



Singapore Post Limited

Mail360 User Guide

Version 1.0



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1. Overview

Admail service is one of the most cost-effective ways to reach out to households in Singapore. The service allows you to distribute unaddressed promotional materials such as brochures, flyers, samples or any other marketing materials or notices to all households and business premises in Singapore.

Mail360 portal allows booking for Admail and HomeDirect (New/Plus) services with below key functions:

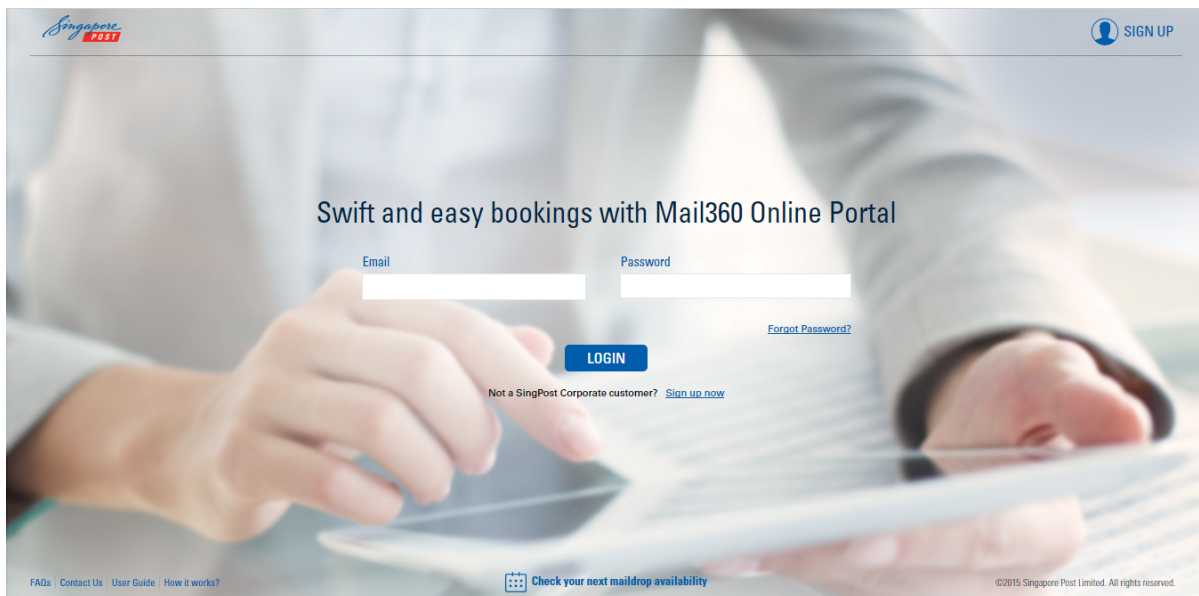
- Apply for new SingPost Corporate account/ service
- Create Admail and HomeDirect New/Plus bookings
- View booking history
- Enquire booking status
- Email notification for order confirmation, lodgement and distribution completion

1.1 Existing customer login to start booking

To start your booking, please log in using your email and password at <http://mail360.singpost.com>. Please ensure that you have an existing SingPost Corporate account with Admail and/or HomeDirect service.

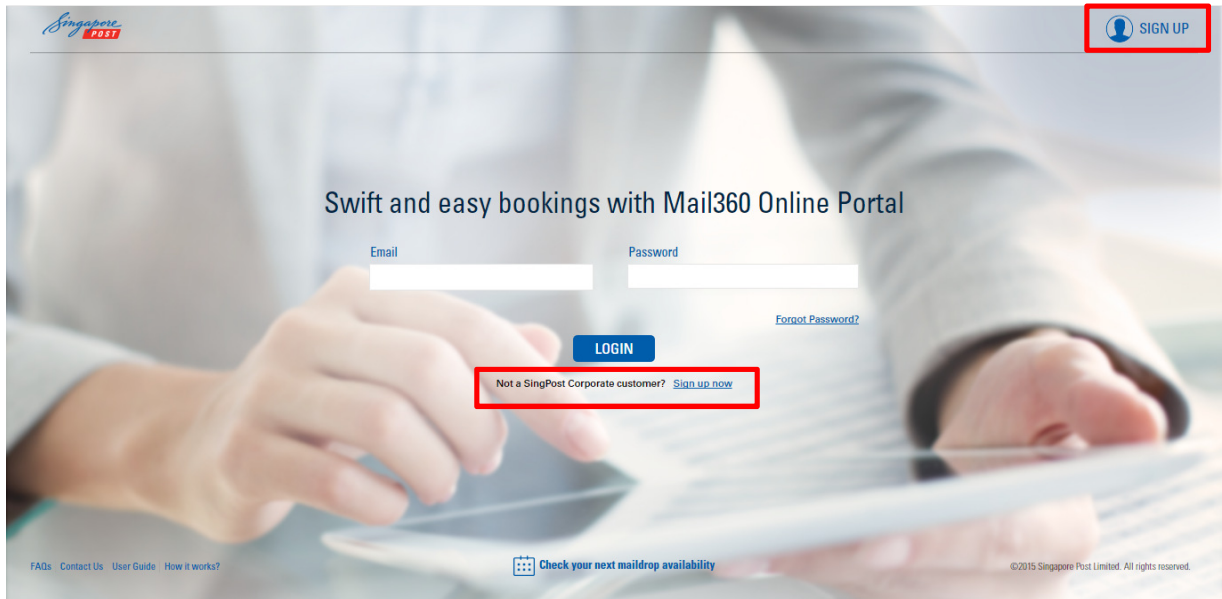
Refer to Point 1.3 for booking steps.

Note: If you are a new SingPost Corporate customer, please refer on the steps stated in Point 1.2.

