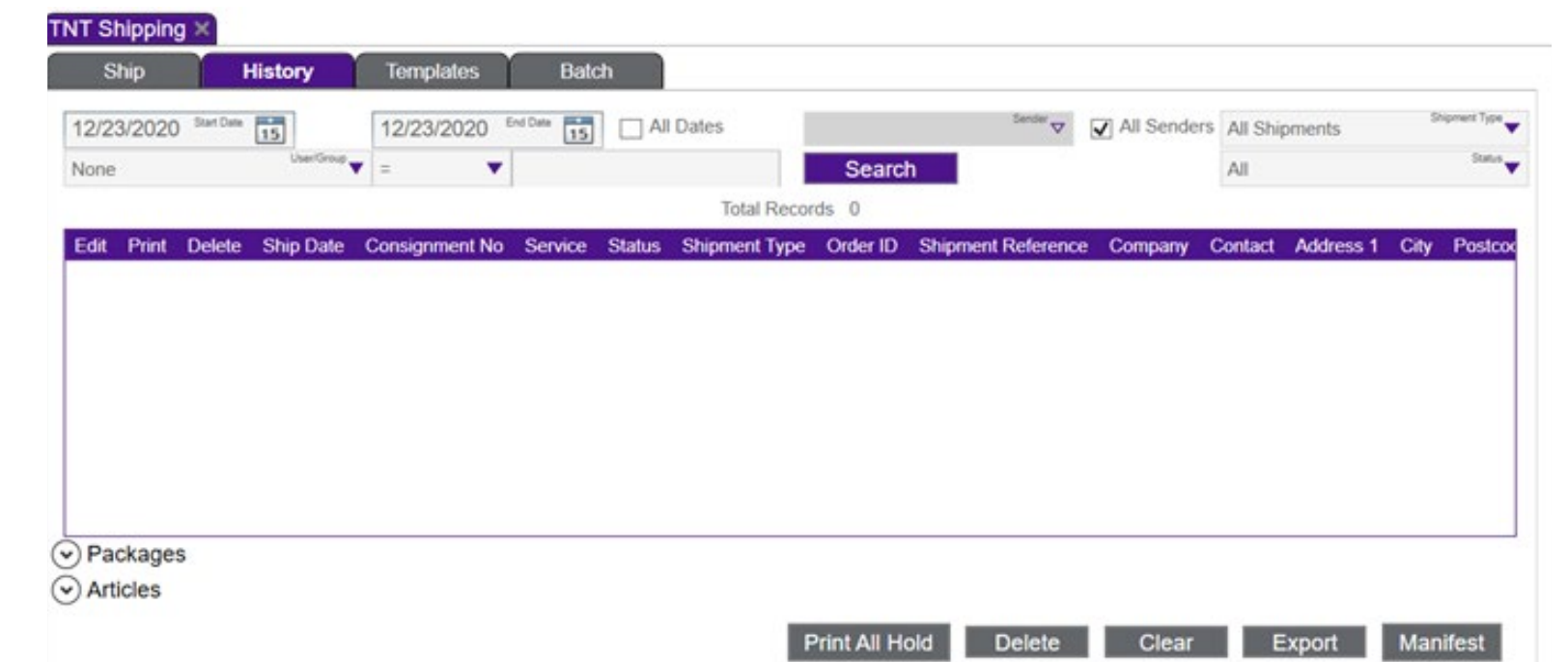
Take care to configure/filter the History screen view to only show the shipments that you want to include in the export report.

2 Click the **'Export'** button at the bottom right corner of the Toolbox screen and you will be presented with the **'Export Wizard'** screen.

