



Enterprise Track and Trace (EnTT)

MANUAL PENGGUNA POS LAJU EZISEND

POS MALAYSIA BERHAD

VERSI 1.4

06 JULAI 2017

ISI KANDUNGAN

1 PENGENALAN KEPADA EZISEND	1
1.1 CIRI-CIRI POS LAJU EZISEND	1
1.2 MODUL-MODUL POS LAJU EZISEND	1
1.2.1 HOME	1
1.2.2 CONTACTS	2
1.2.3 SHIPMENTS	3
1.2.4 ORDER HISTORY	4
2 LAMAN EZISEND / EZISEND WEBSITE.....	5
2.1 BERAT VOLUMETRIK / VOLUMETRIC WEIGHT	8
2.2 KIRAAN HARGA / RATE CALCULATOR.....	10
2.3 JEJAK DAN KESAN / TRACK & TRACE	12
2.4 TERMA DAN SYARAT / TERM AND CONDITION	13
2.5 SOAL JAWAB / FREQUENTLY ASKED QUESTIONS.....	14
3 DAFTAR AKAUN / ACCOUNT REGISTRATION.....	15
4 LOG MASUK / LOG IN.....	17
5 LAMAN UTAMA / HOMEPAGE	19
6 KENALAN / CONTACTS	21
6.1 TAMBAH DATA KENALAN	21
6.2 MEMADAM DATA KENALAN	22
6.3 MUAT NAIK DATA KENALAN SECARA PUKAL	22
6.4 MUAT TURUN DATA KENALAN SECARA PUKAL.....	24
6.5 CARIAN DATA KENALAN.....	25
7 PENGHANTARAN / SHIPMENTS.....	26
7.1 MEWUJUDKAN KONSAINAN.....	26
7.2 MUAT NAIK KONSAINAN SECARA PUKAL	30
7.3 VERIFIKASI DATA KONSAINAN PUKAL	32
7.4 PEMBAYARAN BERJAYA / SUCCESSFULL PAYMENT	35
7.5 PEMBAYARAN GAGAL / FAILED PAYMENT	38
7.6 MEMADAM INFORMASI SHIPPING CART	39
8 TRANSAKSI / ORDERS.....	41
8.1 KESAN DAN JEJAK SECARA PUKAL	41
8.2 JEJAK & KESAN SECARA INDIVIDU.....	42
8.3 MENCETAK RESIT	43
8.4 MENCETAK NOTA KONSAINAN SECARA PUKAL.....	45
8.5 MENCETAK NOTA KONSAINAN SECARA INDIVIDU.....	46

1 PENGENALAN KEPADA EZISEND

Pos Laju EziSend adalah sebuah laman web dalam talian yang direka khusus untuk kemudahan pelanggan Pos Laju yang ingin menggunakan servis Pickup

1.1 CIRI-CIRI POS LAJU EZISEND

Ciri-ciri utama yang terdapat di EziSend adalah;

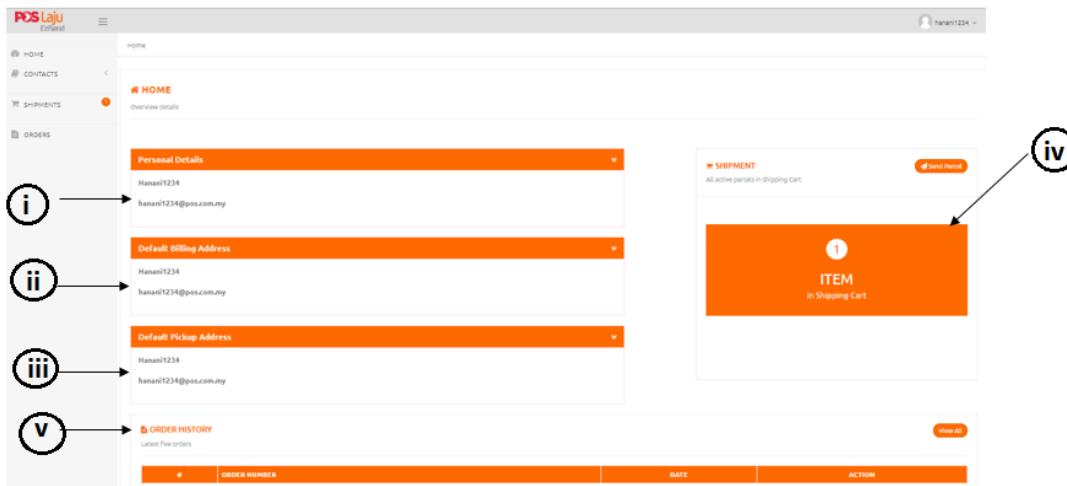
- i. Mengurus Alamat
- ii. Mengurus Transaksi Harian
- iii. Mengatur masa Pickup
- iv. Membuat pembayaran secara dalam talian
- v. Mencetak e-nota konsainan
- vi. Jejak dan Kesan

1.2 MODUL-MODUL POS LAJU EZISEND

Maklumat skrin bagi setiap modul adalah seperti dibawah.

1.2.1 HOME

1. 'Home' digunakan untuk mengurus maklumat terperinci pengguna, alamat pickup dan alamat untuk tujuan bil. Selain itu, 'Home' digunakan untuk memantau draf maklumat penghantaran item dan maklumat transaksi yang pernah dibuat oleh pengguna.
2. Ciri-ciri 'HOME'
 - i. Menyimpan maklumat peribadi
 - ii. Menyimpan maklumat pickup
 - iii. Menyimpan maklumat pengebilan
 - iv. Melihat draf maklumat penghantaran item
 - v. Melihat maklumat transaksi terkini



1.2.2 CONTACTS

1. ‘CONTACTS’ digunakan untuk menyimpan alamat-alamat yang akan digunakan semasa pengguna memasukkan maklumat penghantaran item.
2. Ciri-ciri ‘CONTACTS’
 - i. Menambah data kenalan
 - ii. Memadam data kenalan
 - iii. Muat naik data kenalan secara pukal
 - iv. Muat turun data kenalan



1.2.3 SHIPMENTS

1. ‘SHIPMENTS’ digunakan untuk mengisi maklumat penghantaran, mengatur masa Pickup. Membuat pembayaran dan mencetak maklumat.
2. Ciri-ciri ‘SHIPMENTS’
 - i. Mengisi maklumat penghantaran item
 - ii. Muat naik maklumat penghantaran item secara pukal
 - iii. Memadam draf penghantaran item
 - iv. Mengatur masa Pickup
 - v. Membuat Pembayaran



SUMMARY

Order Summary

PICKUP INFORMATION

Pickup Number: Pending pickup schedule

Pickup Address: Hanani1234
hanani@pos.com.my

Schedule Pickup

From: 2 PM To: 30 PM

To: 6 PM

Phone 1: 0132467466
Phone 2:

Disclaimer (Pickup)

- Same day pickup is applicable for transactions before 12.00pm. Otherwise pickup will be done the next day

#	Sender	Recipient	Weight	Volume	Product	Total
1.	Hanani1234	Hanani	2.0 kg	23cm x 23cm x 23cm	NDD	RM 21.20

1.2.4 ORDER HISTORY

1. 'ORDER HISTORY' digunakan untuk menyemak transaksi yang telah dibuat, mencetak nota konsainan, mencetak resit dan Jejak dan Kesan nota konsainan.
2. Ciri-ciri 'ORDER HISTORY'
 - i. Jejak dan Kesan Nota Konsainan
 - ii. Mencetak Resit
 - iii. Mencetak Nota Konsainan
 - iv. Mencetak Inbois Komersial (Untuk Produk EMS sahaja)

PAID ORDER SUMMARY

Paid Order Summary

Order Number
OST-040717-13-c9b1

Pickup Address
Fatinhanani
fatinhananimdroh@gmail.com

Pickup Number
AA01399

Pickup Date
From: 5/7/2017 14:00
To: 5/7/2017 18:30
Total Quantity: 1 parcel(s)
Total Weight: 2.0 kg

Pickup Address
no 10 Lot 3509
Kg Delek Kanan SELANGOR
Klang SELANGOR
41250 MY
Phone 1: 0132467466
Phone 2:

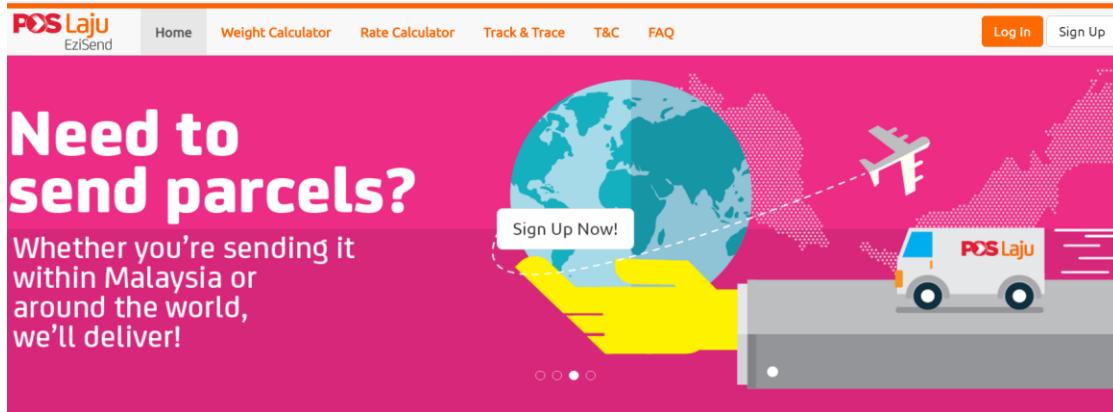
Disclaimer

- For international postings, kindly print commercial invoice
- For custom purposes
- For parcel safety, kindly write down the Tracking Number on your parcel

SENDER	RECIPIENT	WEIGHT	PRODUCT	TOTAL	TRACKING NUMBER	ACTION
Fatinhanani	hanisah	2.0 kg	OST - Domestic	RM 15.11	EU010000314MY	
Pickup Charge				RM 5.30		
Grand Total				RM 20.41		

2 LAMAN EZISEND / EZISEND WEBSITE

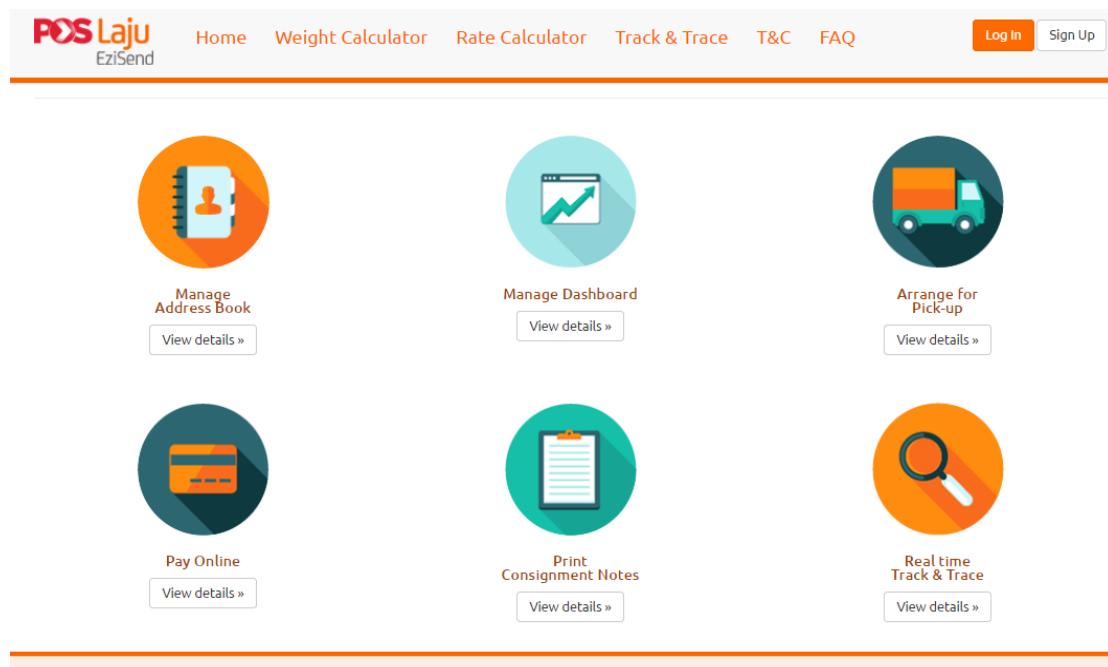
1. Pengguna membuka laman web <http://ezisend.PosLaju.com.my/>.
2. Skrin akan memaparkan “Homepage”.



