



ezy2ship User Guide for Users

Quick Links

Logging in to
your account

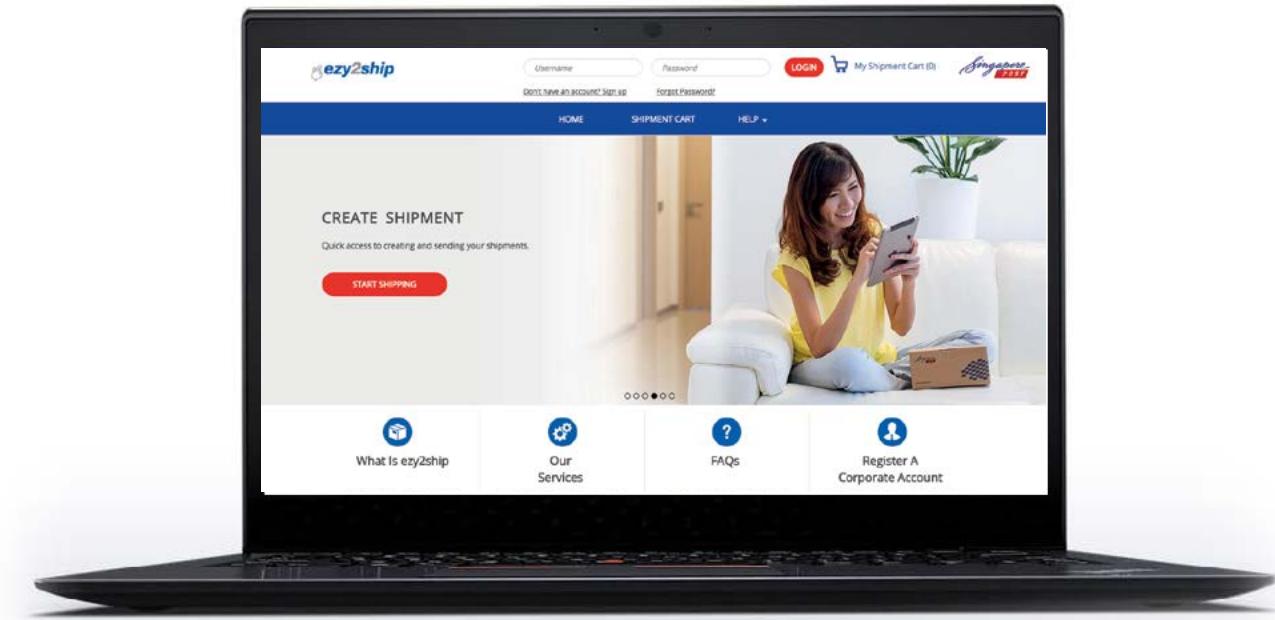
Create
Shipments

Print Shipment
Labels

Assign
Shipments

View Shipment
History

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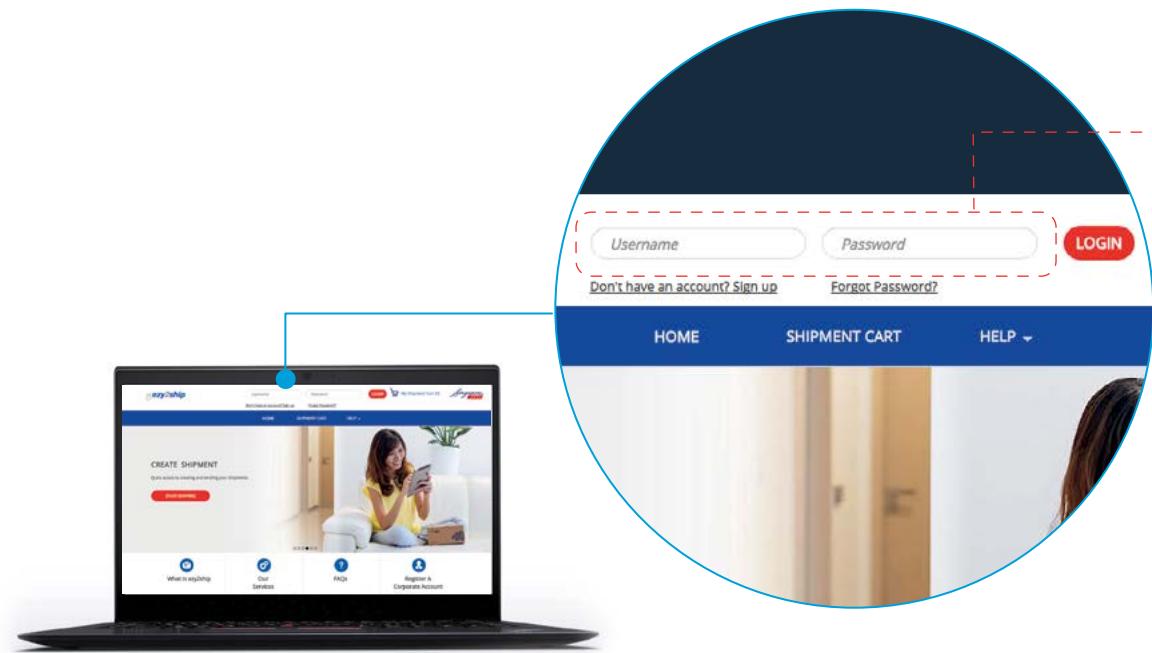


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I Logging in to your Account



- 1 Visit: www.ezy2ship.net

- 2 Enter your **“Username”** and **“Password”**





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Create New Shipments



**Single
Shipment**



**Bulk
Shipments**





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Create New Shipments



Local Shipments



International Shipments



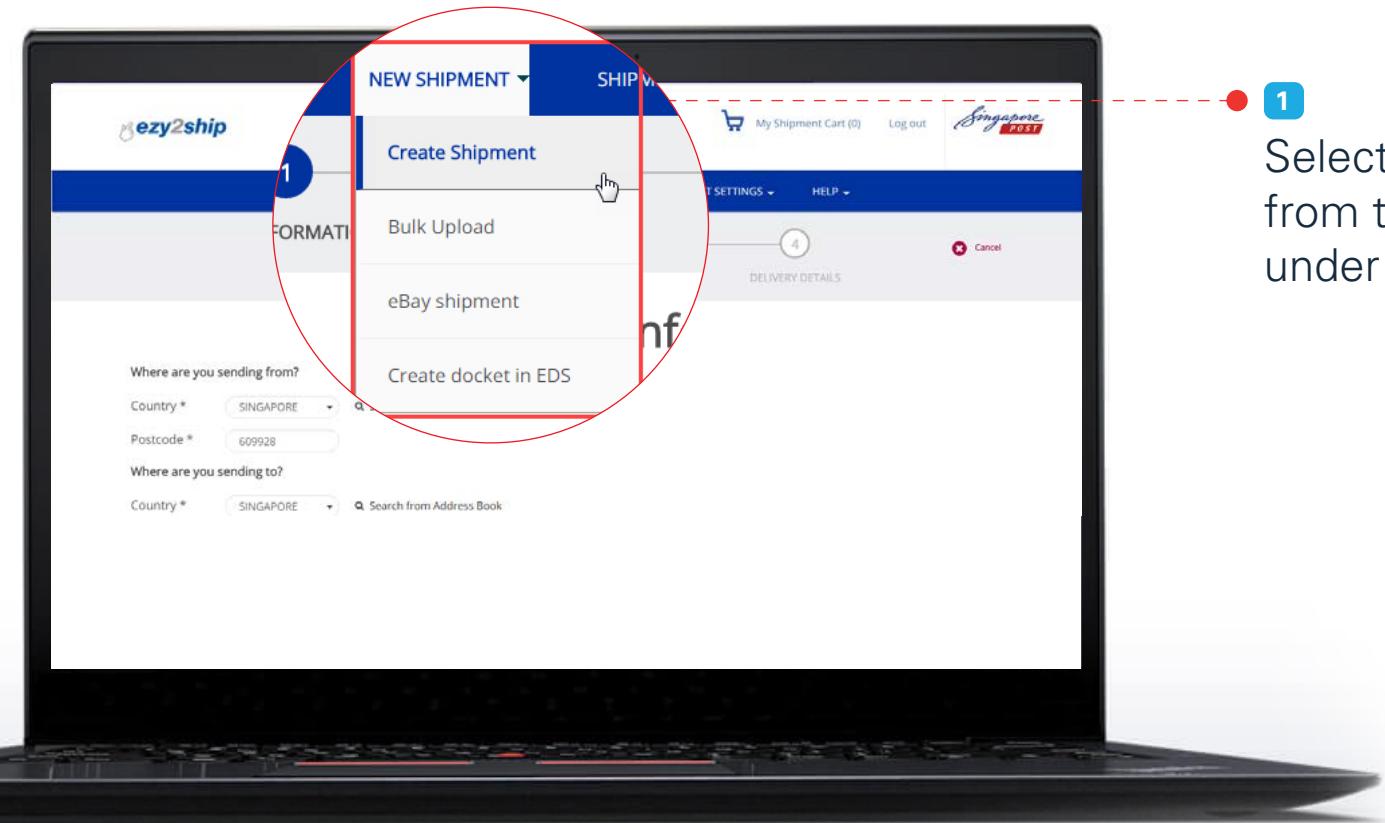


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| Create New Shipments > Single Shipment > Local



1

- Select “**Create Shipment**” from the dropdown menu under “**New Shipment**”





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I Step 1.1 – Brief Information (Local Single Shipment)

The screenshot shows a laptop displaying the ezy2ship website. The main heading is 'Brief Information'. The 'Where are you sending from?' section is highlighted with a red dashed box. It contains fields for 'Country *' (set to SINGAPORE) and 'Postcode *' (set to 408600), with a search bar for the address book. Below it, the 'Where are you sending to?' section also has similar fields. At the bottom, there's a 'Select your type of shipment' section with four options: 'Document / Letter' (selected), 'Parcel / Small Packet', 'Printed Papers', and 'SmartPac'. A red dashed box also surrounds this section. At the very bottom, there's a 'Total declared value *' field with SGD and 10 selected.

1
Enter the **Shipper's** and **Receiver's** postcode

2
Select the **type of shipment** and **the declared value of your shipment**



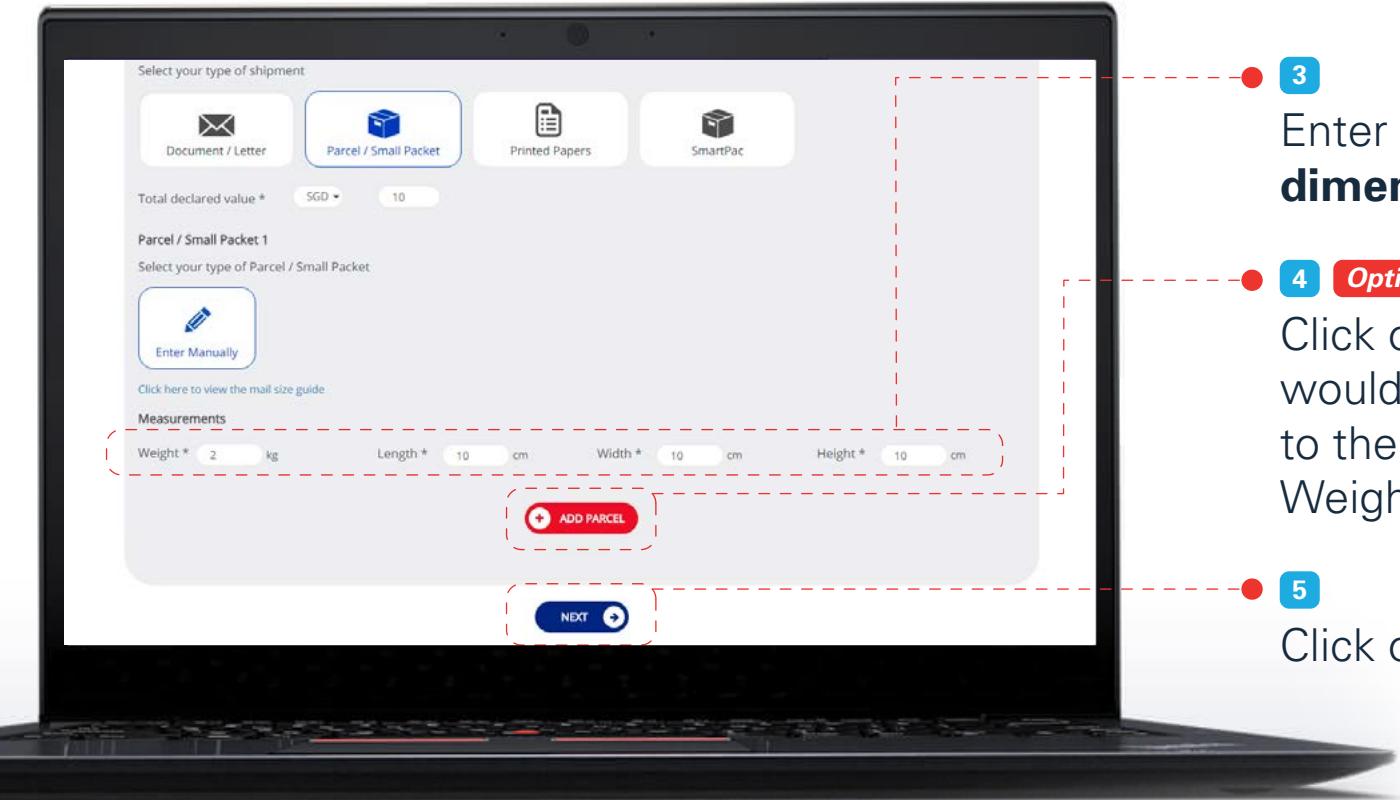


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| Step 1.2 – Brief Information (Local Single Shipment)



3

Enter the **weight** and
dimensions of your parcel

4

Optional

Click on “**Add Parcels**” if you
would like to add more parcels
to the same destination.
Weight and dimension limits apply.

