

Mandatory Declaration for International Shipments

A user guide on declaring your international packages & parcels



From 1 January 2021, declaration is mandatory for the following:



The declaration of your shipment details is essential for international security and the facilitation of customs clearance at the destination country/territory. **Packages or parcels without proper and accurate declaration will result in delays or may be returned to the sender without refund.**

To declare your packages and parcels, visit the ezy2ship website before posting.

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Prepare the following information before you begin the declaration process:

- **Details of your shipment (content, weight, value)**
- **Sender and recipient information (name, full address, contact number)**
- **A valid credit/debit card for payment**
- **A printer to print the postage label**

* If you do not have a credit/debit card or printer, you may complete the transaction and make payment using NETS at selected SAM kiosks.

Log on to www.ezy2ship.net or Scan QR Code.
Select 'Create Shipment' to begin.



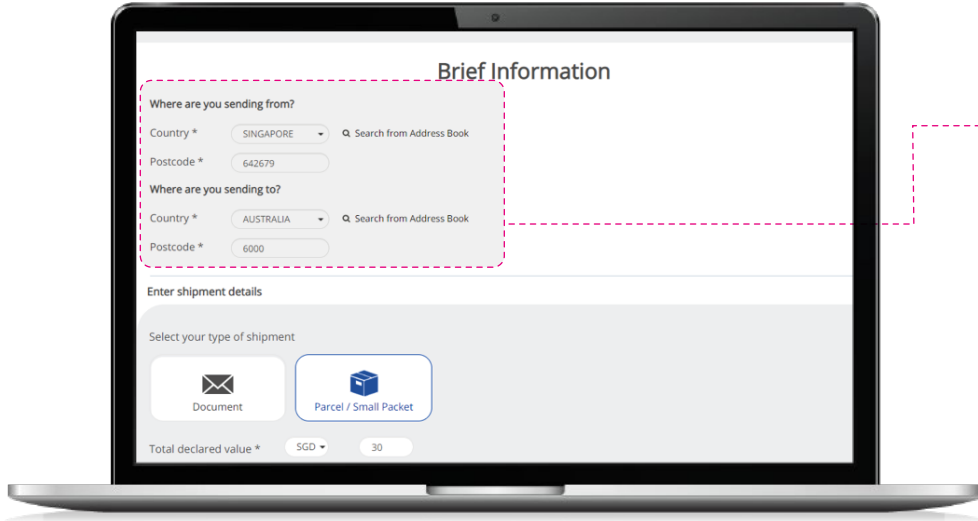
or

Scan
here



www.ezy2ship.net/shipment/step-one

Brief Information



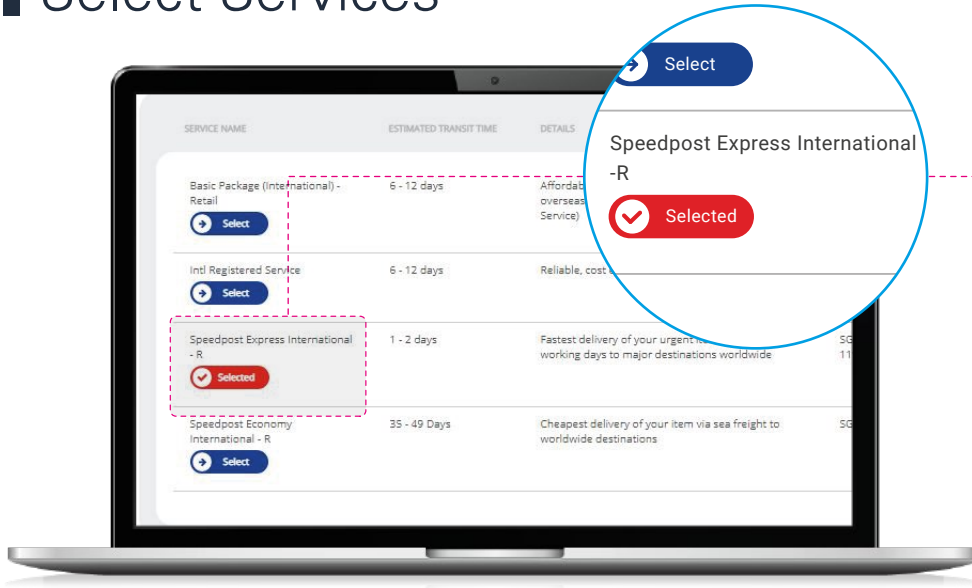
1 Enter **Shipping Details**



2 Select **Type of Shipment: Parcel/Small Packet** and enter **Declared Value of package**

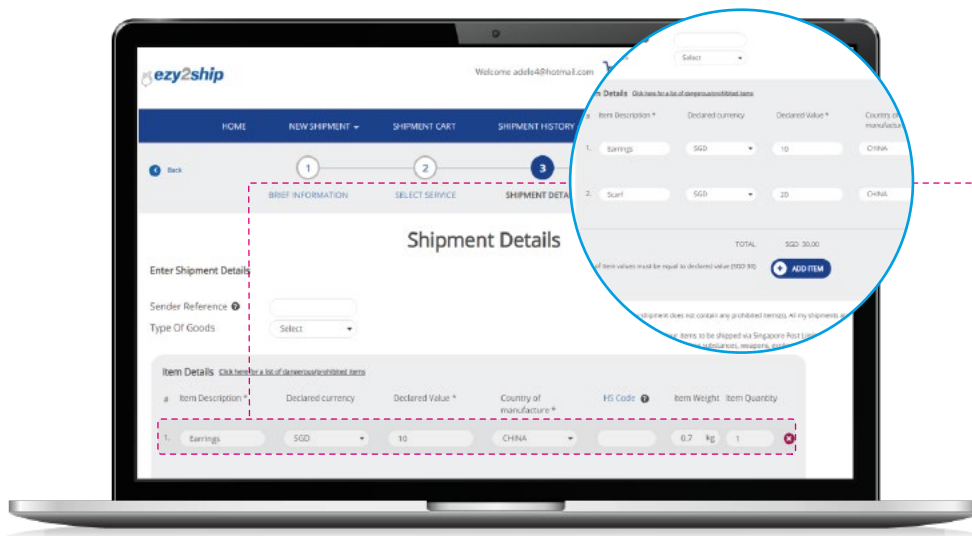
3 Enter **package Measurements**

Select Services

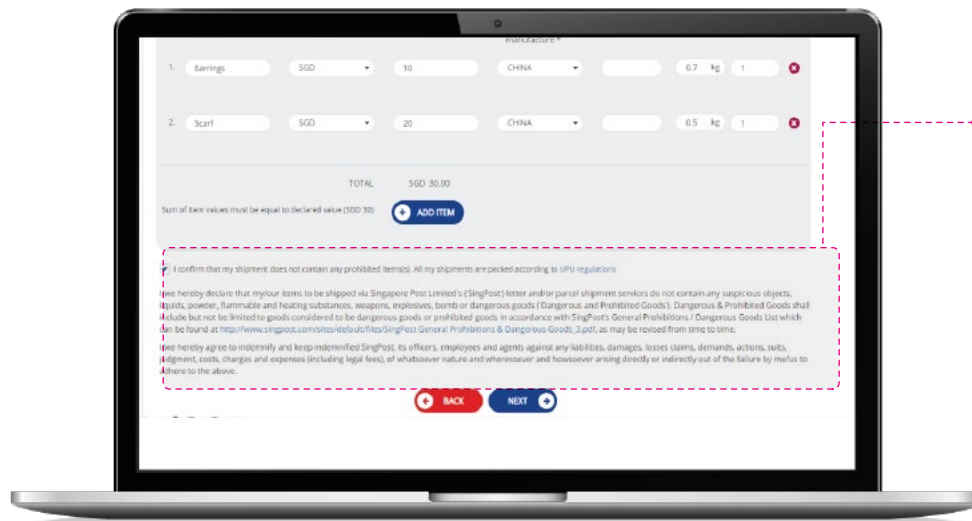


3 Select preferred **Service Type**

Shipment Details



4 Enter **Item Details**



Delivery Details

Delivery Details

1. Sender Details

Address Code Search from Address Book
Search for saved address or auto-complete address details

