



Filling in e-Sort details correctly

We constantly aim to improve our products and quality of service. By filling in e-Sort details correctly we can maintain our quality and improve wherever possible.

Guidelines for filling in consignment details

We would like to draw your attention to a number of guidelines for filling in e-Sort details correctly, especially the consignment and processing information. Thank you for your consideration.

① Customer name

Fill in the name of the customer or the party on behalf of which the consignment is being tendered, making sure this is recognisable to us (25 characters maximum).

Example: ABCPublishers

Because the customer name will be converted into XML not all characters are permitted, e.g. / - * & !

② Customer number

Fill in the TNT Post customer number on behalf of whom the consignment is being tendered (seven characters maximum).

Example: 1234567

③ Consignment name

Provide a full and easily recognisable name for your mailing / publication, including the issue or week number where appropriate. The name should refer to the contents or aim of the consignment.

Example: ABCNewspaper week x or ABCMarketingCampaign

④ Registration or agreement number

Fill in the registration or agreement number of the consignment in the event of specific arrangements.

Example: 123456

⑤ Issue number

Fill in the issue number (five characters maximum) of the consignment. This only applies to publications that are subject to the periodicals rate.

Example for ABCNewspaper: issue 3, or spring issue

⑥ Product number

Fill in the TNT Post product number applying to your consignment (see our Rates brochure or your transport agreement).

Example: 1234

7 Reference

If your mailing consists of several batches, fill in a separate reference number for each batch to make each e-Sort sub-file unique. This reference number and the consignment name will be printed on the roll container card. If there are no batches you can fill in the consignment reference number in this field.

Example: cardholder X, branch Y, print file Z

8 Maximum and minimum quantity per bundle

Fill in the maximum and minimum quantity per consignment bundle (see the bundle table in the e-Sort user manual).

A screenshot of the e-Sort software interface. The window title is 'e-Sort'. The interface is divided into several sections. On the left, there are fields for 'Klantnaam', 'Klantnummer', 'Partijnaam', 'Registratie- of afspraaknr.', 'Editienummer', 'Productnummer', and 'Referentie', each with a circled number from 1 to 7. Below these are fields for 'Aantal exemplaren', 'Gewicht per aantal', 'Dikte per aantal', 'Gewicht per stuk', and 'Dikte per stuk'. On the right, there are fields for 'Max. aantal per bundel', 'Min. aantal per bundel', 'Verpakking', 'Sluitingswijze', and 'Afmeting (l x b)'. A circled number 8 is next to the 'Max. aantal per bundel' field. There are also checkboxes for 'Beveiliging' and 'Beveiligingsniveau'.

A close-up screenshot of the e-Sort software interface, focusing on the 'Partijgegevens' section. The window title is 'e-Sort 3.0 - [leeg]'. The menu bar includes 'Bestand', 'Beeld', 'Verwerken', 'Venster', and 'Help'. The toolbar contains icons for file operations and printing. The 'Partijgegevens' section includes the following fields, each with a circled number from 1 to 7: 'Klantnaam', 'Klantnummer', 'Partijnaam', 'Registratie- of afspraaknr.', 'Editienummer', 'Productnummer', and 'Referentie'. Below these are fields for 'Aantal exemplaren', 'Gewicht per aantal', 'Dikte per aantal', 'Gewicht per stuk', and 'Dikte per stuk'. To the right of these fields are labels for 'Max. aantal per bundel', 'Min. aantal per bundel', 'Verpakking', 'Sluitingswijze', and 'Afmeting (l x b)'. A circled number 8 is next to the 'Max. aantal per bundel' label. Below the 'Partijgegevens' section is the 'Beveiliging' section, which includes a dropdown menu for 'Beveiligingsniveau' and checkboxes for 'Beveiliging' and 'Beveiligingsniveau'.

Guidelines for filling in processing details

The image shows a circular inset of a web form titled "Verwerkingsspecifieke gegevens". The form contains several fields with labels and values:

- Business Balie (A):** An empty text input field.
- Datum van aanlevering (B):** A date input field containing "20-3-2009".
- Datum van bestelling (C):** A date input field containing "21-3-2009".
- KIX (D):** A radio button group with "ja" (selected) and "nee".
- Servicekader (E):** A dropdown menu showing "24 uursservice".
- Volgorde buitenland:** A radio button group with "voor" and "na".
- Numeren records:** A radio button group with "ja" (selected) and "nee".
- Postcodereeks:** A text input field containing "1000".

A Business counter

Fill in the name of the business counter to which you are going to tender this specific consignment. Click on the field and a list of business counters will appear, starting with the six sorting centres and followed by the other tendering locations in alphabetical order.

Example: Nieuwegein sorting centre

B Tendering date

Fill in the date on which you will tender your consignment to the business counter. You can type out the date or select it from a pop-up calendar.

C Delivery date

Fill in the date on which you would like to have your consignment delivered to your customers. You can type out the date or select it from a pop-up calendar. e-Sort uses this date to select the correct sorting tables.

D KIX

Indicate whether or not you are using a KIX code. If you select 'ja' (yes), a KIX code will be added to all addresses. If you select 'nee' (no), no KIX field will be generated.

E Service level

Select the required service level (24-hour, 48-hour, Basic or Economy).

Example: 48-hour service

Good to know

Uploading e-Sort files via the Internet

To ensure quality and efficiency in processing your mail, e-Sort files (the consignment sorting information, not name and address details) are automatically uploaded to TNT Post. In order to upload your sorting information your computer has to be connected to the Internet. Please note that for the Economy and Basic services e-Sort files must be uploaded to TNT Post by 12 noon on the Wednesday prior to the week of delivery.

Changes after sorting? Always contact your Pre and After Sales (PAS) representative!

If changes occur after the final file has been uploaded (for example, if the mail will be delivered in batches or the delivery date or required service level changes), always contact your PAS representative. Informing him or her of the new consignment details will allow us to provide you with the quality you are accustomed to.

More information?

If you have questions, please do not hesitate to contact your Pre and After Sales representative.

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