Customer Web User Guide

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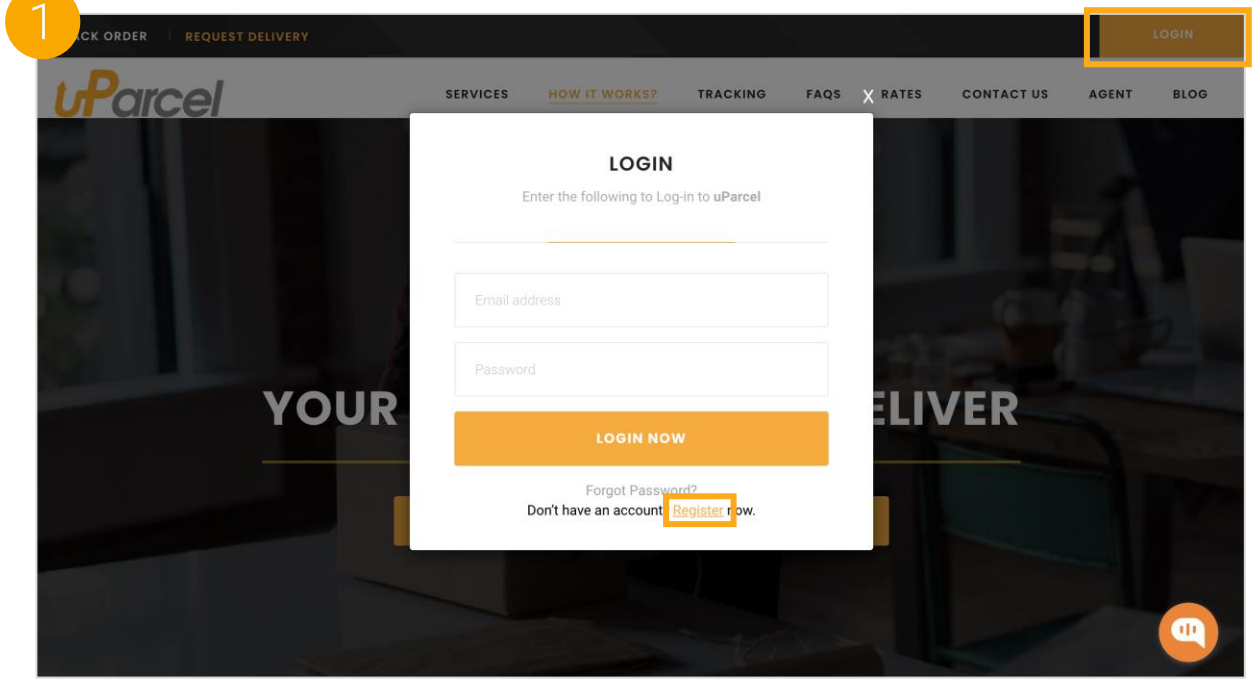
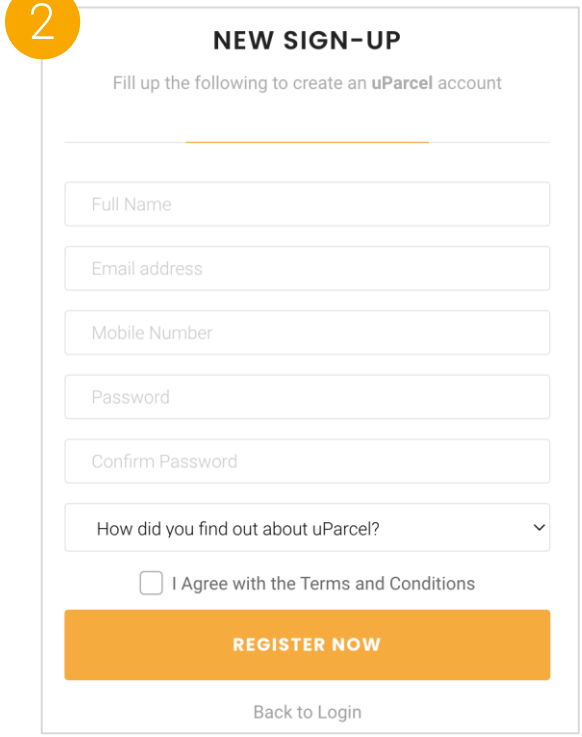
Sign up as Customer

1



Click on **LOGIN,** then **Register** to create a new customer account.

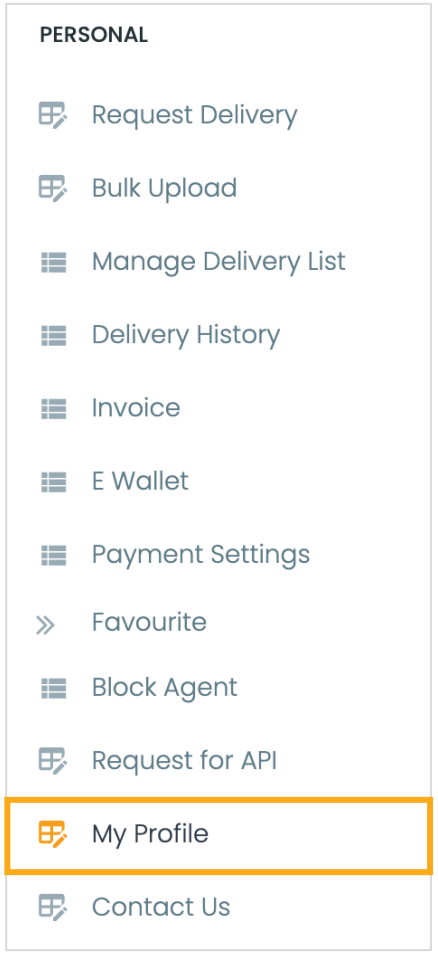
2



Fill your details and click **Register Now**

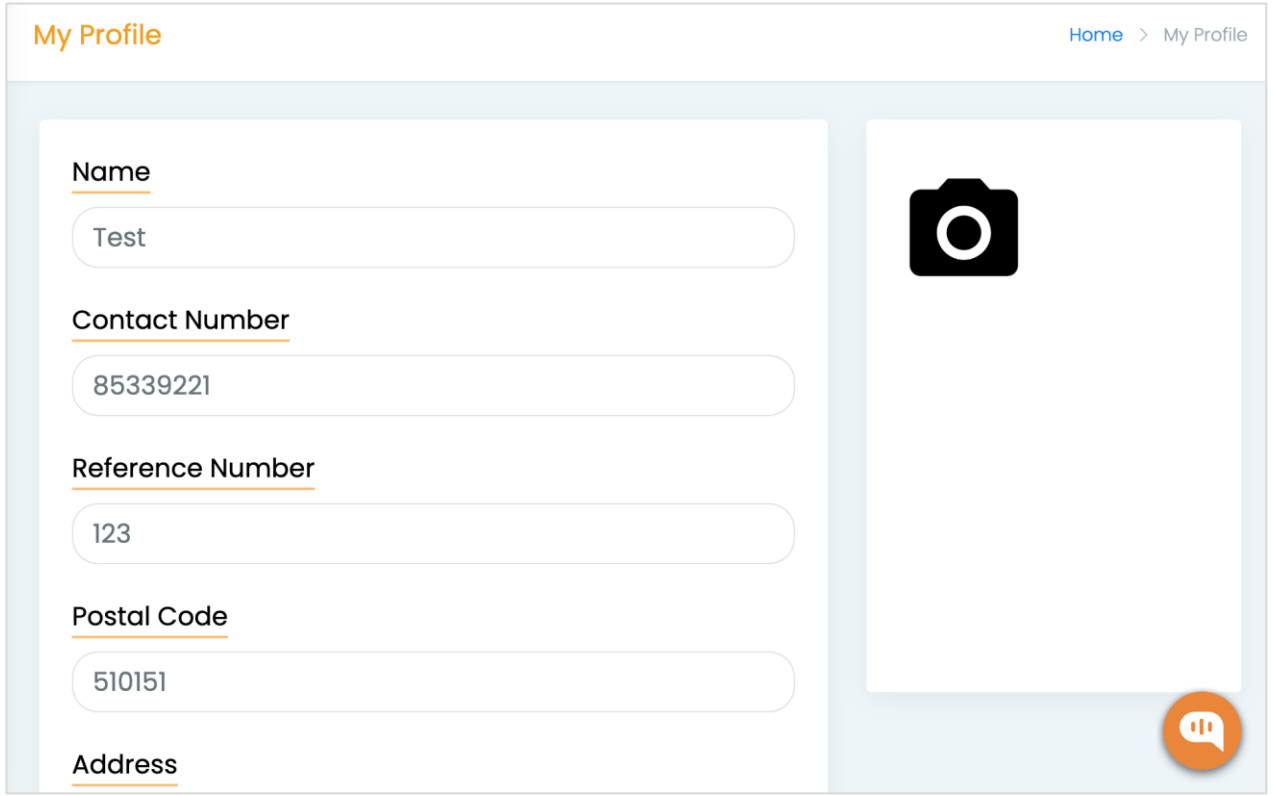
Update Profile

1



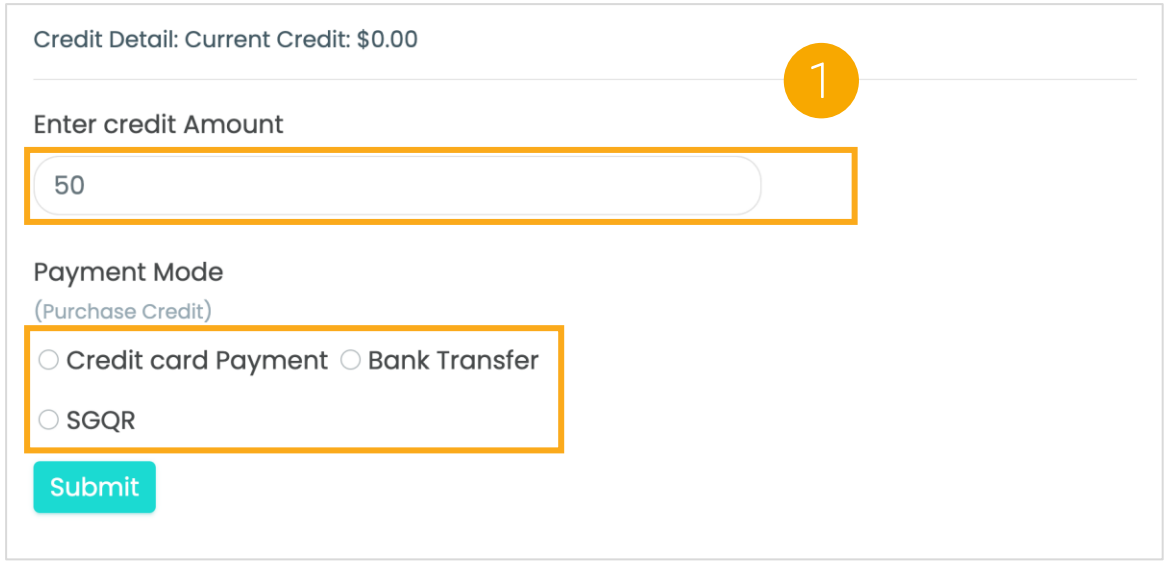
Navigate to **My Profile** to update your profile