Name * Address *

Company Name

Contact Number *

Contact number (alternate)

City / Town *

Email Address * State *

Save this address to Address Book Country

Postcode

2. Select sending options *

Drop off at Post Office

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

3. Recipient (Send to) Details

6 Enter **Sender Details**

To Home/Office Address

Address *

City / Town *

State

Country

Postcode

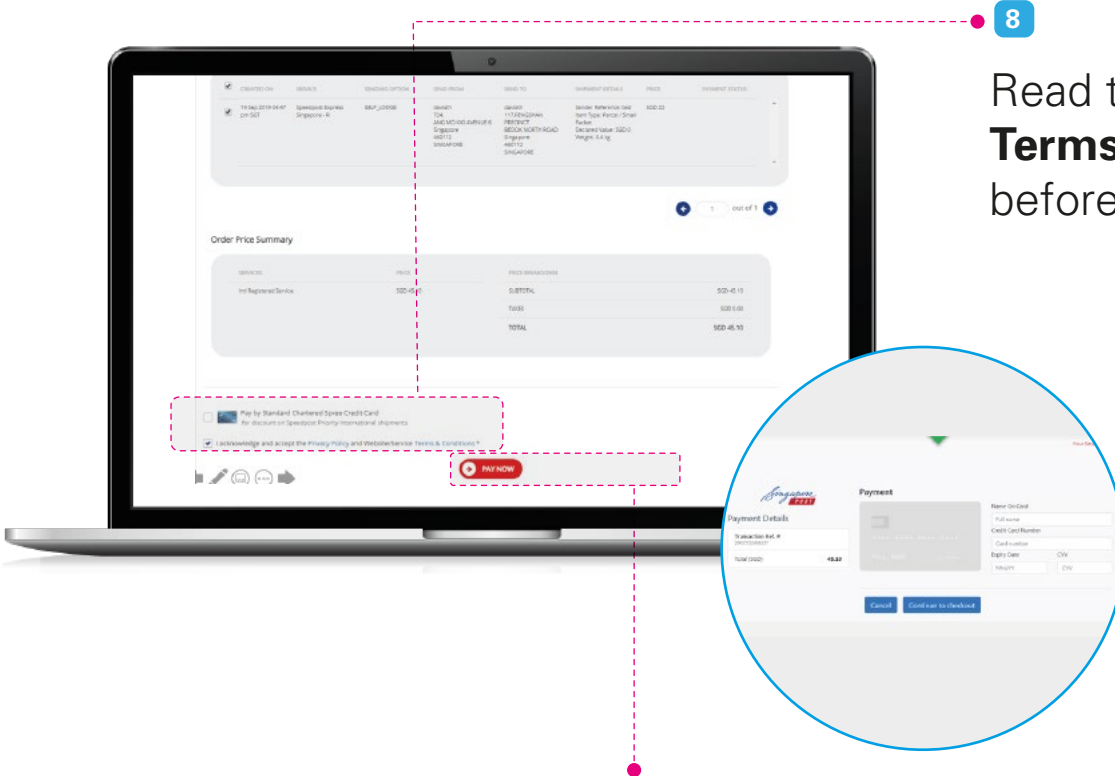
Save this address to Address Book

Services	Price	Price Breakdown
Intl Registered Service	SGD 45.10	
		SUBTOTAL SGD 45.10
		TAXES SGD 0.00
		TOTAL SGD 45.10

I agree to the Terms & Conditions *

7 Enter **Recipient Details**

Payment



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Read through the **Terms & Conditions** before agreeing

