

# EasyShip Tutorial | How to use EasyShip Platform

Congratulations on signing up for the EasyShip Platform!

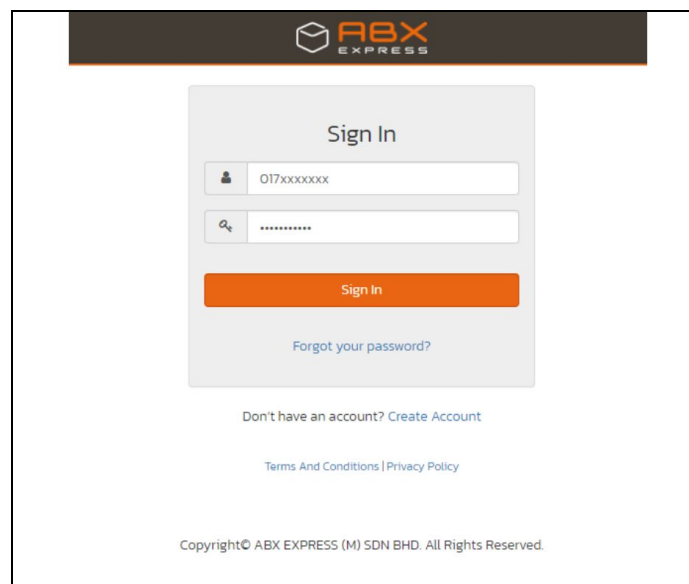
Now, we are sure that most of you are wondering how to use the EasyShip Platform. Before we proceed to our guideline on how to use the EasyShip platform, we would like to introduce to you the platform once again.

**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

### **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

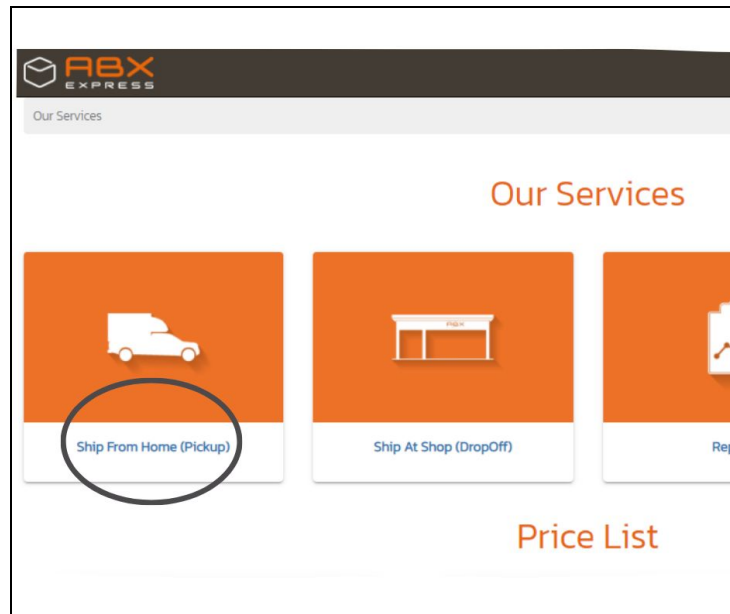
[Forgot your password?](#)

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

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

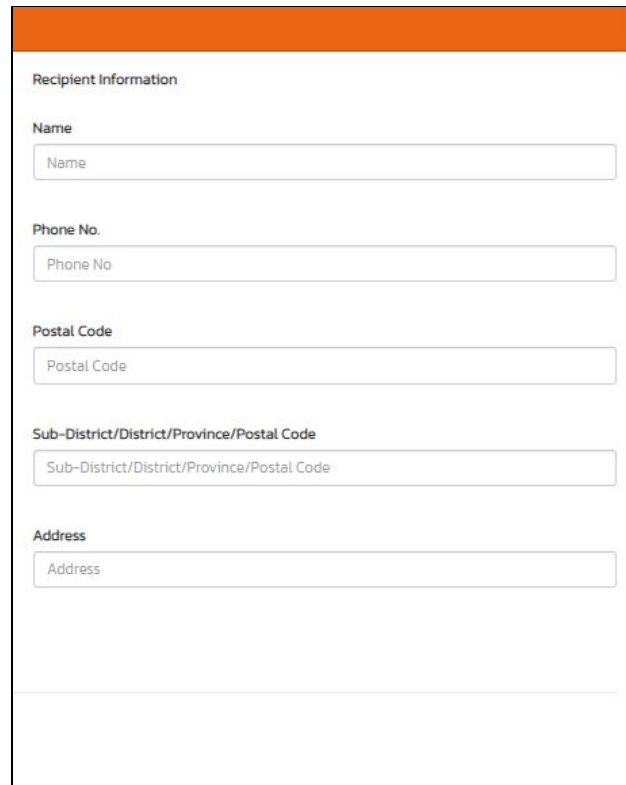


**STEP 3:** Register **Sender, Recipient, and Shipment Information**

- Fill in details for **Sender Information** on the left section.

