



## ezy2ship User Guide for Users

Quick Links

Logging in to your account

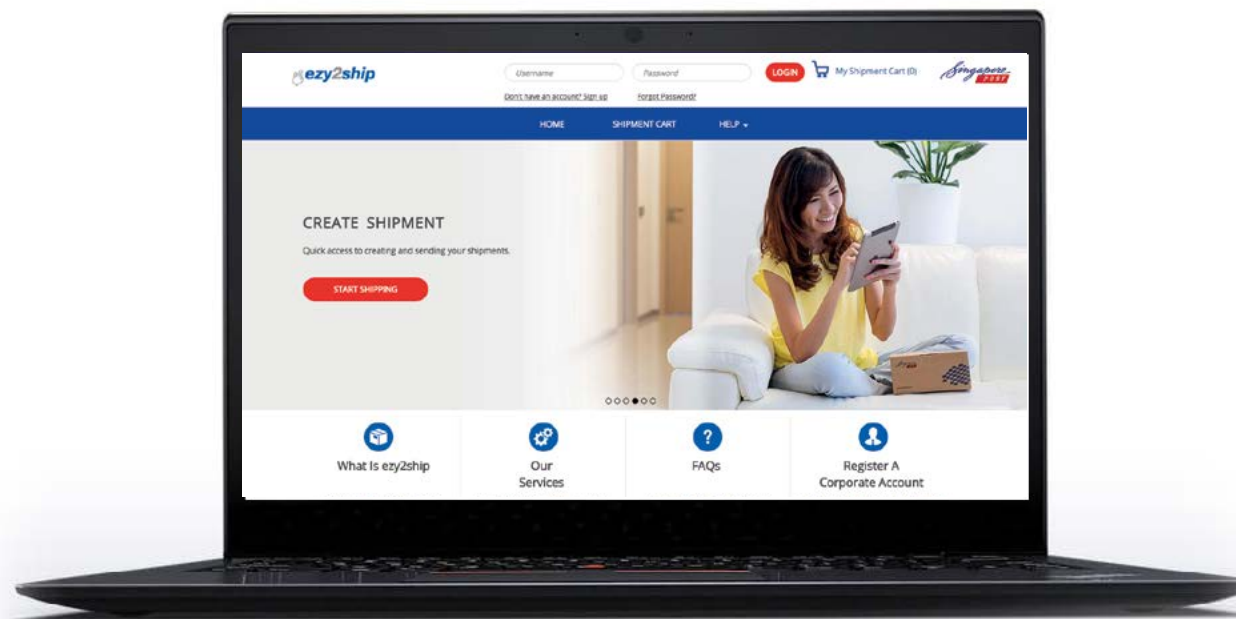
Create Shipments

Print Shipment Labels

Assign Shipments

View Shipment History

# ezy2ship User Guide for Users

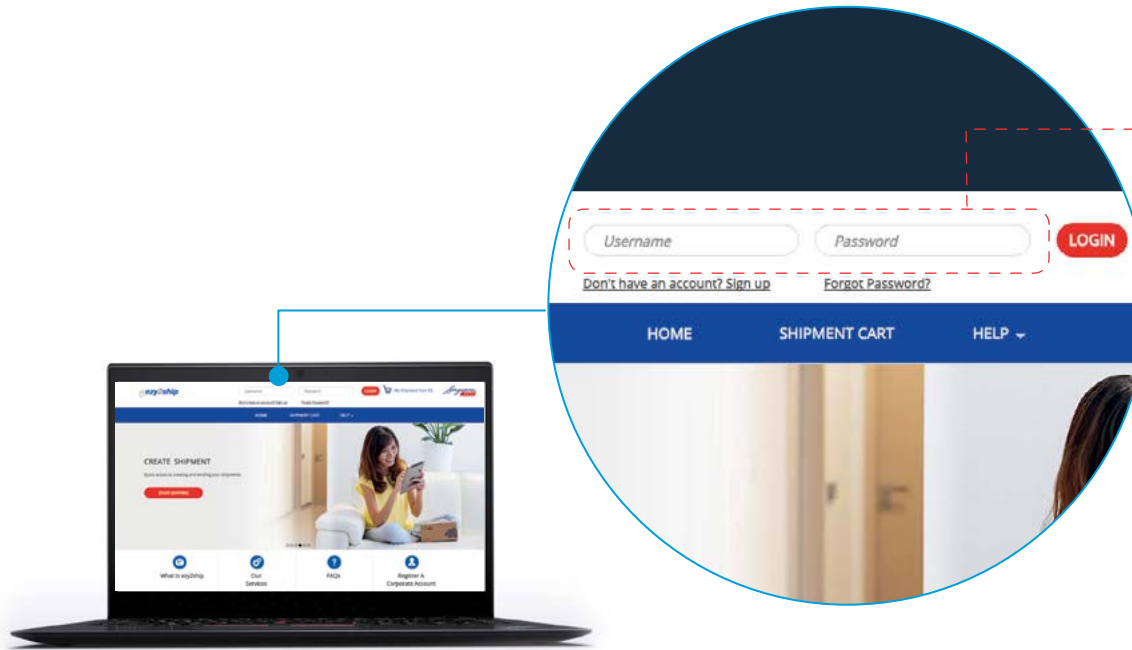


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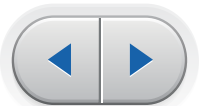
# Logging in to your Account



1

Visit: [www.ezy2ship.net](http://www.ezy2ship.net)

2

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



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# | Create New Shipments



**Single  
Shipment**



**Bulk  
Shipments**





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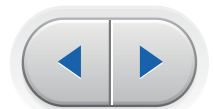
# 1 Create New Shipments



**Local  
Shipments**



**International  
Shipments**

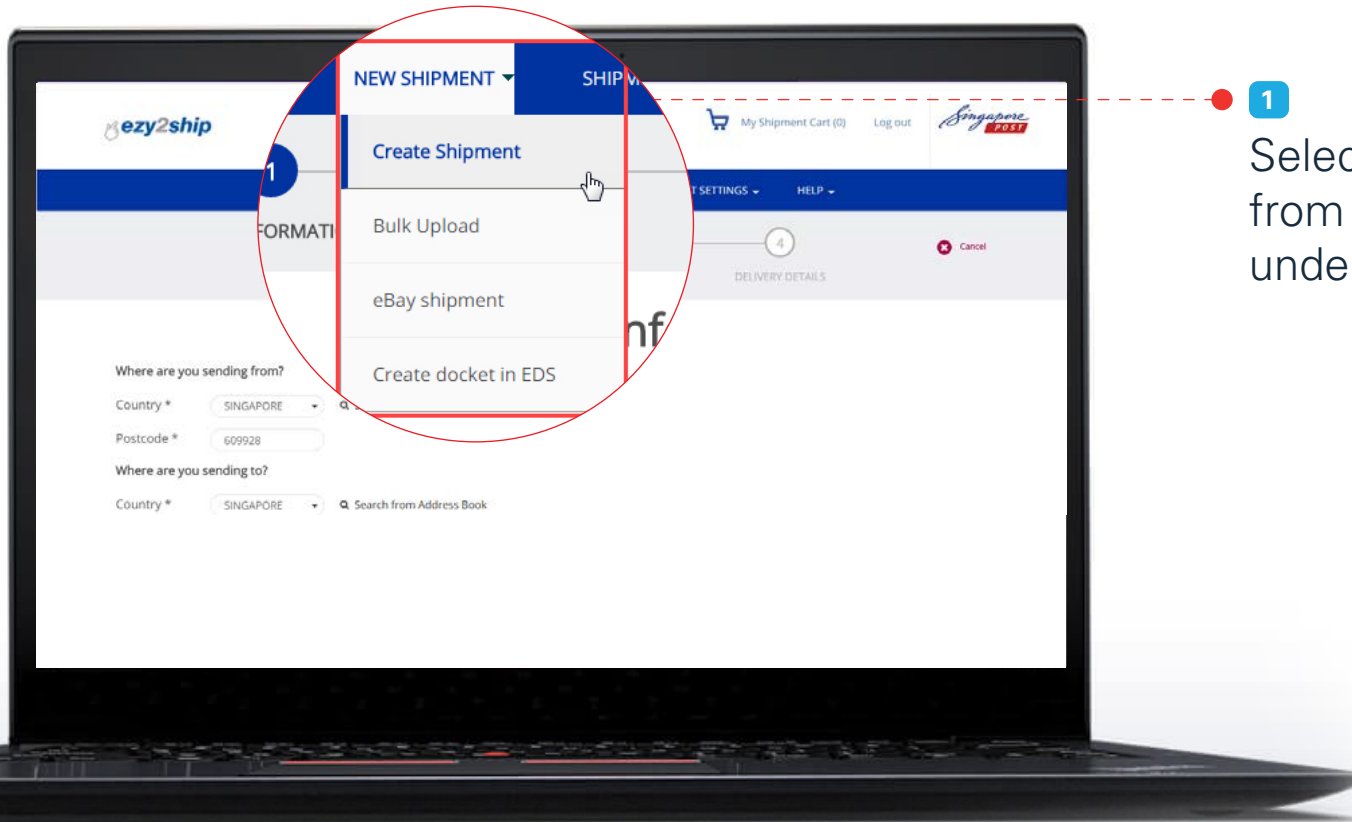


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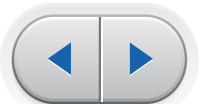
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## | Create New Shipments &gt; Single Shipment &gt; Local



1

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



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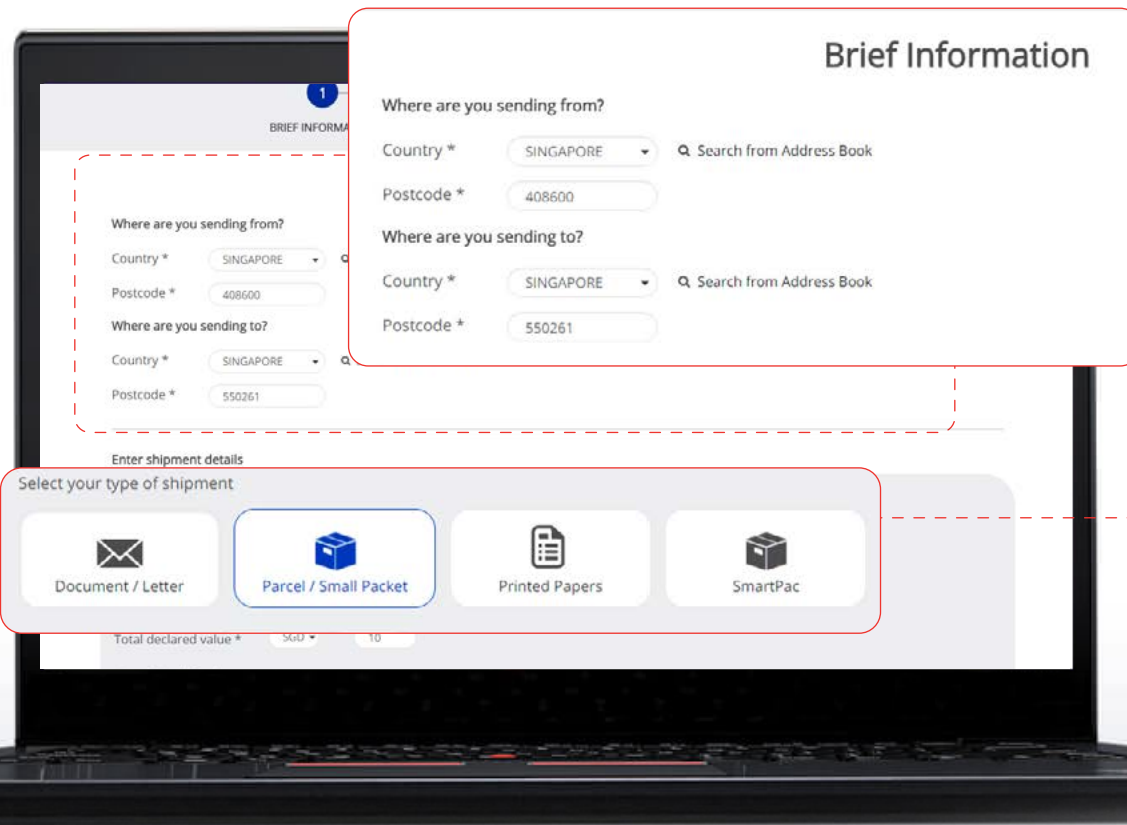
Create Shipments

