



uParcel

DELIVERY AGENT GUIDE

YOUR EASIEST WAY TO DELIVER

A hand is shown holding a brown cardboard box. The background is a soft-focus green, suggesting an outdoor setting with trees. The box is the central focus, and the hand is positioned to support it from below.

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12. DELIVERY HISTORY

SIGN UP

1



Enter Details To Register

Or

INPUT YOUR PARTICULARS AND
SELECT "SIGN UP AS A
DELIVERY AGENT".



2



Please Enter OTP

[Resend OTP](#)

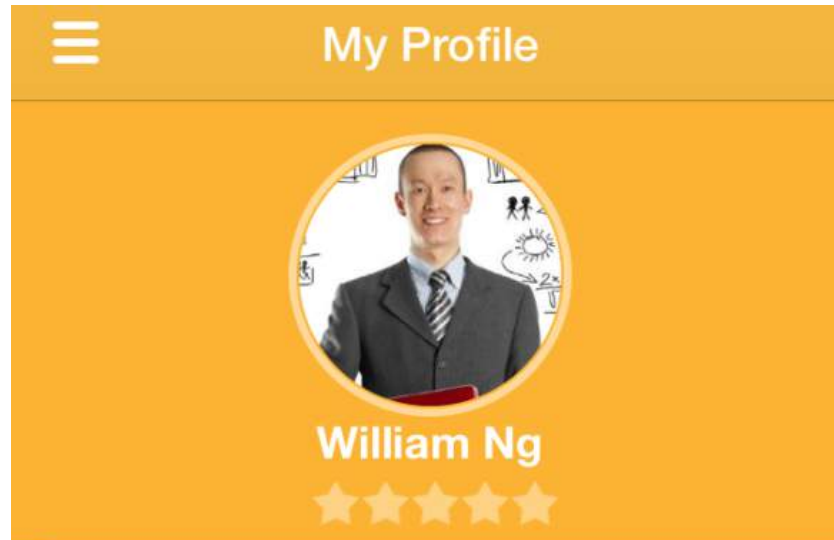
[Back To Sign In](#)

A ONE TIME PASSWORD WILL BE
SENT TO YOUR PHONE. ENTER
THAT NUMBER HERE.



COMPLETE YOUR PROFILE



1



My Profile

William Ng
★★★★★

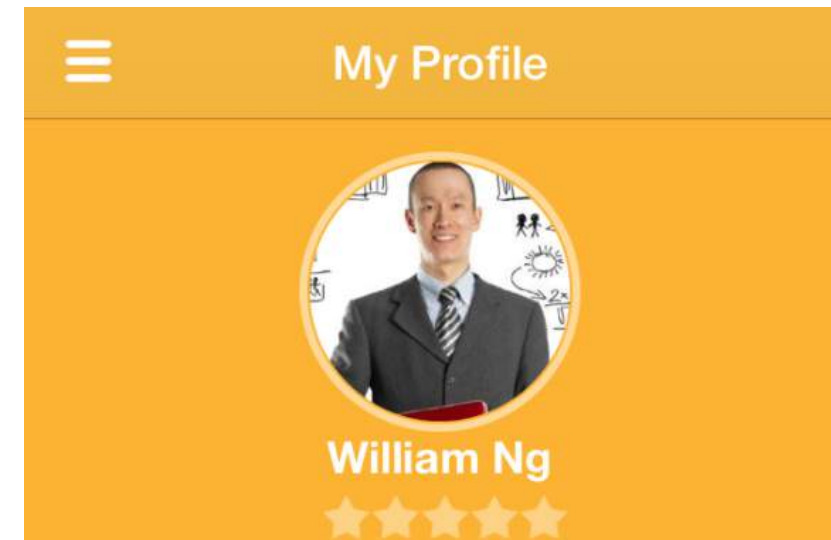
Name	William Ng
Mobile Number	97302873
Email	william@uparcel.sg



NRIC Front NRIC Back

Delivery By	Car
Vehicle Number (Optional)	SJK1877K

2





My Profile

William Ng
★★★★★

Thankyou for updating your profile. Your Profile is under Admin approval.

Name	William Ng
Mobile Number	97302873
Email	william@uparcel.sg



NRIC Front NRIC Back

Delivery By	Car
Vehicle Number (Optional)	SJK1877K

PLEASE COMPLETE YOUR PROFILE TO ALLOW US TO CONDUCT THE BACKGROUND CHECKS. ONLY YOUR MOBILE NUMBER WILL BE MADE KNOWN TO OTHER USERS.

AFTER YOUR IDENTITY IS VERIFIED BY UPARCEL TEAM, YOU CAN START ACCEPTING DELIVERIES ON OUR APP!

QUIZ

Uparcel New Agent Quiz

This quiz is for new delivery agents whom have registered with Uparcel. All agents need to get 80% of the questions correct before the account can be activated. You will have unlimited tries. Please also ensure your full true profile is completed on the app. After the quiz is done, it will take 3 working days to get your account activated.

Question #1

What should I do if I cannot upload my profile pictures?

- This is likely due to your phone settings did not allow permission for the UParcel app to access your camera and photos. Please go to general->settings->permission. In the permission tab, you have to click on Camera, Storage and Your Location options to allow the permissions to the app. Then restart your phone and login again.
- permission. In the permission tab, you have to click on Camera, Storage and Your Location options to allow the permissions to the app. Then restart your phone and login again.

Question #2 (1 point)

How and when will I be paid for the delivery jobs?

- Jobs completed between 1st-15th will be processed on the 22-24th and jobs delivered between 16th-31st will be processed on the 7-9th. Payment will be via GIRO bank transfer to the bank account provided. Depending on your bank, it takes 1-3 days for amount to be reflected in your account.
- Jobs completed between 1st-15th will be processed on the 22-24th and jobs delivered between 16th-31st will be processed on the 7-9th. Payment will be via GIRO bank transfer to the bank account provided. Depending on your bank, it takes 1-3 days for amount to be reflected in your account.

Question #3 (2 points)

According to the new PDPA (Personal Data Protection Act), you are strictly not allowed to share any information such as address and contact number obtained through the delivery requests as it is an offence to do so.

