EasyShip Tutorial | How to use EasyShip Platform

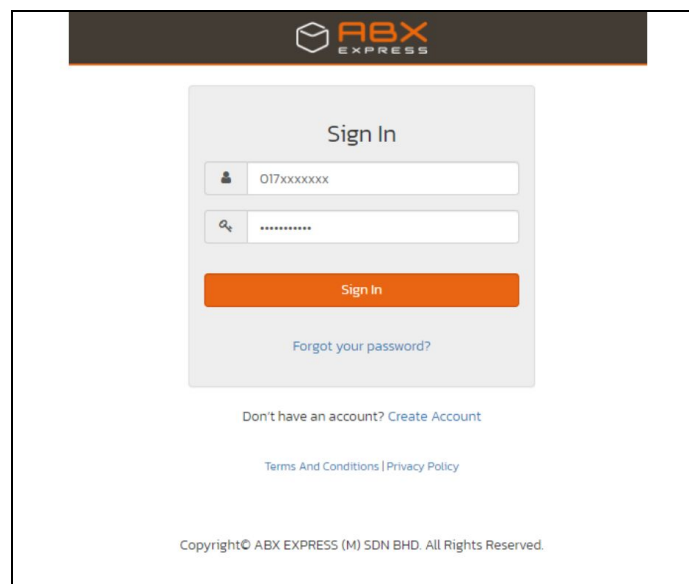Congratulations on signing up for the EasyShip Platform!

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

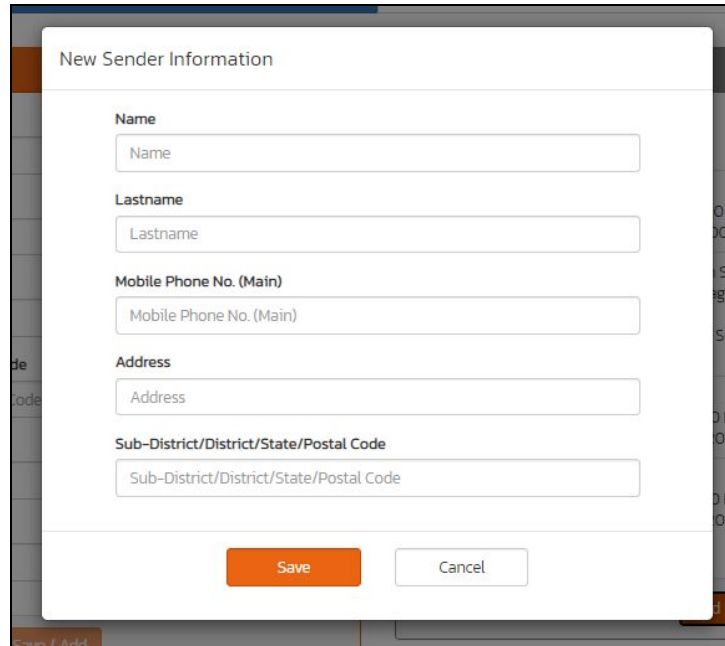**STEP 2:** Select **Ship At Shop (DropOff)**
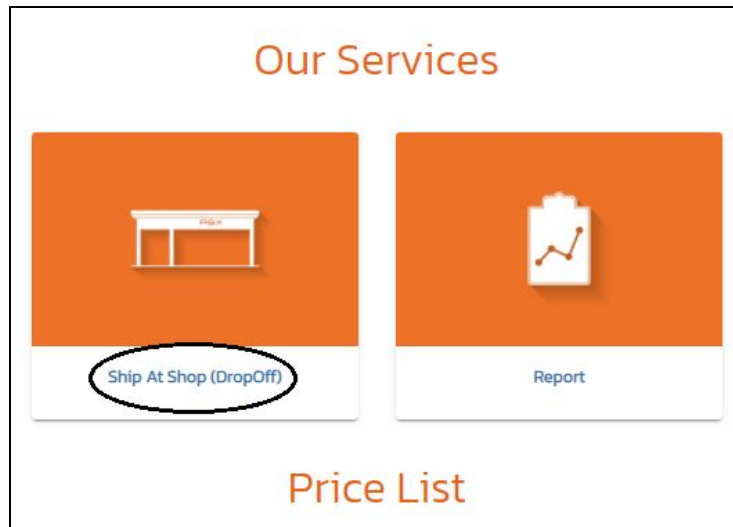
STEP 3: Register Sender Information

- Click the ADD button in the **Sender Information Box.**
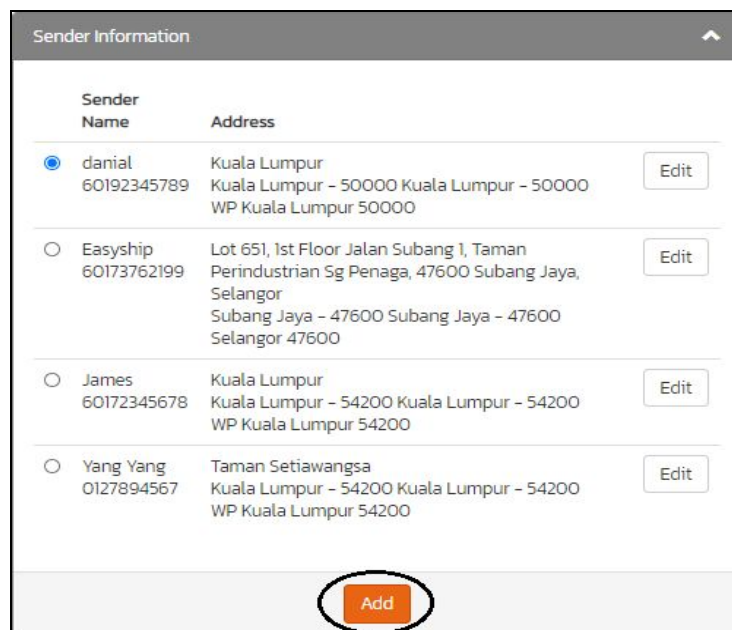
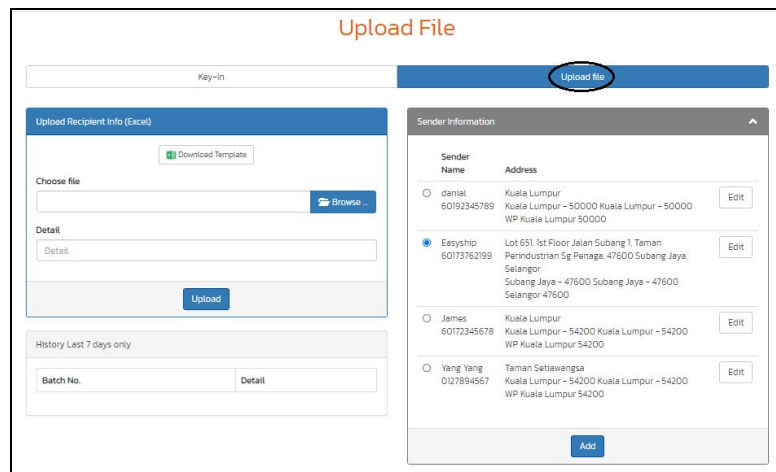- **Fill up** the **New Sender Information.**

Step 4: Upload Excel File

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

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

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

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

- Click the **Upload** button**.**

● Please verify the details of **each shipment** and click **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**.

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

- Click **Print Preview**

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

STEP 7: <u>Drop off</u> 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.