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# 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**





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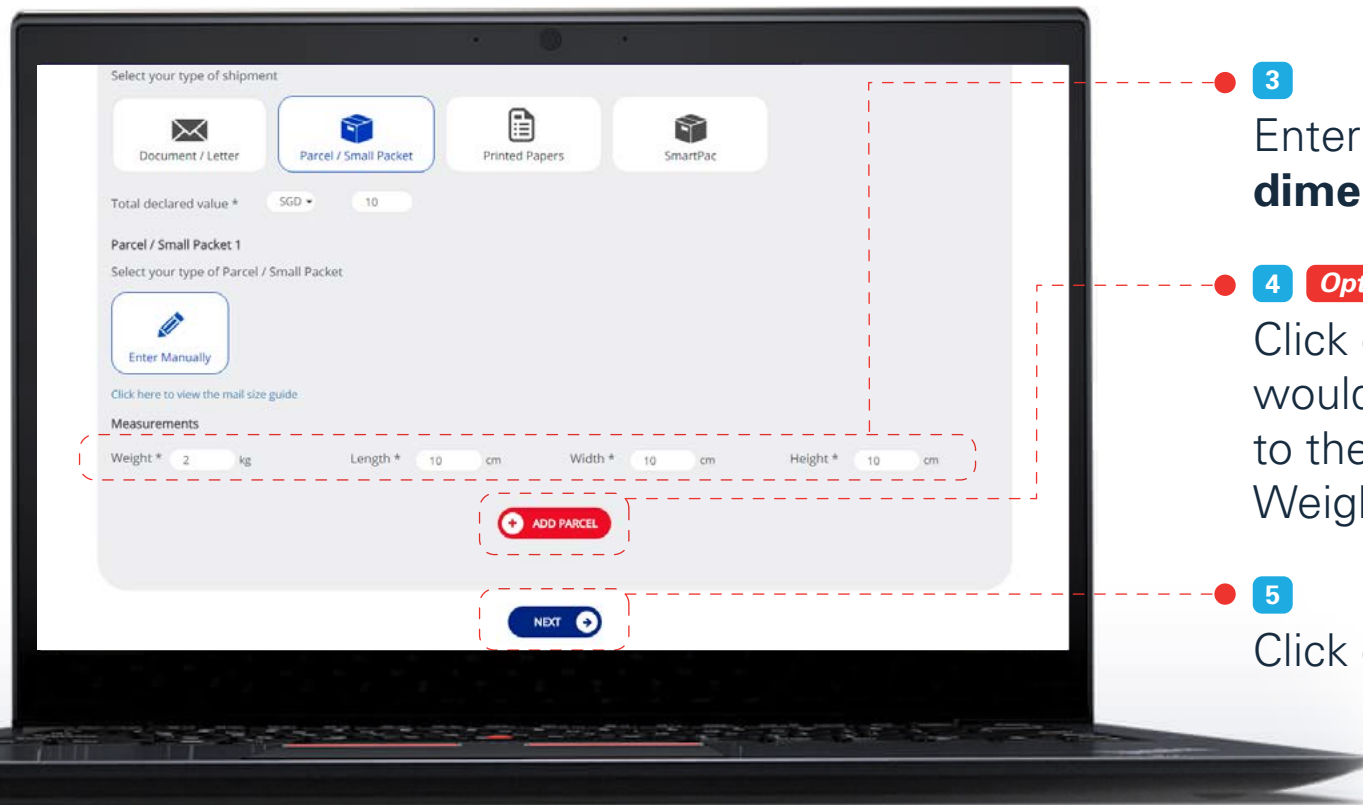
Create Shipments

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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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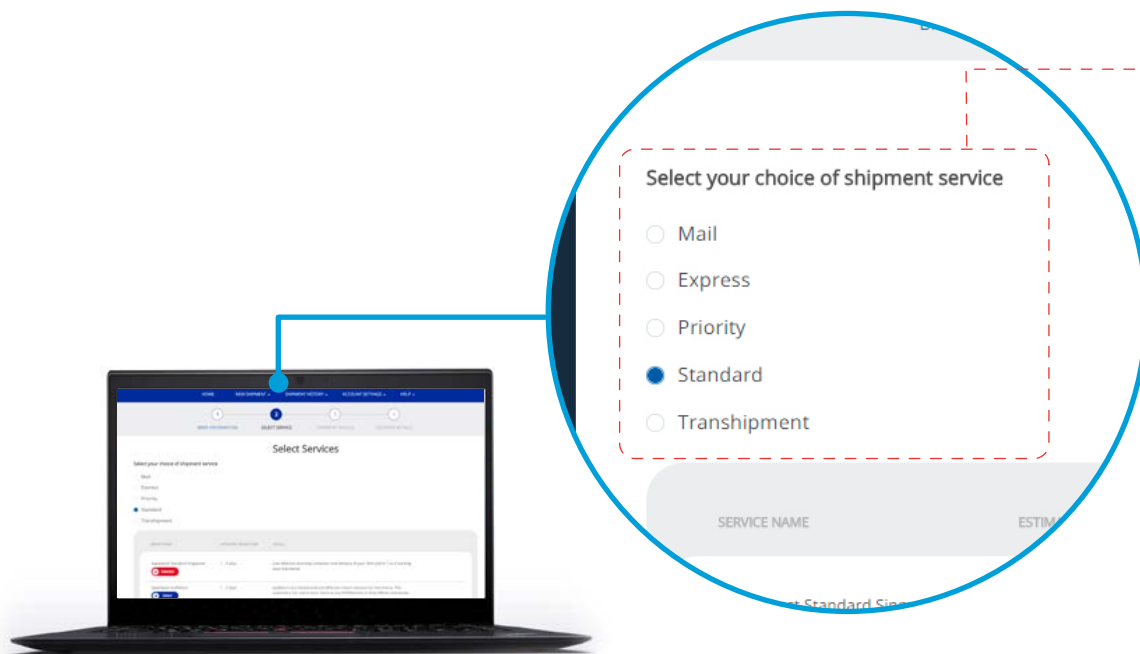
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# Step 2.1 – Select Services (Local Single Shipment)



**TIP**

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







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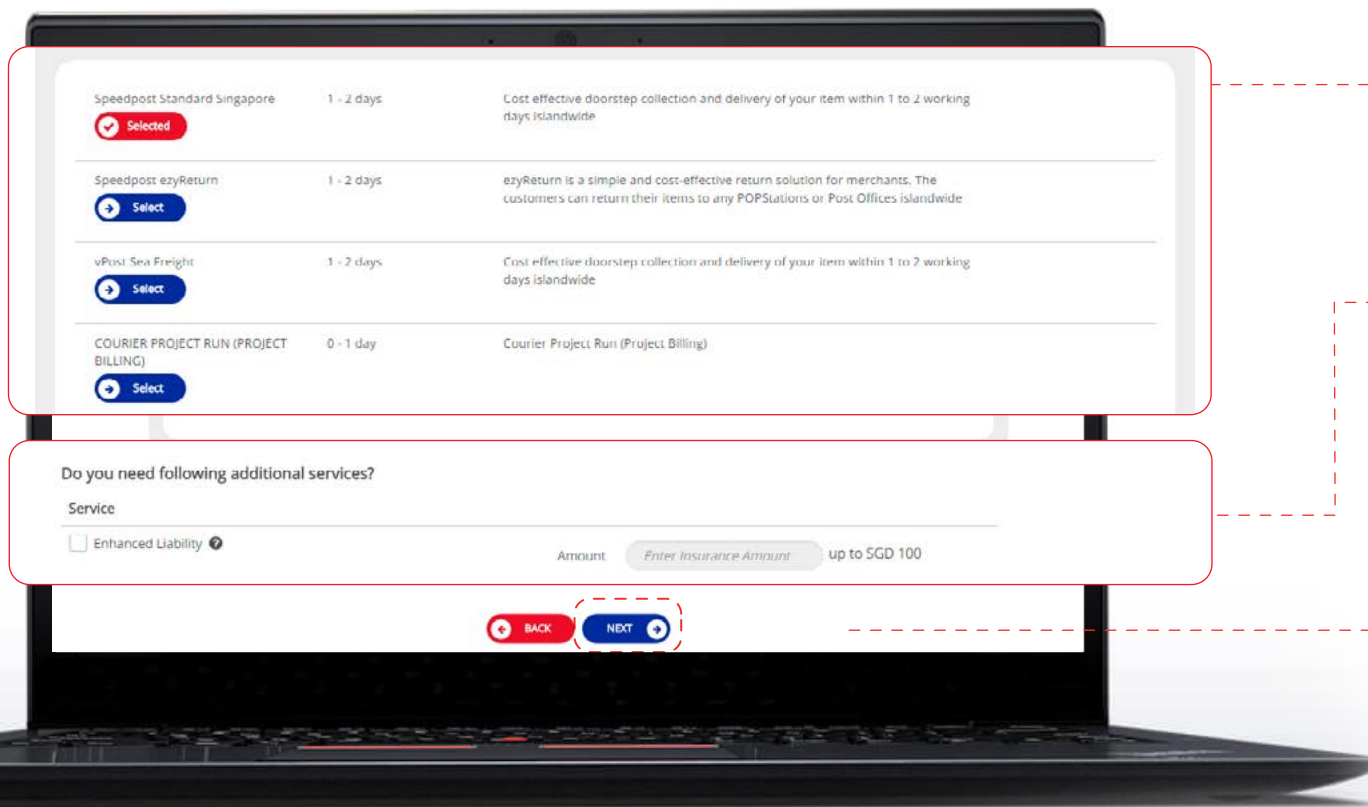
Create  
Shipments

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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)

#	Item Description *	Declared currency	Declared Value *	Item Weight	Item Quantity
1.	<input type="text"/>	SGD	10	2 kg	<input type="text"/>
TOTAL		SGD	10		

**Optional**

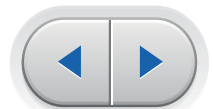
You will be able to track your shipment with the Sender Reference on [speedpost.com.sg](http://speedpost.com.sg)

**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)

1. Sender Details

Address Code

Name \*

Company Name

Contact Number \*

Email Address \*

Save this address to Address Book

Address \*

Unit Number #

City / Town \*

State \*

Country

Postcode

2. Send By Details

Send by Address

3. Recipient (Send to) Details

Address Code

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: same as above Send From Address | Search from Address Book

**3. Recipient (Send to) Details**

Address Code: Search from Address Book

Name \* | Contact Number

Company Name | Email Address

Message to Recipient (Send to)

