Singapore

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

Singapore.		I SIGN UP
Swift an	d easy bookings with Mail360 Online P	ortal
Email	Password	
	Eorgot Password	2
	LOGIN Not a SingPost Corporate customer? Sign up now	
		-
FADs Contact Us User Guide How It works?	Check your next maildrop availability	©2015 Singapore Post Limited. All rights reserved.

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.

SERVICE TYPE Admail HomeDirect	AFPLICATION FOR Corporate Agency Agent Under Company Printer
ACCOUNT DETAILS	
Unique Entity No: (as per ACRA: Record)*	GST Registration No.*
Billing Addressee.*	Singpost Contact person:* AMContentPort
Organization Namer*	
FINANCE CONTACT PERSON DETAILS	
Full Name:*	Work Phone *
Designation:"	Fax No.*
Email:*	
ADDRESS DETAILS	Billing Address
Country:*	Country:*
City:"	City.*
State:	State:
Postal Code:* RETRIEVE ADDRESS	Podal Code* RETRIEVE ADDRESS
Street Name:*	Street Namer*
Building Name:	Building Name:
Unit No:	Unit No:

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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"





- 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.





4. 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.

ADMAIL 🗸	= 🚺 Hi, Admailuat01						\$	Đ
номе	MAKE A BOOKING							
	STEP 1: Select distribution area	STEP 2 : Enter distrie	BUTION DETAILS	STEP 3: ENTER BOOKING DETAILS	STEP 4: Booking Submi	SSION		
	DISTRIBUTION START DATE 🕕		*LODGEMENT ST.	ART DATE 🕕	*MAILER WEIGHT NOT EXCE	EDING 🕕		
	06-Jan-16	Ē	05-Jan-16		25g	-		
CONFIRM YOUR ORDER	*DISTRIBUTION END DATE THREE	SHOLD 🕕	*LODGEMENT EN	d date 📵	PROMO CODE			
「罰	13-Jan-16		05-Jan-16	Ē				
CHECK YOUR BOOKING	*BILLING ACCOUNT NO							
LUJ	ACC11-AccountName11	-						
MANAGE YOUR								
	CALCULATE DISTRIBUTION C	HARGES						
×								
DISTRIBUTION AVAILABILITY								
 	CANCEL SAVE D	RAFT				PREVIOUS		
@ 2015 Sinaaroop Poet Limited	1 All Rights Researed	-	-	_			Sinaapo	re

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.



1031		Mail	360 User Gui	de			
ADMAIL 🝷	😑 🚺 Hi, Admailuat01						
Номе	MAKE A BOOKING						
MAKE YOUR BOOKING	STEP 1: Select distribution area	STEP 2: Enter distributio	STEP 3: ENTER B	DOKING DETAILS	STEP 4: Booking	3 SUBMISSION	
	DISTRIBUTION START DATE 1 6-Jan-2016	ė	*LODGEMENT START DATE () 5-Jan-2016		*MAILER WEIGHT 25g	NOT EXCEEDING	
CONFIRM YOUR ORDER	*DISTRIBUTION END DATE THRES	SHOLD 🕕	*LODGEMENT END DATE 🕕		PROMO CODE		
	13-Jan-2016		5-Jan-2016	Ē			
BOOKING	*BILLING ACCOUNT NO	.					
MANAGE YOUR							
AULUUINI	CALCULATE DISTRIBUTION C	HARGES					
DISTRIBUTION AVAILABILITY							
	TOTAL DISTRIBUTION C	HARGES					
REPORTS	DISTRIBUTION CHARGES						
	Description	Rate Scheme	Unit Rate(S\$)	Quanti	ty	Amount(S\$)	
	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 To	Crand Total	\$540.00	
				GST	Amount(7 %)	\$37.80	
				PLEASE PAY T	HIS AMOUNT	\$577.80	
	CANCEL SAVE D	RAFT				PREVIOUS	
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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.