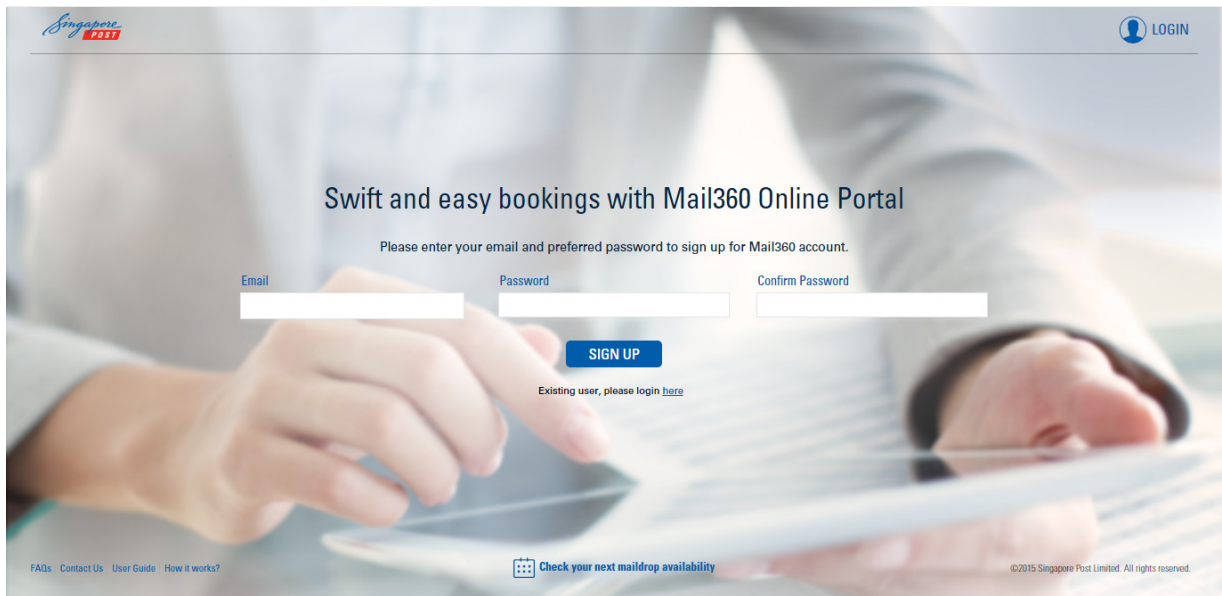


1.2 New SingPost customer – Sign up for Mail360 Portal ID

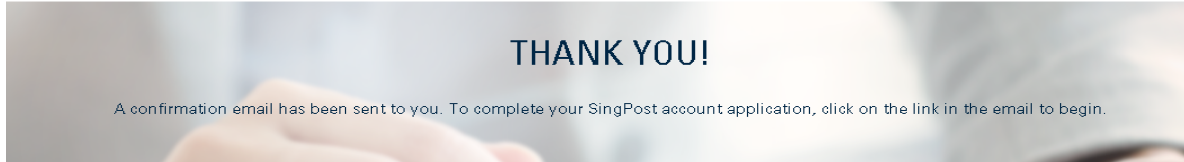
1. Go to URL: <http://mail360.singpost.com>
2. Select Sign up or create your SingPost account to sign up for a Portal ID.



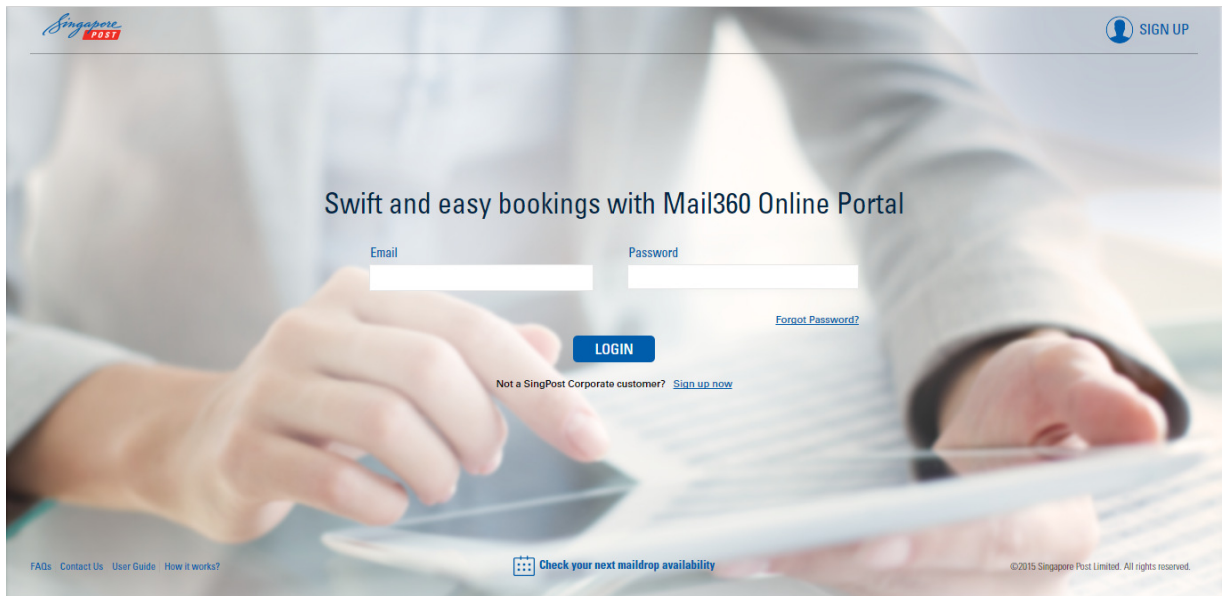
3. Key in a valid Email, Password, Confirm Password and click Sign Up.



4. The following confirmation message will be displayed upon successful Portal ID sign up.



5. Proceed to your registered email account and click on the Portal ID activation link.
6. You would be directed to Mail360 landing page. Please enter your email address and password to log in.



1.2.1 SingPost Corporate Account Sign Up

Upon successful login to Mail360, please complete the New Account Sign Up Form to apply for a SingPost Corporate Account with Admail and/or HomeDirect service.

Hi, Admailuat02
✕

NEW ACCOUNT SIGN UP

SERVICE TYPE: Admail HomeDirect

APPLICATION FOR: Corporate Agency Agent Under Company Printer

ACCOUNT DETAILS

Unique Entity No. (as per ACRA Record)*:

GST Registration No.*:

Billing Addressee*:

Singpost Contact person*:

Organization Name*:

FINANCE CONTACT PERSON DETAILS

Full Name*:

Work Phone*:

Designation*:

Fax No.*:

Email*:

ADDRESS DETAILS

<p>Registered Address</p> <p>Country*: <input type="text" value="Singapore"/></p> <p>City*: <input type="text"/></p> <p>State*: <input type="text"/></p> <p>Postal Code*: <input type="text"/> RETRIEVE ADDRESS</p> <p>Street Name*: <input type="text"/></p> <p>Building Name*: <input type="text"/></p> <p>Unit No*: <input type="text"/></p>	<p>Billing Address <input type="checkbox"/> Same as Registered Address</p> <p>Country*: <input type="text" value="Singapore"/></p> <p>City*: <input type="text"/></p> <p>State*: <input type="text"/></p> <p>Postal Code*: <input type="text"/> RETRIEVE ADDRESS</p> <p>Street Name*: <input type="text"/></p> <p>Building Name*: <input type="text"/></p> <p>Unit No*: <input type="text"/></p>
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Mail360 User Guide

1. Upon submitting the Account Sign Up form, the following message will be displayed.

THANK YOU!

A confirmation email has been sent to you. To complete your account application, kindly follow the instructions in the email to begin.

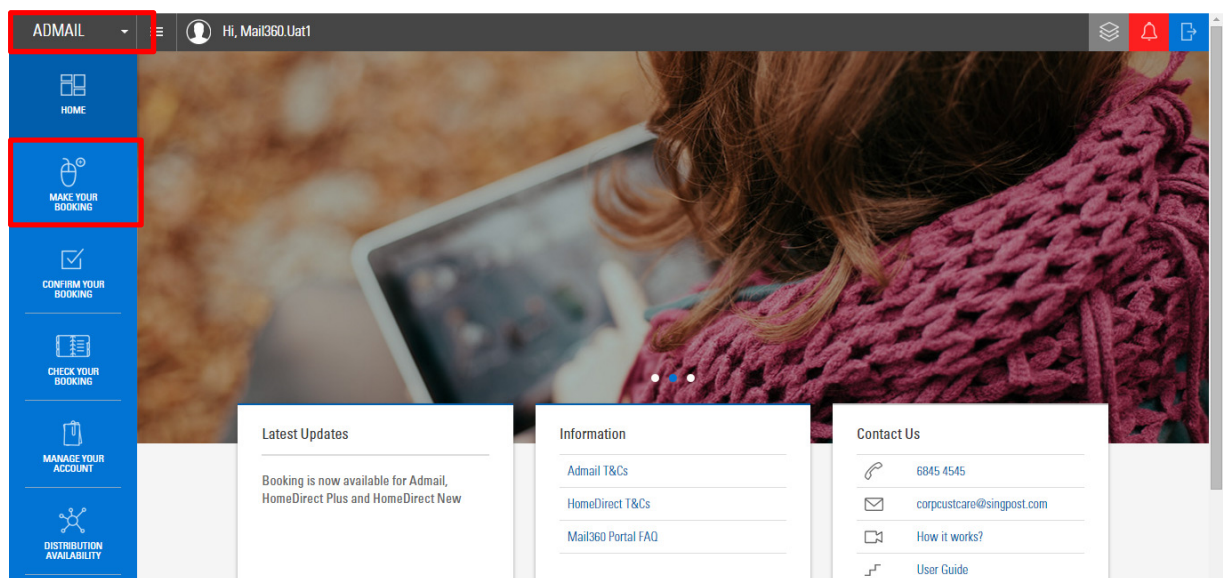
2. A confirmation email will be sent to you. Please follow the instructions in the email to complete the application process. The account creation and service application forms are also attached in the email.
3. Once your SingPost corporate account application is processed, you will receive a notification email. Upon successful application, you may proceed to log in to Mail360 to make your booking.