- I understand on this and will keep all information private and confidential

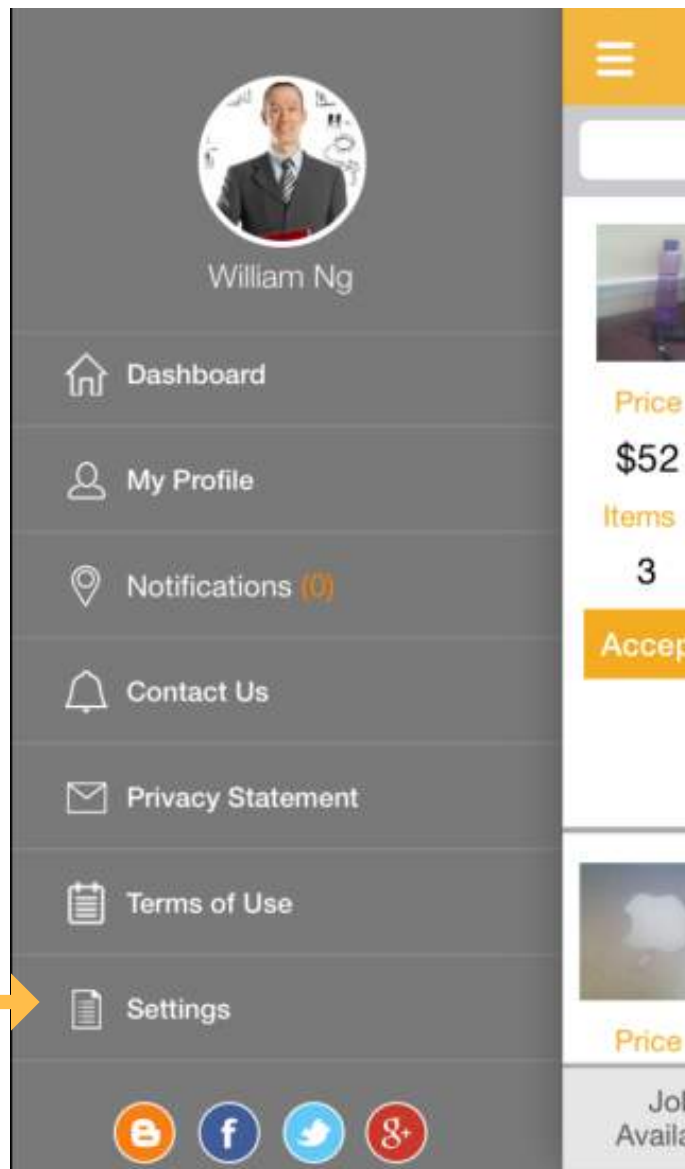
Question #4 (1 point)

What is the commission rate for each parcel sent on Uparcel's platform and how do i pay for it?

YOU WILL HAVE TO TAKE THIS
COMPULSORY QUIZ BEFORE YOU CAN
ACCEPT ANY JOBS.
LINK: [HTTPS://TESTMOZ.COM/1196151](https://testmoz.com/1196151)

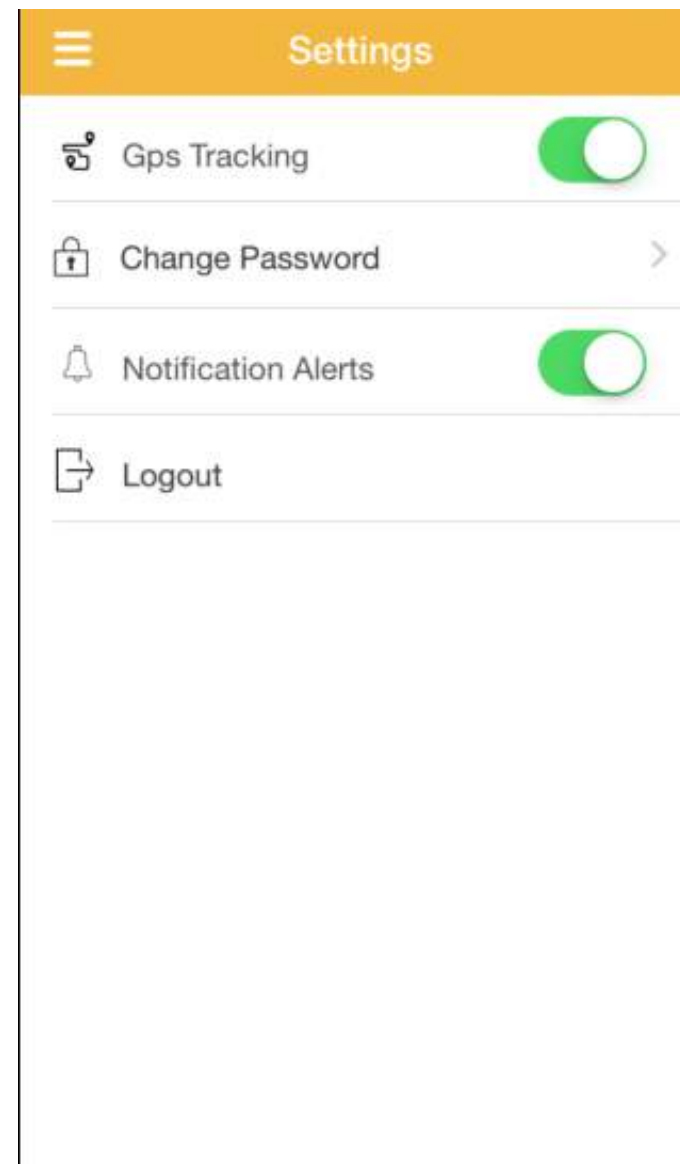
GET NOTIFIED OF DELIVERY REQUESTS

1



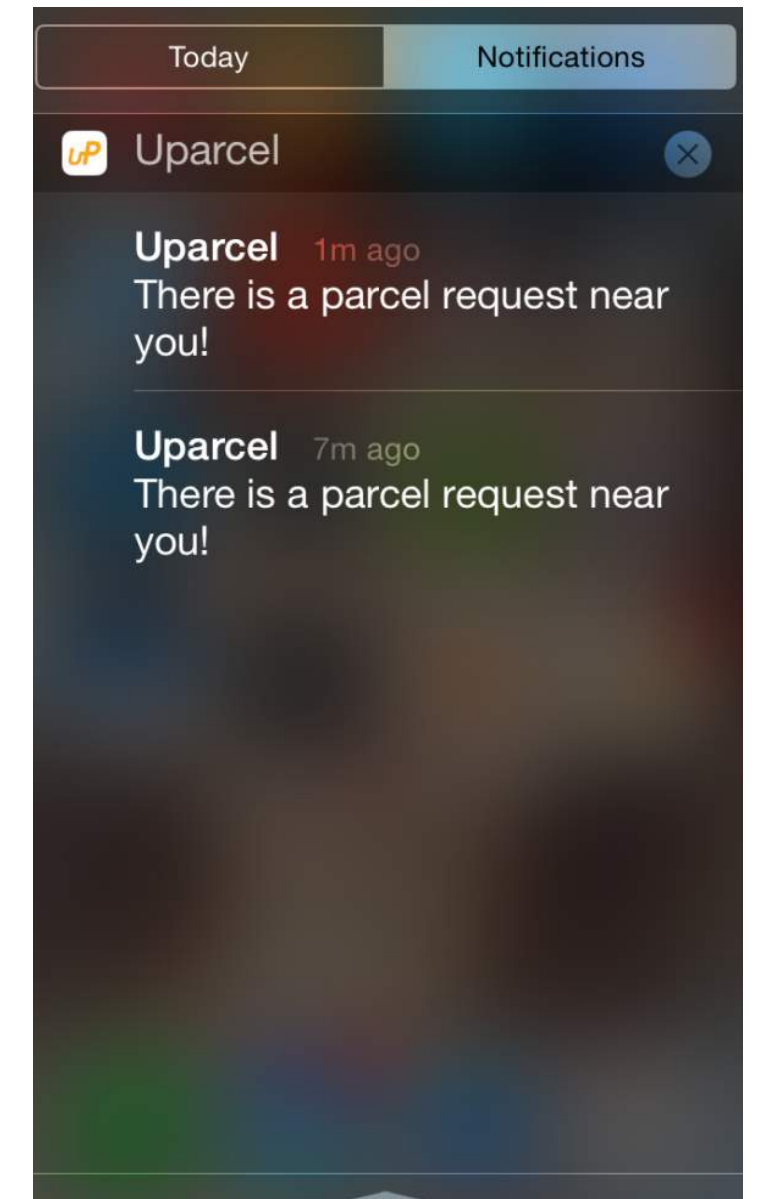
ACCESS THE SETTINGS PANEL BY TAPPING ON THE TOP LEFT CORNER

2



MAKE SURE GPS AND ALERTS SETTINGS ARE ON TO RECEIVE REQUESTS. DO NOT LOG OUT.

