



Tracked Package User Guide

Quick Links

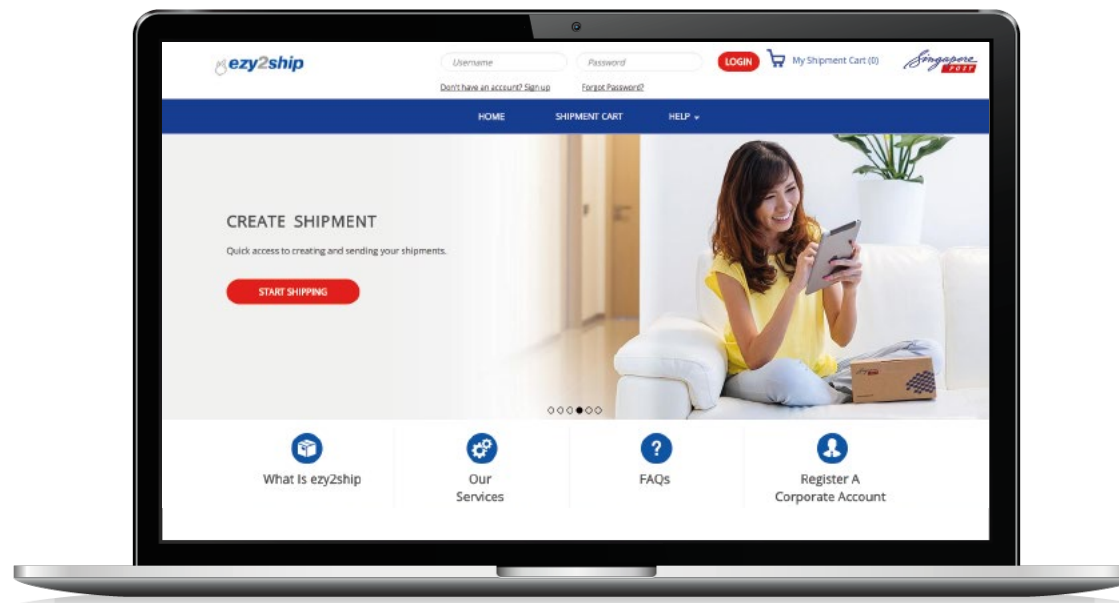
Logging in to
your account

Create
Shipment

Single
Shipment

Bulk
Upload

ezy2ship Tracked Package User Guide



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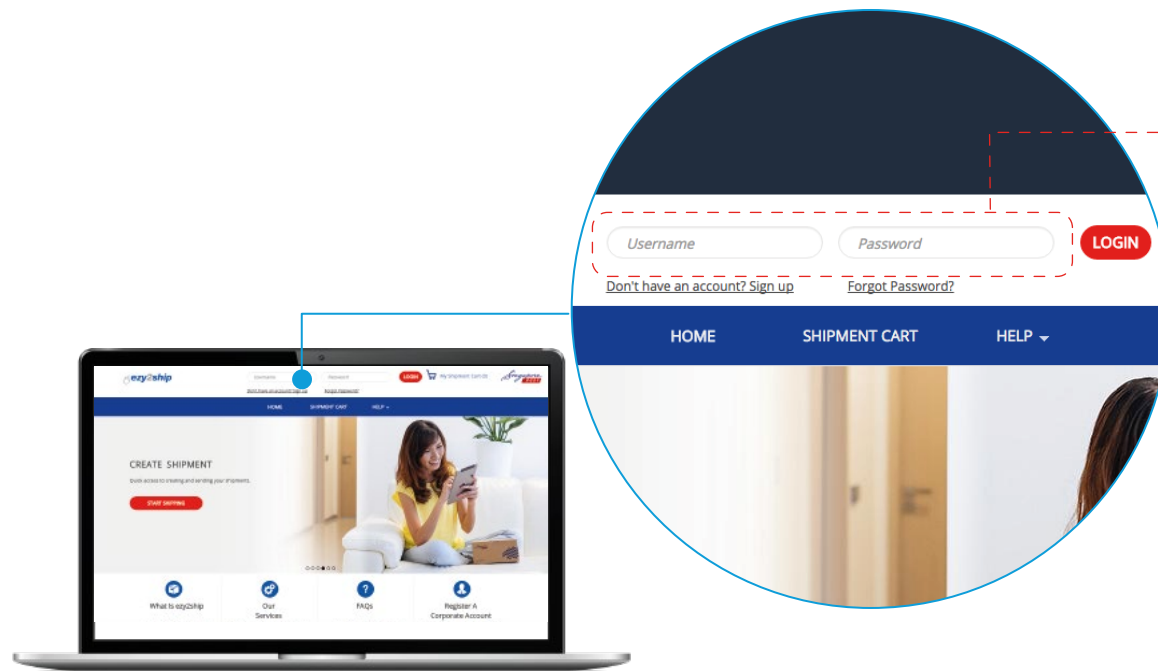
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Logging in to your Account



1

Visit: www.ezy2ship.net

2

Enter your **“Username”**
and **“Password”**



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| Create New Shipment



**Single
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**Bulk
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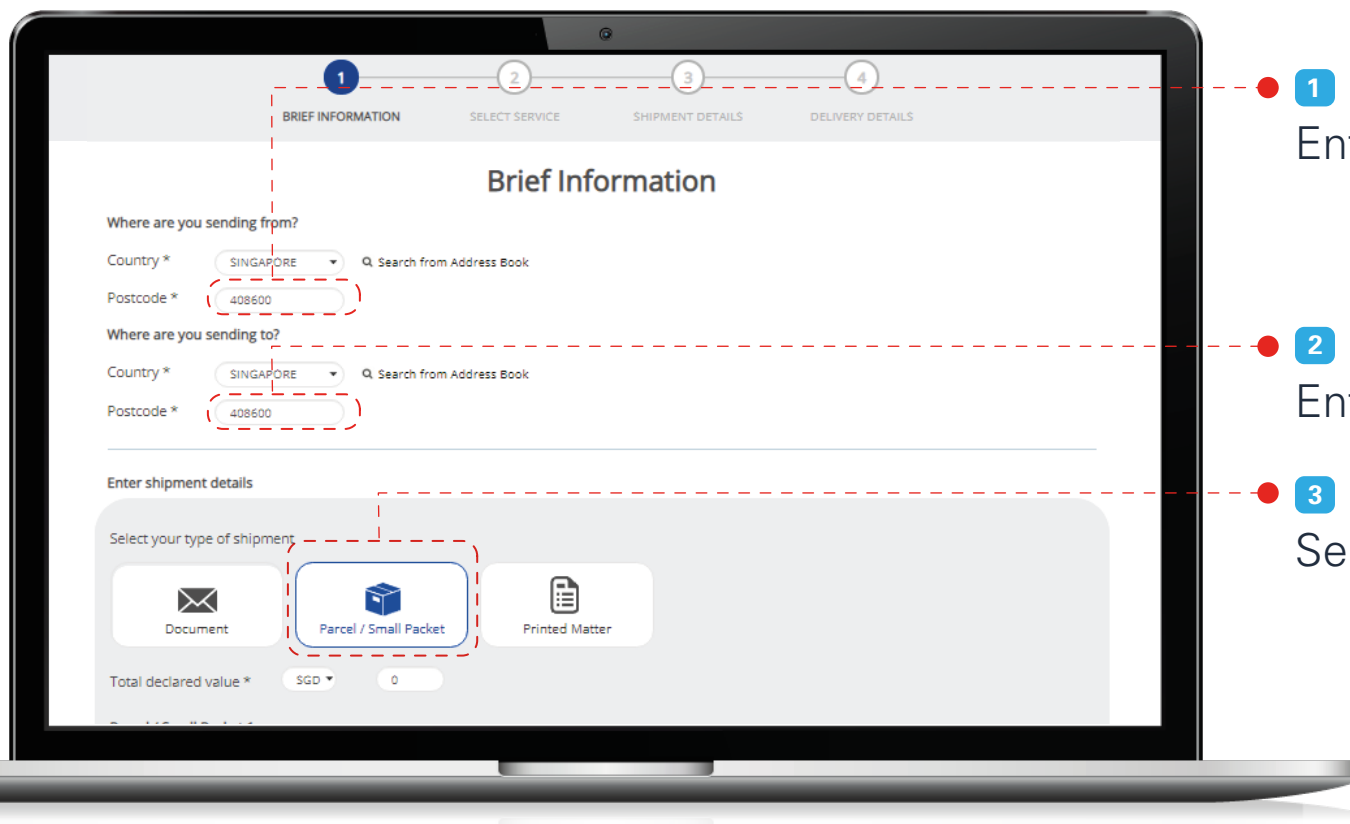
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Create New Shipment > Single Shipment > Local