**To Home/Office Address**

Address \* | Building Name | Street Name | Unit Number #

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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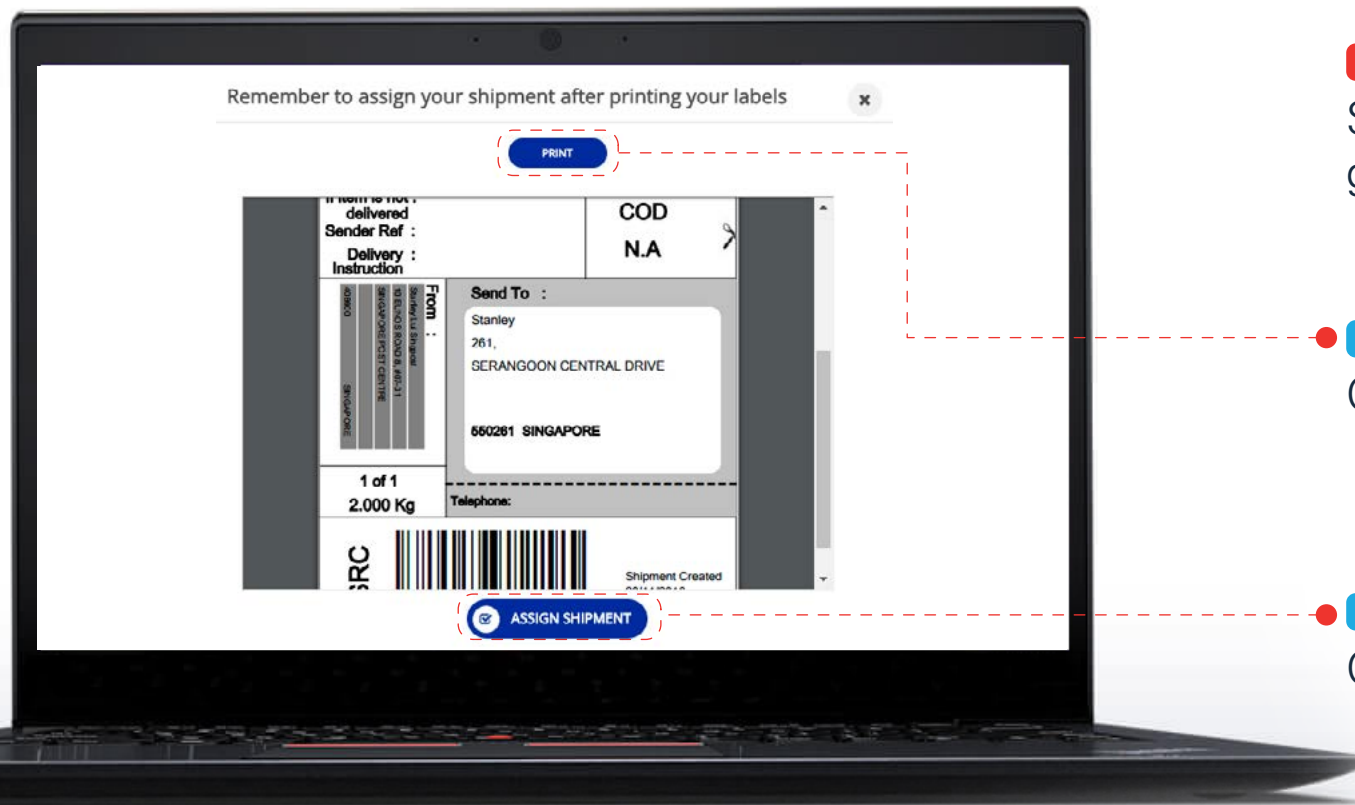
Create Shipments

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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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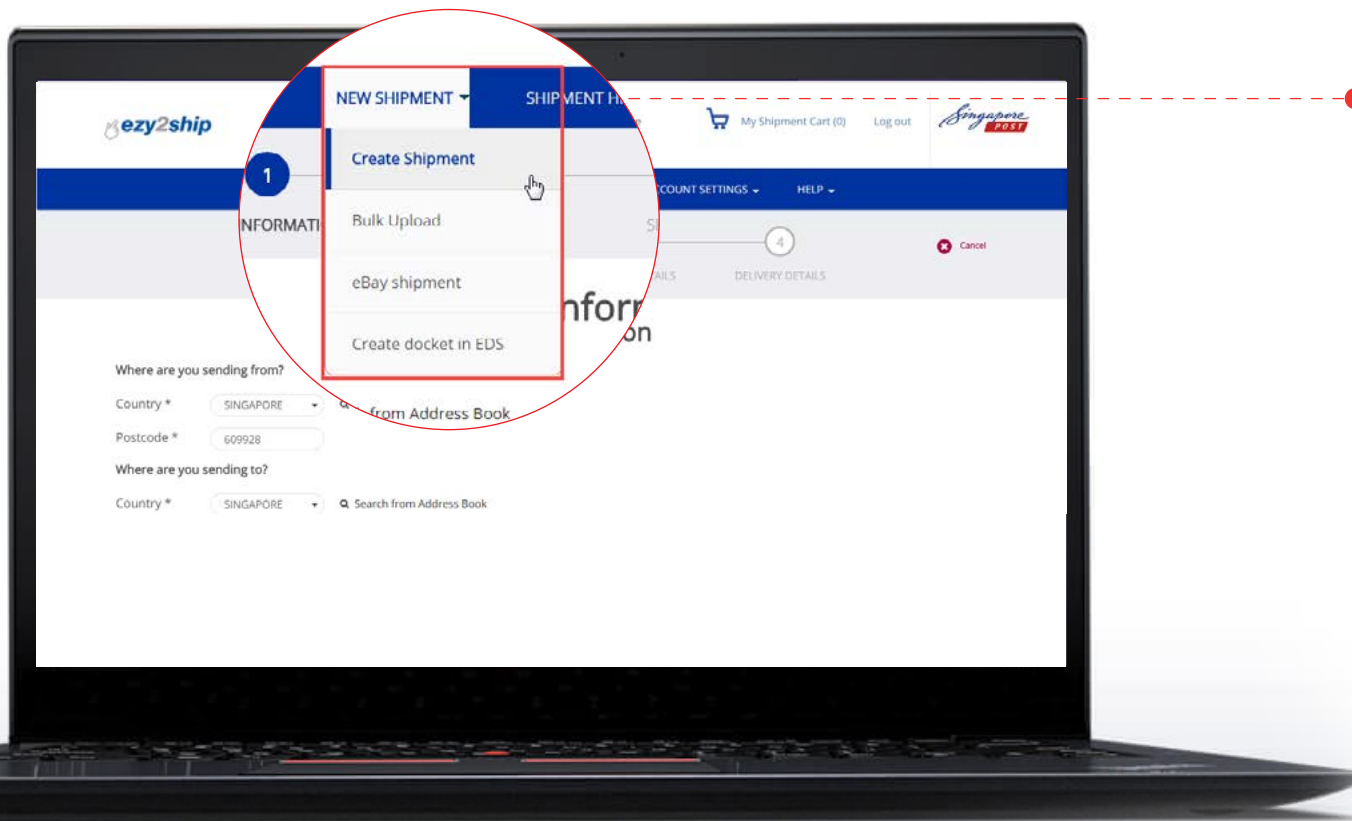
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# Create New Shipments > Single Shipment > International



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 \*  Search from Address Book

Postcode \*

Where are you sending to?

Country \*  Search from Address Book

Postcode \*

1

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

Select your type of shipment



Document / Letter



Parcel / Small Packet



Printed Papers



SmartPac

2

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







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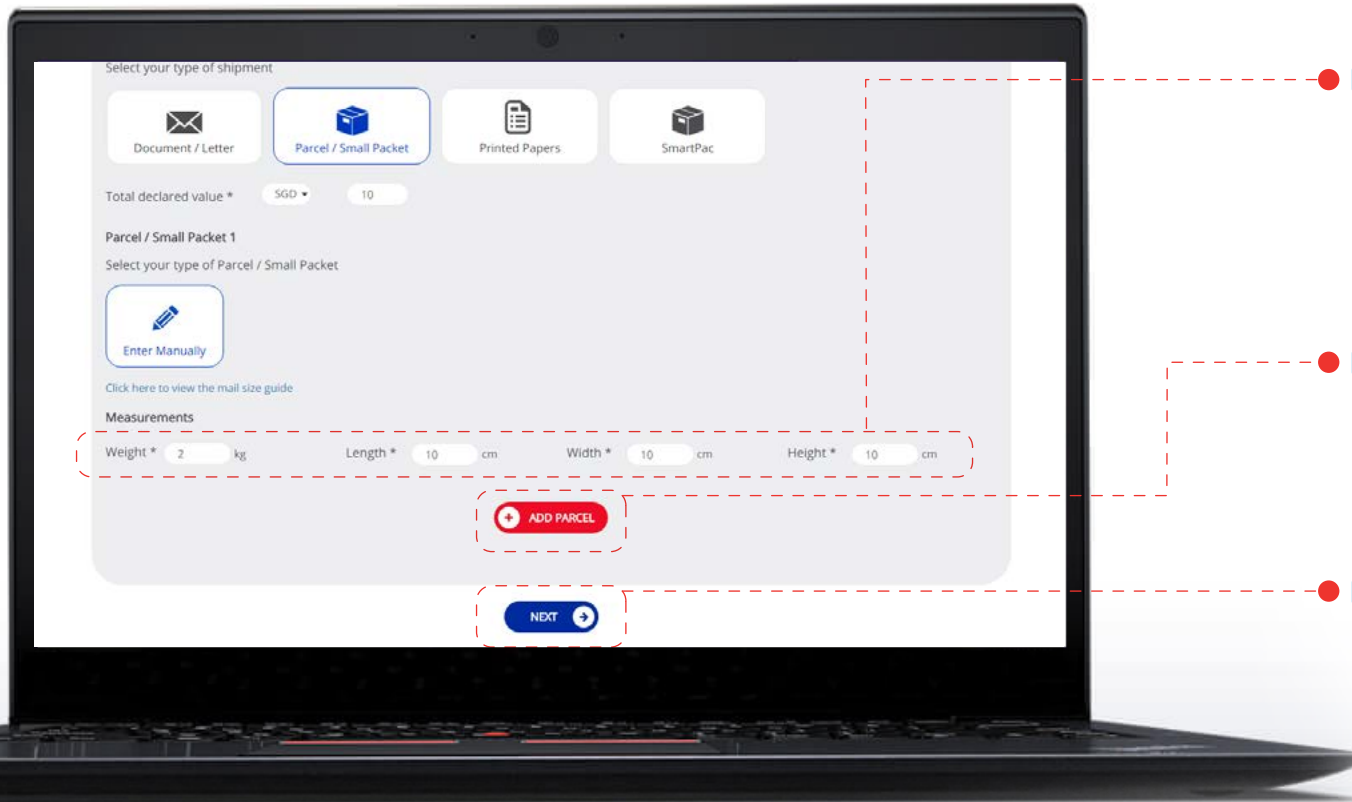
Create Shipments

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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





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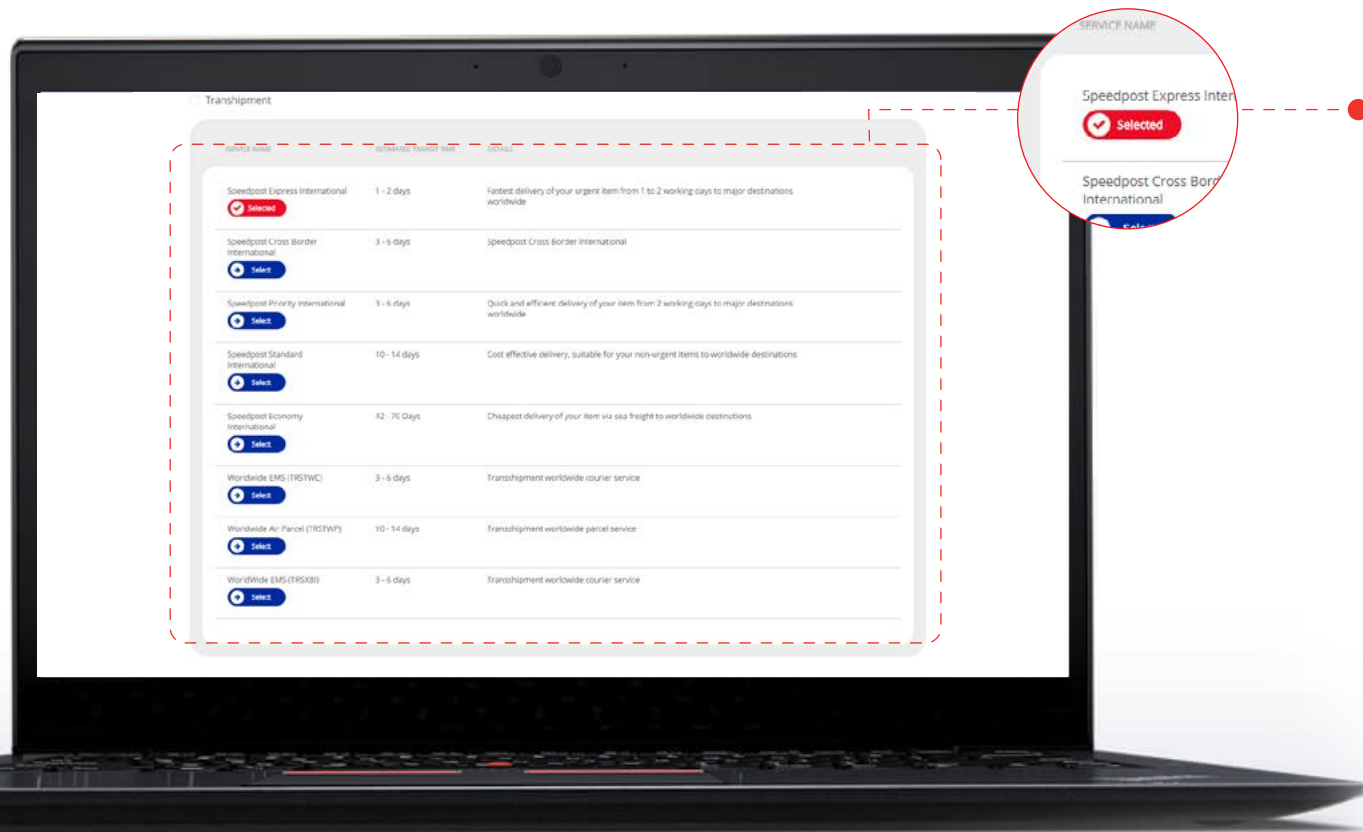
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# Step 2.1 – Select Services (International Single Shipment)