2

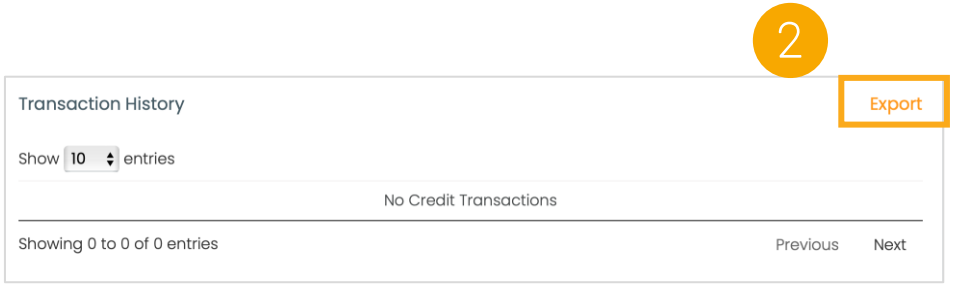


Here you can update your default information such as default pickup address, profile picture etc. Then, click **Save** to update profile.

Add Credits



Navigate to **E Wallet** to add credits for easy future bookings. **Enter** your desired amount and **Choose** your preferred payment mode and **Submit**. **Min. $50 is required*

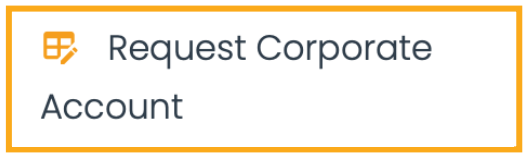


You can also **Export** your Transaction History in csv. to track your transactions.

To manage your credit card, go to **Payment Settings** from side menu.

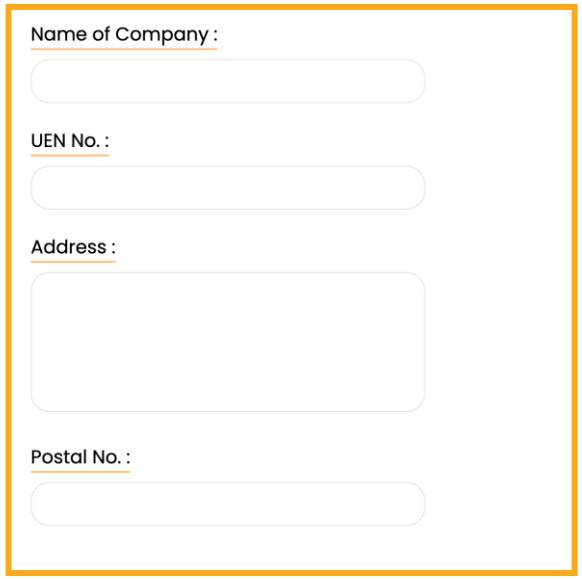
Sign up for a Corporate Account

Quick Tip: Sign up for Corporate Account if you have more than 10 Deliveries/month!

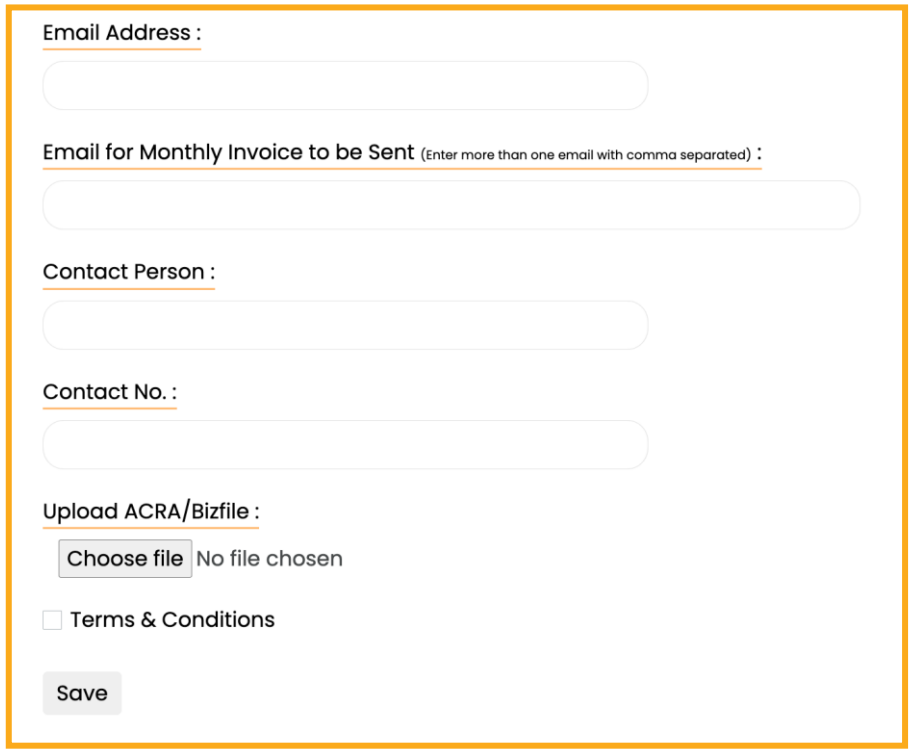


1

Navigate to **Request for Corporate Account** from side menu.

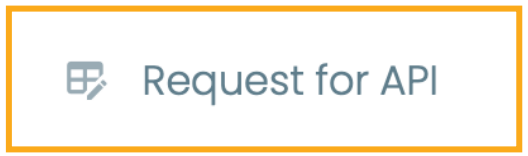


2 **Fill** in your company name, UEN, contact details & ACRA/Bizfile as required and **Save**



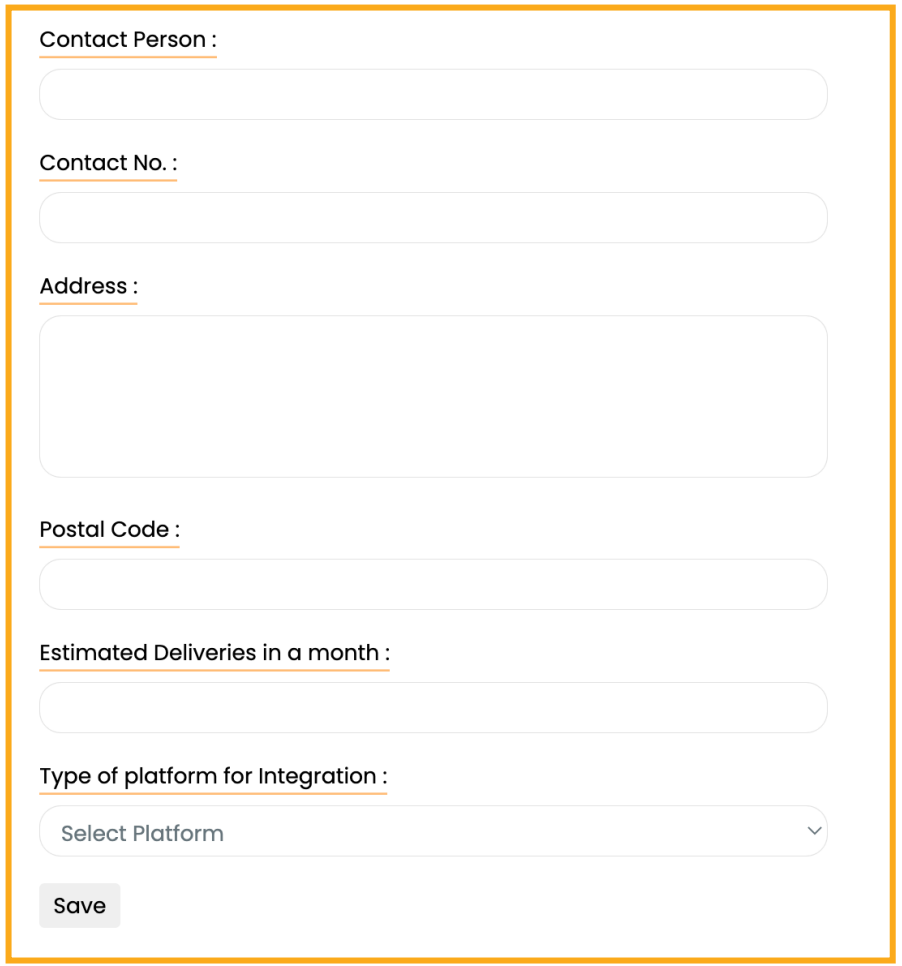
3 Please wait 1 – 3 working days while we review your request. Our team will approve or get back to you as soon as possible.

Request for API



1

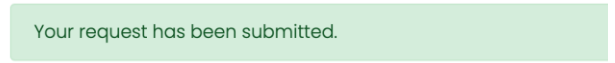
Navigate to **Request for API** from side menu.



2

Fill in the form correctly and **Save** to send your request.

3

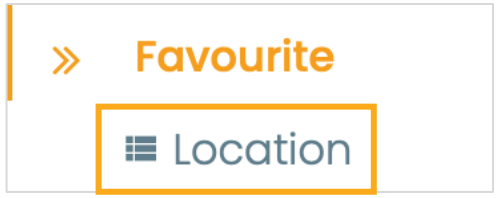


Please wait 1 – 3 working days while we review your request. Our team will get back to you as soon as possible.