3



IF THERE IS A PICK UP WITHIN 3KM FROM YOUR CURRENT LOCATION, YOU WILL RECEIVE AN ALERT.

SEARCH FOR JOBS

1

Jobs Available

Today (5)

PICKUP DETAILS **\$8.00**

3 Gateway Drive Westgate, *** , Singapore, 608532, 608532** Total Price

1 location

11-07-2018 01:00 PM -05:00 PM

DELIVERY DETAILS

1 Hacienda Grove The Hacienda, *** , Singapore, 457908, 457908**

12-07-2018 05:00 PM -10:00 PM

DELIVERY TYPE : **Next Day Delivery**

SIZE: **<60 cm (H+L+W) & max 1kg**

Accept

PICKUP DETAILS **\$8.00**

Jobs Available Suggested Jobs My Jobs Delivery History

CLICK ON TOP RIGHT CORNER TO FILTER

2

Back Filter

Show All

Pickup Location Tampines

Drop Off Location Seng Kang

Nearby Jobs Available Within 3 KM

Pickup Region >

Drop Off Region >

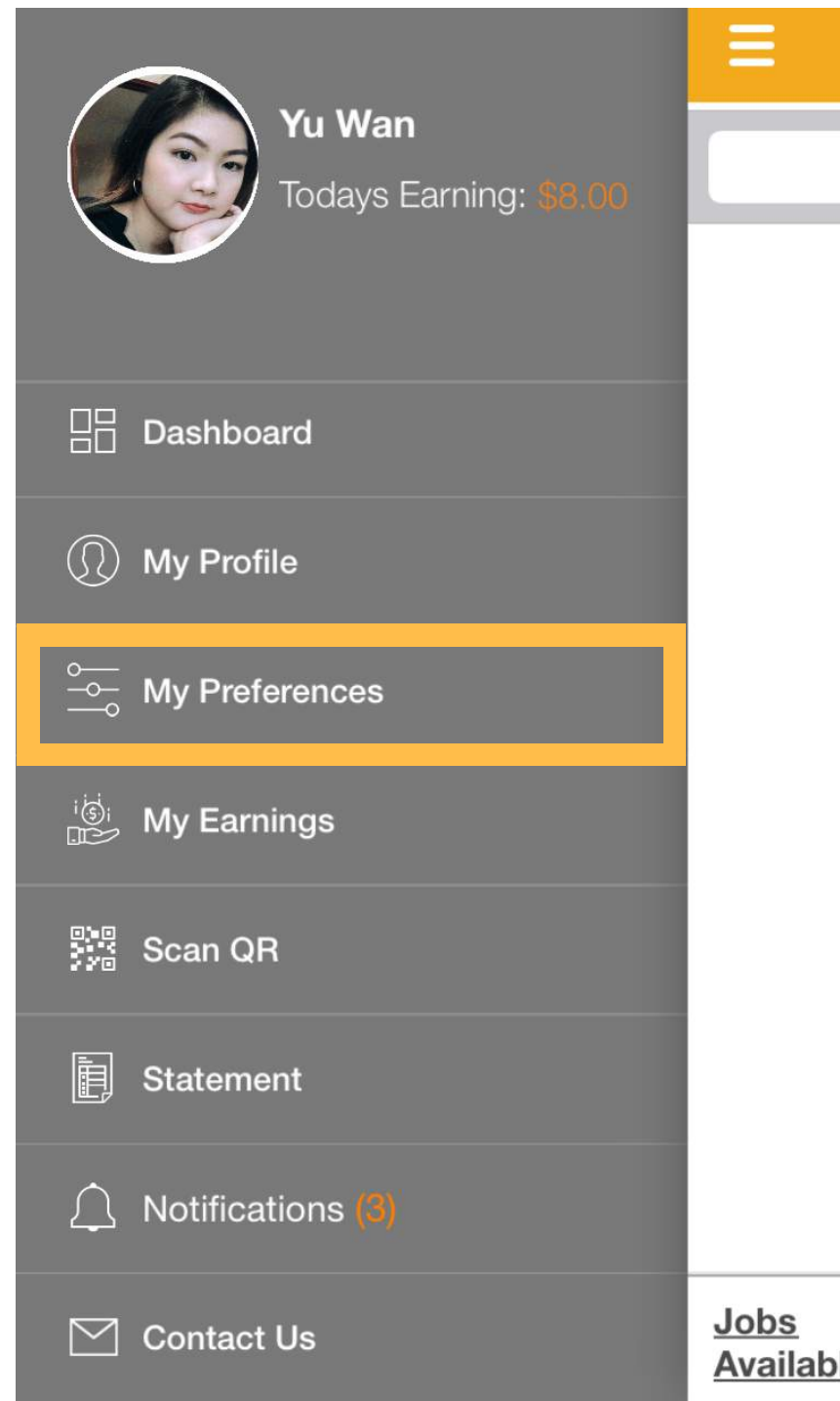
Deliver by When >

Sort by Amount

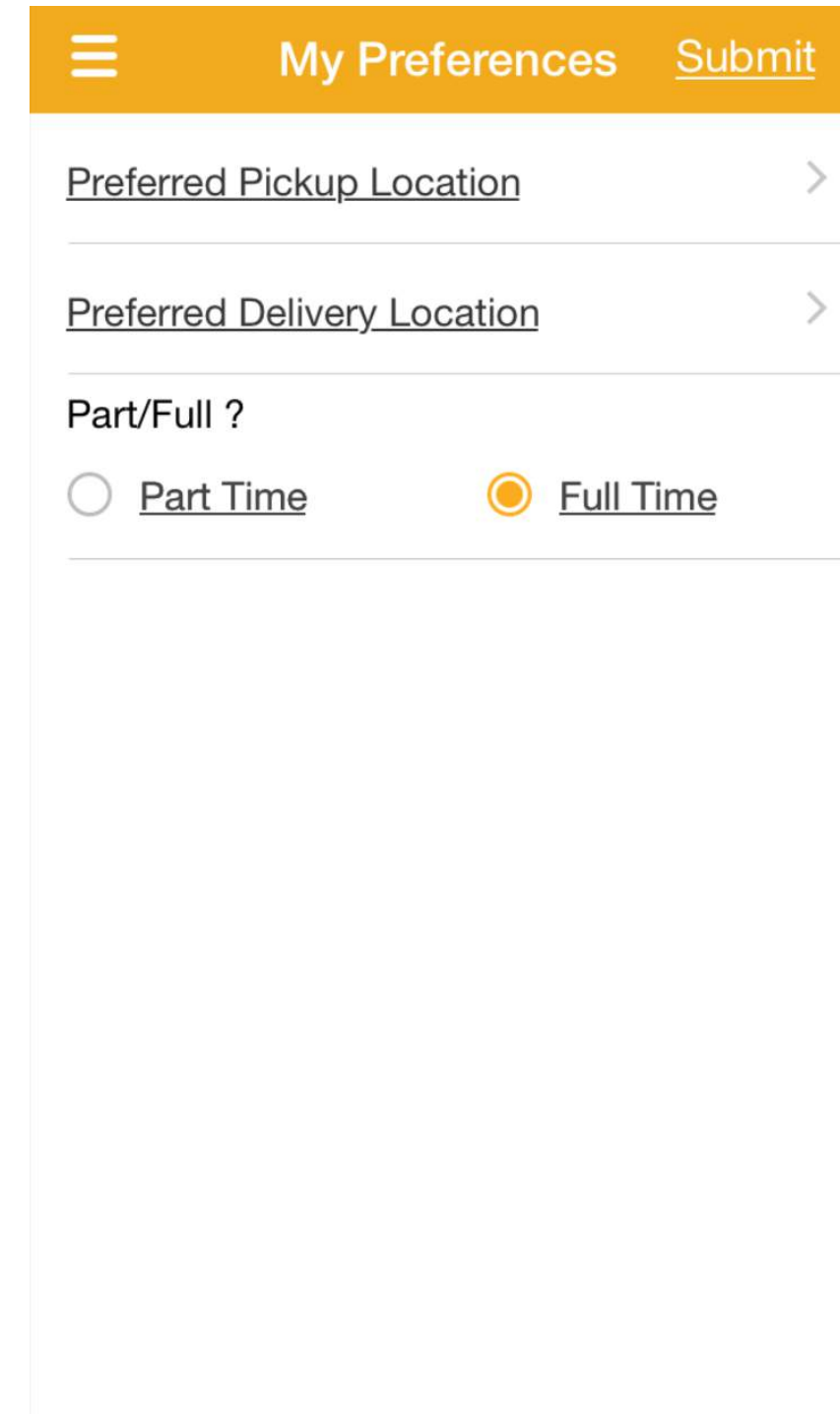
FILTER BY TIME, LOCATION, REGION AND DELIVERY PRICE. THEN CLICK ON TOP RIGHT TO FILTER.

MY PREFERENCE

1



2

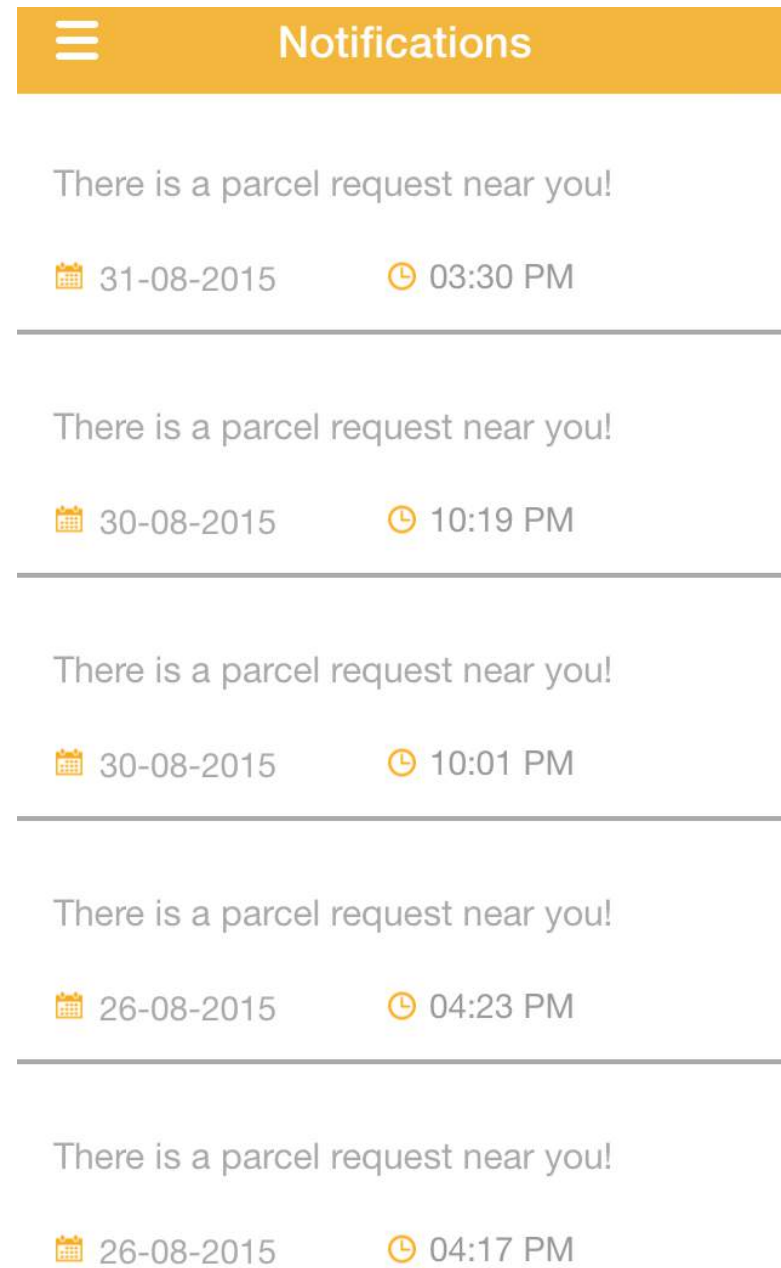


SET YOUR OWN PREFERENCE BY TAPPING ON "MY PREFERENCE"

YOUR ARE ABLE TO SET YOUR PREFERRED PICK UP AND DELIVERY LOCATION.

