



USER GUIDE – WEB FORM

MALAYSIA

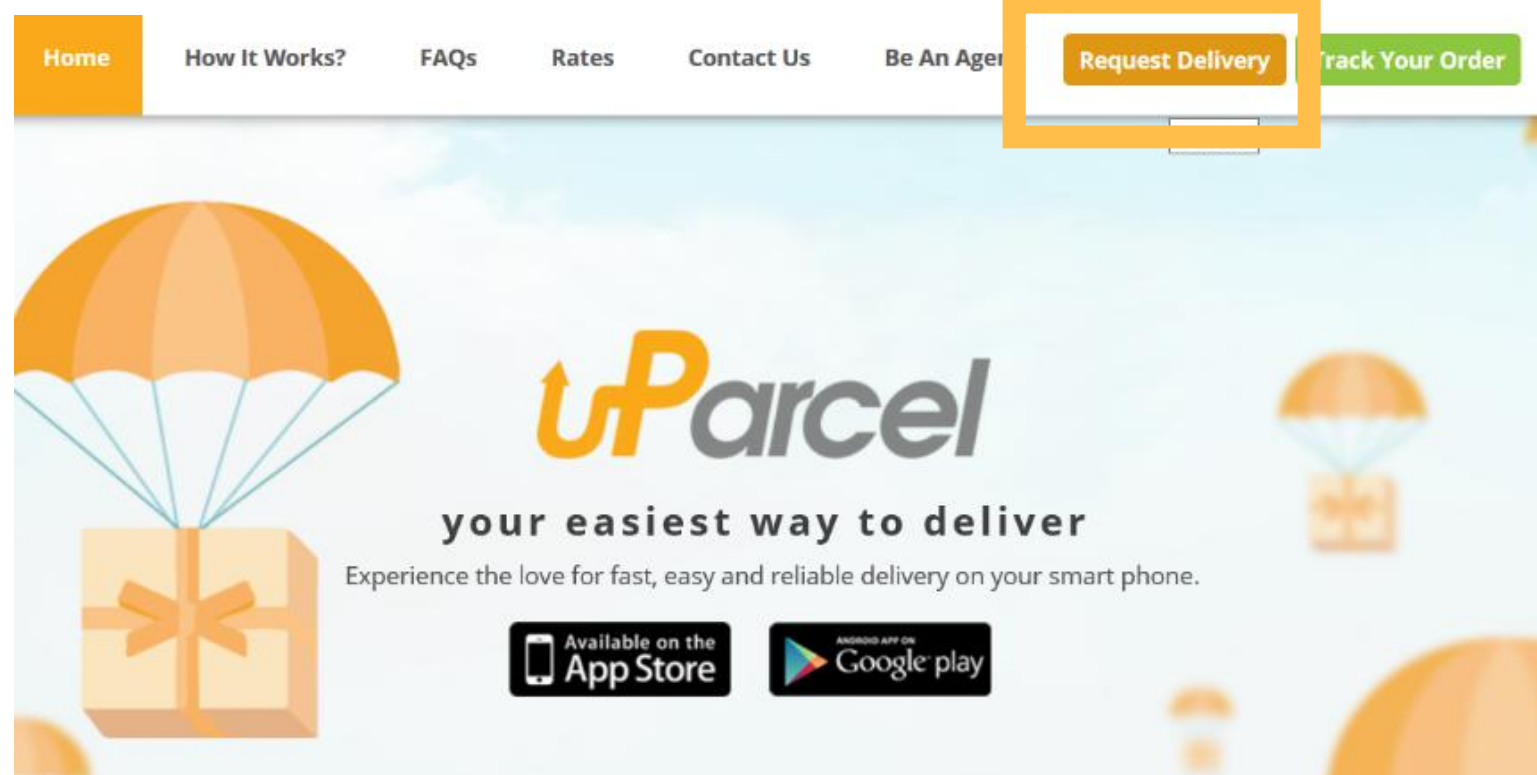


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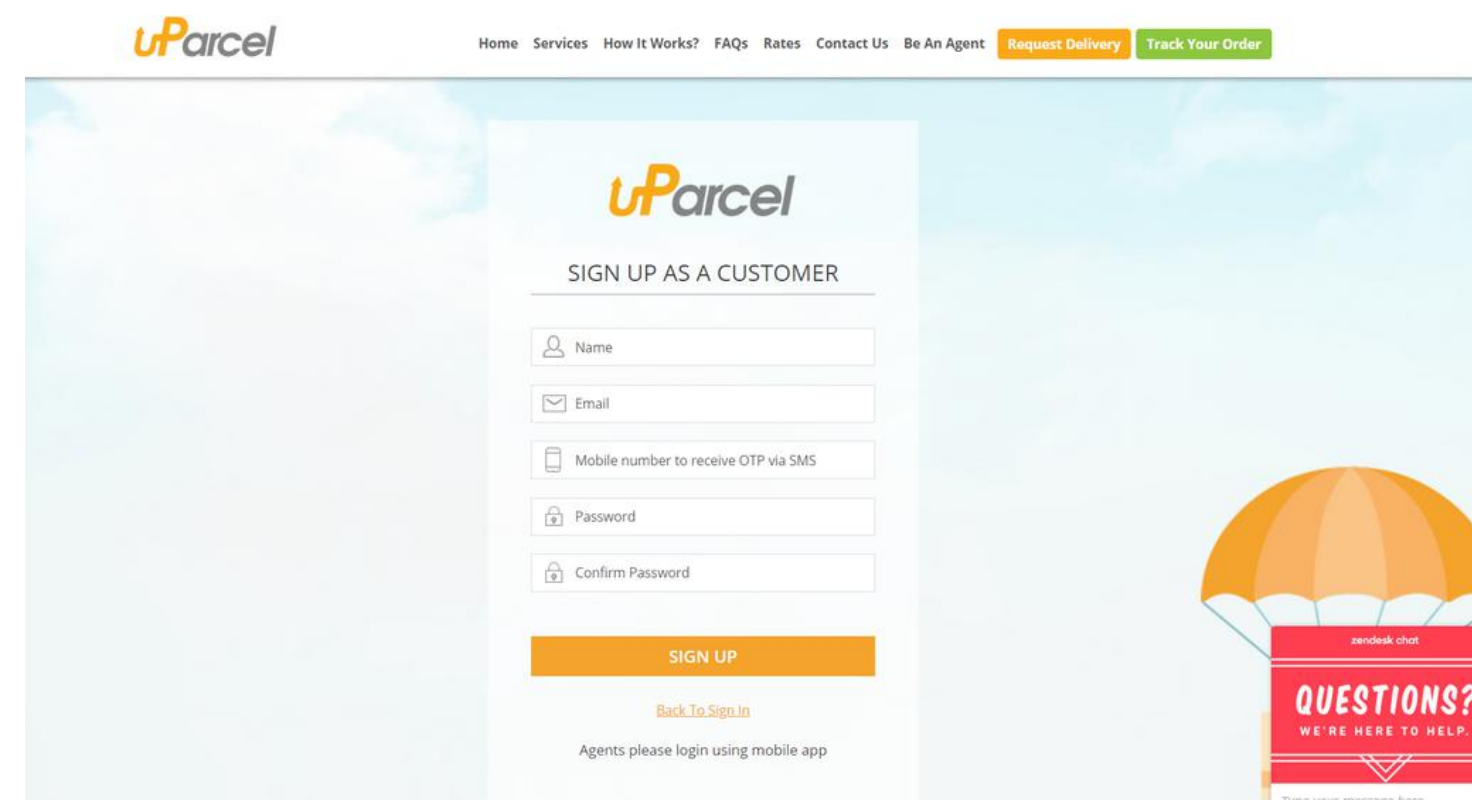
SIGN UP

1



VISIT [HTTPS://WWW.UPARCEL.CO/](https://www.uparcel.co/)
CLICK ON REQUEST DELIVERY.

