



# Label Printing & Multiple Parcel Drop-off USER GUIDE



**Label Printing  
for Posting &  
Returning Parcels**



**Multiple Parcel  
Drop-off for  
Posting Parcels**

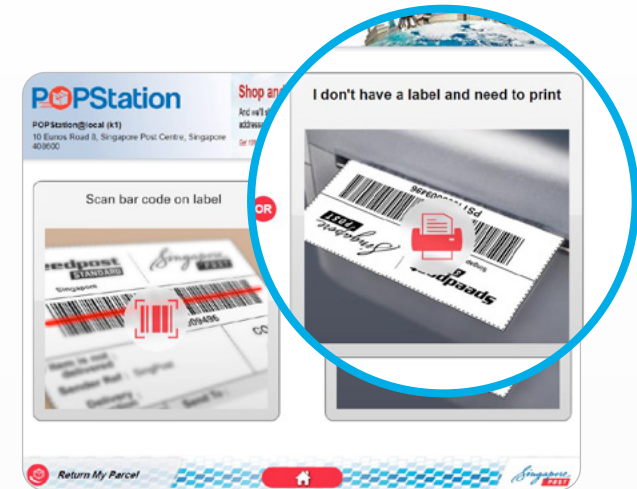
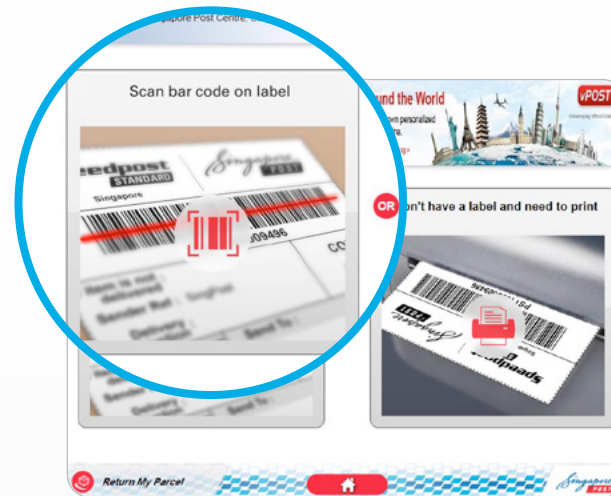
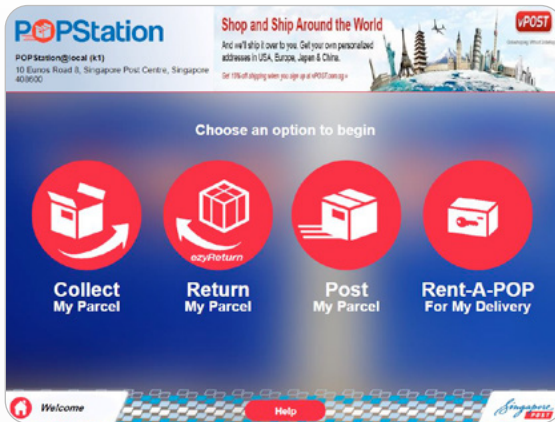


# Label Printing for Posting & Returning Parcels



## Customer Flow

### Label Printing for Posting and Returning Parcels



## Step 1



- Select **Post My Parcel** or **Return My Parcel** on the homepage.

## Step 2



- Select **Scan the barcode** icon if you have a label.

## Step 3



- Select **I don't have a label and need to print** icon, if you do not have the label.

Label Printing for Posting & Returning Parcels

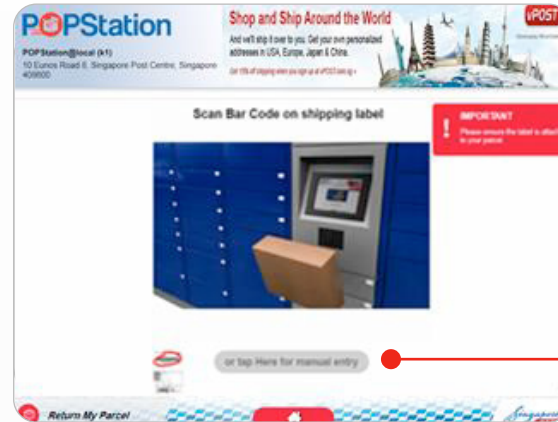
Multiple Parcel Drop-off for Posting Parcels





### Customer Flow

## Label Printing for Posting and Returning Parcels



Tap to manually enter the item number.

### Step 4



- Please stick the label on your parcel before dropping off.