The screenshot displays the 'Brief Information' step of the shipment creation process. The interface is divided into four numbered steps: 1. BRIEF INFORMATION, 2. SELECT SERVICE, 3. SHIPMENT DETAILS, and 4. DELIVERY DETAILS. The 'Brief Information' section is highlighted with a red dashed box and contains the following fields:

- Where are you sending from?**
 - Country * (SINGAPORE)
 - Postcode * (408600)
- Where are you sending to?**
 - Country * (SINGAPORE)
 - Postcode * (408600)
- Enter shipment details**
 - Select your type of shipment: Document, Parcel / Small Packet (selected), Printed Matter
 - Total declared value * (SGD 0)

- 1 Enter **“Sender Postal Code”**
- 2 Enter **“Recipient Postal Code”**
- 3 Select **“Package / Small Packet”**

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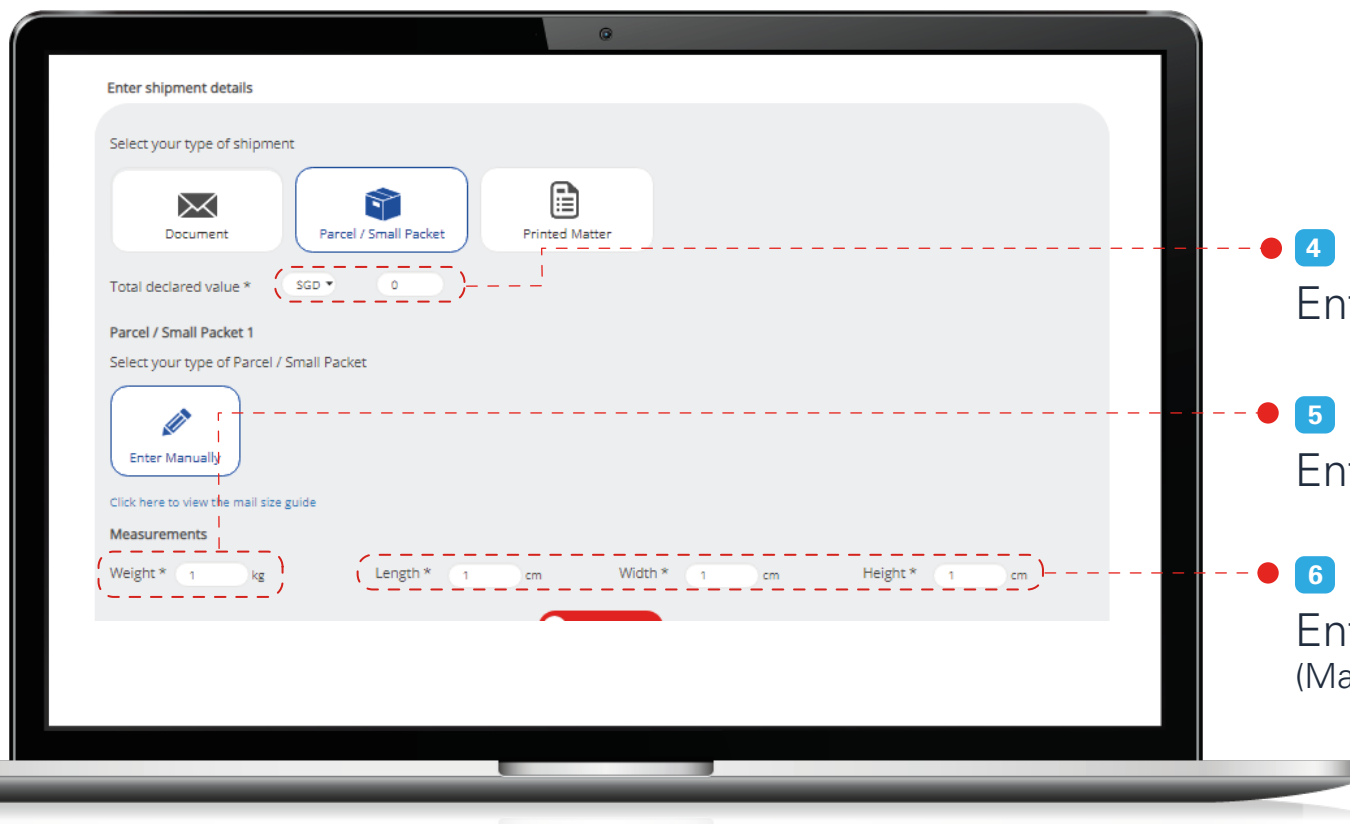
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Enter **declared value**

5

Enter **weight not exceeding 2kg**

6

Enter **dimensions** not exceeding 32cm x 22cm x 6cm
(Max dimensions for this service is 324 mm x 229mm x 65mm)

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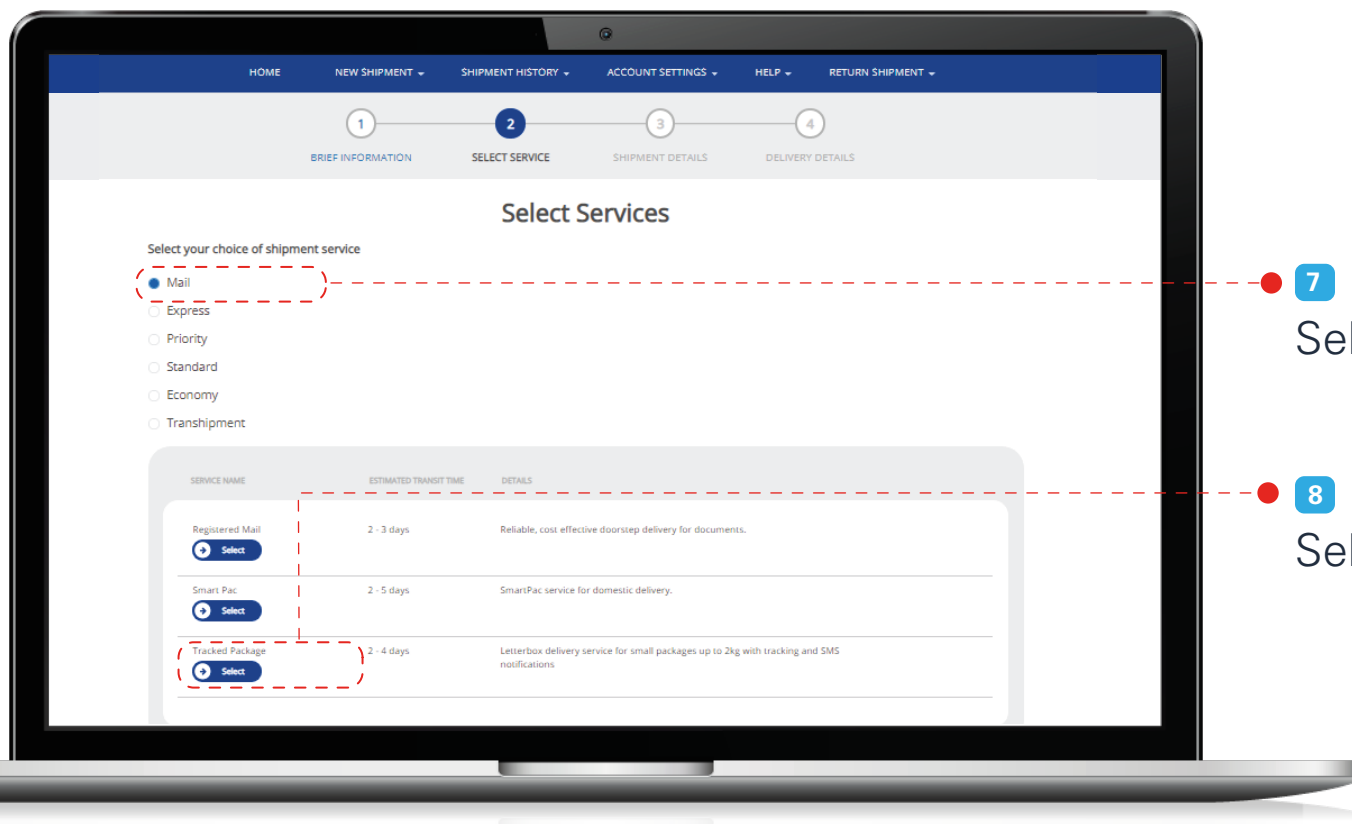
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7
Select **Mail**

