ezy2ship User Guide for Users

Logging in to your Account

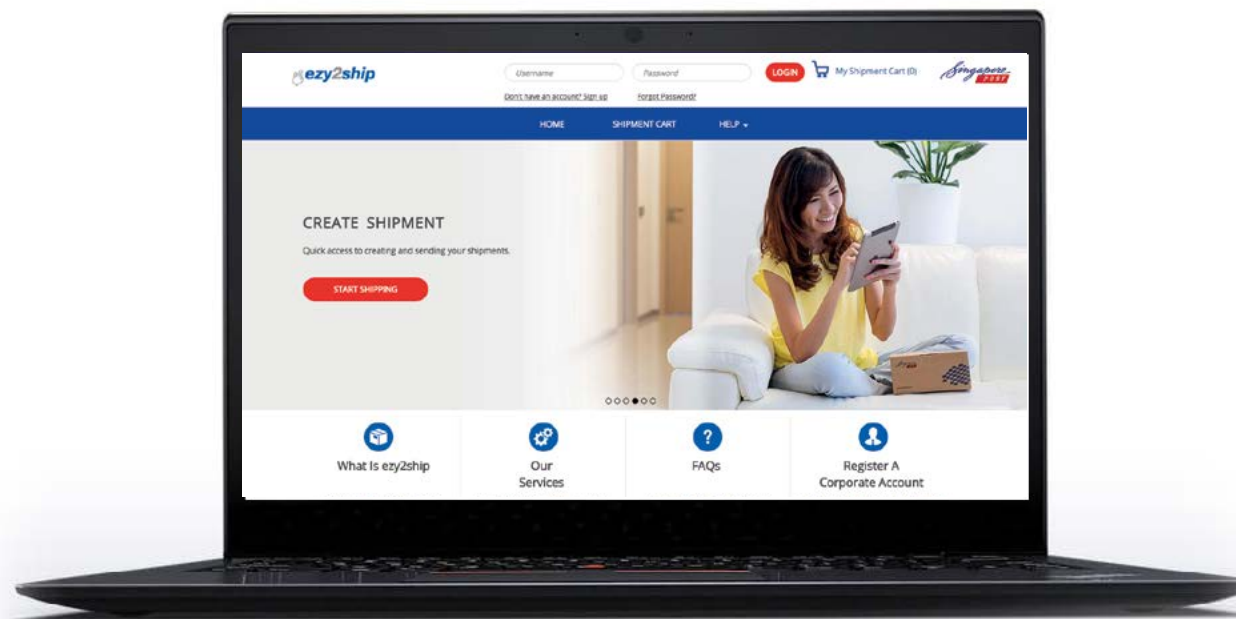**1** Visit: **www.ezy2ship.net**

2 Enter your **"Username"** and **"Password"**

Create New Shipments

Single Shipment

Bulk Shipments

| Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History |

Create New Shipments
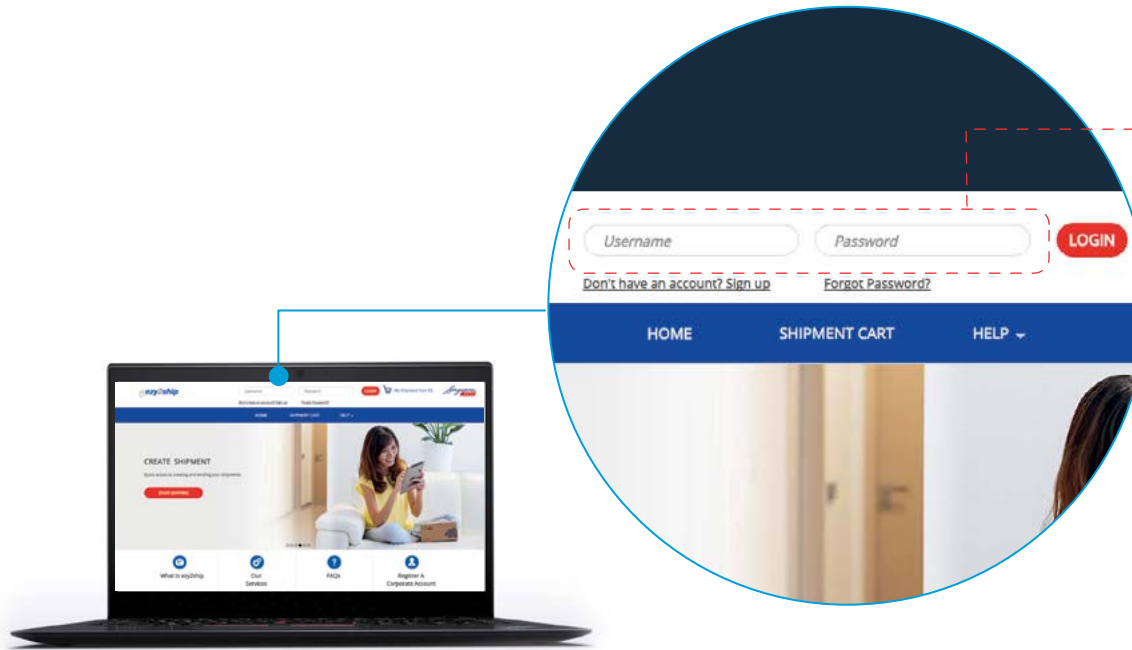
Local Shipments

International Shipments

Quick Links	Logging in to your account	Create Shipments	Print Shipment Labels	Assign Shipments	View Shipment History

Create New Shipments > Single Shipment > Local

1

Select **"Create Shipment"** from the dropdown menu under **"New Shipment"**
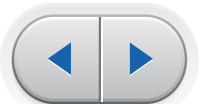
ezy2ship User Guide for Users

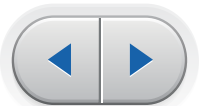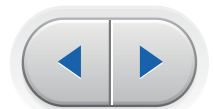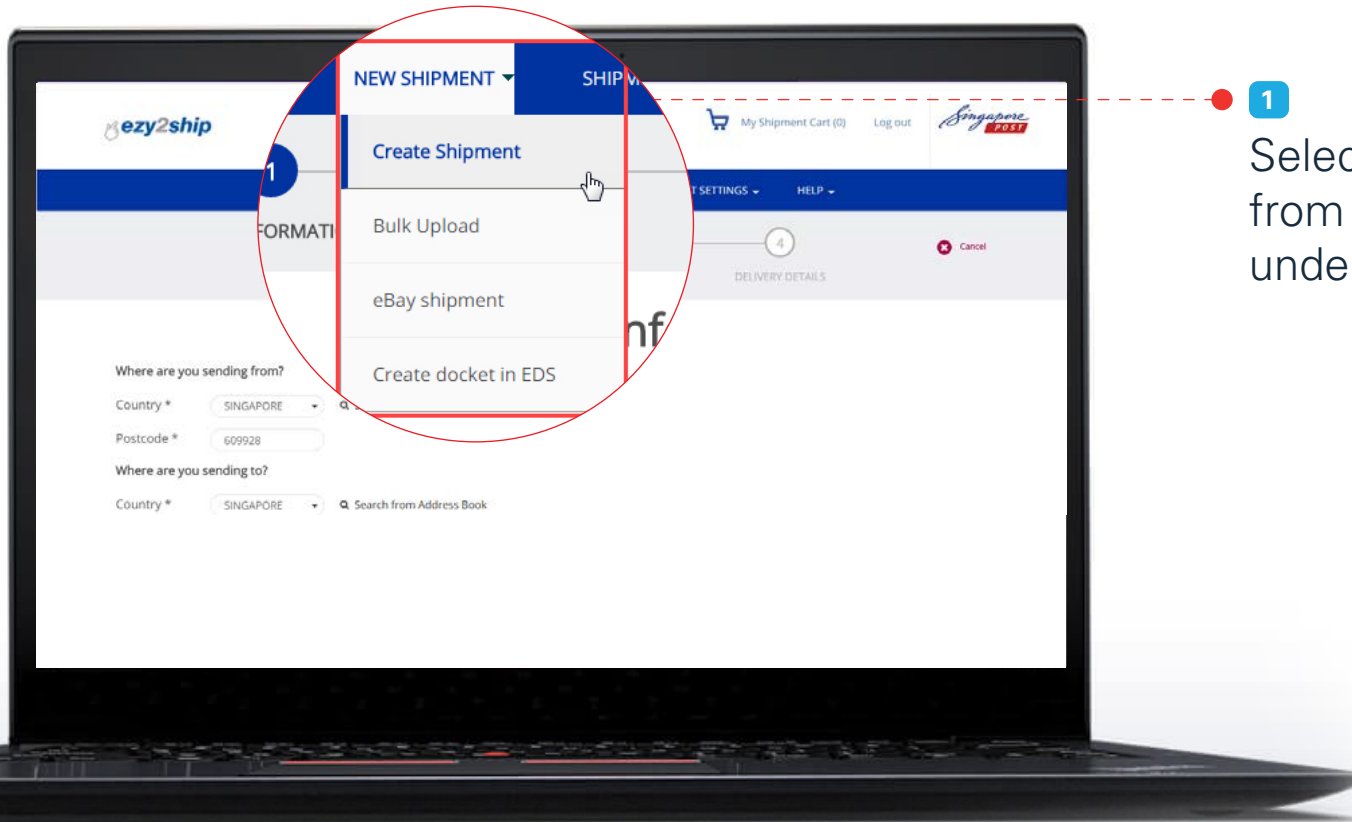| Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History |

Step 1.1 – Brief Information (Local Single Shipment)