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НОМЕ	MAKE A BOOKING							
MAKE YOUR BOOKING	STEP 1: Select distribution area	STEP 2: Enter distribution details	STEP 3: Enter Booking Details	STEP 4: BOOKING SUBMISSION				
CONFIRM YOUR ORDER	Booking No. A1502973 Mailer Title* () Campaign Three							
CHECK YOUR BOOKING	Yes , I require SingPost bagging service Interpretation Interpretatio Interpretatio Interpretation Interpreta							
MANAGE YOUR ACCOUNT	CALCULATE TOTAL CHARGES	service 0						
DISTRIBUTION AVAILABILITY								
REPORTS								
© 2015 Singapore Post Limiter	I. All Rights Reserved.				18	ingapor	2	

POST		Mail3	60 User Guide	2	
	CALCULATE TOTAL CHARE	ES			
REPORTS	TOTAL CHARGES				
	DISTRIBUTION CHARGE	S			
	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	\$8,354.94
	CANCEL	DRAFT			PREVIOUS



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.

Щ						
AKE YOUR	STEP 1: Select distribution area	STEP 2: ENTER DISTRIBUTION DETAILS	STEP 3: ENTER BOOKING DE	TAILS BOD	P 4: IKING SUBMISSION	
NRRM YOUR ORDER	Booking No. A1500419 Mallen Tinte* Mallen Tinte November Rain ® Yee, J require SingPost buggi No. 1 do not require SingPost bagi from SingPost Bulk Mall	n ng samica 💿 bagging samica (You may callect Cantre at least 3 days before				
	Regenency) SingPost printing / other char PLEASE SFECIPY PRINTING REQU A5 100	iges 1				
	CALCULATE TOTAL CHARGE	ES				
	DISTRIBUTION CHARGES	S Rate Scheme	Unit Rate(S\$)	Quantity	Amount(S\$)	I
	DISTRIBUTION CHARGES Description HDB	S Rate Scherne Publish	Unit Rate (S\$) 0.090	Quantity 1,700	Amount(S\$) \$153.00	I
	DISTRIBUTION CHARGES Description HDB Condo / Private Apartments	S Rate Scheme Publish Publish	Unit Rate(S\$) 0.090 0.110	Quantity 1,700 190	Amount(S\$) \$153.00 \$20.90	
	DISTRIBUTION CHARGES Description HDB Condo / Private Apartments Commercial	S Rate Scheme Publish Publish Publish	Unit Bate(S\$) 0.090 0.110 0.000	Ouantity 1,700 190 0	Amount(S\$) \$153.00 \$20.90 \$0.00	
	DISTRIBUTION CHARGES Description HOB Condo / Private Apartments Commercial Landed	S Rate Scheme Publish	Unit Rate(S\$) 0.090 0.110 0.000 0.120	Quantity 1,700 190 0 3,570	Amount(S\$) \$153.00 \$20.90 \$0.00 \$428.40	
	DISTRIBUTION CHARGES Description HDB Condo / Private Apartments Commercial Landed	S Rate Scheme Publish Publish Publish Publish	Lunit Bate(S\$) 0.090 0.110 0.000 0.120	Quantity 1,700 190 0 3,570 Sub Total:	Amount(S\$) \$153.00 \$20.90 \$0.00 \$428.40 \$602.30	
	DISTRIBUTION CHARGES Description HDB Condo / Private Apartments Commercial Landed OTHER CHARGES	S Rate Scheme Publish Publish Publish	Unit Rate (S\$) 0.090 0.110 0.000 0.120	Quanthy 1,700 190 0 3,570 Sub Tota:	Amount(S\$) \$153.00 \$20.90 \$0.00 \$428.40 \$602.30	
	DISTRIBUTION CHARGES Description HDB Condo / Private Apartments Commercial Landed OTHER CHARGES Description	Rate Scheme Rate Scheme Rate Scheme	Lunit Rate(S\$) 0.090 0.110 0.000 0.120 0.120 Unit Rate(S\$)	Quantity 1,700 190 0 3,570 Sub Total: Quantity	Amount(S\$) \$153.00 \$20.90 \$0.00 \$428.40 \$602.30 Amount(S\$)	
	DISTRIBUTION CHARGES Description HOB Condo / Private Apartments Commercial Landed OTHER CHARGES Description Printing Cost	Rate Scheme Publich Publich Publich Publich Publich Rate Scheme	Unit Rate (\$\$) 0.000 0.100 0.120 Unit Rate (\$\$) Unit Rate (\$\$)	Quantity 1,700 190 0 3,570 3,5	Amount(S\$) \$153.00 \$20.90 \$0.00 \$428.40 \$602.30 Amount(S\$)	
	DISTRIBUTION CHARGES Description HDB Condo / Private Apartments Commercial Landed OTHER CHARGES Description Printing Cost	S Rate Scheme Publish Publish Publish Rate Scheme	Unit Rate(\$\$) 0.090 0.110 0.000 0.120 0.120 Unit Rate(\$\$) Quetation to be provided by	Quantity 1,700 190 0 3,570 3,570 3,570 3,570 3,570 3,570 4,000 4,0	Amount(S\$) \$153.00 \$20.90 \$0.00 \$428.40 \$602.30 Amount(S\$) \$0.00 \$602.30	
	DISTRIBUTION CHARGES Description HDB Condo / Private Apartments Commercial Landed OTHER CHARGES Description Printing Cost	Rate Scheme Publich Publich Publich Publich Publich Rate Scheme	Unit Rate (\$\$) 0.000 0.100 0.100 0.120 Unit Rate (\$\$) Unit Rate (\$\$)	Quantity Quantity 1,700 190 3,570 3,570 3,570 Quantity Guantity SimpPot Account Manager Grand Total GST Amount? ***	Amount(S\$) \$153.00 \$20.90 \$20.90 \$428.40 \$602.30 Amount(S\$) \$0.00 \$602.30 \$0 \$0.00 \$602.30 \$0.00 \$00 \$	
	DISTRIBUTION CHARGES Description HDB Condo / Private Apartments Commercial Landed OTHER CHARGES Description Printing Cost	S Rate Scheme Publich Publich Publich Publich Rate Scheme	Lunk Rate(S\$) 0.090 0.110 0.000 0.120 Unk Rate(S\$) Unk Rate(S\$)	Quantity 1,700 1,700 190 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Amount(S\$) \$153.00 \$20.90 \$0.00 \$428.40 \$602.30 Amount(S\$) \$0.00 \$602.30 \$602.30	

