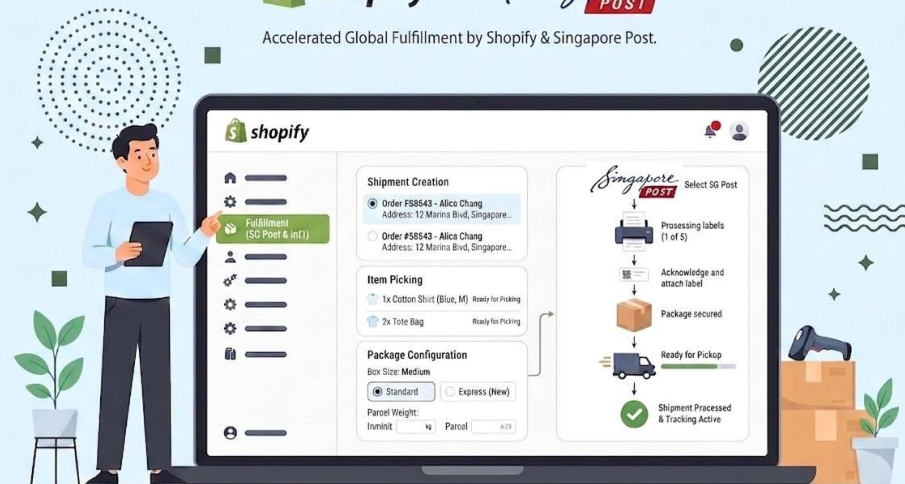


SingPost Shopify App Guide

We are now on



Accelerated Global Fulfillment by Shopify & Singapore Post.