1

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

2

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

ezy2ship User Guide for Users
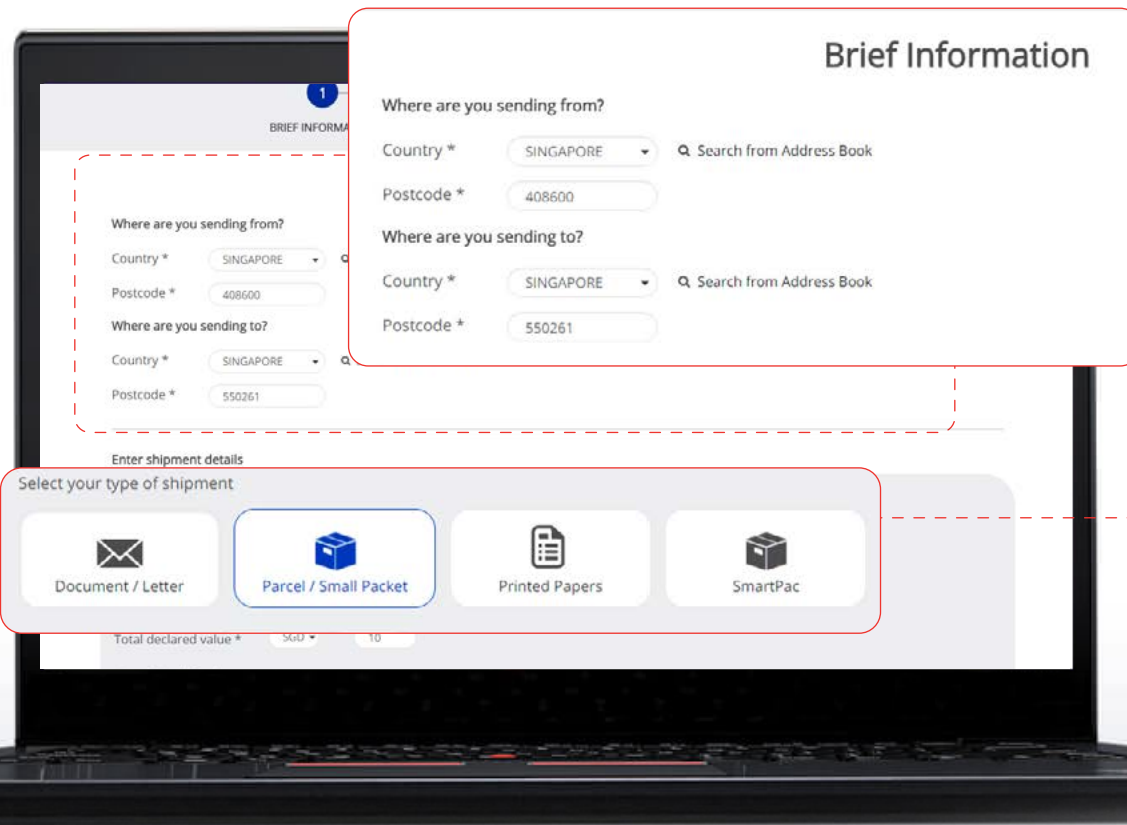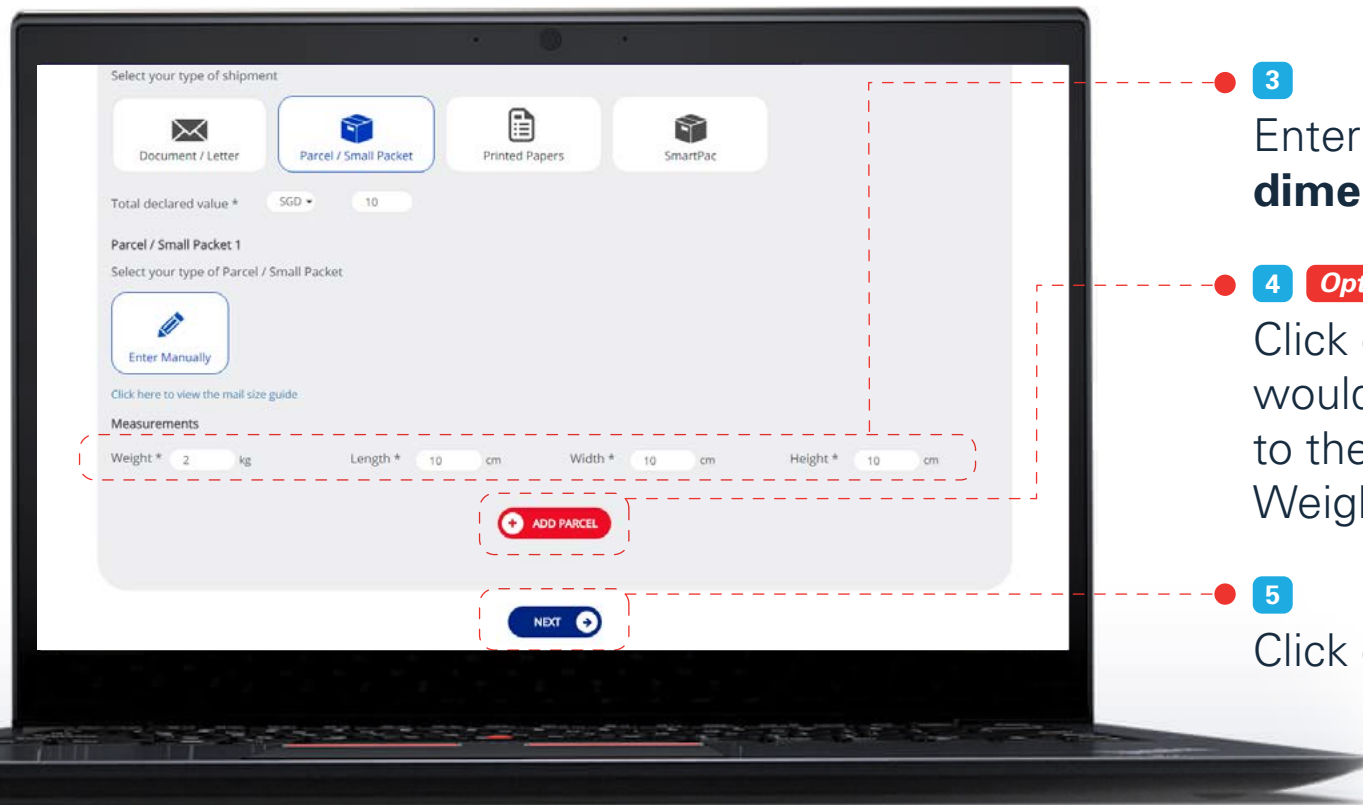
| Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History |

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

Step 2.1 – Select Services (Local Single Shipment)

Select your choice of shipment service

- ○ Mail
- ○ Express
- ○ Priority
- ● Standard
- ○ Transhipment

Select Services

SERVICE NAME   ESTIM

TIP

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

ezy2ship User Guide for Users
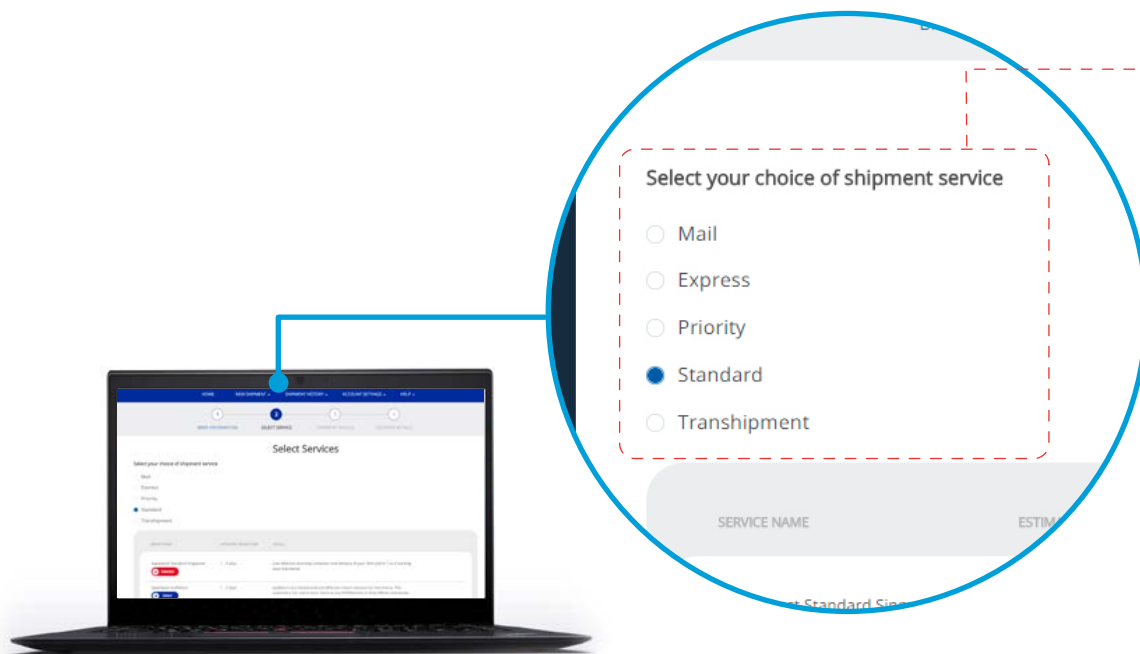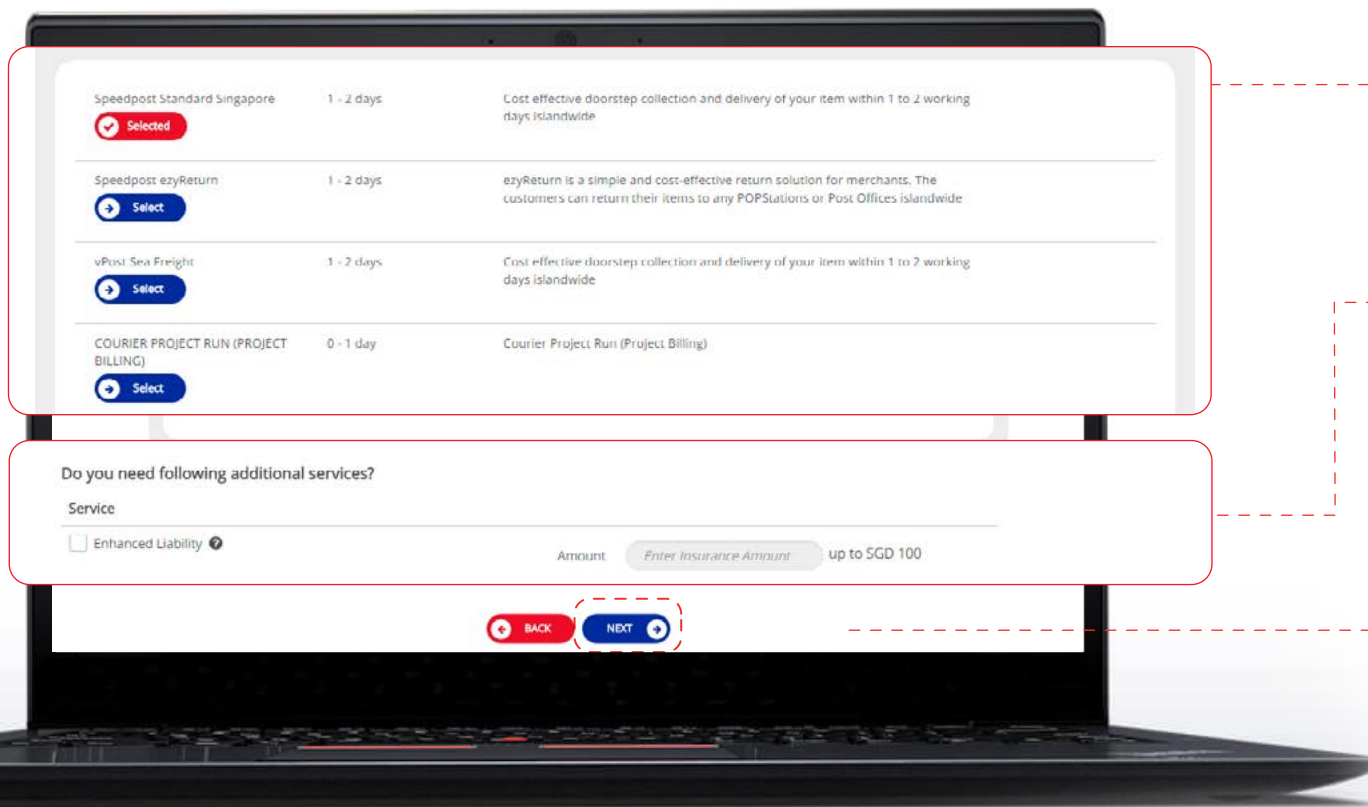
| Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History |