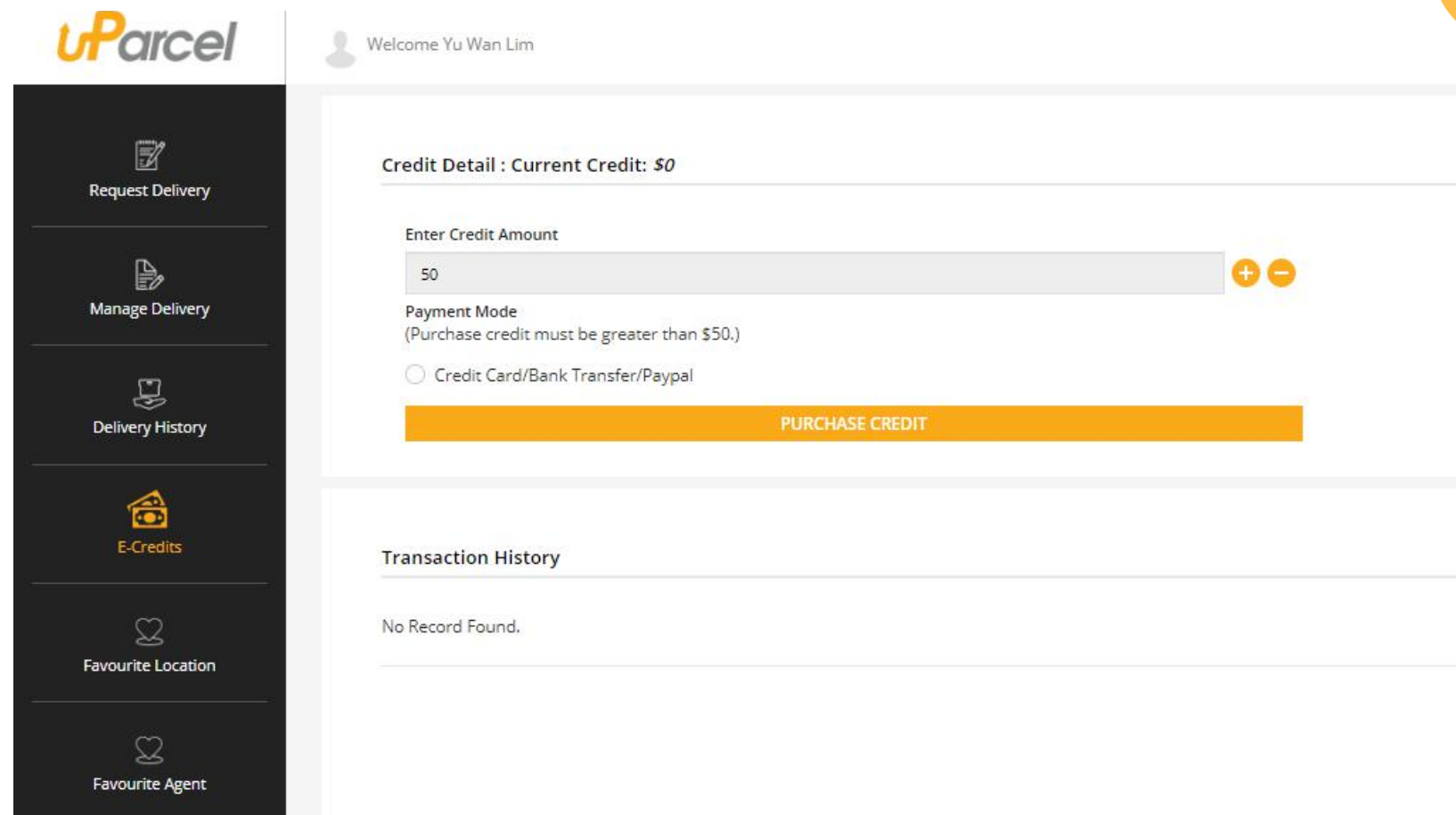
2



SIGN UP AN ACCOUNT WITH YOUR EMAIL AND MOBILE NUMBER. YOU WILL RECEIVE A ONE TIME PASSWORD (OTP) WHICH YOU NEED TO ENTER TO ACTIVATE THE ACCOUNT.

ADD CREDITS TO YOUR E-WALLET

1



The screenshot shows the uParcel user interface. On the left is a dark sidebar with icons and labels for 'Request Delivery', 'Manage Delivery', 'Delivery History', 'E-Credits' (highlighted with a yellow background and an arrow pointing to it), 'Favourite Location', and 'Favourite Agent'. The main content area is white and shows a user profile for 'Yu Wan Lim'. Below the profile, there is a section titled 'Credit Detail : Current Credit: \$0'. Underneath, there is a form with an 'Enter Credit Amount' input field containing the number '50' and '+' and '-' buttons. Below the input field is a 'Payment Mode' section with a note '(Purchase credit must be greater than \$50.)' and a radio button for 'Credit Card/Bank Transfer/Paypal'. A prominent orange button labeled 'PURCHASE CREDIT' is positioned below the payment mode options. At the bottom of the form, there is a 'Transaction History' section with the text 'No Record Found.'

SELECT 'E-CREDITS' AND ENTER THE AMOUNT OF CREDITS IN THE FIELD. DO NOTE THAT A MINIMUM AMOUNT OF \$50 IS REQUIRED.

2

Credit Detail : Current Credit: \$0

Enter Credit Amount

50

Payment Mode

(Purchase credit must be greater than \$50.)

Credit Card/Bank Transfer/Paypal

PURCHASE CREDIT

FOR CREDIT CARD PAYMENT, AMOUNT WILL BE DEDUCTED IMMEDIATELY AND THERE WILL BE A TRANSACTION FEE OF 2%. FOR BANK TRANSFER, THE AMOUNT WILL TAKE ONE DAY TO BE DEDUCTED.

REQUESTING DELIVERY - SENDER DETAIL

1



2

SELECT 'REQUEST DELIVERY' TO START YOUR REQUEST.
FILL IN THE PICKUP DETAILS ACCORDINGLY.

ADDRESS WILL AUTO-POPULATE FROM GOOGLE MAP.
REMEMBER TO FILL IN THE UNIT NUMBER.
YOU MAY SELECT 'ADD TO FAVOURITE' IF YOU WOULD LIKE TO SAVE
THIS ADDRESS. CLICK 'SAVE LOCATION' ONCE YOU ARE DONE.

REQUESTING DELIVERY - SENDER DETAIL

3

Pick Up Details

✔ Alert!
Pickup location is successfully added

Contact Person: Yu Wan Lim

Contact Number: 83688651

Pick Up Location: SS 18/1B
No. 7, 1ST Floor, Subang Jaya, Selangor., No. 7, 1ST Floor, Subang Jaya, Selangor., MALAYSIA, 47500

Pick Up Date: 02/07/2019

Pick Up Time: 11:00 AM To 03:00 PM

I need parcel to be delivered in 1 hour
* If Pick Up Time is not available/visible, please select next date.

Delivery Mode: My Fleet All Agents

Allow sms notifications for this delivery request.

Remark (Optional): Remark (Optional)

Load Favourite
No location added.

NEXT

FILL IN PICKUP DATE, PICKUP TIME, SELECT AGENT AND REMARKS (OPTIONAL). CLICK ON 'NEXT' TO PROCEED.

4

Delivery Mode: My Fleet All Agents

Select Fleet:

Remark (Optional):

- [Select all]
- Abhas Vohra
- William
- Mabeline

NEXT

YOU CAN NOW SELECT YOUR TRUSTED AGENTS IN YOUR 'MY FLEET' LIST OR YOU CAN CHOOSE TO NOTIFY EVERY AGENT WHO IS AVAILABLE IN THE UPARCEL NETWORK. UNDER 'MY FLEET', YOU MAY CLICK ON THE DROP DOWN LIST AND SELECT *ONE OR ALL* OF YOUR FAVOURITE AGENTS BY CHECKING THE BOX BELOW. (REFER TO PAGE 19-22 FOR MORE DETAILS)

REQUESTING DELIVERY - RECEIVER DETAIL

le

Receiver Person:	<input type="text" value="Mabeline"/>
Contact Number:	<input type="text" value="65898764"/>
Drop Off Location:	<input type="text" value="01-29, Jalan Riong, Bangsar, #02-63, MALAYSIA, 59100"/>
Multiple Parcel:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Select Parcel Size:	<input type="text" value="-- select an option --"/>
Delivery Type:	<input type="text" value="-- select an option --"/>
Preferred Delivery Time:	<input type="text"/> To <input type="text"/>
Parcel Image (Optional):	<input type="text" value=""/>
Item Description/Remarks:	<input type="text" value="Item Description/Remarks"/>
Extra Services(OPTIONAL):	<input type="checkbox"/> Requires Waiting Time (Max.30 mins) (+\$15.00) <input type="checkbox"/> Fragile Items (+\$5.00) <input type="checkbox"/> Verify Name and ID (+\$3.00) <input type="checkbox"/> Requires Return Trip - Documents (2 Days) (+\$10.00) <input type="checkbox"/> Food Delivery + \$2 (+\$2.00)

[BACK](#) [NEXT](#) [ADD ANOTHER PARCEL](#)

Load Favourite

No location added.

FILL IN RECEIVER'S DETAILS ACCORDINGLY.

MULTIPLE PARCELS

1

Receiver Person: Mabeline

Contact Number: 65898764

Drop Off Location: 01-29, Jalan Riong, Bangsar, #02-63, MALAYSIA, 59100

Multiple Parcel: Yes No

Select Parcel Size:

- Documents Max, <1kg
- <80cm (H+L+B), Max 3kg
- <100cm (H+L+B), Max 5kg
- <120 cm (H+L+W) & max 10kg

Delivery Type: -- select an option --

Preferred Delivery Time: [] To []

Parcel Image (Optional):

FOR MULTIPLE PARCELS TO THE **SAME** LOCATION, PLEASE SELECT 'YES' UNDER MULTIPLE PARCEL AND INDICATE THE NUMBER OF CARTONS FOR EACH PACKAGE SIZE.

