

MyToll

One platform, many solutions

MyToll is our one-stop solution for all your shipping needs.

With MyToll you can create shipments, book pickups, print labels, track consignments and manage your delivery.



Simpler. Faster. More powerful.

SHIPPING SOLUTIONS



My User Profile

Configure and save default settings to increase efficiency when creating transactions on MyToll. Save frequently used information to reduce repetitive data entry, while increasing transaction speed and accuracy.



Contacts

Create and save an alias name to regularly used contacts for quick identification and searching.



User settings

Create default sender and receiver settings.



Notifications preferences

Set alerts to receive notifications by email, SMS or the dashboard for milestones along your shipment journey.



Templates

Create templates for your approved Toll carriers and services. Including billing information, item descriptions including dangerous goods and assign a unique alias or Receiver ID to your templates.



User groups

Organise and create user groups. Ideal for complex work environments with multiple locations, team sharing roles and operating schedules.

The screenshot shows the 'Add template' form in the MyToll system. It includes fields for Description, Billing type, Designated carrier, Designated service, Line entry dimensions (No. of items, Item type, Length, Width, Height, Total cubic volume, Total weight), Contains dangerous goods (DG)?, Dangerous goods details (UN number, Class / Division, Sub risk, Packing group, Proper shipping name), and DG packaging description.

The screenshot shows the 'System & Feature Defaults' page. It includes sections for General settings (Toll carrier, Toll Energy and Marine), Default settings (Service, Change to, Payer account number), and Create a shipment (Make a report, Deliver to depot, Line sender ref, Line receiver ref). There are also navigation buttons for Get Started, About Me, My Accounts, My Notification Preferences, My Contacts, My Templates, My Settings, Printer Settings, and My References.

MyToll Dashboard

A central location to create and monitor your shipping transactions. From the dashboard, you can create a shipment, get a rate enquiry, book a pickup, track shipments and so much more.



MyToll communications

Displays news updates, system announcements and other ad hoc messages.



Quick links

Shortcuts to frequently used functions.



Shipment to-do list

Ensure end-to-end visibility of the status of shipping transactions and progress in one view.

The screenshot shows the MyToll Dashboard with a table of shipments. The table has columns for Status, Manifest ID, Description, Dispatch date, Sender, Sender location, Toll carrier, Pickup number, and No. shipments. The status of each shipment is indicated by a colored dot (blue for In progress, orange for Closed).

Status	Manifest ID	Description	Dispatch date	Sender	Sender location	Toll carrier	Pickup number	No. shipments
In progress	MXT1198972	357696	05 Aug 2018	Company Name	GLEN WAVERLY VIC 3100	Toll IPEC	000000001	3
In progress	MYT11989973	CustomerName...	03 Aug 2018	Woodwards	MELBOURNE VIC	Toll IPEC	000000002	5
In progress	1198972169	408842	03 Aug 2018	Company Name	BANKSTOWN NSW 2200	Toll IPEC	000000003	5
In progress	1198972164	977644	03 Aug 2018	Company Name	MELBOURNE VIC 3000	Toll IPEC	000000004	5
Closed	1198972165	457085	02 Aug 2018	Company Name	WANTIRNA VIC 3102	IBS	000000005	2
Closed	675643	01 Aug 2018	Company Name	BONDS BEACH NSW 2200	Toll Priority	000000006	10	
Closed	1198972167	CustomerName...	30 Jul 2018	Company Name	CRONULLA NSW 2230	Toll IPEC	000000007	3
Closed	795454	29 Jul 2018	Company Name	MELBOURNE VIC 3000	Toll IPEC	000000008	7	

Create Shipments and Manifest

Create, view and manage your shipments conveniently from a central location. Just select your approved Toll carrier, add your shipment and carrier details, print and close.

Rate enquiry
Calculate rate costs and delivery time frames based on shipping details provided.

Dangerous goods
Select and include dangerous goods details within a shipping item.

Stationery
Order stationery, and create shipments as and when you need the service.

Batch create shipments
Create one shipment and send to multiple receivers.

Bulk create shipments
Consolidate and upload large volumes of shipment data files in one action.

Global delivery services
Ship to/from international locations with confidence regulations is met, including commercial invoices and documentation.

Authority to leave
Select 'authority to leave' instruction should no one be available to sign for the delivery.

Manage my delivery
Have control, flexibility and visibility of your delivery in transit with the option redirect.

As part of the shipment creation process, group similar shipments together under the one manifest. Alternatively, you can create a manifest first and add shipments to it.

Move shipments between open manifests
Move multiple shipments from an open manifest to another open manifest with the same Carrier and Sender address.