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

ezy2ship User Guide for Users

Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History

Step 3 – Shipment Details (Local Single Shipment)

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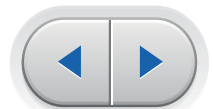
You will be able to track your shipment with the Sender Reference on speedpost.com.sg

1

Declare contents, value and weight of your shipment

2

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

ezy2ship User Guide for Users

| Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History |

Step 4.1 – Delivery Details (Local Single Shipment)

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

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

Step 4.2 – Delivery Details (Local Single Shipment)

2

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

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

Step 5 – Print Shipment Labels (Local Single Shipment)
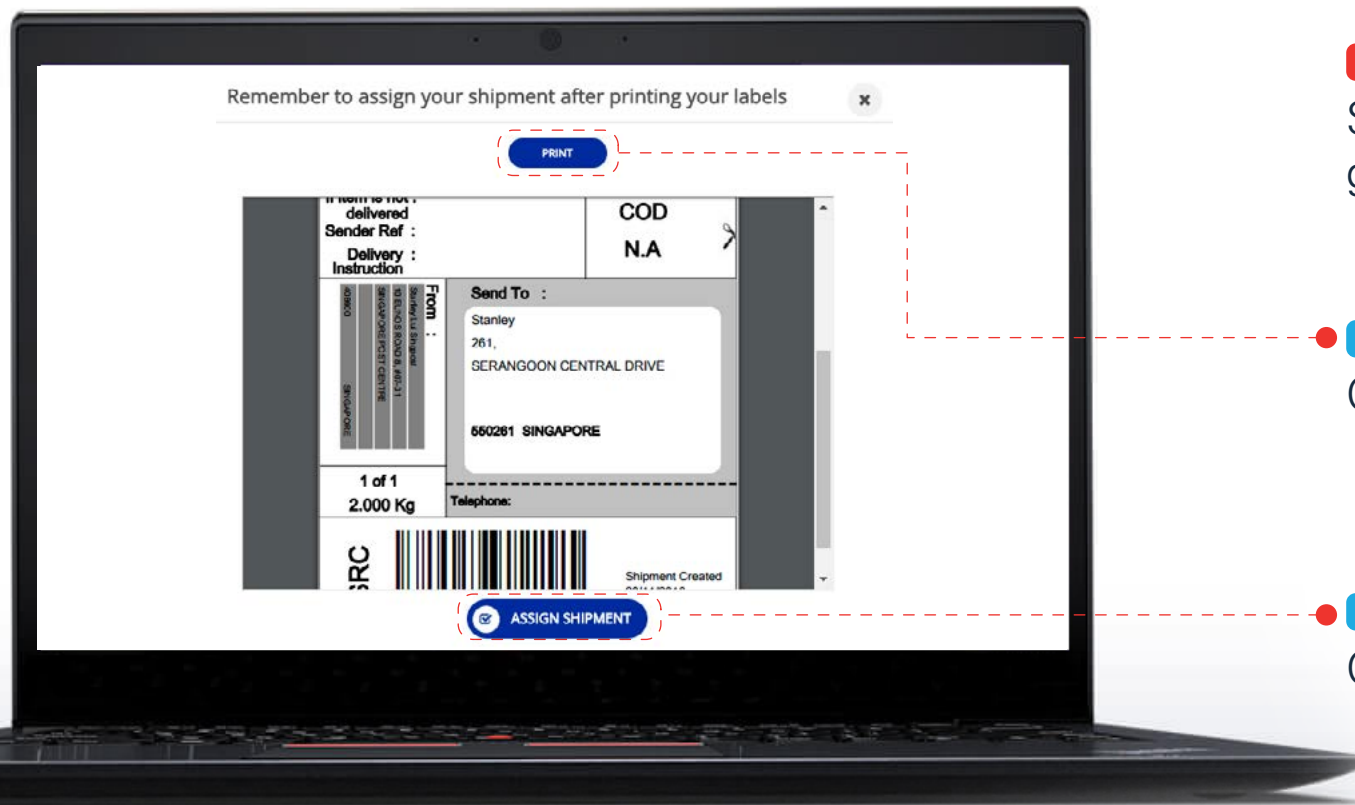
Pop-up

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

1

Click to **"Print"** your shipment label

2

Click to **"Assign"** your shipment

Create New Shipments > Single Shipment > International
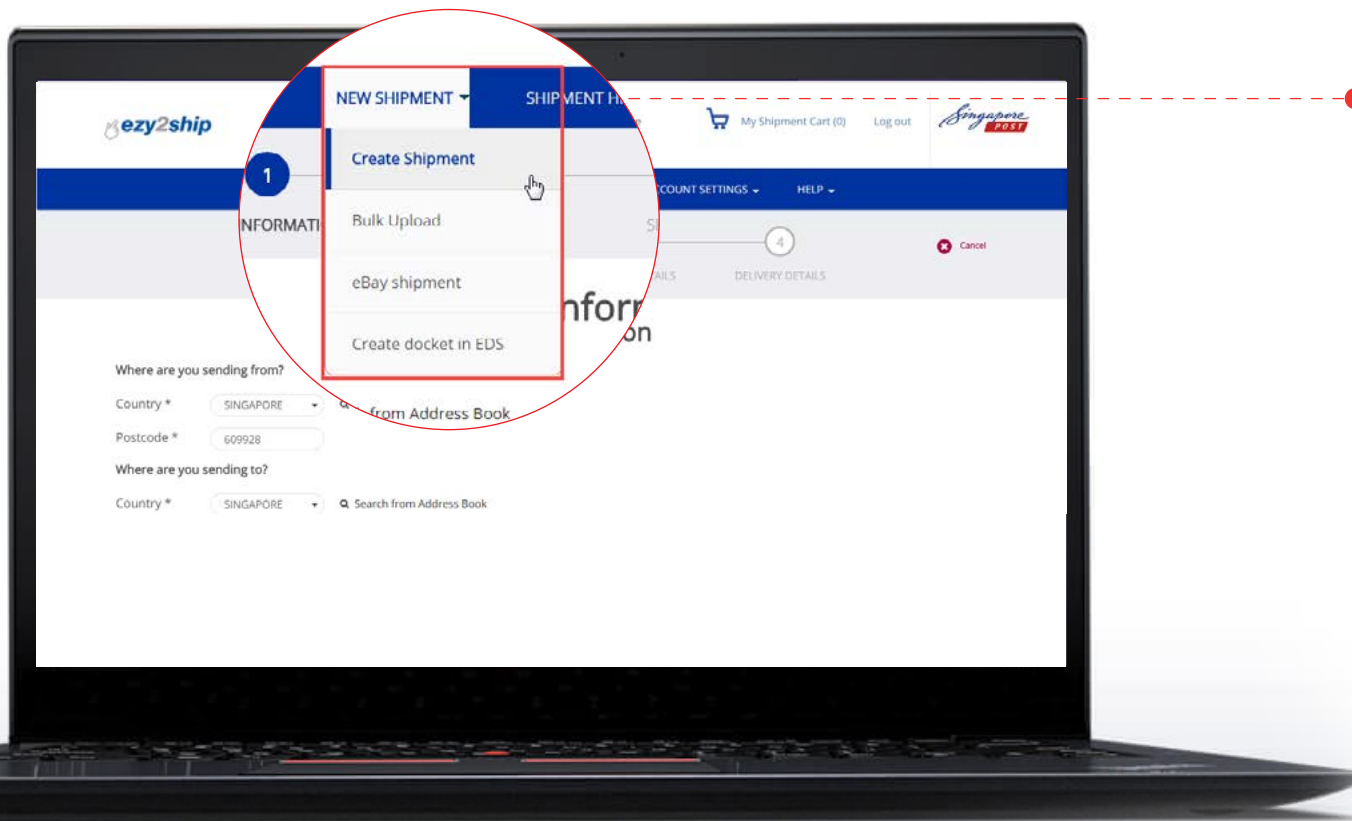
1

Select **"Create Shipment"** from the dropdown menu under **"New Shipment"**

ezy2ship User Guide for Users

| Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History |

Step 1.1 – Brief Information (International Single Shipment)

Brief Information

Where are you sending from?

Country * SINGAPORE 🔍 Search from Address Book

Postcode * 408600

Where are you sending to?

Country * UNITED STATES C▾ 🔍 Search from Address Book

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

ezy2ship User Guide for Users
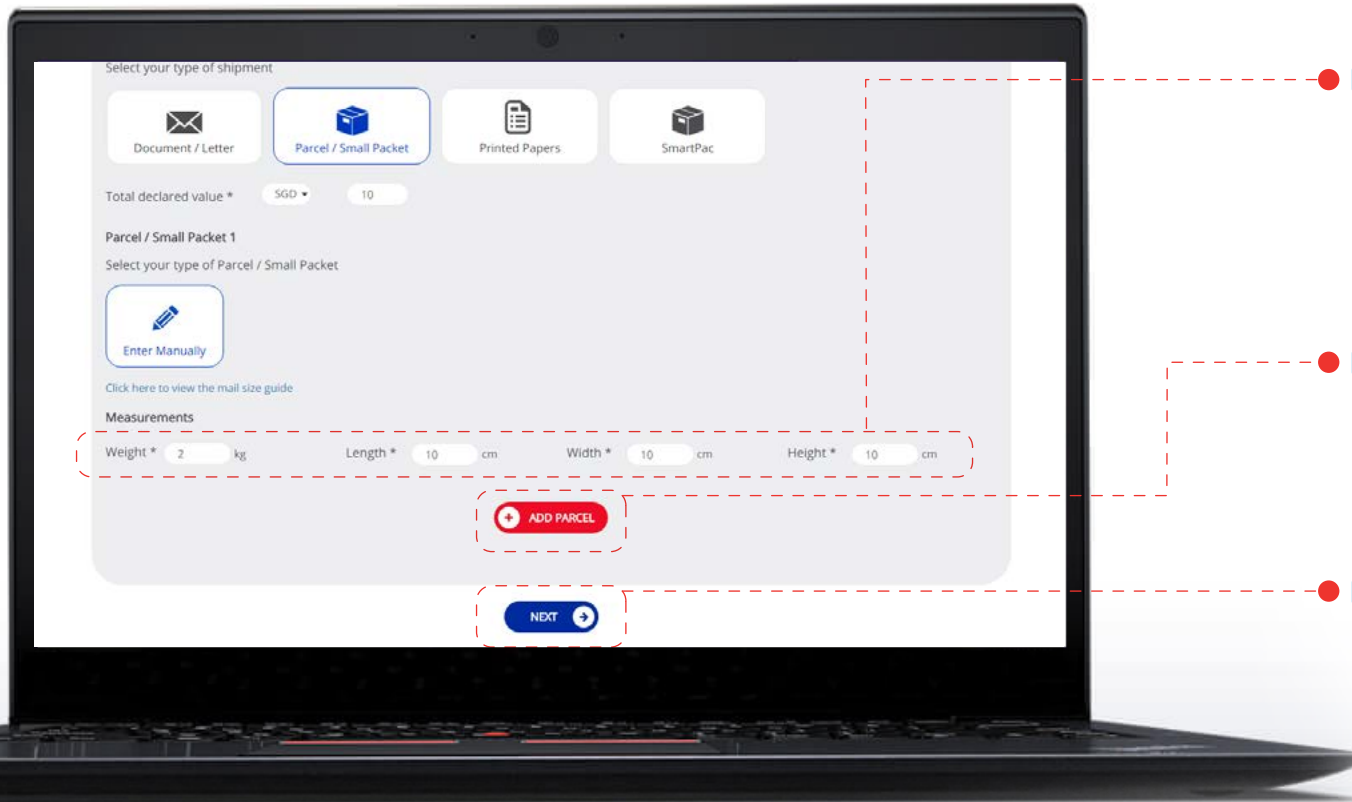
| Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History |