1

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





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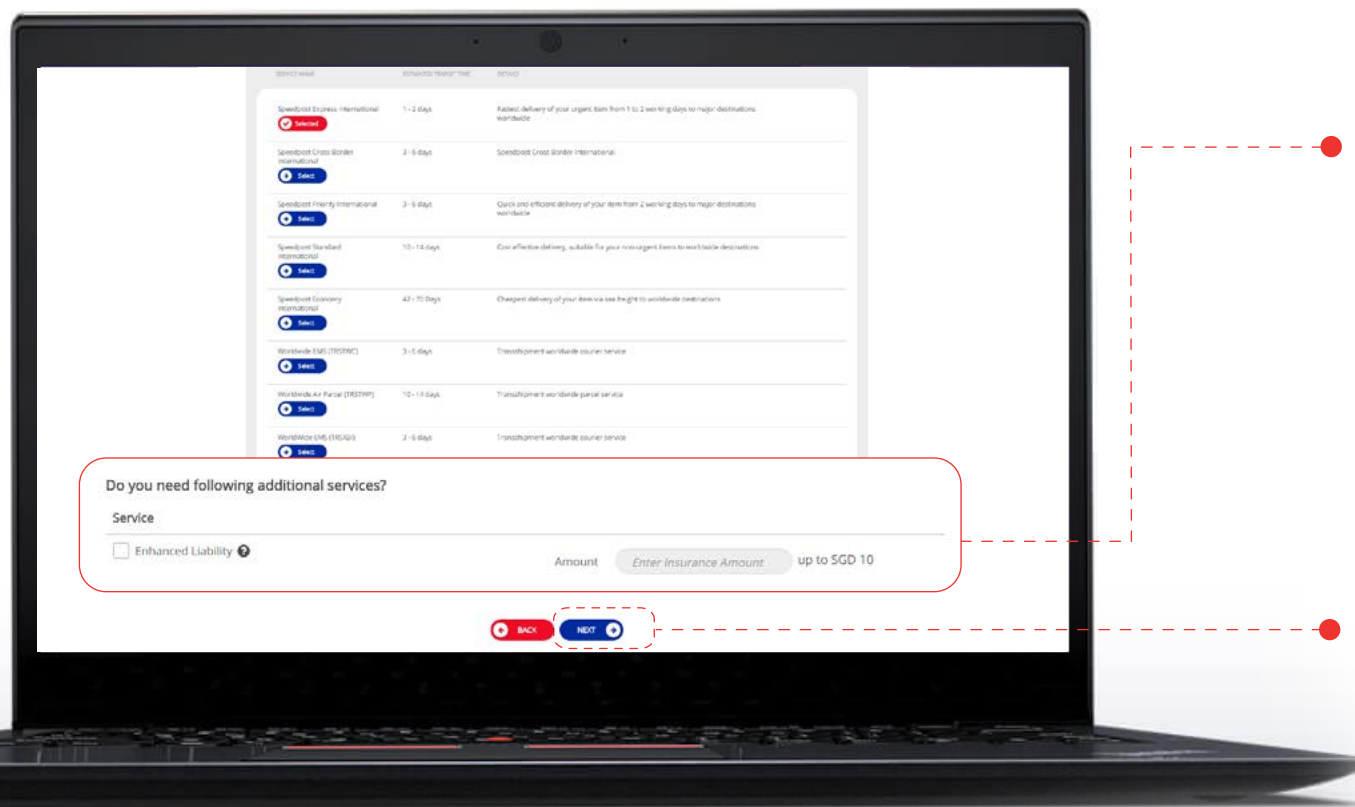
Create Shipments

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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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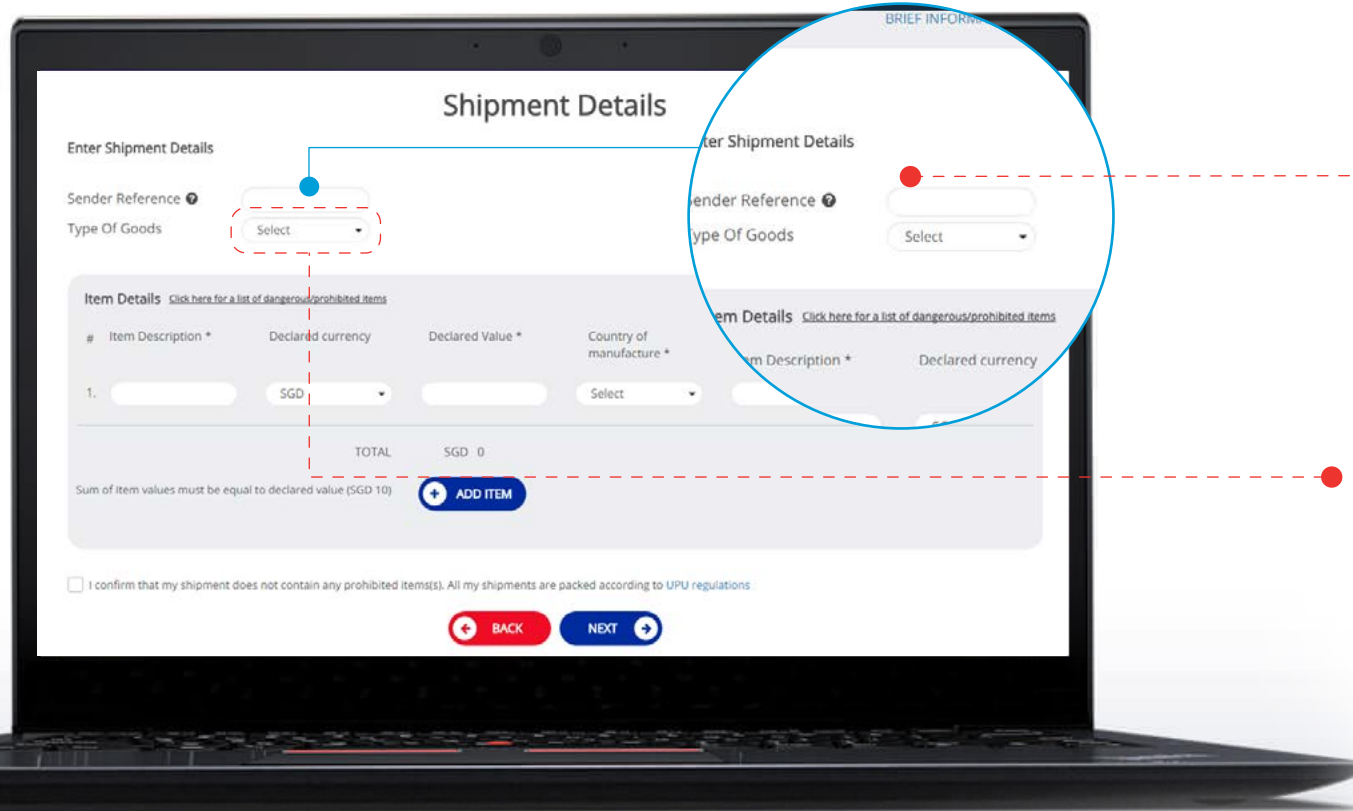
Create Shipments

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View Shipment History

# Step 3.1 – Shipment Details (International Single Shipment)

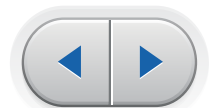


**Optional**

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

**1**

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





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# Step 3.2 – Shipment Details (International Single Shipment)

Shipment Details

Enter Shipment Details

Sender Reference

Type Of Goods

Item Details [Click here for a list of dangerous/prohibited items](#)

#	Item Description *	Declared currency	Declared Value *	Country of manufacture *	HS Code ⓘ	Item Weight	Item Quantity
1.	<input type="text"/>	SGD	<input type="text"/>	Select	<input type="text"/>	kg	<input type="text"/>

TOTAL SGD 0

Sum of item values must be equal to declared value (SGD 10)

I confirm that my shipment does not contain any prohibited items(s). All my shipments are packed according to UPU regulations

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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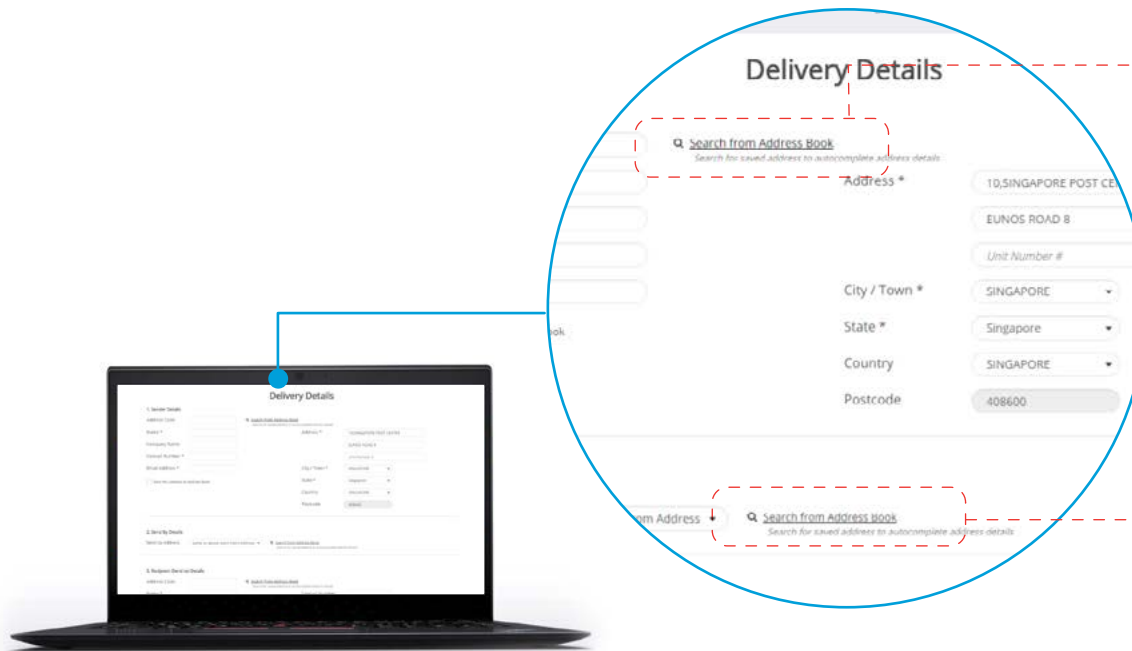
Create Shipments

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Assign Shipments

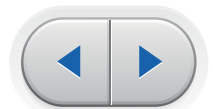
View Shipment History

# Step 4.1 – Delivery Details (International Single Shipment)



**TIP**

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





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# Step 4.2 – Delivery Details (International Single Shipment)

1. Sender Details

Address Code  [Search from Address Book](#)  
Search for saved address to autocomplete address details

Name \*  Address \*

Company Name

Contact Number \*

Email Address \*  City / Town \*

Save this address to Address Book State \*

Country

Postcode

1

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

2. Send By Details

Send by Address  [Search from Address Book](#)  
Search for saved address to autocomplete address details

3. Recipient (Send to) Details

Address Code  [Search from Address Book](#)  
Search for saved address to autocomplete address details

Name \*  Contact Number

Company Name  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 (International Single Shipment)