5

Click on “**Next**” to proceed to the next step



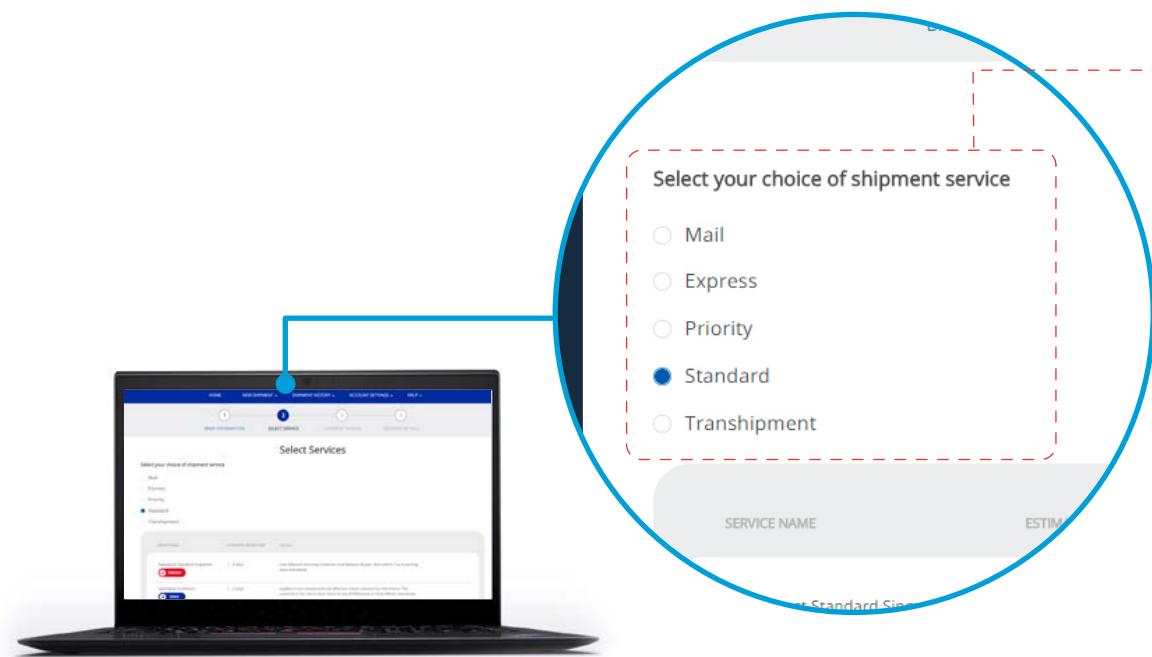


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| Step 2.1 – Select Services (Local Single Shipment)

**TIP**

Click on the **radio buttons** to filter the type of service you require



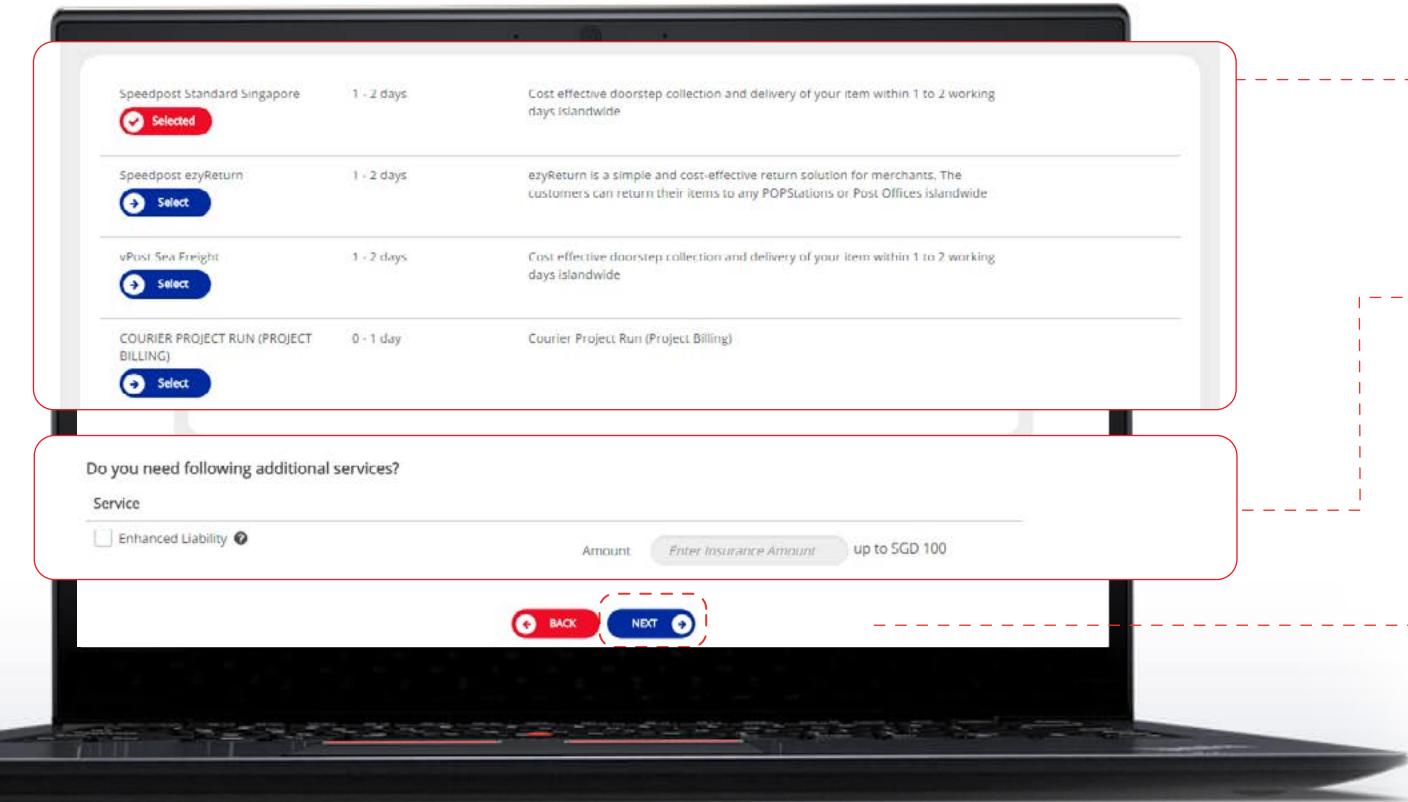


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| Step 2.2 – Select Services (Local Single Shipment)



- 1 Select the **service you require** for your shipment

- 2 **Optional**
Click on the **enhanced liability checkbox** and enter the **additional** amount of enhanced liability that you would like to purchase for your shipment

- 3 Click on “**Next**” to proceed to the next step





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| Step 3 – Shipment Details (Local Single Shipment)

Optional

You will be able to track your shipment with the Sender Reference on speedpost.com.sg

1

Declare contents, value and weight of your shipment

2

Click on “**Next**” to proceed to the next step





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| Step 4.1 – Delivery Details (Local Single Shipment)

The screenshot shows the 'Delivery Details' section of the ezy2ship software. It includes fields for Sender Details (Address Code, Name*, Company Name, Contact Number*, Email Address*, Save this address to Address Book) and Recipient Details (Address*, City / Town*, State*, Country, Postcode). Below these are sections for Send By Details (Send by Address, same as above, Send From Address) and Recipient (Send to) Details (Address Code). Red dashed boxes highlight the 'Search from Address Book' buttons in the sender and recipient sections.

1 Fill in the **Sender's Address and Details**

TIP You can choose previously saved addresses using the **address book function**





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| Step 4.2 – Delivery Details (Local Single Shipment)

2. Send By Details

Send by Address

3. Recipient (Send to) Details

Address Code

Name *

Company Name

Contact Number

Email Address

Message to Recipient (Send to)

To Home/Office Address

Address *

City / Town *

State

Country

Postcode

Save this address to Address Book

2
Fill in the **Recipient's Address and Details**



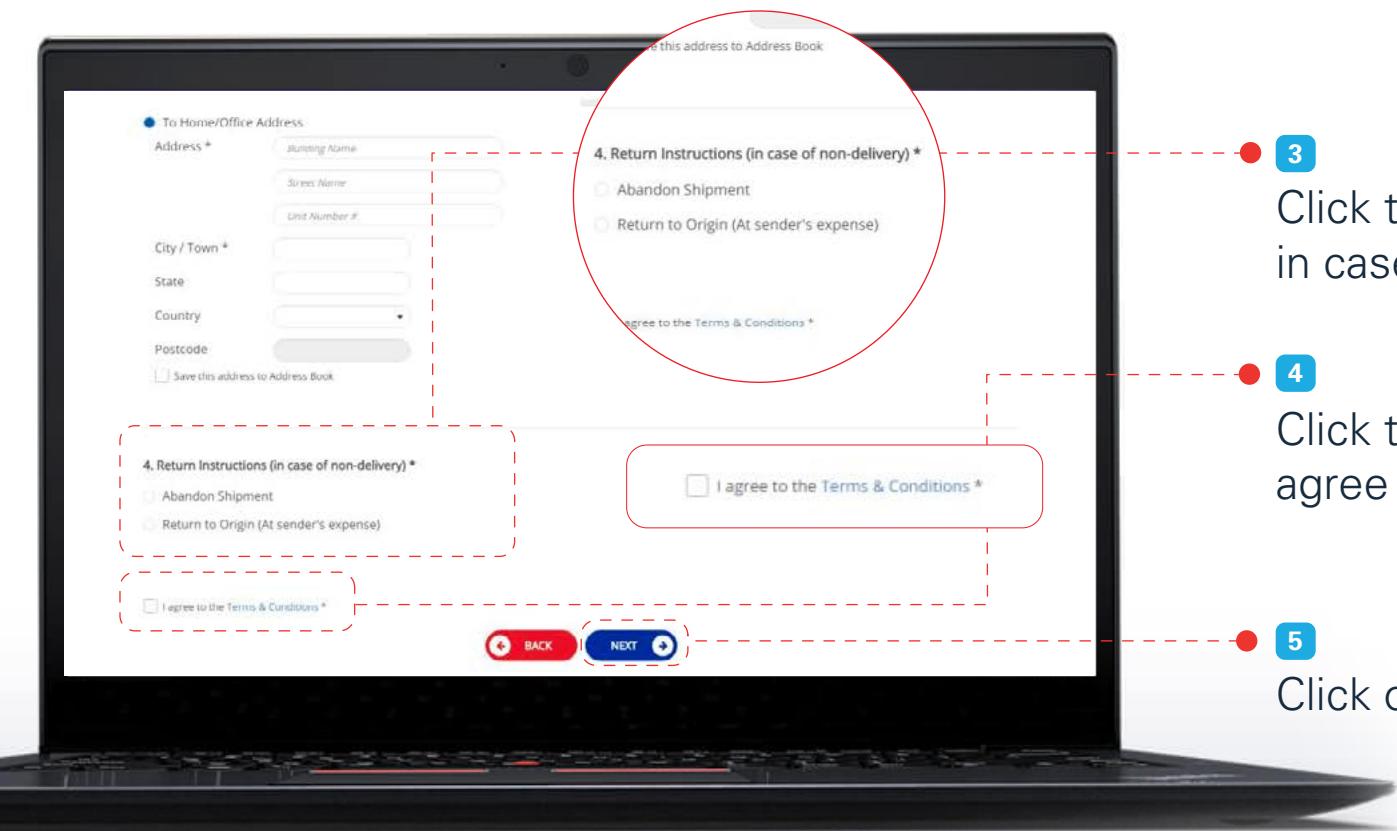


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| Step 4.3 – Delivery Details (Local Single Shipment)



