

# EasyShip Tutorial | How to use EasyShip Platform

Congratulations on signing up for the EasyShip Platform!

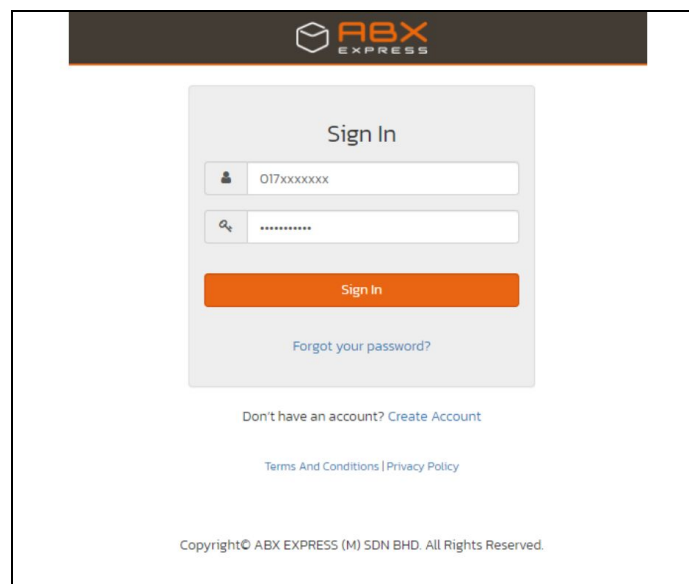
Now, we are sure that most of you are wondering how to use the EasyShip Platform. Before we proceed to our guideline on how to use the EasyShip platform, we would like to introduce to you the platform once again.

**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 at Shop(Drop off)

### **METHOD 1: Key In [Suitable for users with less than 10 shipments]**

**STEP 1:** Sign In to your account



ABX EXPRESS

Sign In

017xxxxxxx

\*\*\*\*\*

Sign In

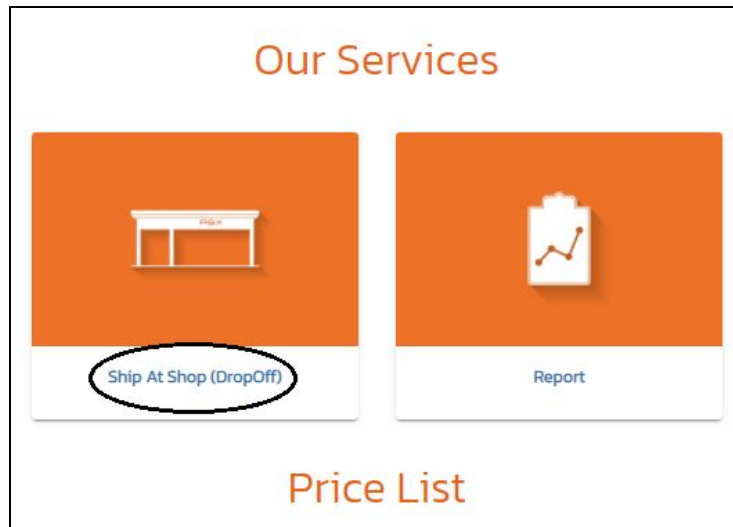
[Forgot your password?](#)

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

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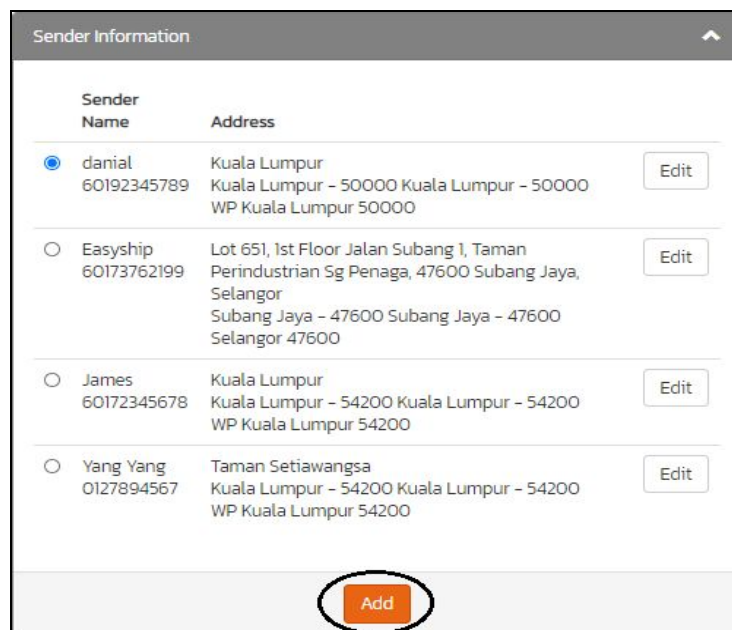
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**STEP 2:** Select **Ship At Shop (DropOff)**

