

EasyShip Tutorial | How to use EasyShip Platform

Congratulations on signing up for the EasyShip Platform!

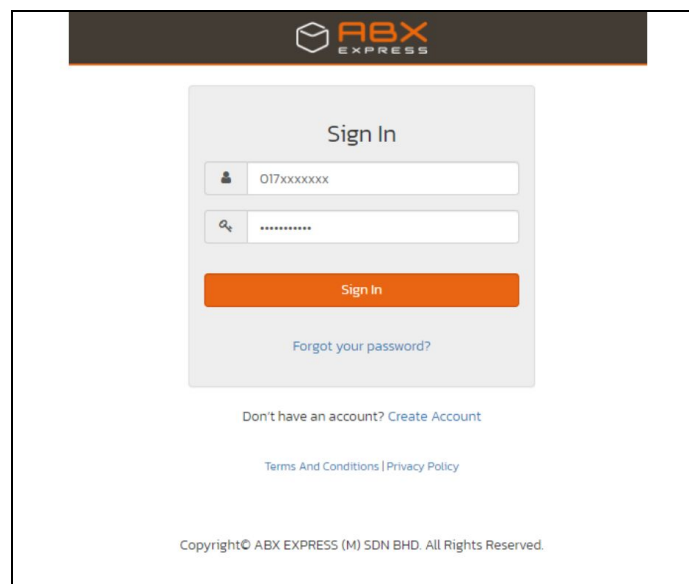
Now, we are sure that most of you are wondering how to use the EasyShip Platform. Before we proceed to our guideline on how to use the EasyShip platform, we would like to introduce to you the platform once again.

EasyShip by ABX or known as EasyShip can be divided into two selections which are **“Ship from Home (Pick Up)”** and **“Ship at Shop (Drop Off)”** for our customers and they can choose their preferred selection. Here’s a quick guideline that we have made just for our beloved customers to kick off their EasyShip journey with **ABX Express**.

Ship from Home | Ship at Shop (Multiple Shipments)

METHOD 2: Key In [Suitable for users with more than 10 shipments]

STEP 1: Sign In to your account



ABX EXPRESS

Sign In

017xxxxxxx

Sign In

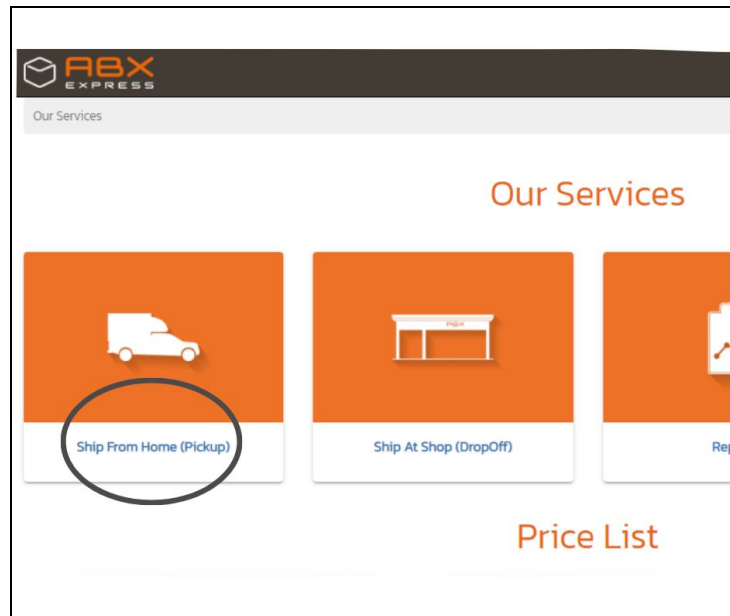
[Forgot your password?](#)

[Don't have an account? Create Account](#)

[Terms And Conditions | Privacy Policy](#)

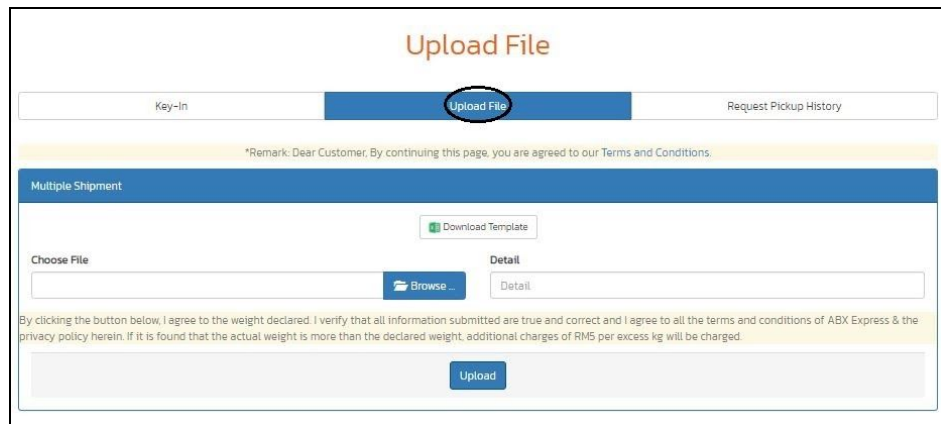
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STEP 2: Select Ship At Home (Pick Up)