8
Select **Tracked Package**

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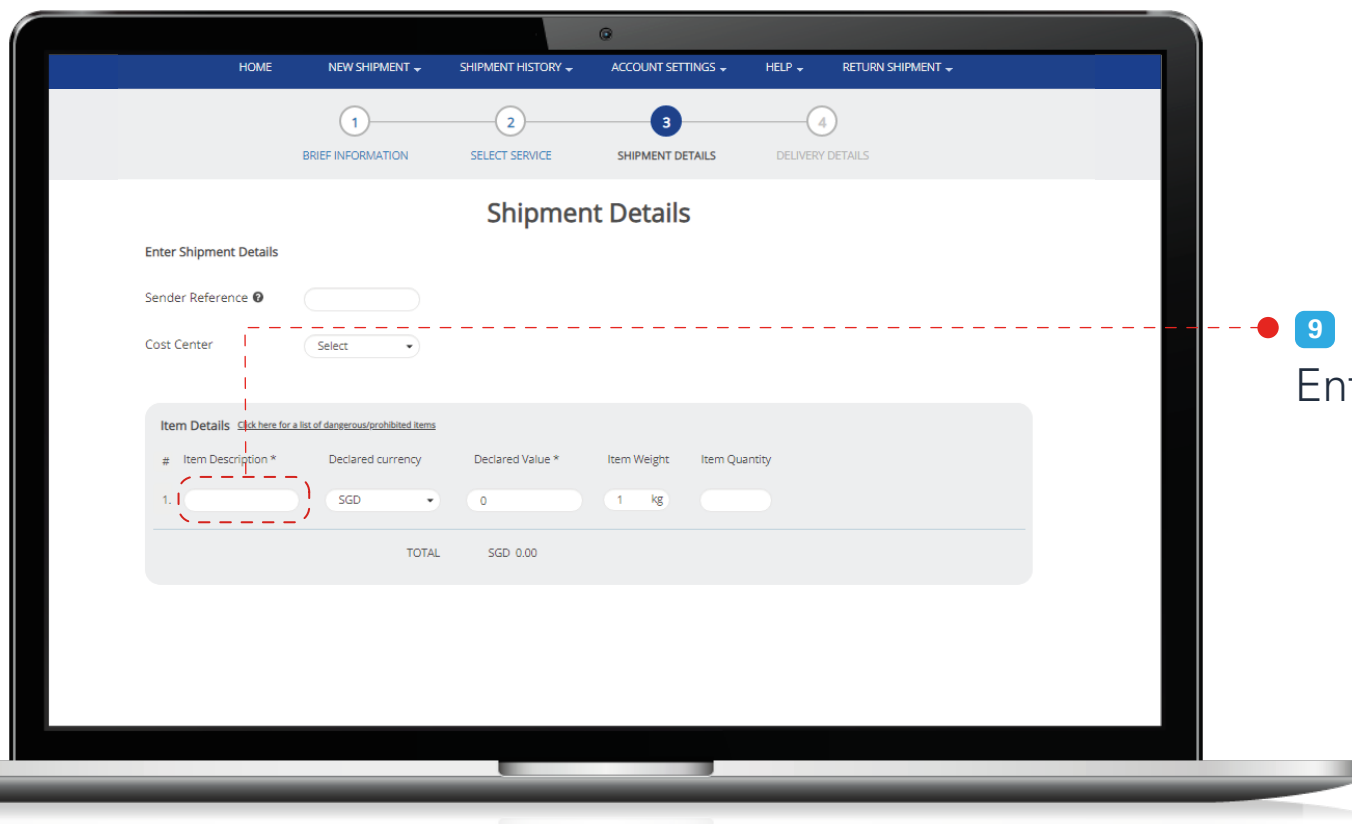
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Enter **item description**

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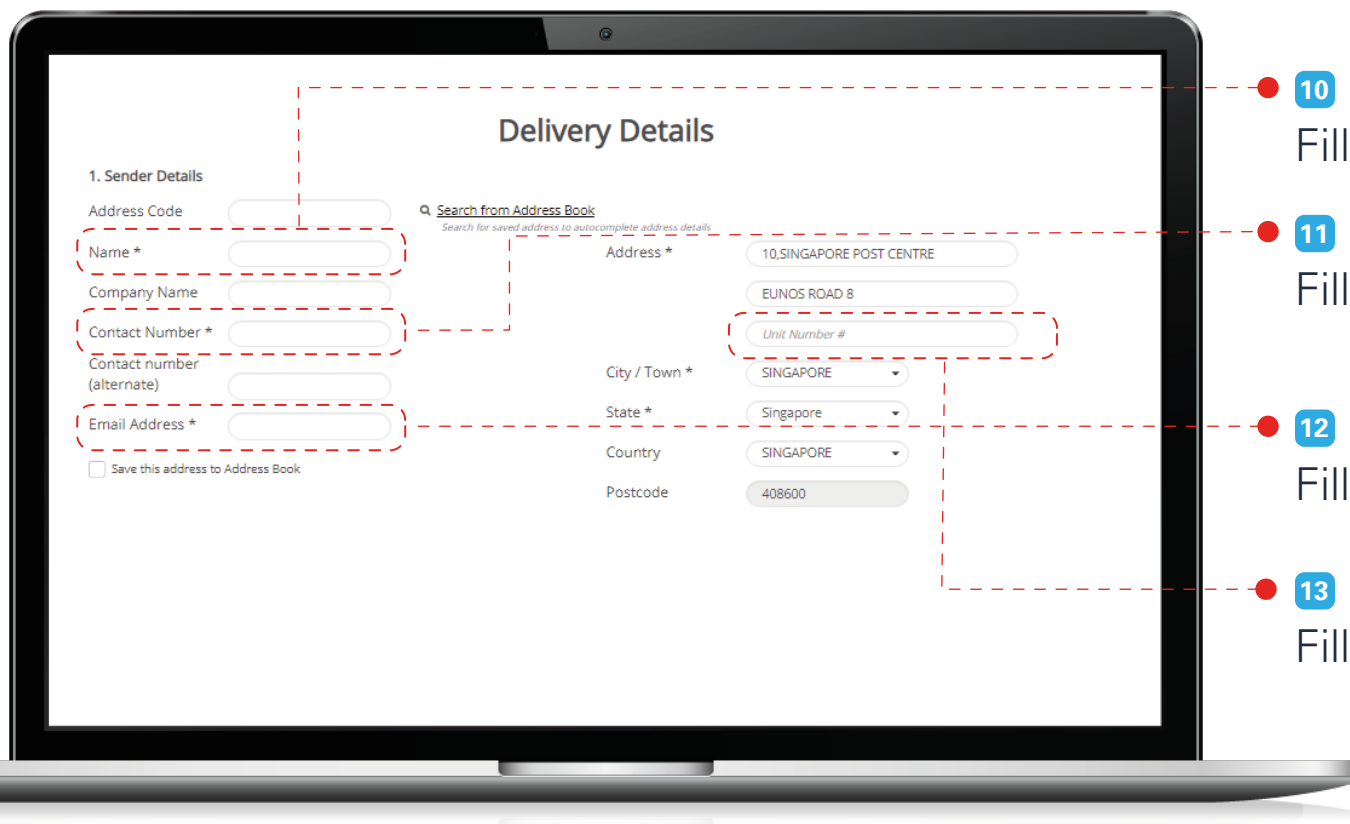
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1. Sender Details

Address Code [Search from Address Book](#)
Search for saved address to autocomplete address details

Name *

Company Name

Contact Number *

Contact number (alternate)

