

How to hand over TNT parcel at arrival, when no digital signature?

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ENERGY RECOVERY
1717 BOOLITTLE
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Express
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3

1 ITEM
N, 0.9 KG

4

SIGN _____
NAME _____

DEL INST: LET OP TI ZENDING PAPIEREN NIET VERGETEN ELLEN

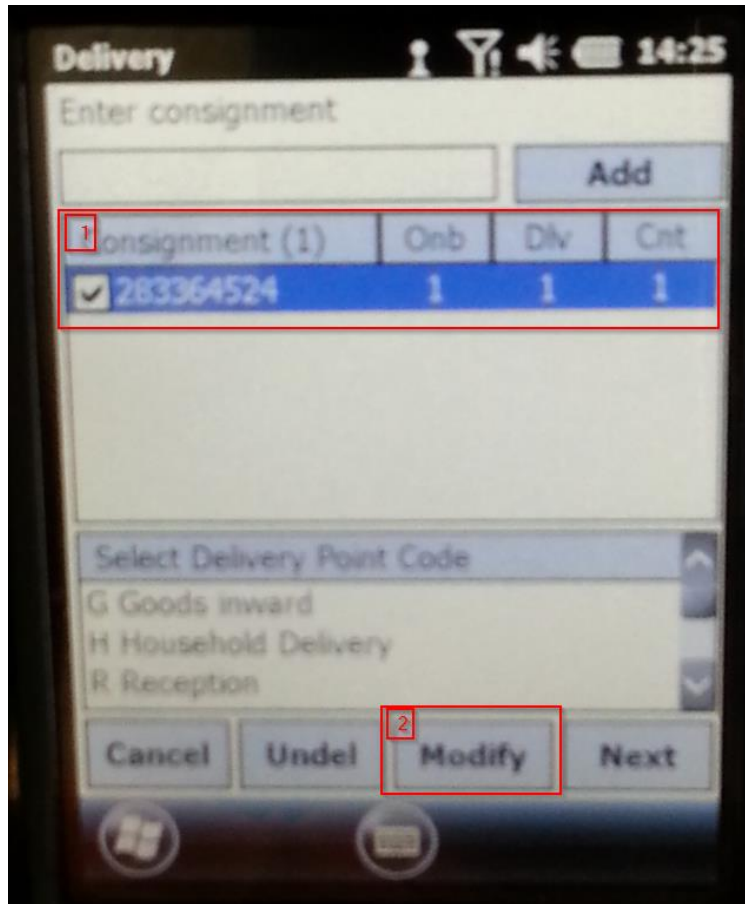
Receiver Pays TIME _____ DATE _____ STATUS _____

Explanation:

1. Customer Address
 2. Vendor Address
 3. Number of Collis, it is always written there how many boxes the driver HAS TO hand over!
- a) Signature and name. In case of paper Signature, you can signed at that part that the boxes are **DAMAGED**. Please always sign for “DAMAGED” Shipment if you see that the Box has suffered any : visible/major damage

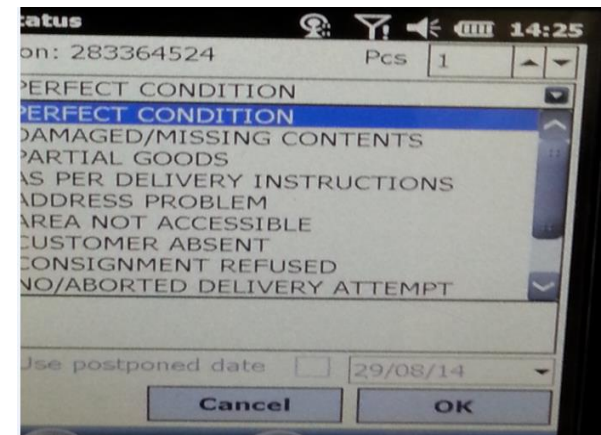


How to hand over TNT parcel at arrival, when it is digital signature?



In every case the driver is going to hand over a digital display scanner, where you need to sign for the GOODS. Firstly when you meet with the digital scanner, the display will look like the picture to the left.

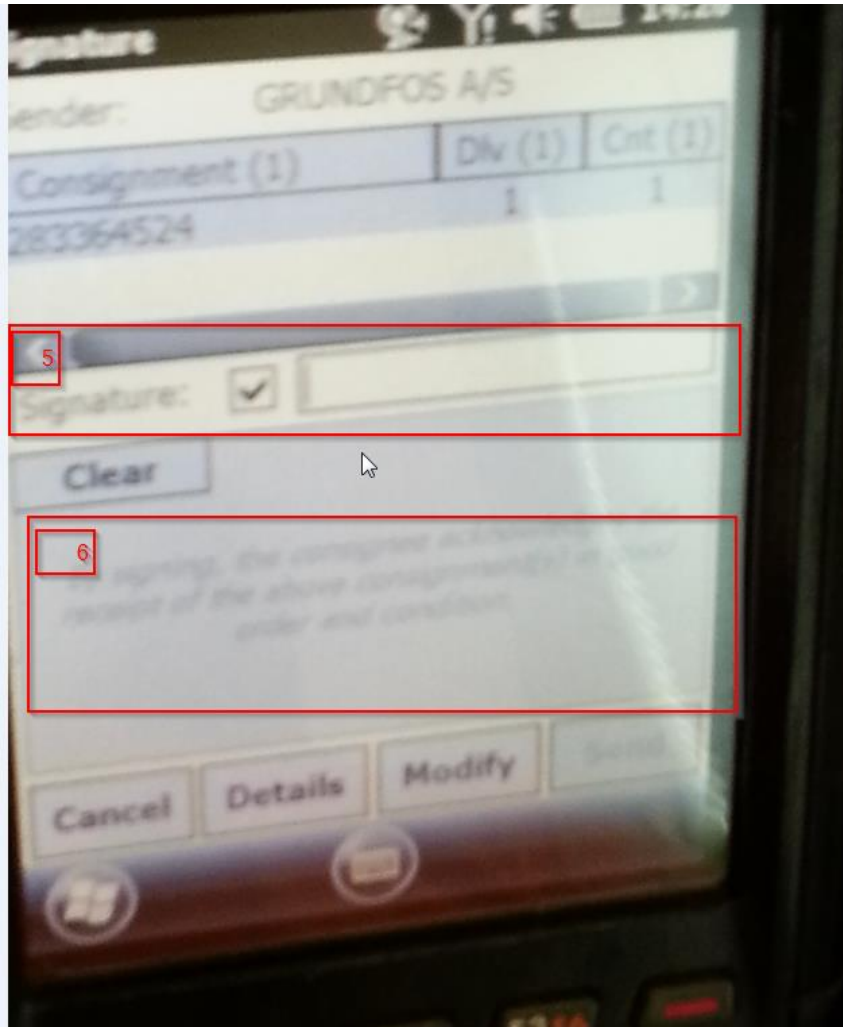
1. In this section you can see the Connote (Track&Trace) number and the number of the packages – CNT -.
2. If the boxes are **damaged**, then he/she needs to go to the **Modify** section and choose from bellow options.*