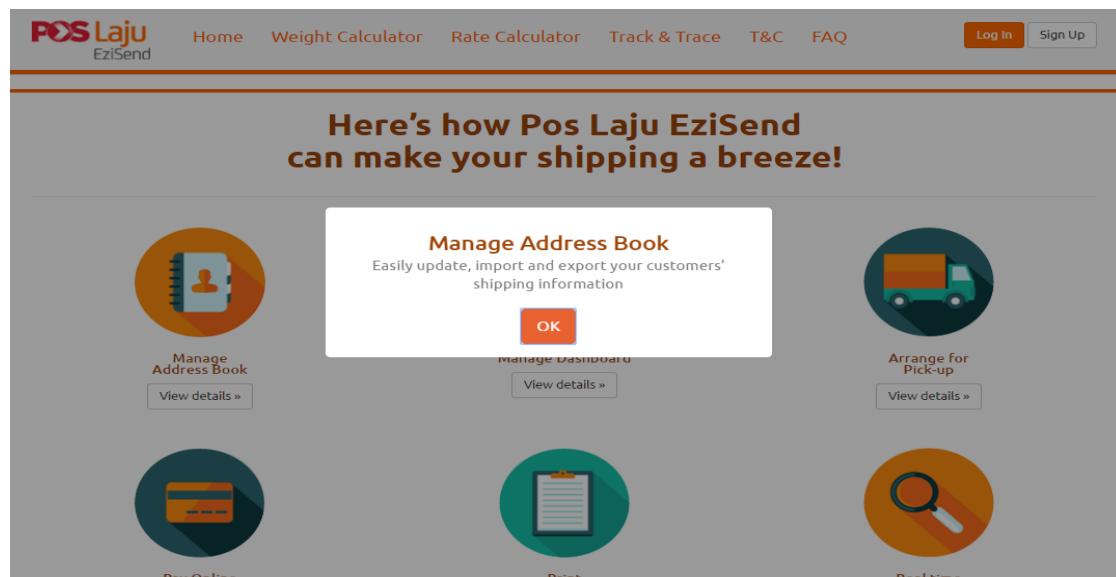
3. ‘Scroll down’ untuk mengetahui maklumat lebih lanjut mengenai EziSend.
4. Skrin akan memaparkan secara umum mengenai proses EziSend.



5. Seterusnya, skrin akan memaparkan lebih lanjut mengenai EziSend.



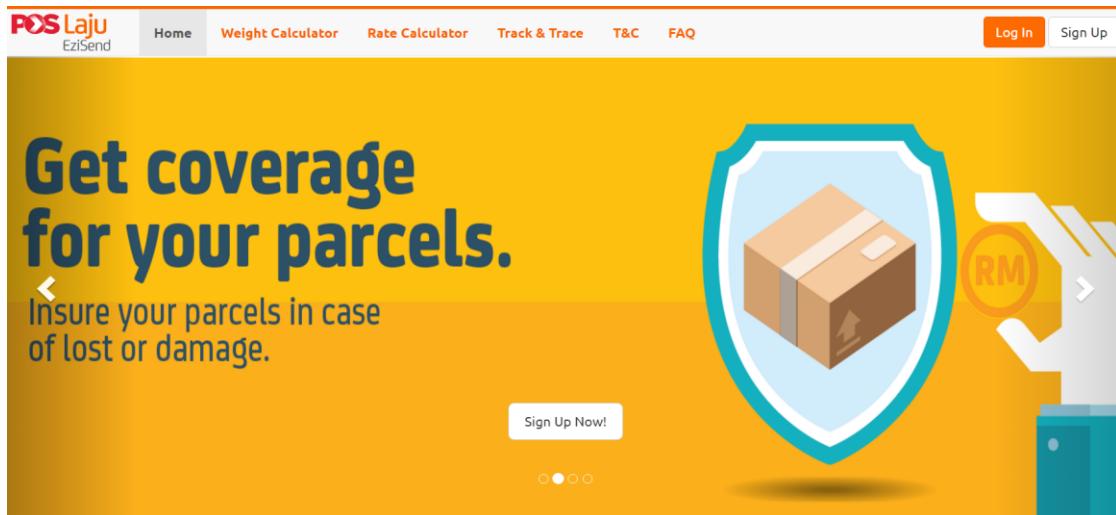
6. Klik butang [View details »](#) di "Manage Address Book" untuk mengetahui informasi lanjut "Manage Address Book". Kotak dialog akan terpapar.



7. Klik butang  untuk menutup kotak dialog. Langkah 6 hingga 7 diulang untuk melihat informasi terperinci bagi “Manage Dashboard”, “Arrange for Pickup”, “Pay Online”, Print Consignment Notes”, “Real Time Track & Trace”.

2.1 BERAT VOLUMETRIK / VOLUMETRIC WEIGHT

1. Klik "Weight Calculator" yang berada di 'toolbar' laman sesawang EziSend. Halaman 'Weight Calculator' akan terpapar.



2. Klik **More info..** untuk mendapatkan keterangan terperinci mengenai halaman 'Weight Calculator'. Informasi 'Check Volumetric Weight' di laman web Pos Laju akan

terpapar di tab baru.



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Ship With Us

All you need to know about sending mail

[Check Volumetric Weight](#)

[Prohibited Items & Dangerous Goods](#)

[Terms and Conditions](#)

[ODP Login](#)

[EST Login](#)

[Validate Pos Laju Prepaid](#)

Check Volumetric Weight

3. Klik untuk menutup laman web Pos Laju.
4. Masukkan nilai di medan ‘Length’, ‘width’ dan ‘height’. Klik butang “Calculate” butang

[Calculate](#)

untuk mendapatkan kiraan berat volumetrik.



[Home](#)

[Weight Calculator](#)

[Rate Calculator](#)

[Track & Trace](#)

[T&C](#)

[FAQ](#)

[Log In](#)

[Sign Up](#)

Weight Calculator

Calculate Volumetric Weight

Determine Dimensional Weight

Rates are based on the total actual weight or the total dimensional weight of all packages in a shipment, whichever is greater

[More info...](#)

Length (cm)

Length (in cm)

Width (cm)

Width (in cm)

Height (cm)

Height (in cm)

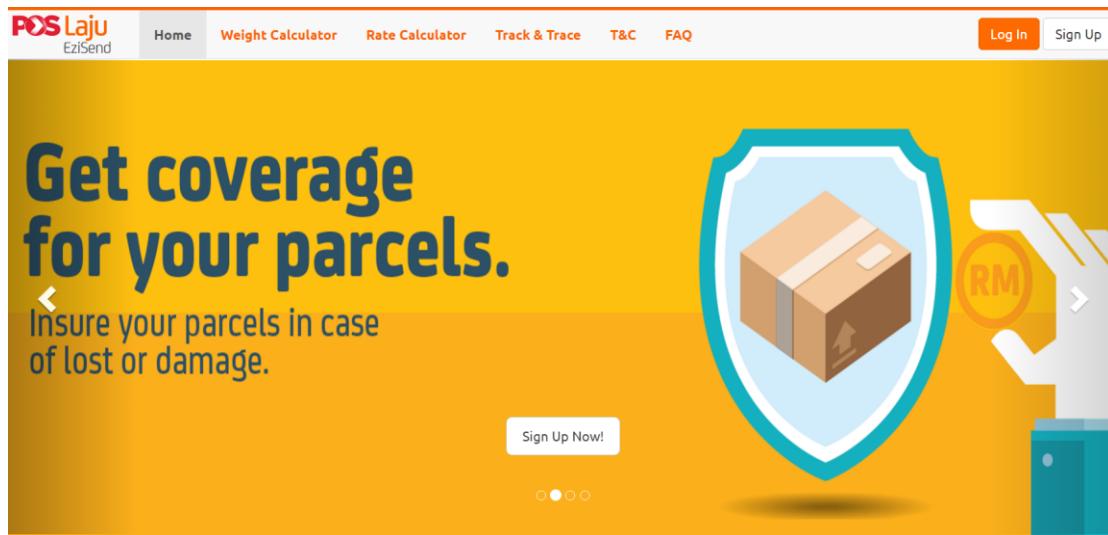
Volumetric Weight (kg)



5. Langkah 3 diulang untuk mendapatkan kiraan baru.

2.2 KIRAN HARGA / RATE CALCULATOR

1. Klik "Rate Calculator" yang berada di 'toolbar' laman sesawang EziSend. Sistem



2. 'Calculate Postage' di laman web Pos Malaysia akan terpapar di tab baru.

3. Klik 'Pos Laju' untuk membuat kiraan harga penghantaran. Medan 'Weight' dan 'Type of Zone' akan terpapar.

**QUICK ACCESS**

HOME > POSTAL SERVICES > QUICK ACCESS

Track and Trace
Postcode Finder
Calculate Postage
Find an Outlet
Validate Pos Laju Prepaid

Domestic Rates
Here you can find the cost of sending mail/parcel within MalaysiaMail Types: Mail Parcel Pos LajuWeight:
Please key the weight in (kg) kilograms.Type of Zone: **SUBMIT****RESET**

4. Masukkan berat di medan ‘Weight’ dan jenis zon di medan ‘Type of Zone’. Klik butang

SUBMIT

untuk mendapatkan kadar harga.

5. Klik  untuk menutup laman web Pos Malaysia.

2.3 JEJAK DAN KESAN / TRACK & TRACE

1. Klik ‘Track & Trace’ yang berada di ‘toolbar’ laman sesawang Pos Laju EziSend.
2. Halaman ‘Track and Trace’ akan terpapar.

Track And Trace

Track your parcel by entering tracking number

Track

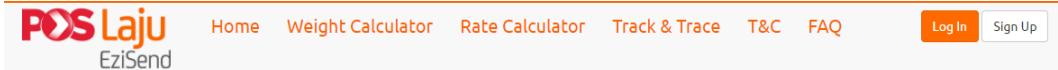
3. Masukkan nombor konsainan di medan yang disediakan. Klik butang Track. Jadual perjalanan item akan terpapar. Tarikh dan Masa dipapar di medan ‘Date/Time’, pergerakan item dipapar di medan ‘Process’ dan Lokasi item dipapar di medan ‘Outlet’.