For more details, contact us at sales@uparcel.sg

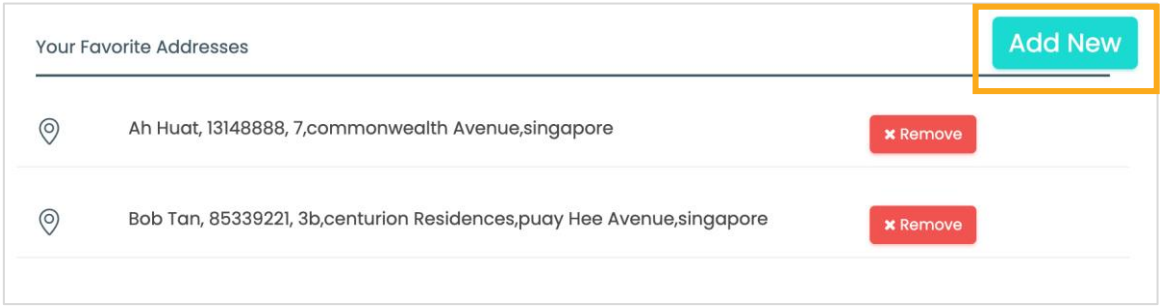
Save Favourite Locations

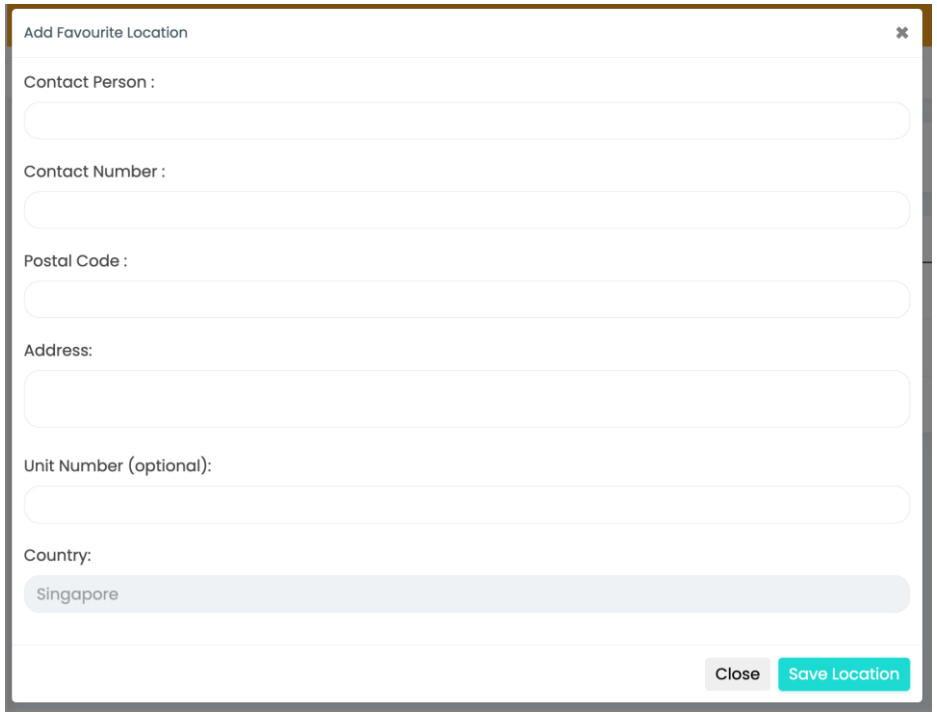
1



Expand the **Favourite** tab on side menu and click **Location**

2 Tap on **Add New**

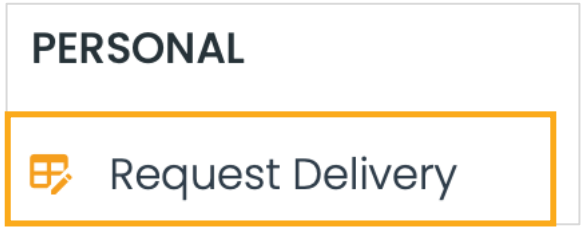




3 **Fill** your frequently used pickup/delivery addresses here and **Save Location**

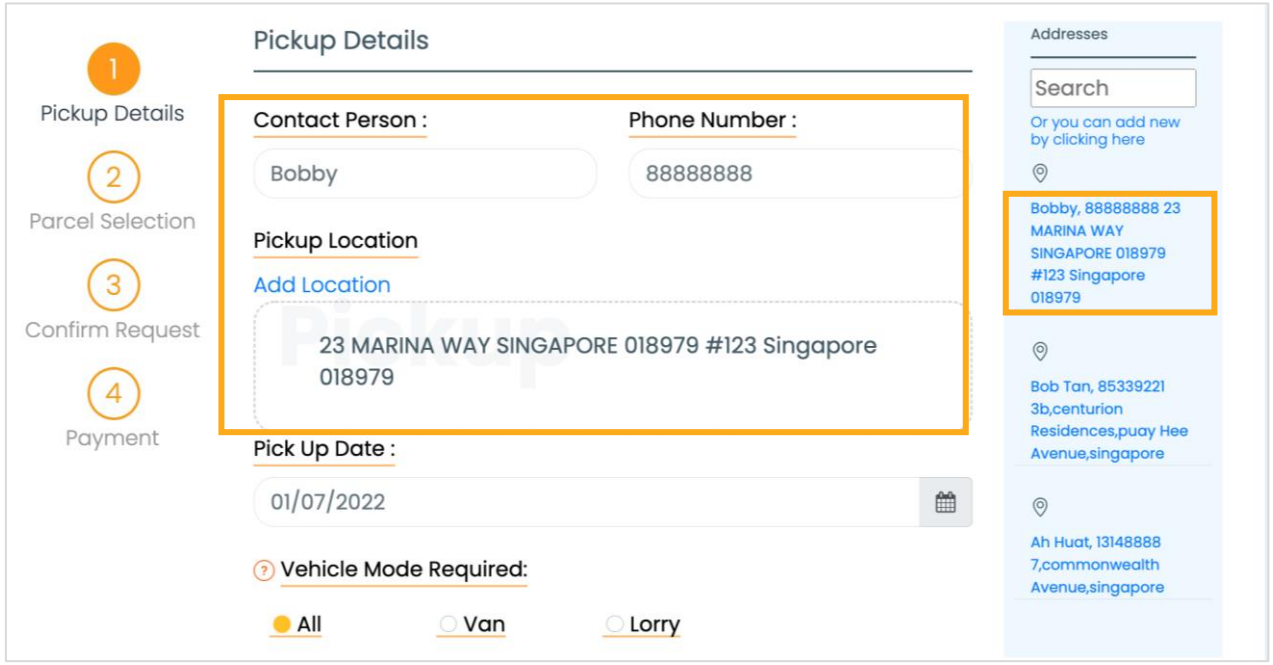
Postal code will populate addresses when keyed in.

Request Delivery (Enter Pickup Details)



1 Click **Request Delivery**

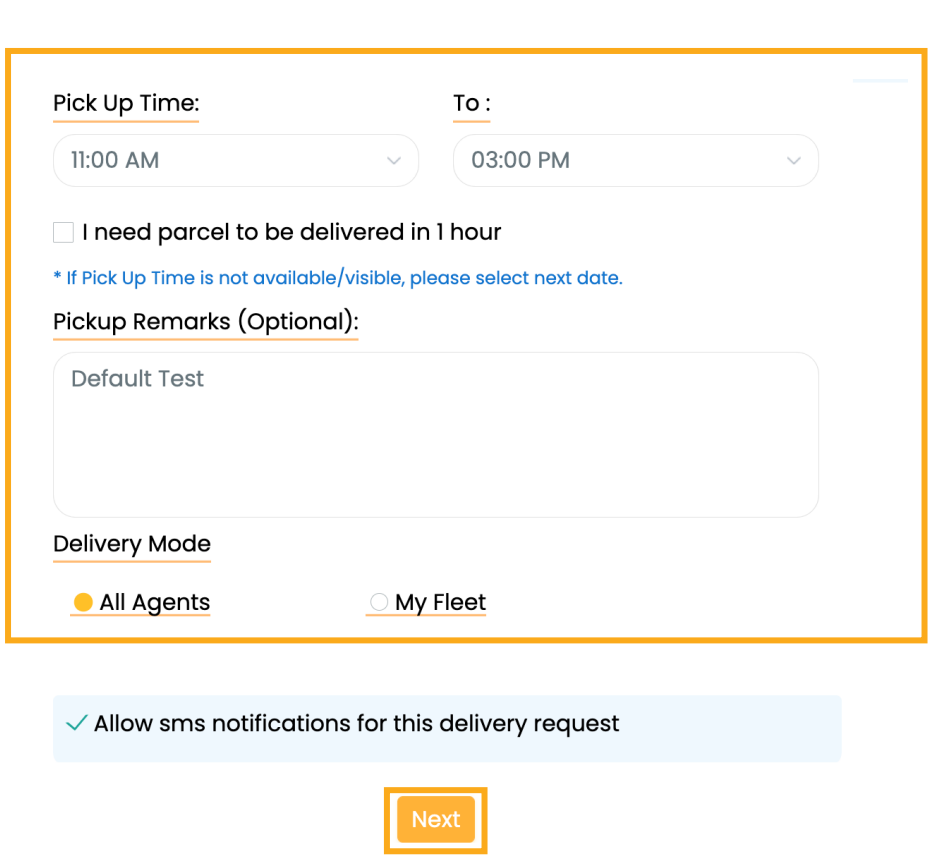
2



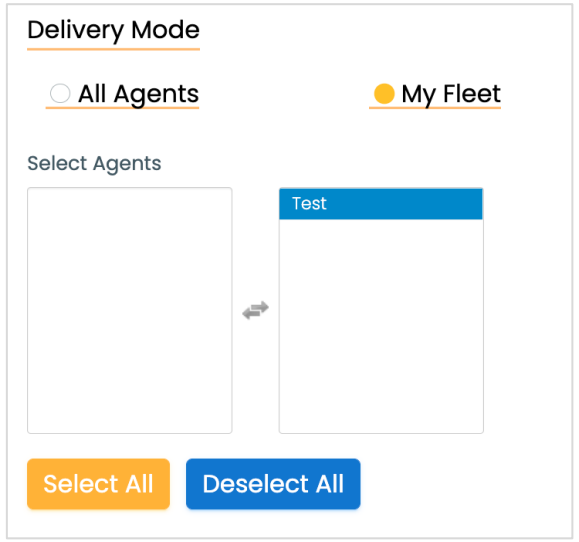
Quick Tip: Use the Select From Favourite Addresses side bar to quick fill your details!