Elevate Your Shopify Shipping and Fulfilment Experience

1

Install App

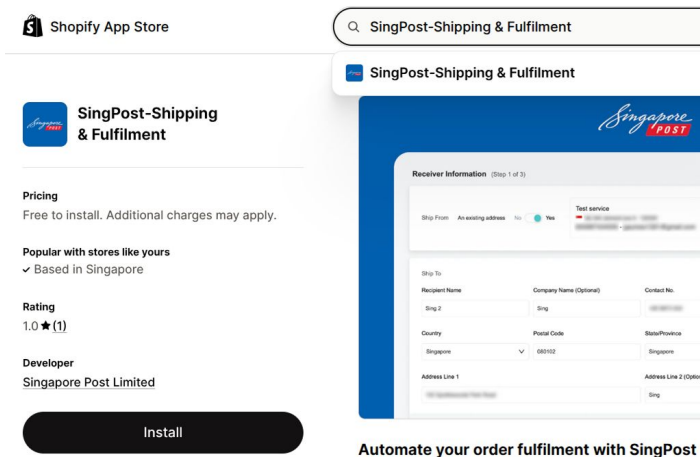
2

Login

3

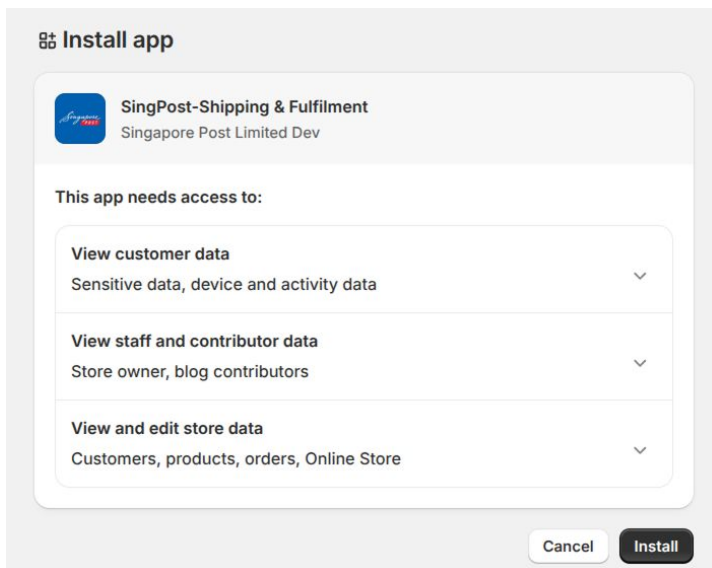
Shipment
Management

Install SingPost Shopify App



Install SingPost Shopify App from Shopify App Store by taking these steps

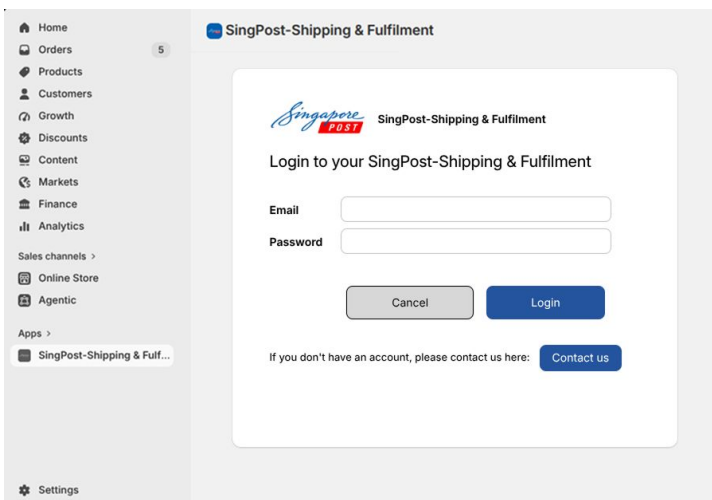
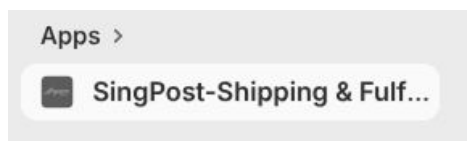
1. Install via this link [SingPost – Shipping & Fulfilment](#) or search for SingPost - Shipping & Fulfilment on Shopify App Store
2. Click on **Install**



You will be redirected back to your Shopify dashboard to install the app

1. To install the app , click **Install**

After the installation, a new tab will appear at the side menu bar under the Apps category. Click on the **SingPost-Shipping & Fulfilment** tab



You have completed the installation of SingPost Shopify App

Existing user:

1. **Login** to your Ship.SingPost account

New user:

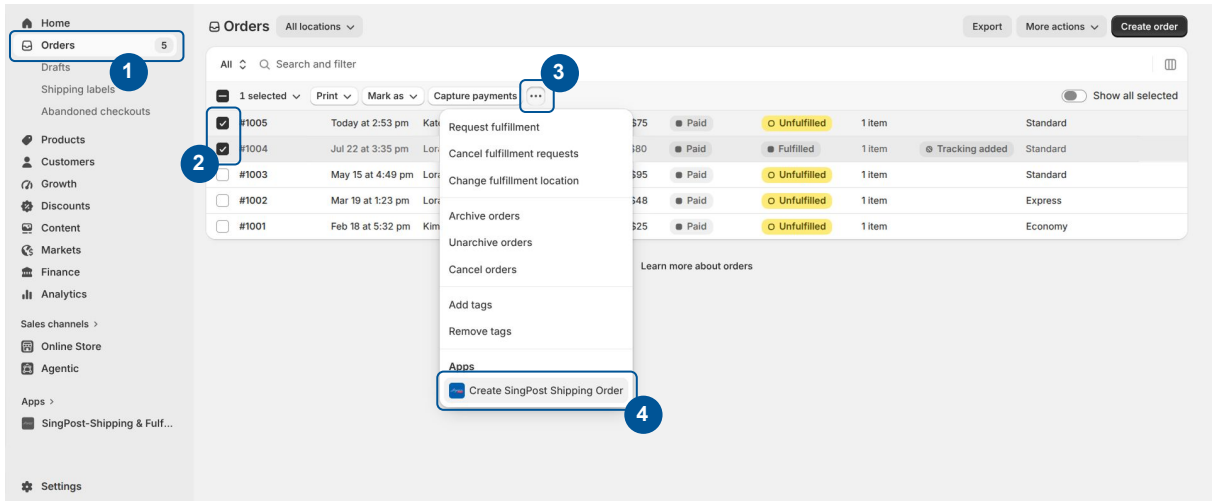
1. Click **Contact Us** to create an account to login