Track your parcel by entering tracking number

Date / Time	Process	Outlet
03 Mar 2017, 07:54:05 PM	Item delivered to TAH KOK	Pos Laju Kota Kinabalu
03 Mar 2017, 11:57:17 AM	Item out For delivery	Pos Laju Kota Kinabalu
03 Mar 2017, 07:03:40 AM	Arrive at delivery facility at	Pos Laju Kota Kinabalu
02 Mar 2017, 10:04:20 AM	Arrive at delivery facility at	Pos Laju Kota Kinabalu
01 Mar 2017, 11:54:32 PM	Consignment dispatch out from Transit Office	Pos Laju Transit Office
01 Mar 2017, 05:19:51 AM	Consignment dispatch out from Transit Office	Parcel Hub Shah Alam
01 Mar 2017, 02:03:16 AM	Item processed	Parcel Hub Shah Alam
28 Feb 2017, 07:00:21 PM	Item dispatched out	Pos Laju Kepong
28 Feb 2017, 04:59:27 PM	Item posted over the counter	Pos Laju Kepong

2.4 TERMA DAN SYARAT / TERM AND CONDITION

1. Klik 'Track & Trace' yang berada di 'toolbar' laman sesawang Pos Laju EziSend.



Terms And Conditions

Main Terms and Conditions of Service (PL1)

Main Terms and Conditions of Service (PL1) The followings are the terms and conditions entered between you, as the Sender and Pos Malaysia Berhad ("PMB"). By using PMB's service, the Sender is agreeing that the Terms and Conditions shall apply from the time that PMB accepts the item and the Sender shall be deemed to have accepted the terms and conditions herein, with or without signing the Sender Declaration on PL1 Form. "Items" means all documents or parcels which may be carried by any means that PMB chooses.

1. Posting of Original and/or Official documents Posting of original and/or official documents, including but not limited to any national identity registration card, passport, birth / marriage certificate, cheque book, road tax, academic certificates and/or other original and/or official documents, are sent at the Sender's own risk. PMB shall not be liable in any manner whatsoever for the loss and/or damage of any original and/or official documents.
2. Posting of Dangerous Goods and Prohibited Items Posting of any Dangerous Goods (as defined by the International Air Transport Association Dangerous Goods Regulations (DGR) which includes any amendments, updates or supplements that may be issued from time to time) or Prohibited Items (means any goods and/or items that are prohibited by the laws, regulations and/or authority of the country of origin and/or country of destination) are totally prohibited. PMB reserves the right to amend or change the classes' of goods or items which are categorized as Dangerous Goods or Prohibited Items at any time without prior notice. PMB reserves the right to refuse posting of items at any time and at its sole and absolute discretion if PMB deems or considers that the contents or any part of the contents of the said item is dangerous or prohibited good or item whether or not the said posting has been accepted by PMB. PMB shall not be liable in any manner whatsoever in the event PMB decides not to accept posting and/or to continue with posting and/or if any posting is returned, destroyed or detained by any authority at the country of origin and/or country of destination.
3. Exception of posting prohibited items Posting of any Dangerous Goods and/or Prohibited Items would only be allowed if (i) all the necessary and required approvals, permissions and clearances have been obtained from all relevant authorities from both the country of origin and the country of destination, (ii) the posting of the Dangerous Goods and/or Prohibited Items have been declared and accompanied with all original supporting documents evidencing the said approval, permission and clearance. PMB reserves the right to refuse posting at any time at its sole and absolute discretion if PMB deems or considers that the declaration and/or the supporting documents are incomplete or inaccurate.

2.5 SOAL JAWAB / FREQUENTLY ASKED QUESTIONS

1. Pengguna klik ‘FAQ’ di ‘toolbar’ laman sesawang PosLaju EziSend. Skrin akan memaparkan laman ‘Frequently Asked Question’.

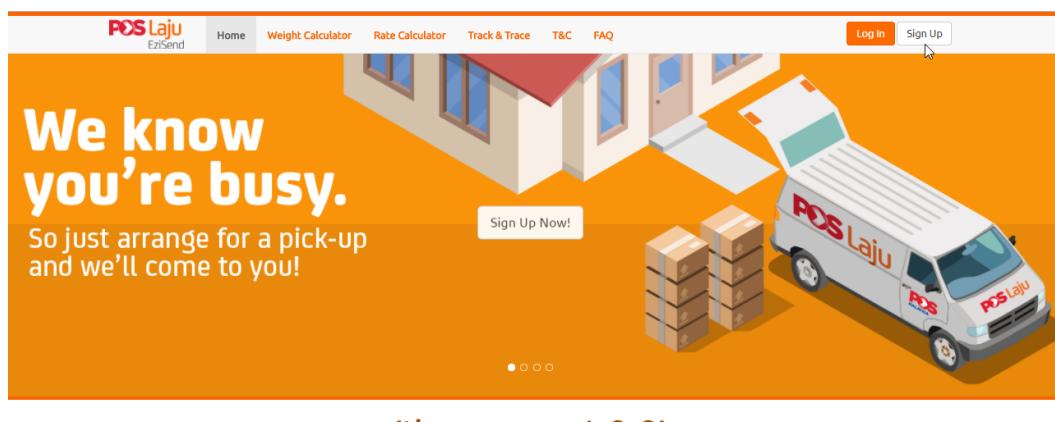
The screenshot shows the PosLaju EziSend website's FAQ section. At the top, there is a navigation bar with links for Home, Weight Calculator, Rate Calculator, Track & Trace, T&C, and FAQ. There are also Log In and Sign Up buttons. Below the navigation bar, the title 'Frequently Asked Questions' is displayed in orange. Underneath, the heading 'Pos Laju EziSend' is shown. A list of 14 questions is provided, each preceded by a small orange dropdown arrow:

1. What is Pos Laju Ezisend?
2. What are the Pos Laju Ezisend features?
3. Where is this service available?
4. What are the product offers?
5. What are the product rates?
6. What do customers need to do to send their items by using this service?
7. Are there any other charge for using Pos Laju Ezisend services?
8. Which origin address (Sender Postcode or Pickup Postcode) will Ezisend choose to charge the customer?
9. Is there any limit weight for item send via EMS?
10. Is there any limit weight for item send via NDD?
11. Can customer edit/add/delete items after pickup has been scheduled?
12. What should a customer do if their payment transaction failed? How about debit card?
13. Is there any compensation if item is damage or lost?
14. Does customer need to print consignment note (connote) by their own self?

2. Klik untuk jawapan kepada soalan yang dipaparkan

3 DAFTAR AKAUN / ACCOUNT REGISTRATION

- Pengguna klik butang untuk mendaftar akaun.



- Skrin 'Sign Up' akan terpapar.

Sign Up
Please enter account details:

<input type="text"/> Username
<input type="text"/> Email Address
<input type="password"/> Password
<input type="password"/> Confirm Password

Please read and agree to our [Terms of Service](#), [Privacy Policy](#) & [Personal Data Protection Act](#)

Yes, I agree.

Sign Up

- Masukkan informasi di medan seperti di bawah;

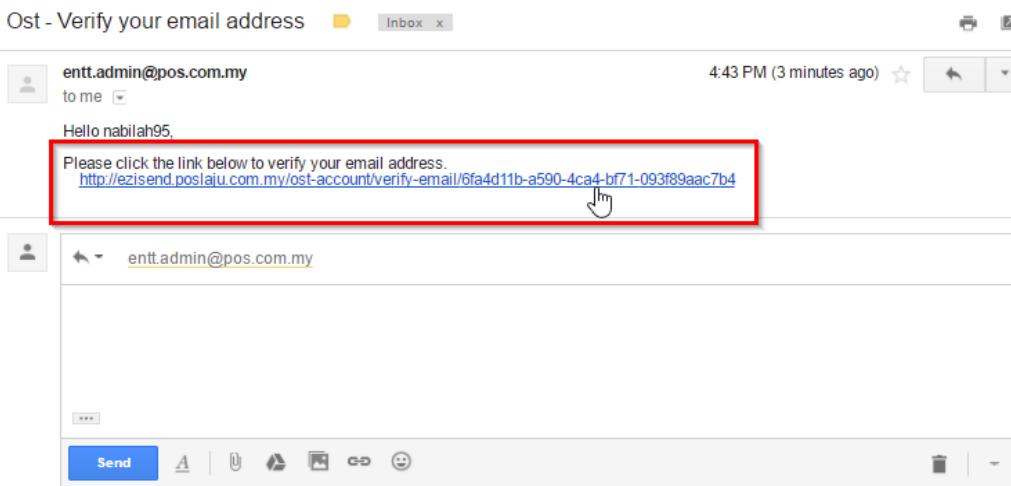
Medan	Keterangan
Username	Nama
Email Address	Alamat
Password	Kata Kunci

Medan	Keterangan
Confirm Password	Sahkan Kata Kunci

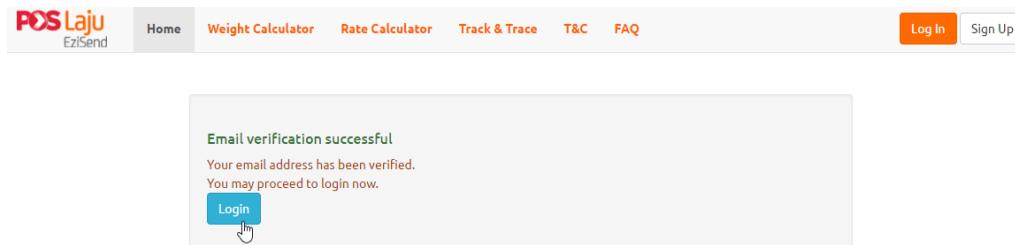
4. Pilih Yes, I agree. untuk setuju dengan segala maklumat yang diberikan.
5. Klik butang **Sign Up** untuk daftar masuk. Mesej berjaya mendaftar sistem terpapar.



6. Semak emel untuk mengesahkan akaun pengguna.

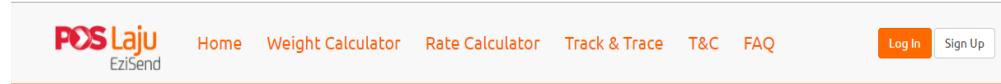


7. Klik link untuk tujuan pengesahan akaun pengguna. Paparan berjaya mengesahkan akaun pengguna terpapar.



4 LOG MASUK / LOG IN

- Pengguna tekan butang untuk daftar masuk. Halaman ‘Log In’ terpapar.



Log In

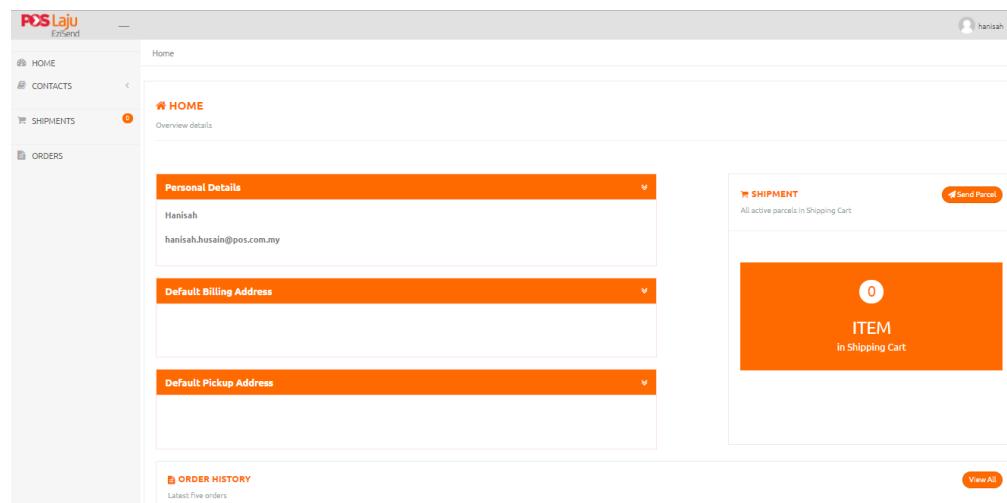
Log in to your account and start to manage your shipments

- Masukkan name pengguna di medan ‘username’ dan kata kunci di medan

‘password’. Klik butang untuk mendaftar masuk. Halaman pengguna terpapar

- Klik butang atau untuk mendaftar masuk menggunakan akaun ‘Facebook’ atau ‘Gmail’. Halaman pengguna terpapar.