3 Click to select the **Return Instructions** in case of non-delivery

4 Click the **checkbox to confirm** that you agree to our Terms and Conditions

5 Click on “**Next**” to proceed to the next step



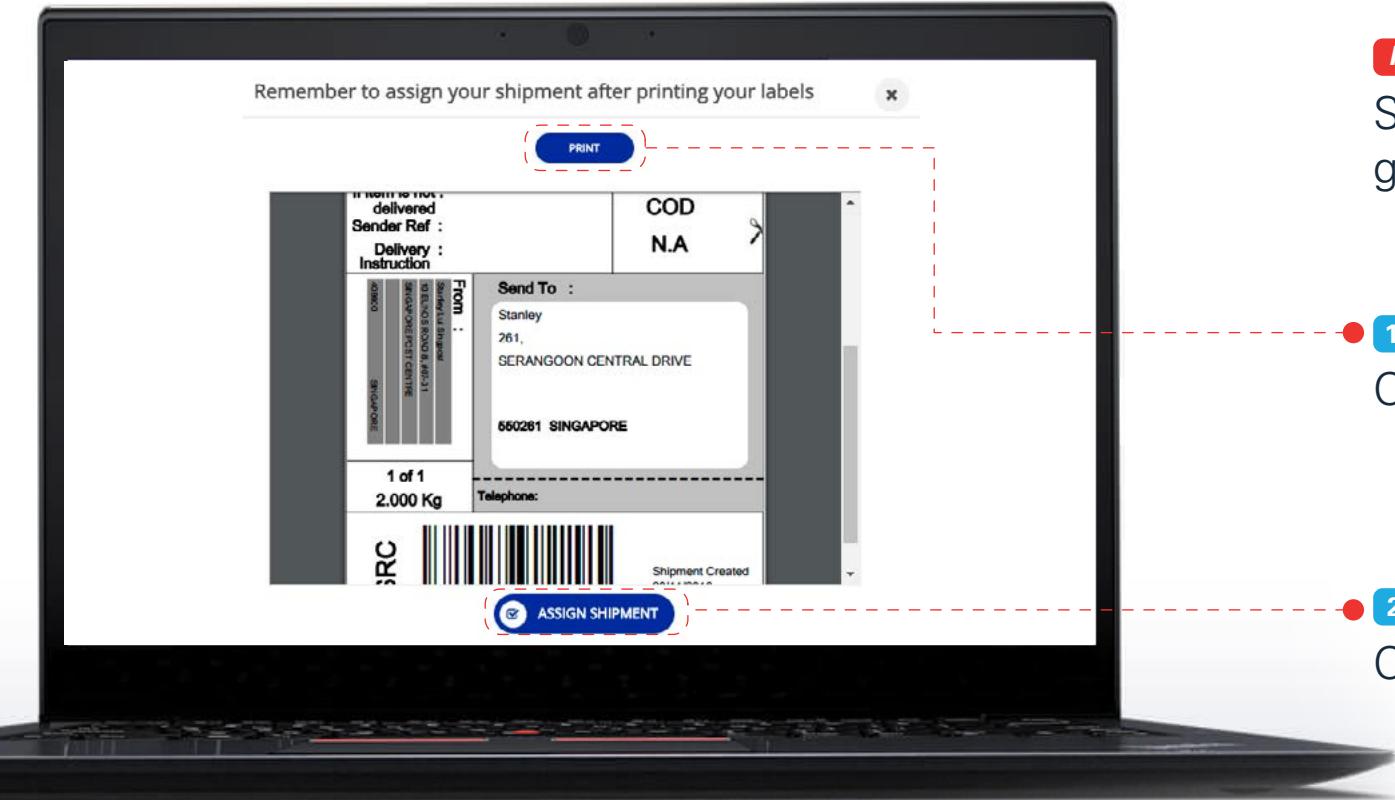


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| Step 5 – Print Shipment Labels (Local Single Shipment)



Pop-up

Shipment labels will automatically be generated in a pop-up window

1

Click to “**Print**” your shipment label

2

Click to “**Assign**” your shipment



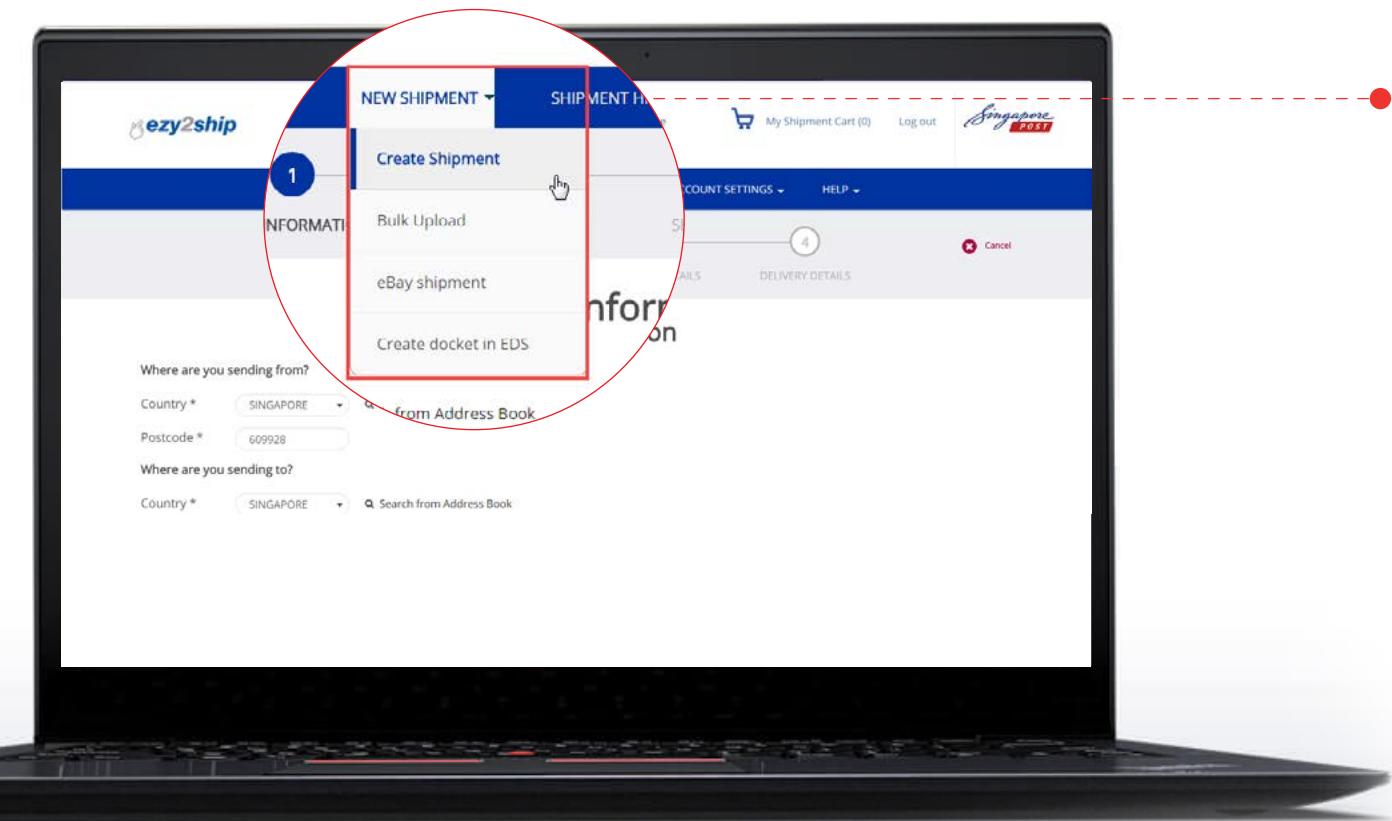


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| Create New Shipments > Single Shipment > International



1

Select “**Create Shipment**”
from the dropdown menu
under “**New Shipment**”





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| Step 1.1 – Brief Information (International Single Shipment)

BRIEF INFORMATION

Where are you sending from?

Country * SINGAPORE

Postcode * 408600

Where are you sending to?

Country * UNITED STATES

Postcode * 90210

Select your type of shipment

Document / Letter

Parcel / Small Packet

Printed Papers

SmartPac

Total declared value * SGD 10

1

Enter the **Shipper's** and **Receiver's** postcode

2

Select the **type of shipment** and enter the **declared value** of your item



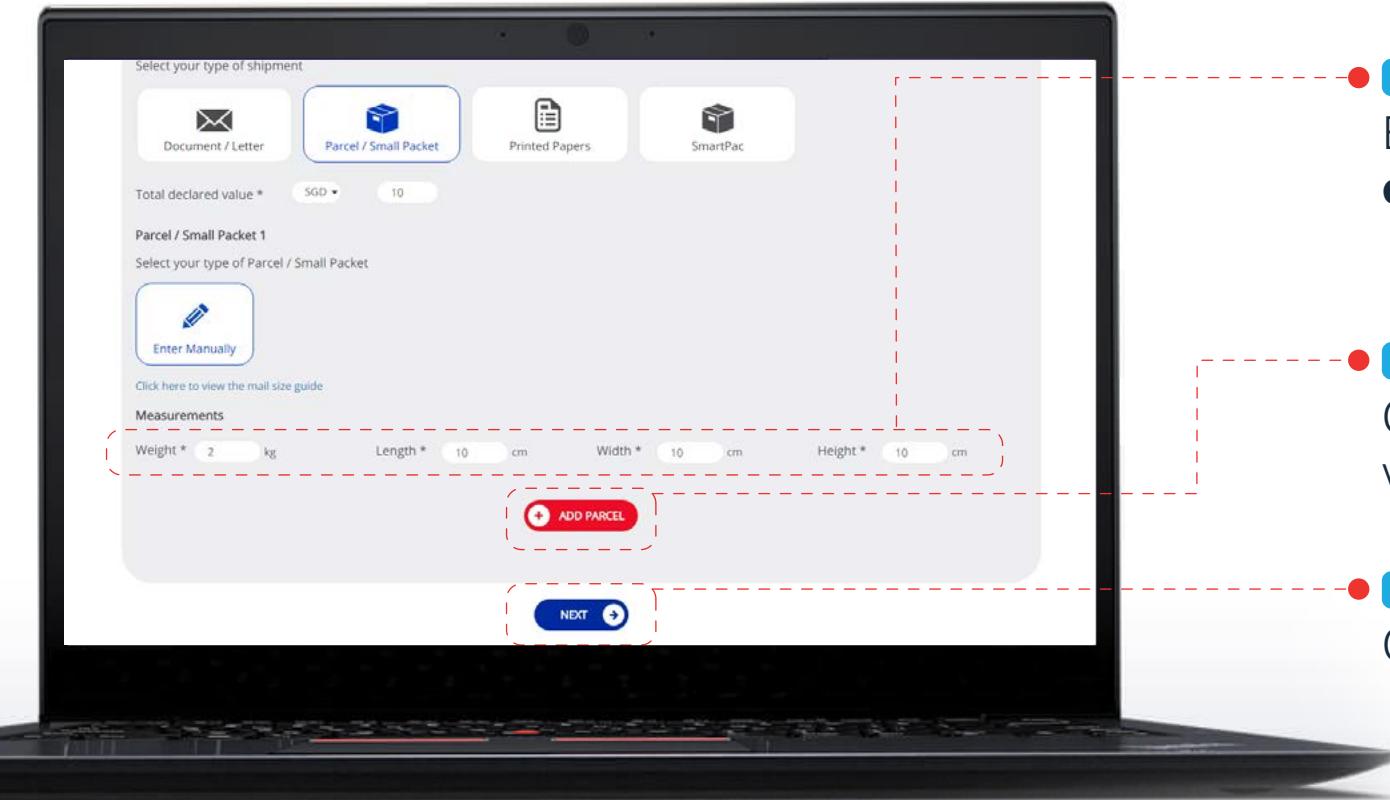


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| Step 1.2 – Brief Information (International Single Shipment)