Login and you are ready to manage your shipment



Create Shipment

1 of 3

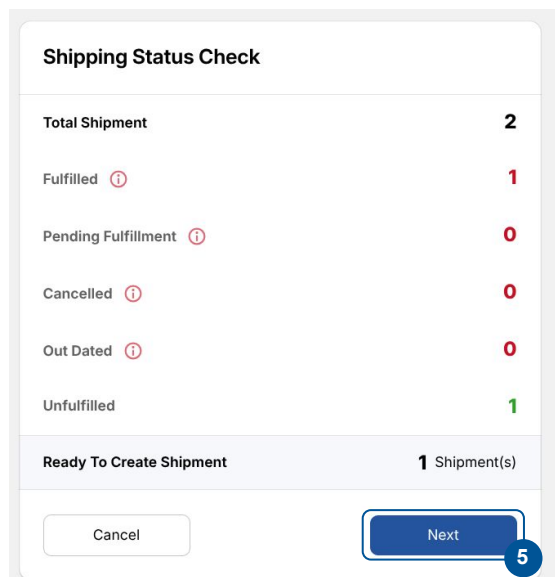


To create shipment in SingPost Shopify App

1. Go to Orders at the side menu bar
2. Select order. Select up to a **max of 50 orders**
3. Click on menu icon to open dropdown box
4. Click on **Create SingPost Shipping Order** to create shipment

In the next screen, selected orders are group via different status. To find out more about the status, click on the tooltip for the status description

5. Click on the **Next** button to create shipment





Create Shipment

2 of 3

SingPost-Shipping & Fulfilment

Order #1005

Ship From
An Existing Address

Alan
Address: 10 Eunus Road 8, #02-20, Singapore Post Centre - 529510
Contact No: +6591234567
Email: Alan@singpost.com

Sender Name * Alan
Contact No. * +6591234567
Email Address Alan@singpost.com
Company Name The Singpost Store Pte Ltd

Country * Singapore
Postal Code * 529510
State/Province * Singapore
City/Town * Singapore

Address (Street Name, Building Name, Unit No) *
10 Eunus Road 8, #02-20, Singapore Post Centre

Ship To Singapore Overseas

Recipient Name * Den
Contact No. * +6591234567
Email Address Den@singpost.com
Company Name Den Shop Pte Ltd

Country * Singapore
Postal Code * 530681
State/Province * Singapore
City/Town * Singapore

Address (Street Name, Building Name, Unit No) *
100 Eunus Ave 8

Shipment Information

Type Of Shipment Small Size
Total Declared Value 50
Measurements 32.00 x 22.00 x 6.00 Cm
Weight 1.0000 Kg

#	Item Description	Declared Value	Item Weight	Qty	Total Item Price
1	The Collection Bag: Blue Band	50 SGD	0.0000 Kg	1	\$50.00

Select Services

Service Name	Estimated Transit Time
☒ Speedpost Saver (NSV)	

Cancel Save & Continue **6**

Fill up the mandatory shipment information to continue

6. Enter **shipment information** and click the **Save and Continue** button

Set your preferred collection method in the next screen

7. Select the method for **parcel collection**
8. Click the **Confirm** button to complete shipping order

Speedpost Saver Speedpost Saver (NSV) 1 shipment(s)

☒ **Courier pick up at my doorstep**
Note: You can schedule a collection date of up to 7 days in advance. No collection on Sundays and public holidays.