The screenshot shows the POS Laju EziSend interface. At the top left is the POS Malaysia logo. At the top right is the text "Enterprise Track and Trace". The main area is titled "Home". On the left sidebar, there are links for HOME, CONTACTS, SHIPMENTS (with a notification badge), and ORDERS. The main content area includes:

- Personal Details:** Displays "Hanisah" and "hanisah.husain@pos.com.my".
- Default Billing Address:** An empty input field.
- Default Pickup Address:** An empty input field.
- SHIPMENT:** Shows "All active parcels in Shipping Cart" with a "Send Parcel" button.
- ITEM:** Shows "0 ITEM in Shipping Cart" with a "View All" button.
- ORDER HISTORY:** Shows "Latest Five orders" with a "View All" button.

5 LAMAN UTAMA / HOMEPAGE

1. Klik butang kemudian klik butang di ruangan ‘Personal Details’ untuk edit informasi. Halaman ‘Update Personal Details’ terpapar.
2. Masukkan maklumat di ruangan ‘Personal Details’. Seterusnya, klik butang untuk menyimpan maklumat pengguna. Klik untuk membuang semua informasi.

3. Langkah 4 hingga 5 diulang untuk ruangan ‘Default Billing Address’ dan ‘Default Pickup Address’.
 - a) Klik butang untuk menggunakan semua informasi yang didaftarkan di ‘Personal Details’

Update Billing Address

Personal Info

Name *	<input type="text"/>	Company Name	<input type="text"/>
Contact No. *	<input type="text"/>	Email *	<input type="text"/>
Alt. Contact No.	<input type="text"/>		

Address

Address Line 1 *	<input type="text"/>	Address Line 2 *	<input type="text"/>
Address Line 3	<input type="text"/>	Address Line 4	<input type="text"/>
Postcode *	<input type="text"/>	City *	<input type="text"/>
State *	<input type="text"/>	Country *	<input type="button" value="MALAYSIA"/>

Update Pickup Address

Personal Info

Name *	<input type="text"/>	Company Name	<input type="text"/>
Contact No. *	<input type="text"/>	Email *	<input type="text"/>
Alt. Contact No.	<input type="text"/>		

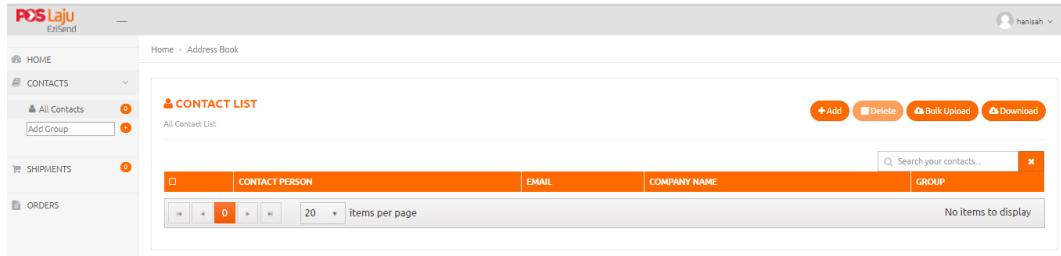
Address

Address Line 1 *	<input type="text"/>	Address Line 2 *	<input type="text"/>
Address Line 3	<input type="text"/>	Address Line 4	<input type="text"/>
Postcode *	<input type="text"/>	City *	<input type="text"/>
State *	<input type="text"/>	Country *	<input type="button" value="MALAYSIA"/>

6 KENALAN / CONTACTS

6.1 TAMBAH DATA KENALAN

1. Klik 'CONTACTS' di menu. Kemudian klik 'All Contacts'. Halaman 'CONTACT LIST' terpapar.



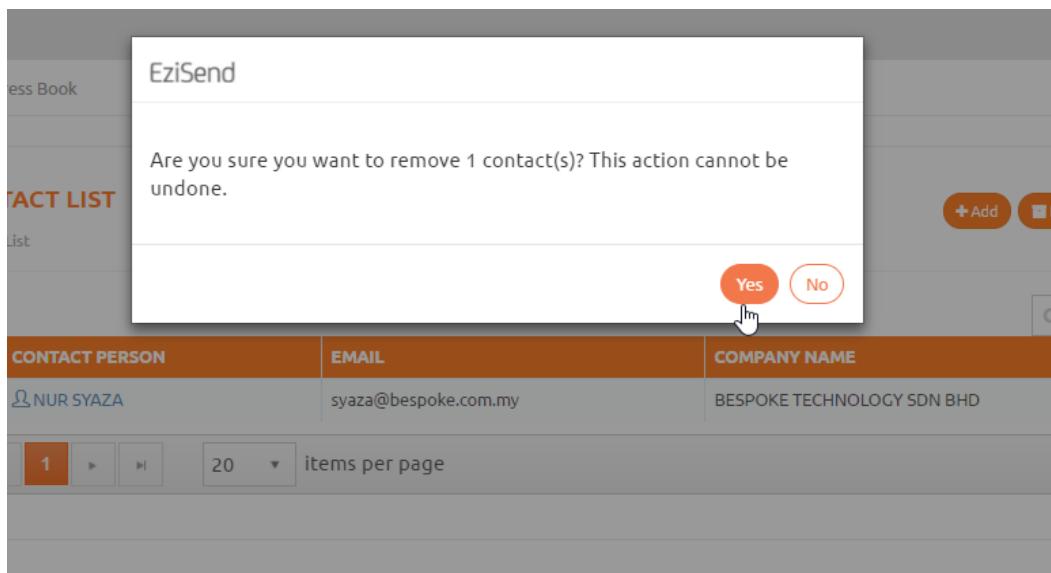
2. Klik butang untuk menambah senarai kenalan di 'CONTACT LIST'. Halaman 'Add Contact' terpapar.
3. Masukkan info peribadi secara terperinci. Klik butang untuk menyimpan data. Kotak mesej data berjaya disimpan terpapar.
4. Klik untuk menutup kotak mesej.

6.2 MEMADAM DATA KENALAN

- Pilih data kenalan di 'CONTACT PERSON' untuk memadam data di

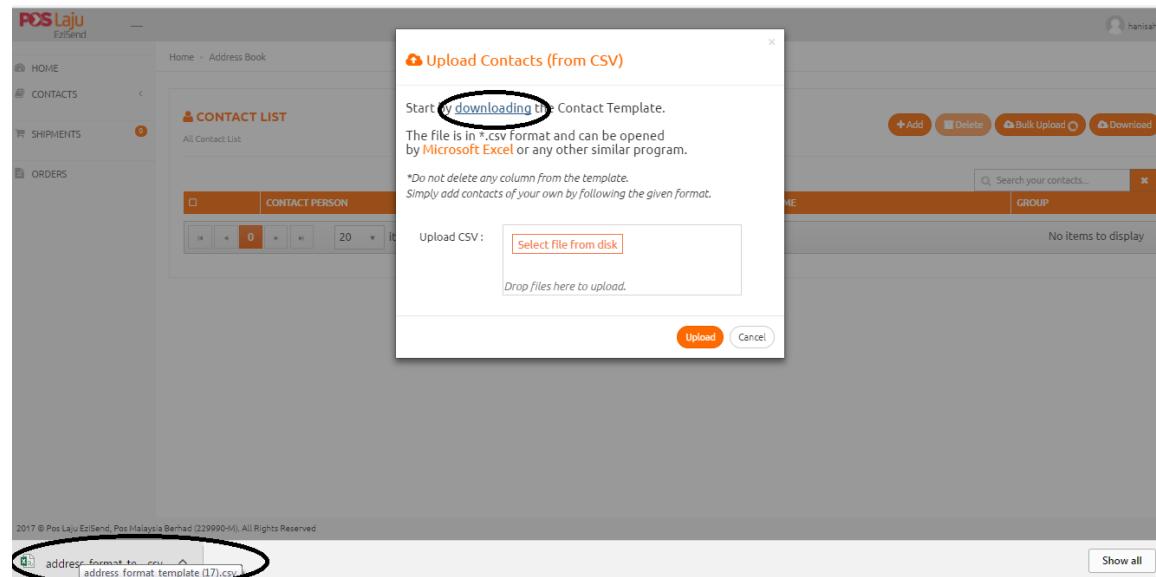
The screenshot shows the 'Address Book' section of the EziSend interface. The 'CONTACT LIST' table has columns for CONTACT PERSON, EMAIL, COMPANY NAME, and GROUP. One row is visible for 'Fatin' with the email 'hanani@pos.com.my'. At the top right, there are buttons for '+Add', 'Delete', 'Bulk Upload', and 'Download'. A search bar says 'Search your contacts...'.

- Klik butang . Kotak mesej pengesahan untuk memadam data terpapar.
- Klik butang untuk memadam data atau klik butang untuk membatalkan urusan.



6.3 MUAT NAIK DATA KENALAN SECARA PUKAL

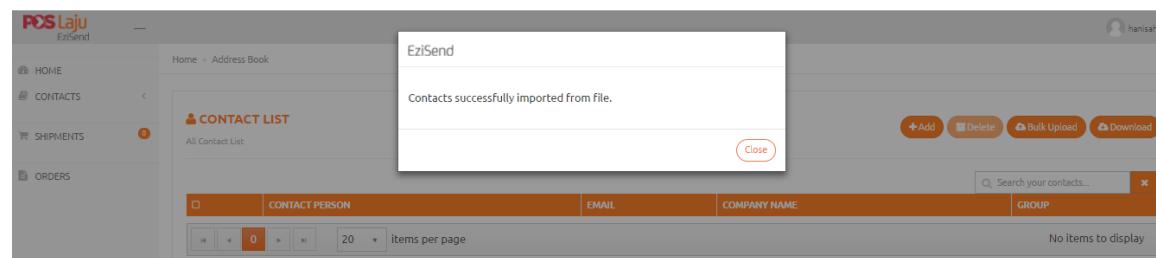
- Klik butang untuk muat naik data kenalan. Kotak mesej muat naik data kenalan terpapar.
- klik butang untuk muat turun templat Excel. Klik **Address_Format_Template.csv** untuk membuka fail Excel.



3. Isi data kenalan mengikut contoh yang telah diberikan dan Padam data contoh sebelum menyimpan fail Excel.

Name	Email	Mobile	NRIC	Country	C	Alternative Address	L1	Address L2	Address L3	Town	State	Country	Postcode	Designation	Company
Mohamad Ali	mad.ali@1.42E+08	60 - Malay	3.33E+09	No 76	PT15944	KDSK Tambahan	Seri Manjung	Perak	MY	32040	No	Malayan Banking Berhad			
Fadzilah Idris	fadzilah.i@1.34E+08	60 - Malay	3.34E+09	Bangunan 1st Floor	Tmn Arco Jalan Perni Butterworth	Pulau Pinang	MY	13500	No	Bumi Vision Agency					

4. Klik **Select file from disk** untuk muat naik fail Excel yang telah diisi. Klik **Upload** untuk muat naik data kenalan. Kotak mesej data kenalan berjaya di muat naik secara pukal terpapar.



5. Klik butang untuk menutup kotak mesej. Data yang telah dimuatnaik terpapar.

CONTACT PERSON	EMAIL	COMPANY NAME	GROUP
Azlini binti Azri	azlini_azri@jwmariotshotel.com.my	JW Marriott Hotels & Resorts	
Nabila binti Norzaimi	nabila.norzaini@ytlhotel.com.my	The Majestic Hotel Kuala Lumpur	
Amirudin bin Yahya	amirudin.yahya@cathayanahotel.com	Cathayana Hotel Kuantan	
Syaza binti Sharif	syaza.sharif@zenithhotel.com.my	The Zenith Hotel	
Azmal binti Ahmad	azmal.ahmed@vistanahotel.com.my	Vistana Hotel Kuantan	
Jamil bin Firdaus	jamil.abdullah@novotel.com.my	Novotel Melaka Hotel	
Nurul Shafira binti Azrol	shafira.azrol@swissgarden.com.my	Swiss-Garden Hotel Melaka	
Khalis bin Jaffer	khalis_ahmed@sutrebeach.com.my	Sutre Beach Resort & Spa	

6.4 MUAT TURUN DATA KENALAN SECARA PUKAL

1. Klik butang untuk memuat turun data kenalan ke dalam komputer. Kotak mesej ‘Download Contacts’ terpapar.

2. Klik fail Excel yang telah dimuat turun. Data kenalan di fail Excel terpapar.

6.5 CARIAN DATA KENALAN

- Masukkan nama kenalan di kotak carian. Data kenalan terpapar.