Email Address *

Save this address to Address Book

Delivery Details

Address *

City / Town *

State *

Country

Postcode

10

Fill in **Sender Name**

11

Fill in **Contact Number**

12

Fill in **Sender email Address**

13

Fill in **Unit Number**

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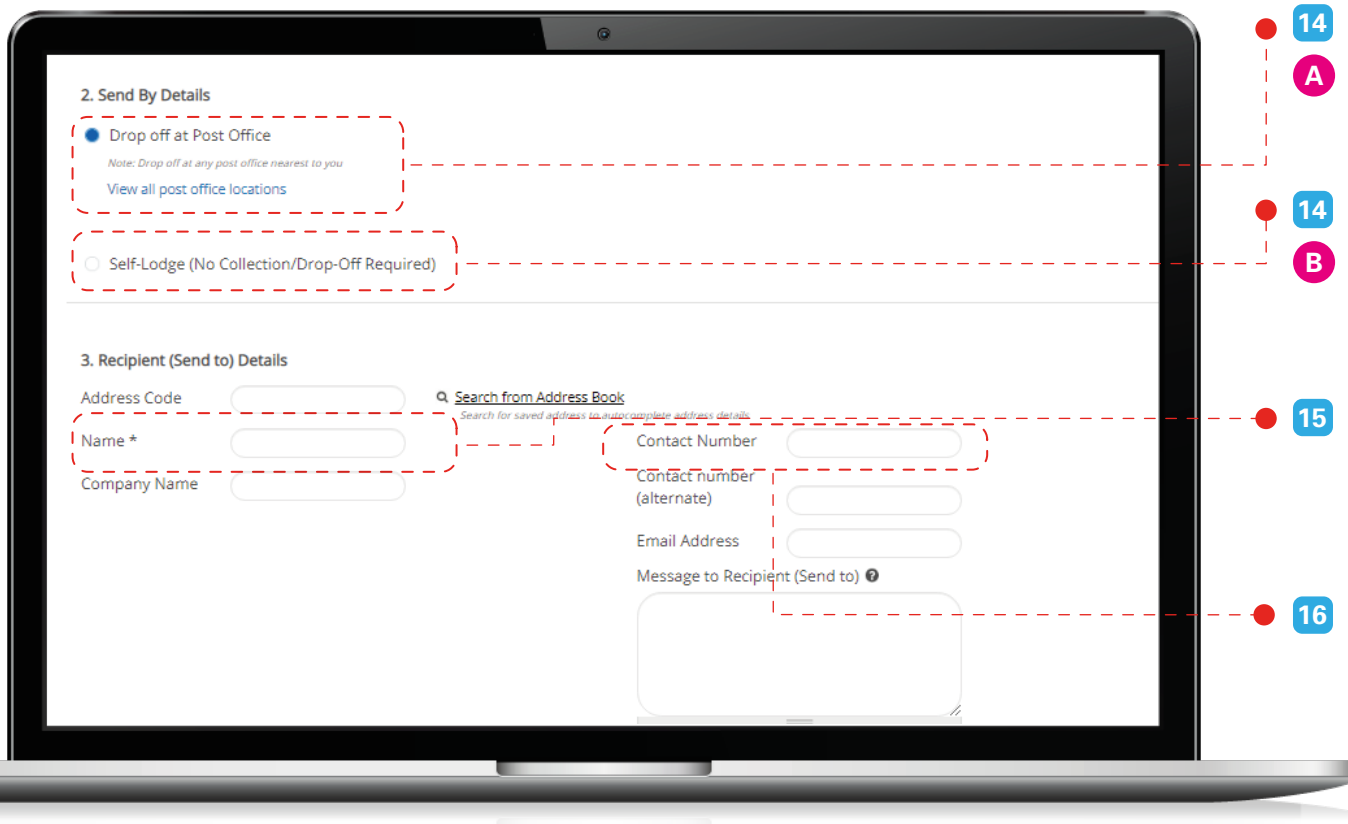
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2. Send By Details

Drop off at Post Office
Note: Drop off at any post office nearest to you
[View all post office locations](#)

Self-Lodge (No Collection/Drop-Off Required)

3. Recipient (Send to) Details

Address Code [Search from Address Book](#)
Search for saved addresses to auto-complete address details

Name *

Company Name

Contact Number

Contact number (alternate)

Email Address

Message to Recipient (Send to)

14 For Retail Customers

- A** Select Drop off at Post Office. Package can be dropped off at any Post Office regardless of which Post Office location was chosen.

14 For Corporate Customers

- B** Select Self Lodge. Packages can only be dropped off at SingPost Bulk Mail Centre.

15 Enter Recipient Name

- 16** Enter **Recipient Mobile Number** (required for SMS notifications)

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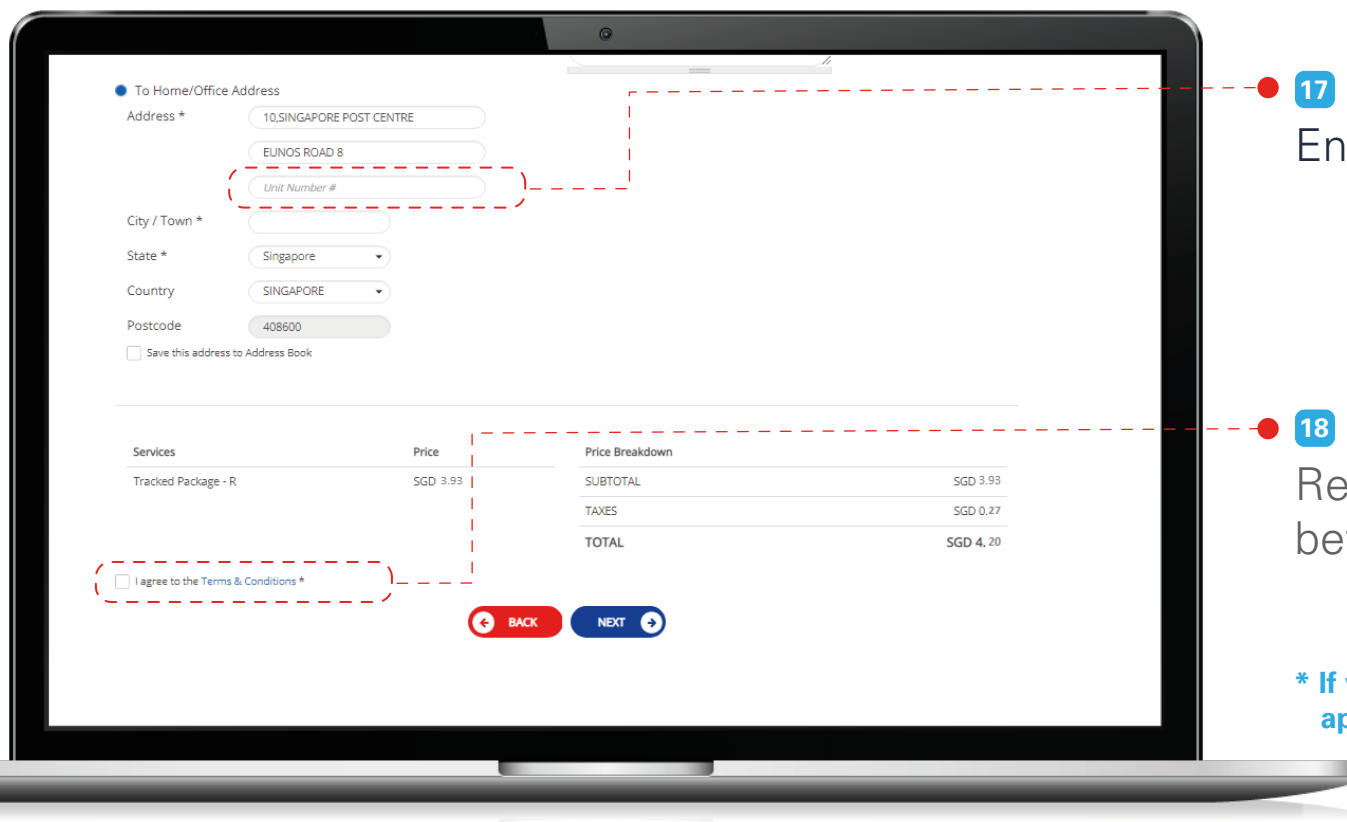
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To Home/Office Address

Address *
10, SINGAPORE POST CENTRE
EUNOS ROAD 8
Unit Number #

City / Town *
State *
Singapore
Country
SINGAPORE
Postcode
408600
 Save this address to Address Book

Services	Price	Price Breakdown	
Tracked Package - R	SGD 3.93	SUBTOTAL	SGD 3.93
		TAXES	SGD 0.27
		TOTAL	SGD 4.20

I agree to the Terms & Conditions *

[← BACK](#) [NEXT →](#)

17

Enter **Unit Number**

18

Read through the Terms & Conditions before agreeing

* If you are a corporate customer, the payments section will not appear as all shipments are post paid.

