

Direct Shipper Instructions



To Whom It May Concern:

I am the customer service supervisor in charge of the Cross-Border Booking department for TNT USA, Inc. Your company has been approved as a "Direct Shipper" and is now authorized to schedule pickups without a TNT account (only for shipments going to Unique Micro Designs). My department will be the contact for your shipments, which are all sent 'freight collect', meaning you will not be billed any freight charges (the receiver has agreed to accept all freight charges to their TNT account). Below you will find the necessary information for shipping with TNT. Please let us know if you have any further questions or concerns.

When You Are Ready To Ship

When you have a shipment ready, please email us at exports.na@tnt.com or call 1-866-818-5406 and inform the operator that you are a "direct shipper" and give him/her the company name and account number of the receiver. We will then schedule the pickup and give you a confirmation number. Pickups called in or emailed by 2:00 pm can be arranged to be collected the same day. We will need to verify certain information about the shipment such as:

- ✓ Number of packages
- ✓ Total/Individual weight
- ✓ Value
- ✓ Dimensions
- ✓ Contents
- ✓ Pickup address and contact details
- ✓ Time freight will be ready and available
- ✓ Closing time
- ✓ Contact person and phone number
- ✓ Any special pickup instructions

If we are collecting in an area outside of our coverage area, we will arrange the collection through a 3rd party collector:

- ✓ Yellow freight for any shipment containing a piece over 150 lbs
- ✓ UPS for all others

Note: The TNT operator will inform you who will make the collection

What You Will Need

- ✓ A Commercial Invoice (except when sending documents only)
- ✓ A pre-printed airway bill for the collection agent (if we use UPS or Yellow to make the collection) [Provided by TNT]
- ✓ A pre-printed TNT airway bill [Provided by TNT]
- ✓ An SED (Shipper's Export Declaration) is required when exporting \$2500.00 or more worth of any one commodity.

Note: TNT cannot ship anything that requires an export license, letter of credit, or anything that is classified as Hazardous Materials by IATA regulations.

Useful Links

If you need an SED, please go to the following website:

<http://www.census.gov/foreign-trade/regulations/forms/index.html>

If you need a Commercial Invoice, please go to the following website:

http://www.tnt.com/country/en_us/services/shipping/commercial.html

Thank you,

Jesse Gomez
Customer Service Supervisor