3

Enter the **weight** and
dimensions of your parcels

4

Optional
Click on “**Add Parcels**” if you
would like to add more parcels

5

Click on “**Next**” to proceed to the next step



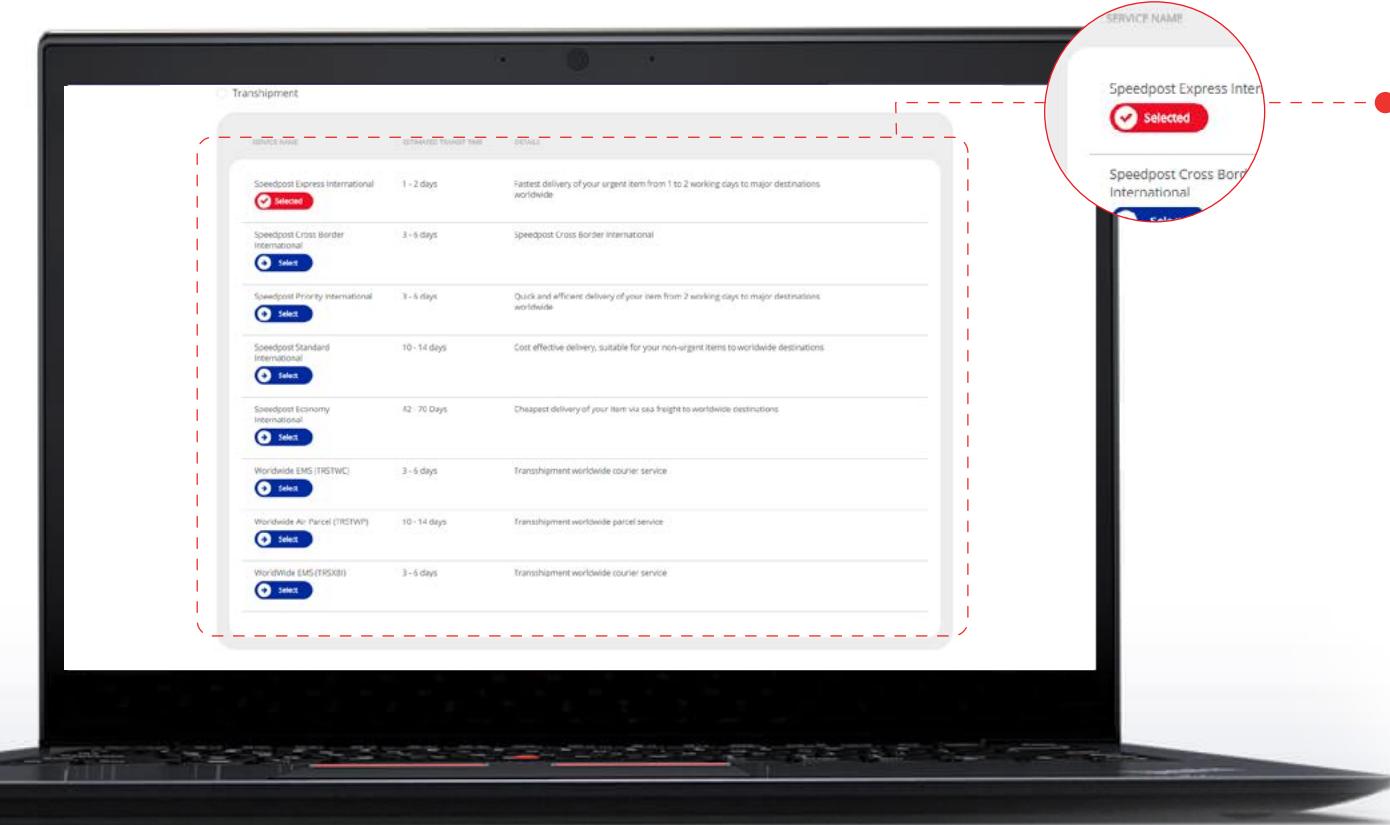


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| Step 2.1 – Select Services (International Single Shipment)



1

Select the **type of service** for your shipment



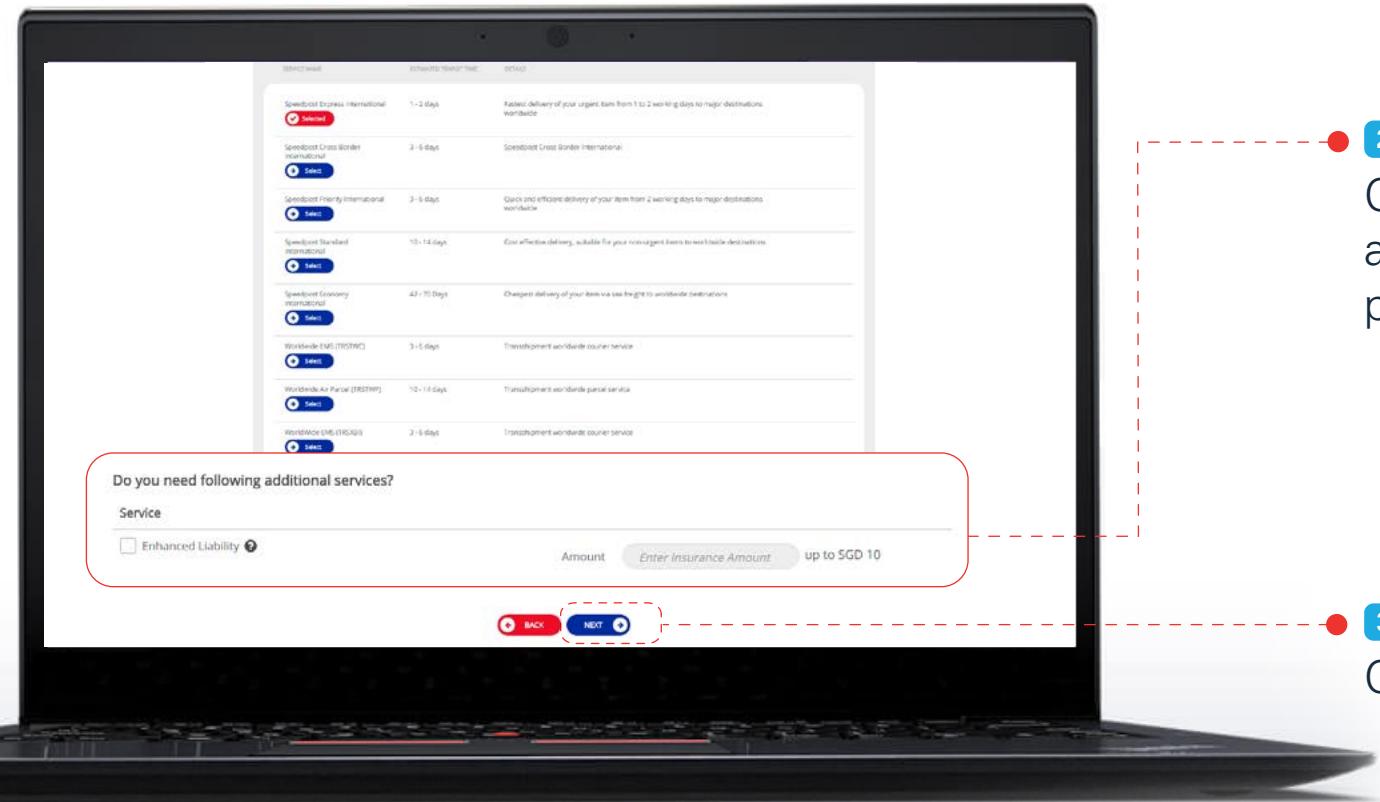


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| Step 2.2 – Select Services (International Single Shipment)

2 **Optional**

Click on the **enhanced liability checkbox** and enter the amount if you would like to purchase enhanced liability for your shipment.

3

Click on “**Next**” to proceed to the next step





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| Step 3.1 – Shipment Details (International Single Shipment)

Optional

Enter your own **reference number** for your shipment here

1

Select the **Type of Goods** that you are shipping from the dropdown menu





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| Step 3.2 – Shipment Details (International Single Shipment)

The screenshot shows the 'Shipment Details' page. At the top, there's a section for 'Enter Shipment Details' with fields for 'Sender Reference' and 'Type Of Goods'. Below this is a large dashed red box containing the 'Item Details' section. This section includes fields for 'Item Description', 'Declared currency', 'Declared Value', 'Country of manufacture', 'HS Code', 'Item Weight', and 'Item Quantity'. A row for item 1 is filled out. Below the table, it says 'TOTAL SGD 0'. There's a note: 'Sum of item values must be equal to declared value (SGD 10)'. A blue button labeled '+ ADD ITEM' is visible. At the bottom of the page, there's a checkbox: 'I confirm that my shipment does not contain any prohibited item(s). All my shipments are packed according to UPU regulations'. A red circle highlights the 'NEXT' button at the bottom right.

- 2 Declare contents, value and weight of your shipment
- **Optional** Click “**Add Item**” if you have more than 1 type of item in your shipment. **(Maximum 4 items)**
- 3 Click the checkbox to confirm that your shipment does not contain any prohibited items
- 4 Click on “**Next**” to proceed to the next step



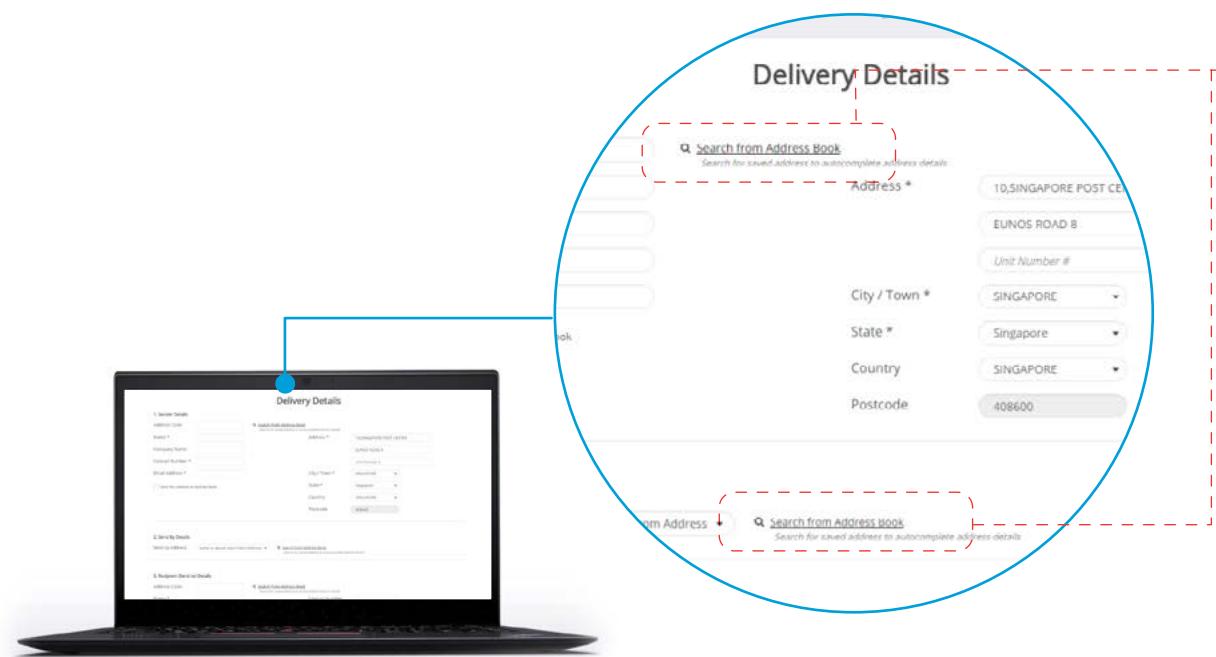


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| Step 4.1 – Delivery Details (International Single Shipment)



TIP

You can choose your pre-defined addresses using the **address book function**





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| Step 4.2 – Delivery Details (International Single Shipment)

The screenshot shows the ezy2ship software interface for creating an international single shipment. It is organized into three main sections:

- 1. Sender Details:** Fields include Address Code, Name*, Company Name, Contact Number*, Email Address*, and a checkbox for "Save this address to Address Book".
- 2. Send By Details:** A dropdown menu shows "same as above Send From Address".
- 3. Recipient (Send to) Details:** Fields include Name*, Company Name, Contact Number, Email Address, and a "Message to Recipient (Send to)" text area.

Each section has a "Search from Address Book" button. At the bottom, there is a "To Home/Office Address" section with fields for Address*, City / Town*, State, Country (set to UNITED STATES OF AMERICA), Postcode, and a checkbox for "Save this address to Address Book".