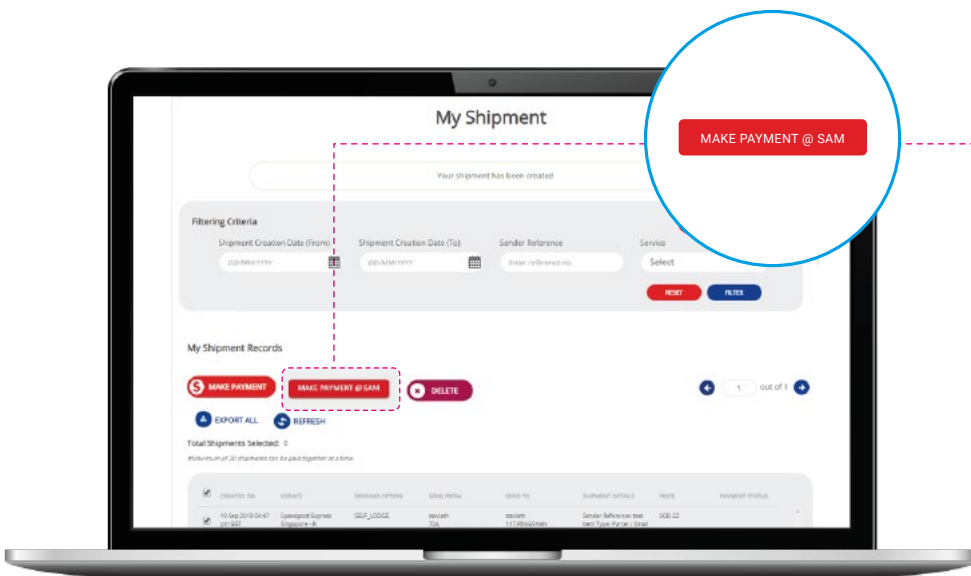
9

Click **PAY NOW** and complete payment

Accepted payment: Visa, Mastercard

For **Basic packages** (Postage label prefixed by "U"), please drop off at any posting box.

For **Registered packages and Speedpost parcels**, please drop off at any post office.



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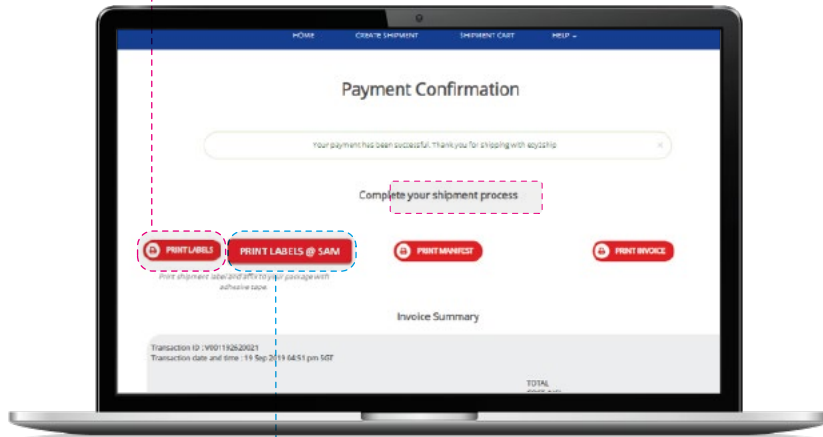
Select **Make Payment @SAM** to pay and print your shipping label at selected **SAM kiosks**

[Click here to view the steps](#)

Print Label



11 Print **Shipping Label** from your printer



12 **No printer? Print Labels at SAM Kiosk.**



A copy of the SAM Manifest will be sent to your email. Please bring along this document to selected SAM kiosks for printing of the shipping label.

Visit www.singpost.com/locate-us to locate a SAM kiosk.