Book a pickup from a manifest
Create a pickup from a closed manifest.

Search and download manifests
Sort and filter shipments within the manifest and download in .csv format.

Print

Print all your shipping documents such as labels, consignment notes, manifest lists and commercial invoices quickly and conveniently directly from MyToll.



Configure printer settings

Configure and manage multiple print profiles for standard and advanced print settings.

- A standard print is the default setting and includes preferences for special instruction labels including the order of print.
- Advanced print settings include smart printing for printing labels, shipments, manifest, other documents.



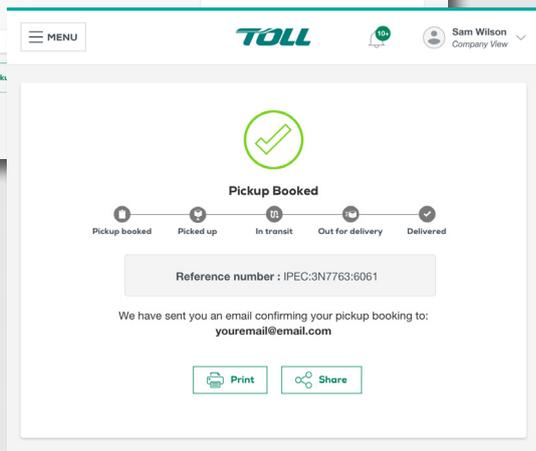
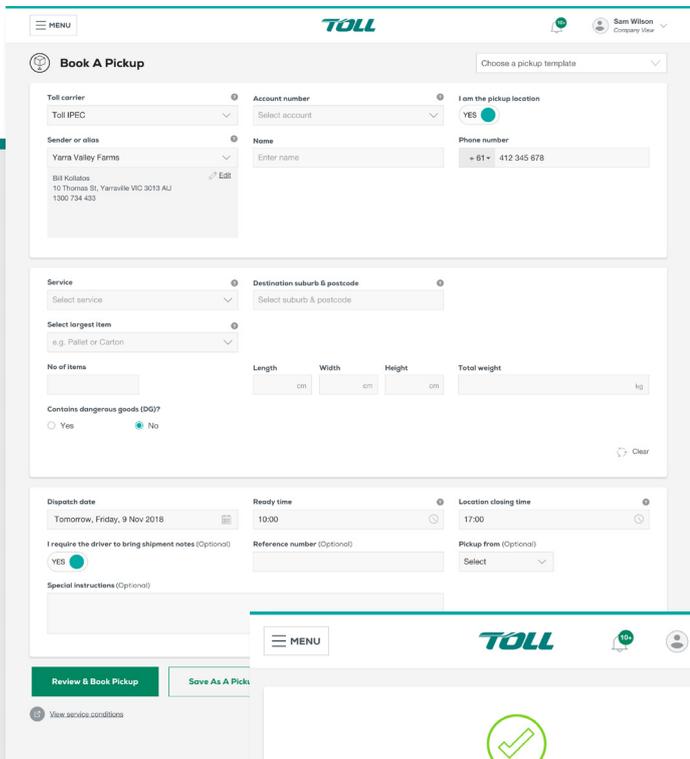
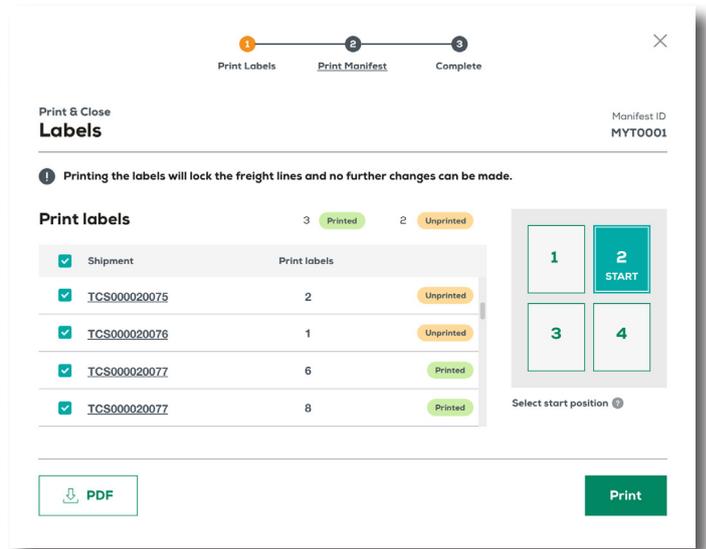
Printer options

Print directly to thermal and laser printers.



Print shipping documents and labels

Configure multiple printers (in different locations) for printing different shipping document types.