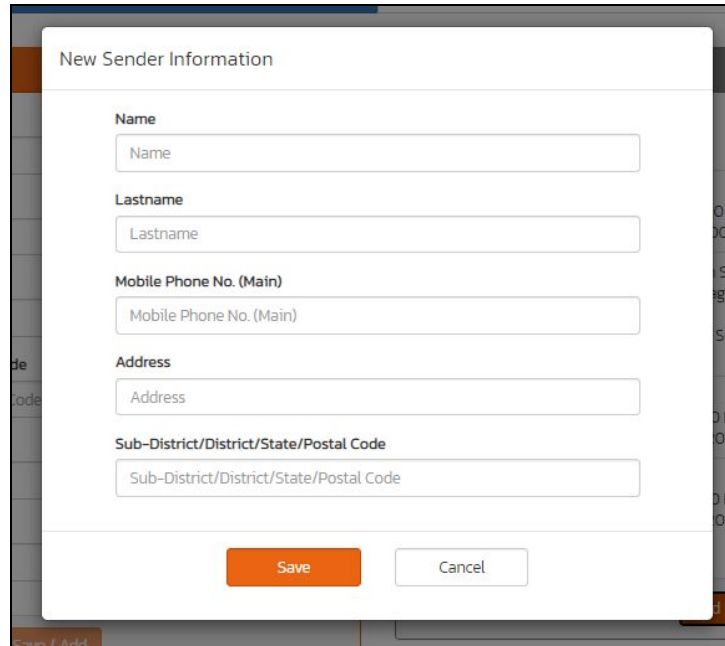


**STEP 3:** Register Sender Information

- Click the ADD button in the **Sender Information Box**.



- Fill up the **New Sender Information**.



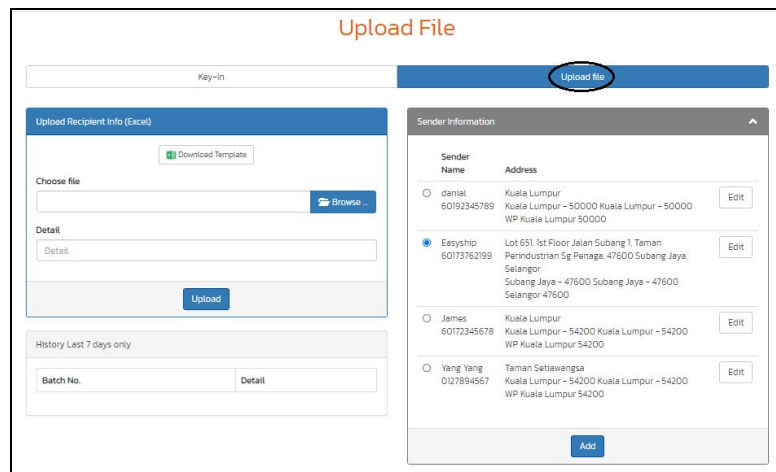
The image shows a 'New Sender Information' form with the following fields:

- Name**: Input field with placeholder 'Name'
- Lastname**: Input field with placeholder 'Lastname'
- Mobile Phone No. (Main)**: Input field with placeholder 'Mobile Phone No. (Main)'
- Address**: Input field with placeholder 'Address'
- Sub-District/District/State/Postal Code**: Input field with placeholder 'Sub-District/District/State/Postal Code'

At the bottom of the form are two buttons: 'Save' (orange) and 'Cancel' (white).

#### Step 4: Upload Excel File

- Click on the second tab **Upload File** that is located to **Key-In** tab



The image shows the 'Upload File' interface with two tabs: 'Key-In' and 'Upload file' (the latter is circled in red). The 'Upload file' tab is active and contains the following sections:

- Upload Recipient Info (Excel)**: Includes a 'Download Template' button, a 'Choose file' input with a 'Browse...' button, a 'Detail' input, and an 'Upload' button.
- History Last 7 days only**: A table with columns 'Batch No.' and 'Detail'.
- Sender Information**: A list of sender entries with columns for 'Sender Name' and 'Address'. Each entry has an 'Edit' button.

