



ezy2ship User Guide for Creating and Managing Shipment



Recommended:

Consider signing up for an ezy2ship account to conveniently save past transactions and maintain a record of your shipments.



Create Your Shipment Now!

Scan the QR Code or go to www.ezy2ship.net

Step 1.1 – Providing Brief Information Handling Postal Code Input Errors

"Send From" Post Code does not fall under serviceable area or is invalid. Please enter a valid Post Code

1.1

When entering your postal code, if you encounter an error message, please ensure the postal accuracy. If there are any issues, utilise our mobile app or website to confirm the correct code

Step 1.2 – Keying in Shipment Details Managing Item Weight Input Errors

Measurements
Weight * 2 kg Length * 10 cm Width * 10 cm Height * 10 cm

The maximum size for shipments through ezy2ship includes small packets, which have a weight limit of 2kg, and parcels, which can weigh up to 20kg.

1.2

Input **dimensions** as whole numbers only, in centimetres.

(CM)	✓ Correct	✗ Incorrect
LENGTH	48cm	48.1cm
WIDTH	35cm	35.2cm
HEIGHT	3cm	3.5cm

Step 2 – Select Shipment Service Managing Item Transit Time and Price

Tracked Letterbox - IT N/A 2 days Letterbox delivery service for small packages up to 2kg with tracking and push notifications

2

Please choose your preferred shipment service.

Make sure to review the estimated transit times and prices before making your selection.

Step 3 – Selecting Services Providing Shipment Details

Domestic	International
Enter Shipment Details Sender Reference *	Enter Shipment Details Sender VAT/GST Number *
	Receiver VAT/GST Number *
	Sender Reference *
	Type Of Goods <input type="text"/>

3

Proceed to select your choice of shipment service

If you're unsure about certain shipment details for both domestic and international services, please leave them blank.

Step 4 – Providing Delivery Details

1. Sender Details

Name *	Address *
Company Name	Building Name
Contact Number *	Street Name
Contact Number (alternate)	Unit Number if
Email Address *	City / Town *
	State *
	Country *
	Postcode

4

Sender Details: Fill in the fields marked in red. Do include the sender's and recipient's unit numbers if required.

More Information



Shipment Payment and Item Labeling

After shipment creation, select and pay at "Check Out" using Visa, Mastercard, or Amex.

Print your shipping label and affix it to your package/parcel. If you don't have a printer, you can print your postage label at selected SAM kiosks.

FAQs and Step-by-Step guide to declaration via ezy2ship



www.singpost.com/declaration

Pay & Print at these SAM Kiosks



www.singpost.com/locate-us