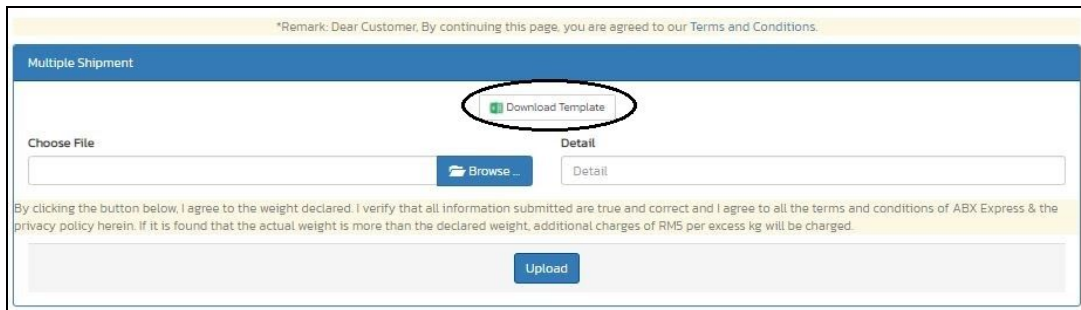


STEP 3: Click Upload File

- Click on the Upload File button



- Download the template and fill in the sender and recipient details according to the template.



*Remark: Dear Customer, By continuing this page, you are agreed to our Terms and Conditions.

Multiple Shipment

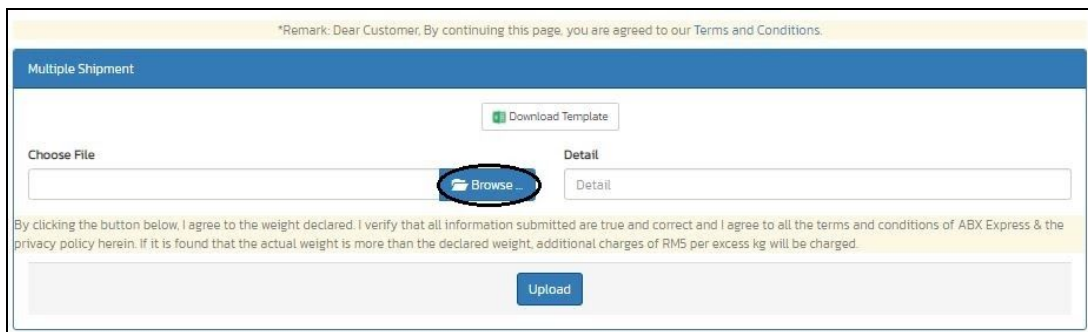
Download Template

Choose File Browse ... Detail

By clicking the button below, I agree to the weight declared. I verify that all information submitted are true and correct and I agree to all the terms and conditions of ABX Express & the privacy policy herein. If it is found that the actual weight is more than the declared weight, additional charges of RM5 per excess kg will be charged.

Upload

- Click **Browse** and select the Excel file that has your recipients/receivers' details.



*Remark: Dear Customer, By continuing this page, you are agreed to our Terms and Conditions.

Multiple Shipment

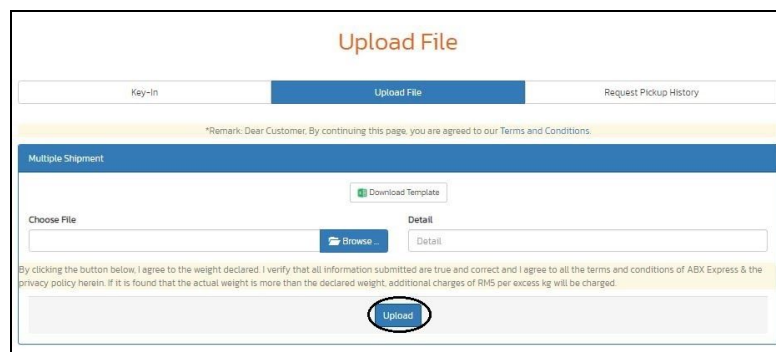
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Upload

- Click the **Upload** button.



Upload File

Key-In Upload File Request Pickup History

*Remark: Dear Customer, By continuing this page, you are agreed to our Terms and Conditions.

Multiple Shipment

Download Template

Choose File Browse ... Detail

By clicking the button below, I agree to the weight declared. I verify that all information submitted are true and correct and I agree to all the terms and conditions of ABX Express & the privacy policy herein. If it is found that the actual weight is more than the declared weight, additional charges of RM5 per excess kg will be charged.

Upload

- The **Sender, Recipient, and Shipment Information** will be added automatically into the **Shipment List** section.

STEP 4: Select the Shipment details that you would like to send with EasyShip.