Sender Name	Address	Action
<input type="radio"/> denial 60192345789	Kuala Lumpur Kuala Lumpur - 50000 Kuala Lumpur - 50000 WP Kuala Lumpur 50000	Edit
<input checked="" type="radio"/> EasysShip 60173762199	Lot 651, 1st Floor, Jalan Subang 1, Taman Perindustrian Sg Penaga, 47600 Subang Jaya, Selangor Subang Jaya - 47600 Subang Jaya - 47600 Selangor- 47600	Edit
<input type="radio"/> Jemas 60172345678	Kuala Lumpur Kuala Lumpur - 54200 Kuala Lumpur - 54200 WP Kuala Lumpur 54200	Edit
<input type="radio"/> Yang Yang 0127894567	Taman Setiawangsa Kuala Lumpur - 54200 Kuala Lumpur - 54200 WP Kuala Lumpur 54200	Edit

At the bottom of the 'Sender Information' section is an 'Add' button.

- Click **Download Template** and fill in the **Excel File** accordingly.

The screenshot shows the 'Upload File' interface. On the left, under 'Upload Recipient Info (Excel)', there is a 'Download Template' button circled in red. Below it is a 'Choose file' section with a 'Browse...' button. A 'Detail' field is also present. At the bottom of this section is an 'Upload' button. On the right, the 'Sender Information' panel shows a list of senders with their names and addresses, each with an 'Edit' button. The 'Easyship' sender is selected. An 'Add' button is at the bottom of the list.

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

This screenshot is identical to the previous one, but the 'Browse...' button in the 'Choose file' section is circled in red, indicating the next step in the process.

- In the **Detail field**, specify the date of submission.

The screenshot shows the 'Upload File' interface. On the left, the 'Upload Recipient info (Excel)' section has a 'Detail' field containing '18/OX/20XX'. The 'Upload' button is highlighted with a blue border. On the right, the 'Sender Information' section displays a table of sender details.

Sender Name	Address	
<input type="radio"/> denial 60192345789	Kuala Lumpur Kuala Lumpur - 50000 Kuala Lumpur - 50000 WP Kuala Lumpur 50000	Edit
<input type="radio"/> Easyship 60173762199	Lot 651, 1st Floor Jalan Subang 1, Taman Perindustrian Sg Penaga, 47600 Subang Jaya, Selangor Subang Jaya - 47600 Subang Jaya - 47600 Selangor 47600	Edit
<input type="radio"/> James 60172345678	Kuala Lumpur Kuala Lumpur - 54200 Kuala Lumpur - 54200 WP Kuala Lumpur 54200	Edit
<input type="radio"/> Yang Yeng 0127894567	Taman Setiawangsa Kuala Lumpur - 54200 Kuala Lumpur - 54200 WP Kuala Lumpur 54200	Edit

- Click the **Upload** button.

This screenshot is identical to the previous one, but the 'Upload' button in the 'Upload Recipient info (Excel)' section is circled in red to indicate the next action.

- Please verify the details of **each shipment** and click **Confirm**.

Verify Data

Verify Result		
Total	Pass	Not Pass
1	0	1

**Pass**

No.	Name	Phone No.	Email	Address	Sub-District	Postal Code

**Not Pass**

No.	Name	Phone No.	Email	Address	Sub-District	Postal Code
1	Sender: James Ma	0199091489	me@sample.com	G-04-002 Subang Perciana Goodyear Court 1	Jalan USJ 6/1, Subang Jaya, Selangor	47600
	Recipient: FAUZI	86810	me@sample.com	No 1 jalan utama	tangguruh 02	86810

Remark: Please check following Recipient Phone No.

Re-Upload
Confirm

## Step 6: Produce Consignment Notes

- In the **Sender Information** box, **CLICK** on the small circle next to **Sender Name** to select the respective **Sender**.

Upload File

Key-In

Upload Recipient Info (Excel)

Choose file

Browse ..