### Step 5



- Scan the barcode on the shipping label. Otherwise, **manually enter the item number.**

Label Printing for Posting & Returning Parcels

Multiple Parcel Drop-off for Posting Parcels



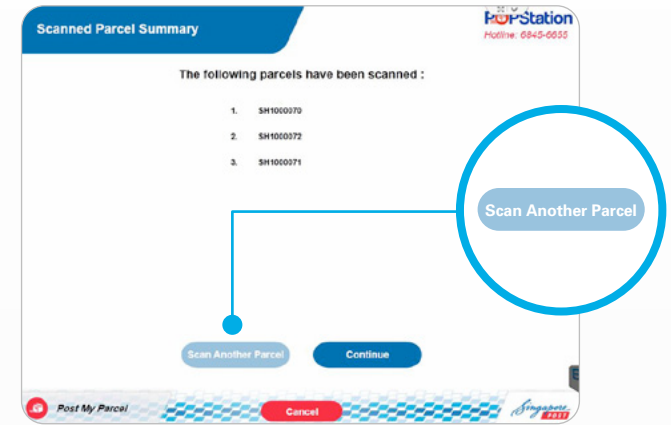
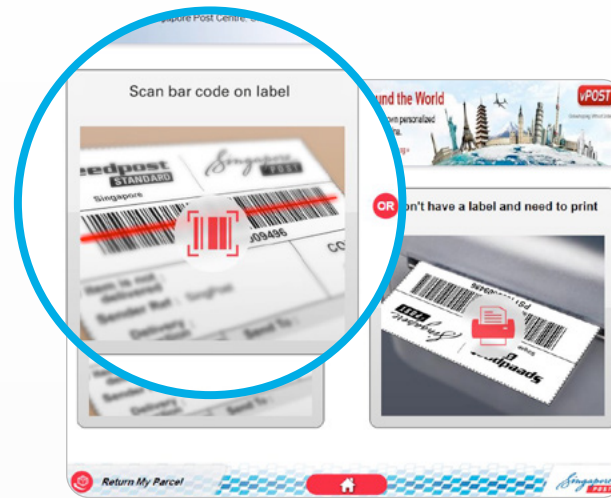
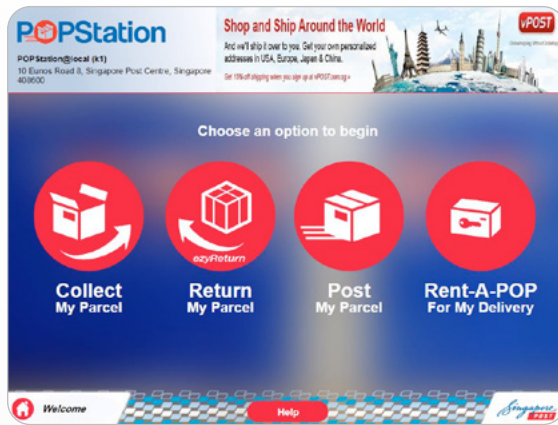


# Multiple Parcel Drop-off for Posting Parcels



## Customer Flow

### Multiple Parcel Drop-off for Posting parcels



Label Printing for Posting & Returning Parcels

Multiple Parcel Drop-off for Posting Parcels

## Step 1

- Select **Post My Parcel** or **Return My Parcel** on the homepage.

## Step 2

- Select **Scan the barcode** icon.

## Step 3

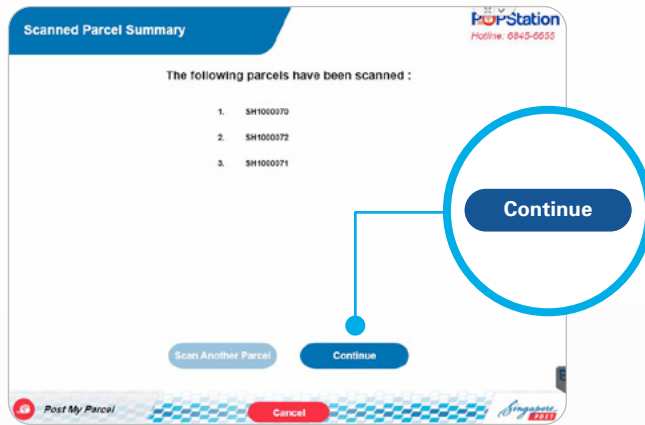
- Select **Scan another parcel** to scan more parcels.