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6. 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.

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Номе	MAKE A BOOKING						
MAKE YOUR BOOKING	STEP 1: Select distribution area	STEP 2: Enter distribution details	STEP 3: Enter booking details	STEP 4: Booking submission			
CONFIRM YOUR ORDER	Booking No — Mailer Title	A1502973 Campaign Three	Lodgement Start Date Lodgement End Date	05-Jan-16 05-Jan-16			
CHECK YOUR BOOKING	Billing Account No Total Charges	ACC11 \$12,253.37[include 7 % GST]	Total Distribution Quantity	110,740			
MANAGE YOUR ACCOUNT	AGREEMENT BY CONT 27 we 7 ragree diacone documents: (a) This executed Servi	RACTING PARTY roomaccoeween singroscand us 71 ice Order Form;	וווה ומו מוה במלולה מבצהו אוכהי הל-פועל	Lost sum combuse are ronowing			
	(b) <u>SingPost's General</u> (c) <u>SingPost's Service</u> (d) The executed Servi (the abovementioned c	Terms and Conditions; Terms and Conditions applicable to the ce Application Form for this service. locuments shall be collectively referre	<u>nis service;</u> and ad to as "Contract Documents" in thi	s Form).			
REPORTS	3) We / I have read and	d understood the terms of the Contrac	t Documents and agree to be bound	by the Contract Documents.	·		
	CANCEL	DRAFT		PREVIOUS			
© 2015 Singa pore Poet Limited	d. All Rights Received.				Si	ngapori	e