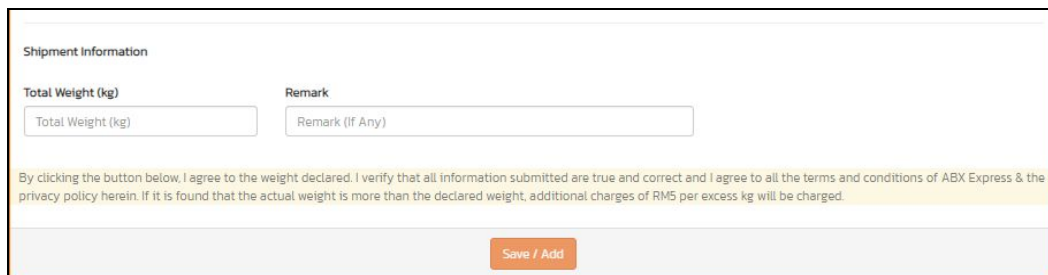
The screenshot shows a 'Key-In' form for 'Single Shipment'. The form is titled 'Key-In' and has a note: '\*Remark: Dear Customer, By continuing this pag'. The form is divided into sections: 'Sender Information', 'Name', 'Phone No.', 'Postal Code', 'Sub-District/District/Province/Postal Code', and 'Address'. The 'Name' field contains 'EasyShip Pick Up', 'Phone No.' contains '0172xxxx9x', 'Postal Code' contains '47600', 'Sub-District/District/Province/Postal Code' contains 'Subang Jaya - 47600, Subang Jaya - 47600, Selangor, 47600', and 'Address' contains 'Lot 651, 1st Floor Jalan Subang 1, Taman Perindustrian Sg Penaga, Selangor'. A checkbox labeled 'Set as Default Sender' is checked.

- Fill in the details for **Recipient Information** on the right section.



The image shows a form titled "Recipient Information" with an orange header bar. The form contains several input fields: "Name", "Phone No.", "Postal Code", "Sub-District/District/Province/Postal Code", and "Address". Each field has a placeholder text matching its label. The form is enclosed in a black border.

- Fill up the **Recipient Information** on the bottom section and click **Add/Save**.



The image shows a form titled "Shipment Information" with a white background and a black border. It contains two input fields: "Total Weight (kg)" and "Remark". Below the fields is a yellow warning message: "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." At the bottom center is an orange button labeled "Save / Add".

**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 a '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 with Order No. '#F-003'. The 'Sender Detail' and 'Recipient Detail' columns contain the address: 'Lot 651, 1st Floor Jalan Subang 1, Taman Perindustrian Sg Penaga, Selangor Subang Jaya - 47600 Subang Jaya - 47600 Selangor 47600'. The 'Weight' column shows '5'. There are checkboxes for selection, and the first one is checked. At the bottom, there are navigation buttons: 'First', 'Previous', 'Next', and 'Last'.

**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 of this section is orange.

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

The screenshot shows the 'Pickup Information' form. It has an orange header. The form is divided into several sections: 'Total Shipment' and 'Total Weight (kg)' with input fields; 'Contact Person' with 'Name' and 'Phone No.' fields; 'Postal Code' and 'Sub-District/District/State/Postal Code' fields; and an 'Address' field. At the bottom, there is a 'Request Pickup' button. A yellow remark box at the bottom states: '\*Remark: Dear ABX 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@abxexpress.com.my'.

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

Pickup Reference No.	Payment	Total Shipment	Total Weight (kg.)	Contact Person
PK01215005	BANK_TRANSFER	1	5	EasyShip Pick Up (60128283371) Lot 651, 1st Floor Jalan Subang 1, Taman Perindustrian Sg Penaga, Selangor Subang Jaya - 47600, Subang Jaya - 47600, Selangor, 47600 BANK_TRANSFER


Showing 1 to 1 of 1 entries


First Previous Next Last

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

**Request Pickup History**

#F-003 SFH-PK01215005

  
EZS1FTHUOKB7164

  
EZS1FTHUOKB7164  
**ABX**  
EXPRESS

Weight  
5 kg.

Recipient  
EasyShip Drop off (0128283371)  
Lot 651, 1st Floor Jalan Subang 1, Taman Perindustrian  
Sg Penaga, Selangor  
Subang Jaya - 47600 Subang Jaya - 47600  
Selangor 47600

Sender  
EasyShip Pick Up (60128283371)  
Lot 651, 1st Floor Jalan Subang 1, Taman Perindustrian  
Sg Penaga, Selangor  
Subang Jaya - 47600 Subang Jaya - 47600  
Selangor 47600

Remark  
CD ALBUM - FRAGILE

----- Cut following the guideline

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.