2

Receiver Person: Mabeline

Contact Number: 65898764

Drop Off Location: 01-29, Jalan Riong, Bangsar, #02-63, MALAYSIA, 59100

Multiple Parcel: Yes No

Select Parcel Size: -- select an option --

Delivery Type: -- select an option --

Preferred Delivery Time: [] To []

Parcel Image (Optional):

Item Description/Remarks: Item Description/Remarks

Extra Services(OPTIONAL):

- Requires Waiting Time (Max.30 mins) (+\$15.00)
- Fragile Items (+\$5.00)
- Verify Name and ID (+\$3.00)
- Requires Return Trip - Documents (2 Days) (+\$10.00)
- Food Delivery + \$2 (+\$2.00)

BACK NEXT **ADD ANOTHER PARCEL**

IF YOU HAVE **DIFFERENT** DELIVERY LOCATIONS, CLICK ON 'ADD ANOTHER PARCEL' TO CONTINUE ADDING THE VARIOUS DELIVERY LOCATIONS.

EXTRA SERVICES

? Extra Services(OPTIONAL):

Requires Waiting Time (Max.30 mins)
(+\$15.00)

Fragile Items (+\$5.00)

Verify Name and ID (+\$3.00)

Requires Return Trip - Documents (2 Days)
(+\$10.00)

Food Delivery + \$2 (+\$2.00)

BACK

NEXT

ADD ANOTHER PARCEL

A) **EXTRA WAITING TIME (30 MINS)** : OUR DELIVERY AGENTS WILL ONLY WAIT UP TO 10 MINS FOR NORMAL DELIVERIES

B) **NAME AND ID VERIFICATION**: FOR VALUABLE PARCELS THAT REQUIRES EXTRA SECURITY

C) **FOOD DELIVERY** : FOR FOOD ITEMS

D) **FRAGILE ITEMS** : FOR DELIVERING FRAGILE ITEMS SUCH AS GLASS/FLOWERS/ANY ITEMS THAT CANNOT BE SQUASHED, STACKED

E) **RETURN TRIP**: FOR NON-URGENT RETURN TRIP IN 2 WORKING DAYS

CONFIRMING DELIVERY REQUEST

Pick Up Detail

Contact Person: Yu Wan Lim
Contact Number: 83688651
Pick Up Location: SS 18/1B No. 7, No. 7, 1ST Floor, Subang Jaya, Selangor., MALAYSIA, 47500
Pick Up Date: 02/07/2019
Pick Up Time: 12:00 PM -04:00 PM
Remark (Optional):

Parcel Selection

Receiver Name	Mobile No.	Drop Off Location	Parcel Size	No. Of Items	Delivery Type	Preferred Delivery Time	Delivey Order	Price	Value Added Service	Remark (Optional)	Total
Mabeline	65898764	01-29, Jalan Riong, Bangsar, #02-63, MALAYSIA, 59100	Documents Max, <1kg	NA	Same Day Delivery 02/07/2019	01:00 PM -06:00 PM	NA	\$14.00	N.A.		\$14.00
Mabeline	65898764	01-29, Jalan Riong, Bangsar, #02-63, MALAYSIA, 57100	Documents Max, <1kg	NA	3 hours express 02/07/2019	11:00 AM -03:00 PM	NA	\$20	N.A.		\$20

Subtotal: \$34

Additional Region Charge: N.A.

Tip (Optional):

Promo Code (Optional):

[Apply Promo Code](#)

Total: \$34

UNDER CONFIRM REQUEST, YOU CAN CHECK THROUGH THE DETAILS FOR THE PICKUP AND DELIVERIES.

EDITING DELIVERY REQUEST



Parcel Selection

Receiver Name	Mobile No.	Drop Off Location	Parcel Size	Delivery Type	Preferred Delivery Time	Price	Remark (Optional)	Actions
Mabeline	65898764	01-29, Jalan Riong, Bangsar, #02-63, MALAYSIA, 59100	Documents Max, <1kg	Same Day Delivery	12:00 PM -07:00 PM	\$14		  
Mabeline	65898764	01-29, Jalan Riong, Bangsar, #02-63, MALAYSIA, 57100	Documents Max, <1kg	3 hours express	11:00 AM -03:00 PM	\$20		  



NEXT

Upload excel file for multiple jobs (optional)

No file chosen

Allowed file extensions: *.xls and *.xlsx file only

[Download Sample Excel File](#)

Parcel Details

Receiver Person:

Contact Number:

Drop Off Location:

Load Favourite

No location added.

IF YOU WOULD LIKE TO EDIT THE DETAILS, SIMPLY CLICK ON THE PENCIL ICON.
TO DELETE, CLICK ON THE BIN ICON AND TO REPLICATE A JOB, CLICK ON THE COPY ICON.
AFTER YOU HAVE FINISH, CLICK ON 'SAVE' TO GO TO CONFIRM REQUEST.

TIPS AND PAYMENT

1

Subtotal: \$34

Additional Region Charge: N.A.

Tip (Optional):

Promo Code (Optional):

Total: \$34

YOU MAY ADD TIPS TO THE JOB REQUEST IF YOU WOULD LIKE TO TIP THE DELIVERY AGENT OR ENTER PROMOTIONAL CODE IF ANY. CLICK 'NEXT' TO GO TO PAYMENT.

2

Parcel Selection

Receiver Name	Mobile No.	Drop Off Location	Parcel Size	No. Of Items	Delivery Type	Preferred Delivery Time
Mabeline	65898764	01-29, Jalan Riong, Bangsar, #02-63, MALAYSIA, 59100	Documents Max, <1kg	NA	Same Day Delivery 02/07/2019	01:00 PM -06:00 PM
Mabeline	65898764	01-29, Jalan Riong, Bangsar, #02-63, MALAYSIA, 57100	Documents Max, <1kg	NA	3 hours express 02/07/2019	11:00 AM -03:00 PM
Subtotal						
Tip						
Promo Amount						
Total						