7. Click "Submit" to complete the booking.

IVIANE A DU	OKING			
Booking No	A1500093	Lodgement Start Date	16-Oct-15	
Maller Title	Mailer Title to be entered	Lodgement End Date	16-Oct-15	
Billing Account No	0037002J	Total Distribution Quantity	68,170	
Total Charges	\$8,354.94[include 7 % GST]			
AGREEMENT BY C	ONTRACTING PARTY			
1) We / I hereby c	ertify that the above particulars are true at	nd accurate.	st shall complex the following documents	under .
(a) This executed (b) <u>SingPost's Ger</u> (c) <u>SingPost's Ser</u> (d) The executed 3 (the abovemention	Service Order Form; neral Terns and Conditions; Moe Terms and Conditions applicable to th Service Application Form for this service. ned documents shall be collectively refer-	his service; and ed to as "Contract Documents" in this F	om).	
3) We / I have rea	d and understood the terms of the Contrac	t Documents and agree to be bound by	the Contract Documents.	
Plance review the ch	array below and allek "Cubmit' to proceed	FORE D.		
DISTRIBUTION CH	arges below and click Sound, to proceed	L		
DISTRIBUTION CH Description	Arges below and click submit to proceed WEARS Rate Scheme	L Unit Rate(S\$)	Quantity	Amount(S\$)
DISTRIBUTION CH Description HDB	Publish	L Unit Rate(S\$) 0.080	Quantity 67,100	Amount(S\$) \$4,968.00
DISTRIBUTION CAP DESCRIPTION HDB Cando / Physica App	Rate Scheme Publish attrents Publish	Lunit Rate(SS) 0.000 0.100	Ouxantity 62,100 3,620	Amount(S\$) \$4,982.00 \$579.70
DISTRIBUTION CHA DESCRIPTION HDB Cando / Physics App Commercial	VERS Rate Scheme Publish Publish Publish	L Unit Rate(SS) 0.000 0.100 0.100	Cuantity 62,100 3,670 1,840	Amount(SS) \$4,982.00 \$5/92.0 \$794.40
DISTRUCTION CH DESCRIPTION HOB Condo / Physics App Commercial Landed	VERS Rate Scheme Publish Publi	Lunit Rate(S\$) 0.080 0.160 0.160	Ouantity 67,100 3,570 1,940 610	Amount(SS) \$4,582.00 \$5,73.20 \$294.40 \$377.00
DISTRUCTION OF DESCRIPTION OF HDB Condo / Phrate App Commercial Landed	WERS Rate Scheme Publish Attrents Publish Publish Publish Publish	L Unit Rate(SS) 0.000 0.160 0.160	Cuantity 62,100 3,670 1,940 610 Sub Totat	Amourn(ISS) \$4,982.00 \$5.78.20 \$734.40 \$97.60 \$5,508.20
Distribution of the Distri	VEES Rate Scheme Publish Publi	L Unit Rate(S\$) 0.080 0.160 0.160 0.160	Duantity 62,100 3,670 1,940 610 Sub Total: Grand Total	Amount(S\$) \$4,988.00 \$5,79.20 \$294.40 \$377.60 \$5,508.20 \$5,508.20
Distribution of the Distri	Rate Scheme Publish Pu	Unit Rate(S\$) 0.080 0.160 0.160	Cuantity 62,100 3,620 1,840 610 540 Total Crant Total GST Amount(7,09%)	Amount(SS) \$4,502.00 \$5,79.20 \$754.40 \$5,503.20 \$5,503.20 \$5,503.20 \$415.74



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".





- 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.





2. 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.

HOMEDIRECT - = ()	Hi, Admailuat01						\$ ↓	₽
НОМЕ МАКЕ	A BOOKING							
MAKE YOUR BOOKING	ISTRIBUTION AREA	STEP 2: Enter distributi	ON DETAILS	STEP 3: ENTER BOOKING DET	TAILS	STEP 4: BOOKING SUBMISSION		
M	ATERIAL DELIVERY DATE 🌖		DISTRIBUTION STAI	RT DATE 🕕		*LODGEMENT START DATE 🕕		
0	3-Sep-15	Ē	11-Sep-15	[10-Sep-15		
CONFIRM YOUR ORDER *D	ISTRIBUTION END DATE 🕕		*LODGEMENT END	date 🕕		PROMO CODE		
	8-Sep-15		10-Sep-15	[
CHECK YOUR BOOKING *B	ILLUNG ACCOUNT NO		*MAILER WEIGHT N	NOT EXCEEDING 🕕				
ر 10	ACC11-AccountName11	~	25g		Ŧ			
MANAGE YOUR								
ACCOUNT		DOLO						
r in the second se	CALCULATE DISTRIBUTION CHA	IRGES						
REPORTS								
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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.