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

Step 2.1 – Select Services (International Single Shipment)

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

ezy2ship User Guide for Users
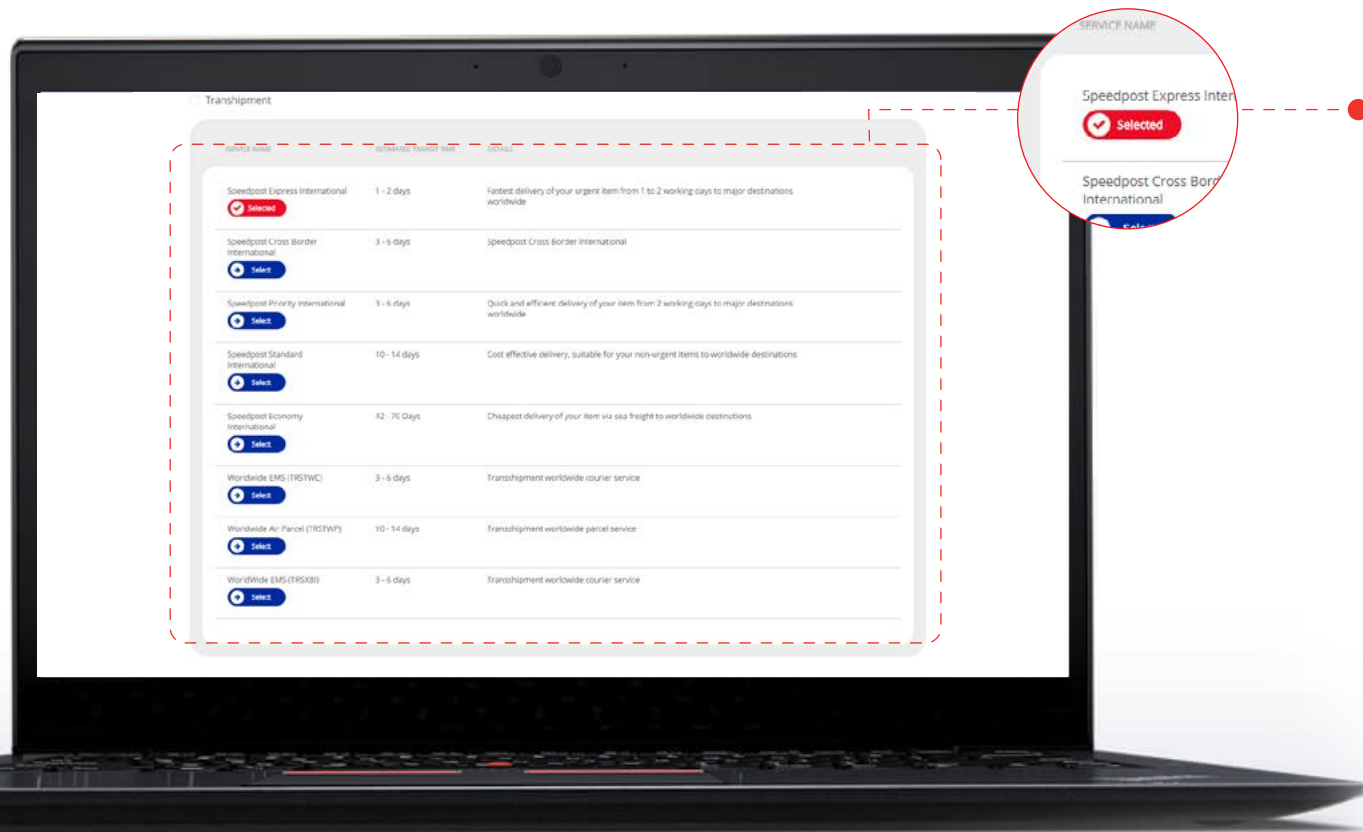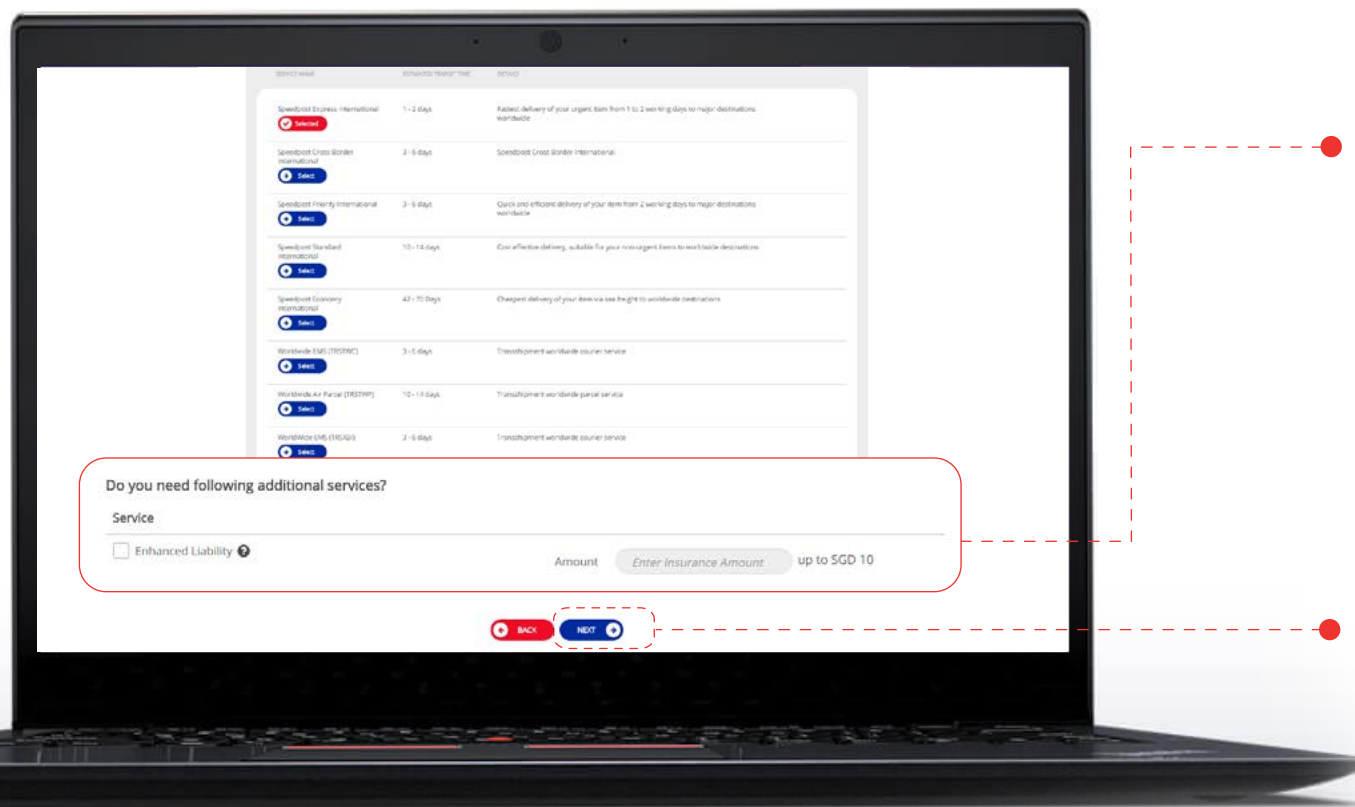
| Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History |

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

ezy2ship User Guide for Users

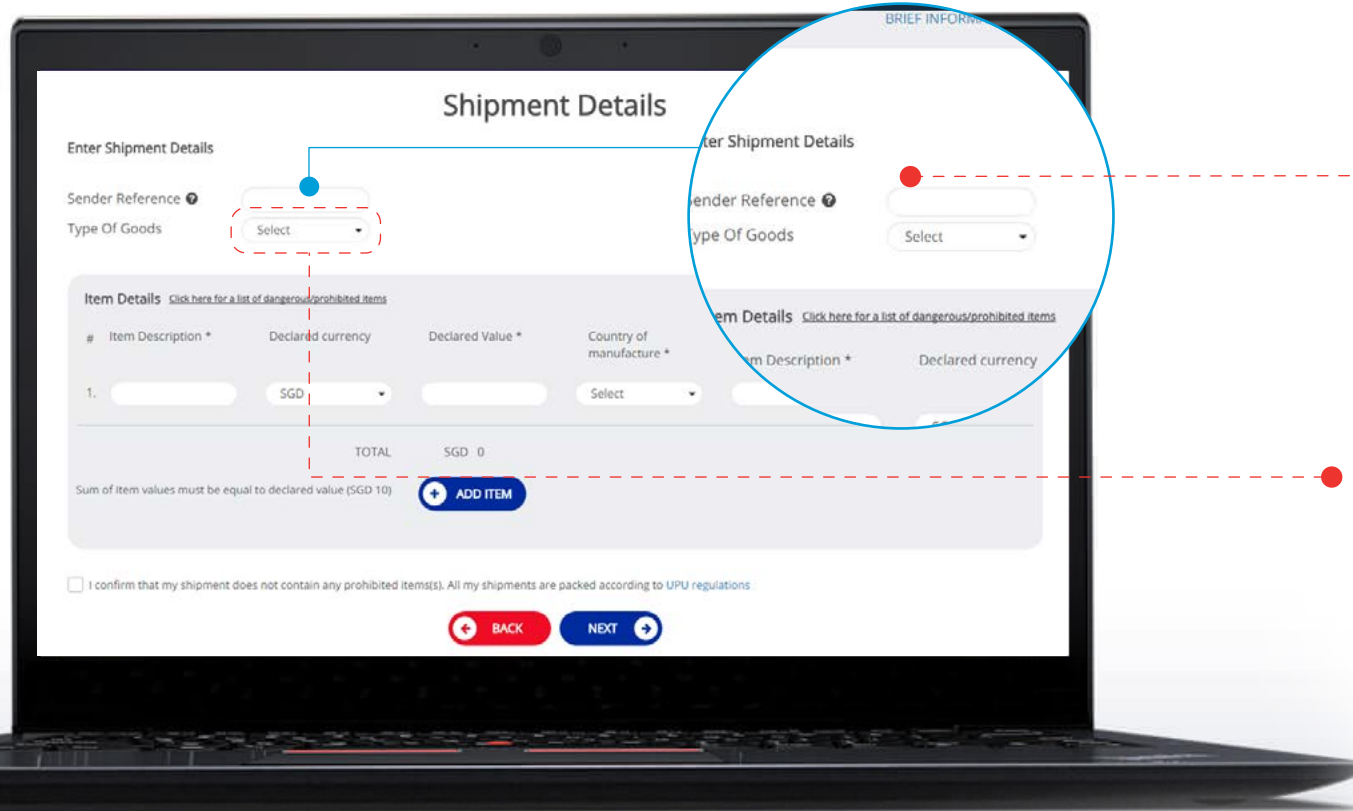| Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History |