Payment Method

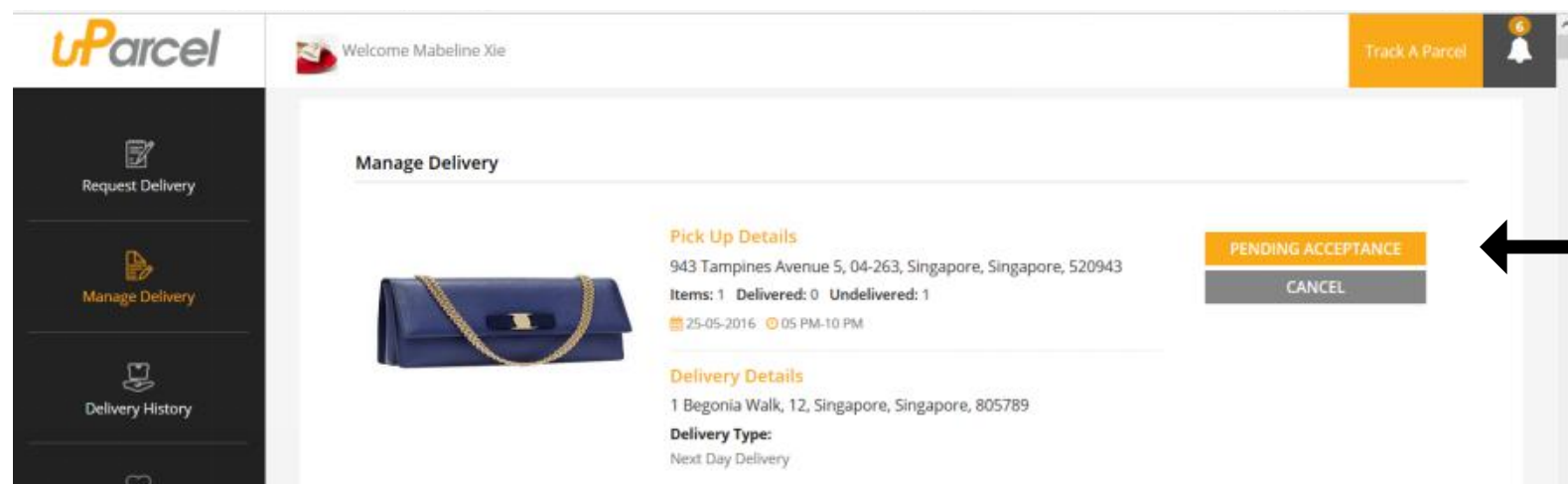
- Corporate Account
- Credit Card



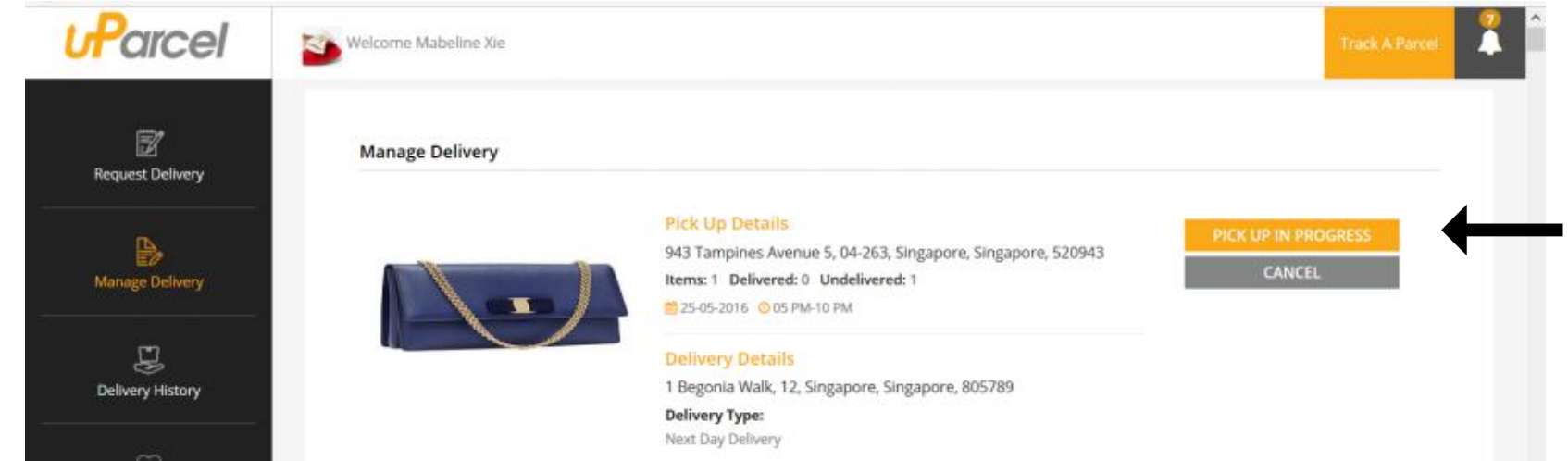
CHOOSE YOUR PREFERRED PAYMENT METHOD. WE DO NOT ACCEPT CASH PAYMENT.

CHECK DELIVERY STATUSES

1



2



TO CHECK YOUR DELIVERY REQUEST, GO TO 'MANAGE DELIVERY', AND YOU WILL SEE YOUR JOB UNDER 'PENDING ACCEPTANCE'.

ONCE THE JOB HAS BEEN ACCEPTED BY OUR DELIVERY AGENT, THE STATUS WILL CHANGE TO 'PICKUP IN PROGRESS'.

CHECK DELIVERY STATUSES



Pick Up Details
10 Kaki Bukit Avenue 4 Premier @ Kaki Bukit TEST JOB DO NOT ACCEPT,
Singapore, 415874
Items: 3 Delivered: 0 Undelivered: 3
10-05-2018 09:00 AM -03:00 PM

Delivery Details
177 River Valley Road, #B1-12, Liang Court, S179030
Delivery Type:
Next Day Delivery
Fleet Agent

ITEM PICKED UP
PRINT WAYBILL

ONCE PARCEL HAS BEEN PICKED UP, THE STATUS WILL SWITCH TO 'ITEM PICKED UP'.

CONTACTING DELIVERY AGENT

The screenshot displays a mobile application interface. On the left is a dark sidebar with navigation options: 'My Profile', 'Contact Us', 'Privacy Statements', and 'Logout'. The main content area is titled 'Package Selection' and features a table with the following data:

Parcel Status	Tracking Number	Receiver Name	Contact No.	Drop Off Location	Parcel Size	Delivery Type	Price	Payment	Remark (Optional)
Pick up in Progress	aXMzTC	Kelyn	93423423	1 Begonia Walk, 12, Singapore, Singapore, 805789	<60 cm (H + L + W), max 4kg	Next Day Delivery	\$5	Corporate Account Holders	

Below the table, a summary shows: Sub Total: \$5.00, Tip: \$2.00, Total: \$7.00. A prominent orange button labeled 'PICK UP IN PROGRESS' is located below the summary. Underneath, the 'Driver Detail' section shows a placeholder for a driver's profile picture, contact information for 'Williammabel' (Mobile Number: 92353832), and a 5-star rating. An orange 'TRACK AGENT' button is positioned to the right of the driver details.

CLICK ON 'PICKUP IN PROGRESS' TO VIEW THE TRACKING DETAILS AND CONTACT YOUR DELIVERY AGENT.

WAYBILL SLIP


Request Delivery

Manage Delivery

Delivery History

Invoice

Manage Delivery




Pick Up Details
8 BURN ROAD, 16-124, SINGAPORE, 369977
Items: 1 Delivered: 0 Undelivered: 1
20-03-2017 05 PM-10 PM

Delivery Details
32 Tanglin Halt Road, #14-234, SINGAPORE, 142032
Delivery Type:
Same Day (pickup after 5pm is delivered next am)

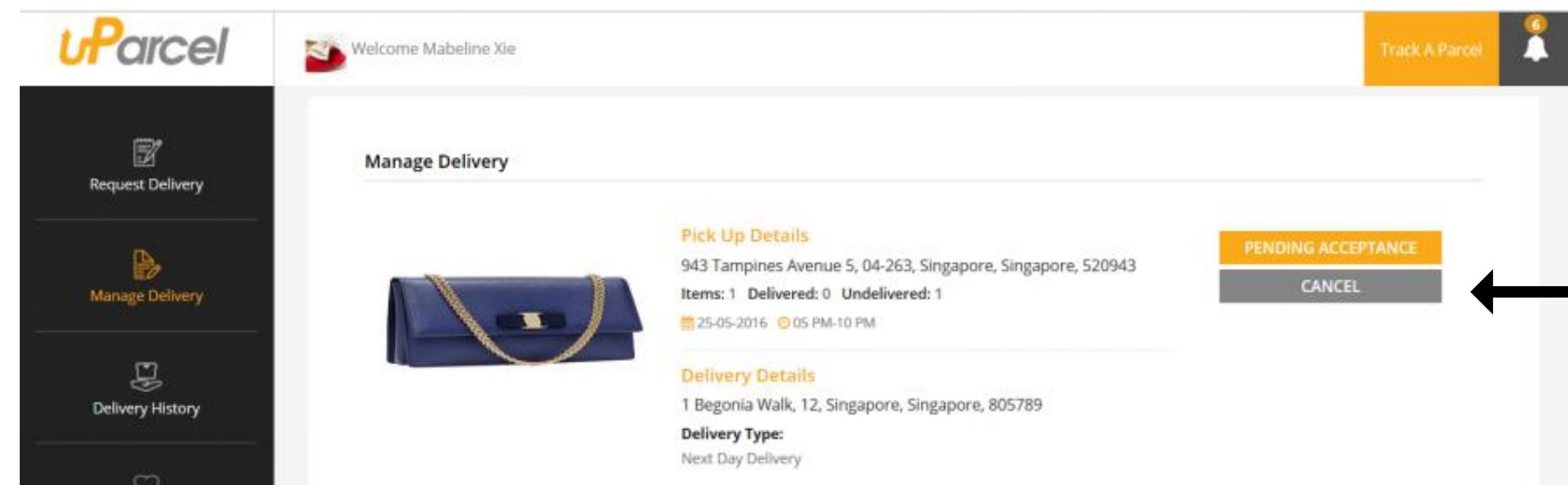
ITEM PICKED UP

PRINT WAYBILL



UNDER 'MANAGE DELIVERY', YOU CAN SELECT 'PRINT WAYBILL' TO PRINT OUT YOUR DELIVERY SLIP.

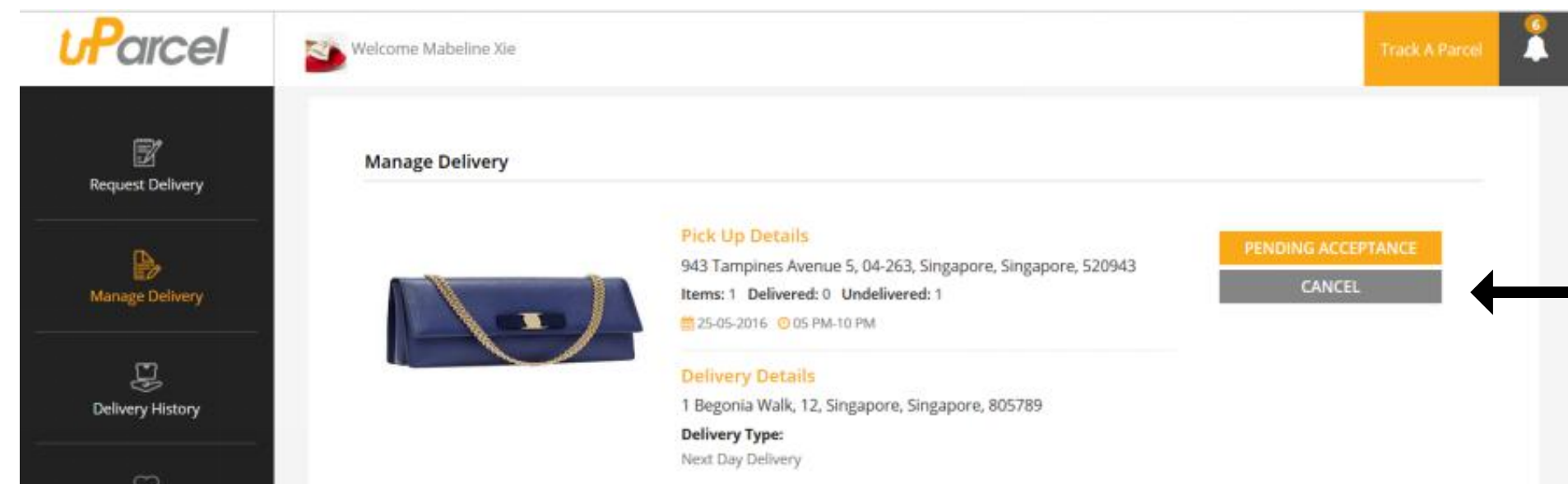
CANCELLATION OF DELIVERY REQUEST



IF YOU WOULD LIKE TO CANCEL THE DELIVER REQUEST, CLICK ON THE **'CANCEL'** BUTTON.