The screenshot shows the POS Laju Address Book interface. On the left, there's a sidebar with links: HOME, CONTACTS, SHIPMENTS, and ORDERS. The main area is titled 'CONTACT LIST' and shows a single result for 'azlini binti Azri'. The result includes the contact person's name, email (azlini_azri@jwmarriothotel.com.my), company name (JW Marriott Hotels & Resorts), and group information. A search bar at the top right contains the text 'azlini', which is circled in red. Below the search bar, it says 'Press Enter to execute search'.

	CONTACT PERSON	EMAIL	COMPANY NAME	GROUP
<input type="checkbox"/>	Azlini binti Azri	azlini_azri@jwmarriothotel.com.my	JW Marriott Hotels & Resorts	

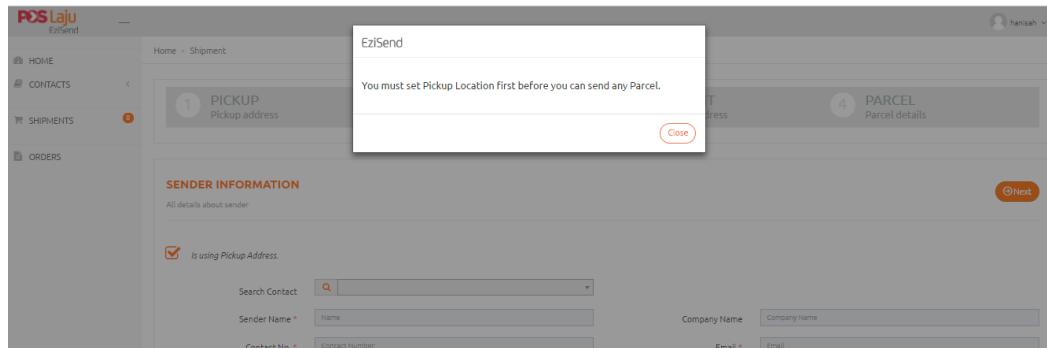
7 PENGHANTARAN / SHIPMENTS

- Klik 'SHIPMENTS' di menu. Halaman 'SHIPPING CART' terpapar.



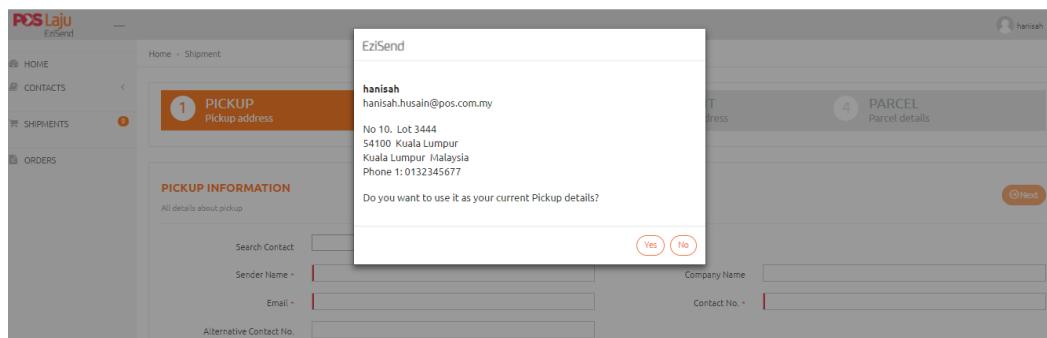
7.1 MEWUJUDKAN KONSAINAN

- Klik butang untuk menghantar barang. Kotak mesej lokasi pickup perlu di tetapkan terlebih dahulu sebelum penghantaran dibuat terpapar.



- Klik butang . Kotak mesej informasi di 'Pickup Details' di HOME menu boleh digunakan untuk kemasukan data pickup di sistem terpapar.

- Klik untuk menggunakan data pickup sedia ada atau klik untuk masukkan data pickup di sistem. Halaman 'Pickup terpapapr'.



4. Masukkan semua data pickup yang wajib diisi sekiranya pengguna klik butang .

5. Klik butang untuk meneruskan proses. Kotak mesej “data berjaya di simpan”, sistem akan kembali ke halaman ‘SHIPPING CART’.

6. Klik untuk meneruskan proses memasukkan informasi nota konsainan. Halaman ‘SENDER’ terpapar.

7. Masukkan informasi wajib di medan ‘SENDER INFORMATION’ atau pilih *Is using Pickup Address.* untuk menyalin data di halaman ‘PICKUP’.

8. Klik butang untuk meneruskan proses. Kotak mesej “data berjaya di simpan” terpapar.

9. Klik butang . Data disimpan di sistem. Halaman ‘RECIPIENT’ terpapar.

10. Masukkan nama kenalan yang telah didaftarkan di halaman ‘CONTACTS’ di medan



11. Pilih nama kenalan di ‘Search Contact’. Data diisi secara automatik.

12. Klik butang untuk meneruskan proses. Kotak mesej “data berjaya di simpan”.

13. Klik butang . Data disimpan di sistem. Halaman ‘PARCEL’ terpapar.

PARCEL INFORMATION

All details about parcel

Price: RM 0.00

Weight: weight in kg
Width: width in cm
Length: length in cm
Height: height in cm
Volumetric Weight: 0.00

Description of Content: parcel description

Reminder:
Please be advised that Pos Malaysia Berhad reserves the right to deny pick up in the event the actual weight is more than the declared weight.

14. Masukkan berat sebenar di medan 'Weight'. Masukkan lebar, panjang dan tinggi item di medan 'Width', 'Length', 'Height'. Kemudian masukkan keterangan item di medan 'Description of content'. Klik butang untuk mengira harga. Harga terpapar di medan 'Price'.

PARCEL INFORMATION

All details about parcel

Price: RM 23.85

Insurance: Insurance PosLaju-Normal

Weight: 3
Width: 23

Reminder:
Please be advised that Pos Malaysia Berhad reserves the right to deny pick up in the event the actual weight is more than the declared weight.

15. Klik **Insurance PosLaju-Normal** untuk mendapatkan insurans normal.
16. Masukkan nilai item di medan 'Declared Value'. Klik untuk mengira kembali harga item.

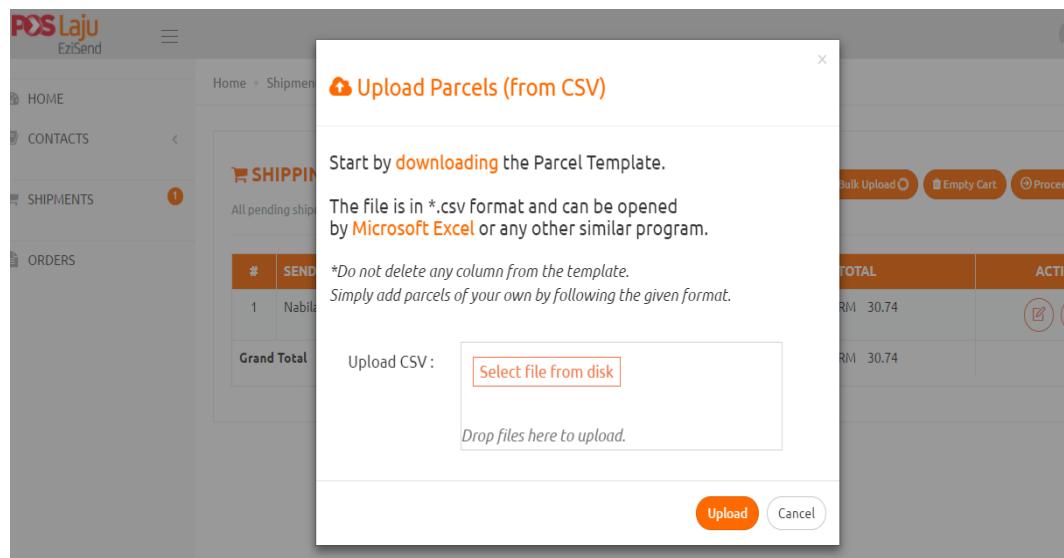
17. Klik butang untuk meneruskan proses. Kotak mesej “data berjaya di simpan”.
18. Klik butang . Data disimpan di sistem. Halaman ‘SHIPPING CART’ terpapar. Data konsainan yang diisi terpapar.