		N	1ail360 L	Jser Guid	le				
HOME	MAKE A BOOKING								
20									
	STEP 1: SELECT DISTRIBUTION AREA	STEP 2: ENTER DISTRIBUT	ION DETAILS	STEP 3: ENTER BOOKING	DETAILS	STEP 4: BOOKING	SUBMISSION		
BOOKING	MATERIAL DELIVERY DATE		DISTRIBUTION STA			PLODGEMENT STAT	DT DATE		
	20-Oct-15	Ē	28-Oct-15			27-Oct-15		3	
CONFIRM YOUR BOOKING								-	
	*DISTRIBUTION END DATE	[11]	"LODGEMENT END	DATE 🚯		PROMO CODE			
	03-1404-13	[+++]	27-001-15						
CHECK YOUR BOOKING	*BILLING ACCOUNT NO		*MAILER WEIGHT	NOT EXCEEDING 🕕					
	0099901B-Fly Tuition Pte Lte	d ~	25g		-				
MANAGE YOUR									
	CALCULATE DISTRIBUTION C	HARGES							
A state									
REPORTS									
- 3 (DISTRIBUTION CHARGES								
	Description	Rate Scheme	Uni	it Rate(S\$)	Quant	îty	Amount(S\$)		
	HomeDirectNew	Publish	0.3	10	41,690	i.	\$12,923.90		
					Sub T	otal:	\$12,923.90		
					Grand Tota	al(Before GST)	\$12,923.90		
					GST P	ayable(7.00 %)	\$904.67		
			PI	LEASE PAY THIS AM	IOUNT(INCLI	JSIVE OF GST)	\$13,828.57		
	CANCEL SAVE D	RAFT					PREVIOUS		



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.

HOMEDIRECT 🗸	≡ 💽 Hi, Admailuat01			\otimes	Ċ	₿
номе	MAKE A BOOKING					
	STEP 1: SELECT DISTRIBUTION AREA STEP 2: ENTER DISTRIBUTION DETAILS	STEP 3: ENTER BOOKING DETAILS	STEP 4: BOOKING SUBMISSION			
CONFIRM YOUR ORDER	Booking No. H1500681 Mailer Title" 🔹 HDR Campaign Three					
CHECK YOUR BOOKING	YES , I require SingPost printing service YES , I require Letter Shopping Service					
MANAGE YOUR ACCOUNT	CALCULATE TOTAL CHARGES					
REPORTS						
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Select "Calculate total charges and click "Next" to proceed.



PUST		Mail360) User Guide			
	STEP 1: SELECT DISTRIBUTION AREA	STEP 2: Enter distribution details	STEP 3: Enter Booking Details	STEP 4: BOOKIN	G SUBMISSION	
BOUKING COMPRENT YOUR BOOKING DECK YOUR DECK YOUR MANAGE YOUR REPORTS	Booking No. H1500055 MALER TITLE Enter Mailer Title SingPost printing / other charg YES , I require Letter Shopping CALCURATE TOTAL CHARGES	es D Service				
	DISTRIBUTION CHARGES					
	Description	Rate Scheme U	Jnit Rate(S\$) Qu	antity	Amount(S\$)	
	HomeDirectNew	Publish 0	.310 41,	690	\$12,923.90	
			Su	b Total:	\$12,923.90	
			Grand 1	fotal(Before GST)	\$12,923.90	-
			Grand T	Total(Before GST) T Payable(7.00 %)	\$12,923.90 \$904.67	
			Grand T GST PLEASE PAY THIS AMOUNT(IN	Total(Before GST) T Payable(7.00 %) CLUSIVE OF GST)	\$12,923.90 \$904.67 \$13,828.57	-



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

MAKE YOUR BOOKING	STEP 1: Select distribution area	STEP 2: Enter distribution details	STEP 3: ENTER BOOKING DETAILS	STEP 4: Booking Submission	
	Booking No	H1500681	Lodgement Start Date	9/10/2015	
NFIRM YOUR ORDER	Mailer Title	HDR Campaign Three	Lodgement End Date	9/10/2015	
	Billing Account No	ACC11	Total Distribution Quantity	417	
	Total Charges	\$ 428.00			
ANALOS YOUR ACCOUNT REPORTS	1) We / I hereby certif 2) We / I agree that the documents: (a) This executed Serv. (b) SingPost's Service (d) The executed Serv. (the abovementioned) (b) All boxe nod post (the above agreement) (c) I accept above agreement) (c) Construction (c) Constru	r that the above particulars are true a a contract between SingPost and us ice Order Form; Terms and Conditions; Terms and Conditions applicable to ice Application Form for this service, documents shall be collectively refer	Ind accurate. / me for the supply of services by Singl this service, and red to as "Contract Documents" in this et Documents and excepts by bound b	Post shall comprise the following s Form).	
	CANCEL	DRAFT		PREVIOUS	1