1
Fill in the **Sender's Address and Details**

2
Fill in the **Recipient's Address and Details**



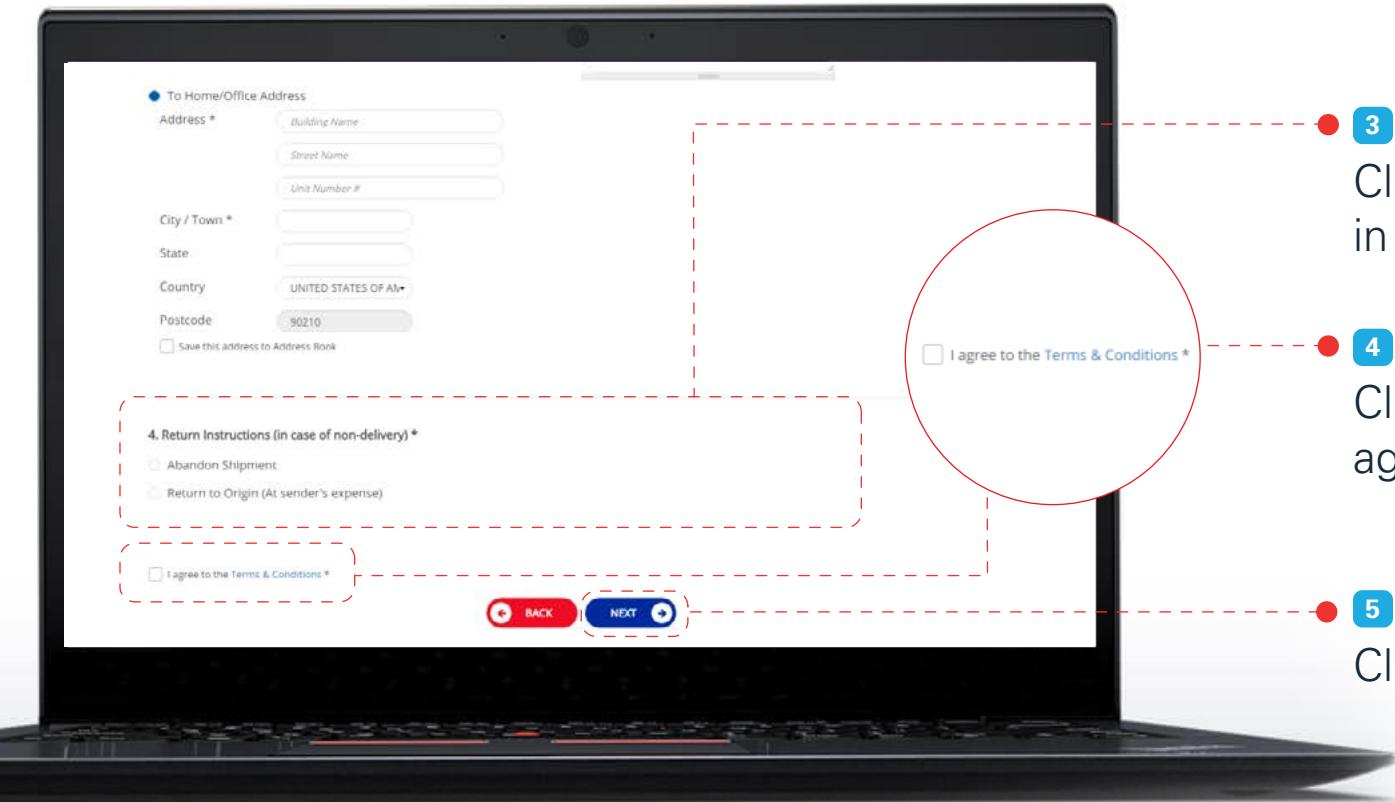


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| Step 4.3 – Delivery Details (International Single Shipment)



3

Click to select the **return instructions** in case of non-delivery

4

Click the **checkbox to confirm** that you agree to our Terms and Conditions

5

Click on "**Next**" to proceed to the next step



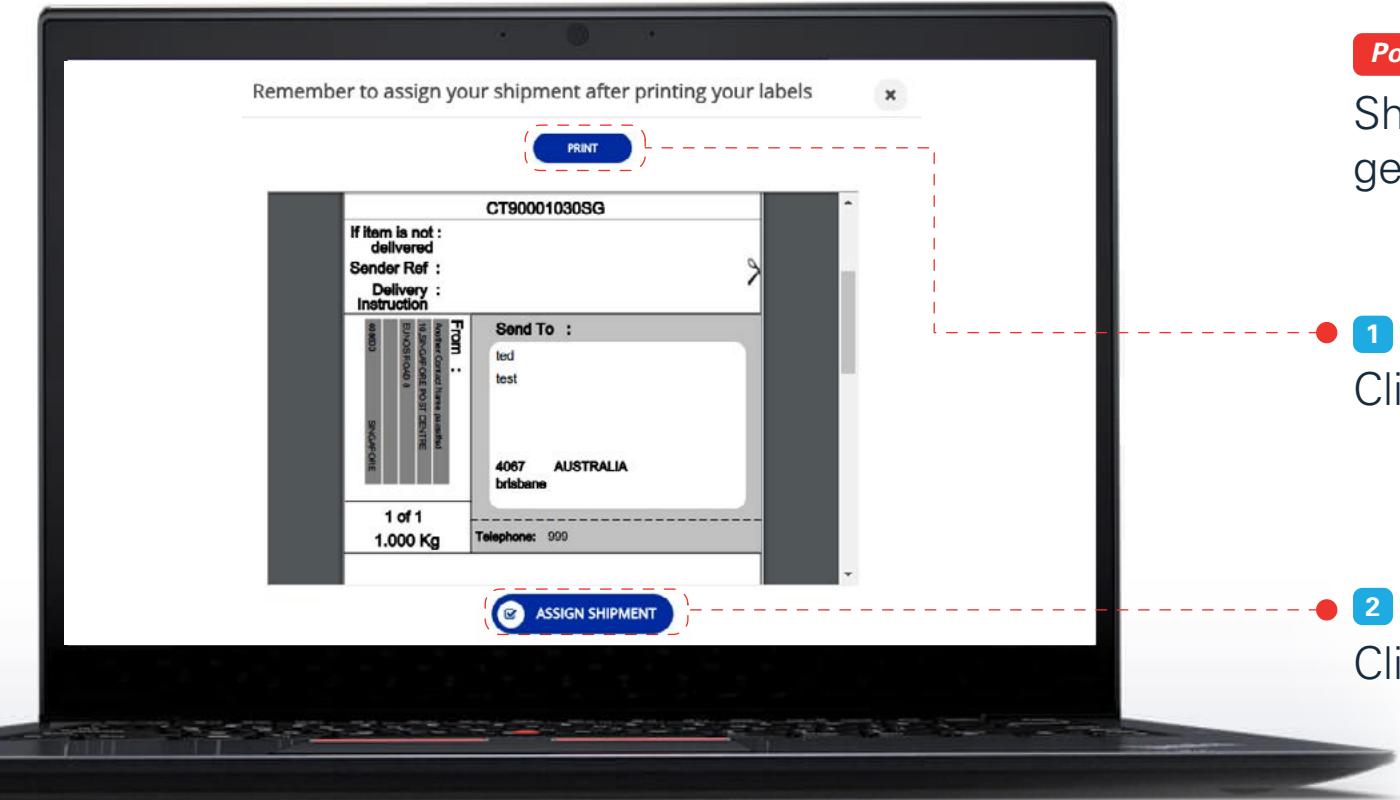


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| Step 5 – Print Shipment Labels (International Single Shipment)

**Pop-up**

Shipment labels will automatically be generated in a pop-up window

1

Click to “**Print**” your shipment label

2

Click to “**Assign**” your shipment



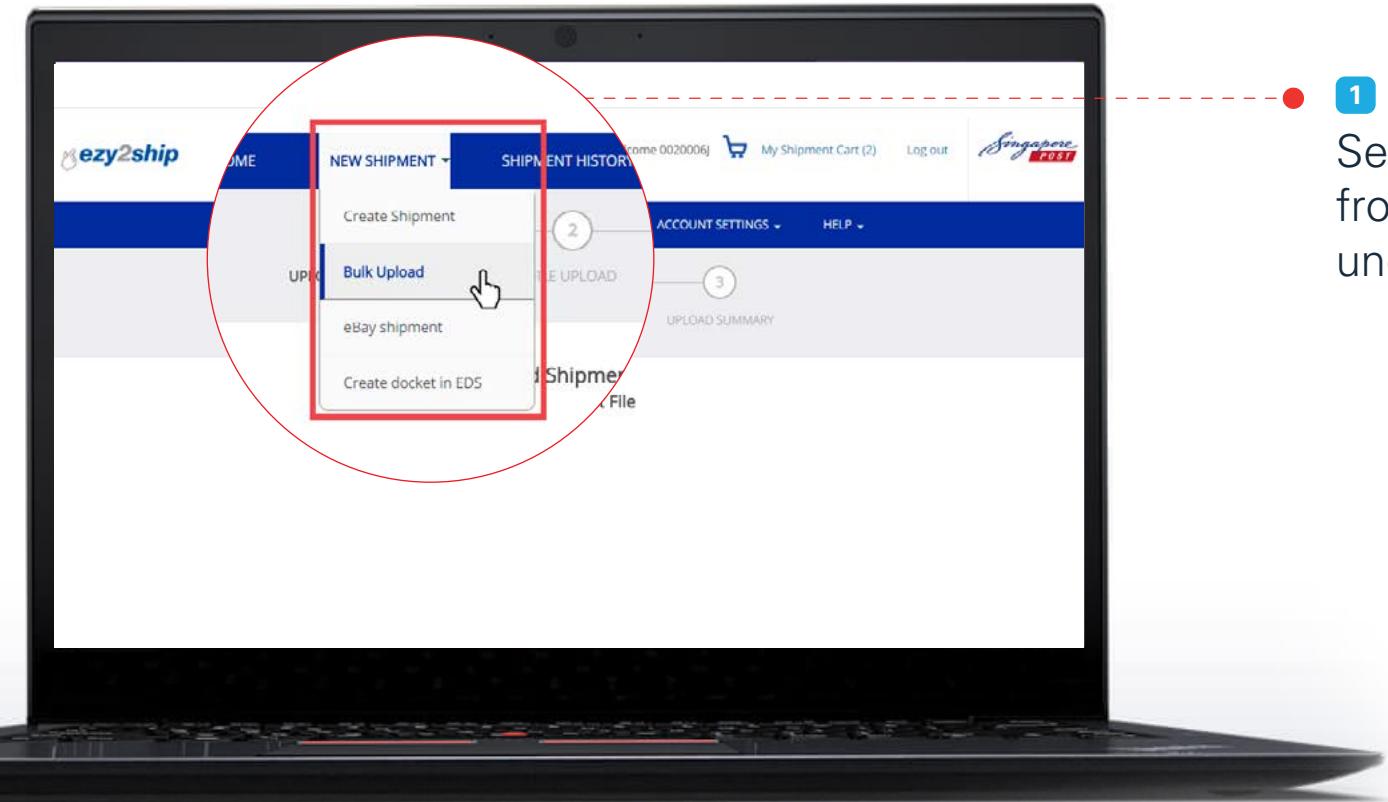


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| Create New Shipments > Bulk Shipments



1

Select “**Bulk Upload**”
from the dropdown menu
under “**New Shipment**”



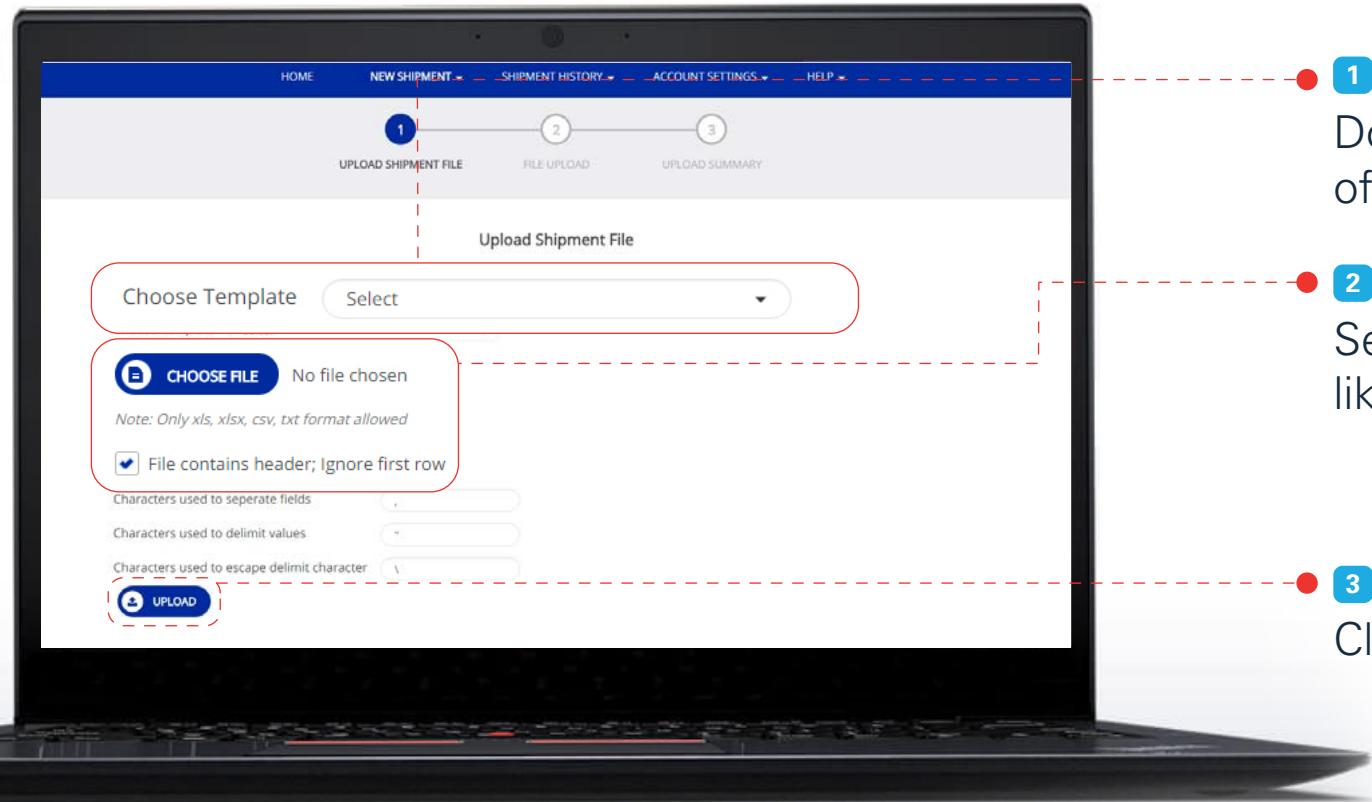


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| Choose bulk upload template and upload file