3 Click the **'Create New'** button and you will see the **'Edit Mapping'** screen.

4 Enter a name for your export report into the **'Name'** field within the **'Name and Owner'** section of the screen.

5 Within the **'Export Type'** section select **'Simple'**.



The screenshot shows the 'TNT Shipping' module interface. At the top, there are tabs for 'Ship', 'History', 'Templates', and 'Batch'. The 'History' tab is selected. Below the tabs, there are search filters including 'Start Date' (12/23/2020), 'End Date' (12/23/2020), 'All Dates' checkbox, 'Sender' dropdown, 'All Senders' checkbox, 'All Shipments' dropdown, and 'Status' dropdown. A 'Search' button is present. Below the search filters, there is a table with columns: Edit, Print, Delete, Ship Date, Consignment No, Service, Status, Shipment Type, Order ID, Shipment Reference, Company, Contact, Address 1, City, and Postcode. The table is currently empty. At the bottom right, there are buttons for 'Print All Hold', 'Delete', 'Clear', 'Export', and 'Manifest'. On the bottom left, there are expandable sections for 'Packages' and 'Articles'.

13. Exporting reports from Toolbox

6 Choose the type of file/report that you want to produce within the **‘Export File Format’** section and a file name and location in which you want the file/report to be created.

If you do not already have a file in a folder ready to export the report data into, leave file location and name blank. When you run the export it will prompt you to enter a filename and location to create the file.

7 Tick **‘Include Column Headers’** if you want the exported file/report to contain a header row.

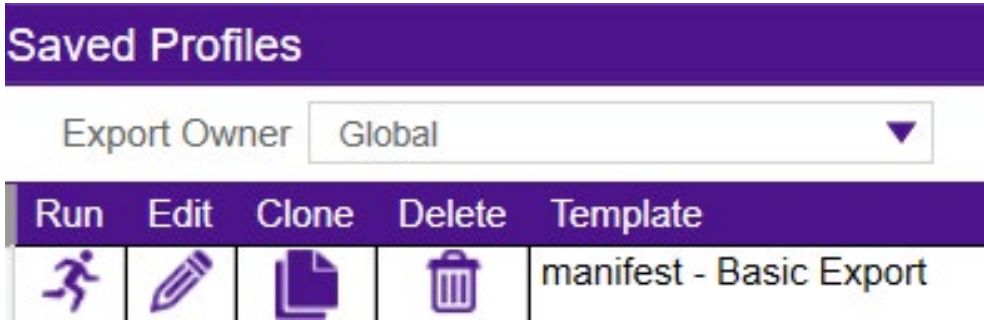
8 Select the **‘Mappings’** tab at the top of the screen.

9 You now need to map the fields you want to include in your exported report, e.g. if you want the Consignment Number to be exported you need to select **‘Consignment number’** from the left hand side **‘Source’** drop down box and select **‘Consignment Number’** from the **‘Maps to’** drop down box.

The image shows two screenshots of the 'Edit Mapping' dialog box. The top screenshot shows the 'Export File Format' section with 'Excel' selected, 'Default File Name' blank, and 'Include Column Headers' checked. The bottom screenshot shows the 'Mappings' tab with 'Consignment Number' selected in the 'Source' dropdown and 'Consignment Number' selected in the 'Maps to' dropdown. A list of source fields is visible on the left, including 'Consignment Number', 'Customs Controlled', 'Delivery Instructions', 'Ex Warehouse', 'Goods Description', 'IntegrationID', 'Label Type', 'Manifest ID', 'PreAssignedConsignmentNumber', 'Reference', 'Ship Date', 'ShipmentType', 'SystemID', 'Total Article Weight', 'Total Customs Value', 'Total Package Count', 'Total Volume', and 'Total Weight'.

13. Exporting reports from Toolbox

- 10 Add all fields you want to include, making sure you click the **'Add'** button for each mapping you select.
- 11 Once completed click the **'Save'** button. You will now see your export template.
- 12 Select the **'Run'** icon.
- 13 When prompted choose the file and location in which you want to save the report and click on **'Export'**. Toolbox will display **'Export Complete'** and your report will be in the location you specified.
- ✓



14. Group shipping

- 1 If you would like to send the same shipment to multiple recipients, you can open the **'Processing Method'** drop down box, select **'Group'** and it will change the **'Shipping'** screen to show a total **'Group'** of receivers box in place of the single receiver address details.
- 2 You can now click onto the **'Recipient address book'** icon and select all of the recipients you want to add to the shipment.
- 3 You can either select each individual address by clicking on the tick to the left of the relevant receiver, or you can filter by Address Book ID, Company name, postcode etc.