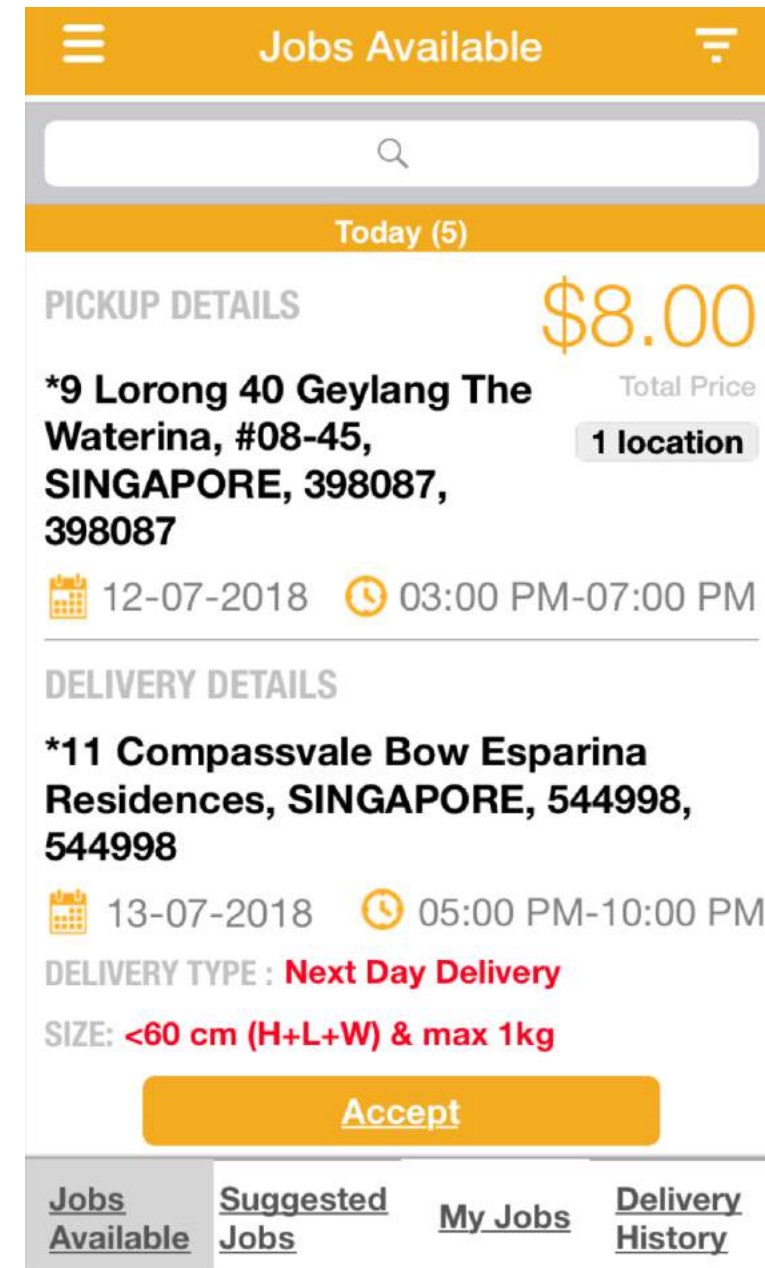
ACCEPTING JOBS

1



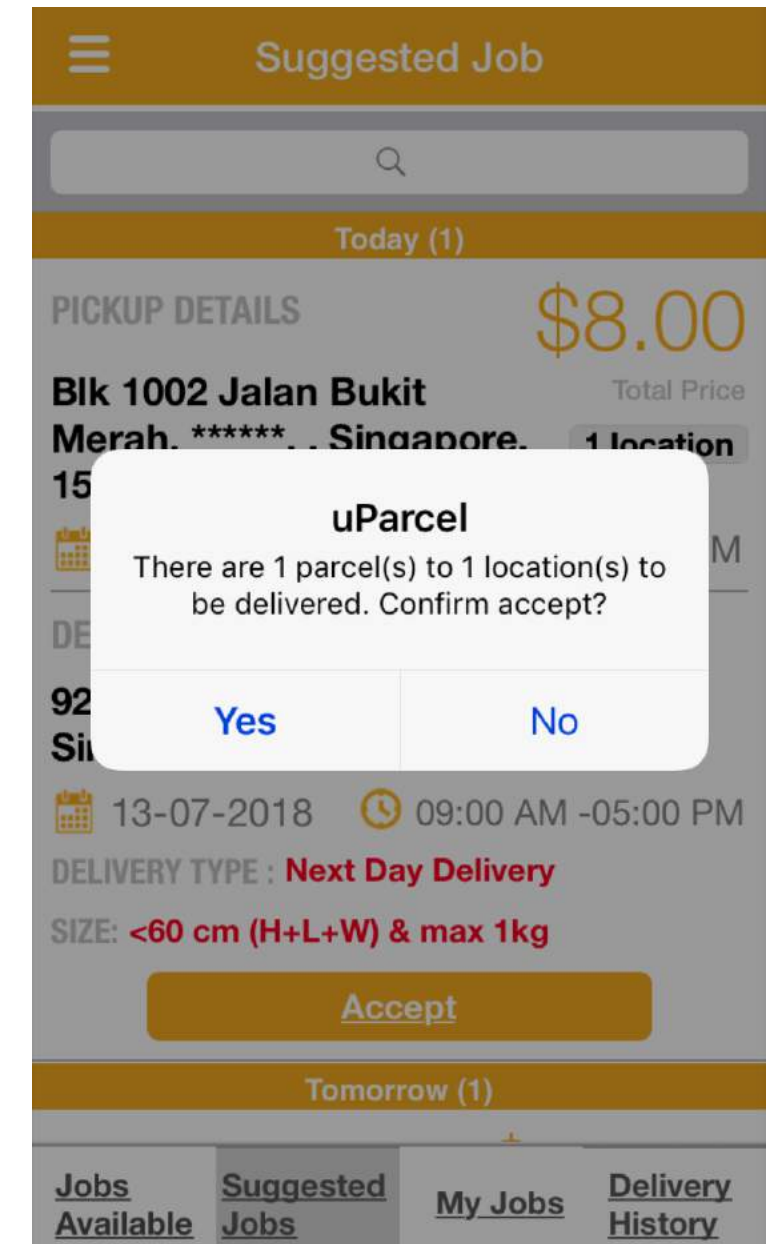
YOU CAN ACCEPT JOBS THROUGH THE NOTIFICATION PANEL.

2



OR SCROLL THROUGH THE DASHBOARD. TAP INTO THE JOB TO VIEW THE DETAILS

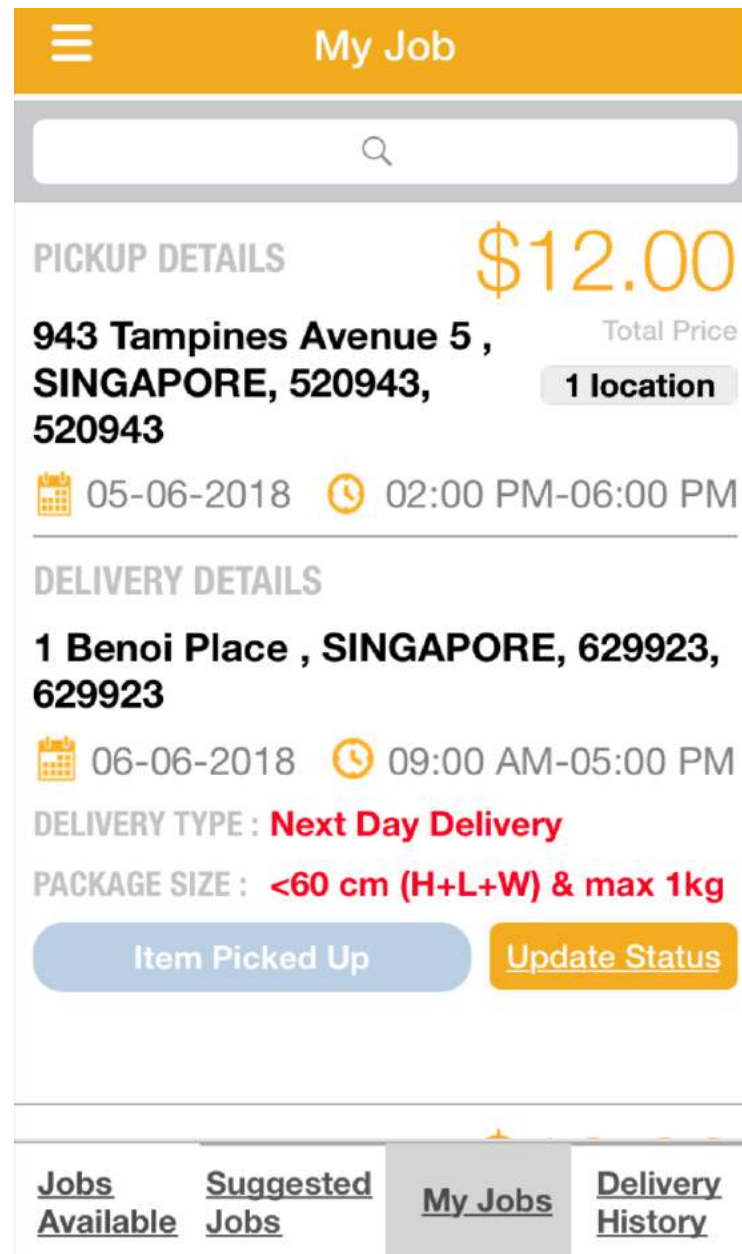
3



SELECT "YES" IF YOU WISH TO ACCEPT THE JOB.