- 1 Download a **template** or **Select the type** of file template used for your shipment
- 2 Select the **completed file** that you would like to use for your shipment
- 3 Click on "**Upload**" to upload your file



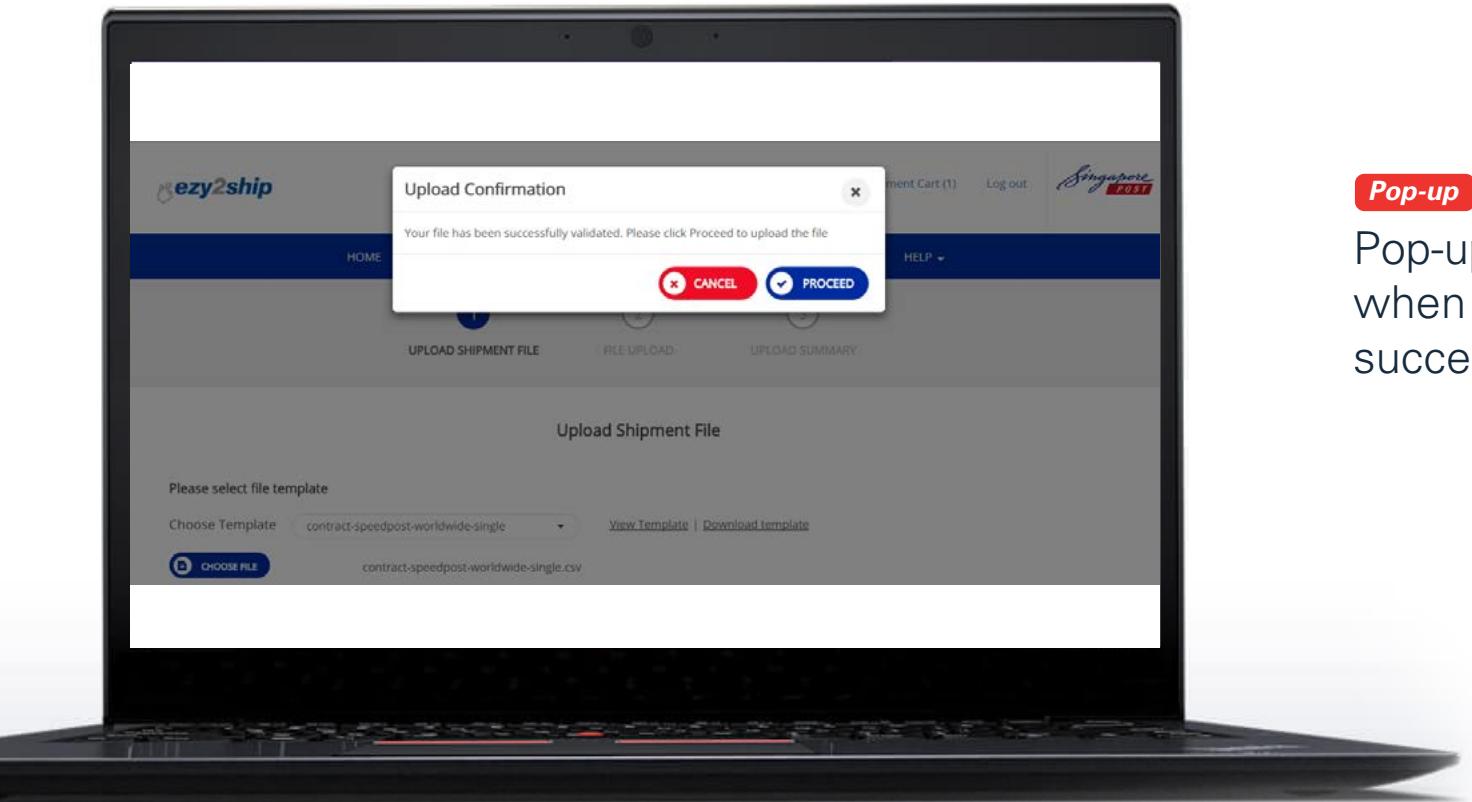


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| Bulk Shipments

**Pop-up**

Pop-up window will appear when the uploaded file is successfully validated





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Fill in Sender Details (Bulk Shipments)

The screenshot shows the 'Create Shipments' interface. On the left, there's a sidebar with 'Sender Details' containing fields for Address Code, Name*, Company Name, Contact Number, Email Address*, and a checkbox for saving to address book. Below this is a 'Send By Address' section with radio buttons for 'Same as Sender Address' and 'Return to different address'. At the bottom is a large 'NEXT' button. The main area has two 'Search my Address' fields, one on the left and one on the right, both with dropdown menus for Street Name, Unit Number#, City/Town*, State (set to Singapore), Country (set to SINGAPORE), and Postcode*. A red circle highlights the right-hand 'Search my Address' field. A red dashed box encloses the 'Send By Address' section.

TIP

You can choose your **pre-defined addresses** using the address book function

- 1 Fill in the **Sender's** Details
- 2 Select the send by address
- 3 Click on “**Next**” to proceed to the next step



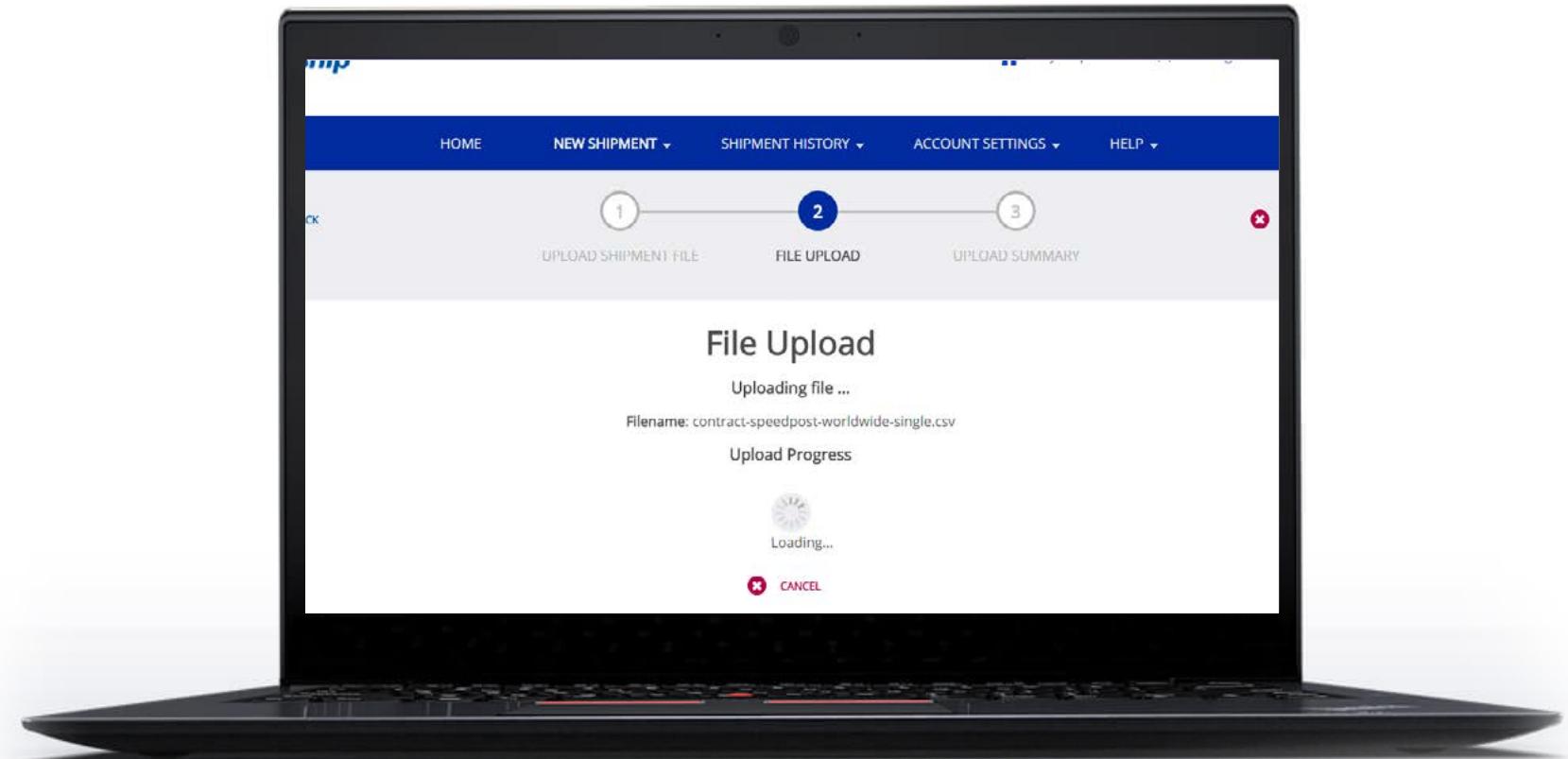


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| File upload will start automatically (Bulk Shipments)



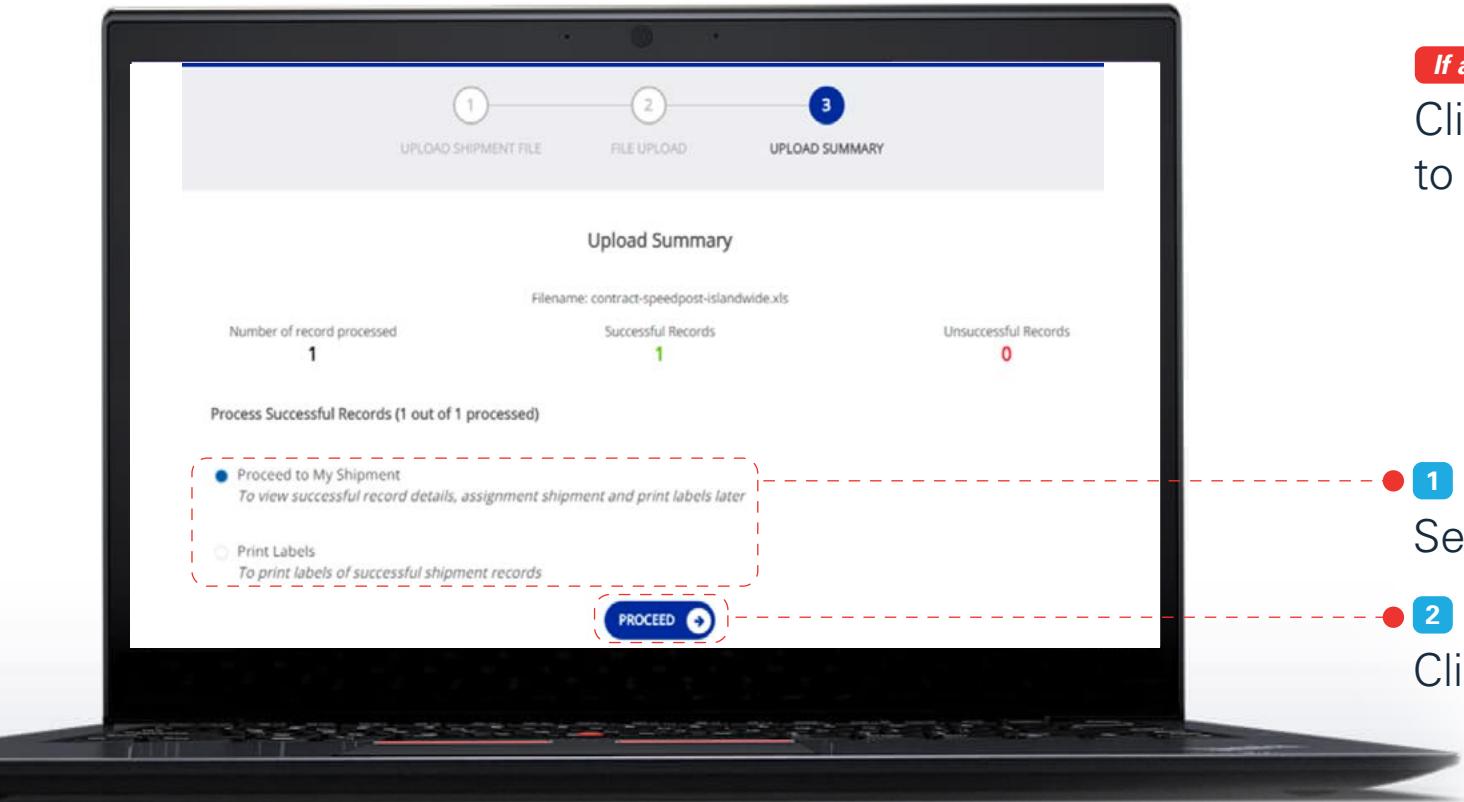


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| Bulk Shipments

**If all records are successfully uploaded**Click on “**Proceed**”
to move to the next step1
Select your **processing** method2
Click on “**Proceed**”