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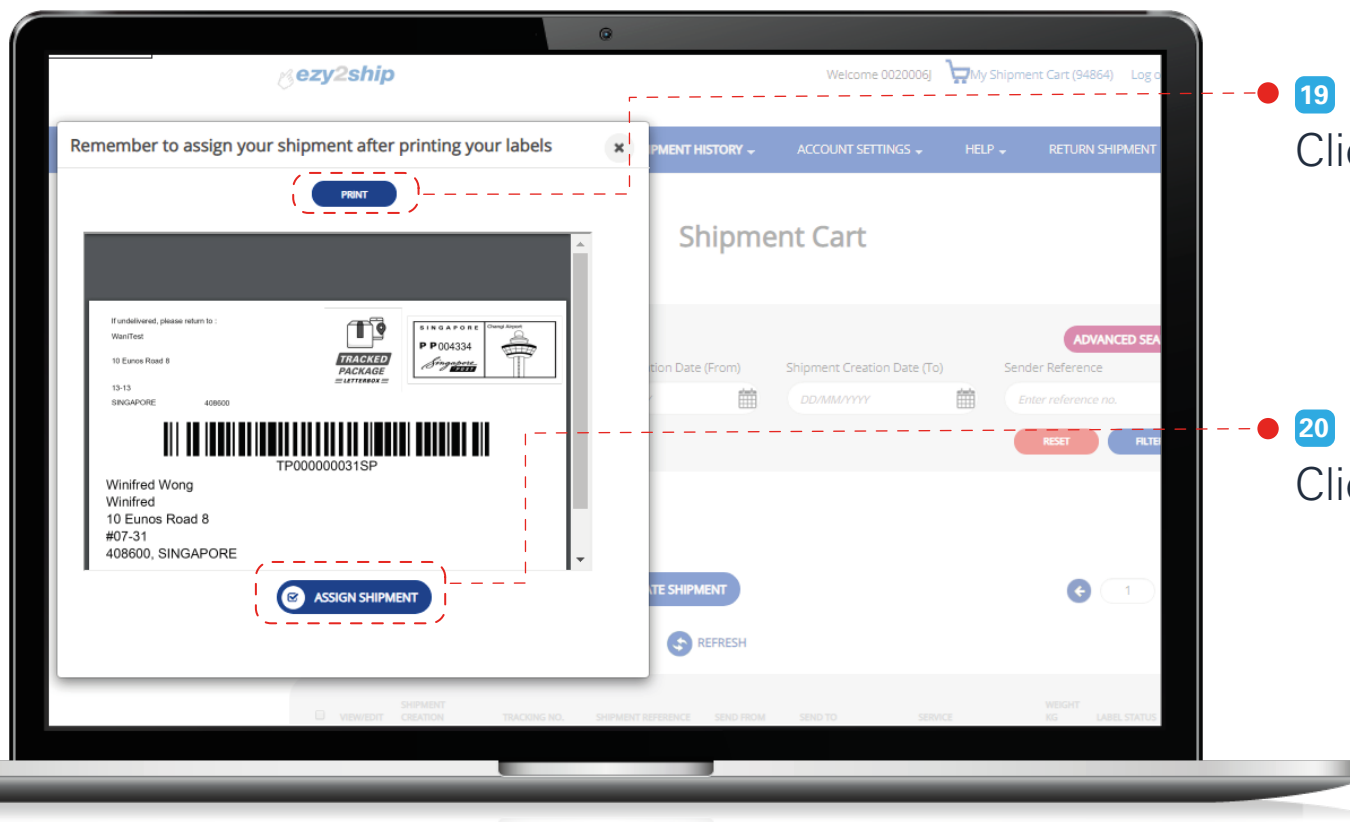
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Click **Print** to print out **the labels**

20

Click **Assign** to assign **the shipment**

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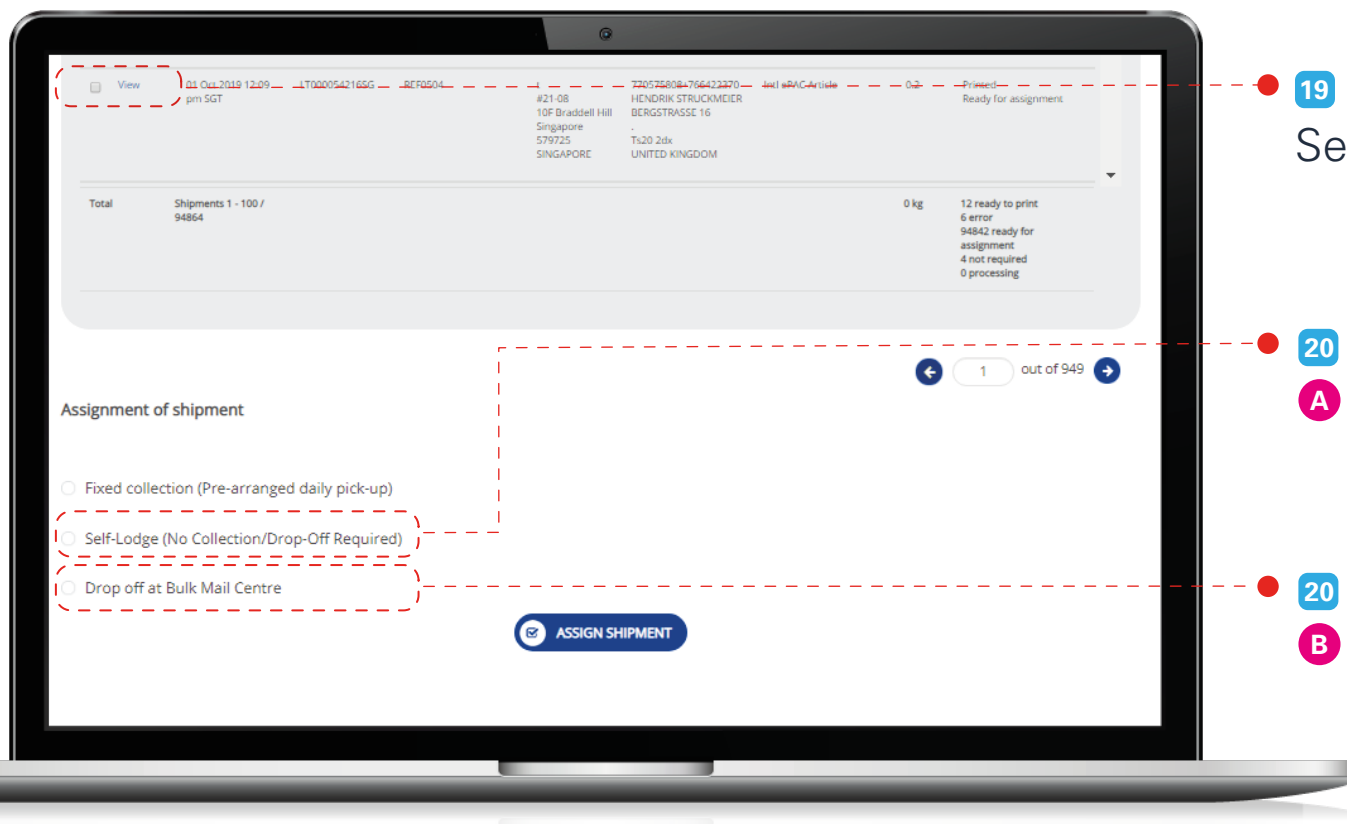
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Select **the shipment** that has just been created

