# ShipNow

## Access

Open your favourite web browser and go to www.tnt.com.au/shipnow

## Finding Your Shipment

Enter your TNT Code UBR and then your UBD Return Authorisation number.

PORTANT: Please ensu	re your parcels are packed and ready before starting.
ease enter your TNT Co	de and Return Authority/Reference Number below and click "Submit" to start.
NT Code *	Batum Authority/Reference Humber*
UBR	01771914
	Submit
	V I'm not a robot

You will need to resolve the Captcha before you can click on the "submit" button

If the system cannot find your UBD Return Authorisation number please try entering the details again.

No Consignment details found, please verify TNT Code, Return Authority/Reference Number and tr

If ShipNow still returns an error please contact UBD Customer Service on 1800 33 88 36.

## **Collection Details**

ShipNow Quick Reference Guide

When successful your collection address will be displayed. Please confirm that the address is correct.



If the collection address is not correct please contact UBD Customer Service on 1800 33 88 36.

If the contact name and phone number are blank or incorrect you can amend them:

CUSTOMERS CUSTOMER	SHOP 38 MY SHOPPING CTR	123 SMITH ROAD	
MASCOT, 2020, NSW	JANE DOE	6129999999	

You can change the location at your premises where the driver should collect the shipment, for example Front Door, Reception, Dock, etc.

I confirm the above collection details are correct *				
FRONT DOOR	25-05-2018		17:00	
The date you would like your shipment collected. You can choose up to 14 days ahead.				
FRONT DOOR -	25-05-2018		17:00	
Set the time your premises closes. The earliest this can be set to is 3PM				
FRONT DOOR	25.05.2019	-	17:00	

## Putting control of shipments in the senders hands

Delivery Details	Del	livery	Detai	ls
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#### These details cannot be changed.

ivery Details		
UNITED BOOK DISTRIBUTORS	30 Centre Road	Adamss 2
8000668V 1475 V80	RETURNS DEPARTMENT	1800331015

## Package Details

You will need to enter the correct number of packages and the total weight of the consignment.

Package Details		
Total Packages *	Total Weight(kg)*	Charges may apply if the items presented for collection do
6	85	not match the shipment details captured here

#### Finishing Your Shipment – Self-Print

If you want to print your own shipping documents please change the switch.

The system will generate your shipping labels and create a pickup request with TNT. These will be sent to the email address supplied.

FINISH YOUR SHIPMENT		
Print your own shipping documentation?		
Please ensure your documents are printed and attached before the TNT driver arrives	£.	
Errall *		
jane.doe@email.com		
Your confirmation email and shipping documentation will be sent to this email addres	55.	
Clicking 'Submit' means you agree to TNT's Terms & Conditions		

**Important:** an email address is mandatory and important details regarding your shipment will be supplied in this email.

### Finishing Your Shipment – TNT Print

If you cannot print the shipping documents then TNT can supply them when the driver arrives to collect.

FINISH YOUR SHIPMENT	
Print your own shipping documentation?	
If you don't have a printer available, your TNT driver can provide the required docu	uments upon collection
tmat jane doe@email.com	
Please provide an email address where we can send your confirmation.	
Clicking "Submit" means you agree to TNT's Terms & Conditions	Clear Submit

Please note that charges may apply if the number of items offered to the driver does not match what the driver is expecting.

If you do not self-print an email address is not mandatory however it is recommended as ShipNow will send a summary email with important details regarding the consignment.

# Finishing Your Shipment – Summary Screen

When ready click the "Submit" button to lodge your shipment to TNT. ShipNow will display a confirmation screen showing a summary of your consignment and a button to display and print your shipping documents if you previously selected to self-print. You can also return to the start if you wish to process another return shipment.