Fill in all pick up details correctly. Vehicle Mode Note: “All” refers to all types of transport e.g. bike, car etc. Select Van/Lorry/Car according to your delivery needs.

Request Delivery (Post Job to your Favourite Agents)



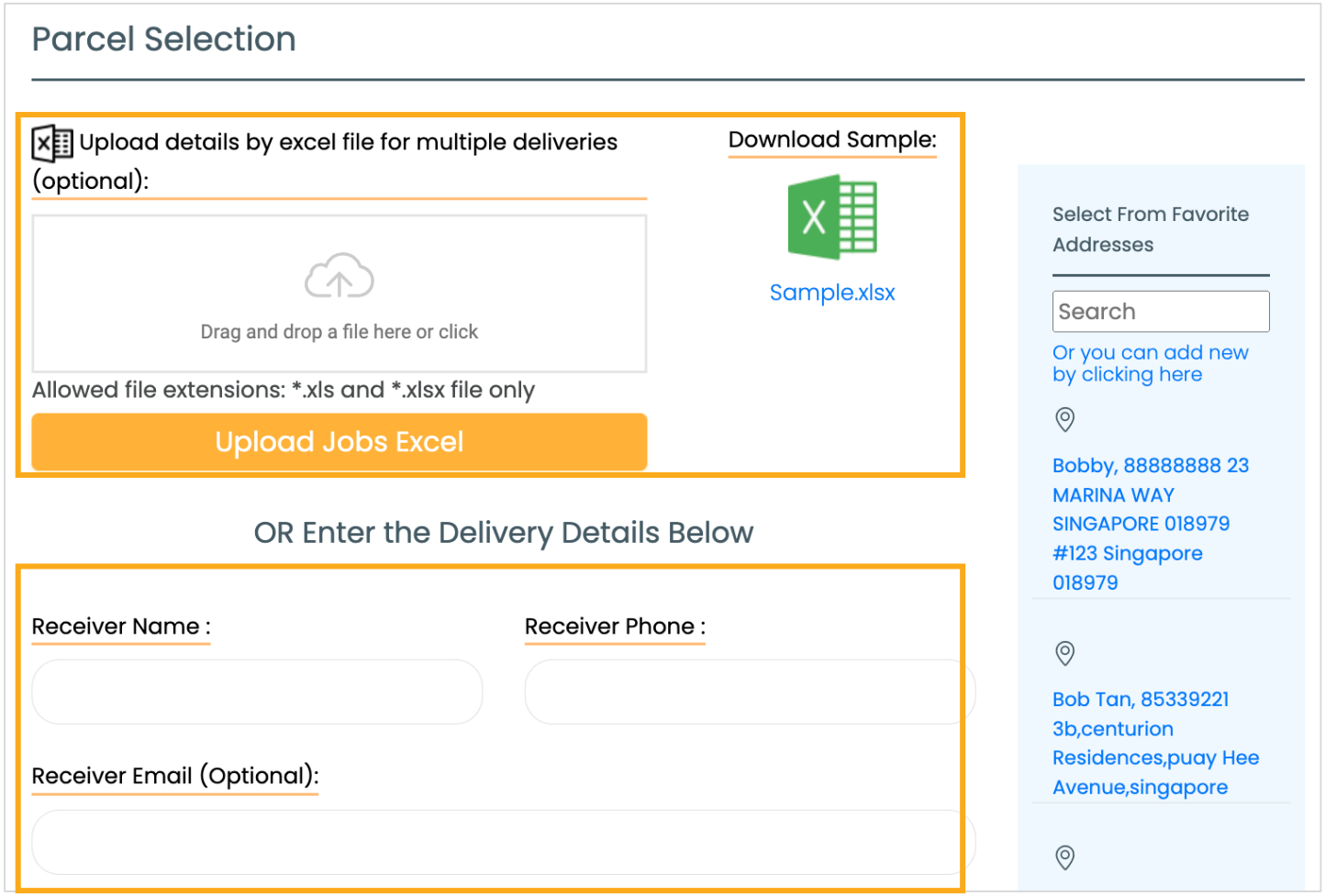
Fill in all pickup details correctly. Then click **Next**



Delivery Mode Note: Selecting **All Agents** will post your jobs to all our delivery agents. **My Fleet** will only post and notify to your Favourite Agents

(Refer to PG20 - Add a Favourite Agent)

Request Delivery (Delivery Details)

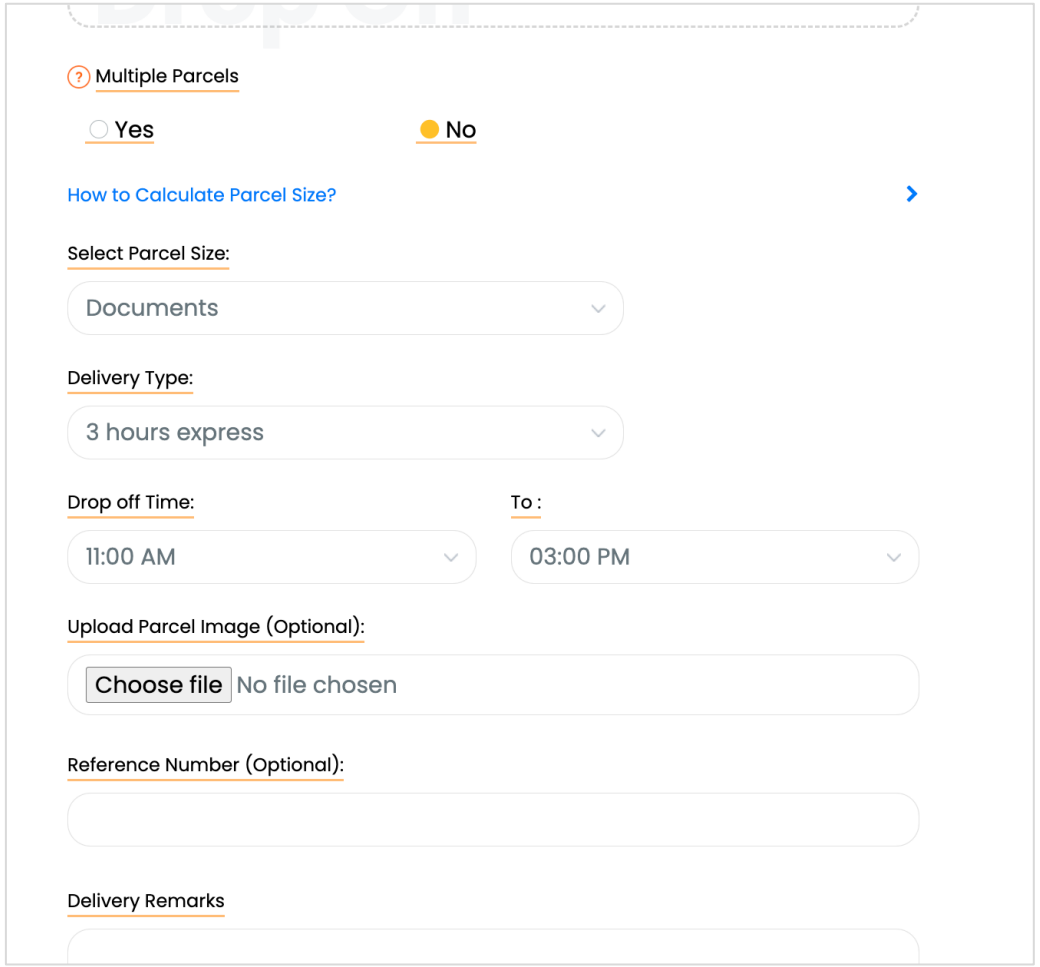


4 Automatically add your delivery/drop-off details via Bulk Upload (Download Sample for Guide)

OR

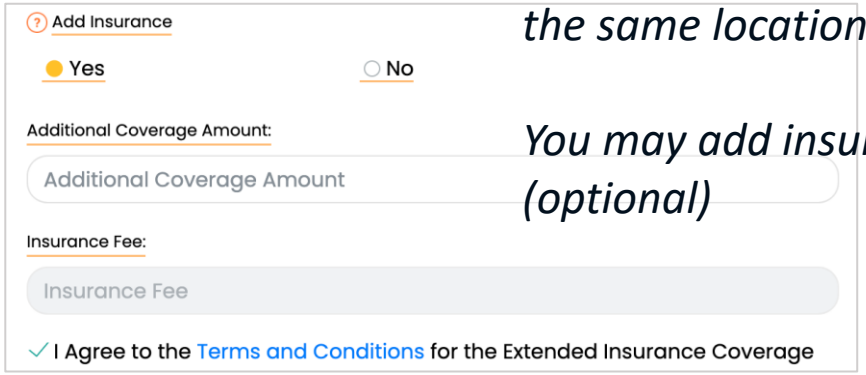
Enter Delivery Details Below

Request Delivery (Enter Delivery Details Below)

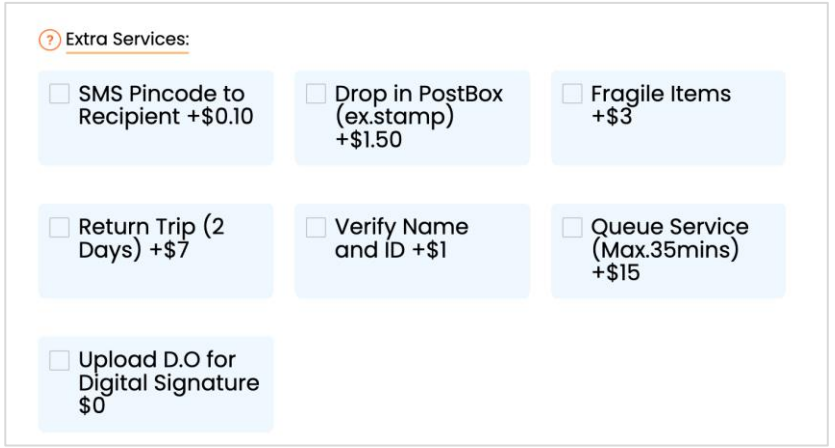


5 **Fill** in delivery details as required.

Choose 'Yes' for Multiple Parcels if you require multiple deliveries to be made to the same location.