Preferred date

Nearest available Date and Time

☐ Drop Off at POPStop/POPStation/POPDrop

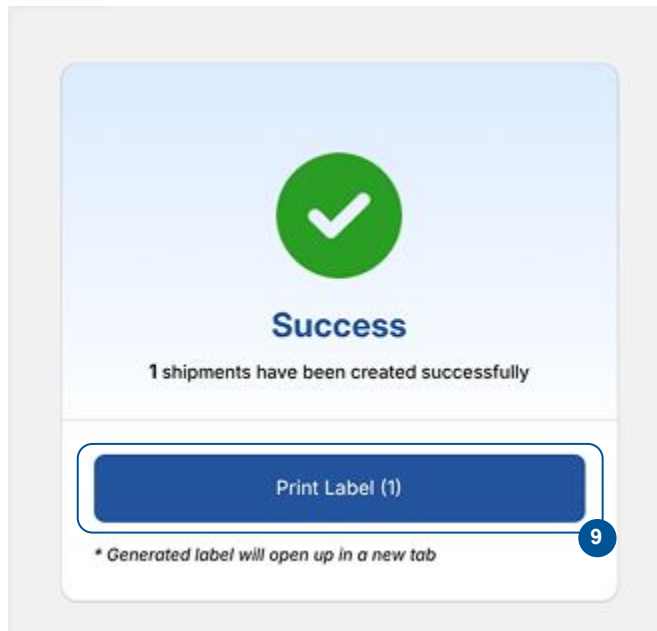
7

Back Confirm **8**



Create Shipment

3 of 3



You have completed the shipment creation and an order label is generated

9. Click on **Print Label** button to print label



Printing label feature is also available at:

- **Scheduled Collect**
- **Shipment Tracking (Bulk print)**



Scheduled Collections

SingPost-Shipping & Fulfilment

Scheduled Collections

Search Order Collection Time

Collection Request Drop Off Self Lodge

Shipment Creation Date	Collection Time	Total Orders	Ship From Address
2026-08-15	2026-07-23 - 09:00 - 18:00	1 Shipment(s)	10 Eunos Road 8, #02-20, Singapore Post Centre - 529510 Singapore
2026-07-02	2026-07-03 - 09:00 - 13:00	1 Shipment(s)	10 Eunos Road 8, #02-20, Singapore Post Centre - 529510 Singapore
2026-06-17	2026-06-17 - 09:00 - 18:00	1 Shipment(s)	10 Eunos Road 8, #02-20, Singapore Post Centre - 529510 Singapore

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Manage your collection schedule

- A. To view the collection list, go to **Scheduled Collections** tab
- B. Click on the schedule section to view the **order details** (Image B1)
- C. **Reprint** individual label by clicking on the print icon

B1

Shipment Information

Total Items
1 item(s)

Collection Request
2026-08-15 09:00 - 13:00

Shipment Assigned Address
10 Eunos Road 8, #02-20, Singapore Post Centre, 529510, SG

1	Store + Order No.	Recipient name	Tracking Number	Weight
1	1 item(s)	#1008 Denny	SPNSV00001604	1.000kg



Shipment Tracking

SingPost-Shipping & Fulfilment

Shipment Tracking

Search order, Tracking NumDate

D2 Print Label

Store + Order No.	Tracking Number	Recipient Name	Shipment Creation Date
☐ singpost-shop 1 item(s)	#1005 SPNSV00000001658	Katy Poh Singapore	12/08/2026 06:13 PM
☐ singpost-shop 1 item(s)	#1004 SPNSV00000001659	Kim Tan Singapore	12/08/2026 06:35 PM
☐ singpost-shop 1 item(s)	#1003 SPNSV00000001849	Jess Chen Singapore	12/08/2026 11:36 AM
☐ singpost-shop 1 item(s)	#1002 SPNSV00000004582	Jess Chen Singapore	12/08/2026 03:50 PM
☐ singpost-shop 1 item(s)	#1001 SPNSV00000008614	Kim Tan Singapore	11/08/2026 10:23 AM

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Manage your Shipment Tracking