1.3 Make Your Booking

Upon successful login, you may proceed to make your booking for Admail and/or HomeDirect service. Please navigate your service option at the top left menu bar, where necessary.

1.3.1 Admail Service

1. Please ensure that your service type indicated at top left is under “Admail”
2. Select “Make Your Booking”



Mail360 User Guide

3. At booking Step 1, there are 3 options for selecting mailer distribution area:
 - a. By Sector
 - b. By District
 - c. By System Allocation

You may choose from the interactive map or tick the various options (i.e. By region, or selected housing type) to select accordingly. Once the selection is made, please click on “Next” to continue.

ADMAIL Hi, AdmailUser03

MAKE A BOOKING

STEP 1: SELECT DISTRIBUTION AREA | STEP 2: ENTER DISTRIBUTION DETAILS | STEP 3: ENTER BOOKING DETAILS | STEP 4: BOOKING SUBMISSION

YOU CAN SELECT FROM THE 3 OPTIONS BELOW

BY SECTOR
Make a selection from the interactive map below or you could tick the checkboxes via the sector options below.

BY DISTRICT
Make a selection from the interactive map below or you could tick the checkboxes via the district options below.

BY SYSTEM ALLOCATION
The system will generate suitable options for you according to your selected queries below.

SELECT REGION
 ISLAND WIDE NORTH CENTRAL CBD EAST WEST

FILL IN QUANTITY

Sector Code	Area of Coverage	Delivery Base	Sector Drop	<input checked="" type="checkbox"/> HDB	<input checked="" type="checkbox"/> Condo/Private Apartments	<input checked="" type="checkbox"/> Landed	<input checked="" type="checkbox"/> Commercial
6	Amoy St, Ann Siang Hill, Cecil St, Maxwell Rd, Telok Ayer St	Kallang (MRS / RBS)	<input checked="" type="checkbox"/>	0 / 0	300 / 330	1570 / 1570	0 / 0
Total Distribution Units				0	300	1570	0

CANCEL SAVE DRAFT **NEXT**

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- At booking Step 2, you would have to enter the “Distribution start date”, “Mailer weight” and “billing account number”.

Select “Calculate Distribution Charges” to display the “Total Distribution Charges”.

Click “Next” to proceed.

The screenshot shows the 'MAKE A BOOKING' interface in the Mail360 system. The user is logged in as 'Hi, Admailuat01'. The interface is divided into four steps: STEP 1: SELECT DISTRIBUTION AREA, STEP 2: ENTER DISTRIBUTION DETAILS (currently active), STEP 3: ENTER BOOKING DETAILS, and STEP 4: BOOKING SUBMISSION. The 'MAKE YOUR BOOKING' button in the left sidebar is highlighted. The form in Step 2 contains the following fields and values:

- DISTRIBUTION START DATE: 06-Jan-16
- *LODGEMENT START DATE: 05-Jan-16
- *MAILER WEIGHT NOT EXCEEDING: 25g
- *DISTRIBUTION END DATE THRESHOLD: 13-Jan-16
- *LODGEMENT END DATE: 05-Jan-16
- PROMO CODE: (empty)
- *BILLING ACCOUNT NO: ACC11-AccountName11

A blue button labeled 'CALCULATE DISTRIBUTION CHARGES' is highlighted with a red rectangular box. Below the form are three buttons: 'CANCEL', 'SAVE DRAFT', and 'PREVIOUS'.

Note : Distribution of Admail will be completed within five (5) Working Days after the Actual Lodgement Date during non-festive periods (i.e. January to September) and within seven (7) Working Days after the Actual Lodgement Date during festive periods (i.e. October to December). Distribution of Admail will be performed on Working Days during business hours.

ADMAIL
Hi, Admailuat01
🔔

HOME

MAKE YOUR BOOKING

CONFIRM YOUR ORDER

CHECK YOUR BOOKING

MANAGE YOUR ACCOUNT

DISTRIBUTION AVAILABILITY

REPORTS

MAKE A BOOKING

STEP 1: SELECT DISTRIBUTION AREA
STEP 2: ENTER DISTRIBUTION DETAILS
STEP 3: ENTER BOOKING DETAILS
STEP 4: BOOKING SUBMISSION

DISTRIBUTION START DATE

*LODGE MENT START DATE

*MAILER WEIGHT NOT EXCEEDING

*DISTRIBUTION END DATE THRESHOLD

*LODGE MENT END DATE

PROMO CODE

*BILLING ACCOUNT NO

[CALCULATE DISTRIBUTION CHARGES](#)

TOTAL DISTRIBUTION CHARGES

DISTRIBUTION CHARGES				
Description	Rate Scheme	Unit Rate(\$)	Quantity	Amount(\$)
HDB	Publish	0.120	1,000	\$120.00
Condo / Private Apartments	Publish	0.130	1,000	\$130.00
Commercial	Publish	0.140	1,000	\$140.00
Landed	Publish	0.150	1,000	\$150.00
Sub Total				\$540.00
Grand Total				\$540.00
GST Amount(7 %)				\$37.80
PLEASE PAY THIS AMOUNT				\$577.80

