EasyShip Tutorial | How to use EasyShip Platform

Congratulations on signing up for the EasyShip Platform!

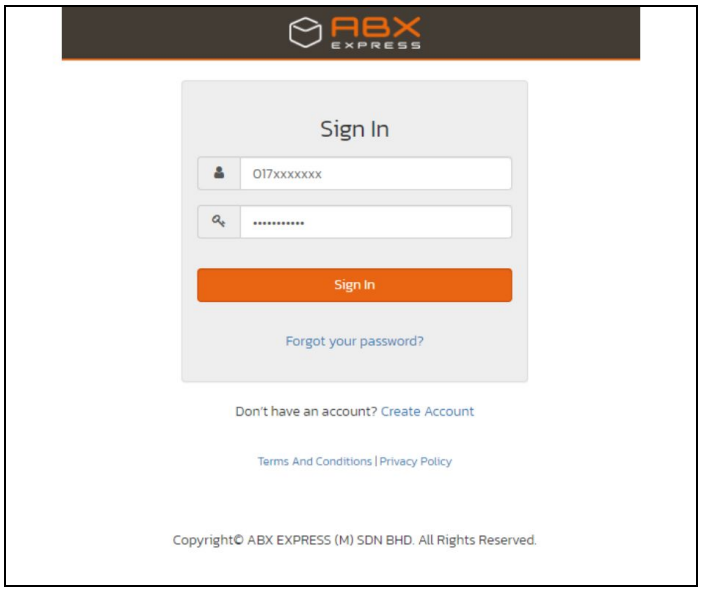
Now, we are sure that most of you are wondering how to use the EasyShip Platform. Before we proceed to our guideline on how to use the EasyShip platform, we would like to introduce to you the platform once again.

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.**

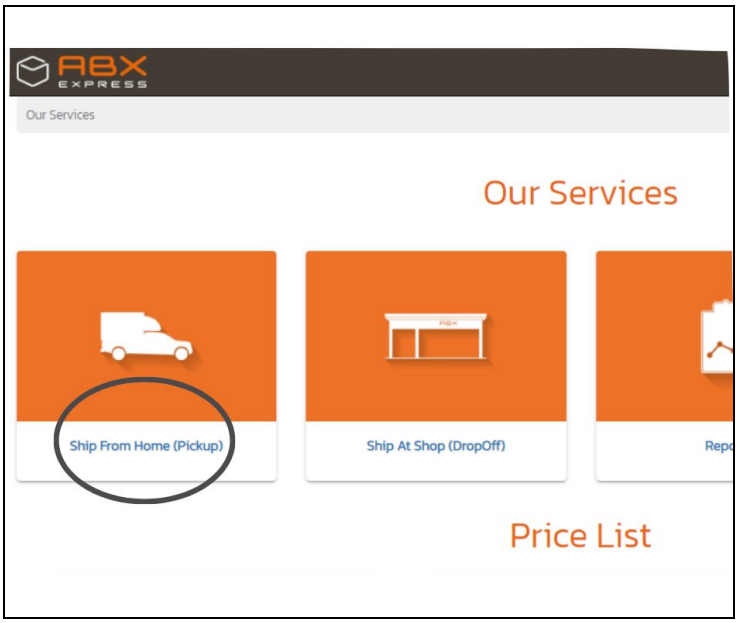
Ship from Home | Ship at Shop (Multiple Shipments)