ONCE JOB IS CANCELLED BY YOURSELF OR ADMIN, A NOTIFICATION WILL BE SENT TO THE AGENT AND YOUR JOB REQUEST WILL APPEAR AS **'DRAFT'** UNDER MANAGE DELIVERY. YOU CAN EDIT THE JOB REQUEST BY CLICKING ON IT.

CANCELLATION OF DELIVERY REQUEST



YOUR JOB MAY BE CANCELLED BY DELIVERY AGENT DUE TO THE FOLLOWING REASONS:

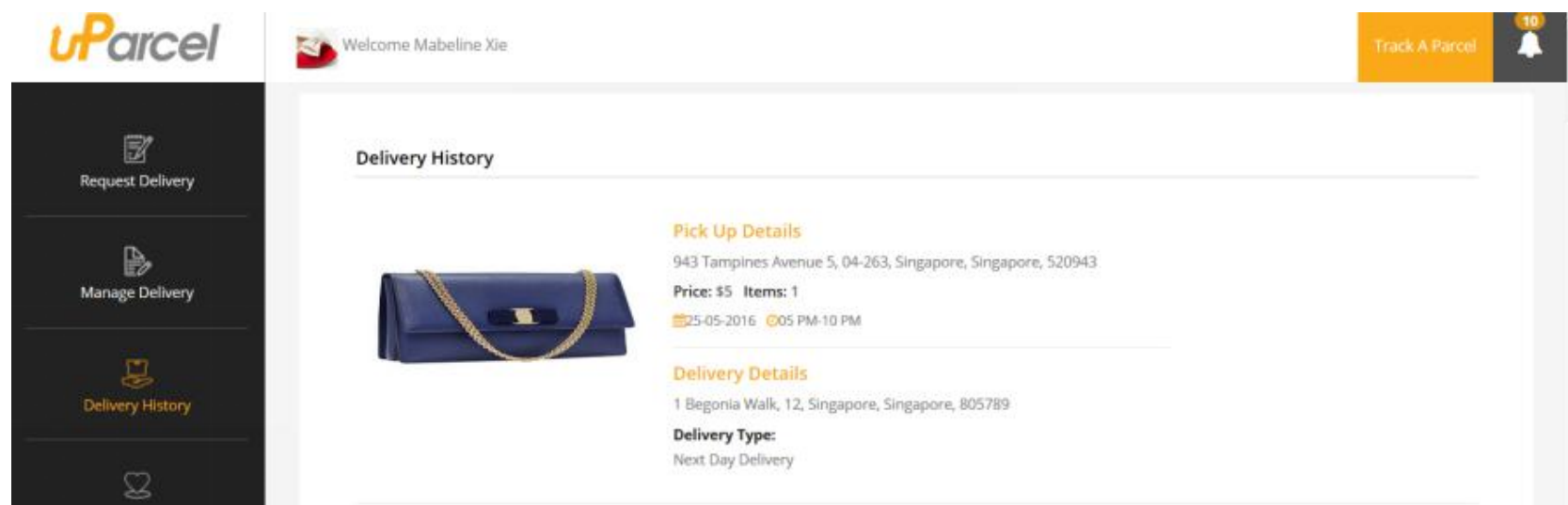
A)AGENT HAS ARRIVED BUT PARCEL SIZE IS OVERSIZE

B)PARCEL IS NOT READY FOR COLLECTION

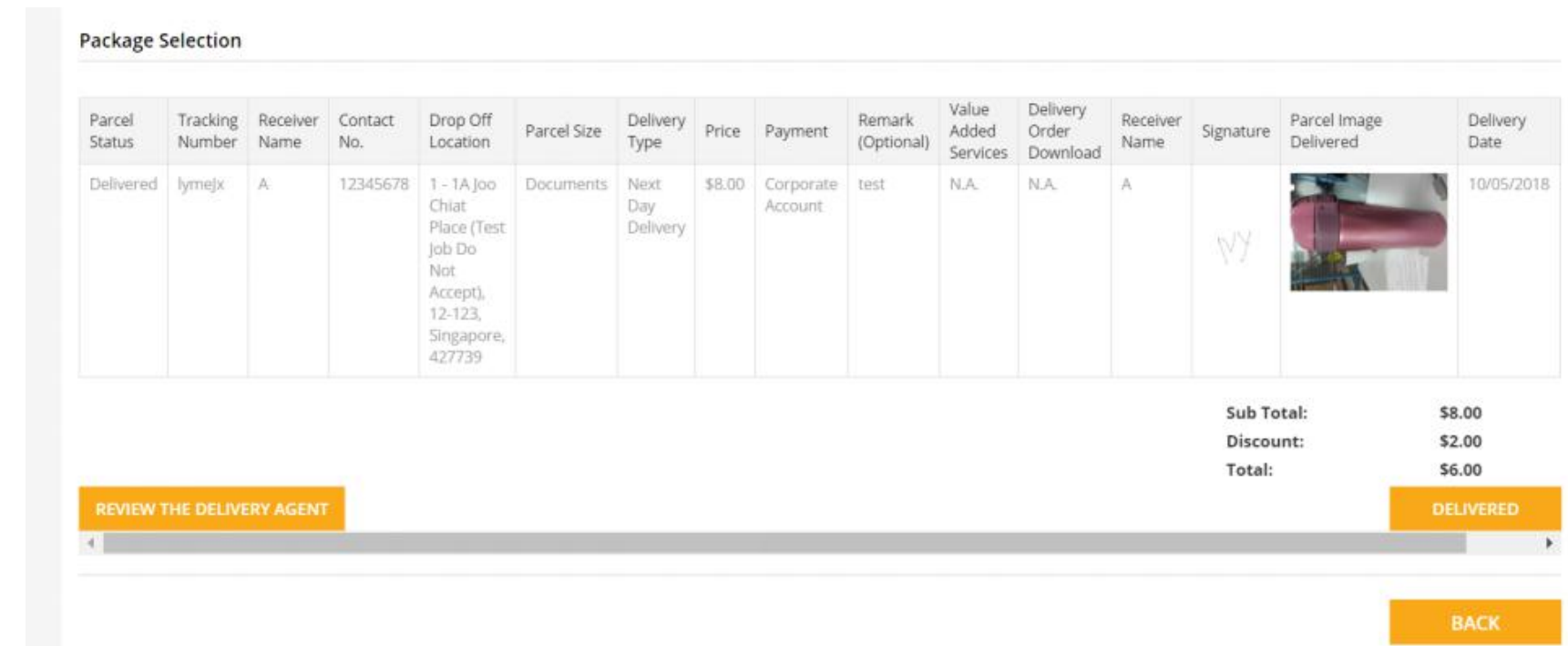
THIS WILL BE CONSIDERED AS A FAILED PICK UP AND 50% FEE IS CHARGED. YOUR JOB WILL NOT APPEAR UNDER 'MANAGE DELIVERY' AND YOU WILL NEED TO RE-POST ANOTHER JOB AGAIN.

COMPLETED DELIVERIES

1



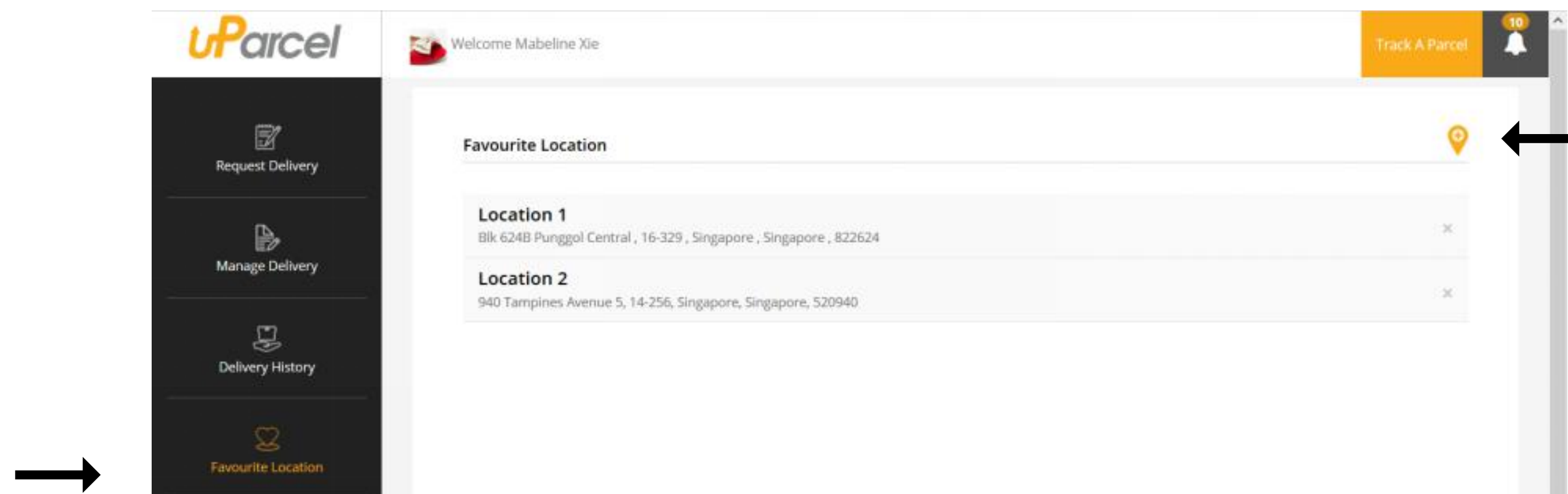
2



ONCE PARCEL HAS BEEN DELIVERED, YOU WILL RECEIVE AN EMAIL WITH THE RECEIPT IN WHICH YOU CAN ALSO VIEW UNDER 'DELIVERY HISTORY'.