TNT Shipping

Ship

History

Templates

Batch

NEW

Shipment Template

Processing Method

Group

1

Single

From

INTL

Please Select Sender ID

Sender Name

Address: City, Postcode, Country/Territory

Address line 1 Address line 2
ATHERSTONE,cv9 2ny,GB

intl

0

Email Address

Alternative Pickup Address

Company

Company

Delete

ID

Company

Total Group Receivers: 0

Default

User Profile

Shipping Information

26/10/2020

26

15

Sender

000000000

G15N - Express (non-doc)

Service Options (Please Select)

☐ Dry Ice

☐ Hazmat

☐ Insurance

☐ Priority

☐ Enhanced Security Programme

☐ Customs-Controlled

☐ EX-Warehouse

Invoice Value

0

Select Currency Type

GBP - Pound St

Consignment Number

Shipment Reference

Delivery Instructions (60 Char Max)

Shipment Reference

Package Information

box

Quantity

1

Packaging

Weight

Total Weight

0 x 0 x 0

Volume

Total Volume

Reference

Quantity

1

TEST

Packaging

Weight

5.000 kg

Total Weight

5.000 kg

L x W x H

20 x 20 x 20

Volume

0.008 m³

Total Volume

0.008 m³

Reference

Search TNT Addresses

v1.0.5.7

×

Search

ID

Like

CIT

Search

Select	Address ID	Contact	Company	Address 1	City	County/Region	Cntry/Terr	Postcode	Phone No.
✓	CIT1	CIT1	CIT1	CIT1	MANCHESTER		GB	M1 1AA	
✓	CIT2	CIT2	CIT2	CIT2	ATHERSTONE		GB	CV9 1HG	
✓	CIT3	CIT3	CIT3	CIT3	ATHERSTONE		GB	CV9 2RY	
✓	CIT4	CIT4	CIT4	CIT4	BIRMINGHAM		GB	B1 1AA	
✓	CIT5	CIT5	CIT5	CIT5	GLASGOW		GB	G1 1AA	

Add All

Close

14. Group shipping

4 Click **'Add All'** and this will then add all addresses displayed to the group of recipients on the TNT Shipping screen.

5 Continue entering the other shipment details.

6 Once complete, select **'Print All'**, and Toolbox will print a label for each receiver address.



roup

Processing Method

Please Select Recipient ID

Company

Delete

ID

Company

CIT1

CIT1

CIT1

CIT2

CIT2

CIT2

CIT3

CIT3

CIT3

CIT4

CIT4

CIT4

CIT5

CIT5

CIT5

Total Group Receivers: 5

Search TNT Addresses

v1.0.5.7

Search

ID

Like

CIT

Search

5 addresses added to Receiver list.

Select	Address ID	Contact	Company	Address 1	City	County/Region	Cntry/Terr	Postcode	Phone No.
<input checked="" type="checkbox"/>	CIT1	CIT1	CIT1	CIT1	MANCHESTER		GB	M1 1AA	
<input checked="" type="checkbox"/>	CIT2	CIT2	CIT2	CIT2	ATHERSTONE		GB	CV9 1HG	
<input checked="" type="checkbox"/>	CIT3	CIT3	CIT3	CIT3	ATHERSTONE		GB	CV9 2RY	
<input checked="" type="checkbox"/>	CIT4	CIT4	CIT4	CIT4	BIRMINGHAM		GB	B1 1AA	
<input checked="" type="checkbox"/>	CIT5	CIT5	CIT5	CIT5	GLASGOW		GB	G1 1AA	

Add All

Close

Group

Processing Method

To

Please Select Recipient ID

Company

Delete

ID

Company

CIT1

CIT1

CIT1

CIT2

CIT2

CIT2

CIT3

CIT3

CIT3

CIT4

CIT4

CIT4

CIT5

CIT5

CIT5

Total Group Receivers: 5