

Very quick overview of the procedure for shipment inside the EU per TNT via our customer number: 070302345

(*) 3 employees can ship via TNT: Anette Goebel (secretary), Heinz Mahler, Zoya Hadzhieva)

*)/Secretary

TNT-Website
Customer no.
070302345

„Sendung erstellen“

-> fill in the online-
form
and choose a pickup
date



You get 3 prints:

- 1 x „address label“
- 2 x „Detailed Manifest“



*)/Secretary

Cut out the
address label and
glue it on the
package



*)/Secretary

Sign all 2
documents with
date (see
„Sender's
signature“)



For TNT:

Package/
Bubble bag



TNT-courier signs

- 1 „Consignment Note“
And takes the
- Package
 - 1 „Detailed Manifest“

The secretariat needs:

- 1 „Detailed Manifest“
with an info, who sent
the package

2 „Detailed Manifests“