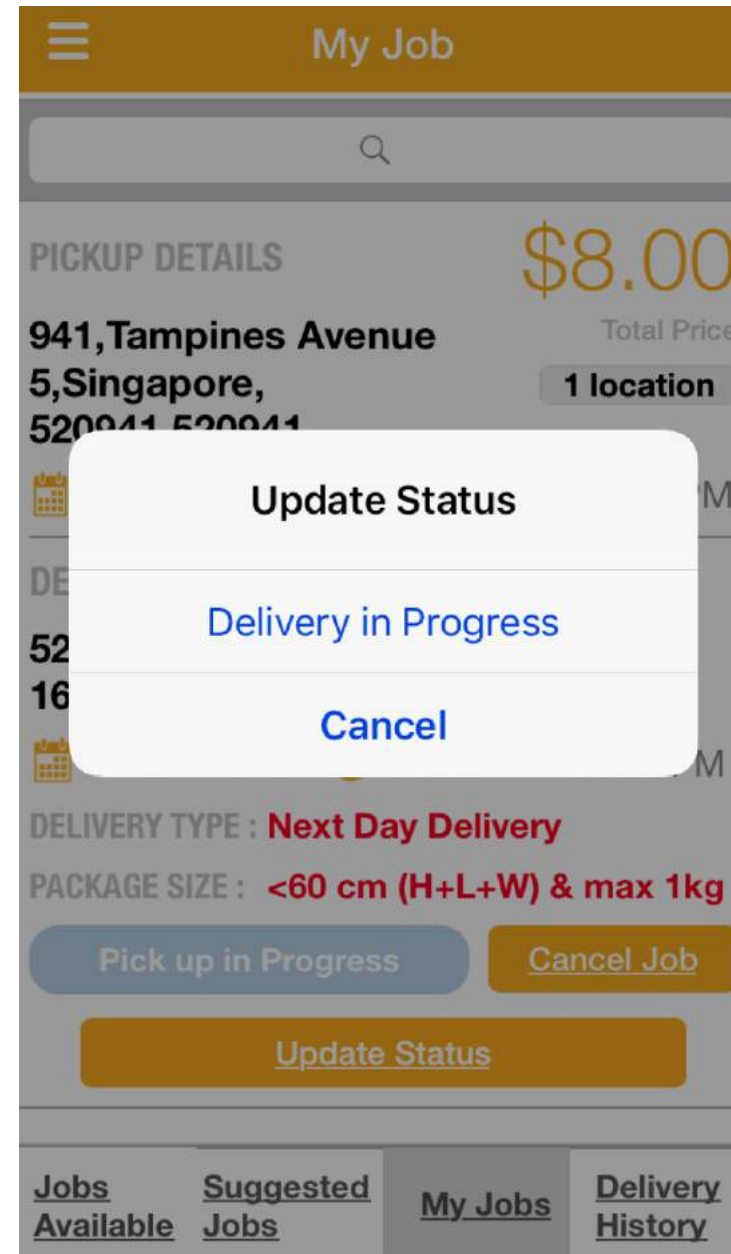
DELIVERING PARCELS

1



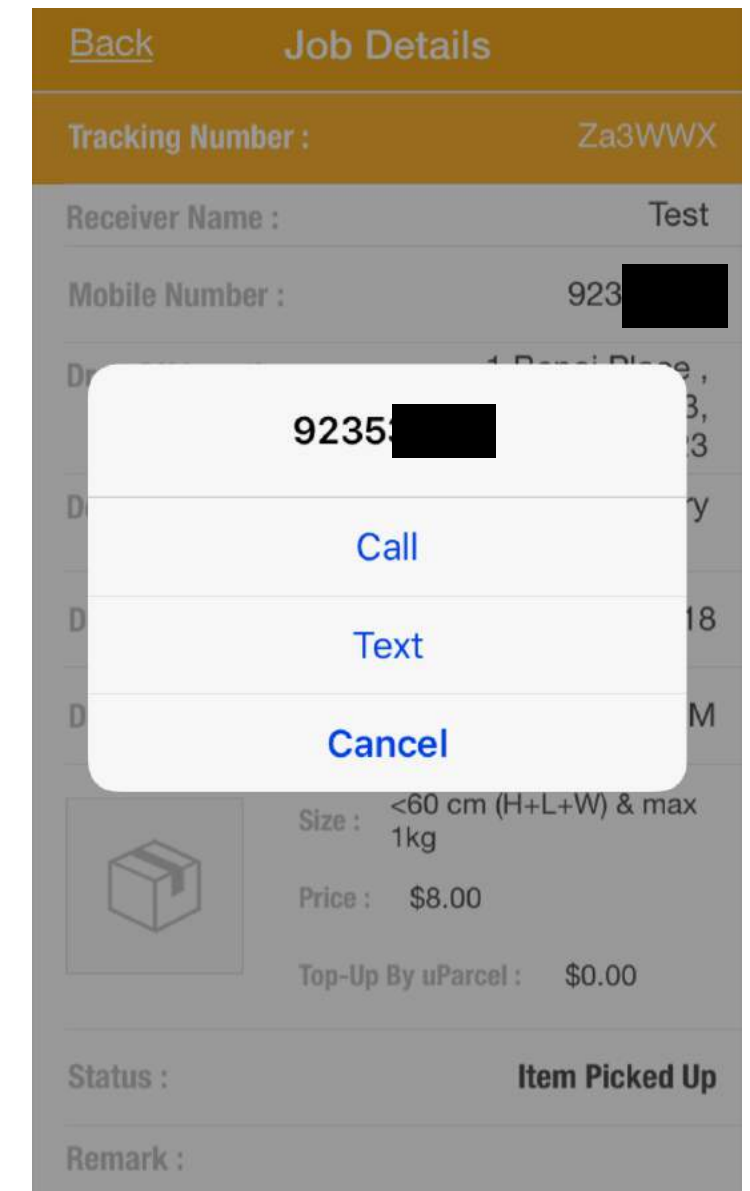
TAP ON "MY JOBS" TO VIEW ACCEPTED JOBS. TAP ON THE ADDRESS TO VIEW LOCATIONS IN GOOGLE MAPS

2



UPDATE STATUS TO "DELIVERY IN PROGRESS" AFTER PICKING UP.