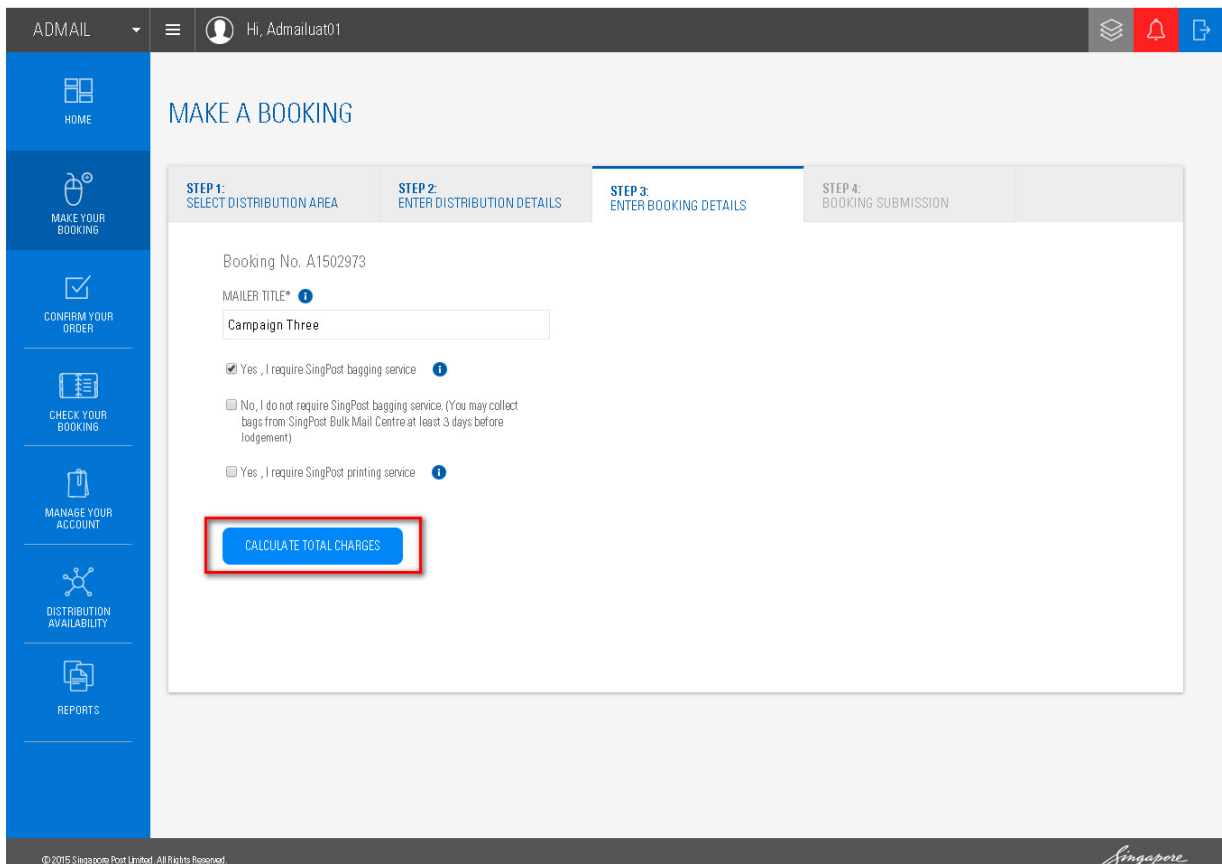
CANCEL
SAVE DRAFT
PREVIOUS
NEXT

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5. At booking Step 3, please enter booking details such as “Mailer Title” and select if Bagging / Printing Service or other services are required.

5.1 If “Printing/ Other services” are not required, please select to “Calculate Total Charges” .

Click “Next” to proceed.



MANAGE YOUR ACCOUNT

DISTRIBUTION AVAILABILITY

REPORTS

CALCULATE TOTAL CHARGES

TOTAL CHARGES

DISTRIBUTION CHARGES				
Description	Rate Scheme	Unit Rate(S\$)	Quantity	Amount(S\$)
HDB	Publish	0.080	62,100	\$4,968.00
Condo / Private Apartments	Publish	0.160	3,620	\$579.20
Commercial	Publish	0.160	1,840	\$294.40
Landed	Publish	0.160	610	\$97.60
Sub Total:				\$5,939.20
Grand Total				\$5,939.20
GST Amount(7.00 %)				\$415.74
PLEASE PAY THIS AMOUNT				\$6,354.94

CANCEL **SAVE DRAFT** PREVIOUS **NEXT**

5.2 If Printing/ Other services are selected, the request will be submitted once you click “Next”. Your respective SingPost Account manager will receive a notification to provide a quotation for the pending order. Once the quotation is provided, you will receive an email notification to review and confirm on final charges.

The screenshot shows the 'MAKE A BOOKING' interface in the Mail360 system. The user is logged in as 'Hi, Admailuat03'. The interface is divided into four steps: STEP 1: SELECT DISTRIBUTION AREA, STEP 2: ENTER DISTRIBUTION DETAILS, STEP 3: ENTER BOOKING DETAILS (currently active), and STEP 4: BOOKING SUBMISSION.

Booking No. A1500419

MAILER TITLE*

Yes, I require SingPost bagging service
 No, I do not require SingPost bagging service (You may collect bags from SingPost Bulk-Mail Centre at least 3 days before judgement)

SingPost printing / other charges
 PLEASE SPECIFY PRINTING REQUIREMENTS

CALCULATE TOTAL CHARGES

TOTAL CHARGES

DISTRIBUTION CHARGES				
Description	Rate Scheme	Unit Rate(\$)	Quantity	Amount(\$)
HDB	Publish	0.090	1,700	\$153.00
Condo / Private Apartments	Publish	0.110	180	\$20.90
Commercial	Publish	0.000	0	\$0.00
Landed	Publish	0.120	3,570	\$428.40
Sub Total:				\$602.30

OTHER CHARGES				
Description	Rate Scheme	Unit Rate(\$)	Quantity	Amount(\$)
Printing Cost				Quotation to be provided by SingPost Account Manager
Sub Total:				\$0.00
Grand Total				\$602.30
GST Amount(7 %)				\$42.16
PLEASE PAY THIS AMOUNT				\$644.46

CANCEL **SAVE DRAFT** **PREVIOUS** **NEXT**

- At booking Step 4, please review the order information and agreement. After accepting the agreement, please click “Submit” to go to the final confirmation page.

The screenshot displays the 'MAKE A BOOKING' interface in the Mail360 system. The top navigation bar shows 'ADMAIL' and user information 'Hi, Admailuat01'. The sidebar on the left contains navigation icons for HOME, MAKE YOUR BOOKING, CONFIRM YOUR ORDER, CHECK YOUR BOOKING, MANAGE YOUR ACCOUNT, DISTRIBUTION AVAILABILITY, and REPORTS. The main content area is titled 'MAKE A BOOKING' and shows a progress bar with four steps: STEP 1: SELECT DISTRIBUTION AREA, STEP 2: ENTER DISTRIBUTION DETAILS, STEP 3: ENTER BOOKING DETAILS, and STEP 4: BOOKING SUBMISSION. Below the progress bar, a table displays booking details:

Booking No	A1502973	Lodgement Start Date	05-Jan-16
Mailer Title	Campaign Three	Lodgement End Date	05-Jan-16
Billing Account No	ACC11	Total Distribution Quantity	110,740
Total Charges	\$12,253.37(include 7 % GST)		

Below the table, there is an 'AGREEMENT BY CONTRACTING PARTY' section. It contains a scrollable text area with the following text:

2) We / I agree that the contract between SingPost and us / me for the supply of services by SingPost shall comprise the following documents:

- (a) This executed Service Order Form;
- (b) [SingPost's General Terms and Conditions](#);
- (c) [SingPost's Service Terms and Conditions applicable to this service](#); and
- (d) The executed Service Application Form for this service.

(the abovementioned documents shall be collectively referred to as "Contract Documents" in this Form).

3) We / I have read and understood the terms of the Contract Documents and agree to be bound by the Contract Documents.

Below the agreement text, there is a checkbox labeled 'I accept above agreement' which is checked. At the bottom of the form, there are four buttons: 'CANCEL', 'SAVE DRAFT', 'PREVIOUS', and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red box.

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7. Click “Submit” to complete the booking.