YOU WILL ALSO BE ABLE TO VIEW RECEIVER'S SIGNATURE, SOFT COPY OF THE D.O AND REVIEW YOUR DELIVERY AGENT HERE.

ADD FAVOURITE LOCATION




IF YOU HAVE PARCELS FREQUENTLY GOING TO THE SAME LOCATION, YOU CAN ADD THE ADDRESS TO YOUR FAVOURITE. CLICK ON 'FAVOURITE LOCATION' AND CLICK ON THE SMALL 'ADD CURSOR' AT THE TOP RIGHT HAND CORNER.

MY FLEET: HOW IT WORKS

1

2

Package Selection

Parcel Status	Tracking Number	Receiver Name	Contact No.	Drop Off Location	Parcel Size	Delivery Type	Price	Payment	Remark (Optional)	Value Added Services	Delivery Order Download	Receiver Name	Signature	Parcel Image Delivered	Delivery Date
Delivered	lymejx	A	12345678	1 - 1A Joo Chiat Place (Test Job Do Not Accept), 12-123, Singapore, 427739	Documents	Next Day Delivery	\$8.00	Corporate Account	test	N.A.	N.A.	A			10/05/2018

Sub Total: \$8.00
Discount: \$2.00
Total: \$6.00

REVIEW THE DELIVERY AGENT

DELIVERED

BACK

Review Agent



Jay Chow

Contact Number: 93801383



Rating: ☆☆☆☆☆

Remarks:

SUBMIT

TO ADD YOUR FAVOURITE AGENT TO "MY FLEET" LIST, CLICK ON "REVIEW THE DELIVERY AGENT BUTTON"

CLICK ON THE HEART ICON TO ADD THIS AGENT TO "MY FLEET".

MY FLEET: HOW IT WORKS

3

Pick Up Location: 8 BURN ROAD, 16-124, SINGAPORE, 369977

Pick Up Date: 17/03/2017

Pick Up Time: 09 AM-01 PM

Delivery Mode: My Fleet All Agents

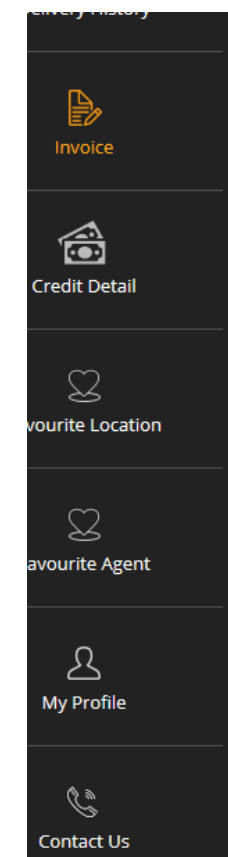
Select Fleet:

Remark (Optional):

- [Select all]
- Abhas Vohra
- William
- Mabeline

NEXT

4



Contact Person: Carrie Lee

Contact Number: 96784521

Pick Up Location: 226 Lorong 8 Toa Payoh, Singapore, 310226

Pick Up Date: 30/03/2017

Pick Up Time: 09 AM-01 PM

Fleet Agent: [View Agent](#)

Remark (Optional):

Parcel Selection

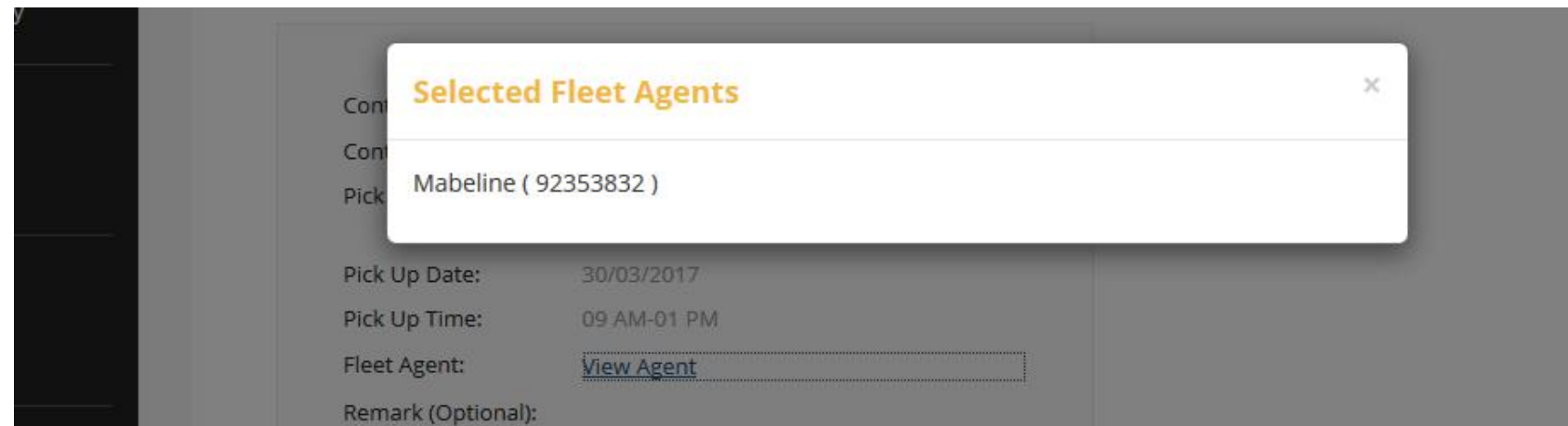
Receiver Name	Mobile No.	Drop Off Location	Parcel Size	Delivery Type	Preferred Delivery Time	Price	Remark (Optional)	Total
James Poh	87094532	1 - 1A Penhas Road, , Singapore, 208173	Documents	3 hours express 30/03/2017	NA	\$12		\$12
Subtotal								\$12.00
Tip								\$0.00
Promo								\$0.00

TO SELECT AGENTS UNDER "MY FLEET", CLICK ON THE DROPDOWN LIST AND TICK YOUR FAVOURITE DELIVERY AGENT OR AGENTS ACCORDINGLY.

YOU WILL BE ABLE TO VIEW YOUR AGENT HERE.

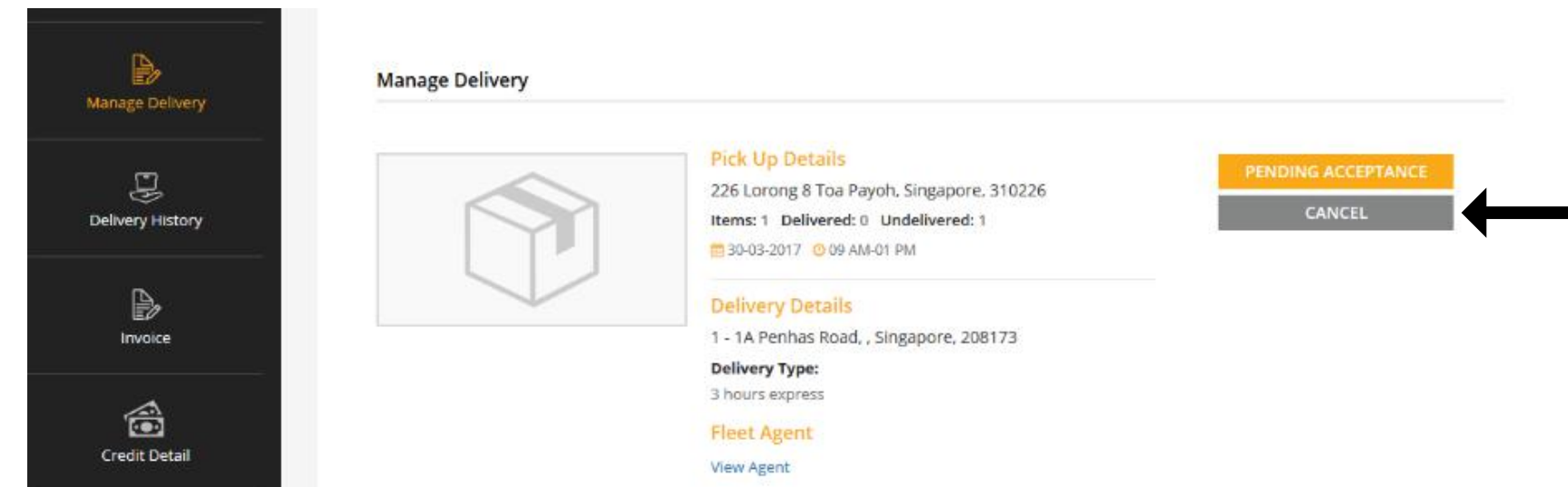
MY FLEET: HOW IT WORKS

5



BY CLICKING ON IT, YOU WILL SEE THE SELECTED FLEET AGENT/S AS SHOWN

6



SHOULD YOUR SELECTED FLEET AGENTS NOT ACCEPT YOUR DELIVERY REQUEST AFTER 10 MINUTES OF WAIT, YOU ARE ADVISED TO CANCEL YOUR CURRENT BOOKING BY CLICKING "CANCEL" UNDER MANAGE DELIVERY TAB.