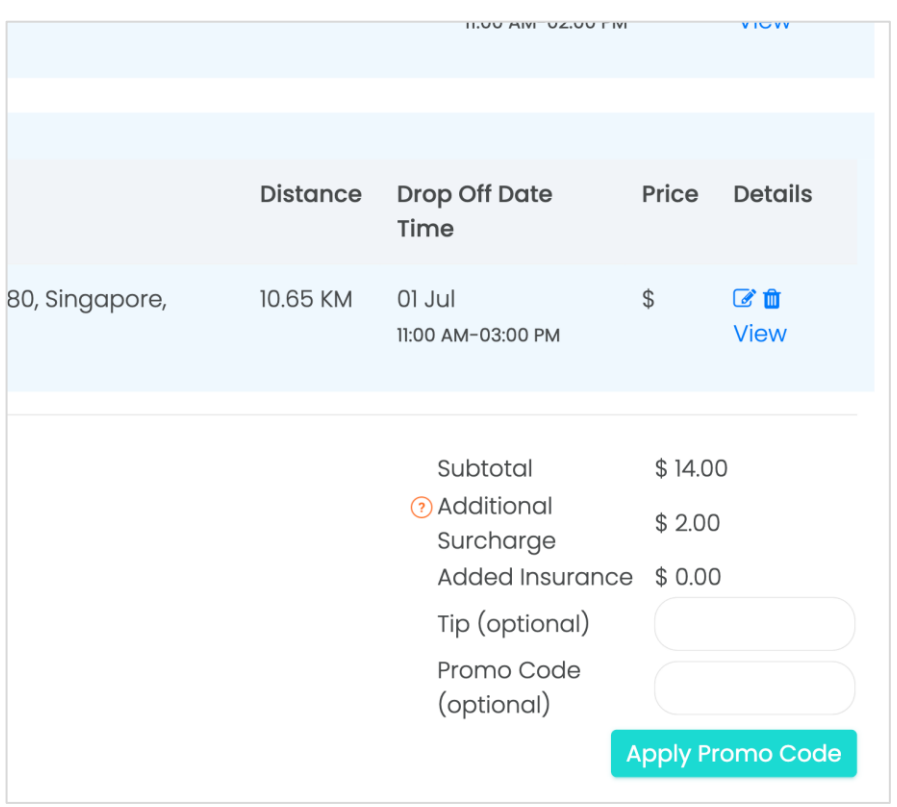
You may add insurance for your delivery. (optional)



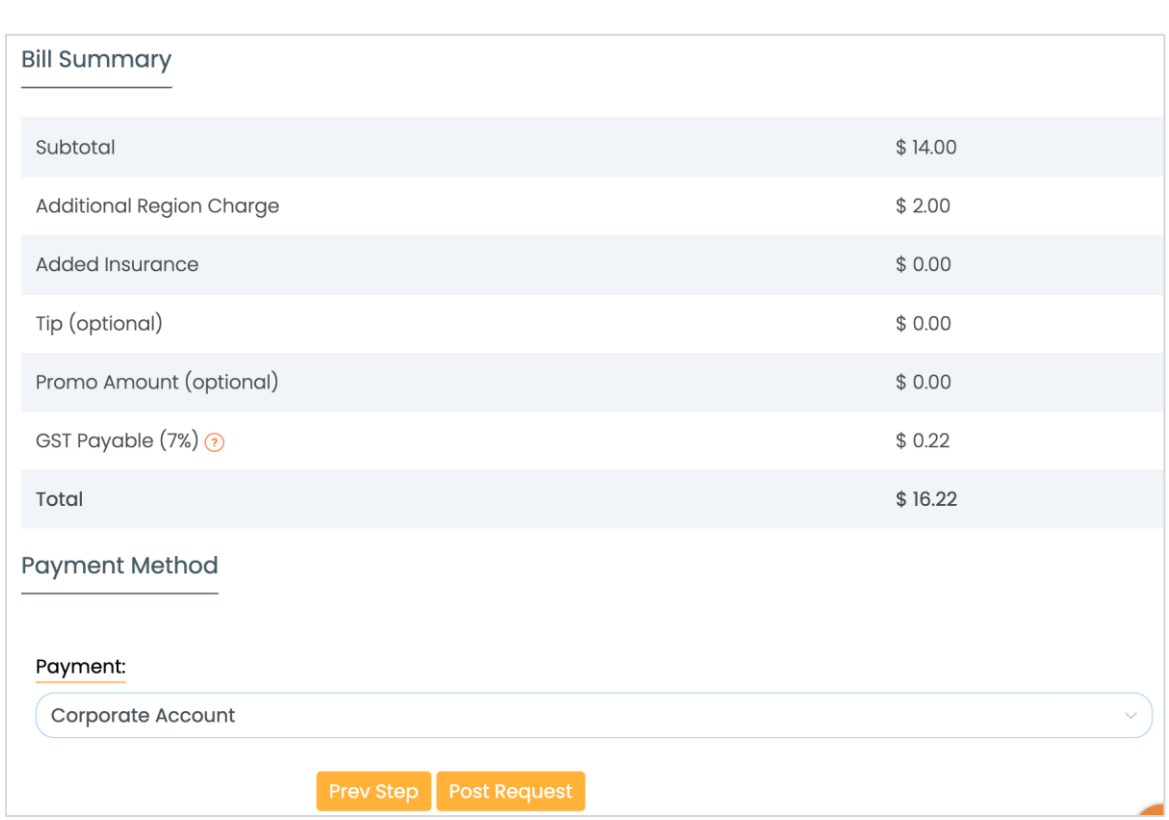
6

Select any Extra Services if required. Then click **Next.**

Request Delivery (Confirm & Bill Summary)

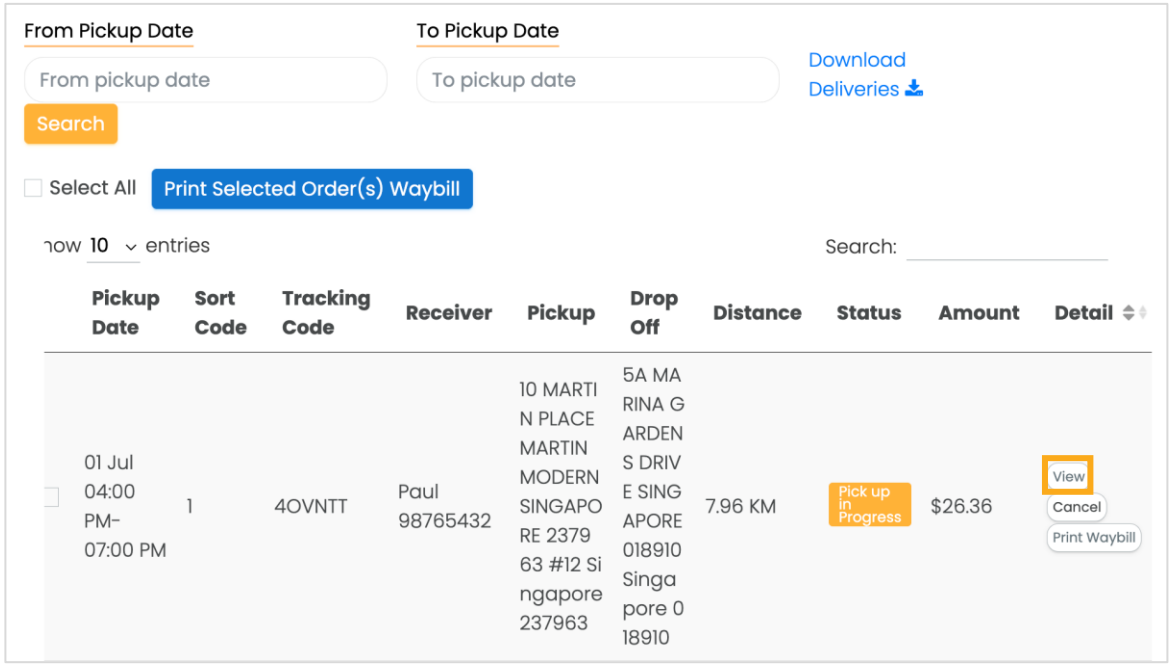


Confirm your delivery and click **Next**. You may add **tips** for your agent or enter a **promo code.**



Review your Bill Summary, then select your preferred payment method and click **Post Request**

Manage Delivery

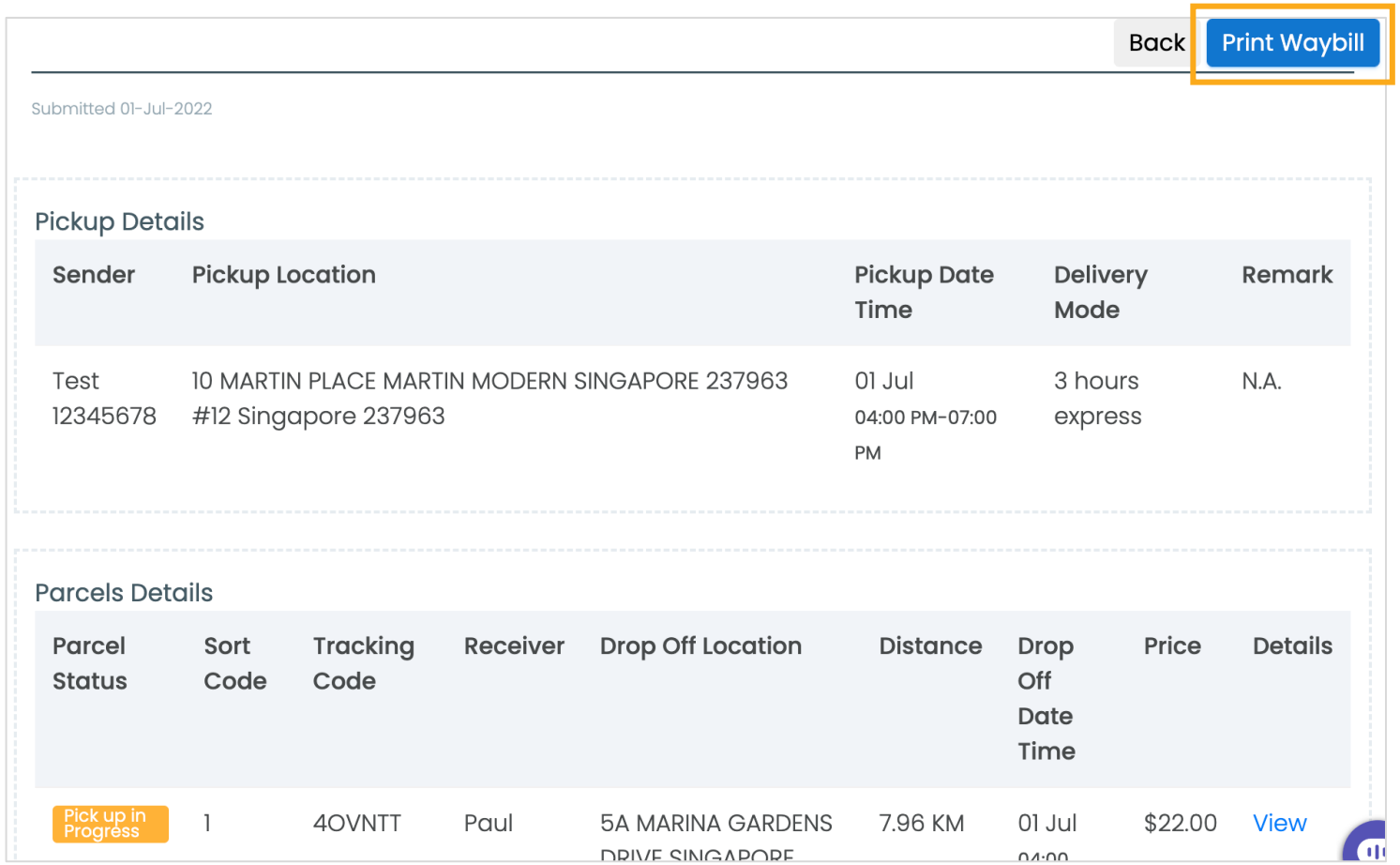


Status Note:

- Pending Acceptance — Nobody has accepted your delivery yet
- Pick up in Progress — Delivery has been accepted by agent
- Item Picked Up — Agent has picked up your item
- Cancelled by Customer — Job has been cancelled

1. You can view your deliveries here. Navigate using the top menu bar and filters. Click **View** to view more details

Manage Delivery (Pickup Details, Parcels Details)



2 You an view Job Details and **Print Waybill** here. Use the **View** button again to view more info on Parcels Details etc.

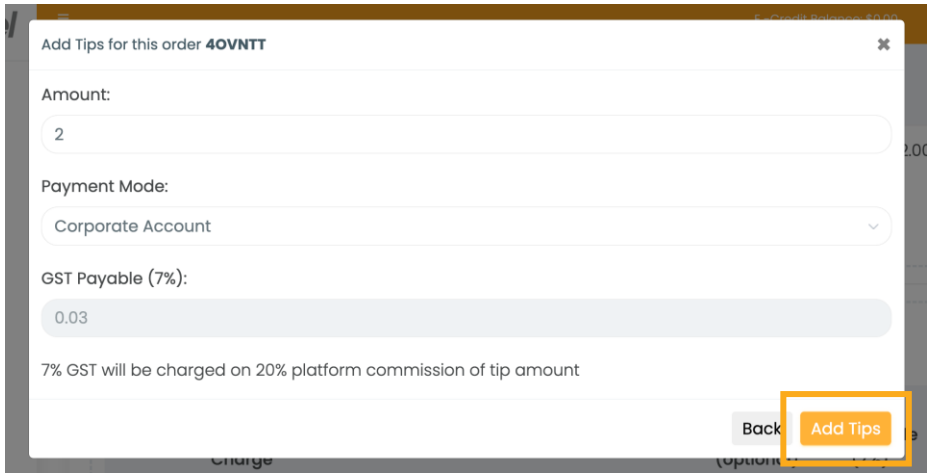
Manage Delivery (Bill Details and Adding Tips)

Bill Details

Payment: Corporate Account

Subtotal	Additional Region Charge	Added Insurance	Transaction Fee	Tip (optional)	Promo Amount (optional)	GST Payable (7%)	**Total**
$22.00	$4.00	$0.00	$0.00	$0.00 Add Tip	$0.00	$0.36	$26.36

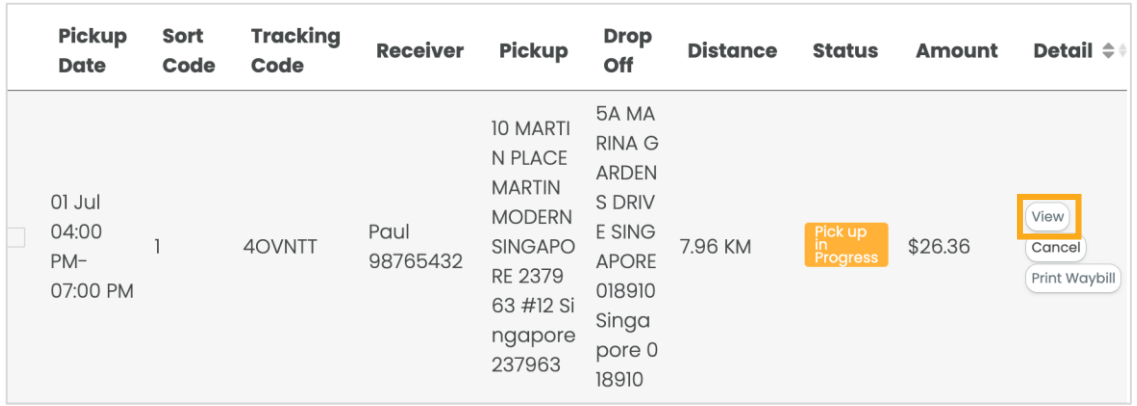
3 At the Bill Details Section, You may click on Add Tip if you would like to tip your agent.



3 Input any amount above $0.50 and **Add Tips**

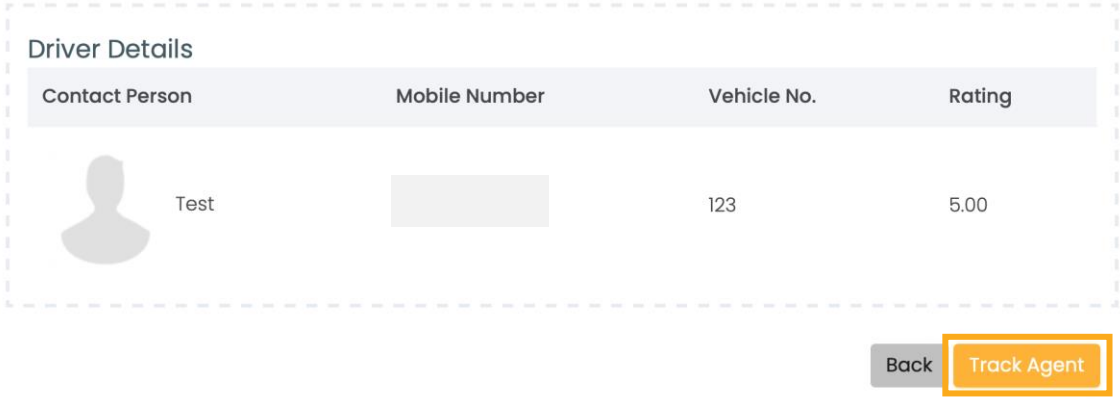
Track Delivery

1 Click on **Manage Delivery List**



Pickup Date	Sort Code	Tracking Code	Receiver	Pickup	Drop Off	Distance	Status	Amount	Detail
01 Jul 04:00 PM- 07:00 PM	1	4OVNTT	Paul 98765432	10 MARTIN PLACE MARTIN MODERN SINGAPORE 237963 #12 Singapore 237963	5A MARINA GARDENS DRIVE SINGAPORE 018910 Singapore 018910	7.96 KM	Pick up in Progress	$26.36	View Cancel Print Waybill

3 Click **View** under any job in progress



3 Scroll down to find your driver details, then click **Track Agent** your agent's exact location **live.**

Cancel Delivery

Last Min. cancellation is subjected to a 50% cancellation fee!

Manage Delivery List

1 Click on **Manage Delivery List**

	Pickup Date	Sort Code	Tracking Code	Receiver	Pickup	Drop Off	Distance	Status	Amount	Detail
☐	01 Jul 04:00 PM- 07:00 PM	1	4OVNTT	Paul 98765432	10 MARTIN PLACE MARTIN MODERN SINGAPORE 237963 #12 Singapore 237963	5A MARINA GARDENS DRIVE SINGAPORE 018910 Singapore 018910	7.96 KM	Pick up in Progress	$26.36	View Cancel Print Waybill

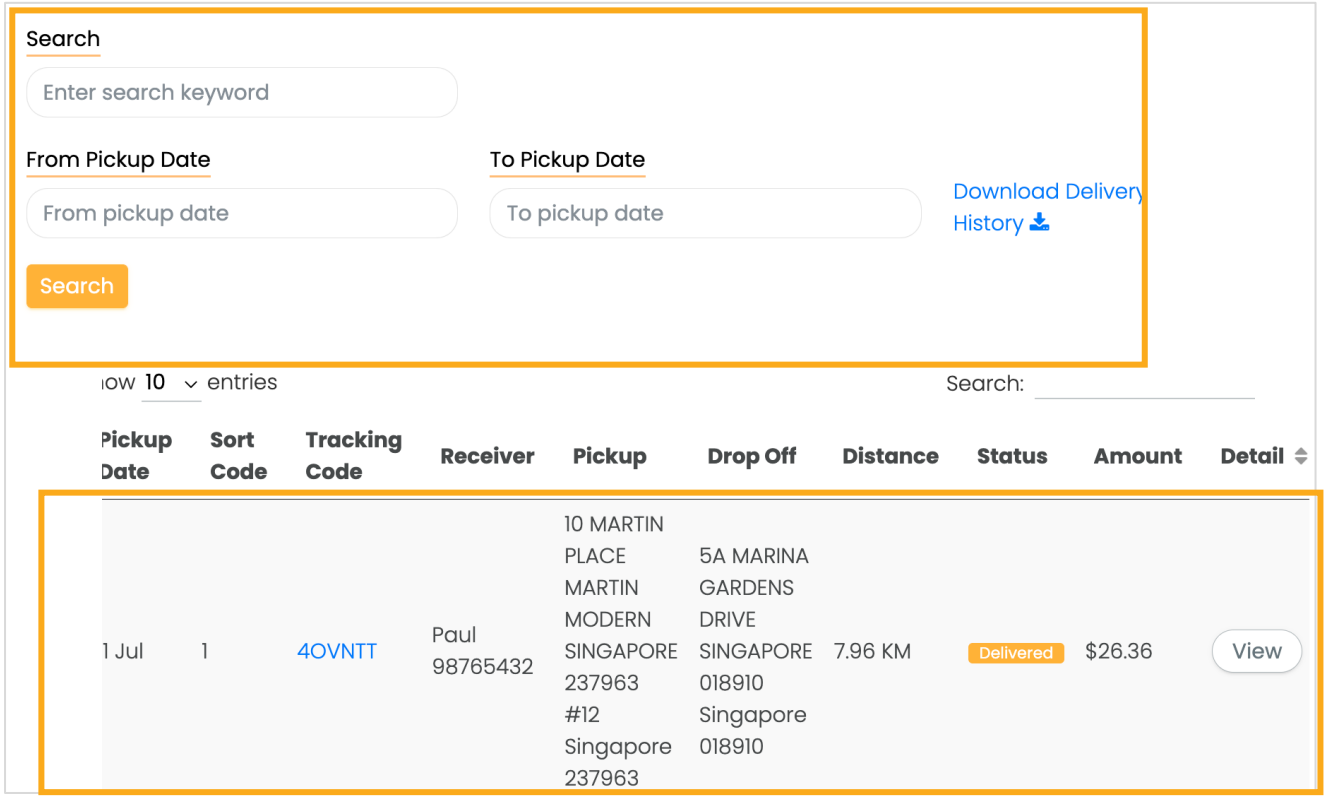
Click **Cancel** beside the job you wish to cancel.