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

STEP 1: Sign In to your account

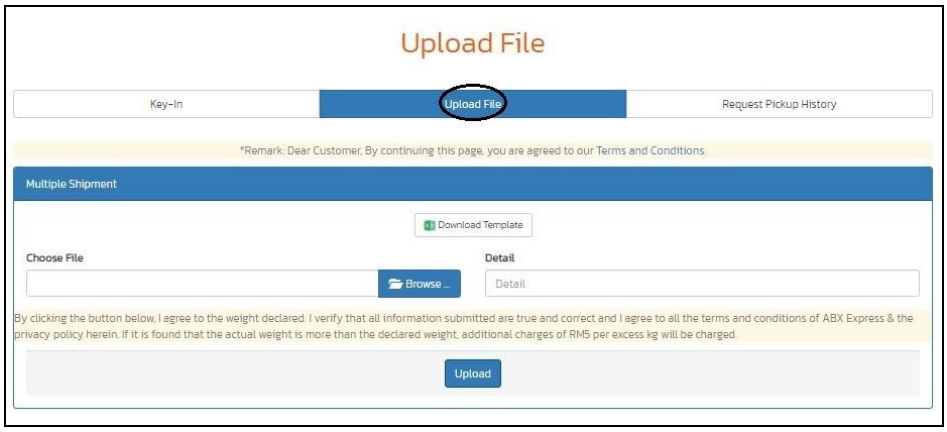


STEP 2: Select **Ship At Home (Pick Up)**

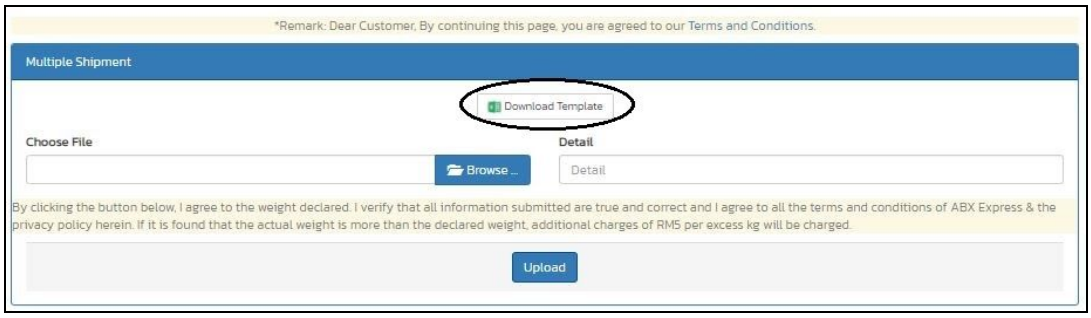


STEP 3: **Click Upload File**

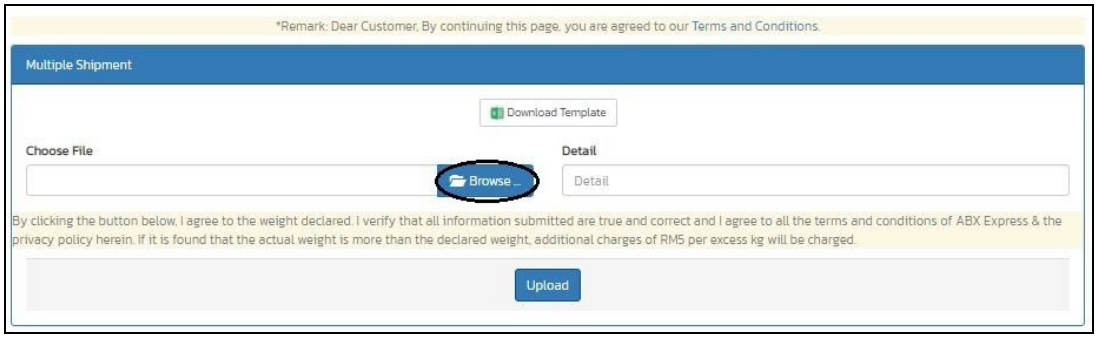
- Click on the Upload File button



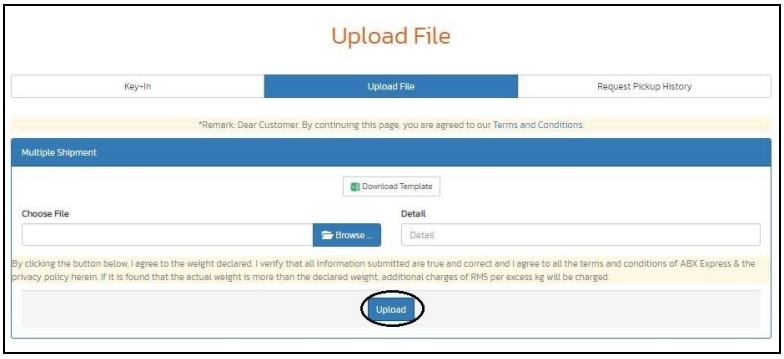
- Download the template and fill in the sender and recipient details according to the template.



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



- Click the **Upload** button.