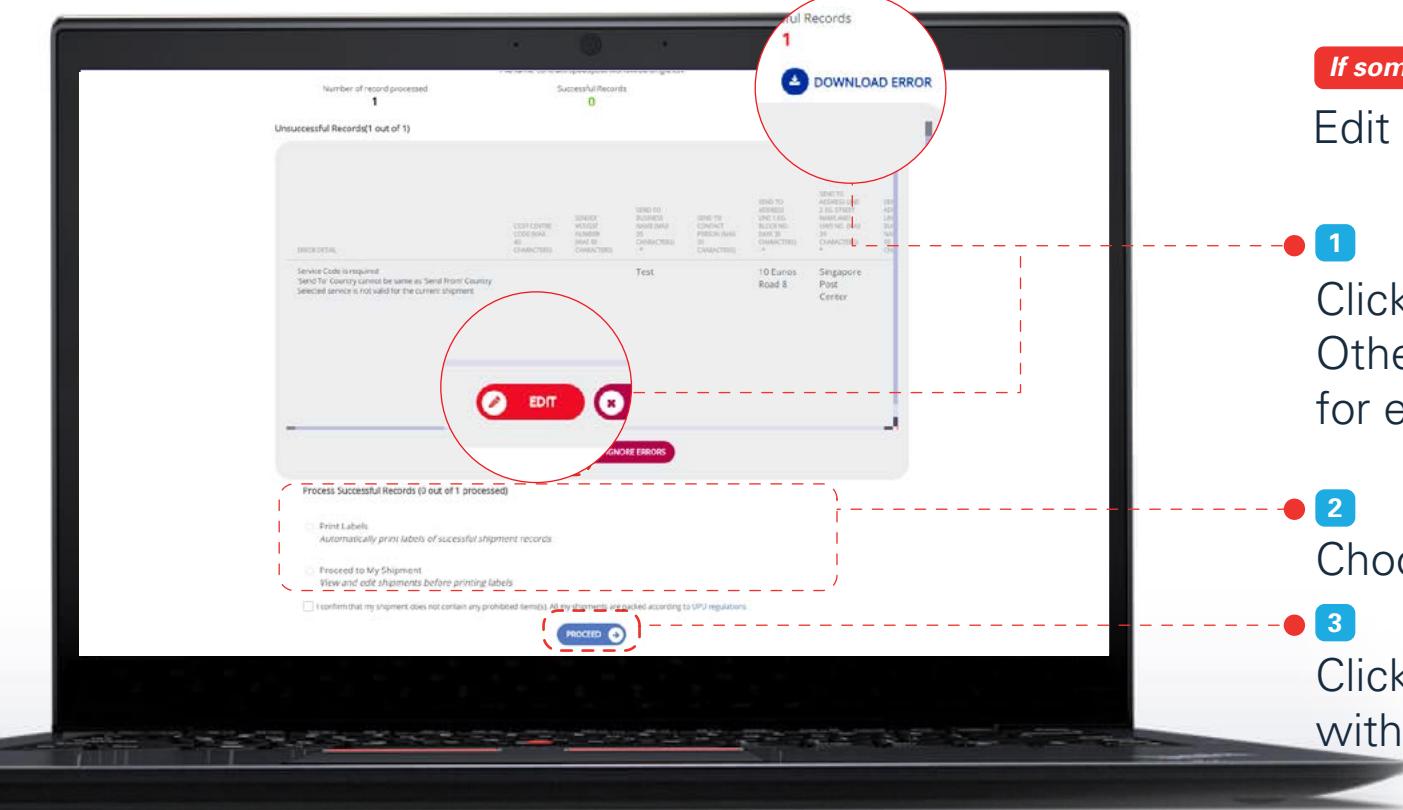


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| Bulk Shipments

**If some records are inaccurate**

Edit any errors on-screen

- 1 Click on “**Edit**” to manually edit your entry on screen. Otherwise, you can also download the error entries for editing by clicking the “**Download Error**” button
- 2 Choose **Print Labels** to print all labels at one shot
- 3 Click on “**Proceed**” when you are done with editing your entries



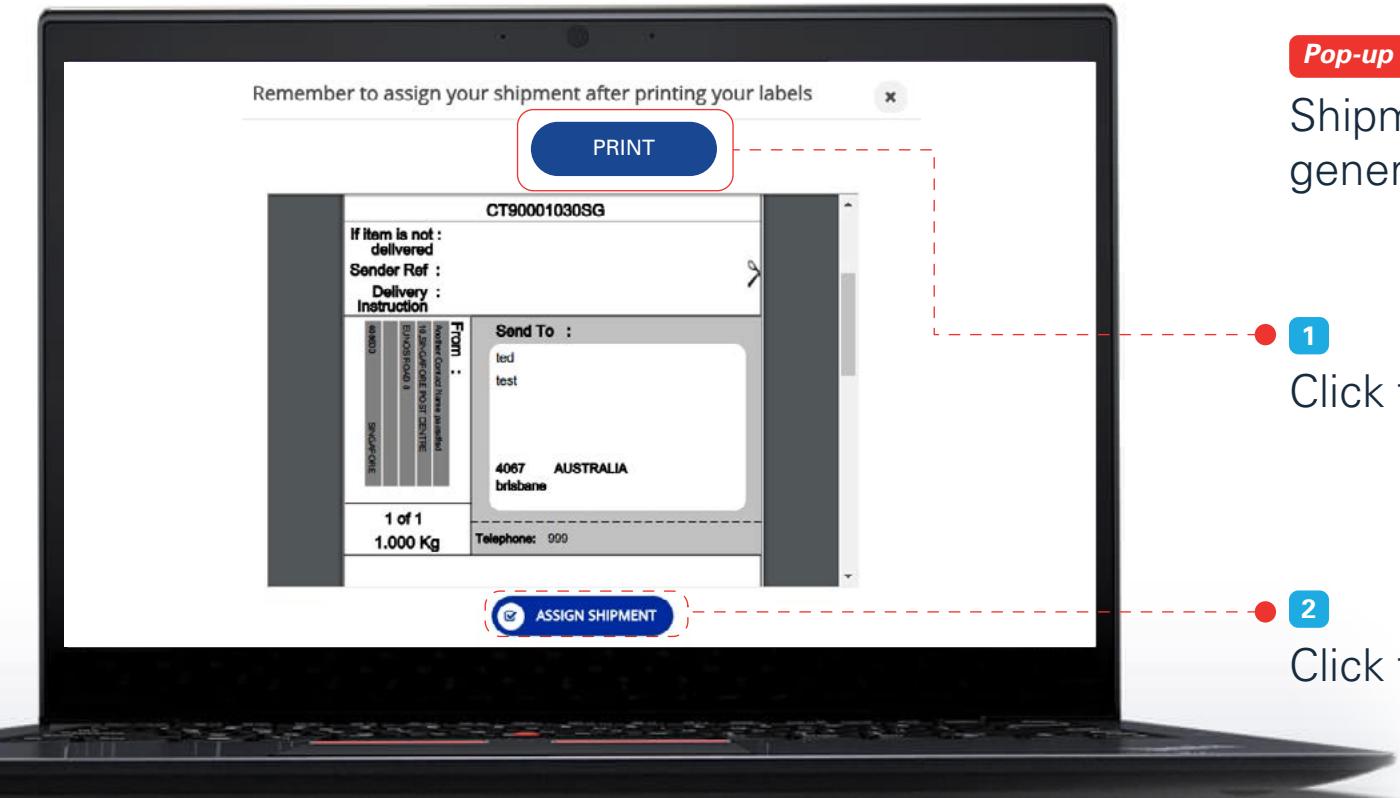


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| Print Shipment Labels (Bulk Shipment)



Pop-up

Shipment labels will automatically be generated in a pop-up window

1

Click to “Print” your shipment label

2

Click to “Assign” your shipment



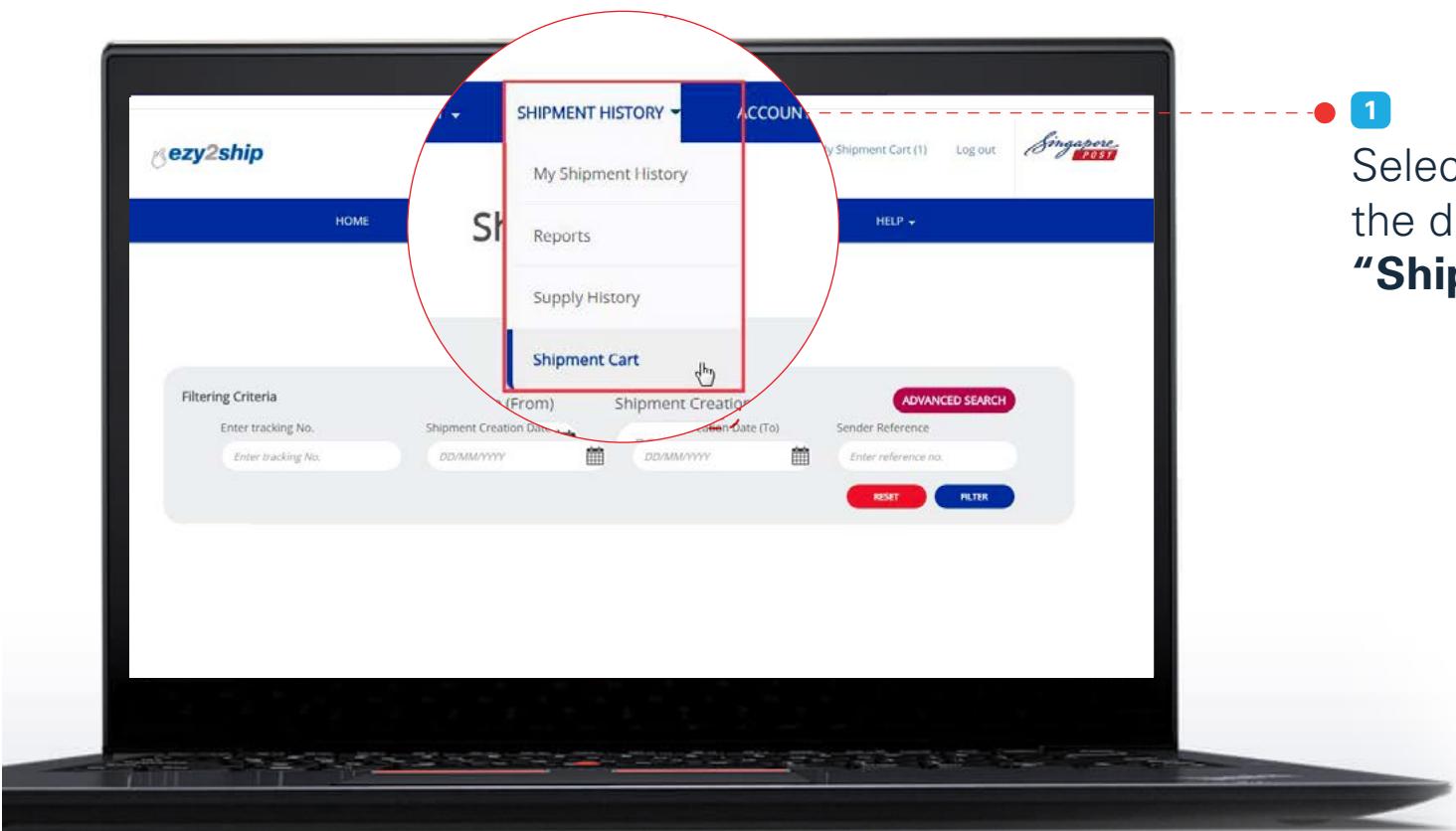


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| Print Shipment Labels



1

Select “**Shipment Cart**” from the dropdown menu under “**Shipment History**”





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| Print labels for Selected Shipments

The screenshot shows the ezy2ship Shipment Cart page. At the top, there's a navigation bar with links for HOME, NEW SHIPMENT, SHIPMENT HISTORY, ACCOUNT SETTINGS, and HELP. Below the navigation is a 'Shipment Cart' section with a 'Filtering Criteria' box containing fields for tracking number, creation date range, and sender reference, along with ADVANCED SEARCH, RESET, and FILTER buttons. Underneath is a 'My Shipment Records' table with columns for VIEW/EDIT, SHIPMENT CREATION, TRACKING NO., SHIPMENT REFERENCE, SEND FROM, SEND TO, SERVICE, PACKAGE TYPE, and LABEL STATUS. A single row is shown with details: View/Edit, 24 Nov 2016 10:21 pm SGT, Tracking No. 267A Compasvale Link #02-73 EUNOS ROAD 8 Singapore 408600, Send From Andrea, Send To Testing, Service Speedpost Express International, Package Type Parcel-Express, Label Status Processing. At the bottom of the table are buttons for PRINT LABEL, EMAIL LABEL, EXPORT ALL, and REFRESH. A red dashed circle highlights the 'PRINT LABEL' button in the first row. Step 1 is indicated by a red dot above the table and a callout pointing to the 'PRINT LABEL' button. Step 2 is indicated by a red dot to the left of the table and a callout pointing to the same button.