To Home/Office Address

Address \*

Building Name

Street Name

Unit Number #

City / Town \*

State

Country UNITED STATES OF AM\*

Postcode 90210

Save this address to Address Book

4. Return Instructions (in case of non-delivery) \*

Abandon Shipment

Return to Origin (At sender's expense)

I agree to the Terms & Conditions \*

BACK NEXT

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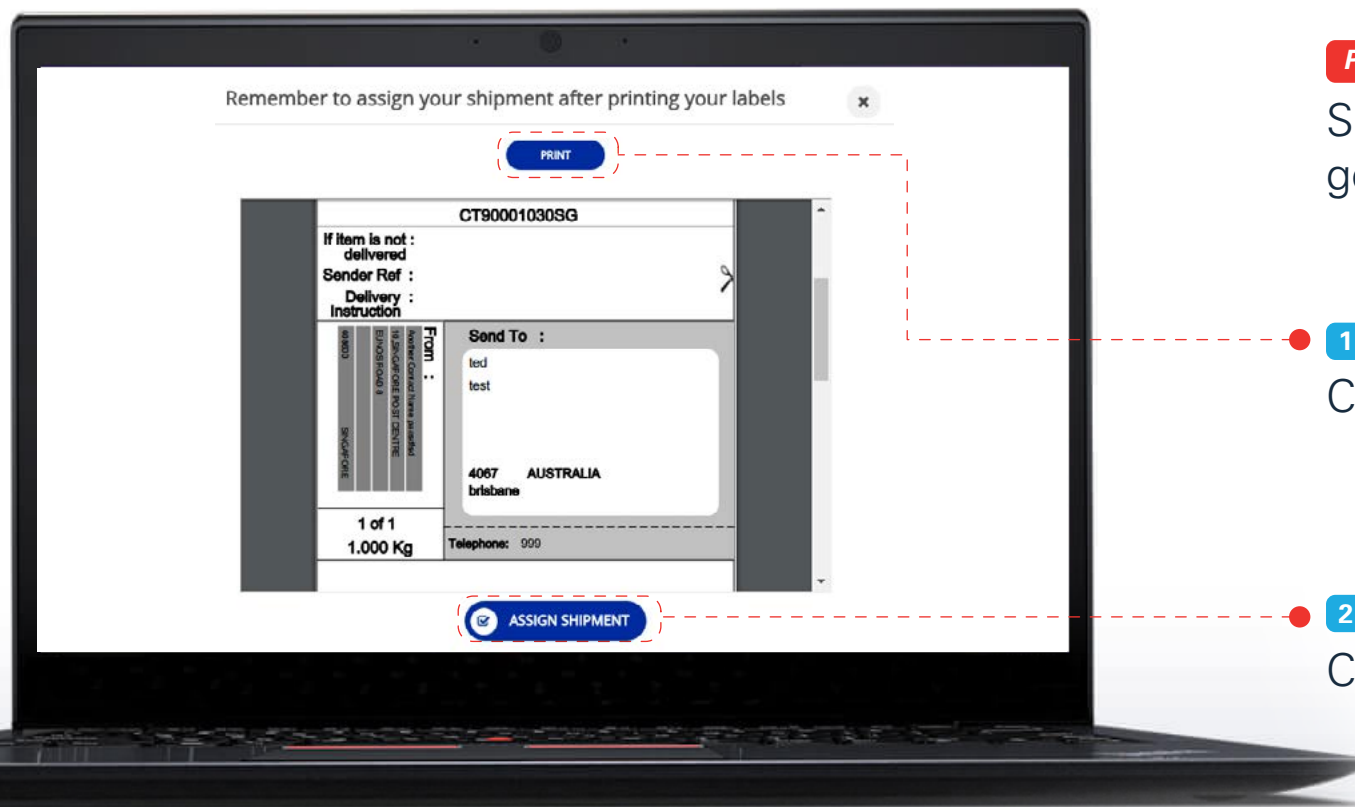
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# Step 5 – Print Shipment Labels (International Single Shipment)



### 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

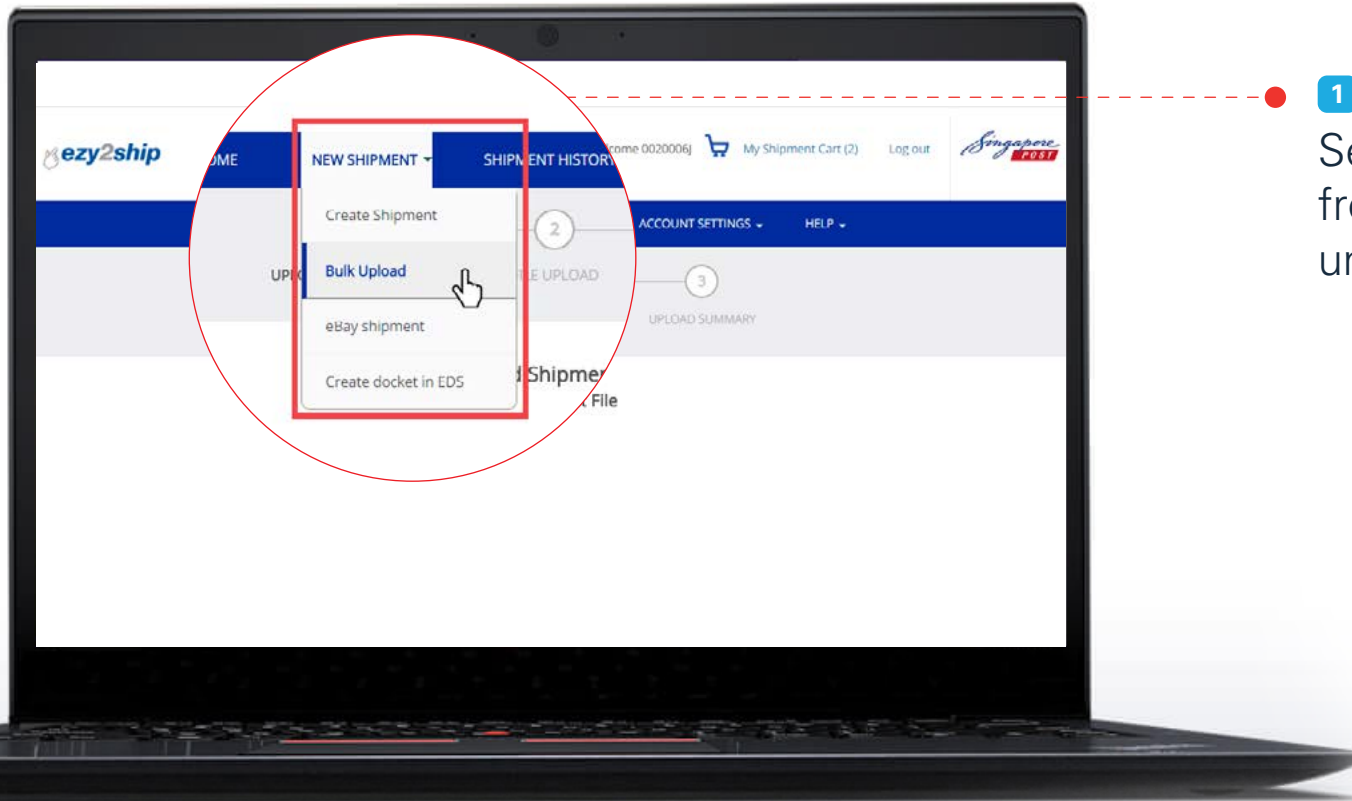


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# Create New Shipments > Bulk Shipments



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





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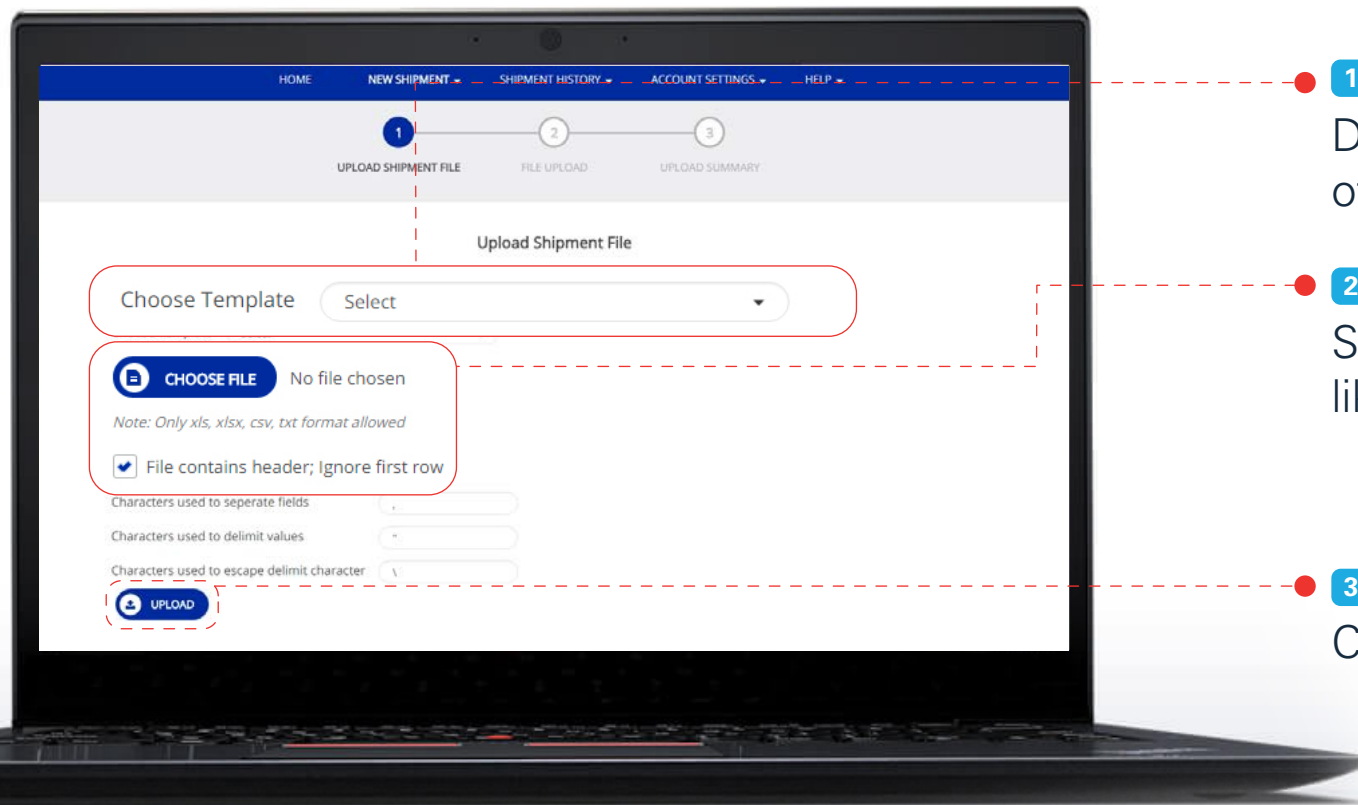
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# Choose bulk upload template and upload file