- To view the collection list, go to **Shipment Tracking** tab
- Click on the order section to view the **order details** (Image B1)
- Click the **tracking number** to check the order status
- Bulk print the label** by checking the box of the order and click the **Print Label** button

B1

Shipment Information

Tracking Number: [SPNSV00000001659](#) Created Date: 12/08/2026, 06:13 AM

Service

Speedpost Speedpost Saver (NSV) 1 day

Address

Ship From: Alan, 10 Eunos Road 8, #02-20, Singapore Post Centre - 529510 Singapore, +6591234567, Alan@singpost.com

Ship To: Katy Poh, 313 Orchard Road - 238895 Singapore, +91234567, Katy@email.com

Shipment Details

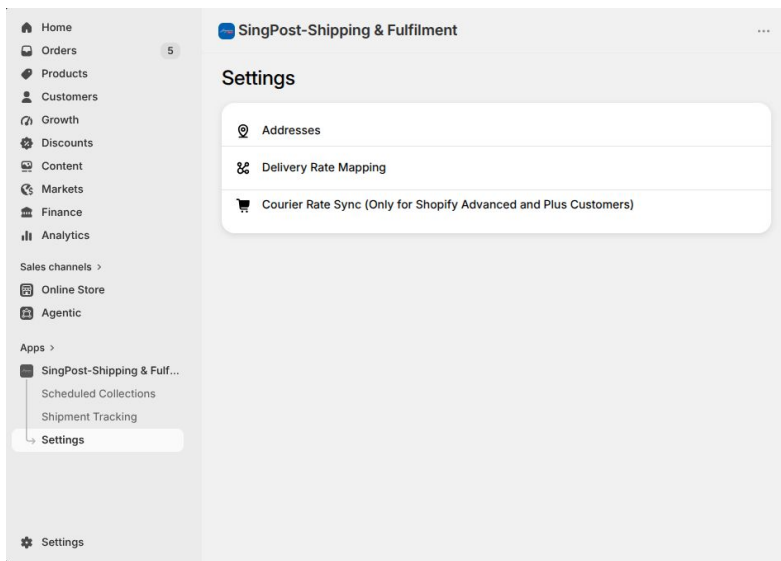
Order number: #1005 Store: singpost-shop

Type of shipment: Small Size Total declared value: 80.00 SGD Measurements: 32.00 x 22.00 x 6.00 Cm Weight: 1.0000 Kg

#	Item Description	Declared Value	Item Weight	Qty	Total Item Price
1	The Collection Snowboard: Liquid	80.00 SGD	1.0000 Kg	80.00	80.00 SGD



Setting Features



Manage these account setup within Shopify

- A. Addresses
- B. Delivery Rate Mapping, Mode #1
- C. Courier Rate Sync, Mode #2

A Address configuration

Manage your location and pickup preset

My Address

Alan | Lucy Pte Ltd

313 Orchard Rd

Contact No. +6591234567 / email: alan@singpost.com

☐ Default

Add location

B Delivery Rate Mapping

Delivery Mapping allows you to Associate your existing Shopify Shipping settings with one of SingPost's delivery services.

Only Shopify shipping profiles with "Singapore" as a zone are synced

No	Shopify Rate Name	Shopify Shipping Profile	SingPost Delivery Service
1	Same Day Delivery	General profile	Speedpost Priority (SG)
4	Next Day Delivery	General profile	Speedpost Standard (SG)
5	Free Delivery	General profile	Speedpost Saver - ESV (SG)

Cancel **Save**

C Courier Rate Sync (Only for Shopify Advanced and Plus Customers)

For customers using Courier Rate sync on Shopify, you can edit the price of shipping reflected at checkout here.

No	Service Code	Service Type	Service Name	Price (SGD)
1	IWCNDD	NDD	Speedpost Standard (SG)	3.00
2	IWCNSV	NSV	Speedpost Saver - NSV (SG)	2.00
3	IWCPSD	PSD	Speedpost Priority (SG)	6.00

Cancel **Save**