HOME

MAKE YOUR BOOKING

CHECK YOUR BOOKING

CHECK YOUR BOOKING

MANAGE YOUR ACCOUNT

DISTRIBUTION AVAILABILITY

REPORTS

MAKE A BOOKING

Booking No	A1500093	Lodgement Start Date	16-Oct-15
Mailer Title	Mailer Title to be entered	Lodgement End Date	16-Oct-15
Billing Account No	0037002J	Total Distribution Quantity	68,170
Total Charges	\$6,354.94 (include 7 % GST)		

AGREEMENT BY CONTRACTING PARTY

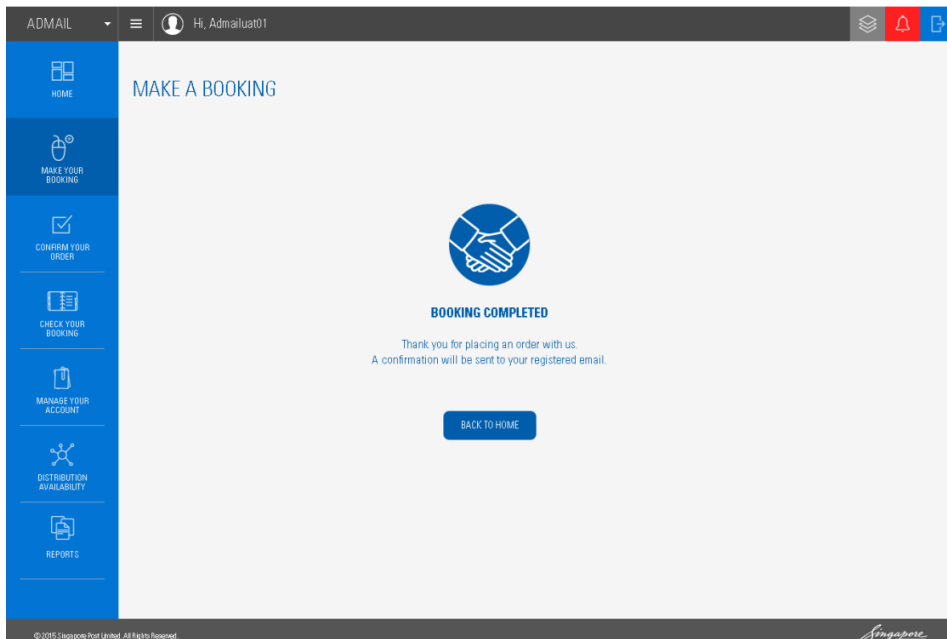
1) We / I hereby certify that the above particulars are true and accurate.
 2) We / I agree that the contract between SingPost and us / me for the supply of services by SingPost shall comprise the following documents:
 (a) This executed Service Order Form;
 (b) [SingPost's General Terms and Conditions](#);
 (c) [SingPost's Service Terms and Conditions applicable to this service](#); and
 (d) The executed Service Application Form for this service.
 (the abovementioned documents shall be collectively referred to as "Contract Documents" in this Form).
 3) We / I have read and understood the terms of the Contract Documents and agree to be bound by the Contract Documents.

You are submitting Admail booking under Account Number 0037002J.
 Please review the charges below and click "Submit" to proceed.

DISTRIBUTION CHARGES				
Description	Rate Scheme	Unit Rate(S\$)	Quantity	Amount(S\$)
HCB	Publish	0.080	62,100	\$4,968.00
Condo / Private Apartments	Publish	0.100	3,620	\$373.20
Commercial	Publish	0.100	1,840	\$194.40
Landed	Publish	0.100	610	\$61.00
			Sub Total:	\$5,998.20
			Grand Total	\$5,998.20
			GST Amount (7.00 %)	\$415.74
			PLEASE PAY THIS AMOUNT	\$6,354.94

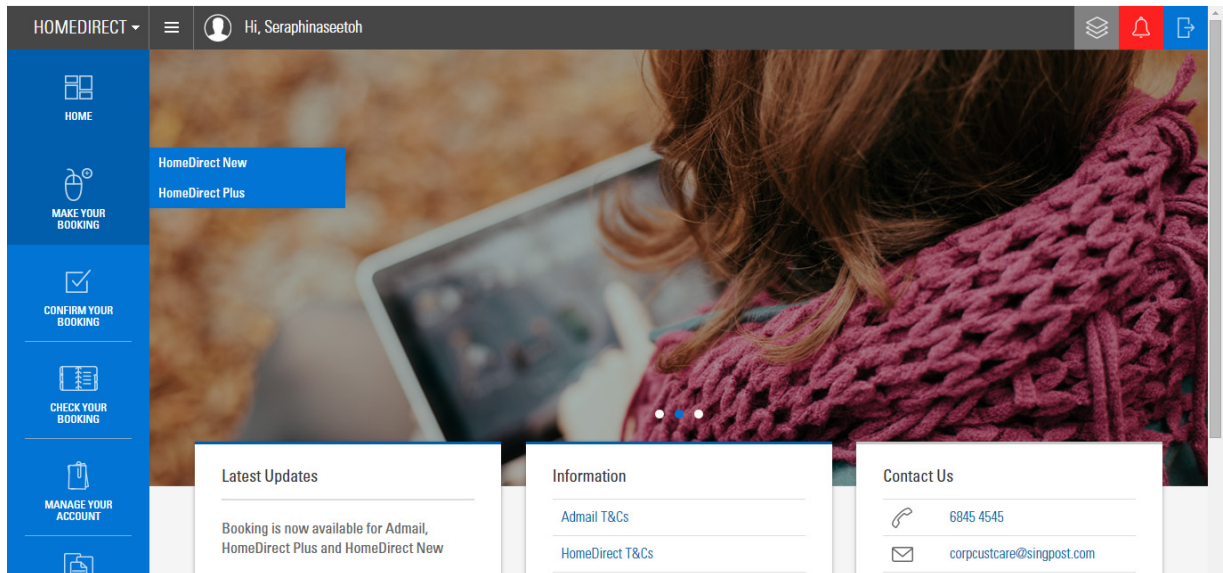
SUBMIT

8. Booking is now completed.



1.3.2 HomeDirect New/ HomeDirect Plus

1. Please ensure that your service type indicated at top left is under “HomeDirect”
2. Select “Make Your Booking”.
3. Select “HomeDirect New” or “HomeDirect Plus”.



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1. At booking Step 1, there are 2 options for customer to select Distribution Area:

- a. By Sector
- b. By District

You can also choose from the interactive map or tick the various options (i.e. By Region) to select accordingly. Once the selection is made, click Next to continue to the next step.

YOU CAN SELECT FROM THE 2 OPTIONS BELOW

BY SECTOR
Make a selection from the interactive map below or you could tick the checkboxes via the sector options below.

BY DISTRICT
Make a selection from the interactive map below or you could tick the checkboxes via the district options below.

SELECT REGION

ISLAND WIDE NORTH CENTRAL CED EAST WEST

FILL IN QUANTITY

Sector Code	Area of Coverage	Delivery Base	Sector Drop	HomeDirectNew
22	Bukit Timah Rd, Cuppage Rd, Monk's Hill Rd, Mt Elizabeth, Scotts Rd, Wilkie Rd	Kallang (DCP)	<input checked="" type="checkbox"/>	417 /417
			Total Distribution Units	417

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- At booking Step 2, select the “Material Delivery date”, “Mailer weight” and “Billing account number”.

Click “Calculate Distribution Charges” to display the Total Charges.

Click “Next” to continue.

The screenshot shows the 'MAKE A BOOKING' interface in the Mail360 system. The user is currently in Step 2: 'ENTER DISTRIBUTION DETAILS'. The form contains the following fields and values:

- MATERIAL DELIVERY DATE:** 03-Sep-15
- DISTRIBUTION START DATE:** 11-Sep-15
- *LODGEMENT START DATE:** 10-Sep-15
- *DISTRIBUTION END DATE:** 18-Sep-15
- *LODGEMENT END DATE:** 10-Sep-15
- PROMO CODE:** (empty field)
- *BILLING ACCOUNT NO:** ACC11-AccountName11
- *MAILER WEIGHT NOT EXCEEDING:** 25g

A red box highlights the 'CALCULATE DISTRIBUTION CHARGES' button. Below the form are buttons for 'CANCEL', 'SAVE DRAFT', and 'PREVIOUS'. The interface also shows a sidebar with navigation options like 'HOME', 'MAKE YOUR BOOKING', 'CONFIRM YOUR ORDER', 'CHECK YOUR BOOKING', 'MANAGE YOUR ACCOUNT', and 'REPORTS'. The top navigation bar shows 'HOMEDIRECT' and the user's name 'Hi, Admailuat01'.