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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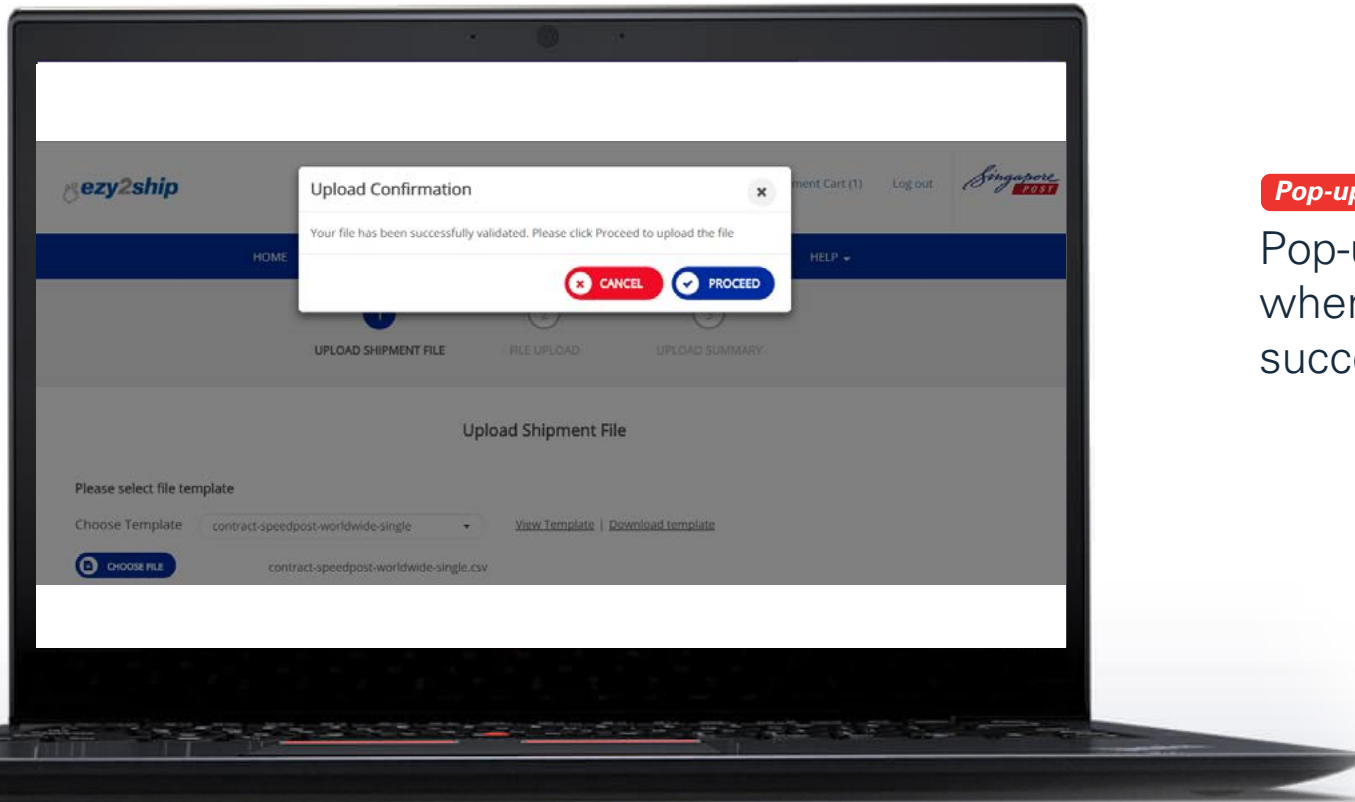
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# Bulk Shipments



### Pop-up

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







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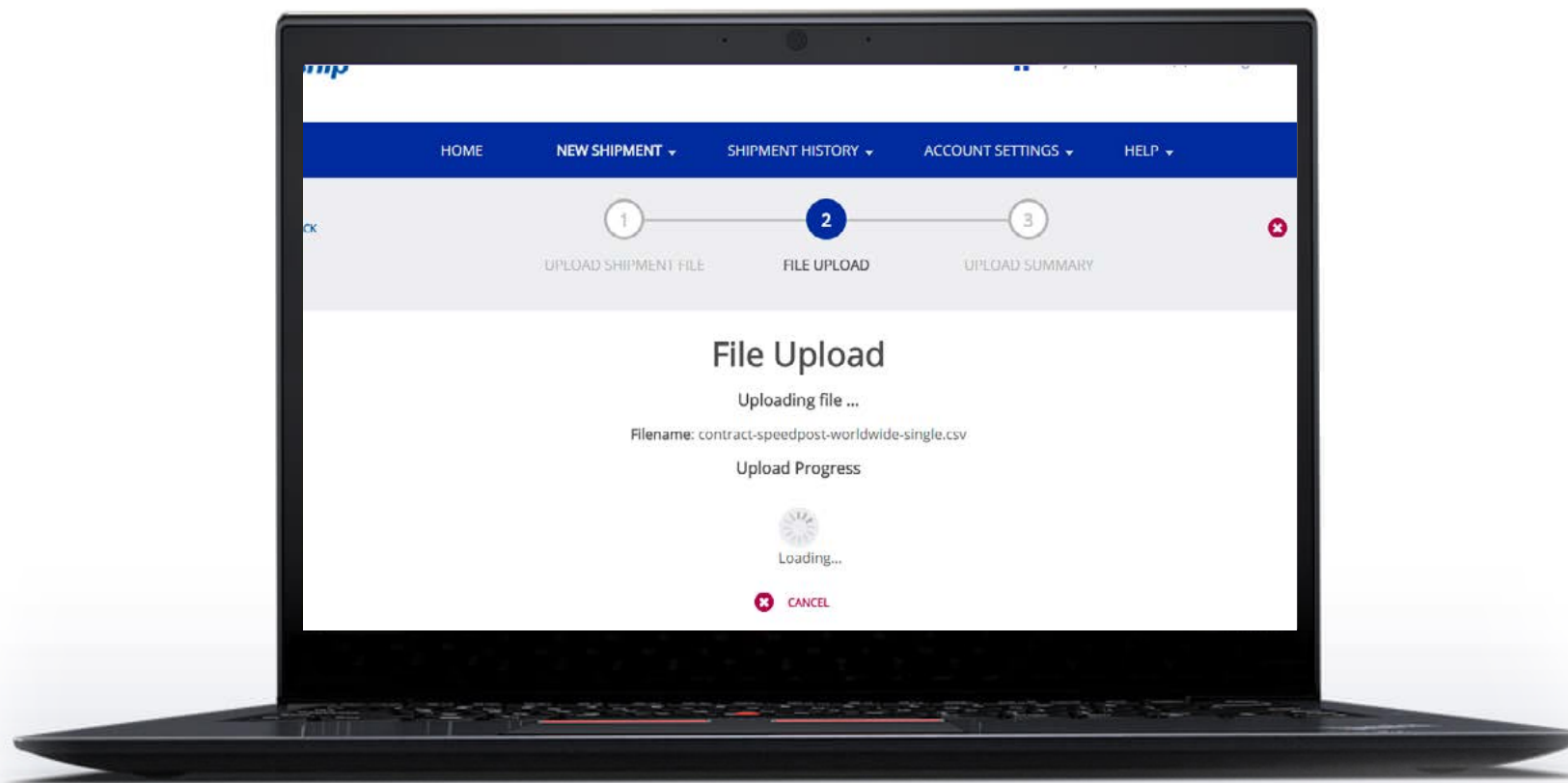
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# File upload will start automatically (Bulk Shipments)





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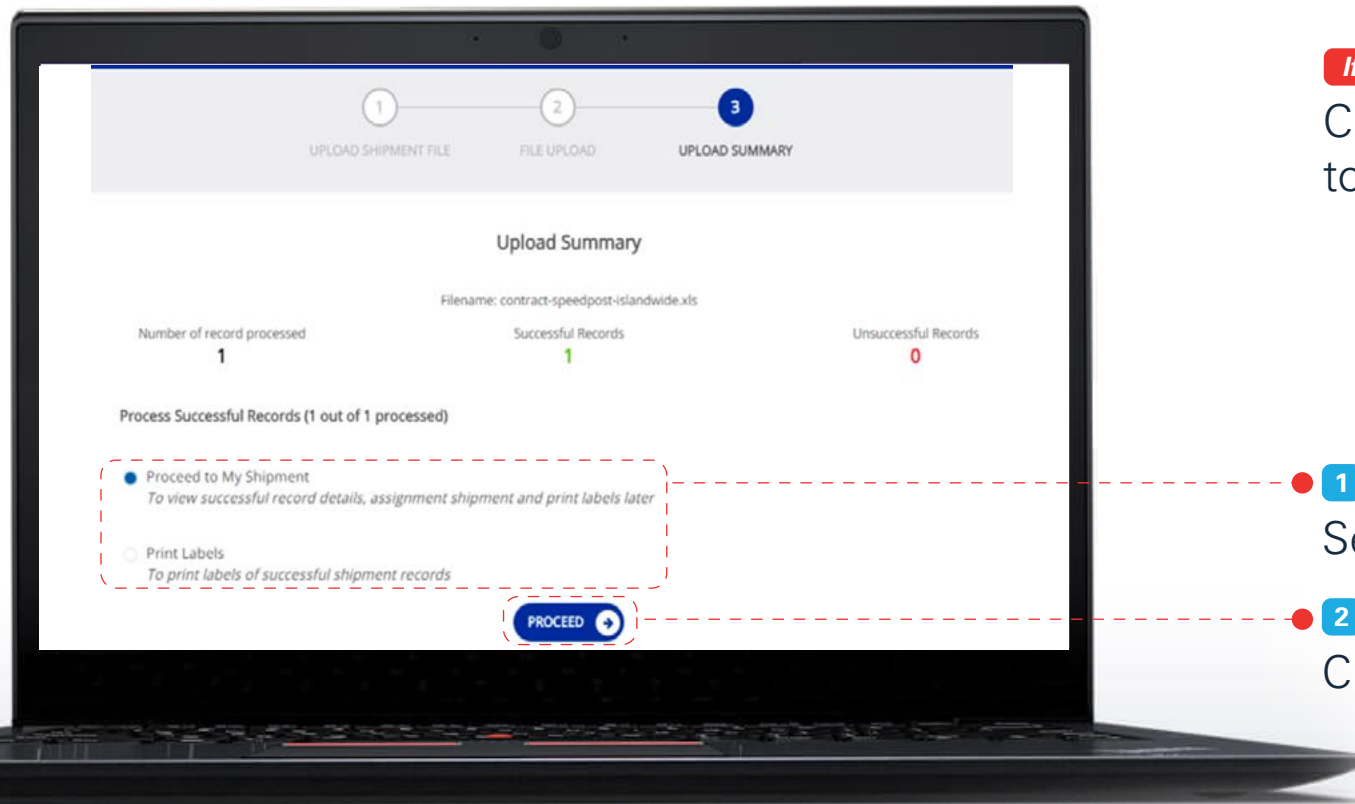
Create Shipments

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# 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”**





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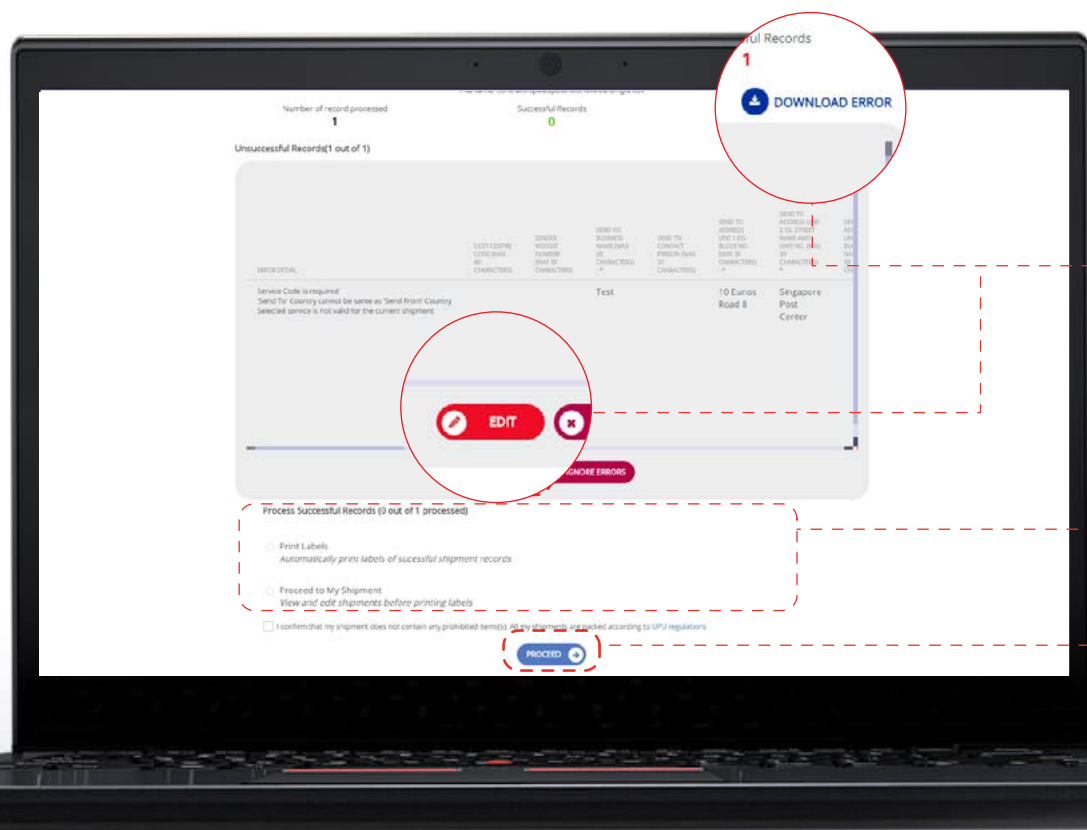
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# Bulk Shipments