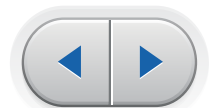# Step 3.1 – Shipment Details (International Single Shipment)

Optional

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

1

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

ezy2ship User Guide for Users

| Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History |

Step 3.2 – Shipment Details (International Single Shipment)

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

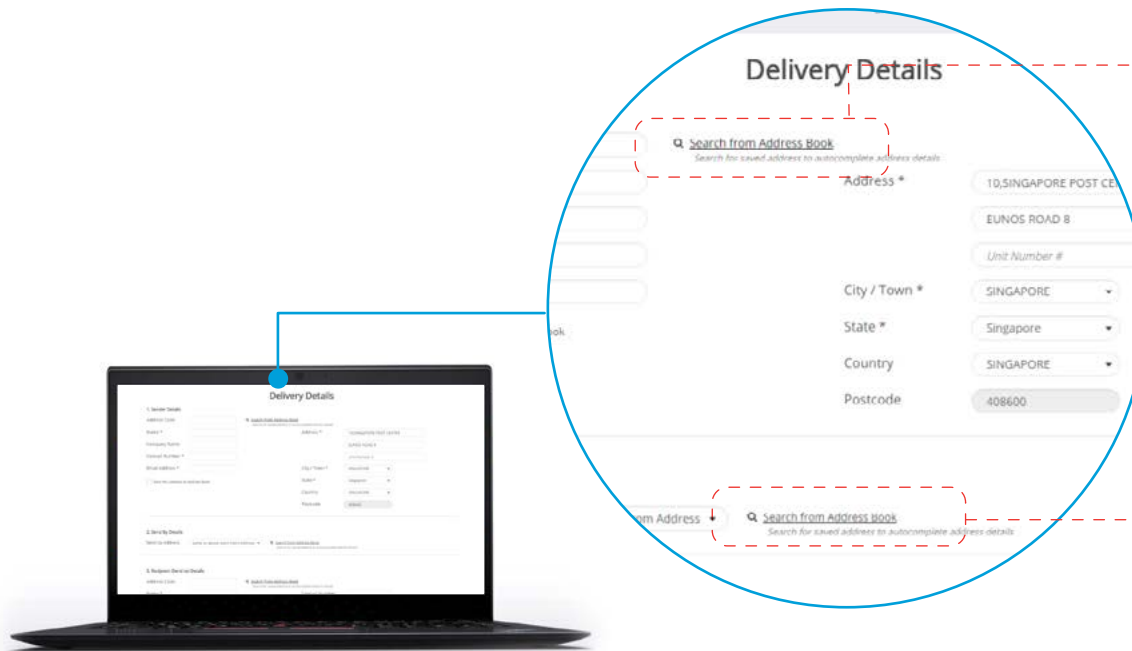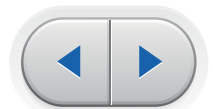| Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History |

Step 4.1 – Delivery Details (International Single Shipment)

TIP

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

ezy2ship User Guide for Users

| Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History |

Step 4.2 – Delivery Details (International Single Shipment)

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

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

| Singapore POST

ezy2ship User Guide for Users
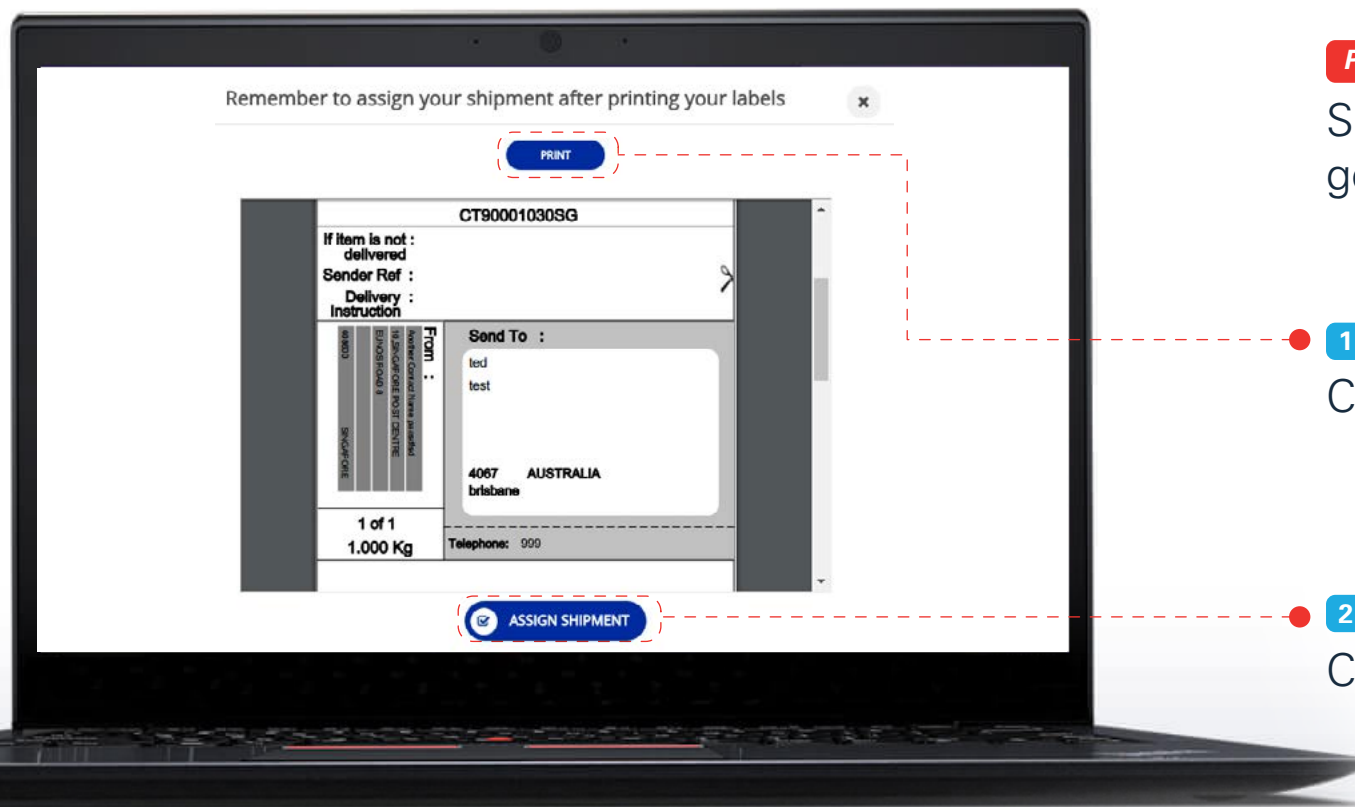
| Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History |

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

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
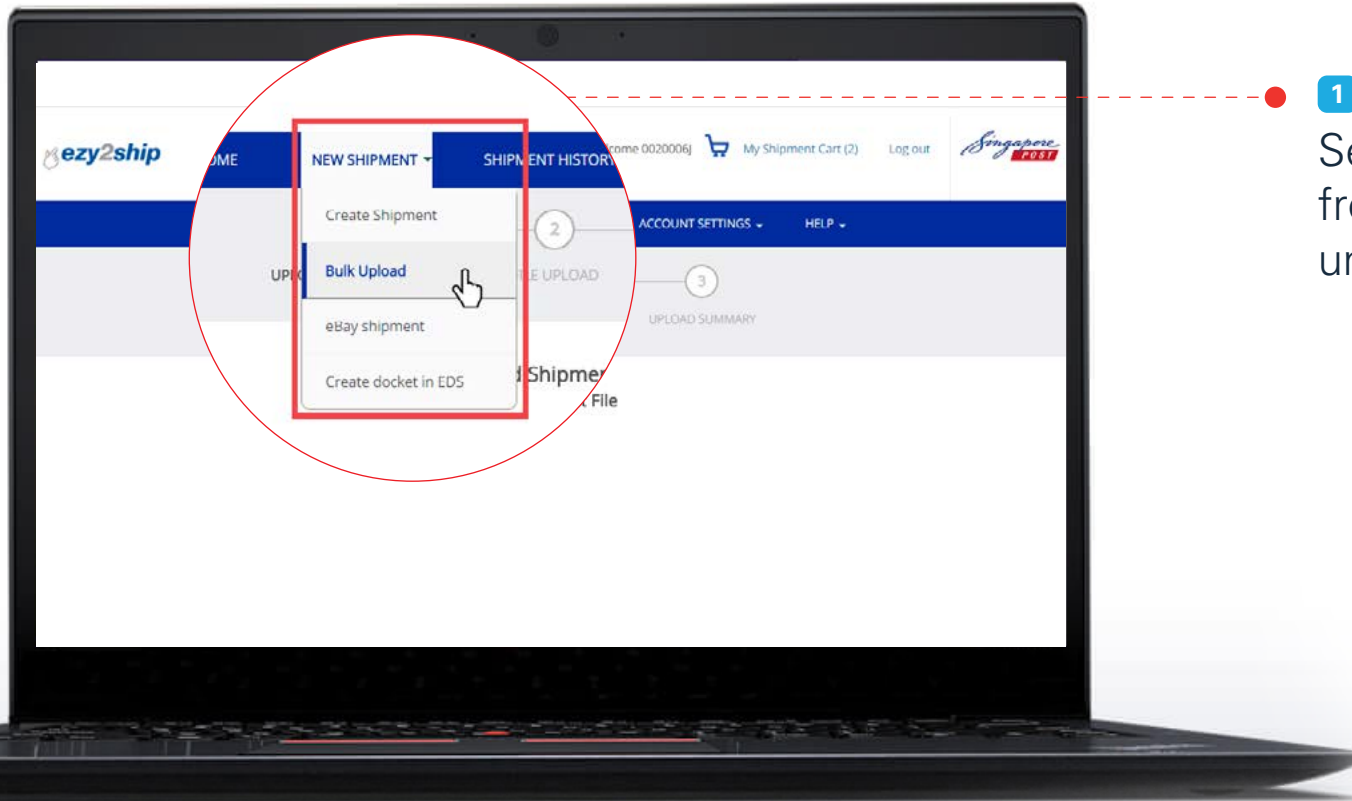
Click to **"Assign"** your shipment