#	SENDER	RECIPIENT	PARCEL	TOTAL	ACTION
1	Hanisah	Azlini Binti Azri	3.0 kg	Domestic RM 23.85	
Grand Total					RM 23.85

19. Klik butang untuk edit informasi data konsainan.
20. Klik butang untuk padam data konsainan

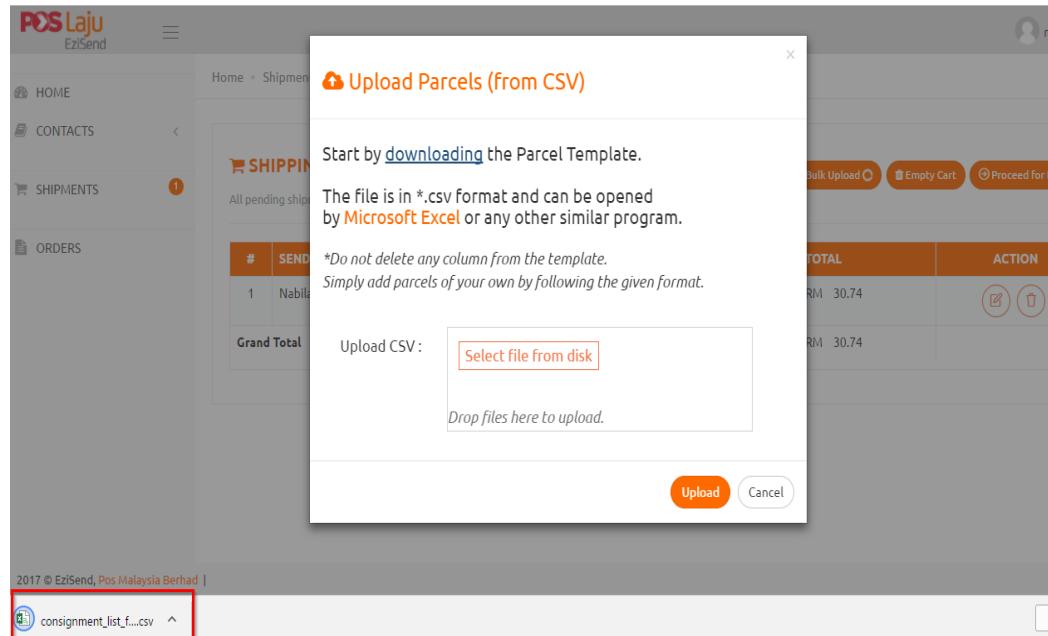
7.2 MUAT NAIK KONSAINAN SECARA PUKAL

1. Klik butang untuk memuat naik data konsainan secara pukal. Kotak mesej ‘Upload Parcels (from CSV)’ terpapar.



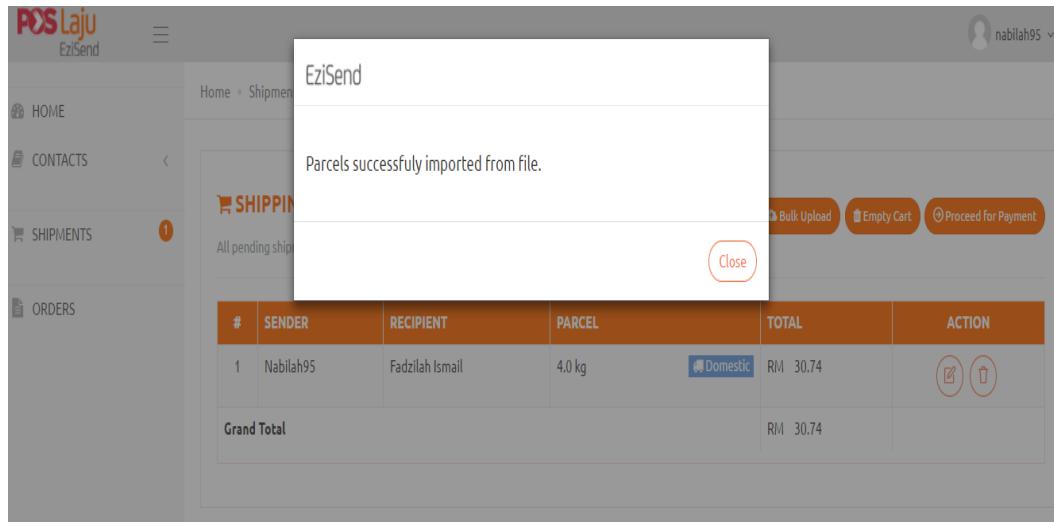
downloading

2. Klik butang untuk muat turun templat Excel. Klik Address_Format_Template.csv untuk membuka fail Excel.



3. Masukkan data kenalan mengikut contoh yang telah diberikan dan padam data contoh sebelum menyimpan fail Excel.

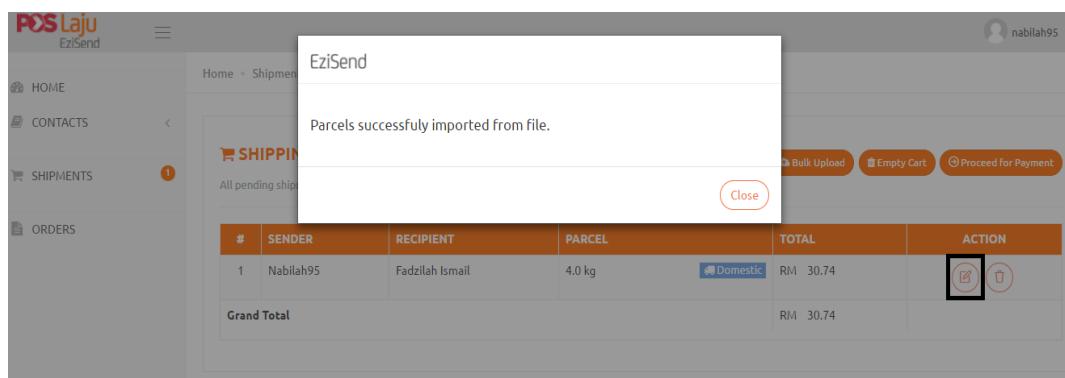
4. Klik **Select file from disk** untuk muat naik fail Excel yang telah diisi. Klik **Upload** untuk muat naik data konsainan. Kotak mesej “data konsainan berjaya di muat naik secara pukal” terpapar.



5. Klik butang **Close** untuk menutup kotak mesej. Data yang telah dimuatnaik terpapar.

7.3 VERIFIKASI DATA KONSAINAN PUKAL

1. Pengguna klik untuk tujuan verifikasi data.



PICKUP
Pickup address

SENDER
Sender address

RECIPIENT
Recipient address

PARCEL
Parcel details

PICKUP INFORMATION

All details about pickup

Next

Search Contact	Sender Name *	Company Name
	nabilah95	bespoke technology
Email *	rodin@bespoke.com.my	Contact No. *
Alternative Contact No.	010-2240343	Address Line 2 *
Address Line 1 *	B-1-2 kelana implan apartment	Address Line 4
Address Line 3		City *
Postcode *	47400	Country *
State *	Selangor	MALAYSIA

2. Klik butang selepas verifikasi dibuat. Kotak mesej “data berjaya di simpan” terpapar
3. Klik butang . Data disimpan di sistem. Halaman ‘RECIPIENT’ terpapar.

PICKUP
Pickup address

SENDER
Sender address

RECIPIENT
Recipient address

PARCEL
Parcel details

RECIPIENT INFORMATION

All details about recipient

Next

Search Contact	Recipient Name *	Company Name
	hanish	
Email *	hanish@pos.com.my	Contact No. *
Alternative Contact No.		Address Line 2 *
Address Line 1 *	5094	Address Line 4
Address Line 3		City *
Postcode *	54100	Country *
State *	Kuala Lumpur	MALAYSIA

4. Klik butang selepas verifikasi dibuat. Kotak mesej “data berjaya di simpan” terpapar.
5. Klik butang . Data disimpan di sistem. Halaman ‘PARCEL’ terpapar.

PARCEL INFORMATION

All details about parcel.

Price: RM 0.00

Weight: 3
Width: 23
Length: 23
Height: 23
Volumetric Weight: 0.00

Description of Content: beli

Reminder:
Please be advised that Pos Malaysia Berhad reserves the right to deny pick up in the event the actual weight is more than the declared weight.

6. Klik butang untuk mengira harga. Harga terpapar di medan ‘Price’.

PARCEL INFORMATION

All details about parcel.

Price: RM 23.85

Insurance Insurance PostLaju-Normal

Weight: 3
Width: 23

Reminder:
Please be advised that Pos Malaysia Berhad reserves the right to deny pick up in the event the actual weight is more than the declared weight.

7. Klik butang untuk meneruskan proses. Kotak mesej “data berjaya di simpan” terpapar.

8. Klik butang . Data disimpan di sistem. Halaman ‘SHIPPING CART’ terpapar. Data konsainan yang diisi terpapar.

SHIPPING CART

All pending shipment

Reminder (Parcel Weight):

- Please be advised that Pos Malaysia Berhad reserves the right to deny pick up in the event the actual weight is more than the declared weight

#	SENDER	RECIPIENT	PARCEL	TOTAL	ACTION
1	Hanisah	Azini Binti Azri	3.0 kg	RM 23.85	
Grand Total				RM 23.85	

7.4 PEMBAYARAN BERJAYA / SUCCESSFULL PAYMENT

- ④ Proceed with Payment**
- Klik butang **④ Proceed with Payment** untuk membuat pembayaran. Kotak mesej “masa pickup perlu ditetapkan” terpapar.
 - Klik butang **④ Next** untuk meneruskan proses. Halaman ‘SUMMARY’ terpapar.
 - Pilih jam dan minit di medan ‘From’ dan ‘To’

#	Sender	Recipient	Weight	Volume	Product	Total
1.	Fatinhanani	Harizah	3.0 kg	23cm x 23cm x 23cm	OST - Domestic	RM 23.85
Pickup not scheduled. Please Schedule a Pickup before payment can be made.						RM 0.00
Grand Total						RM 23.85

- Klik butang **④ Proceed** untuk menyimpan data. Kotak mesej “masa pickup berjaya ditetapkan dan pembayaran perlu dibuat” terpapar.

5. Klik butang . Data disimpan di sistem. Informasi terperinci di Medan ‘PICKUP INFORMATION’ terpapar. Kadar harga Pickup di data konsainan terpapar.

The screenshot shows the POS Laju EziSend interface. The main content area displays the 'PICKUP INFORMATION' summary. It includes details such as Pickup Number (Pending payment approval), Pickup Address (Fatihanan, fatihananlmndoh@gmail.com), and Pickup Date (From: 14:00 To: 16:30). A table below lists the shipment details: Sender (Fatihanan), Recipient (Hanish), Weight (3.0 kg), Volume (23cm x 23cm x 23cm), Product (OST - Domestic), and Total (RM 23.85). A yellow box titled 'Disclaimer (Pickup)' contains the note: 'Same day pickup is applicable for transactions before 12.00pm. Otherwise pickup will be done the next day'.

6. Klik butang . Halaman ‘ORDER SUMMARY’ terpapar.

The screenshot shows the 'ORDER SUMMARY' page. It displays the order details for a 'Domestic Parcel'. The table shows the following items: Domestic Parcel (RM 22.50), Pickup Charge (RM 5.00), and Sub Total (RM 27.50). The Grand Total is RM 29.15. A red 'Pay Now' button is visible at the bottom right of the summary table.

7. Klik butang untuk proses seterusnya. Kotak mesej “Halaman sistem akan dialihkan ke Laman Pembayaran Pos Malaysia.

A modal window titled 'EziSend' appears, containing the message: 'You will be redirected to Pos Malaysia Payment Switch. Do not leave or refresh your browser until payment is successful. Please click 'Pay Now' again.' A 'Close' button is located at the bottom right of the modal.

8. Klik butang . Laman Pembayaran Pos Malaysia akan terpapar.

The screenshot shows a payment interface for POS Malaysia. On the left, there's a 'Summary of Transaction' table with the following data:

Payment of	Online Shipping Tool
Reference No.	OST-230617-29-55c8
Transaction Amount	MYR 27.50
Transaction GST (6%)	MYR 1.65
Payment Service Fee (inclusive 6% GST)	MYR 0.00
Total Amount to charge	MYR 29.15

Below the table are two sections: 'Note' and 'Timeout in: 10:36'. The 'Note' section contains terms and conditions. The 'Timeout' section indicates a time limit for the transaction.

On the right, there's a 'Choose Payment Option' section with a radio button selected for 'Credit or Debit Card'. It includes fields for 'Name on Card', 'Card Number', 'CVC / CVV2', and 'Expiration Date' (set to January 2017). There are also logos for VISA and MasterCard.

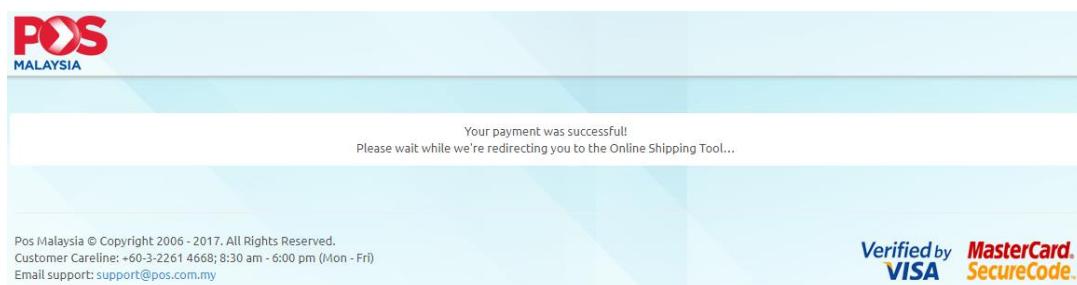
At the bottom of the payment form, there are two buttons: 'PROCEED YOUR PAYMENT' (orange) and 'CANCEL' (blue).