If your job has been accepted, **no cancellation** is allowed.

If you would like to cancel after your job has been accepted, please inform your driver as soon as possible.

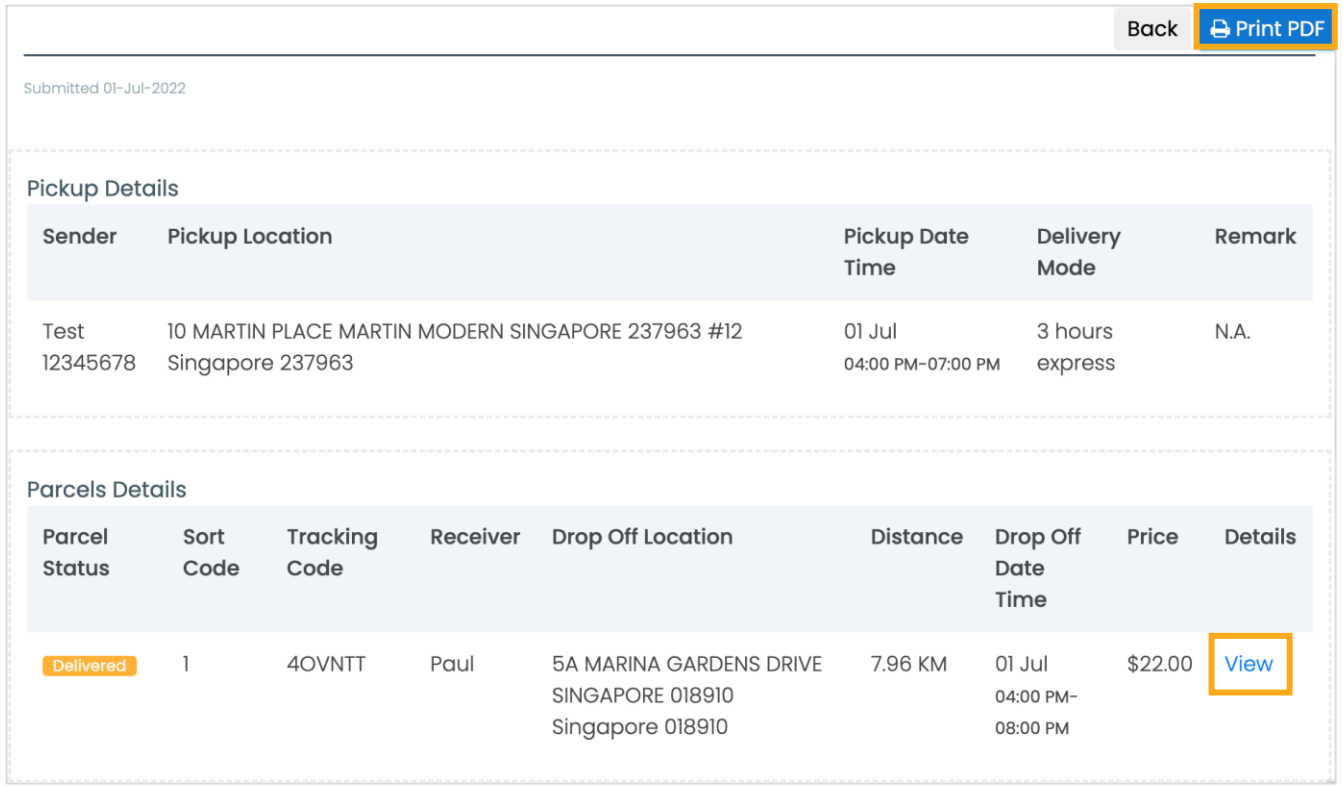
View Completed Delivery

Navigate to **Delivery History** in menu bar.

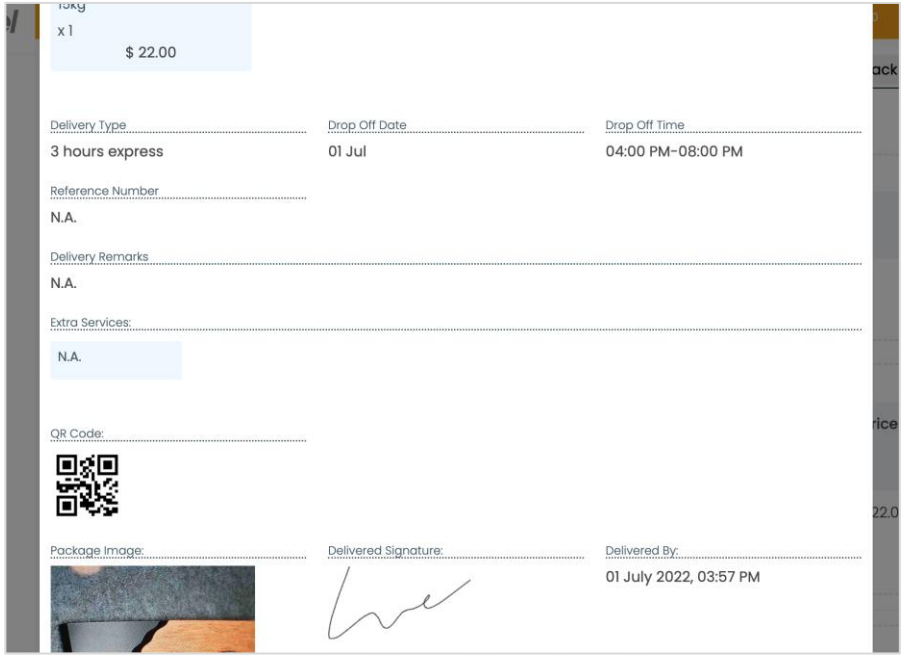


Filter and search completed deliveries. Click on **View** beside each job to view more details.

View Completed Delivery



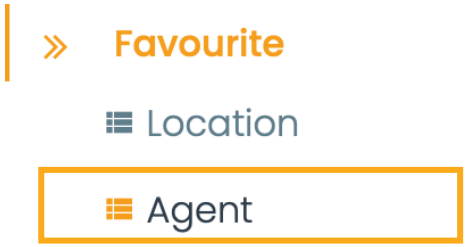
Your pickup and delivery details are shown here. You can click **Print PDF** for the job details pdf with P.O.D.



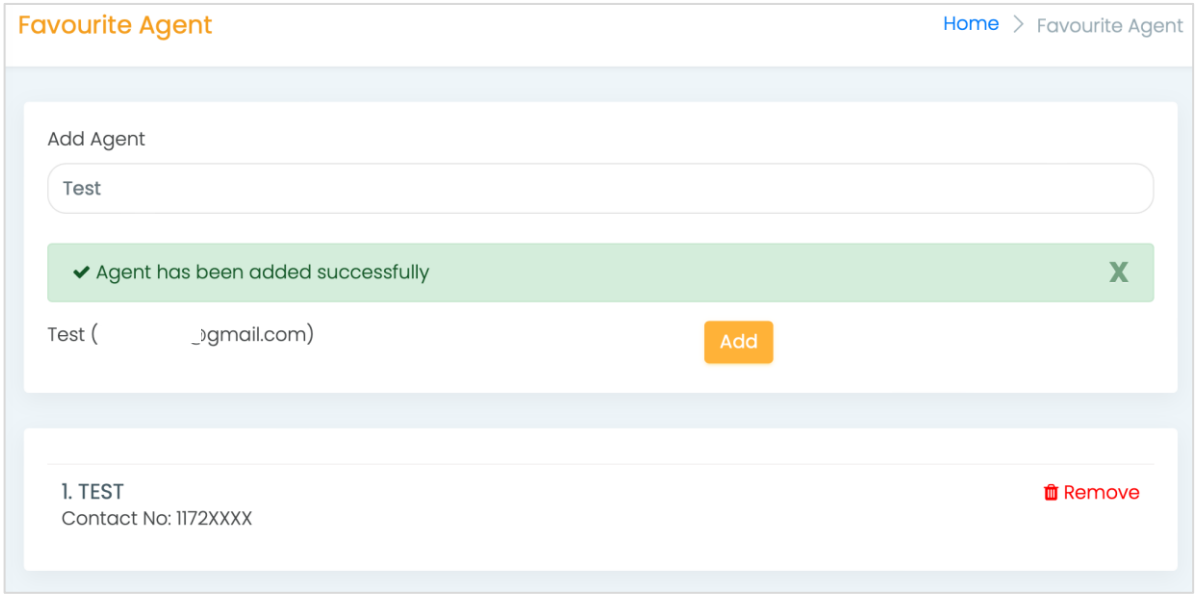
Click **View** again to view the delivery details and proof of delivery.

Add a Favourite Agent

Add your favourite agents to your fleet to dispatch jobs to them again in the future.