The screenshot shows the 'Shipment List' interface. At the top, there is a search bar and a 'Show 10 entries' dropdown. Below this is a table with columns: Order No., Sender Detail, Recipient Detail, and Weight. A single entry is visible and selected with a blue checkmark. The entry details are: Order No. #F-003, Sender: EasyShip Pick Up (60128283371), Recipient: EasyShip Drop off (0128283371), and Weight: 5. Navigation buttons (First, Previous, Next, Last) are at the bottom right.

STEP 5: Select your preferred Payment Method under Payment Information.

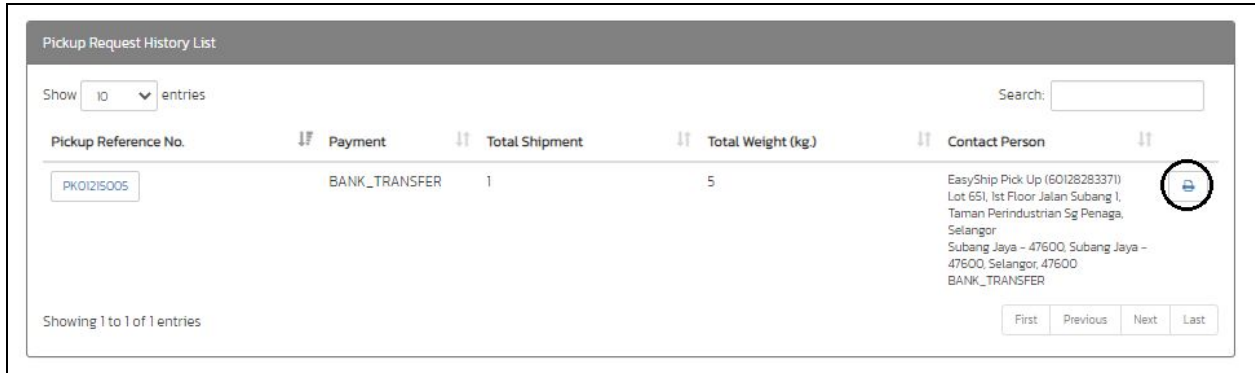
***NOTE:** In support of social distancing during this period, we have activated the **Zero Contact Payment Method** with contactless payment to safeguard our customers and employees. Thus, we would like to advise our customers to pay via online transfer.

The screenshot shows the 'Payment Information' section. It features a 'Payment Type' dropdown menu with 'Bank Transfer (No Limit)' selected. The background is a solid orange color.

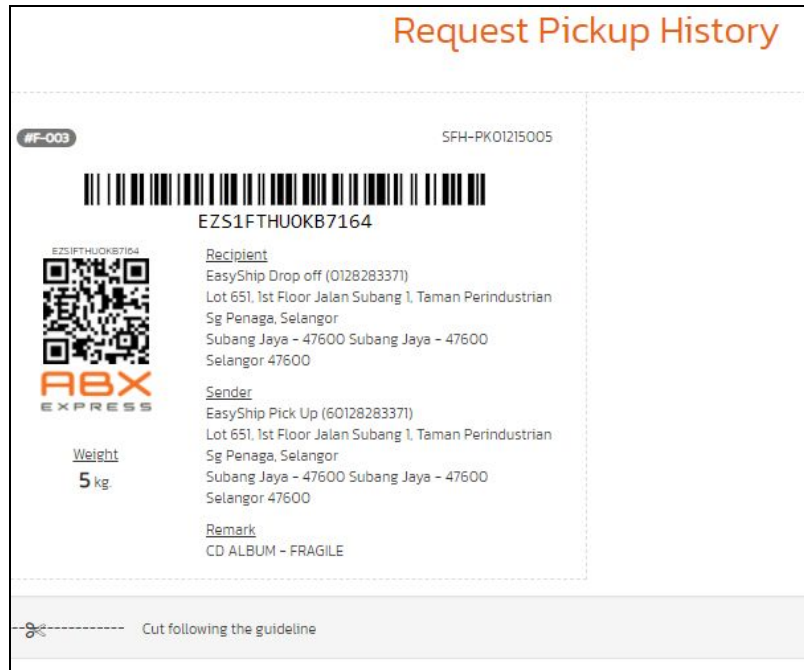
Step 6: Fill in details for Pickup Information and Click Request Pick Up

The screenshot shows the 'Pickup Information' form. It includes fields for 'Total Shipment' and 'Total Weight (kg)'. Below these are sections for 'Contact Person' with fields for Name, Phone No., Postal Code, and Sub-District/District/State/Postal Code. At the bottom, there is a 'Request Pickup' button and a disclaimer: 'Remark: Dear ABN Customer, Once you click the submission button, our team will contact you to confirm the Total Price and Payment Method. We will proceed to pick up your parcel on the same day for submission before 1 p.m.(daily) after your confirmation. For any further question, please contact us through: E-mail: easyship-pickup@abxpress.com.my'.

STEP 7: Click the **Printer Symbol** to print out the **Consignment Note** at the **Pickup Request History List** section.



Step 8: Print the **Consignment Note** and paste it on your shipment.



We hope that this step by step guide for **“Ship At Home (Pick Up)”** will be able to help you to use our EasyShip Platform.