9. Masukkan informasi kad kredit/debit di medan ‘Name on Card’, ‘Card Number’, ‘CVC/CVV2’, ‘Expiration Date’.

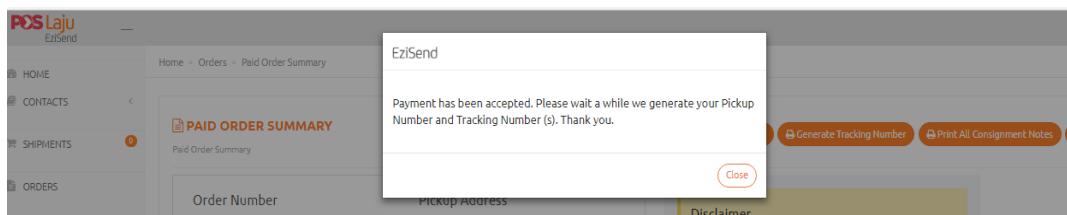
I authorize Pos Malaysia Payment Centre to debit the above transaction amount from my credit card

10. Klik and I have read & agreed to Privacy Statement.

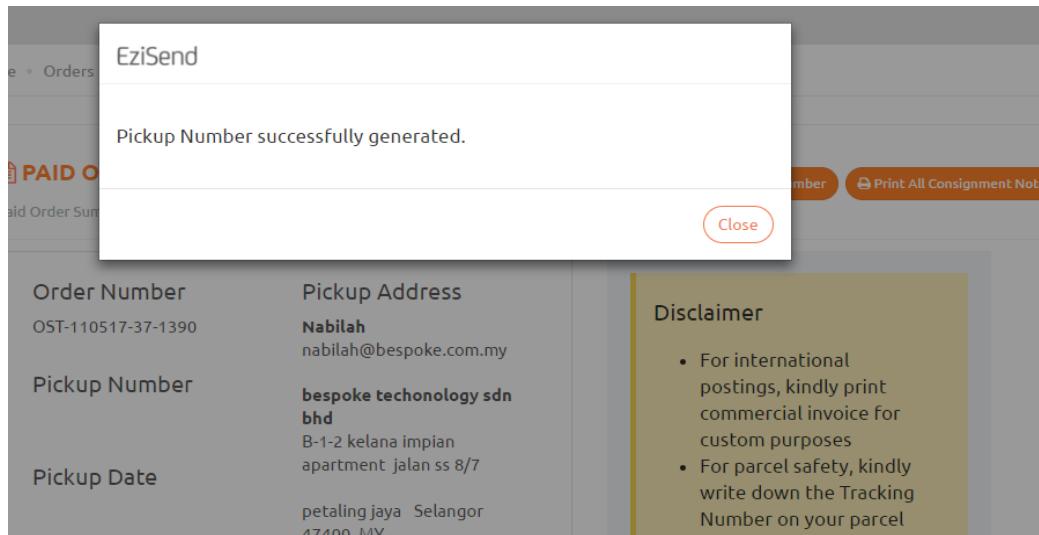
11. Klik butang . Laman “pembayaran berjaya” terpapar. Kemudian sistem kembali ke halaman sistem EziSend.



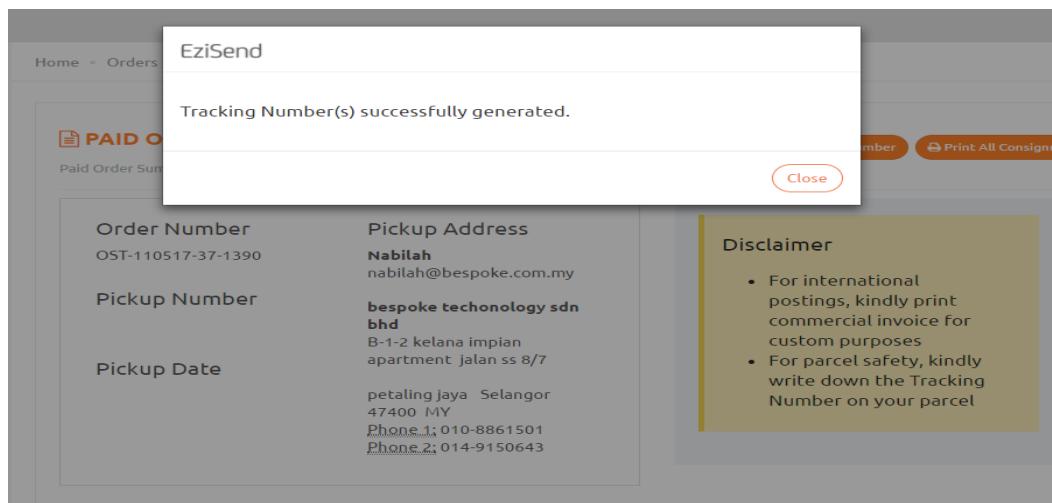
12. Kotak mesej “Pembayaran telah diterima oleh bank. Nombor Pickup akan dijana” terpapar.



13. Klik butang . Kotak mesej “Nombor Pickup telah dijana” terpapar.



14. Klik butang . Kotak mesej “Nombor Konsainan telah dijana” terpapar.



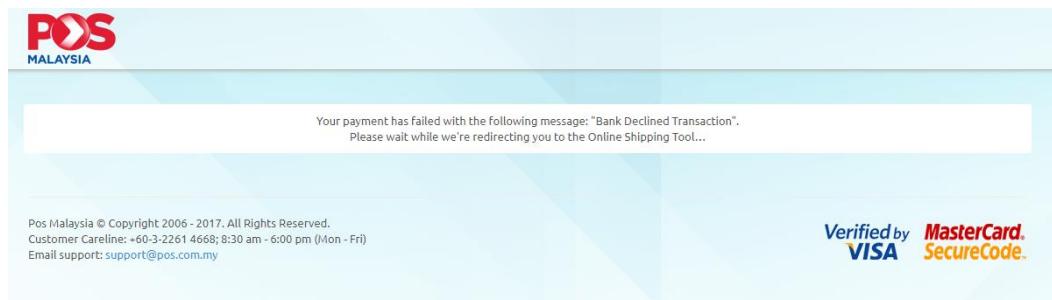
15. Klik butang . Halaman ‘PAID ORDER SUMMARY’ terpapar.

7.5 PEMBAYARAN GAGAL / FAILED PAYMENT

1. Langkah 1 hingga 15 di Modul 11.4 PEMBAYARAN BERJAYA / SUCCESSFUL PAYMENT dirujuk.

2. Klik butang . Laman “pembayaran gagal” terpapar. Kemudian

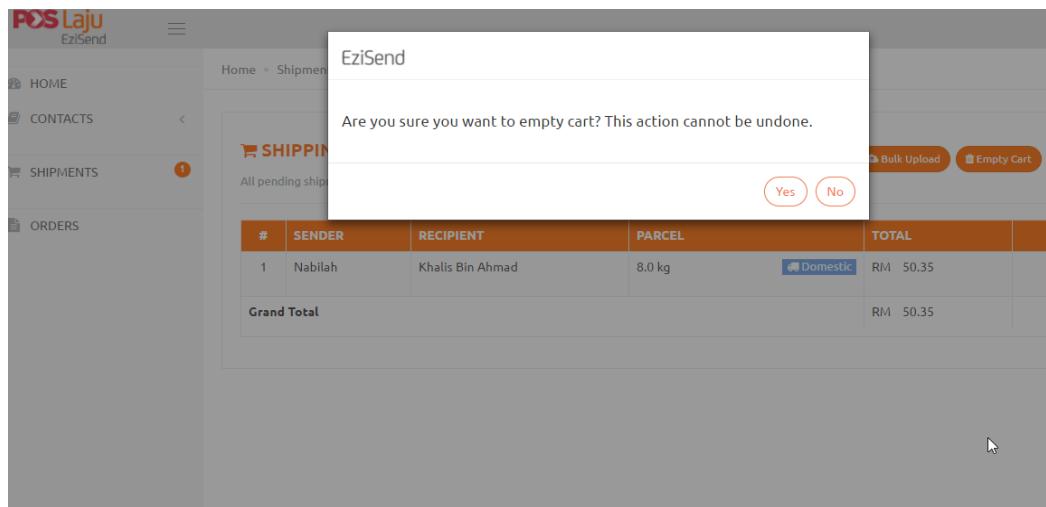
sistem kembali ke halaman sistem EziSend.



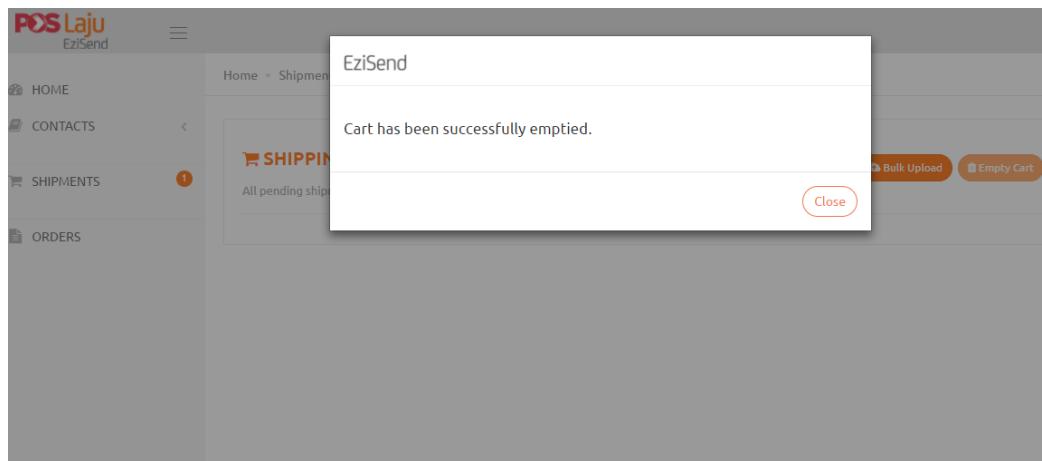
3. Langkah 6 hingga 15 di Modul 11.4 PEMBAYARAN BERJAYA / SUCCESSFUL PAYMENT dirujuk sekiranya pengguna ingin cuba membuat pembayaran semula.

7.6 MEMADAM INFORMASI SHIPPING CART

1. Klik  untuk memadam semua informasi konsainan yang telah dimasukkan. Kotak mesej “kepastian untuk memadam informasi konsainan dan proses ini tidak boleh diundur selepas proses” terpapar.



2. Klik butang  untuk meneruskan proses. Kotak mesej “Informasi konsainan telah dipadam” terpapar.



8 TRANSAKSI / ORDERS

8.1 KESAN DAN JEJAK SECARA PUKAL

1. Klik 'ORDERS' di menu. Halaman 'ORDER HISTORY' terpapar.

The screenshot shows the 'Order History' section of the POS Laju EzSend interface. It displays a table of all paid orders. The columns are: ORDER NO, PICKUP NUMBER, TRACKING NUMBER, PARCEL, TOTAL PRICE, DATE, and ACTION. The table contains five rows of data. At the bottom, there are navigation buttons for page numbers and items per page, and a message indicating 1 - 5 of 5 items.

ORDER NO	PICKUP NUMBER	TRACKING NUMBER	PARCEL	TOTAL PRICE	DATE	ACTION
OST-110517-37-1390	AA01357	ES010005957MY	1	RM 56.45	11/5/2017 00:37	
OST-250417-33-b269	BM65350	ES010005360MY	1	RM 45.21	25/4/2017 11:31	
OST-120417-31-b8ea	BM65324	ES010005104MY	1	RM 76.85	12/4/2017 17:08	
OST-240317-19-a9c4	BM64825	ES010004378MY	1	RM 55.81	24/3/2017 16:23	
OST-240317-56-82d0	BM64824	ES010004364MY	1	RM 84.80	24/3/2017 15:38	

2. Klik butang di medan 'ACTION'. Tetingkap 'Track & Trace' terpapar.

The screenshot shows a modal dialog titled 'Track & Trace'. It has four input fields: 'Tracking Number', 'Date / Time', 'Process', and 'Outlet'. Below these fields, there is a text area containing tracking numbers and a note: '*TESTING PURPOSE ONLY (will be deleted soon)'. At the bottom right of the dialog is a 'Back' button.