20 For Retail Customers

A Select **Self Lodge**, drop off at Post Offices

20 For Corporate Customers

B Select **Bulk Mail Centre**

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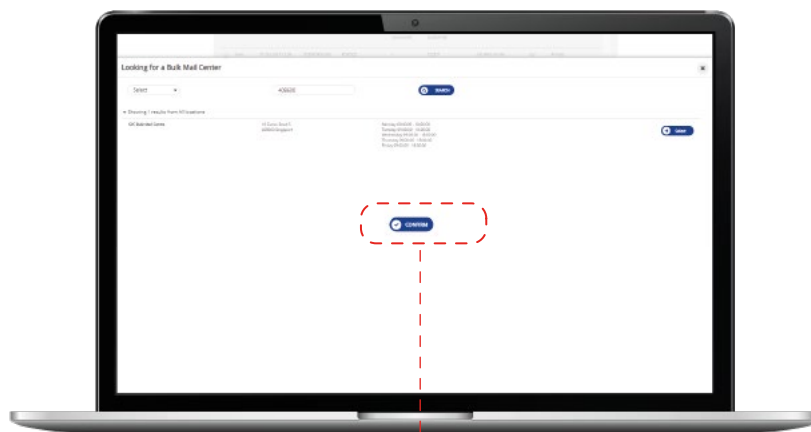
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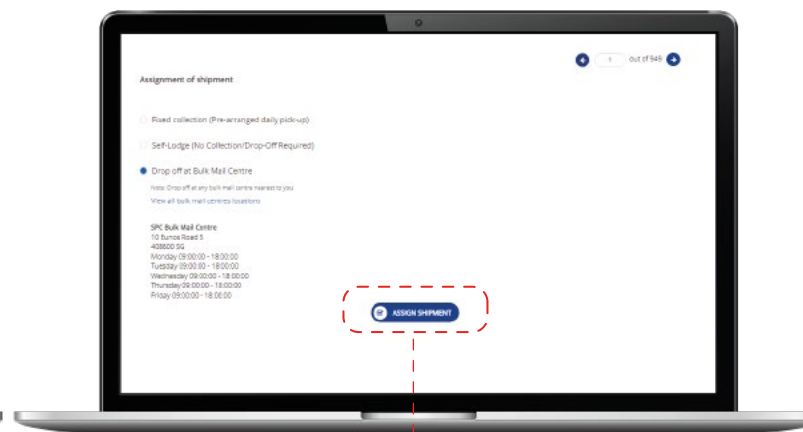
Single
Shipment

Bulk
Upload

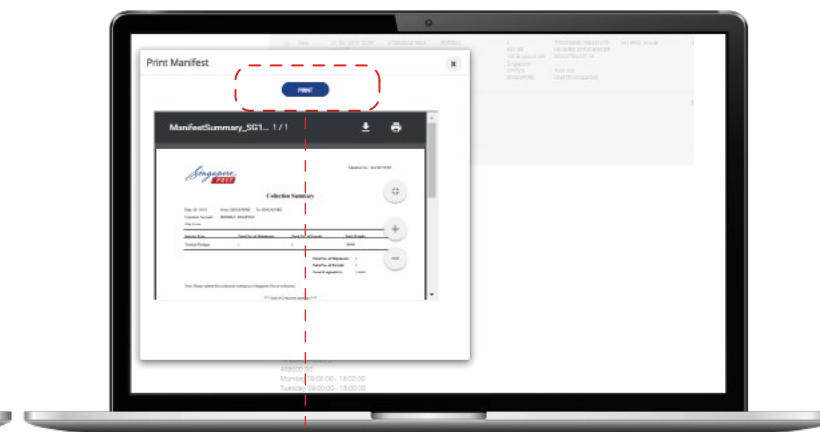
Create New Shipment > Single Shipment > Local



21 Click **Confirm**



22 Click **Assign**



23 Print **Manifest**

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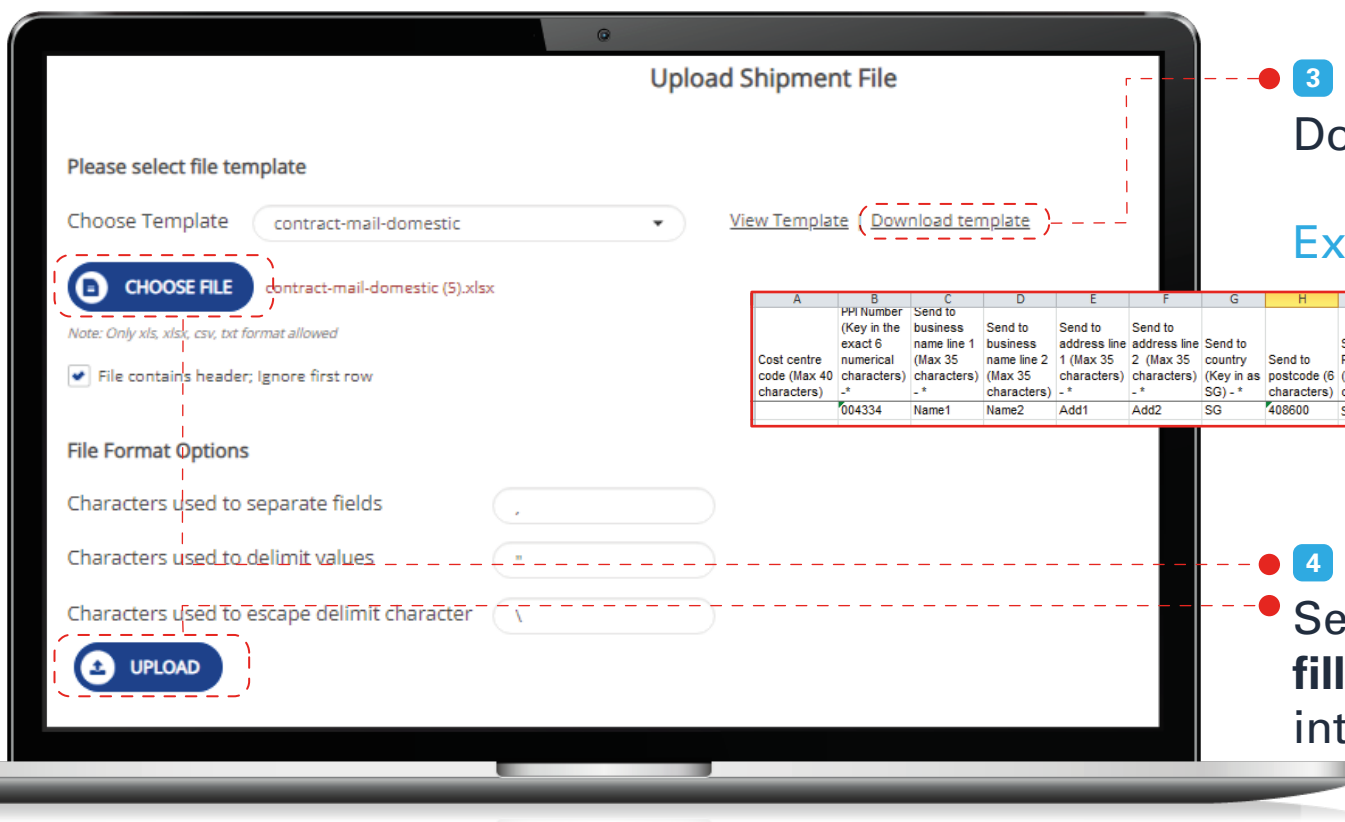
Logging in to your account

Create Shipment

Single Shipment

Bulk Upload

Create New Shipment > Bulk Upload

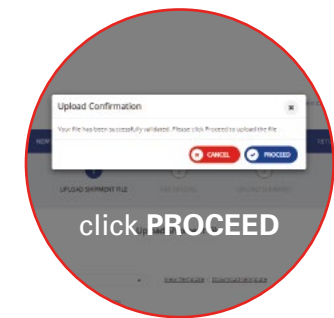


3
Download **Template**

Example:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
Cost centre code (Max 40 characters) - *	PP1 Number (Key in the exact 6 numerical characters) - *	Send to business name line 1 (Max 35 characters) - *	Send to business name line 2 (Max 35 characters) - *	Send to address line 1 (Max 35 characters) - *	Send to address line 2 (Max 35 characters) - *	Send to country (Key in as SG) - *	Send to postcode (6 characters) - *	Sender Reference (Max 20 characters) - *	Type of article - Please type in either LL (for letter), AP (for printed matter) or AS (for small packet) - (Max 2 characters) - *	Size - Please type in either RG (for Regular), LG (for Large) or NS (for Non-standard) - (Max 2 characters) - *	Service code - Please type in DRADRA (for Domestic Registered Article Service) - (Max 20 characters) - *	Mobile number(Key in the exact 8 numerical characters) - *	Total weight (gm) - *	Content (50 characters) - * (For Printed Matter and Small packet only)	Item content quantity	Total Value (SGD) - * (For Printed Matter and Small packet only)
	004334	Name1	Name2	Add1	Add2	SG	408600	Sender Ref	AS	NS	DRATPC	98321313	1,000.00	1		100