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

CONFIRM YOUR BOOKING	Total Charges	\$13,828.57 (7 %GST INCLUSIVE)			
CHECK YOUR BOOKING	AGREEMENT BY CONTR/	ACTING PARTY			
	 We / I hereby certify th 2) We / I agree that the c (a) This executed Service (b) <u>SingPost's General Te</u> (c) <u>SingPost's Service Te</u> (d) The executed Service (the abovementioned door 3) We / I have read and u 	at the above particulars are true (ontract between SingPost and us, Order Form; <u>rms and Conditions;</u> <u>rms and Conditions applicable to 1</u> Application Form for this service. uments shall be collectively refer nderstood the terms of the Contra	Ind accurate. I'me for the supply of services by S <u>his service</u> ; and red to as "Contract Documents" in ct Documents and agree to be bour	ingPost shall comprise the following docume this Form). nd by the Contract Documents.	ints:
	You are submitting HomeDire Please review the charges b	act New booking under Account N elow and click "Submit" to procee	lumber 0099901B. d.		
	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
			PLEAS	E 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.





I anded Publish 0.160 1,090 \$174.40 Sub Total: \$4,612.80 OTHER CHARGES Description Rate Scheme Rate(S\$) Quantity Amount(S\$) Prinning Cost 1587.900 1 \$1,587.90 Current Cost Sub Total: \$434.05 Current Cost Sub Total: \$434.05 Current Cost Sub Total: \$434.05 Current Cost Variation of the Supervision of the Sup	Landed Publish 0.160 1,090 \$1/4.40 Sub Total: \$4,612.80 OTHER CHARGES Description Rate Scheme Rate(SS) Quantity Amount(SS) Printing Cost 1587.900 1 \$1,587.90 Grand Total \$6,200.70 Sub Total: \$1,587.90 Correct Contract EVENCE EGR Amount(7,00 %) \$434.05 CREEMENT Sub Total: \$4,634.75 \$4,634.75 Stab York in the above particulars are true and accurate. 2) Wo / 1 agree total with eabove particulars are true and accurate. \$1,087.90 \$4,634.75 Stab York in the above particulars are true and accurate. 2) Wo / 2,097.90 \$4,634.75 \$4,634.75 Careed Total \$4,094.75 \$4,094.75 \$4,094.75 \$4,094.75 Stab York in the above particulars are true and accurate. 2) Wo / 1 agree total the contract between SingPost and us / me for the supply of services by SingPost shall comprises the following documents: \$1,087.75 (a) This executed Service Order Form; (b) SingPost's Service Torms and Conditions: \$1,087.75 \$1,087.75 (b) Wo / 1 have read and understood the terms of the Contract Documents and agree to be bound by the Contract Documents. \$1,087.75	Commercial	Publish	0.160	2,690	\$430.40
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	I agree to the above agreement	ACDEEMENT			PLEASE PAY THIS AMOUNT	\$8,634.75

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



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, S	eraphinaseetoh							
HOME	CHECK YO	JR BOOKIN	G						
MAKE YOUR BOOKING	BOOKING STATUS All		- ALL	NO.	×		_		
CONFIRM YOUR BOOKING	MAILER TITLE		CUSTOM	ER ACCOUNT NO.	CLEAR	SEARCH			
	SHOW 100	ENTRIES							
رتار ال	Booking No. 🔻	Mailer Title	Customer Account No.	Booking Status	Booking Creation Date	Job Completed 🔶 Date	Lodgement Dates $ arrow$	Distribution Dates	Customer to collect Singpost Bag(s)
MANAGE YOUR ACCOUNT	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	Ν
0.0									
DISTRIBUTION AVAILABILITY	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	Ν



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.

MAKE YOUR BOOKING	
	⊕ Create New User Login
CONFIRM YOUR BOOKING	You may create user by completing the section below. User will be able to access all areas in the system except "Manage Your Account".
CHECK YOUR BOOKING	USERNAME (ENTER EMAIL ADDRESS) FULL NAME
MANAGE YOUR ACCOUNT	DESIGNATION PHONE
	Please select the required SingPost Account No. to be added under this new user. Available Account No.s Selected Account No.s
REPORTS	009901B
	SJEANIT



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.