3



PLEASE CALL TO CHECK IF THE RECEIVER IS AVAILABLE TO RECEIVE.

COMPLETING DELIVERY


[Back](#) Confirm Delivery

Receiver's Name Testing

Add receiver's Signature >

Signature

Add Parcel Image

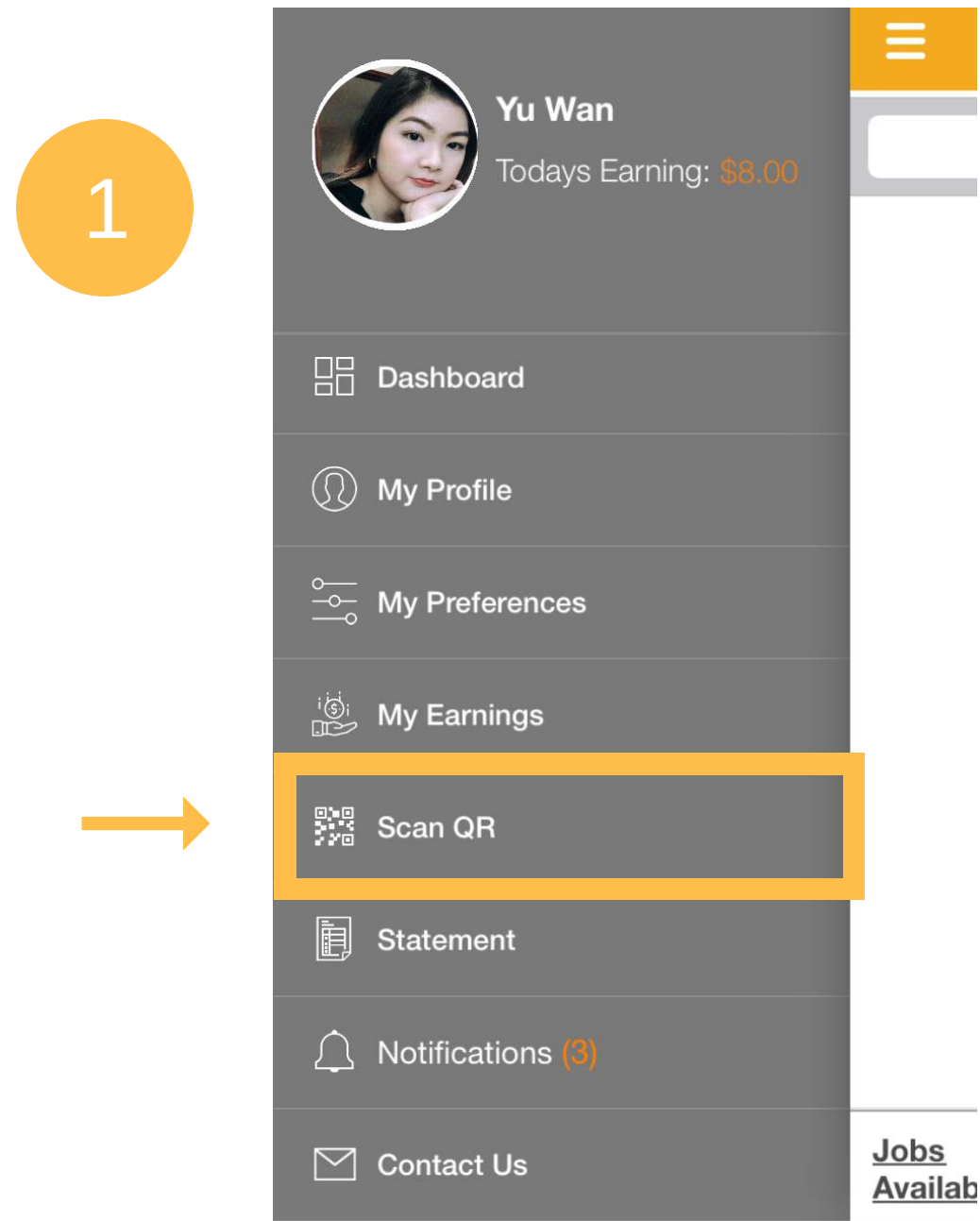


Remark (Optional):

Submit

UPDATE STATUS TO
"DELIVERED" AND ASK
RECEIVER TO SIGN ON YOUR
PHONE.

USING QR CODE TO UPDATE STATUS



TAP ON "SCAN QR" TO SCAN QR CODE.

2

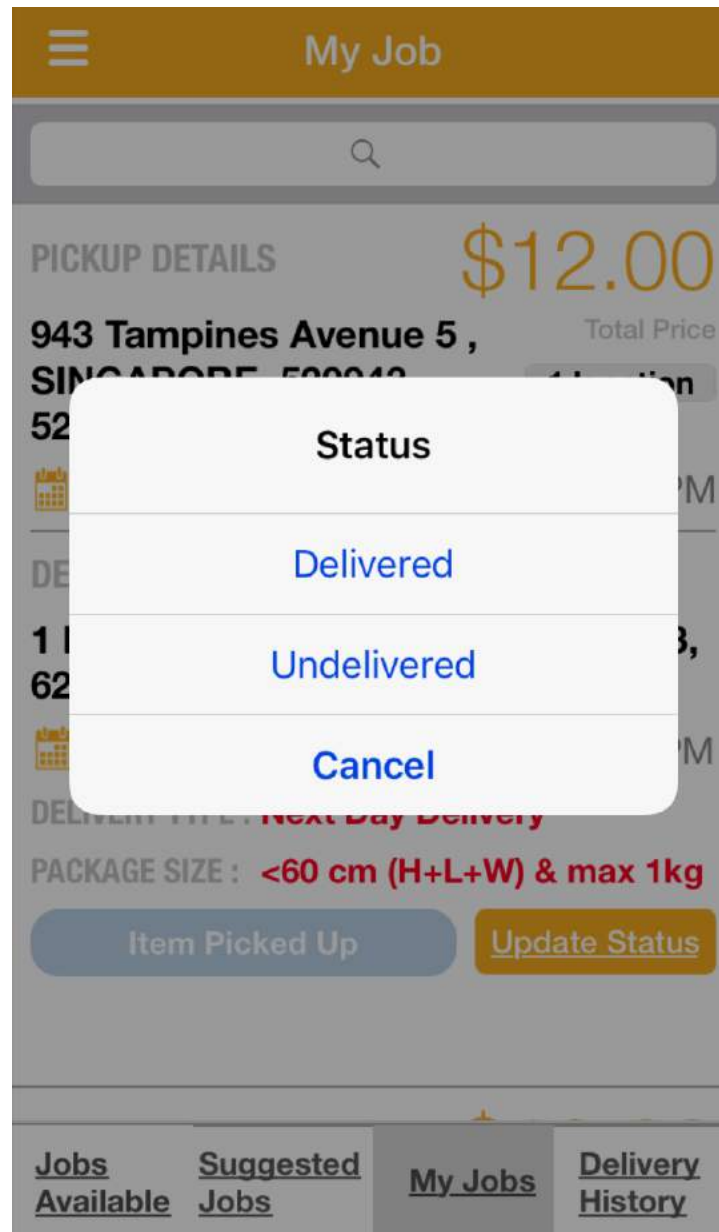
uParcel

	QR Code
Tracking Code	3AZx3r
Pickup Details	Huiwen Contact Number: 93801383 Address: 100 Punggol Field, #01-100, SINGAPORE, 828811
Remarks	Please call before delivery
	QR Code
Delivery Type	Specific Delivery Slot * 09/03/2017 07:30 PM
Delivery Details	Mary Contact Number: 93801383 Address: 10 MARINA BOULEVARD MARINA BAY FINANCIAL CENTRE, SINGAPORE, 018983
Remarks	NA