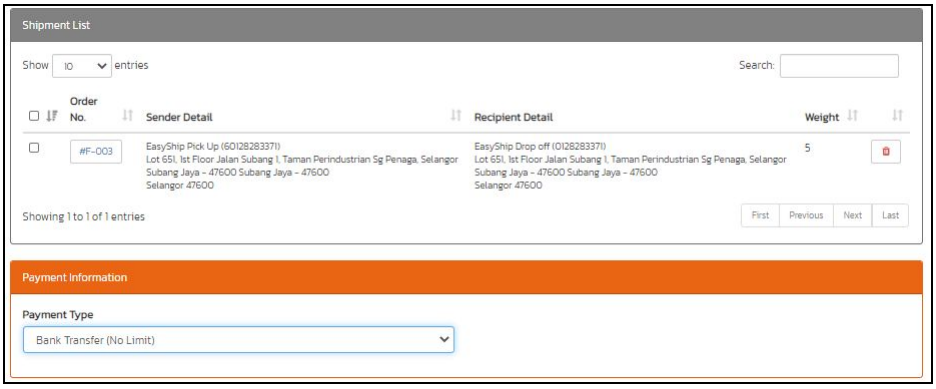


- **The Sender, Recipient, and Shipment Information** will be added automatically into the **Shipment List** section.

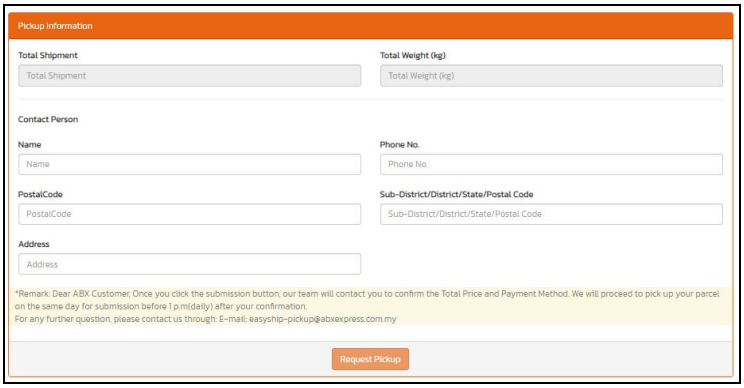
STEP 4: Select the **Shipment details** that you would like to send with **EasyShip.**

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.

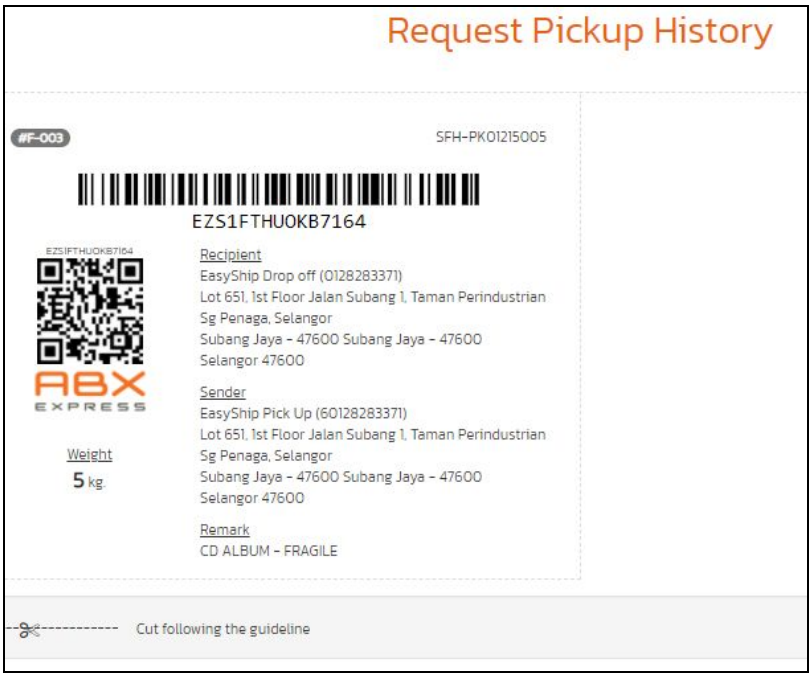


Step 6: Fill in details for **Pickup Information** and **Click Request Pick Up**



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.