Note : Distribution of Mailers shall be completed within three (3) Working Days after the Actual Lodgement Date during non-festive period (i.e. January to September) and within five (5) Working Days after the Actual Lodgement Date during festive period (i.e. October to December). Distribution of Mailers will be performed on Working Days during business hours.

- HOME
- MAKE YOUR BOOKING**
- CONFIRM YOUR BOOKING
- CHECK YOUR BOOKING
- MANAGE YOUR ACCOUNT
- REPORTS

MAKE A BOOKING

STEP 1: SELECT DISTRIBUTION AREA
STEP 2: ENTER DISTRIBUTION DETAILS
STEP 3: ENTER BOOKING DETAILS
STEP 4: BOOKING SUBMISSION

MATERIAL DELIVERY DATE ?

DISTRIBUTION START DATE ?

*LODGEMENT START DATE ?

*DISTRIBUTION END DATE ?

*LODGEMENT END DATE ?

PROMO CODE

*BILLING ACCOUNT NO

*MAILER WEIGHT NOT EXCEEDING ?

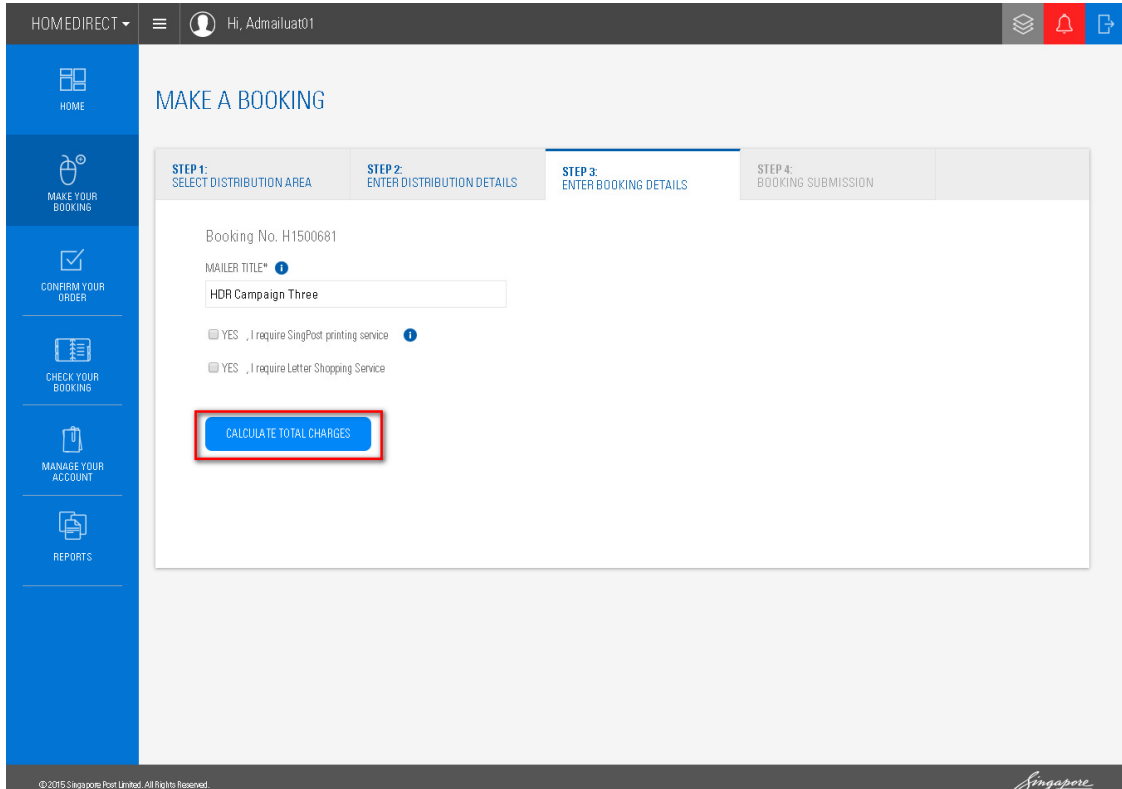
CALCULATE DISTRIBUTION CHARGES

DISTRIBUTION CHARGES				
Description	Rate Scheme	Unit Rate(S\$)	Quantity	Amount(S\$)
HomeDirectNew	Publish	0.310	41,690	\$12,923.90
Sub Total:				\$12,923.90
Grand Total(Before GST)				\$12,923.90
GST Payable(7.00 %)				\$904.67
PLEASE PAY THIS AMOUNT(INCLUSIVE OF GST)				\$13,828.57

CANCEL
SAVE DRAFT
PREVIOUS
NEXT

3. At booking Step 3, please enter your booking details such as “Mailer Title” and indicate if Printing Service or Letter Shopping Service is required.

Select “Calculate total charges and click “Next” to proceed.



STEP 1:
SELECT DISTRIBUTION AREA
STEP 2:
ENTER DISTRIBUTION DETAILS
STEP 3:
ENTER BOOKING DETAILS
STEP 4:
BOOKING SUBMISSION

MAKE YOUR BOOKING

CONFIRM YOUR BOOKING

CHECK YOUR BOOKING

MANAGE YOUR ACCOUNT

REPORTS

Booking No. H1500055

MAILER TITLE* ?

SingPost printing / other charges ?

YES , I require Letter Shopping Service

[CALCULATE TOTAL CHARGES](#)

TOTAL CHARGES

DISTRIBUTION CHARGES				
Description	Rate Scheme	Unit Rate(\$)	Quantity	Amount(\$)
HomeDirectNew	Publish	0.310	41,690	\$12,923.90
Sub Total:				\$12,923.90
Grand Total(Before GST)				\$12,923.90
GST Payable(7.00 %)				\$904.67
PLEASE PAY THIS AMOUNT(INCLUSIVE OF GST)				\$13,828.57

[CANCEL](#)
[SAVE DRAFT](#)
[PREVIOUS](#)
[NEXT](#)

- At booking Step 4, please review the order information and agreement. After accepting the agreement, please click “Submit” to proceed to final confirmation page.

The screenshot shows the 'MAKE A BOOKING' interface in the Mail360 system. The user is logged in as 'Hi, Admailuat01'. The interface is divided into a sidebar with navigation options (HOME, MAKE YOUR BOOKING, CONFIRM YOUR ORDER, CHECK YOUR BOOKING, MANAGE YOUR ACCOUNT, REPORTS) and a main content area. The main content area has a progress bar with four steps: STEP 1: SELECT DISTRIBUTION AREA, STEP 2: ENTER DISTRIBUTION DETAILS, STEP 3: ENTER BOOKING DETAILS, and STEP 4: BOOKING SUBMISSION. The current step is STEP 4. Below the progress bar, there is a table of booking details:

Booking No	H1500681	Lodgement Start Date	9/10/2015
Mailer Title	HDR Campaign Three	Lodgement End Date	9/10/2015
Billing Account No	ACC11	Total Distribution Quantity	417
Total Charges	\$428.00		

Below the table is an 'AGREEMENT' section with a scrollable text area containing the following text:

1) We / I hereby certify that the above particulars are true and accurate.
 2) We / I agree that the contract between SingPost and us / me for the supply of services by SingPost shall comprise the following documents:
 (a) This executed Service Order Form;
 (b) [SingPost's General Terms and Conditions](#);
 (c) [SingPost's Service Terms and Conditions applicable to this service](#); and
 (d) The executed Service Application Form for this service.
 (the abovementioned documents shall be collectively referred to as "Contract Documents" in this Form).
 3) We / I have read and understood the terms of the Contract Documents and agree to be bound by the Contract Documents.