### Customer Flow

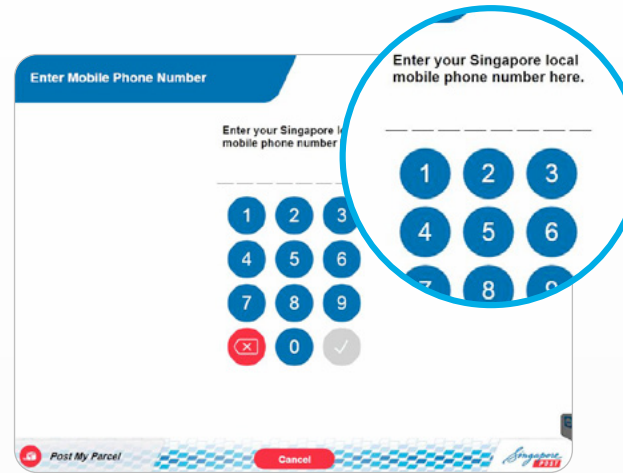
## Multiple Parcel Drop-off for Posting parcels



### Step 4



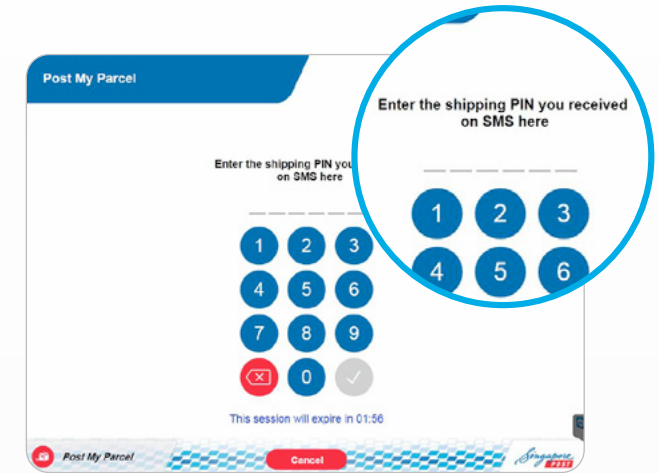
- Once all the parcels are scanned, select **Continue**.



### Step 5



- Enter your **mobile number**.



### Step 6



- Enter the **PIN** send to you via **SMS**.

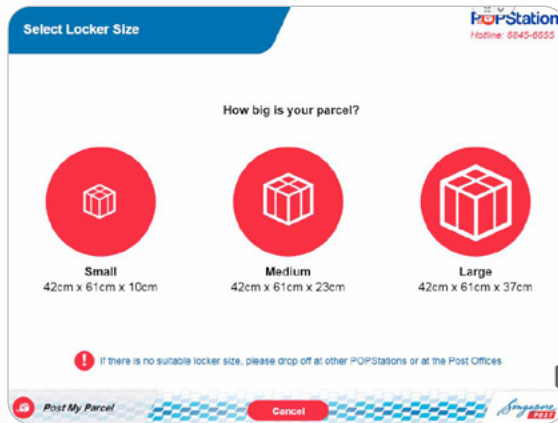
Label Printing for Posting & Returning Parcels

Multiple Parcel Drop-off for Posting Parcels

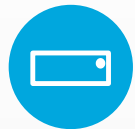


## Customer Flow

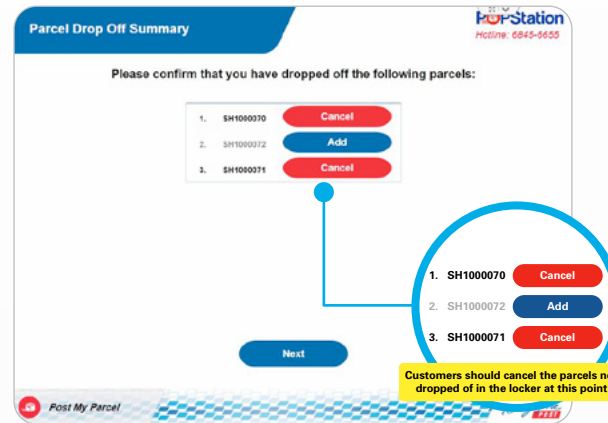
### Multiple Parcel Drop-off for Posting parcels



## Step 7



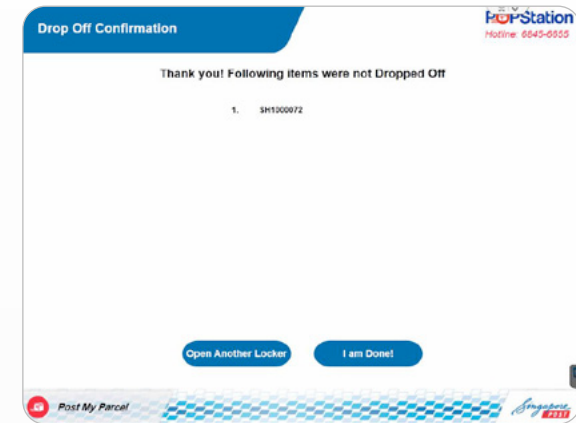
- Choose a **locker size**.



## Step 8



- Confirm the parcels that have been dropped off in the locker. You can cancel any parcel you do not wish to drop.



## Step 9



- You can choose to drop the cancelled parcel(s) in another locker or proceed without the cancelled parcel(s).







For more information, please visit  
**[www.mypopstation.com](http://www.mypopstation.com)**