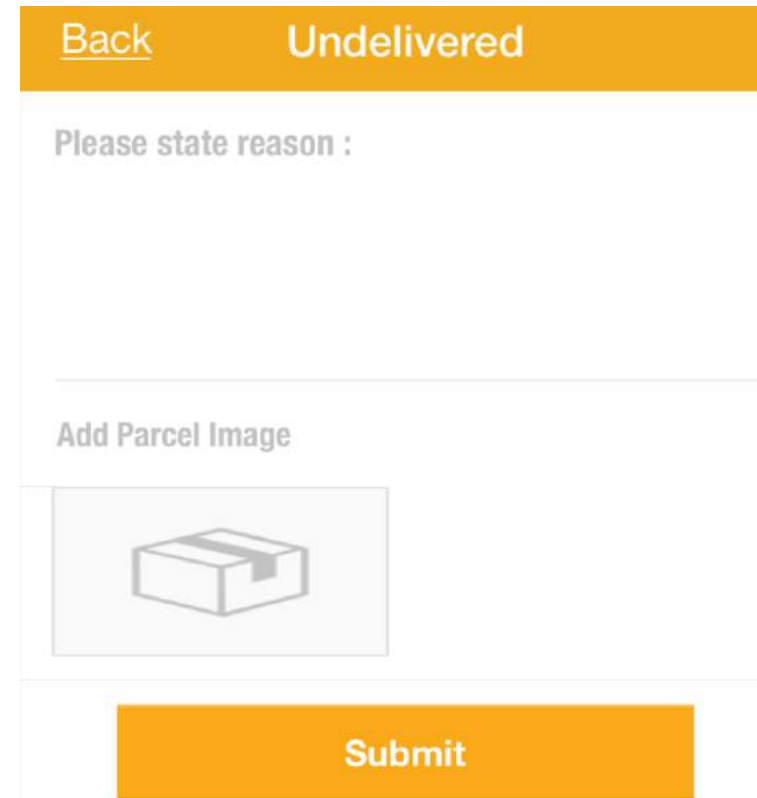
IF THE CUSTOMER HAS PRINTED A WAY BILL, YOU ARE ABLE TO UPDATE THE STATUS BY SCANNING THE QR CODE AT THE TOP RIGHT HAND CORNER

UNDELIVERED PARCELS

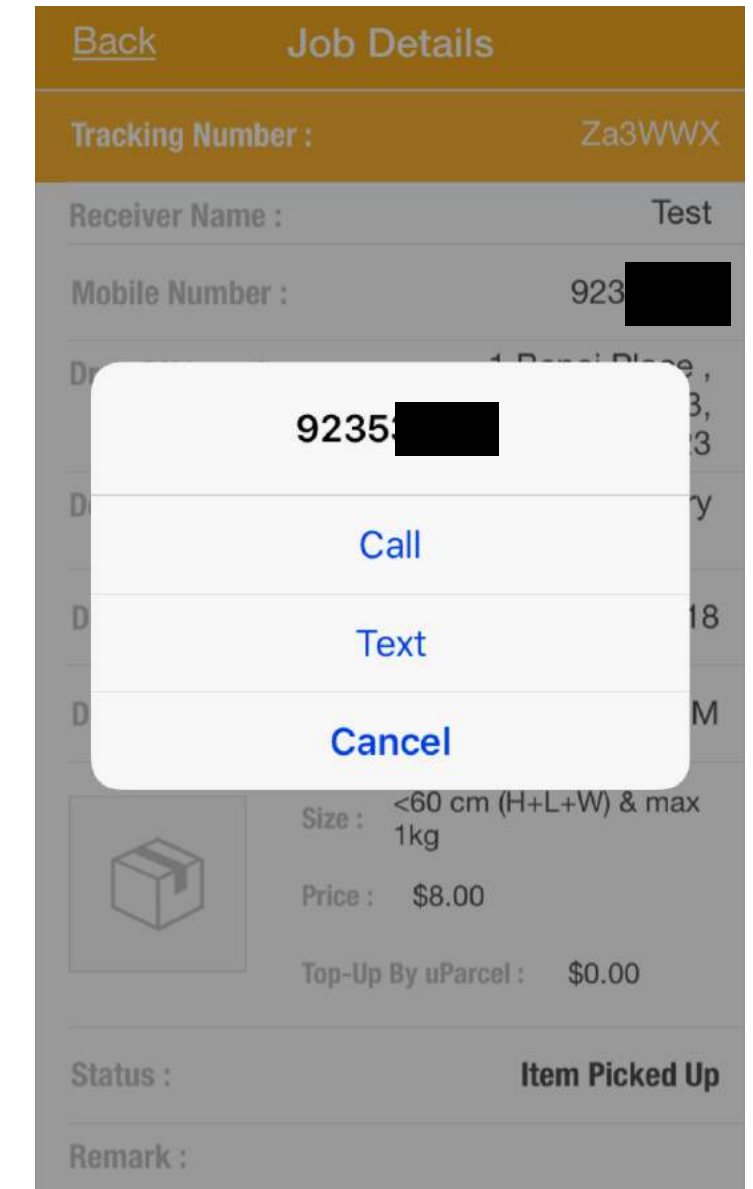
1



2



3



IF YOU ARE UNABLE TO COMPLETE THE DELIVERY, PLEASE UPDATE THE STATUS.

PLEASE STATE REASON FOR CANCELLATION. PLEASE MAKE ATTEMPT TO REDELIVER WITHIN 24 HOURS.

PLEASE TEXT RECEIVER AND MAKE ARRANGEMENTS FOR RE-DELIVERY.

PAST DELIVERIES

1

Delivery History

TRACKING NO. : Nvinn8 **\$16.00**
CONTACT PERSON **Ankush** Total Price
*ingapore 520941,520941 **2 Items**

04-07-2018 10 AM-05 PM

TRACKING NO. : lymeJx **\$6.00**
CONTACT PERSON **A** Total Price
1 - 1A Joo Chiat Place (Test Job
Do Not Accept), *****,
Singapore, 427739, 427739 **1 Item**

11-05-2018 09:00 AM -05:00 PM

TRACKING NO. : 3Wmer2

Jobs Available **Suggested Jobs** **My Jobs** **Delivery History**

2

Back **Filter**

Show All

From Date

To Date

ONCE A DELIVERY IS COMPLETED, THE JOB WILL ENTER INTO "DELIVERY HISTORY".

YOU MAY SEARCH YOUR PAST DELIVERIES BY TAPPING ON FILTER ON THE TOP RIGHT CORNER.





THANK YOU FOR JOINING US!

PLEASE EMAIL US AT EXPRESS@UPARCEL.SG FOR ANY
CLARIFICATION OR HOW TO DO BETTER!