Below the agreement text is a checkbox labeled 'I accept above agreement.' which is checked. At the bottom of the form, there are four buttons: 'CANCEL', 'SAVE DRAFT', 'PREVIOUS', and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red box.

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5. Click "Submit" to complete the Order Booking.

CONFIRM YOUR BOOKING

CHECK YOUR BOOKING

MANAGE YOUR ACCOUNT

REPORTS

Total Charges **\$13,828.57**
(7% GST INCLUSIVE)

AGREEMENT BY CONTRACTING PARTY

1) We / I hereby certify that the above particulars are true and accurate.

2) We / I agree that the contract between SingPost and us / me for the supply of services by SingPost shall comprise the following documents:

(a) This executed Service Order Form;

(b) [SingPost's General Terms and Conditions](#);

(c) [SingPost's Service Terms and Conditions applicable to this service](#); and

(d) The executed Service Application Form for this service.

(the abovementioned documents shall be collectively referred to as "Contract Documents" in this Form).

3) We / I have read and understood the terms of the Contract Documents and agree to be bound by the Contract Documents.

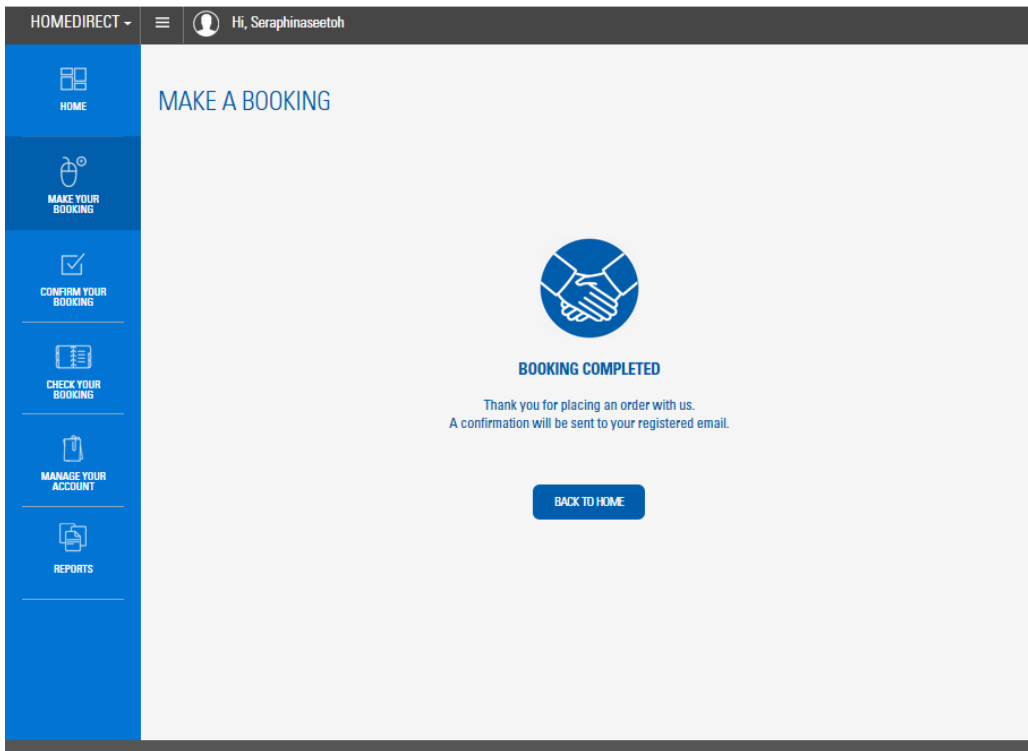
You are submitting HomeDirect New booking under Account Number 0099901B.
Please review the charges below and click "Submit" to proceed.

DISTRIBUTION CHARGES				
Description	Rate Scheme	Unit Rate(\$)	Quantity	Amount(\$)
HomeDirectNew	Publish	0.310	41,690	\$12,923.90
Sub Total:				\$12,923.90
Grand Total(Before GST)				\$12,923.90
GST Payable(7.00 %)				\$904.67
PLEASE PAY THIS AMOUNT(INCLUSIVE OF GST)				\$13,828.57

SUBMIT

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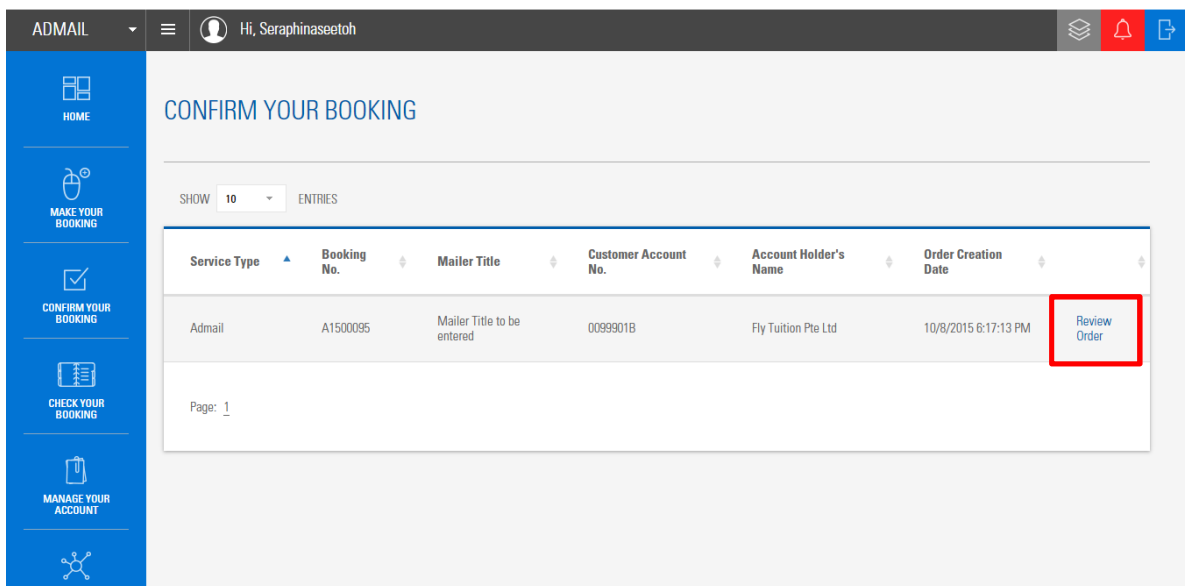
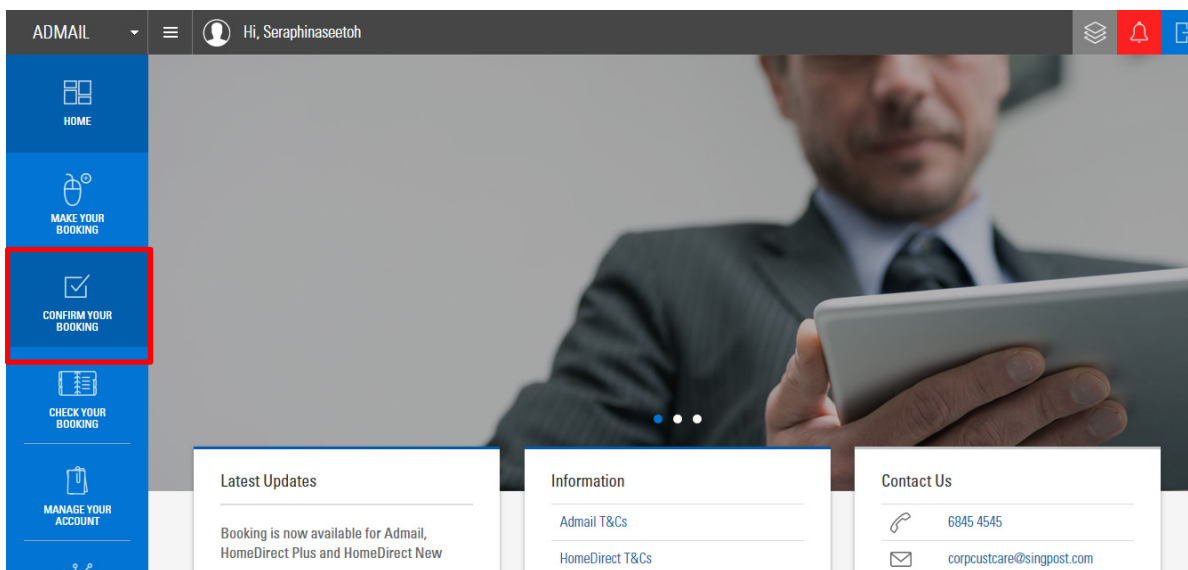
6. Booking is now completed.