[Click here to view the steps](#)

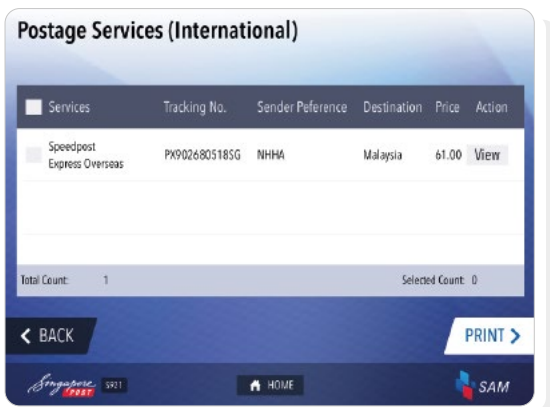
Print Shipping Label at SAM Kiosk



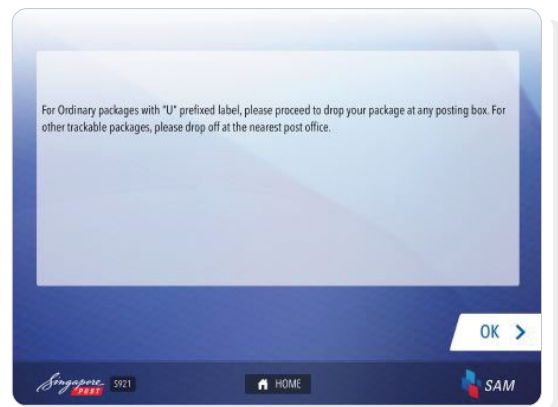
1 Select **EZY2SHIP**



2 Enter **Manifest Number** or **Scan the Barcode on manifest document**



3 Review **shipment details** and Select **Print** to proceed



4 For **Basic packages** (Postage label prefixed by "U"), please drop off at any posting box
For **Registered packages** and **Speedpost parcels**, please drop off at any post office



5 Printing Shipping Label

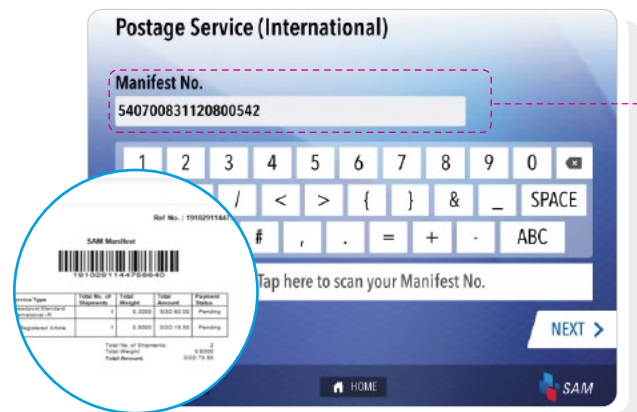


6 Shipping Label printed successfully. **Collect label** and **affix on package** for drop-off

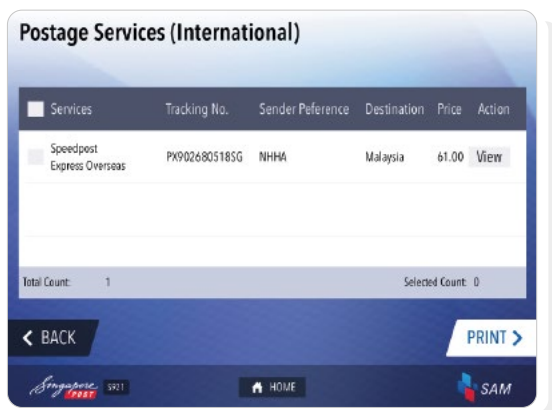
Pay and Print shipping label at SAM Kiosk