**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



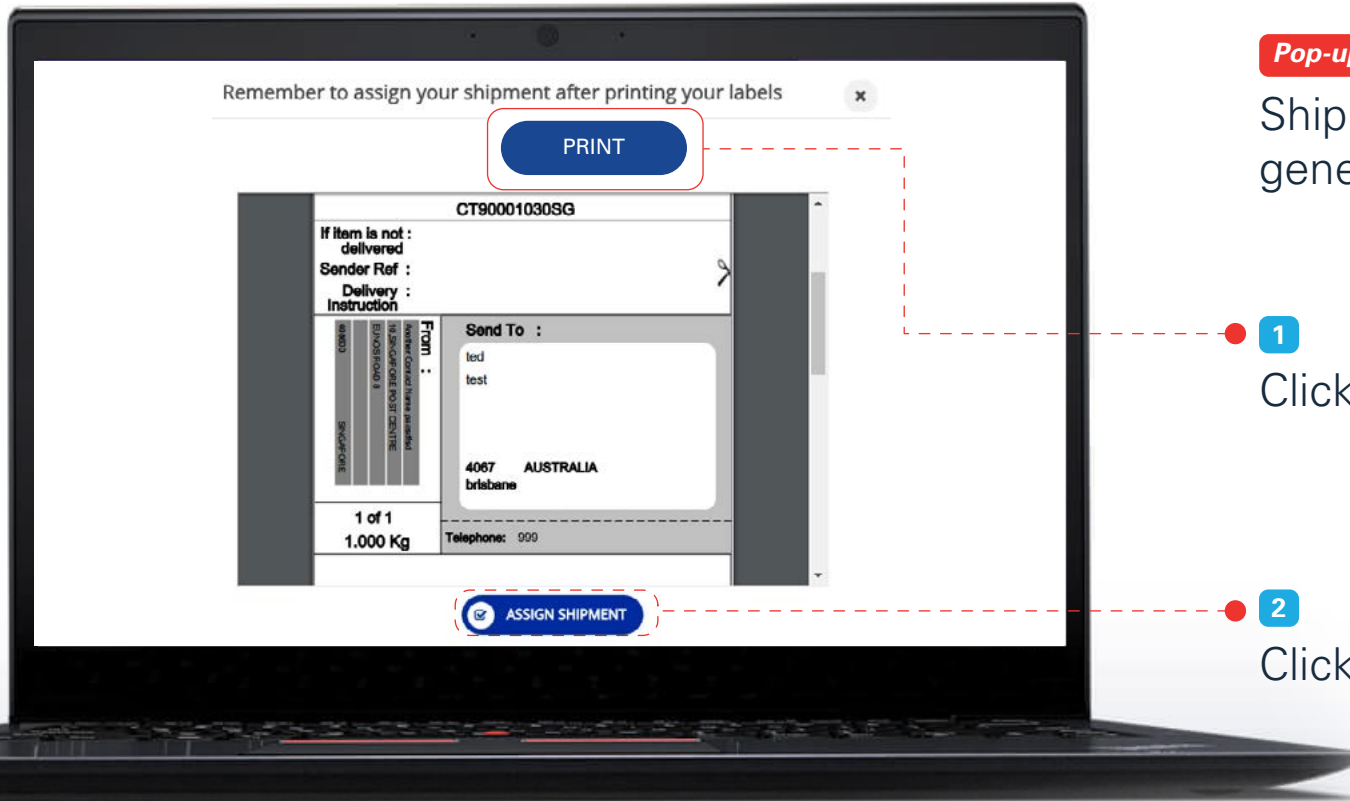


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# Print Shipment Labels (Bulk Shipment)

**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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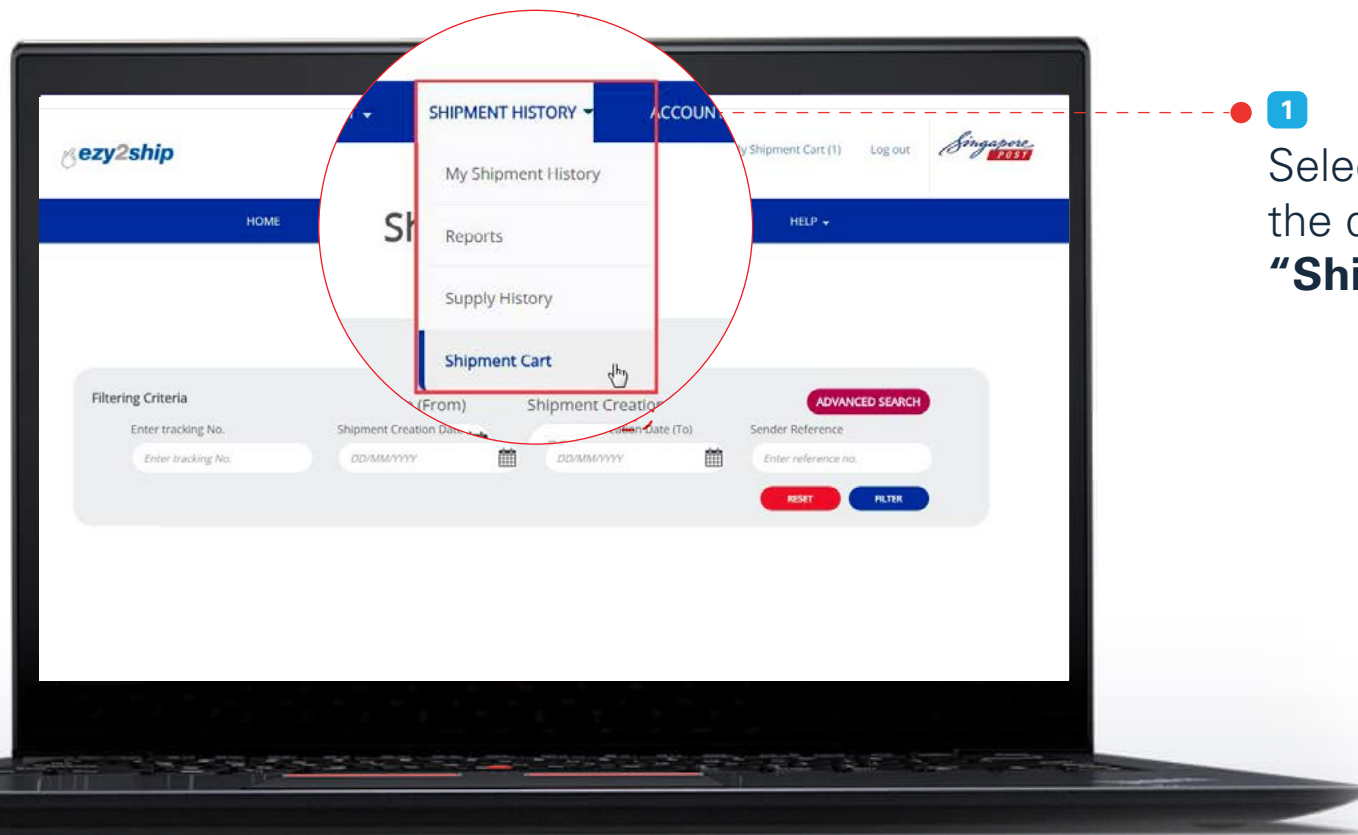
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# Print Shipment Labels



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





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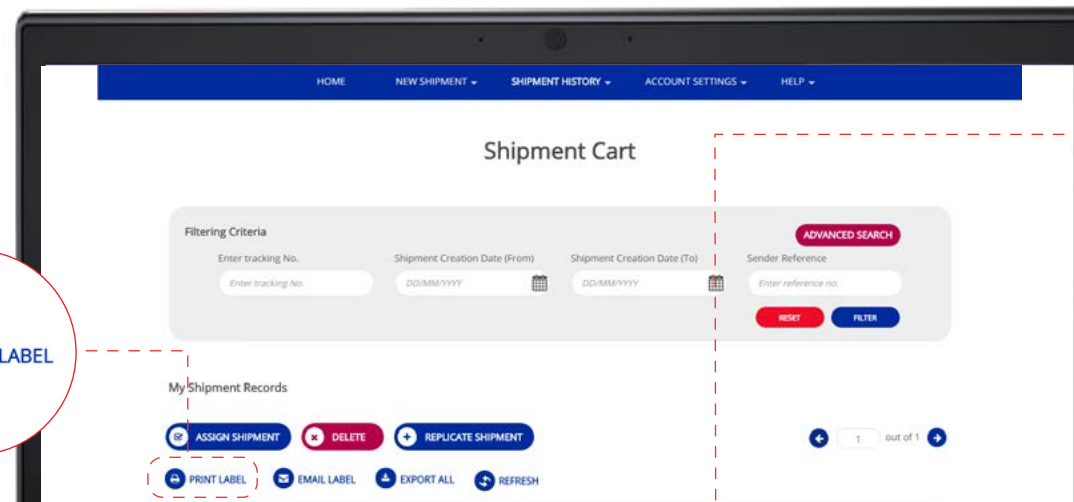
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# Print labels for Selected Shipments



1

Select the shipments that you would like to create labels for

2

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

PRINT LABEL

	VIEW/EDIT	SHIPMENT CREATION	TRACKING NO.	SHIPMENT REFERENCE	SEND FROM	SEND TO	SERVICE	PACKAGE TYPE	LABEL STATUS
	View/Edit	24 Nov 2016 10:21 pm SGT			Andrea 267A Compassvale Link #02-73 EUNOS ROAD 8 Singapore 408600	Testing Testing Beverly Hills	Speedpost Express International	Parcel-Express	Processing





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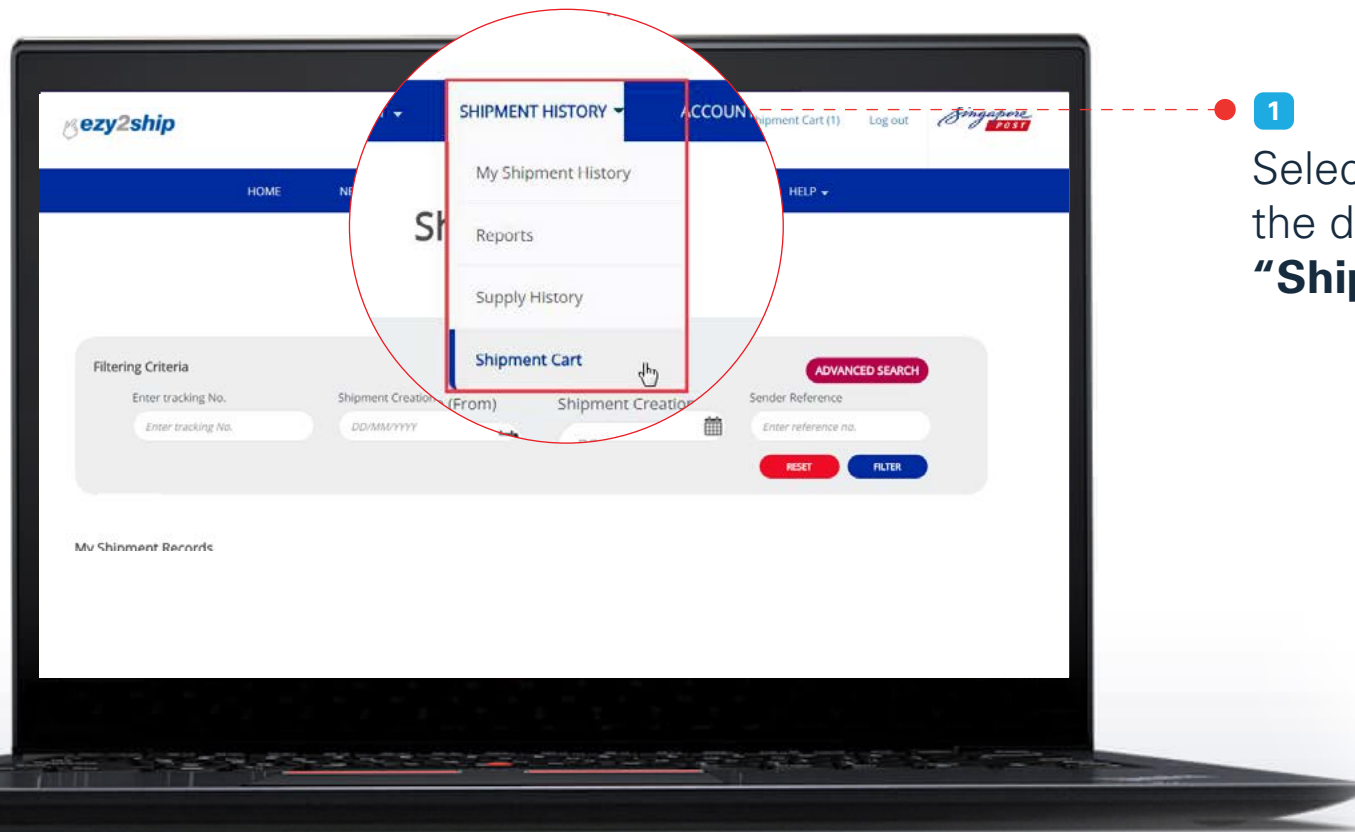
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# Assign Shipments