ezy2ship User Guide for Users

Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History

Create New Shipments > Bulk Shipments

1

Select **"Bulk Upload"** from the dropdown menu under **"New Shipment"**

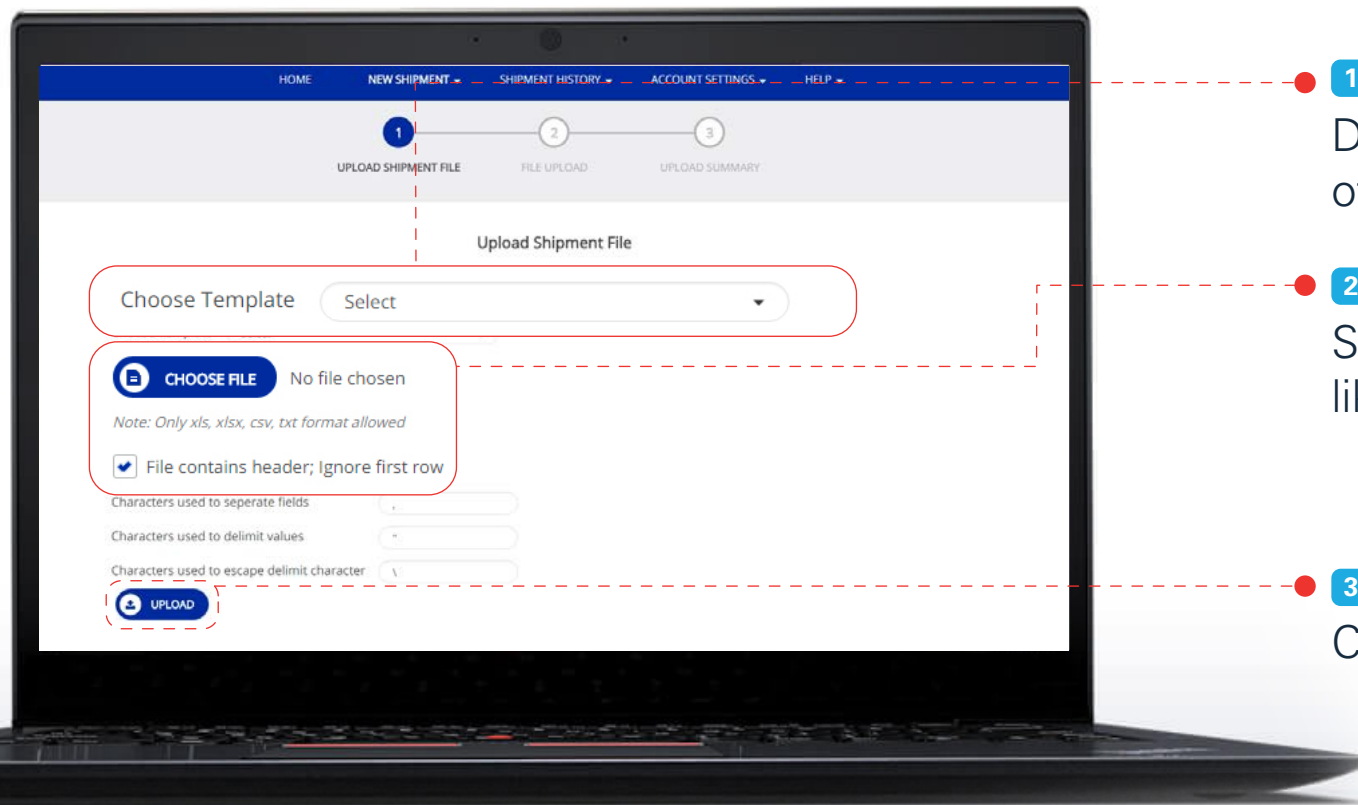ezy2ship User Guide for Users

Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History

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

Bulk Shipments

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

Fill in Sender Details (Bulk Shipments)

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
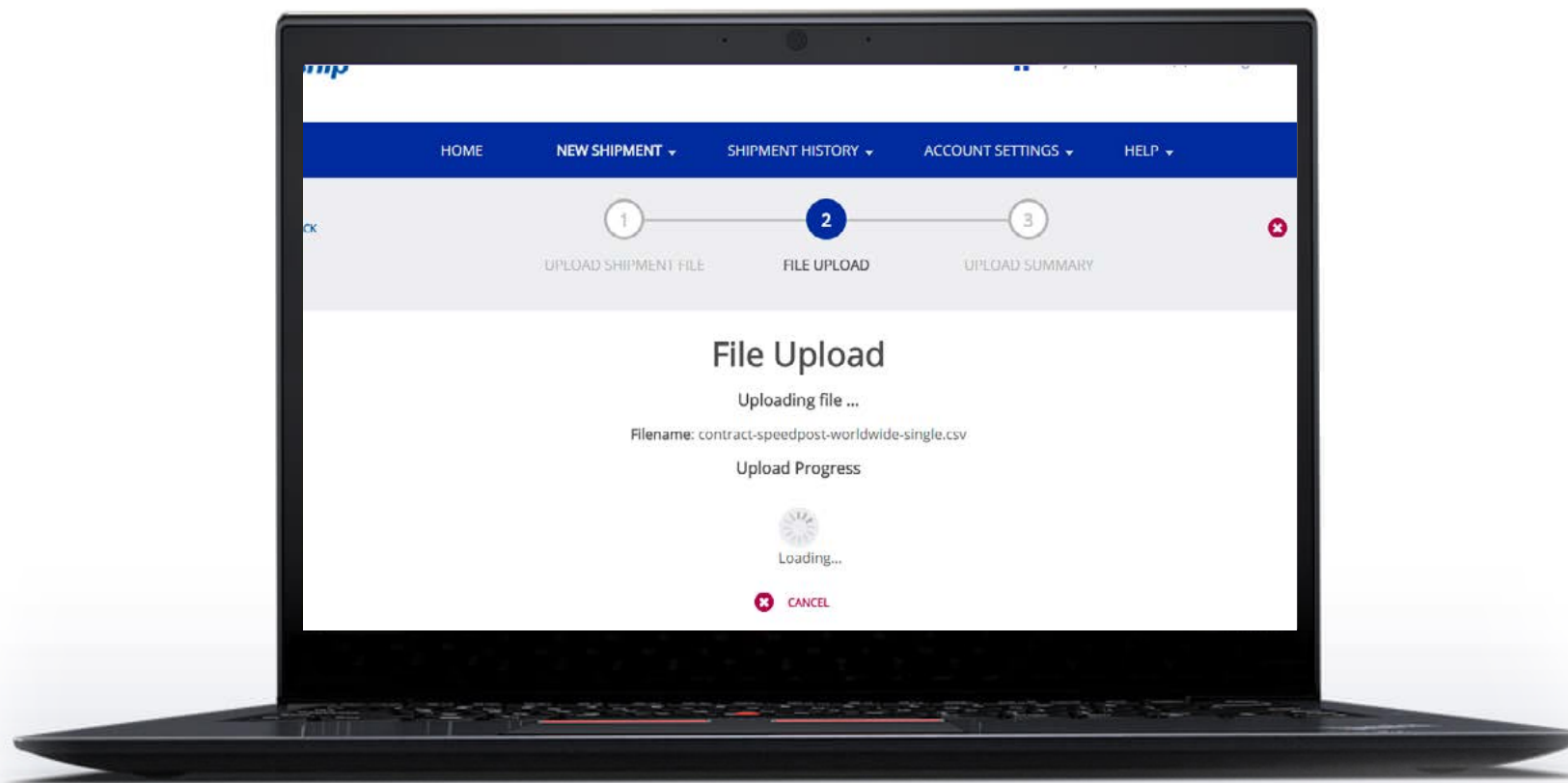
ezy2ship User Guide for Users

Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History

File upload will start automatically (Bulk Shipments)

Bulk Shipments

If all records are successfully uploaded

Click on **"Proceed"**
to move to the next step

1

Select your **processing** method

2

Click on **"Proceed"**

ezy2ship User Guide for Users

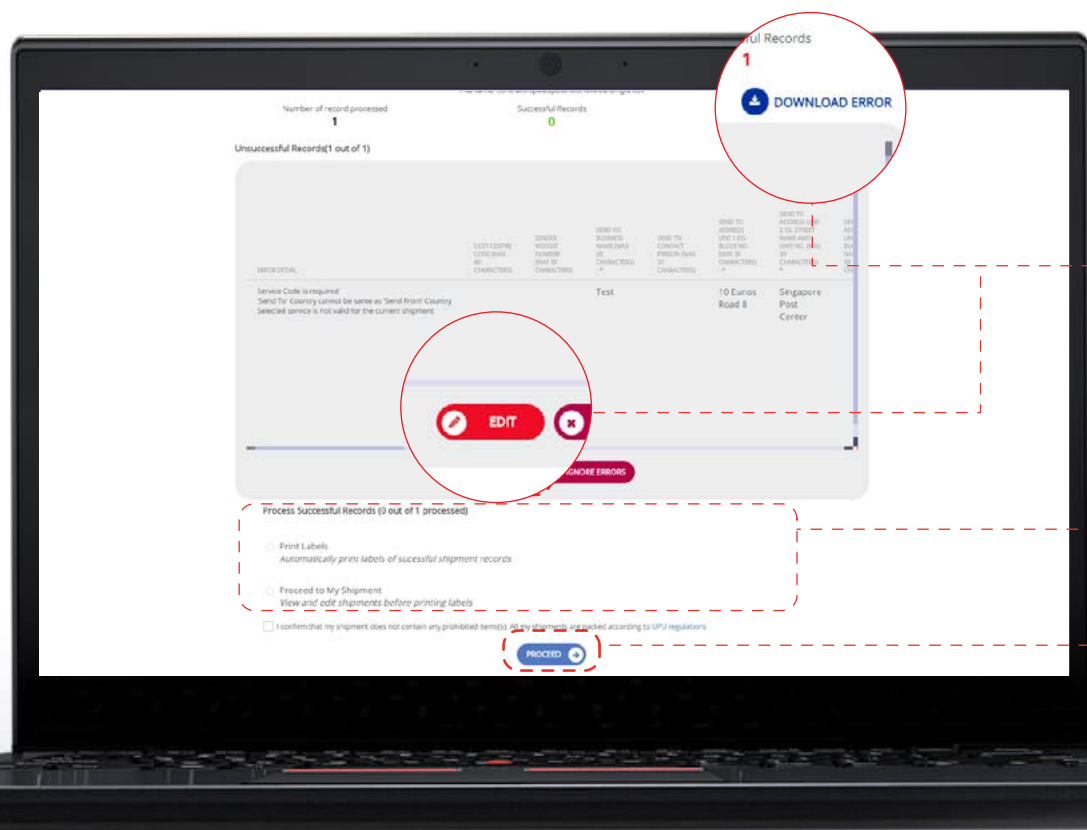| Quick Links | Logging in to your account | Create Shipments | Print Shipment Labels | Assign Shipments | View Shipment History |