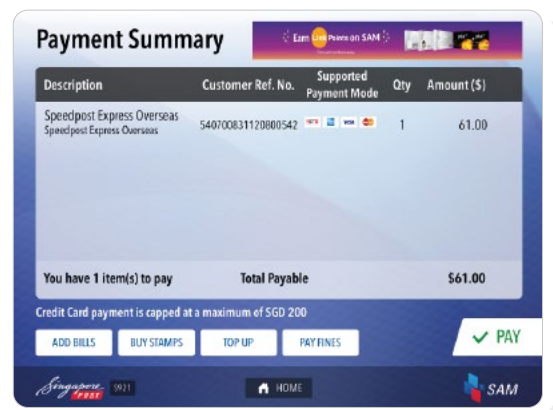
1 Select **EZY2SHIP**



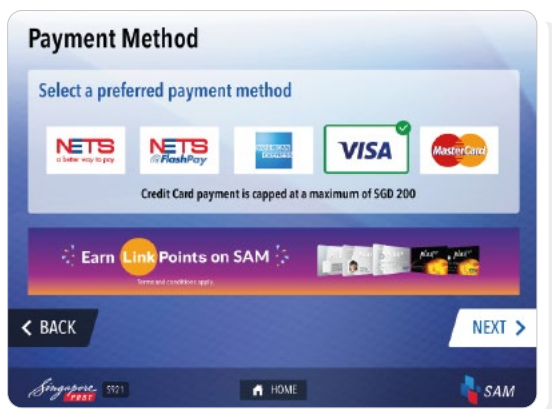
2 Enter **Manifest Number** or Scan the Barcode on manifest document



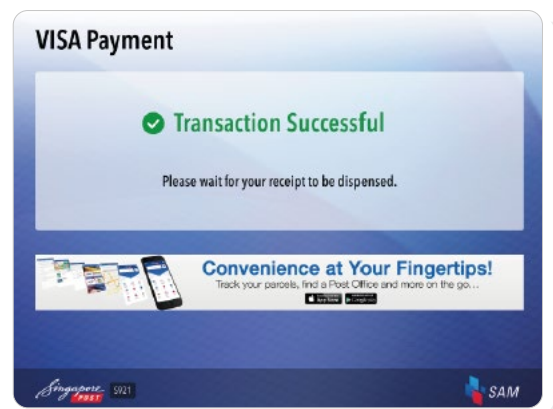
3 Review shipment details and Select **Pay** to proceed



4 Review Payment Summary and Select **Pay** to proceed

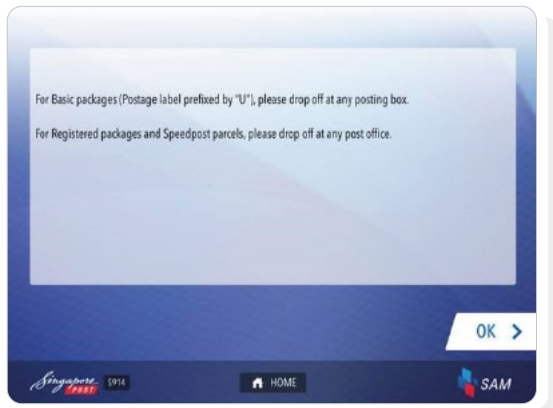


5 Select a preferred **Payment Method**



6 If transaction is successful, shipping label will be printed

Pay and Print shipping label at SAM Kiosk

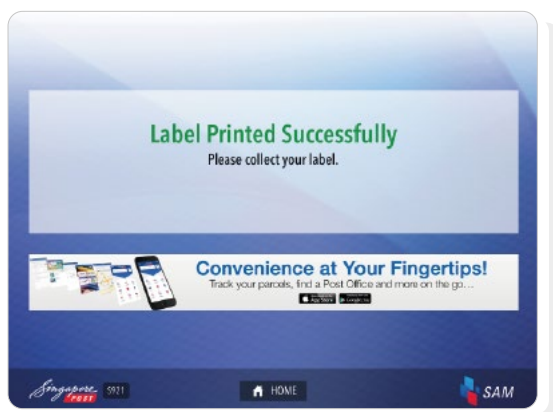


- 7** For **Basic packages** (Postage label prefixed by "U"), please drop off at any posting box

For **Registered packages** and **Speedpost parcels**, please drop off at any post office



- 8** Wait for your label to be printed



- 9** **Collect your label** from the tray and **paste on your package/parcel**