MY FLEET: HOW IT WORKS

7

Manage Delivery



Pick Up Details

226 Lorong 8 Toa Payoh, Singapore, 310226

Items: 1 Delivered: 0 Undelivered: 1

30-03-2017 09 AM-01 PM

Delivery Details

1 - 1A Penhas Road, , Singapore, 208173

Delivery Type:

3 hours express

Fleet Agent

[View Agent](#)

DRAFT

DELETE

8

Delivery History

Invoice

Credit Detail

Favorite Location

Favorite Agent

My Profile

Pick Up Details

Contact Person: Carrie Lee

Contact Number: 96784521

Pick Up Location: 226 Lorong 8 Toa Payoh, Singapore, 310226

Pick Up Date: 30/03/2017

Pick Up Time: 09 AM-01 PM

Delivery Mode: My Fleet All Agents

Remark (Optional): Remark (Optional)

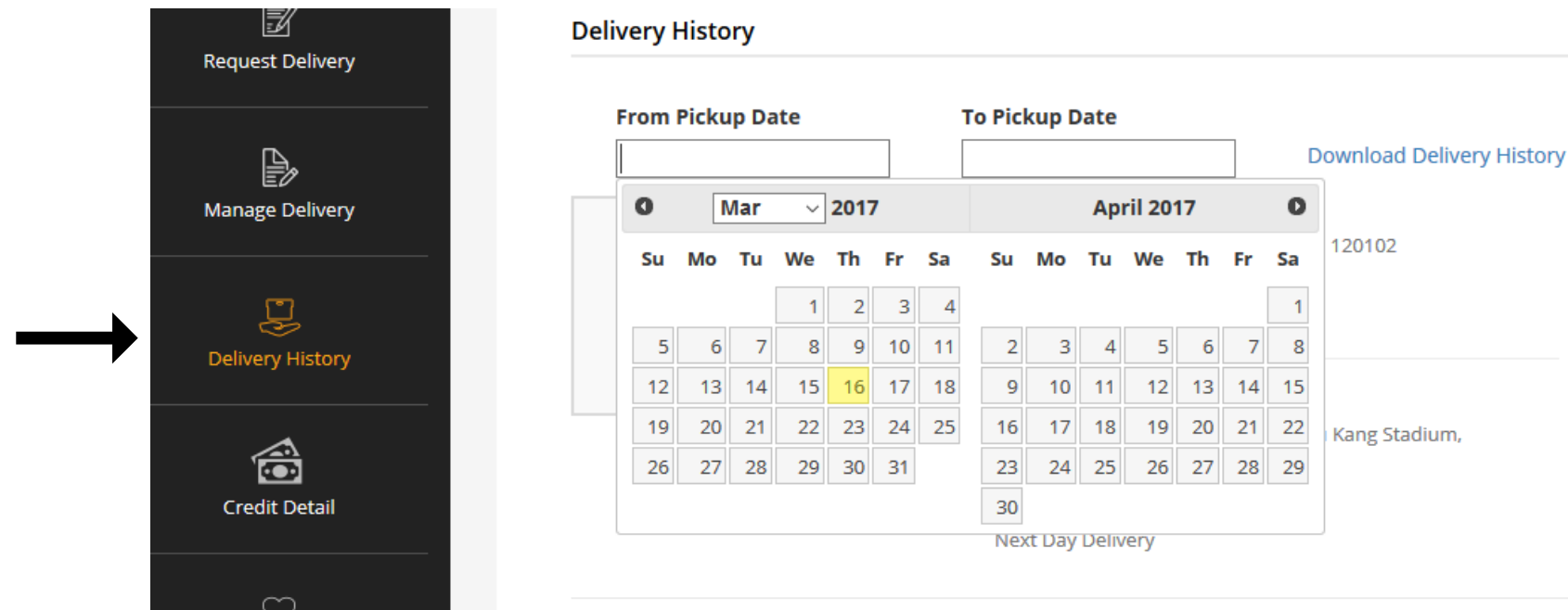
NEXT

YOU WILL BE ABLE TO EDIT YOUR DELIVERY REQUEST BY CLICKING ON "DRAFT" UNDER MANAGE DELIVERY TAB.

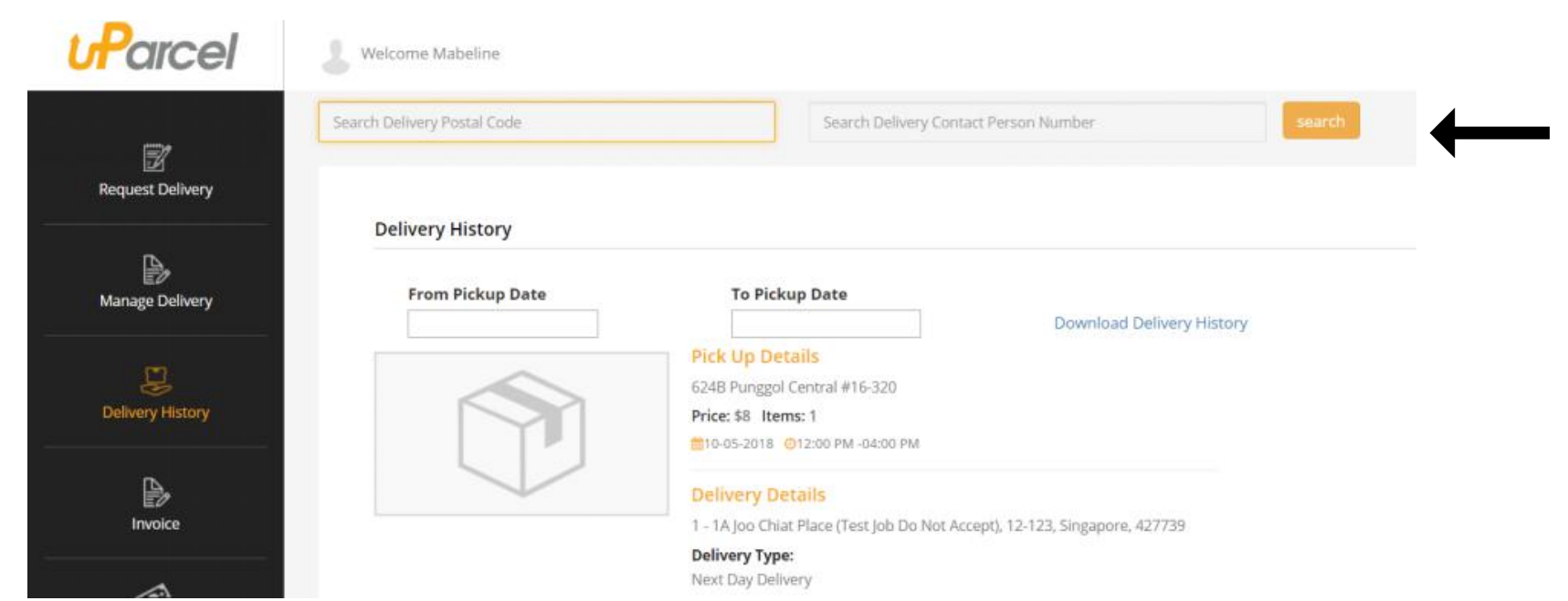
SELECT "ALL AGENTS" IN ORDER TO REPOST YOUR REQUEST TO ALL OUR AVAILABLE AGENTS UNDER OUR UPARCEL NETWORK. THEN CLICK ON "NEXT" TO PROCEED.