1 Select the shipments that you would like to create labels for

2 Click on “Print Label” to generate and print your shipment labels

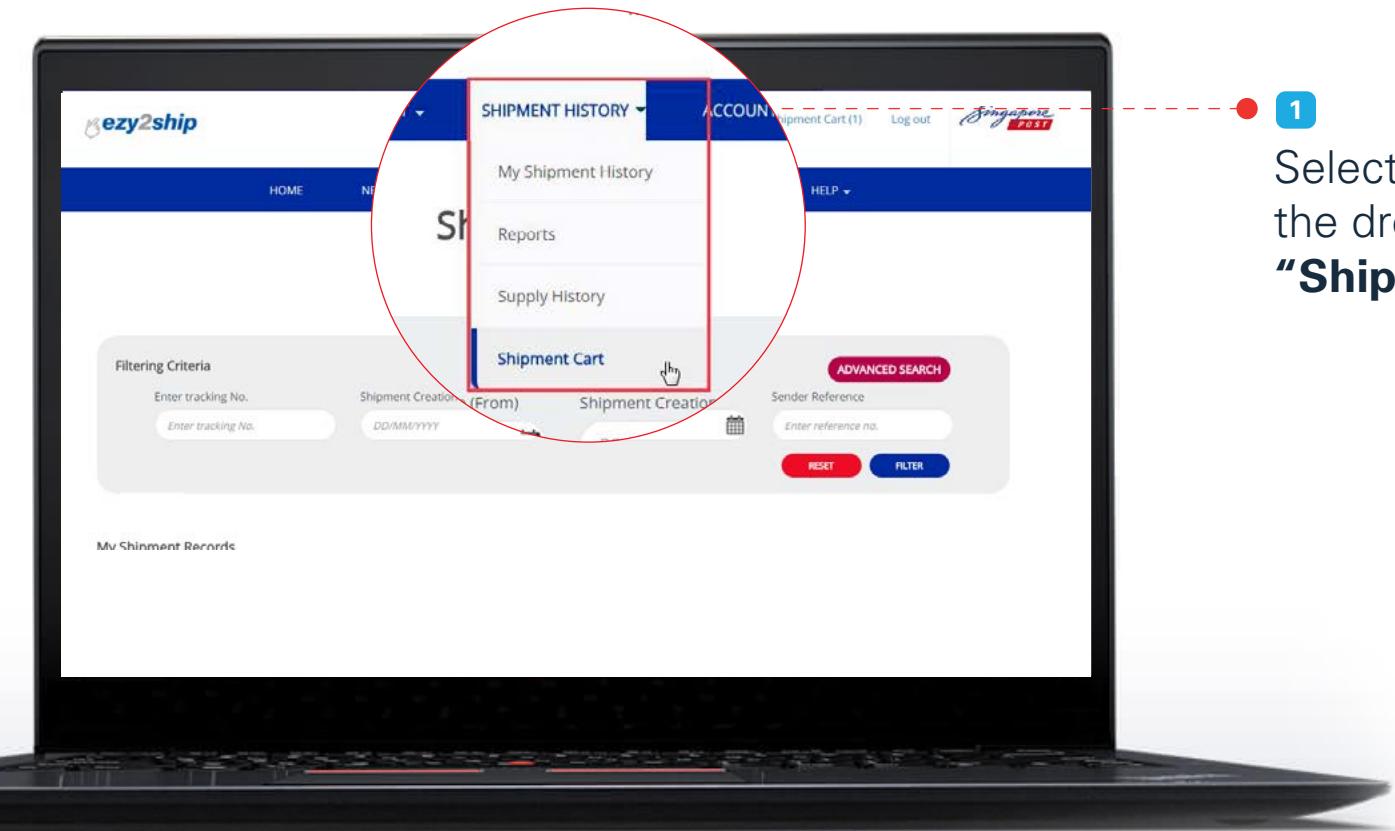


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Assign Shipments



1

- 1 Select “**Shipment Cart**” from the dropdown menu under “**Shipment History**”



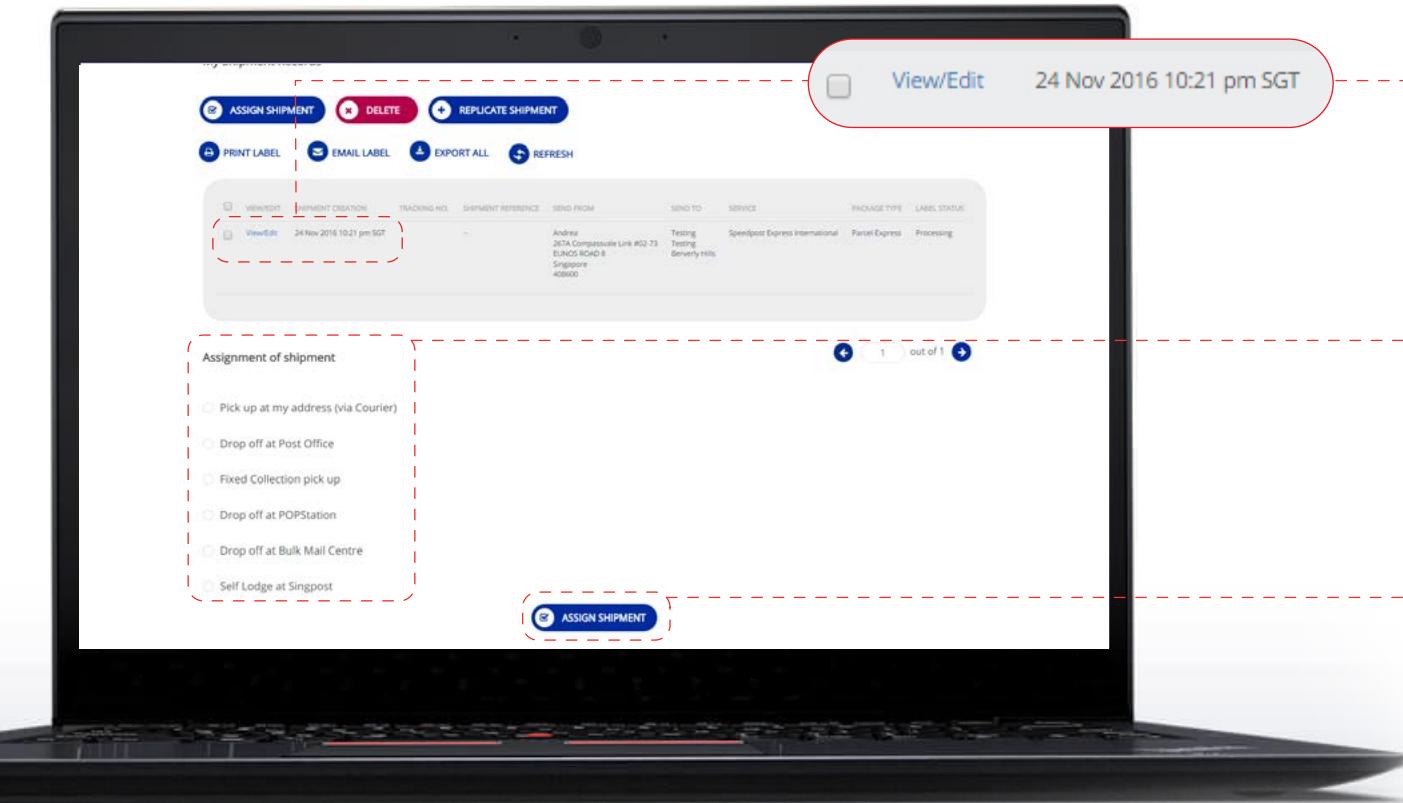


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| Assign Shipments



1

Click on the **checkbox** for the shipments that you would like to assign

2

Select how you would like to **assign** your shipments

3

Click on “**Assign Shipment**”



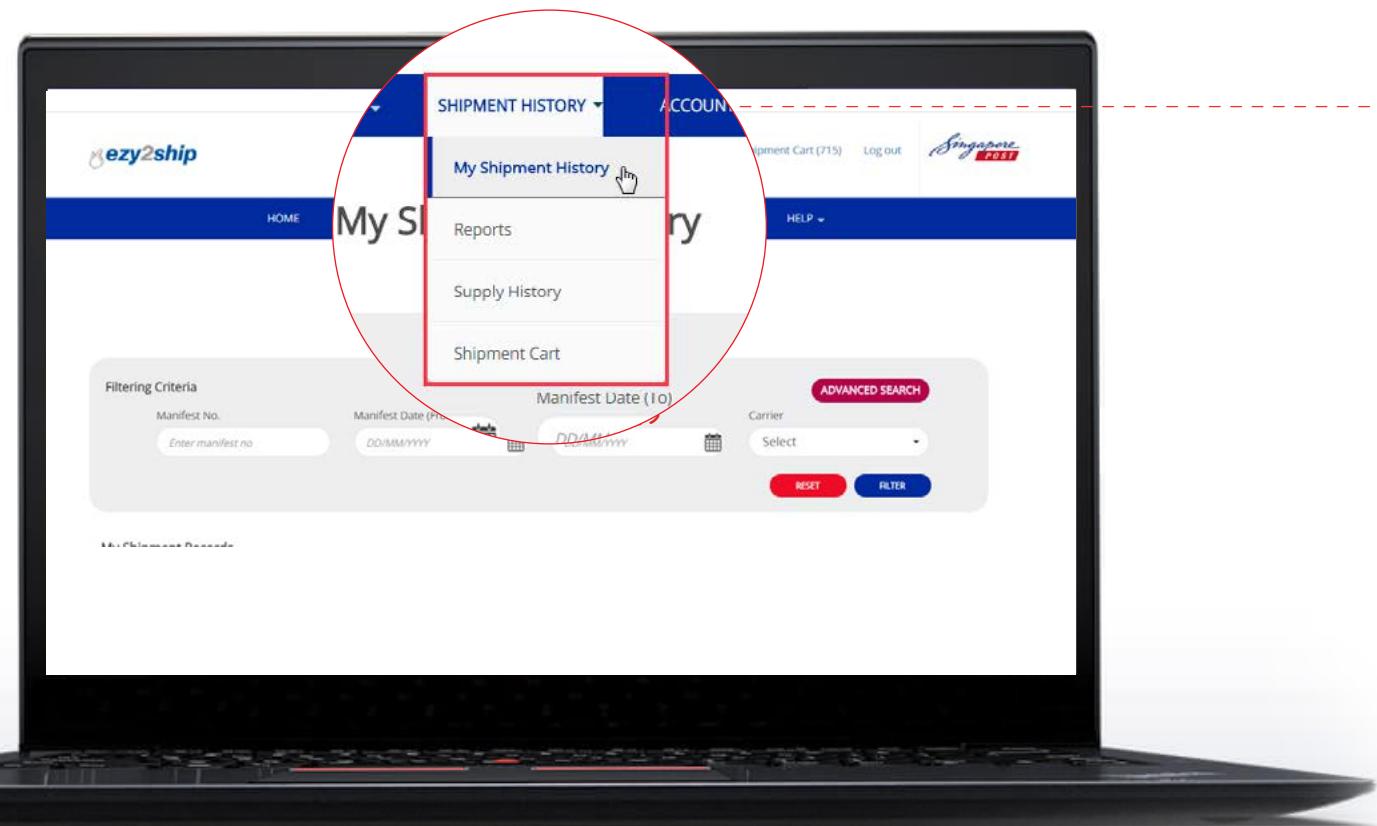


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| Home > Log-in > View Shipment History



1

Select “**My Shipment History**” from the dropdown menu under “**Shipment History**”





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Viewing Assigned Shipments

The screenshot shows the 'My Shipment History' section of the ezy2ship platform. At the top, there's a 'Filtering Criteria' bar with fields for 'Manifest No.', 'Manifest Date (From)', 'Manifest Date (To)', and 'Carrier', along with 'ADVANCED SEARCH', 'RESET', and 'FILTER' buttons. Below this is a table titled 'My Shipment Records' with columns: MANIFEST DATE, COLLECTION DETAILS, TRACKING NO., RECEIVER'S ADDRESS, PACKAGE TYPE, SERVICE, TRACK & TRACE, and TRACKING UPDATE. The first row in the table has a checkbox in the 'MANIFEST DATE' column, which is circled in red. Below the table are buttons for 'REQUEST ENQUIRY', 'PRINT LABEL', 'PRINT INVOICE', 'EMAIL LABEL', 'PRINT MANIFEST', and 'EXPORT ALL'.

- 1 Click on the **checkbox** for the shipments that you would like process
- 2 Click on the **“Buttons”** to access the following functions for your selected shipment(s):
 - Print Labels for your shipments
 - Print Invoice for your shipments
 - Email your shipment labels
 - Print shipment manifest
 - Export all your filtered shipment history to Excel