1.3.3 Confirm Your Booking

1. Only applicable for those who have opted for Printing/ Other Services. You will need to review and confirm the final charges upon receiving email notification when the quotation has been provided.

Select “Confirm Your Booking” and click on “Review Order” for the respective booking to proceed.



2. You may review the order and final charge. Select “Confirm” or “Reject”.

Commercial	Publish	0.160	2,690	\$430.40
Landed	Publish	0.160	1,090	\$174.40
Sub Total:				\$4,612.80
OTHER CHARGES				
Description	Rate Scheme	Rate(\$)	Quantity	Amount(\$)
Printing Cost		1587.900	1	\$1,587.90
Sub Total:				\$1,587.90
Grand Total				\$6,200.70
GST Amount(7.00 %)				\$434.05
PLEASE PAY THIS AMOUNT				\$6,634.75

AGREEMENT

1) We / I hereby certify that the above particulars are true and accurate.
 2) We / I agree that the contract between SingPost and us / me for the supply of services by SingPost shall comprise the following documents:
 (a) This executed Service Order Form;
 (b) [SingPost's General Terms and Conditions](#);
 (c) [SingPost's Service Terms and Conditions applicable to this service](#); and
 (d) The executed Service Application Form for this service.
 (the abovementioned documents shall be collectively referred to as "Contract Documents" in this Form).
 3) We / I have read and understood the terms of the Contract Documents and agree to be bound by the Contract Documents.

I agree to the above agreement

REJECT
CONFIRM

1.3.4 Check Your Booking

1. To enquire on order status, select "Check Your Booking". A list of bookings matching the search criteria will be displayed.
2. You can select the relevant booking number to view the details.

ADMAIL Hi, Seraphinaseetoh

CHECK YOUR BOOKING

BOOKING STATUS: ALL | BOOKING NO.: ALL

MAILER TITLE: | CUSTOMER ACCOUNT NO.: | CLEAR | **SEARCH**

SHOW 100 ENTRIES

Booking No.	Mailer Title	Customer Account No.	Booking Status	Booking Creation Date	Job Completed Date	Lodgement Dates	Distribution Dates	Customer to collect Singpost Bag(s)
A1500095	Mailer Title to be entered	0099901B	Pending Customer Approval	10/8/2015 6:17:13 PM		16/10/2015 to 16/10/2015	19/10/2015 to 27/10/2015	N
A1500091	School Holidays Promotion	0099901B	Booking Created	10/8/2015 4:06:10 PM		23/10/2015 to 23/10/2015	26/10/2015 to 03/11/2015	N

1.4 Manage Your Account

As an administrator for each Customer Account, you can create new user access by completing the section below.

User will be able to access all areas in the system except "Manage Your Account".

1.4.1 Create New User Access

1. Select "Manage Your Account"
2. Click "Create New User Login"

Enter all required information and select the SingPost Account No. to be added under this new user. Add Account by clicking on the arrow button.

3. Click "Submit"
4. New user will receive an email notification with the user name and default password.

1.4.2 Edit User Access

As an Administrator, you are able to edit user access for the respective Account Number. Editing include changing of user's access (active or inactive) and editing the Account No. (Add or remove accounts) of the user.

The screenshot shows the 'Edit User Access' page in the Mail360 system. On the left is a blue navigation sidebar with options: MAKE YOUR BOOKING, CONFIRM YOUR BOOKING, CHECK YOUR BOOKING, MANAGE YOUR ACCOUNT, DISTRIBUTION AVAILABILITY, and REPORTS. The main content area has a breadcrumb trail: Create New User Login | Edit User Access | Authorisation of Agency / Reseller. Below the breadcrumb is a 'SHOW 10 ENTRIES' filter. A table lists six users with columns for No., Username, User Role, Status, Created Date, Last Update, and an 'Edit Account' link. The 'Edit User Access' link in the breadcrumb and the 'Edit Account' link for the sixth user are highlighted with red boxes.

No.	Username	User Role	Status	Created Date	Last Update	
1	seraphinaseetoh@gmail.com	New SignupUser	Active	06-Oct-15	08-Oct-15	Edit Account
2	seraphinaseetoh@gmail.com	Admin Customer role	Active	06-Oct-15	08-Oct-15	Edit Account
3	seraphinaseetoh@gmail.com	Admin Customer role	Active	06-Oct-15	08-Oct-15	Edit Account
4	serphineseetoh@gmail.com	Normal user	Deactivated	08-Oct-15	08-Oct-15	Edit Account
5	seraphineseetoh1@gmail.com	Normal user	Active	08-Oct-15	08-Oct-15	Edit Account
6	xiuyunuser5@gmail.com	Normal user	Active	08-Oct-15	08-Oct-15	Edit Account

Page: 1

The screenshot shows the 'Edit User Access' form. The breadcrumb trail is: Create New User Login | Edit User Access | Authorisation of Agency / Reseller. Below the breadcrumb is a text instruction: "You can edit user's access below. Editing include changing of user's access (active or inactive) and editing the Account No.(add or remove accounts) of the user." The form has two input fields: 'USERNAME' (seraphinaseetoh@gmail.com) and 'USER ROLE' (New SignupUser). Below these is a 'STATUS' section with two radio buttons: 'Active' (selected) and 'Inactive'. Below the status section are two text areas: 'Available Account No.s' and 'Selected Account No.s' (containing 0099901B). At the bottom are 'BACK' and 'SUBMIT' buttons. The 'Active' radio button and the 'SUBMIT' button are highlighted with red boxes.

1.4.3 Authorization of Agency

As an Administrator, you are able to authorize our SingPost Alliance Agency to create booking on behalf of your account.

1. Input the Alliance No. of your appointed Agency
2. Click on "Validate Account"
3. Agency Account information will be populated.
4. Select the respective account number to be authorized under this Agency.
5. Click on "Add" and refer to below table on authorization details.
6. Authorization of Agency can also be removed by selecting "Remove Authorisation".

Authorisation of Agency / Reseller

Please input Alliance No or Reseller No.

ALLIANCE NO. A001 RESELLER NO. [Empty]

ACCOUNT HOLDER NAME 3AD SINGPOST ACCOUNT NO. 0047692G

Available Account No.s Selected Account No.s

ADD

Alliance No.	Reseller No.	Account No.	Account Holder Name	Status	Created Date	Last Update	
A001		0099901B	3AD	Authorised	15-Sep-15	15-Sep-15	Remove Authorization
A011		0099901B	MANDATE COMMUNICATIONS (S) PTE. LTD.	Unauthorised	15-Sep-15	15-Sep-15	
A200		0099901B	Design Mail Pte Ltd	Authorised	06-Oct-15	06-Oct-15	Remove Authorization