Expand the **Favourite** tab on side menu and click **Agent**



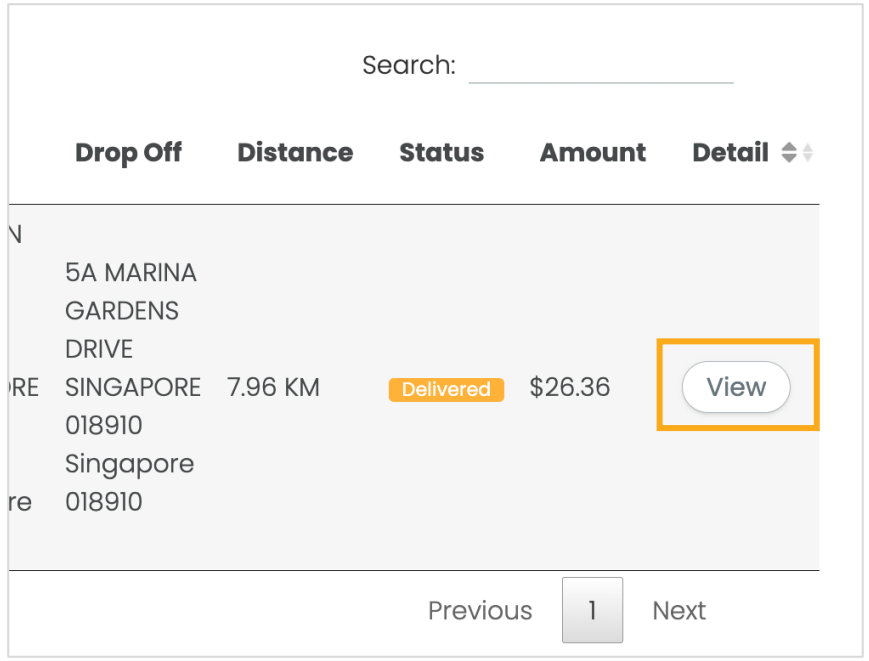
Use the search bar to search for agents who have delivered for you before. Then, tap **Add** to add the agent to your Fleet.

Agents will also be added to your fleet if you choose to add them when leaving them a review.

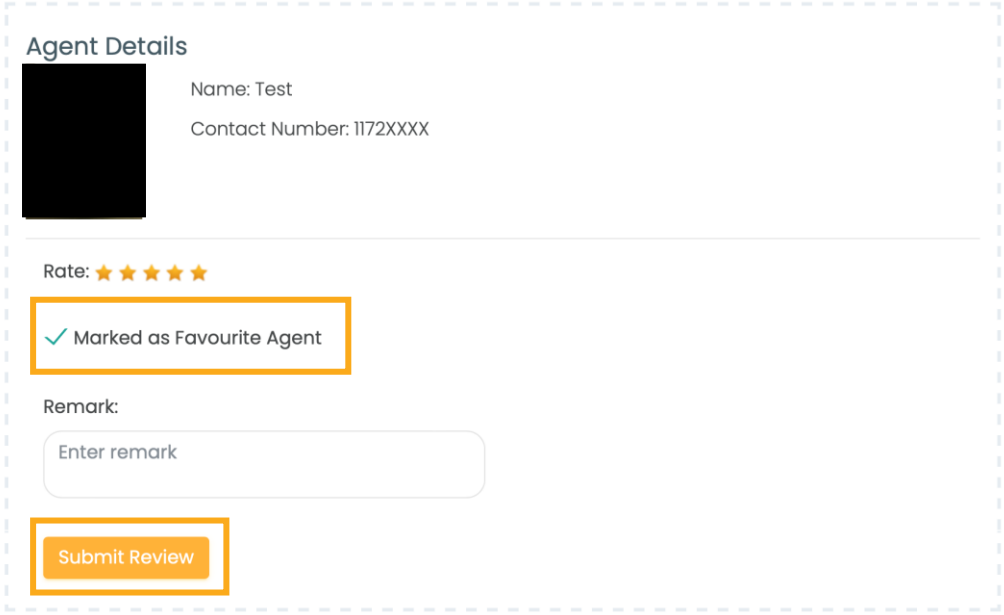
Add a Favourite Agent (By Reviewing)

Add your favourite agents to your fleet to dispatch jobs to them again in the future.

Navigate to **Delivery History**



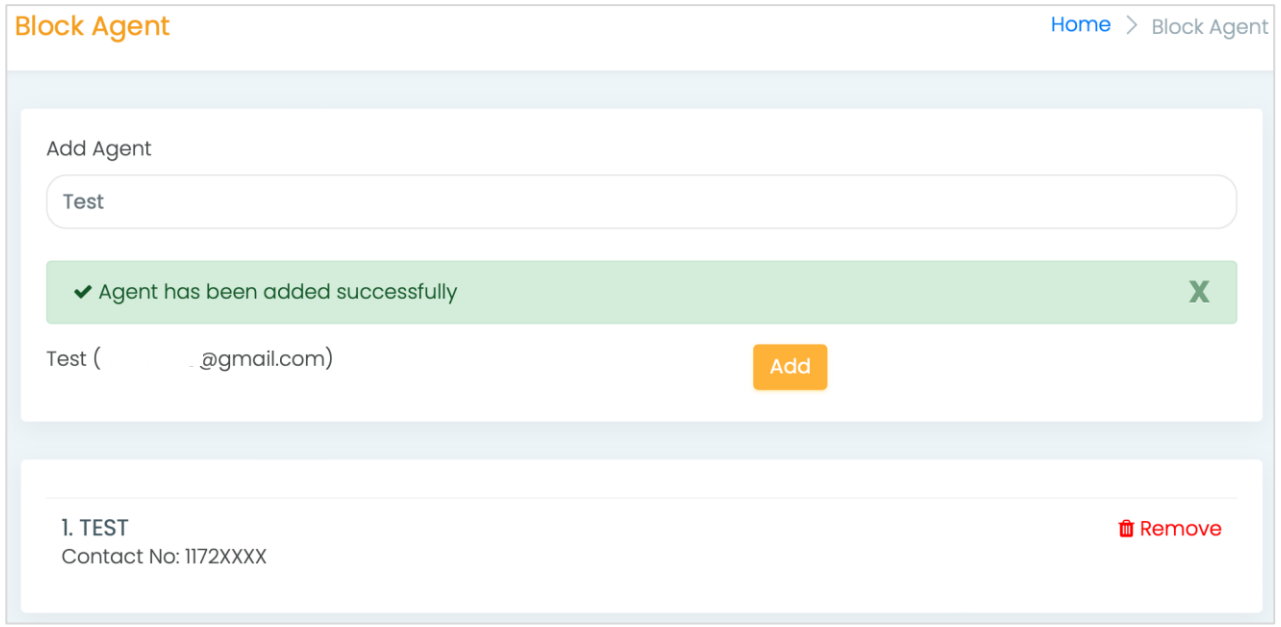
Click **View** on delivered job.



Scroll down to find your Agent Details for the job. Rate your agents 4 stars and above then **Mark as as Favourite Agent.** Remember to **Submit Review.**

Block Agent

Navigate to **Block Agent** from the side menu.

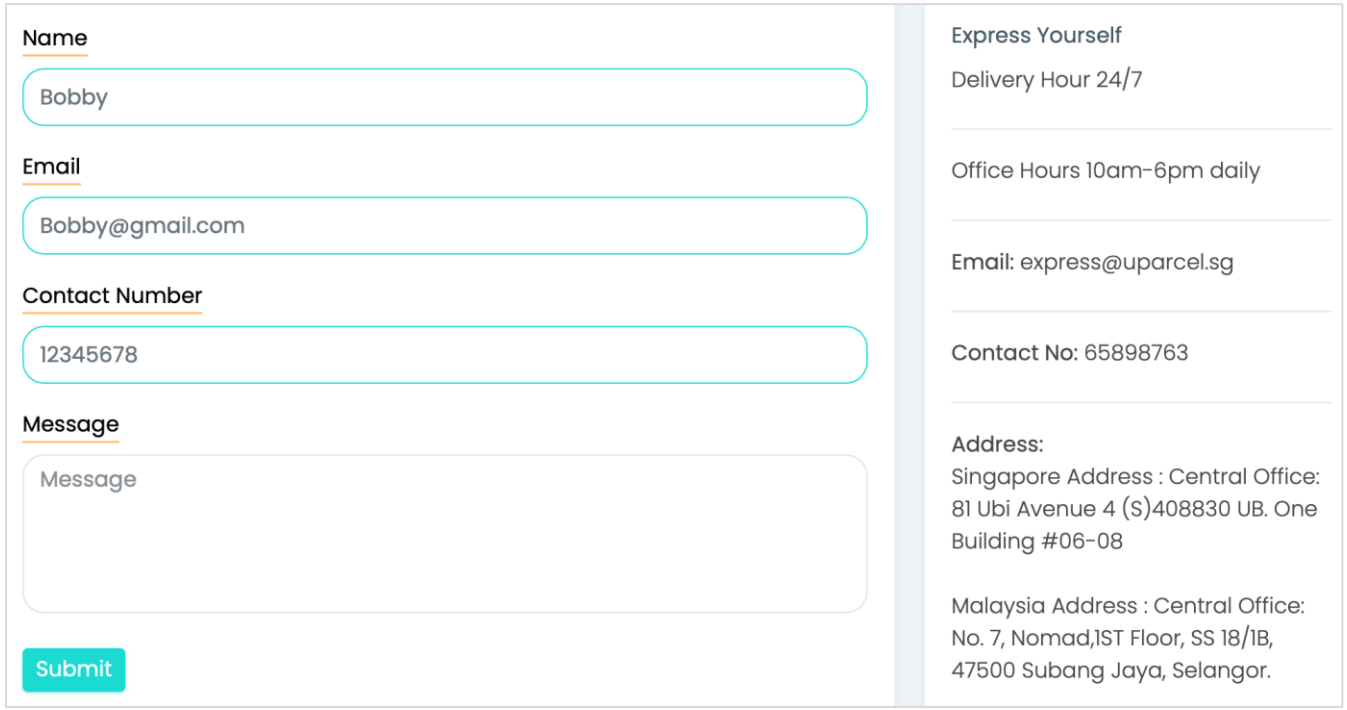


Use the search bar to search for agents who have delivered for you before. Then, tap **Add** to **block** the agent.

Use the Remove button to remove them from your block list.

Contact Us

If you require any help:
Click on **Contact Us**



Fill in the contact form and **Submit.** Our Customer Service Team will get back to you shortly.

In the meantime, you can follow us on Facebook, Instagram and Telegram to stay updated to our latest promotions!

Thank you

uParcel

Feel free to reach us!

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www.uparcel.sg

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