8.2 JEJAK & KESAN SECARA INDIVIDU

1. Klik 'ORDERS' di menu. Halaman 'ORDER HISTORY' terpapar.

ORDER NO	PICKUP NUMBER	TRACKING NUMBER	PARCEL	TOTAL PRICE	DATE	ACTION
OST-110517-37-1390	AA01357	ES010005957MY	1	RM 56.45	11/5/2017 00:37	
OST-250417-33-b269	BM65350	ES010005360MY	1	RM 45.21	25/4/2017 11:31	
OST-120417-31-b1ea	BM65324	ES010005104MY	1	RM 76.85	12/4/2017 17:08	
OST-240317-19-a9c4	BM64825	ES010004378MY	1	RM 55.81	24/3/2017 16:23	
OST-240317-56-82d0	BM64824	ES010004364MY	1	RM 84.80	24/3/2017 15:38	

1 - 5 of 5 items

OST-110517-37-1390

2. Klik **OST-110517-37-1390** di medan 'ORDER NO'. Halaman 'PAID ORDER SUMMARY' terpapar. Informasi lengkap mengenai transaksi yang telah dibuat terpapar.

Disclaimer

- For international postings, kindly print commercial invoice for custom purposes
- For parcel safety, kindly write down the Tracking Number on your parcel

SENDER	RECIPIENT	WEIGHT	PRODUCT	TOTAL	TRACKING NUMBER	ACTION
Nabilah	nurul shafira binti azroi	8.0 kg	OST - Domestic	RM 51.15	ES010005957MY	
Pickup				RM 5.30		
Grand Total				RM 56.45		

3. Klik butang di medan 'ACTION'. Tetingkap 'Track & Trace' terpapar.

Track & Trace

Tracking Number	Date / Time	Process	Outlet
Tracking Numbers: ES010005957MY;		<input type="button" value="Track"/>	
<small>*TESTING PURPOSE ONLY (will be deleted soon)</small> Staging generated connote has no track. Track all of these production connotes instead - EH435377031MY; EH379390524MY; EX512698013MY; EN312257775MY;			

8.3 MENCETAK RESIT

1. Klik 'ORDERS' di menu. Halaman 'ORDER HISTORY' terpapar.

The screenshot shows the 'Order History' section of the POS Laju EziSend interface. It displays a table of 'All Paid Orders' with the following data:

ORDER NO	PICKUP NUMBER	TRACKING NUMBER	PARCEL	TOTAL PRICE	DATE	ACTION
OST-110517-37-1399	AA01357	ES010005957MY	1	RM 56.45	11/5/2017 00:37	
OST-250417-33-b269	BM65350	ES010005360MY	1	RM 45.21	25/4/2017 11:31	
OST-120417-31-b1ea	BM65324	ES010005104MY	1	RM 76.85	12/4/2017 17:08	
OST-240317-19-a9c8	BM64825	ES010004378MY	1	RM 55.81	24/3/2017 16:23	
OST-240317-56-82d0	BM64824	ES010004364MY	1	RM 84.80	24/3/2017 15:38	

Below the table are navigation buttons (first, previous, next, last), a page size selector (20 items per page), and a message indicating 1 - 5 of 5 items.

2. Klik butang di median 'ACTION'. Halaman 'Tax Invoice' terpapar. ATAU
3. Klik OST-110517-37-1390 di median 'ORDER NO'. Halaman 'PAID ORDER SUMMARY' terpapar.

PAID ORDER SUMMARY

Paid Order Summary

Order Number OST-040717-13-c9b1	Pickup Address Fatihananani fatihananimdnoh@gmail.com	Disclaimer
Pickup Number AA01399	no 10 Lot 3509 Kg Delik Kanan SELANGOR Klang SELANGOR 41250 MY Phone 1 : 0132467466 Phone 2 :	<ul style="list-style-type: none"> For international postings, kindly print commercial invoice for custom purposes For parcel safety, kindly write down the Tracking Number on your parcel
Pickup Date From: 5/7/2017 14:00 To: 5/7/2017 18:30 Total Quantity: 1 parcel(s) Total Weight: 2.0 kg		

SENDER	RECIPIENT	WEIGHT	PRODUCT	TOTAL	TRACKING NUMBER	ACTION
Fatihananani	hanisah	2.0 kg	OST - Domestic	RM 15.11	EU010000314MY	
Pickup Charge				RM	5.30	
Grand Total				RM	20.41	

4. Klik butang . Halaman ‘Tax Invoice’ terpapar.

TAX INVOICE

Tax invoice details

PAID TO	INVOICED TO	DETAILS
Pos Malaysia Berhad (22990-M) care@pos.com.my Level 8 Pos Malaysia Headquarters Dayabumi Complex 50670 Kuala Lumpur Malaysia Phone : 1-300-300-300 GST Registration No: 001609433088	Nabilah nabilah@bespoke.com.my bespoke technology B-1-2 kelana impiant apartment jalan ss 8/7 47400 Selangor Selangor, Malaysia Phone : 010-8861501	Tax Invoice No OST-110517-37-1390 Date 11/5/2017 00:31 Payment Mode Credit Card Ref No #1 Res Code Accepted (Transaction Successful)

Tracking Number	Product	Weight	Total RM
1 * ES010005957MY	OST - Domestic	8.0 kg	48.25

5. Klik butang . Halaman mencetak terpapar.

Print

Total: 2 pages

Save Cancel

Destination Save as PDF

Pages All e.g. 1-5, 8, 11-13

Layout

+ More settings

The print preview shows the tax invoice details and a summary table.

Tracking Number	Product	Weight	Total RM
1 * EU010000314MY	OST - Domestic	2.0 kg	14.25
2 * Pickup Charge			5.00
Sub Total (GST exclusive)			19.25
* GST 6%			1.16

6. Klik butang untuk mencetak resit.

8.4 MENCETAK NOTA KONSAINAN SECARA PUKAL

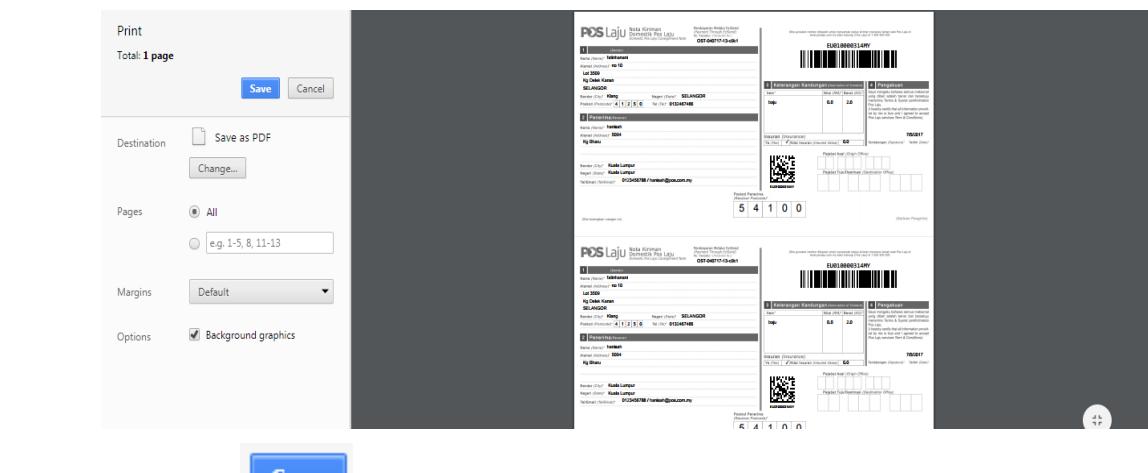
1. Klik 'ORDERS' di menu. Halaman 'ORDER HISTORY' terpapar.

ORDER NO	PICKUP NUMBER	TRACKING NUMBER	PARCEL	TOTAL PRICE	DATE	ACTION
OST-110517-37-1390	AA01357	ES010005957MY	1	RM 56.45	11/5/2017 00:37	
OST-250417-33-b269	BM65350	ES010005360MY	1	RM 45.21	25/4/2017 11:31	
OST-120417-31-bdea	BM65324	ES010005104MY	1	RM 76.85	12/4/2017 17:08	
OST-240317-19-a9ca	BM64825	ES010004378MY	1	RM 55.81	24/3/2017 16:23	
OST-240317-56-82d0	BM64824	ES010004364MY	1	RM 84.80	24/3/2017 15:38	

2. Klik di medan 'ORDER NO'. Halaman 'PAID ORDER SUMMARY' terpapar. Informasi lengkap mengenai transaksi yang telah dibuat terpapar.

SENDER	RECIPIENT	WEIGHT	PRODUCT	TOTAL	TRACKING NUMBER	ACTION
Nabilah	nurul shafira binti azrol	8.0 kg	OST - Domestic	RM 51.15	ES010005957MY	
Pickup				RM 5.30		
Grand Total				RM 56.45		

3. Klik butang untuk mencetak semua nota konsainan. Halaman mencetak terpapar.



4. Klik butang **Save** untuk mencetak semua nota konsainan.

8.5 MENCETAK NOTA KONSAINAN SECARA INDIVIDU

1. Klik 'ORDERS' di menu. Halaman 'ORDER HISTORY' terpapar.

ORDER NO	PICKUP NUMBER	TRACKING NUMBER	PARCEL	TOTAL PRICE	DATE	ACTION
OST-110517-37-1390	AA01357	ES010005957/MY	1	RM 56.45	11/5/2017 00:37	
OST-250417-33-b269	BM65350	ES010005360/MY	1	RM 45.21	25/4/2017 11:31	
OST-120417-33-b2ea	BM65324	ES010005104/MY	1	RM 76.85	12/4/2017 17:08	
OST-240317-19-a9c4	BM64825	ES010004378/MY	1	RM 55.81	24/3/2017 16:23	
OST-240317-56-82d0	BM64824	ES010004364/MY	1	RM 84.80	24/3/2017 15:38	

2. Klik **OST-110517-37-1390** di medan 'ORDER NO'. Halaman 'PAID ORDER SUMMARY' terpapar. Informasi lengkap mengenai transaksi yang telah dibuat terpapar.

PAID ORDER SUMMARY

Paid Order Summary

Order Number OST-110517-37-1390	Pickup Address Nabilah nabilah@bespoke.com.my bespoke technology sdn bhd B-1-2 kelana impian apartment jalan ss 8/7	Disclaimer <ul style="list-style-type: none"> For international postings, kindly print commercial invoice for custom purposes For parcel safety, kindly write down the Tracking Number on your parcel 				
Pickup Number AA01357	Pickup Date From: 11/5/2017 14:00 To: 11/5/2017 15:30 Total Quantity: 1 parcel(s) Total Weight: 8.0 kg					
SENDER	RECIPIENT	WEIGHT	PRODUCT	TOTAL	TRACKING NUMBER	ACTION
Nabilah	nurul shafira binti azroi	8.0 kg	OST - Domestic	RM 51.15	ES010005957MY	
Pickup				RM 5.30		
Grand Total				RM 56.45		

3. Klik butang di medan ‘ACTION’ untuk mencetak nota konsainan. Kotak mesej informasi “muat turun dokumen Konfigurasi Mencetak” terpapar.

The screenshot shows the POS Laju EziSend interface. A modal window titled "EziSend" is open, prompting the user to set printer settings. It includes links to download guides for Chrome, Firefox, and Opera. Below the modal, a yellow disclaimer box contains instructions for international postings and parcel safety. The main page displays a paid order summary with details like order number, pickup address, and total weight.

4. Klik butang . Halaman mencetak terpapar.

The screenshot shows the "Print" dialog box with "Total: 1 page" selected. The "Destination" section has "Save as PDF" checked. The "Pages" section has "All" selected. The "Options" section has "Background graphics" checked. To the right, two copies of a shipping label are displayed. The labels include fields such as "Order Number", "Recipient Name", "Address", "Weight", "Product Type", and "Tracking Number". There are also sections for "Insurance" and "Postage".

5. Klik butang untuk mencetak nota konsainan.