4
Select the file that you filled in the details into and click **Upload**



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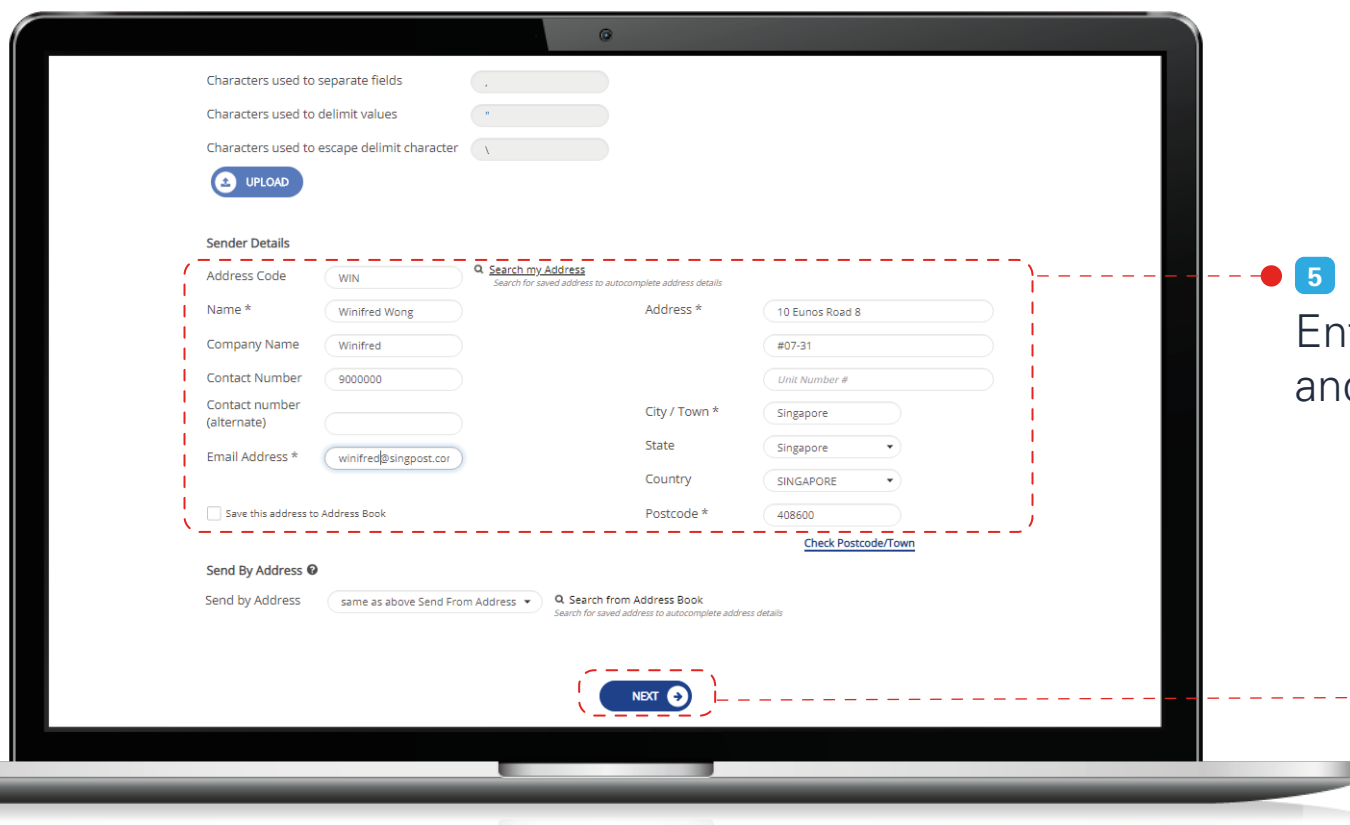
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Characters used to separate fields: .

Characters used to delimit values: *

Characters used to escape delimit character: \

[UPLOAD](#)

Sender Details

Address Code: WIN [Search my Address](#)
Search for saved address to autocomplete address details

Name *: Winifred Wong

Company Name: Winifred

Contact Number: 9000000

Contact number (alternate):

Email Address *: winifred@singpost.cor

Save this address to Address Book

Address *: 10 Eunos Road 8

#07-31

Unit Number #


City / Town *: Singapore

State: Singapore

Country: SINGAPORE

Postcode *: 408600

[Check Postcode/Town](#)

Send By Address 

Send by Address: same as above Send From Address [Search from Address Book](#)
Search for saved address to autocomplete address details

[NEXT](#)

5
Enter **recipient details**
and click **NEXT**

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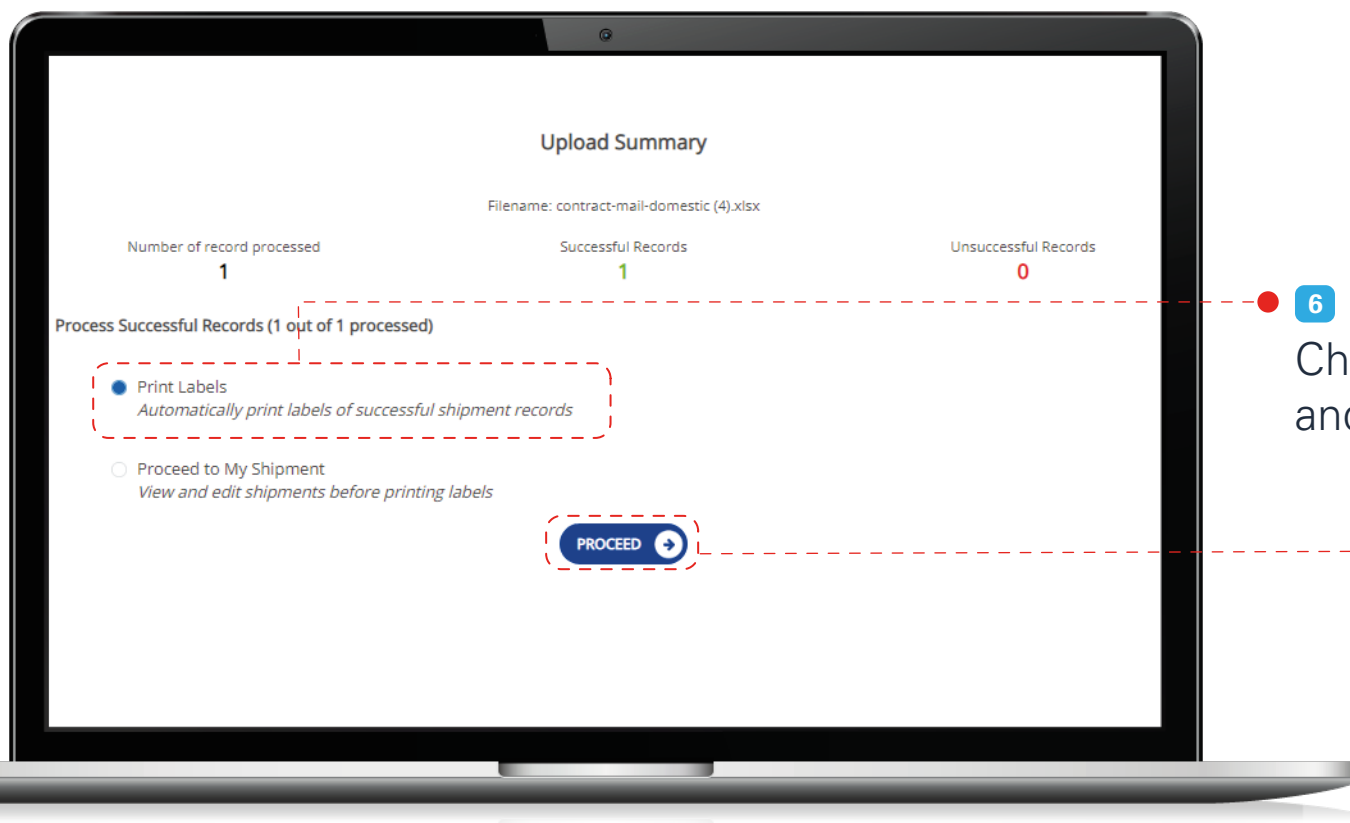
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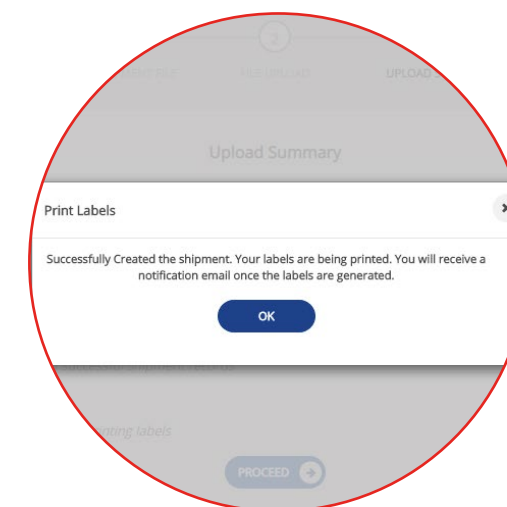
Single
Shipment

