



How to Submit Toll Orders (Manually on TGE Website)

If your order doesn't meet the requirements to be submitted through Phoenix, it will have to be done manually on the TOLL site, now known as **Team Global Express** (but often still referred to internally as Toll).



Step 1: Log In

1. Go to: <https://online.teamglobalexp.co.nz/Online2>
2. Login details:
 - 3. **Company Prefix:** SVS
 - 4. **Username:** Jaz
 - 5. **Password:** Ask Kyle or Jaz for this

Login Screen



Welcome
Internet Based Consignment Note Management

LOGIN

Company Prefix: **SVS** Username:
Password:

Remember My Username

[Forgot your password?](#)

To use Online you need [Adobe Acrobat Reader](#) installed in your computer.
For any technical support, please contact our application support team on 0800 616125 or by email at OnlineSupport@teamglobalexp.co.nz.



Step 2: Go to "Consignment Note Entry"

From the top navigation menu, select:

Consignment Note Entry



Step 3: Fill Out Consignment Note Details

You will now see the consignment input screen:

Consignment Note Form

Mandatory Fields to Fill:

- **Receiver Search:** Search and select the receiver (double-check address matches Phoenix)
- **Sender Info:** Auto-filled
- **Sender Ref & Receiver Ref:** Enter the **SVS Order #**
- **Pickup Date:** Today's date or as required
- **Freight Payer, Mode, Consignment Type, Service Type:** Leave as default unless told otherwise

CON. NOTE DETAILS		FREIGHT MODE																																						
Con. Note No:	SVS 000013252	Freight Mode:	LESS THAN CONTAINER LOAD																																					
Freight Payer:	0430AA - RVS HAMILTON	Consignment Type:	STANDARD																																					
Req'd. Pickup Date:	16/07/2025	Service Type:	DOOR TO DOOR																																					
SENDER SEARCH		RECEIVER SEARCH																																						
Sender Name:	SVS VLS/18/IRVINE SUPPLIES	Receiver Name:																																						
Pickup Address:	535 TT BARROW	Delivery Address:	ENTER YOUR ADDRESS WITH HOUSE NUMBER																																					
Pickup Suburb:	TL HAVA	Delivery Suburb:																																						
Pickup PostCode:	3200	Delivery PostCode:																																						
Sender Ref:		Receiver Ref:																																						
<input type="checkbox"/> Send email copy to current online user <input type="checkbox"/> Notify when item(s) Picked up via Email /Txt <input type="checkbox"/> Notify when item(s) ready for Delivery via Email /Txt <input type="checkbox"/> send POD via Email /Txt		<input type="checkbox"/> Add consignee to address book <input type="checkbox"/> Home delivery <input type="checkbox"/> Cheq By Pay <input type="checkbox"/> Cheq Acct:																																						
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Freight To Be Carried:

- **QTY:** Enter the total number of pallets (e.g., 10)
- **WT (KG):** Total weight of all pallets
- **VOL (M^3):** Total volume of all pallets
- Do **not** touch:
 - Package Type
 - Freight Description
 - UN No, DGLQ, Pack Group, Flashpoint, Hazchem, Marine Pollutant (unless DG)
 - Add Sub Items or Hire Equipment section

Step 4: Save & Print

Once you double-check all entered information, click **Save & Print** to finalise the consignment.



Step 5: Submit Pickup Request

1. Navigate to the **Pickup Management** tab
2. Go to **Ready to Submit**
3. Select your order and click **Request Pickup**
4. It will move to **Pickup in Progress**
5. You can cancel if needed at any part of the process (even after submitting)

READY TO SUBMIT		PICKUP IN PROGRESS		ARCHIVED		CONSIGNMENT UPLOAD	
<input type="checkbox"/> SELECT ALL	<input type="checkbox"/> SELECT PARCELS CONSIGNMENTS	<input type="checkbox"/> SELECT NON-PARCELS CONSIGNMENTS					
No. of Consignments to display: 20	1 - 2 of 2 results(s) found		Select Table Columns to be displayed : Send				
<input type="checkbox"/> SVS153473 <input type="checkbox"/> SVS153468		TYPE	DATE CREATED	ORIGIN	DESTINATION	WEIGHT	VOLUME
		LCL	6:32 PM	HAMILTON	BAYSWATER (N)	260	0.78400
		LCL	5:59 PM	HAMILTON	CAMBRIDGE	150	0.85300
3455331 STANDARD 2 2 N 3455345 STANDARD 2 2 N							
<input type="checkbox"/> Show sender address on printed consignment label Print Con Notes Print Pickup List Print Labels							
				<input type="checkbox"/> Request Pickup	<input type="checkbox"/> Delete Selected Consignment		

Dangerous Goods (DG) Handling

If your order contains **Dangerous Goods**, follow these extra steps:

1. In Phoenix, go to **Sales Order Dashboard** and find the order
2. Locate the **SKU** of the DG item (SKU = Stock Keeping Unit, an item code)
3. Open **Item Information** and click the pencil icon
4. Go to the **DG Info** tab and find the **UN Code** (e.g. 1230 for Methanol)
5. On the Toll site:
6. Click the **+** symbol beside the UN No field (do NOT type directly into the box)
7. Search the UN code and select the correct item
8. All other DG info will auto-fill

[Outstanding Indents](#) [Stock Take Info](#) [DG Info](#)

Dangerous Goods Info	
UN Code	(UN1230) METHANOL
Shipping Name	Methanol
Additional Info	
Hazard Class	3
Hazchem	3WE
Packing Group	II
Flashpoint	11.0
MSDS	N
License Type	
Volume (ml)	200.000

DANGEROUS GOODS

Search For:	Search
1 2 3 4 5 6 7 8 9 10 ...	
0004	AMMONIUM PICRATE dry or wetted with less than 10% water by mass
0005	CARTRIDGES FOR WEAPONS with bursting charge
0006	CARTRIDGES FOR WEAPONS with bursting charge
0007	CARTRIDGES FOR WEAPONS with bursting charge
0009	AMMUNITION INCENDIARY with or without burster, expelling charge or propelling charge
0010	AMMUNITION INCENDIARY with or without burster, expelling charge or propelling charge
0012	CARTRIDGES FOR WEAPONS, INSERT PROJECTILE or CARTRIDGES, SMALL ARMS, BLANK
0014	CARTRIDGES FOR WEAPONS, BLANK or CARTRIDGES, SMALL ARMS, BLANK
0015	AMMUNITION, SMOKE with or without burster, expelling charge or propelling charge
0016	AMMUNITION, SMOKE with or without burster, expelling charge or propelling charge
1 2 3 4 5 6 7 8 9 10 ...	

Notes:
The Dangerous Goods details - Pack Groups, Flashpoint and Hazchem are auto-populated and might not be correct if you select the UN Number from here. Please overwrite if the details are incorrect

DG Labelling:

- Stick the DG form to the **front** side of the pallet
 - Apply DG warning **stickers** to all **5 sides** of the pallet (each side + top)
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