Book a Pickup

Book a pickup online to have your shipment collected at an agreed time.



Shipments created on MyToll

Fast track your booking, using already saved templates or accessing the shipment from the closed manifest, then sharing delivery details and event notifications via SMS and email with up to 5 people

HINT

You can also book a pick up for manual consignments or as a 3rd party, for shipments not created on MyToll.

Track and Trace

MyToll provides you with the convenience of real-time visibility of a shipment's status. Track multiple shipments at a time on any device.



Advance search

Search for shipments by date ranges, milestones, carriers, services and address data. Save frequently used search options and phrases for repeated use.



Watch shipments

Monitor the progress of a shipment across any Toll carrier, receiving notifications and alerts at every milestone.



Share shipments

Invite up to five people via an email link to access shipment tracking details.



Manage missed deliveries

Have control, flexibility and visibility of your delivery with the availability of Toll collection point location details.



View and download POD

Availability of Proof of Delivery shipment documentation to all involved parties.

Shipment has been delivered

Shipment number: JBHF967799
Delivery date: 21 Nov 2018

Shipment details

Sender details SANTOS LIMITED (EABU) 60 Finders Street Adelaide SA 5000 AU	Receiver details JB Hi-Fi Support Office Level 3, Office Tower 2, Chadstone Chadstone VIC 3148 AU	Business unit Toll Priority Number of items 12	Service type B2c Overnight Account number 306514
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Tracking details

Event	Date / Time	Location	Items
Shipment created	17 Oct 2018 12:00 AM *	Melbourne, VIC	
Electronic billing transfer	17 Oct 2018 12:00 AM	Melbourne, VIC	2
Item tracking number			
JBHF967799001	17 Oct 2018 12:00 AM	Melbourne, VIC	2
Picked up	18 Oct 2018 05:00 AM	Shepparton, VIC	
In transit	18 Oct 2018 06:40 AM *	Melbourne, VIC	
Out of depot	18 Oct 2018 04:50 AM	Melbourne, VIC	2
Freight processed	18 Oct 2018 06:40 AM	Melbourne, VIC	2
Delivered	18 Oct 2018 11:25 AM *	Chadstone, VIC	

Signed by: Emma

Toll Priority

Contact Australia 13 22 31 7am to 10pm AEDT Mon to Fri 7am to 5pm AEDT Sat and Sun	Contact Email Australia Send email	Website Australia Visit website	Website Global Visit website
Contact New Zealand 0800 231 531 8am to 5pm NZT	Contact Email New Zealand Send email	Website New Zealand Visit website	Contact Technical Support Send email
Contact DX Mail Australia 13 88 44 8am to 5pm NZT	Contact Email DX Mail Send email	Website DX Mail Visit website	

*All times are shown in local time where the event occurred, unless the event timezone is unknown, in which case times default to AEST / AEDT. Delivery dates are estimations only and are subject to change. View the full list of MyToll terms and conditions.

Invoices

View, search and download individual invoices on MyToll. Search by invoice number or date range.

Invoice 789924

Carrier: Toll Tasmania | Account number: 317238

Date	Charge amount	Paid	Due date	Outstanding
Sun, 04 Nov 2018	\$219822.12	\$0.00	Sun, 11 Nov 2018	\$219822.12