DELIVERY HISTORY

1



2

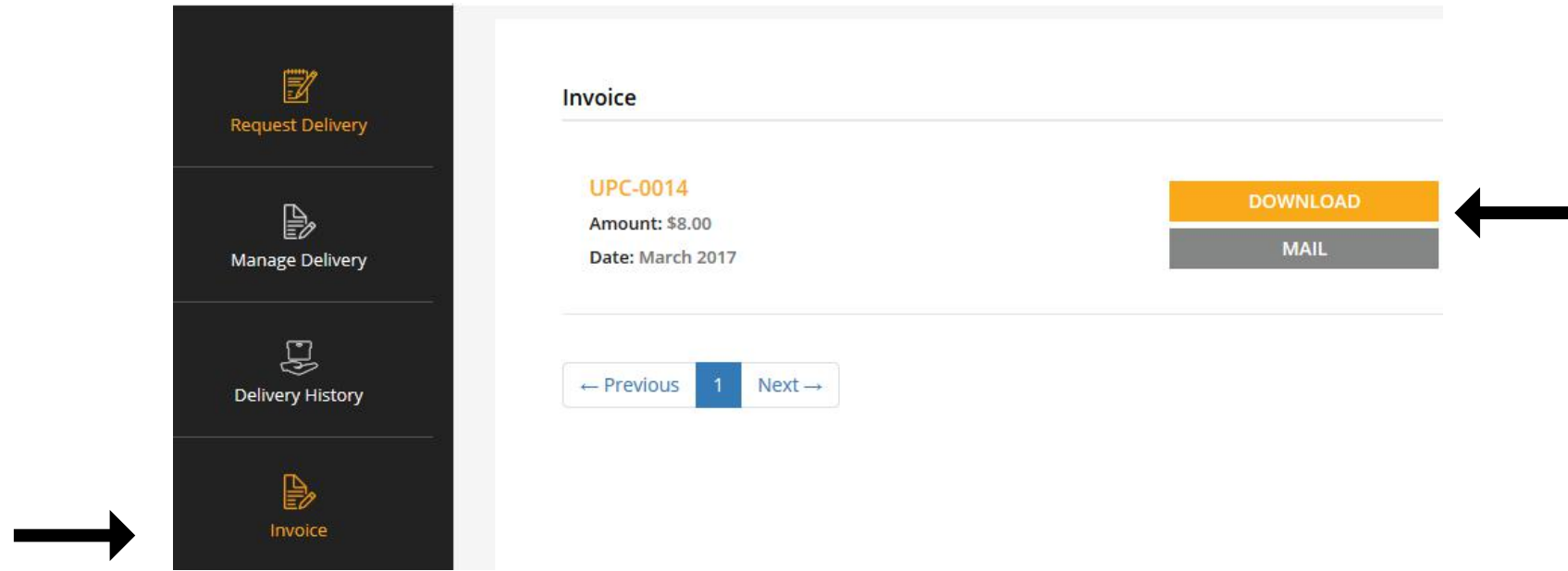


TO DOWNLOAD DELIVERY HISTORY REPORT, CLICK ON THE 'DELIVERY HISTORY' TAB. YOU ARE ABLE TO FILTER THE DELIVERY REPORT BY THE PICKUP DATE BELOW AND CLICK ON 'DOWNLOAD DELIVERY HISTORY'.

YOU MAY ALSO FILTER BY POSTAL CODE OR THE CONTACT NUMBER OF YOUR DELIVERY LOCATION

INVOICE (CORPORATE ACCOUNT)

1



FOR CORPORATE ACCOUNTS, YOU CAN CLICK ON 'INVOICE' TAB AND DOWNLOAD YOUR INVOICE DIRECTLY FROM YOUR ACCOUNT.

2



CLICK ON 'MAIL' AND THE INVOICE WILL BE SENT TO YOUR EMAIL ADDRESS DIRECTLY.

INDIVIDUAL DELIVERY REPORT

1

The screenshot shows the uParcel web interface. The left sidebar contains navigation options: Request Delivery, Manage Delivery, Delivery History (highlighted), and Invoice. The main content area is titled 'Delivery History' and includes a 'Track A Parcel' button. Below this, there are date selection fields for 'From Pickup Date' and 'To Pickup Date', and a 'Download Delivery History' link. A 'Pick Up Details' section is highlighted with a black arrow, showing a box icon, pickup address (8 BURN ROAD, 16-124, SINGAPORE, 369977), price (\$15), items (1), pickup date (20-03-2017), and pickup time (05 PM-10 PM). Below this is the 'Delivery Details' section, showing the delivery address (32 Tanglin Halt Road, #14-234, SINGAPORE, 142032) and the delivery type (Same Day (pickup after 5pm is delivered next am)).

2

The screenshot shows the uParcel web interface with the 'Pick Up Detail' section expanded. A black arrow points to the 'Download PDF' link in the top right corner of this section. The 'Pick Up Detail' section contains the following information: Contact Person: Mabeline, Mobile Number: 92353832, Pick Up Location: 8 BURN ROAD, 16-124, SINGAPORE, 369977, Pick Up Date: 20/03/2017, Pick Up Time: 05 PM-10 PM, and Remark (Optional): Please call before delivery. Below this is the 'Package Selection' table.

Parcel Status	Tracking Number	Receiver Name	Contact No.	Drop Off Location	Parcel Size	Delivery Type	Price	Payment	Remark (Optional)	Receiver Name	Signature	Delivery Date	Delivery Time
Delivered	x7cPz3	Cindy Liew	94562504	32 Tanglin Halt Road, #14-234, SINGAPORE, 142033	<100 cm (H+L+W) & max. 8kg	Same Day (pickup after 5pm is delivered)	\$15	E-Wallet		Cindy Liew		20/03/2017	10:41 AM

TO DOWNLOAD INDIVIDUAL DELIVERY REPORT,
CLICK INTO THE JOB TO VIEW THE DETAILS.

CLICK 'DOWNLOAD PDF'

CORPORATE ACCOUNT

1

Postal Code: []

Company Contact No.: [Company Contact Number]

Email Address: [Email]

Email for Monthly Invoice to be Sent: [Email]

Contact Person Name: [Contact Person Name]

Contact No.: [Contact Number]

Upload ACRA/Bizfile: [Choose File] No file chosen

Terms & Conditions

[SUBMIT](#)

TO APPLY FOR CORPORATE ACCOUNT, DO SIGN UP FOR A NORMAL ACCOUNT FIRST. AFTER YOU HAVE LOGGED IN, SELECT 'REQUEST CORPORATE ACCOUNT'.
CORPORATE ACCOUNTS WILL BE APPROVED IN 1-3 WORKING DAYS.

2



I Agree to the following terms and conditions for applying a corporate account:

- a) Please note that all invoices are due 30 days from the date that the invoice is sent out via email.
- b) For payment overdue more than 30 days, there will be a late penalty fee of either \$25 or 1% per month on the invoice amount, whichever is higher.
- c) There is a minimum requirement of 10 deliveries per month for corporate account. Falling short of 10 deliveries per month, Uparcel will impose an admin fee of \$10 per invoice.



[I Agree](#)

[Close](#)

DO NOTE THAT YOU WOULD HAVE TO AGREE TO THE FOLLOWING TERMS AND CONDITIONS.

MULTIPLE JOBS - REGIONAL BATCHES



	<p>Pick Up Details 10 Kaki Bukit Avenue 4 Premier @ Kaki Bukit TEST JOB DO NOT ACCEPT, Singapore, 415874 Items: 3 Delivered: 0 Undelivered: 3 📅 10-05-2018 ⌚ 09:00 AM -03:00 PM</p> <hr/> <p>Delivery Details 498 Changi Road, Singapore 419903 Delivery Type: Next Day Delivery</p> <p>Fleet Agent View Agent</p>	<p>PICK UP IN PROGRESS</p> <p>CANCEL</p> <p>PRINT WAYBILL</p>
	<p>Pick Up Details 10 Kaki Bukit Avenue 4 Premier @ Kaki Bukit TEST JOB DO NOT ACCEPT, Singapore, 415874 Items: 3 Delivered: 0 Undelivered: 3 📅 10-05-2018 ⌚ 09:00 AM -03:00 PM</p> <hr/> <p>Delivery Details 68 Orchard Road, #B2-19A, Plaza Singapura, S238839 Delivery Type: Next Day Delivery</p> <p>Fleet Agent</p>	<p>PICK UP IN PROGRESS</p> <p>CANCEL</p> <p>PRINT WAYBILL</p>

FOR MULTIPLE JOBS, AFTER JOB IS POSTED OUT, THEY WILL BE AUTOMATICALLY SPLIT INTO BATCHES ACCORDING TO THEIR REGIONS.

FOR EXAMPLE, IF YOU HAVE 10 DELIVERIES GOING ISLAND WIDE LOCATIONS, THEY MAY SPLIT INTO 5 REGIONS (NORTH, SOUTH, EAST, WEST AND CENTRAL), AND 5 DELIVERY AGENTS WILL BE ASSIGNED TO PICKUP AND DELIVER.

YOU WILL BE ABLE TO VIEW THEM UNDER 'MANAGE DELIVERY'. THE EXAMPLE HERE SHOWS THAT THE JOBS ARE SPLIT INTO 2 BATCHES.



uParcel

THANK YOU

WE WOULD LOVE TO HEAR YOUR FEEDBACK!
LET US KNOW HOW WE CAN DO BETTER AT
EXPRESS@UPARCEL.CO