1

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





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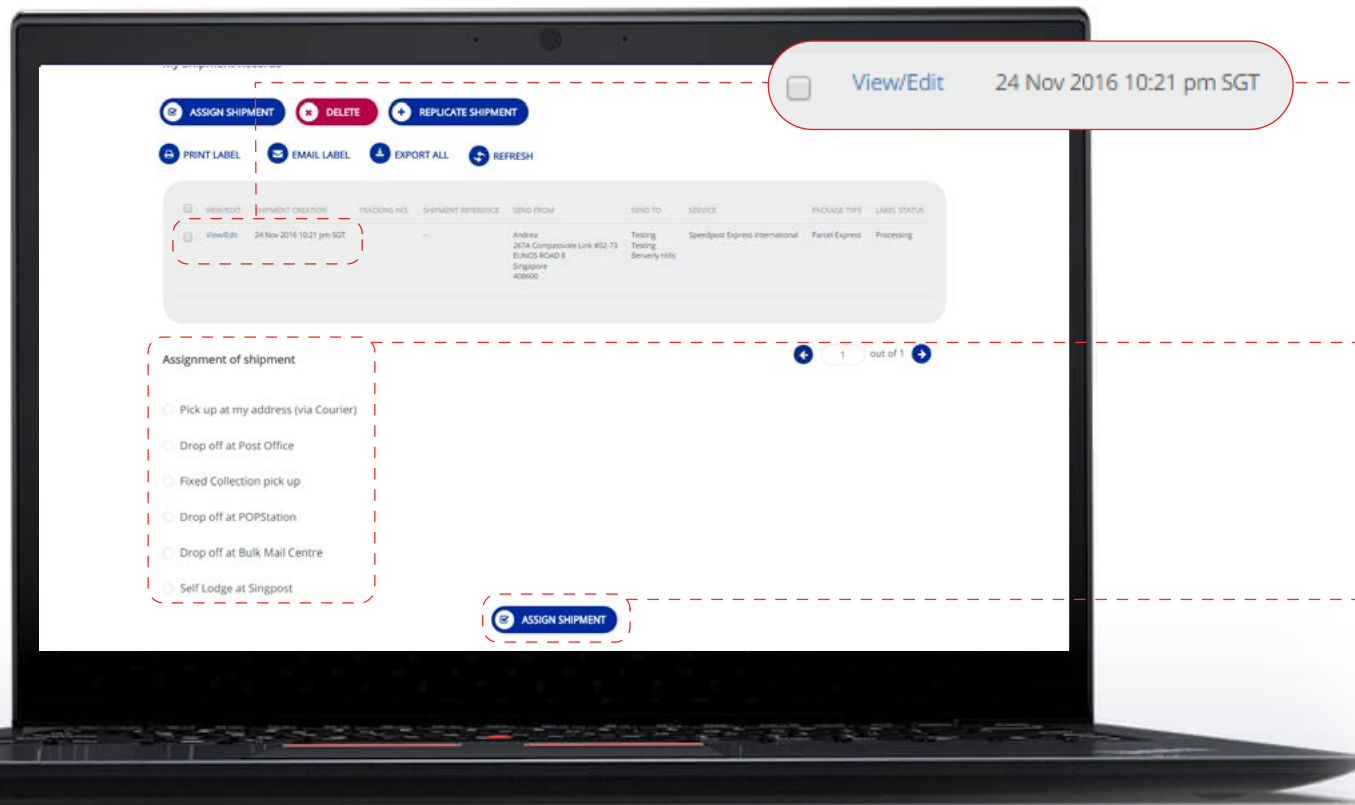
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# Assign Shipments



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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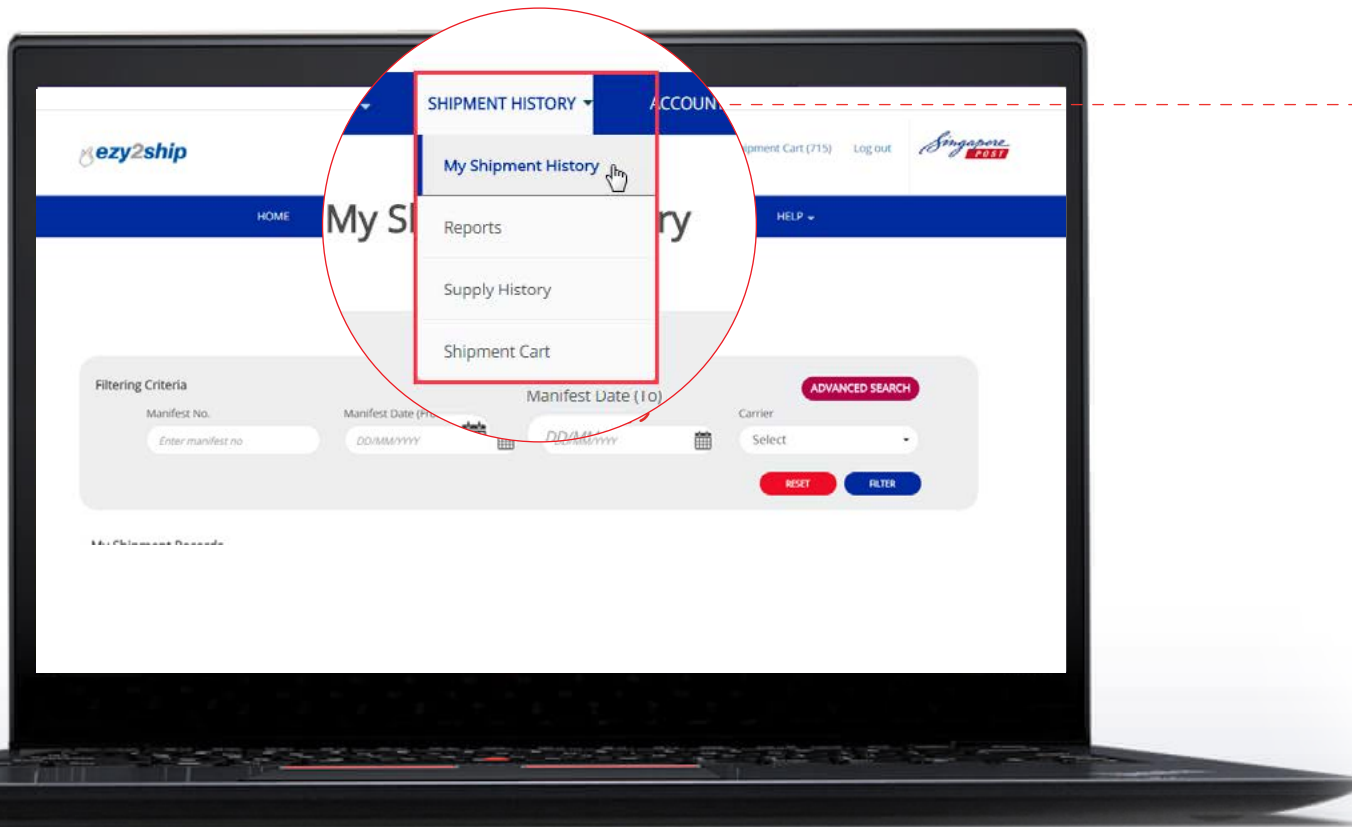
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# Home > Log-in > View Shipment History



1

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



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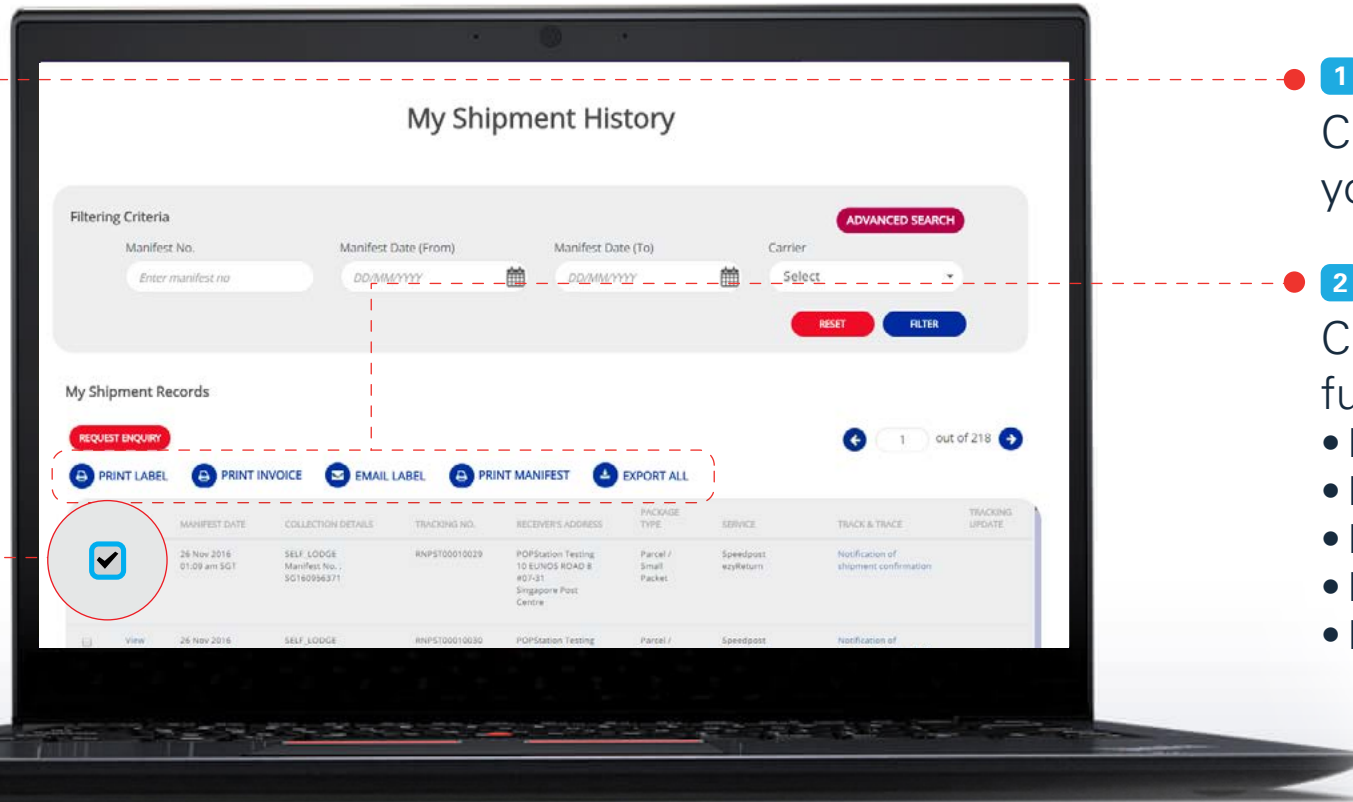
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# Viewing Assigned Shipments



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