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

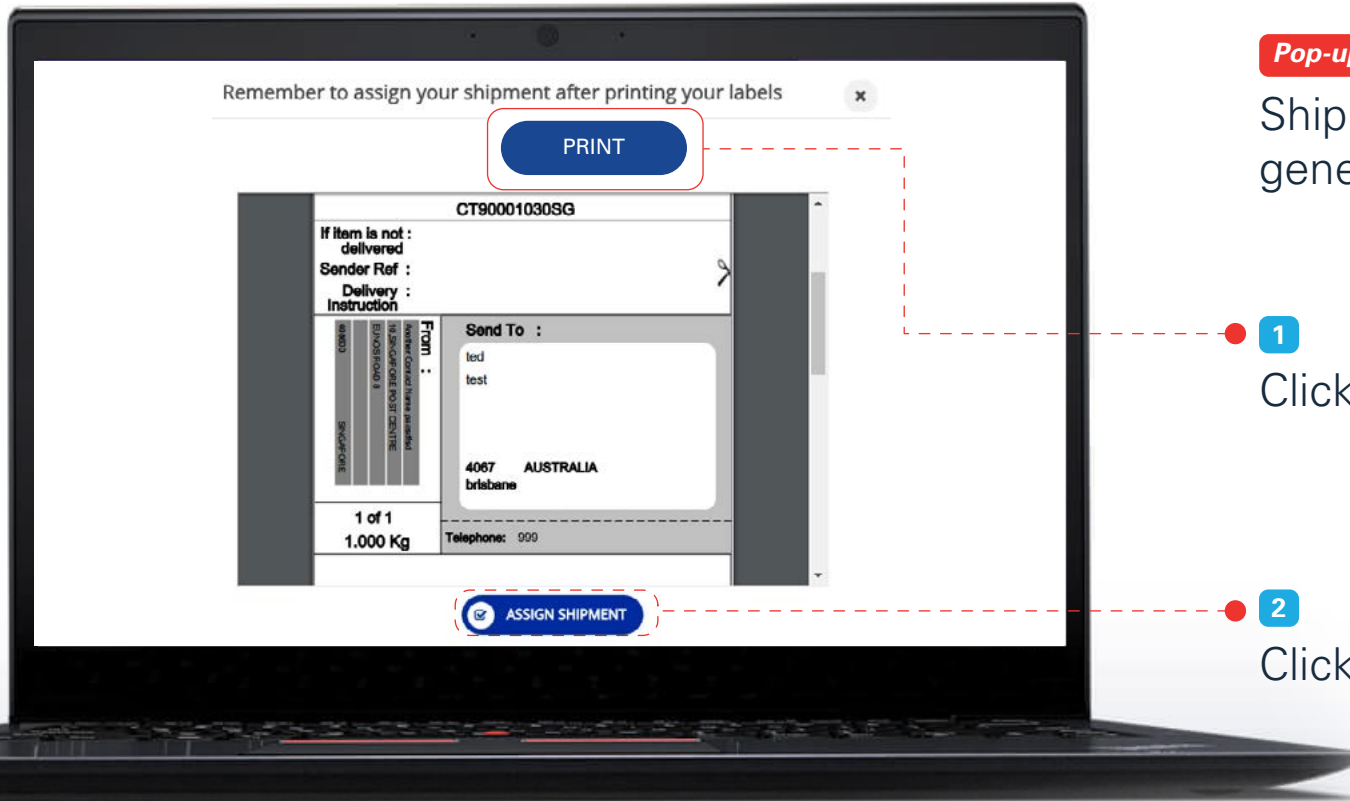Click on **"Proceed"** when you are done with editing your entries

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

Print Shipment Labels

1
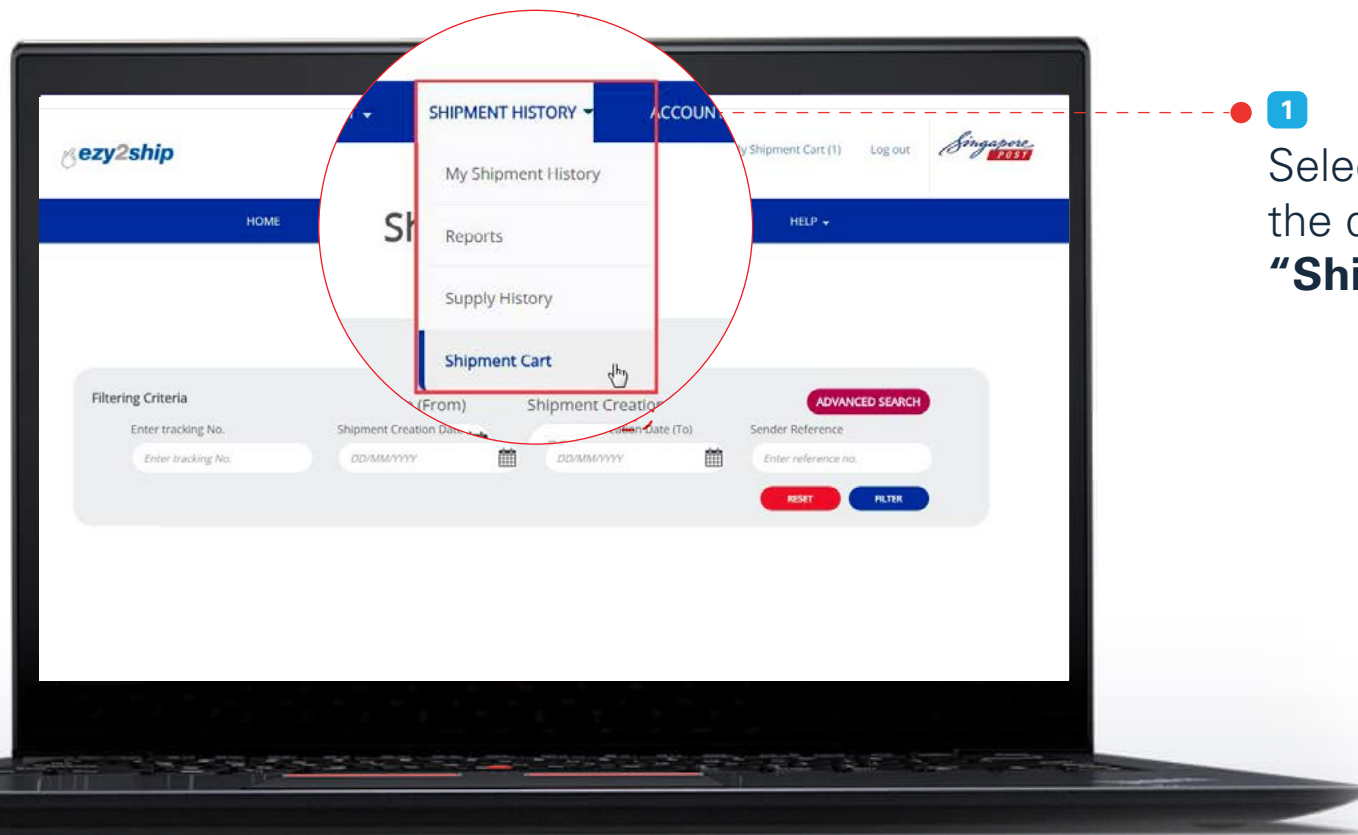
Select **"Shipment Cart"** from the dropdown menu under **"Shipment History"**

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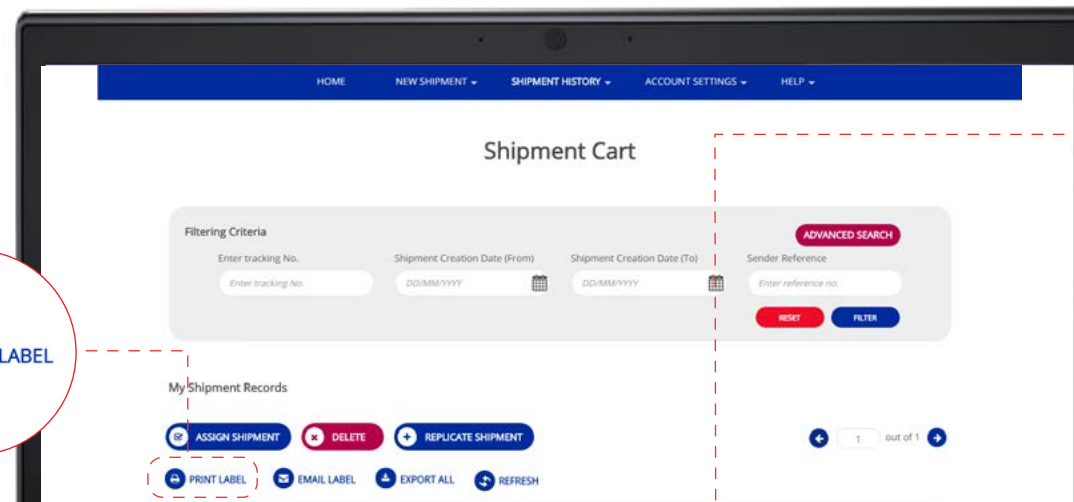
1 Select the shipments that you would like to create labels for

2 Click on **"Print Label"** to generate and print your shipment labels

Assign Shipments

1

Select **"Shipment Cart"** from the dropdown menu under **"Shipment History"**

Logging in to your account	Create Shipments	Print Shipment Labels	Assign Shipments	View Shipment History