Bulk
Upload

Create New Shipment > Bulk Upload



6
Choose to **print labels**
and click **PROCEED**



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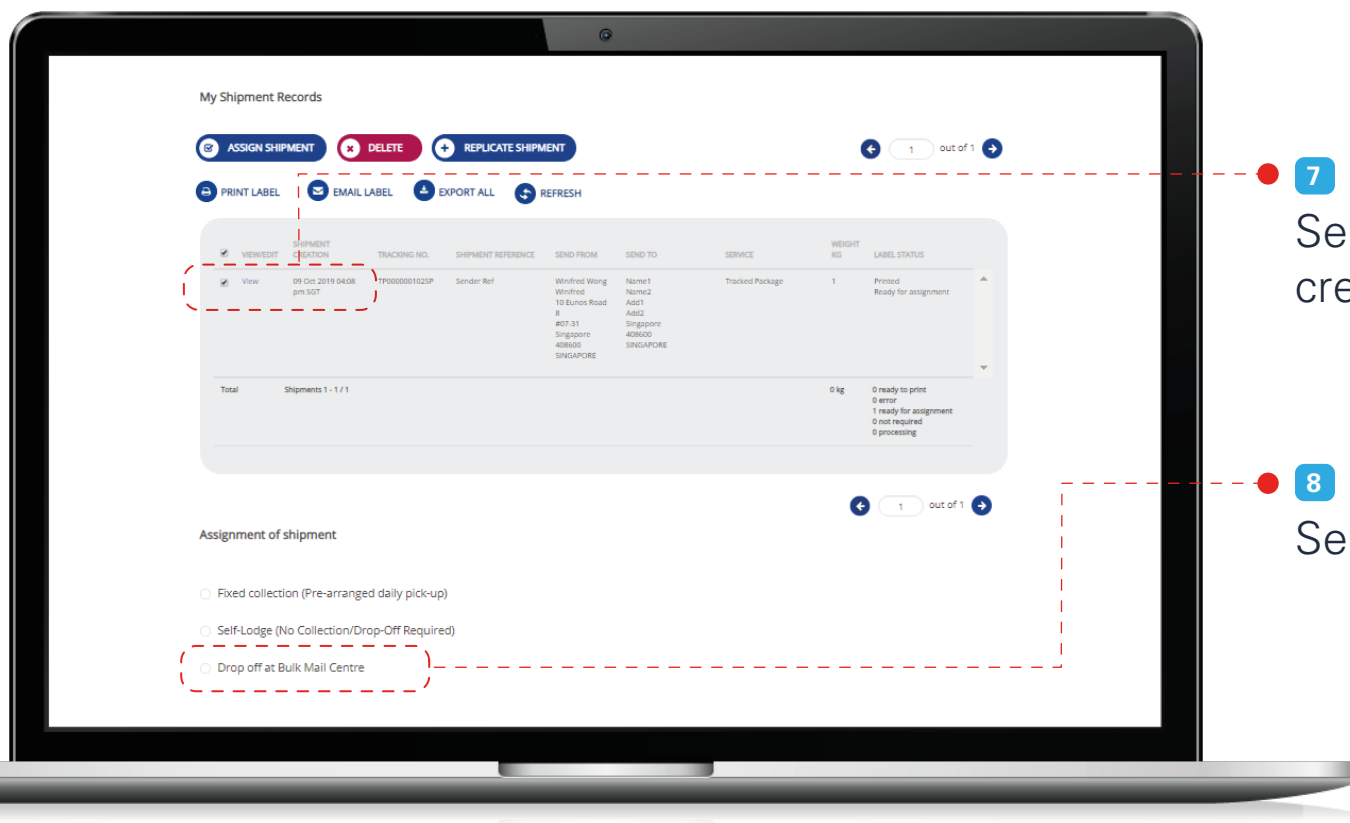
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7

Select **the shipment**
created

8

Select **Drop off at Bulk Mail Centre**

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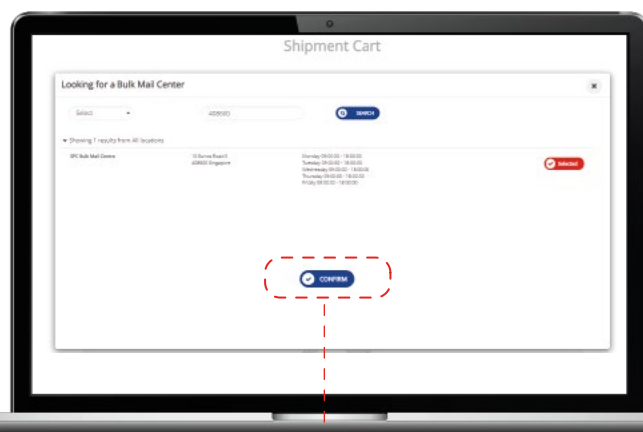
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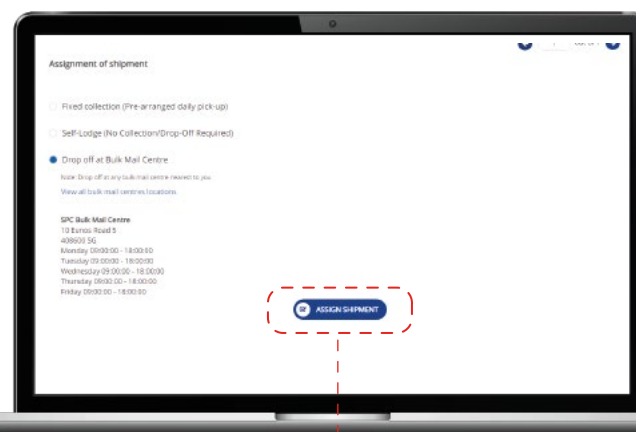
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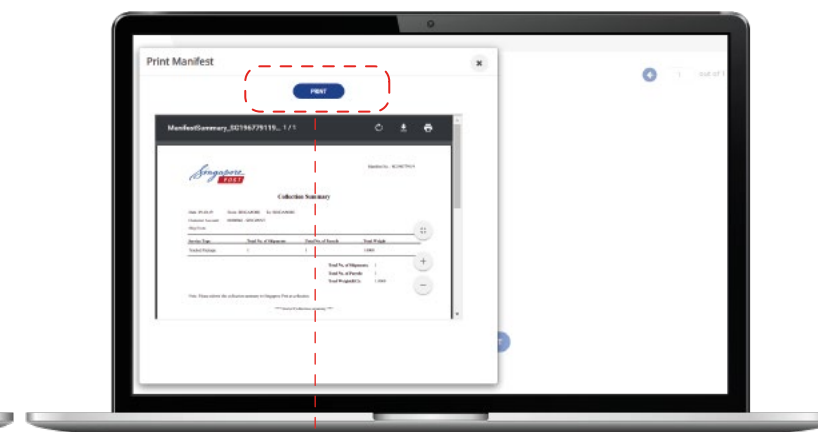
Create New Shipment > Bulk Upload



9 Click **Confirm**



10 Click **Assign**



11 Print **Manifest**