3. If the **goods are in GOOD** condition then the driver only need to click on the **NEXT** button.

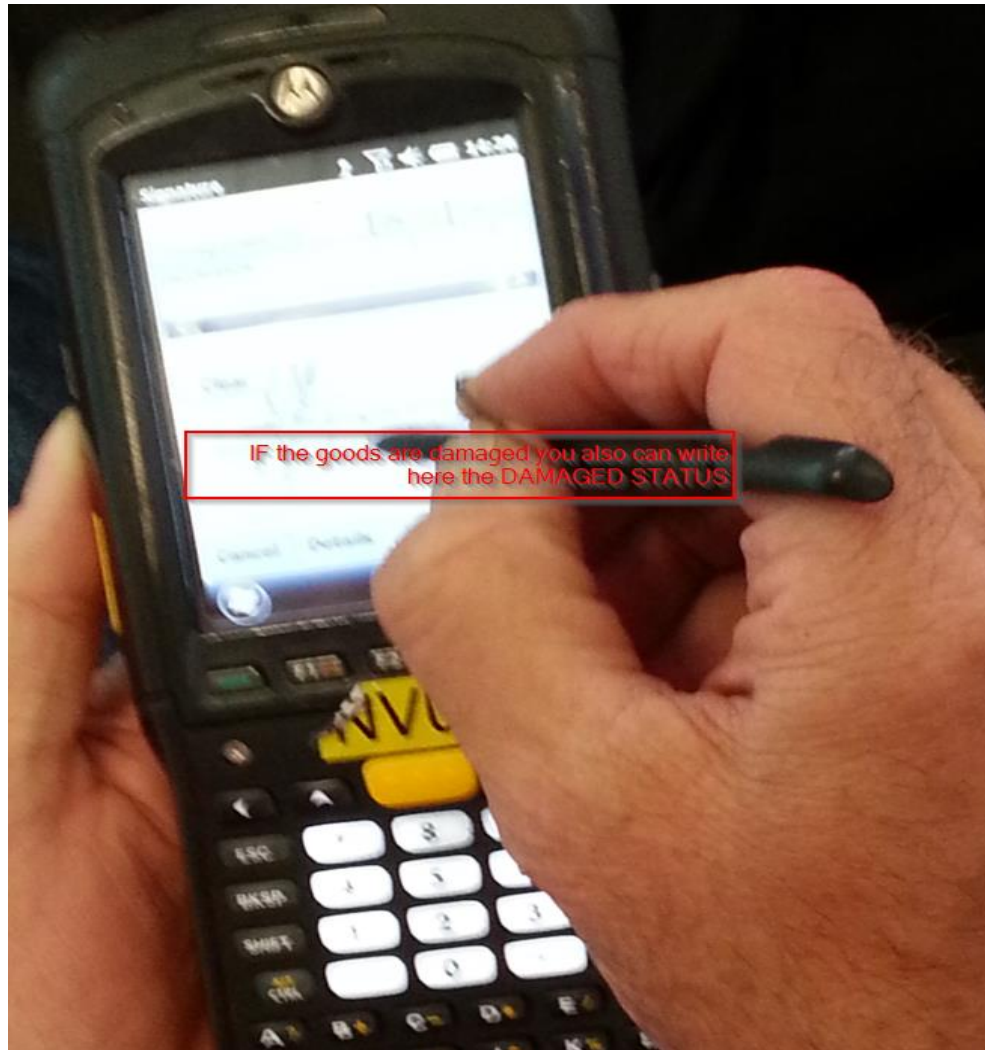


TNT Parcel Hand Over



4. On both ways even the goods were damaged or were in good condition you need to sign in for handover.
5. In the signature field they put the name who is Name of the signee





6. Where the actual **hand writing takes place!** Here since you have enough space, you still can put a not **in case of damaged** shipment >> writing the same DAMAGED under your signature, so it is also going to be visible on the actual POD (Proof Of Delivery).

*Same applies if the customer has **not received all** of the **parcels**, since it is visible on the screen how many PC of Boxes they must receive! Customer can ask the driver to sign **only partial delivery completed**.

The responsibility to sign the goods receipt reflecting the actual status of delivery.

Otherwise, the customer might e.g. have to re-order as the physical delivery was signed otherwise that “damaged” or “partial”.