Assign Shipments

1
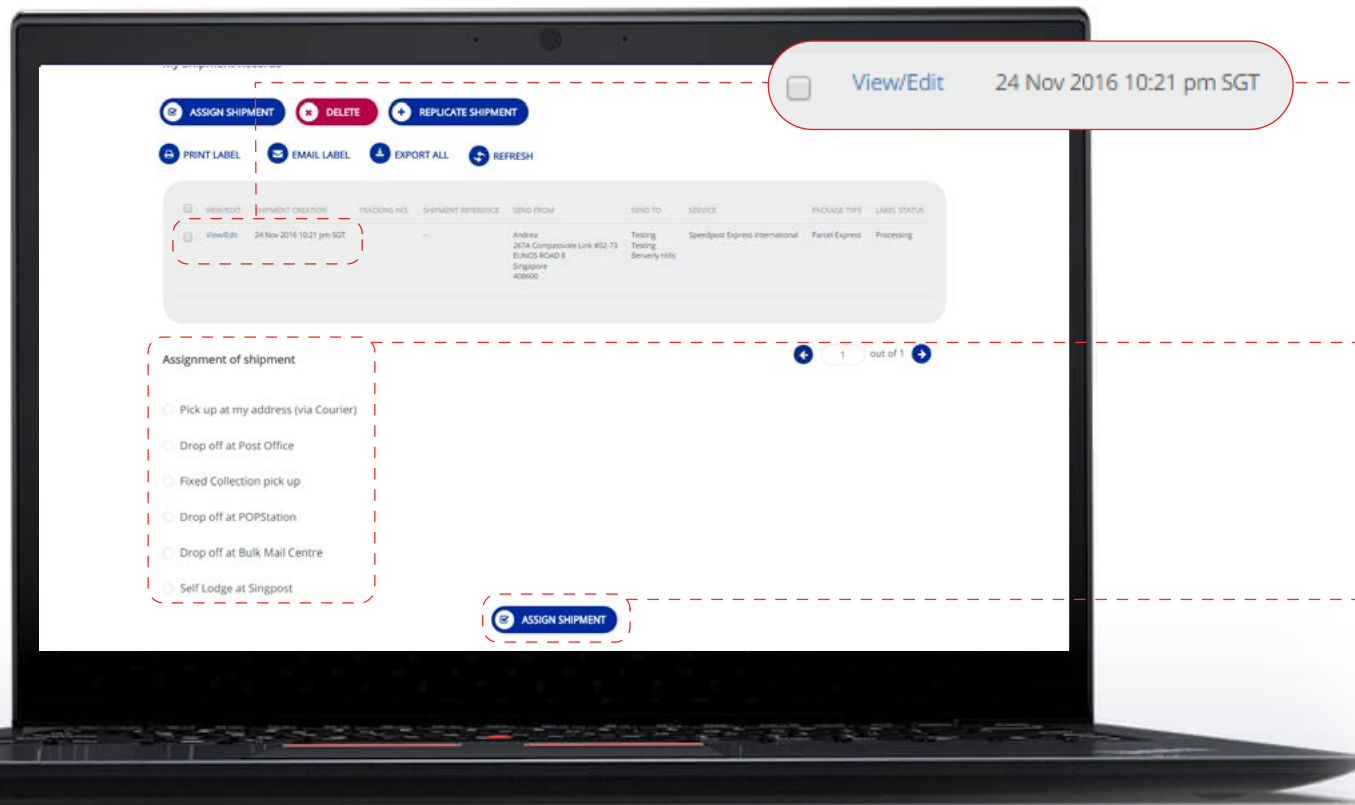
Click on the **checkbox** for the shipments that you would like to assign

2

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

3

Click on **"Assign Shipment"**

ezy2ship User Guide for Users

Home > Log-in > View Shipment History
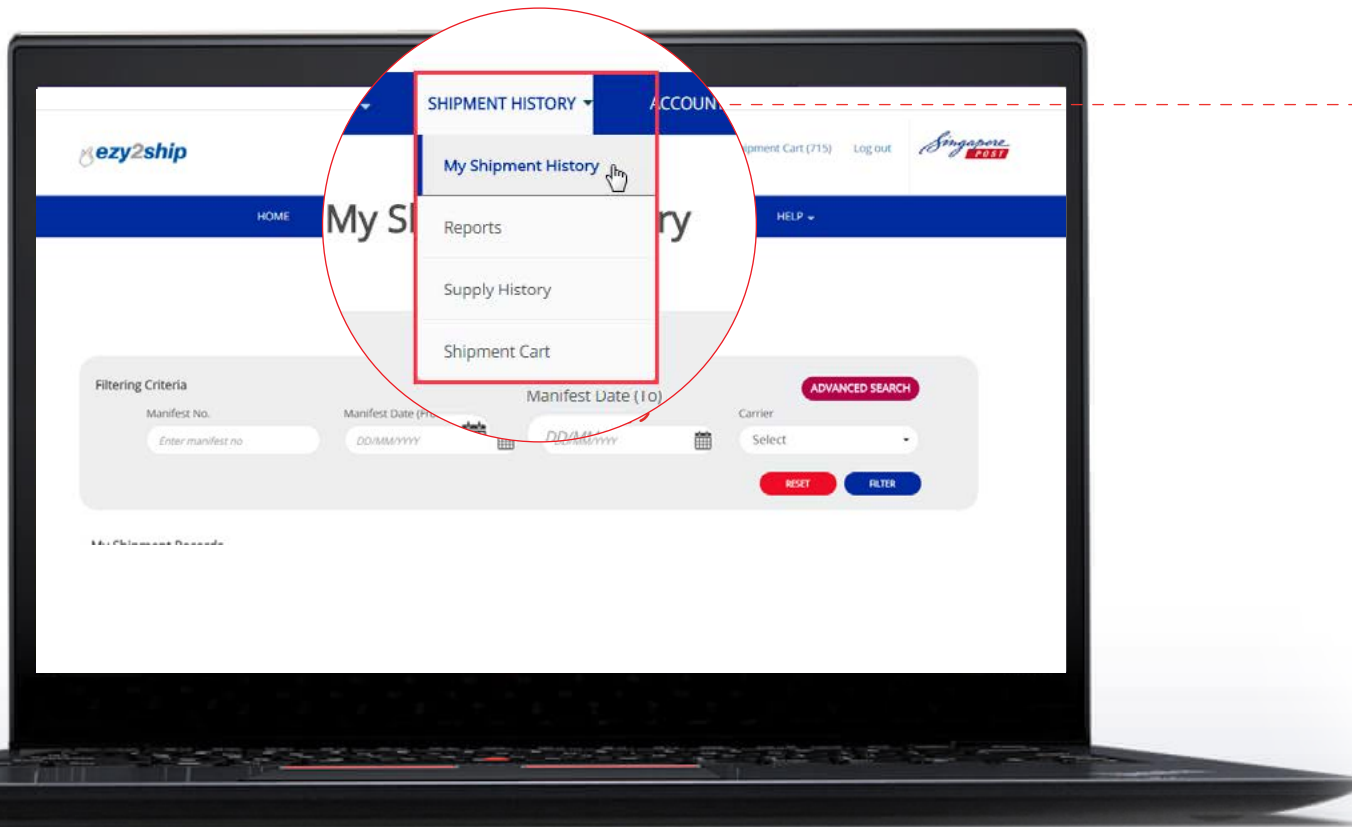
1

Select **"My Shipment History"** from the dropdown menu under **"Shipment History"**

Viewing Assigned Shipments

1
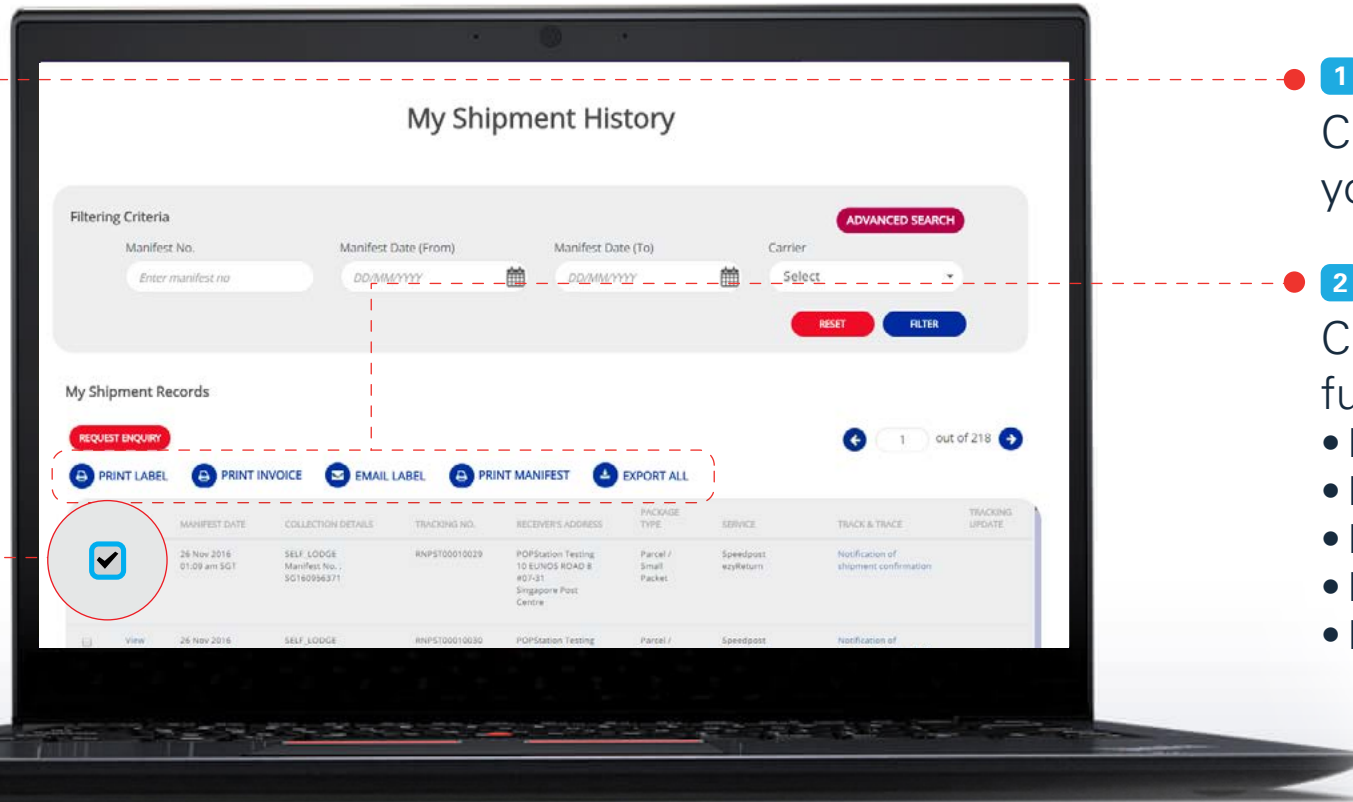
Click on the **checkbox** for the shipments that you would like process

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