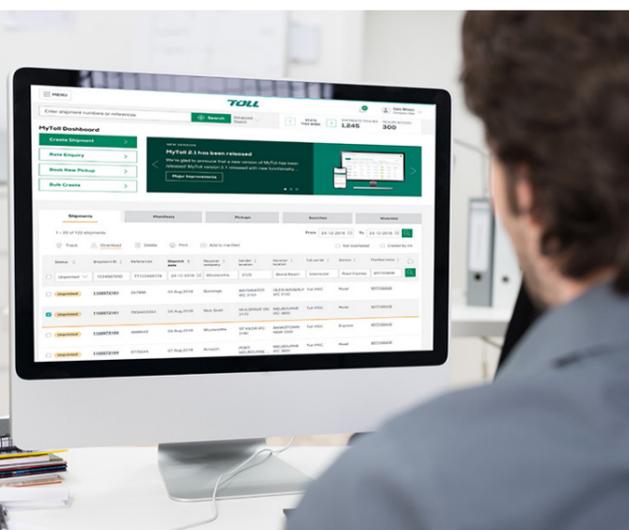
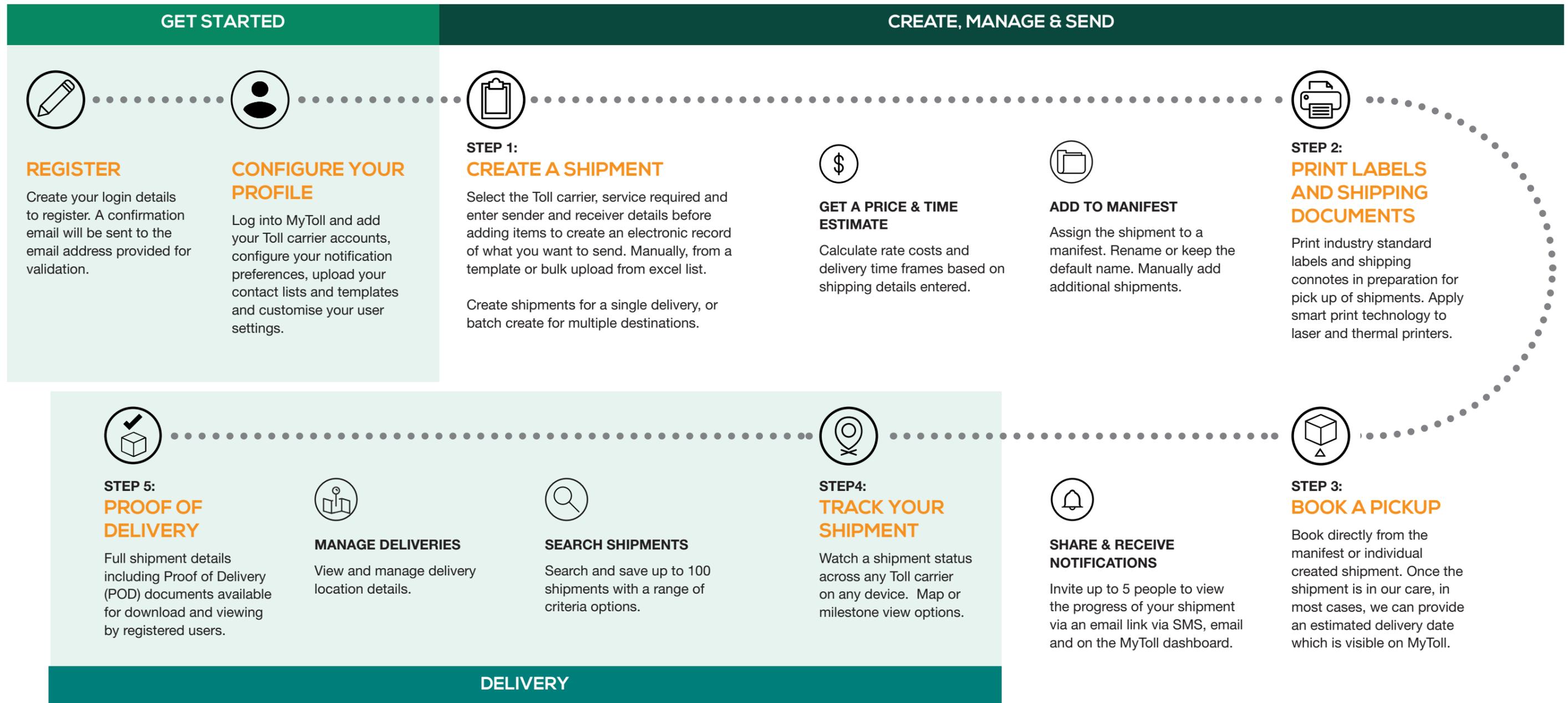
Outstanding: 10 results found

Toll shipment no	Type	Charge amount	Outstanding	Shipment documents
1108972161	Consignment	\$1872.90	\$2019.00	View
6561881982	Consignment	\$1472.00	\$2769.00	View
1181818278	Consignment	\$689.00	\$800.00	View
1200160822	Consignment	\$200.80	\$120.00	View
2819160872	Consignment	\$753.80	\$880.00	View



EXPLAINING THE MYTOLL EXPERIENCE

MyToll uses key milestones to make the shipment journey easy to understand. Within each milestone phase, multiple shipment updates or events may occur depending on the number of activities that are recorded on each shipment.



ADDITIONAL FEATURES ON MYTOLL



PURCHASE STATIONERY
Order a range of Toll carrier items direct on MyToll. Items include labels and stickers and satchels.



VIEW INVOICES
Search, download and view shipping invoices.



RETURNS
View, search, track and download returned shipments.



INTEGRATE WITH MYTOLL
Send freight, get rate enquires and track shipments via your customer service system automatically via MyToll's Application Programming Interface (API).

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For more information:

tollgroup.com/mytoll