Detail

Upload

History Last 7 days only

Batch No.	Detail
#J-004	IB/OX/20XX
	2020-09-18T14:13:50.547

Sender Information

Sender Name	Address	
<input type="radio"/> daniel 60192345789	Kuala Lumpur Kuala Lumpur - 50000 Kuala Lumpur - 50000 WP Kuala Lumpur 50000	Edit
<input type="radio"/> EasyShip 60173762199	Lot 651, 1st Floor Jalan Subang 1, Taman Perindustrian Sg Penaga, 47600 Subang Jaya, Selangor Subang Jaya - 47600 Subang Jaya - 47600 Selangor: 47600	Edit
<input type="radio"/> James 60172345678	Kuala Lumpur Kuala Lumpur - 54200 Kuala Lumpur - 54200 WP Kuala Lumpur 54200	Edit
<input type="radio"/> Yang Yang 0127894567	Taman Setiawangsa Kuala Lumpur - 54200 Kuala Lumpur - 54200 WP Kuala Lumpur 54200	Edit
<input checked="" type="radio"/> EasyShip 60173762199	Lot 651, 1st Floor Jalan Subang 1 Taman Perindustrian Sg Penaga, Subang Jaya, Selang 47600	Edit

Add

- Click **View** to view the list of consignments by the **Sender**.

### Upload File

Key-In

**Upload Recipient Info (Excel)**

[Download Template](#)

Choose file  
 [Browse...](#)

Detail

[Upload](#)

History Last 7 days only

Batch No.	Detail
#J-004	18/OX/20XX
	2020-09-18T14:18:50.547 <a href="#">edit</a> <a href="#">View</a>

Upload file

**Sender Information**

Sender Name	Address	
<input type="radio"/> daniel 60192345789	Kuala Lumpur Kuala Lumpur - 50000 Kuala Lumpur - 50000 WP Kuala Lumpur 50000	<a href="#">Edit</a>
<input type="radio"/> EasyShip 60173762199	Lot 651, 1st Floor Jalan Subang I, Taman Perindustrian Sg Penaga, 47600 Subang Jaya, Selangor Subang Jaya - 47600 Subang Jaya - 47600 Selangor 47600	<a href="#">Edit</a>
<input type="radio"/> James 60172345678	Kuala Lumpur Kuala Lumpur - 54200 Kuala Lumpur - 54200 WP Kuala Lumpur 54200	<a href="#">Edit</a>
<input type="radio"/> Yang Yang 0127894567	Taman Setiawangsa Kuala Lumpur - 54200 Kuala Lumpur - 54200 WP Kuala Lumpur 54200	<a href="#">Edit</a>
<input checked="" type="radio"/> EasyShip 60173762199	Lot 651, 1st Floor Jalan Subang I Taman Perindustrian Sg Penaga, Subang Jaya, Selang 47600	<a href="#">Edit</a>

[Add](#)

- Click **Print Preview**

Order No.	Service_SenderDetail	Recipient Detail
#Q-001	EasyShip (60173762199) Lot 651, 1st Floor Jalan Subang I Taman Perindustrian Sg Penaga, Subang Jaya, Selang 47600	James Ma (0123485679) G-04-002 Subang Perdana Goodyear Court I Jalan USJ 6/I, Subang Jaya, Selangor 47600
#Q-002	EasyShip (60173762199) Lot 651, 1st Floor Jalan Subang I Taman Perindustrian Sg Penaga, Subang Jaya, Selang 47600	daniel (0123485680) 52, Jalan Melaka Raya 23 Taman Melaka Raya, Melaka 75000
#Q-003	EasyShip (60173762199) Lot 651, 1st Floor Jalan Subang I Taman Perindustrian Sg Penaga, Subang Jaya, Selang 47600	James Ji (0123456756) 50 & 52, Jalan IMJ 1 Taman Industri Malim Jaya, Melaka 75250
#Q-004	EasyShip (60173762199) Lot 651, 1st Floor Jalan Subang I Taman Perindustrian Sg Penaga, Subang Jaya, Selang 47600	Irfan (0123485679) 45, Jalan Harimau Tarum, Taman Century, Taman Century, Johor Bharu 80250

Showing 1 to 4 of 4 entries

[First](#) [Previous](#) [Next](#) [Last](#)

Print Preview

- **Print out and paste Consignment Note on EACH parcel**

#J-001	
190000017120209J001	
	<u>Recipient</u> James Ma (60173762199) 52, Jalan Melaka Raya 23, Taman Melaka Raya 75000 Melaka
	<u>Sender</u> Easyship Platform (60173762199) Lot 651, 1st Floor Jalan Subang 1, Taman Perindustrian Sg Penaga, 47600 Subang Jaya, Selangor Subang Jaya - 47600 Subang Jaya - 47600 Selangor 47600
	<u>Remark</u> -

**STEP 7: Drop off at Parcel Shop**

- Visit ABX Express Parcel Shop outlets and make payment over the counter

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