



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

Please login to continue

Company Prefix: 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 691020 or by email at OnlineSupport@teamglobalexp.co.nz.



Step 2: Go to "Consignment Note Entry"

From the top navigation menu, select:

Consignment Note Entry

Consignment Note Entry	Pickup Management
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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

Freight To Be Carried:

- **QTY:** Enter the total number of pallets (e.g., 10)
- **WT (KG):** Total weight of all pallets
- **VOL (M³):** 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)

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

9. Click **Save & Print**

10. A DG form will pop up – click OK/Agree
11. Print the DG form

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

Please Note:
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

Close

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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