MAKE YOUR BOOKING CONFIRM YOUR BOOKING	+ Create New User Login	🖉 Edit User Access 🗗 🍋 A	uthorisation of Agency	ı / Reseller		
	No. Username	User Role	Status	Created Date	Last Update	
BOOKING	1 seraphinaseetoh@gr	nail.com New SignupUser	Active	06-Oct-15	08-Oct-15	Edit Account
MANAGE YOUR ACCOUNT	2 seraphinaseetoh@gr	nail.com Admin Customer role	Active	06-0ct-15	08-Oct-15	Edit Account
×	3 seraphinaseetoh@gr	nail.com Admin Customer role	Active	06-0ct-15	08-Oct-15	Edit Account
	4 serphineseetoh@gm	ail.com Normal user	Deactivated	08-0ct-15	08-Oct-15	Edit Account
REPORTS	5 seraphineseetoh1@g	mail.com Normal user	Active	08-Oct-15	08-Oct-15	Edit Account
	6 xiuyunuser5@gmail.e	com Normal user	Active	08-Oct-15	08-Oct-15	Edit Account
	Page: 1					
CONFIRM YOUR BOOKING	You can edit user's access below. Editing	include changing of user's access (activ	of Agency / Reseller e or inactive)			
CHECK YOUR BOOKING	USERNAME seraphinaseetoh@gmail.com	USER ROLE New SignupUser				
	STATUS Active Inactive					
ALLOUNT	Available Account No.s	Selected Account No.s				
		> 0099901B				
REPORTS						
		BACK	вміт			
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BOOKING

Mail360 User Guide

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".

	ALLIANCE NO.			RESELLER NO.		VALIDATE ACCOL	JNT			
D).	ACCOUNT HOLDER N. 3AD	AME		SINGPOST ACCOUNT NO. 0047692G	- 7					
	Available Accour	ıt No.s	>	Selected Account No.s						
			۲							
	ADD									
	ADD	*								
	ADD ennum 18 SHOW 10	 PATTHES 								
	ADD curau 15 SHOW 10 Alliance No.	 ENTRIES Reseller No. 	Account No.	Account Holder Name	Status	Created Date	Last Update		-	
	ADD CHIPM 19 SHOW 10 Alliance No. ADD1	 FAITURE ENTRES Reseller No. 	Account No. 0099901B	Account Holder Name 3AD	Status Authorised	Created Date 15-Sep- 15	Last Update 15-Sap- 15	Romove Authorization		
	ADD CHURAN 10 SHOW 10 Altiance No. ADD1 AD11	 ENTRES Reseller No. 	Account No.	Account Holder Name 3AD MANDATE COMMUNICATIONS (S) PTE. LTD.	Status Authorised Unauthorised	Created Date 15-Sep- 15-Sep- 15-Sep- 15-Sep-	Last Update 15 Sep- 15 15 Sep- 15	Bemove Authorization		
	ADD SHOW 10 Alliance No. ADD1 AD11 A200	 ENTRICE ENTRIES Reseller No. 	Account No. 00999018 00999018	Account Holder Name Account Holder Name AAD AAD AADATE COMMUNICATIONS (S) PTE_LTD. Design Mail Pto Ltd	Status Status Authorised Unauthorised Authorised	Created Date 15 Sep- 15 15 15 15 06-0ct-15	Last Update 15 Sap- 15 15 15 15 15 15 15	Bemove Authorization Remove Authorization		
	ADD SHOW 10 Alliance No. ADD1 AD11 A2D0 Page: 1	 FAITOR C ENTRES Reseller No. 	Account No. 00999018 00999018	Account Holder Name 3AD MANDATE COMMUNICATIONS (S) PTE. LTD. Design Mail Pte Ltd	Status Authorised Unauthorised Authorised	Created Date 15_Sep- 15_Sep- 15_Sep- 06-0t-15	Last Update 15 Sep- 15 Sep- 15 Sep- 15 06-Oct- 15 06-Oct-	Bemove Authorization Bemove Authorization		