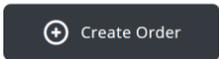


# A Basic Guide to HOME DELIVERY ORDER CREATION

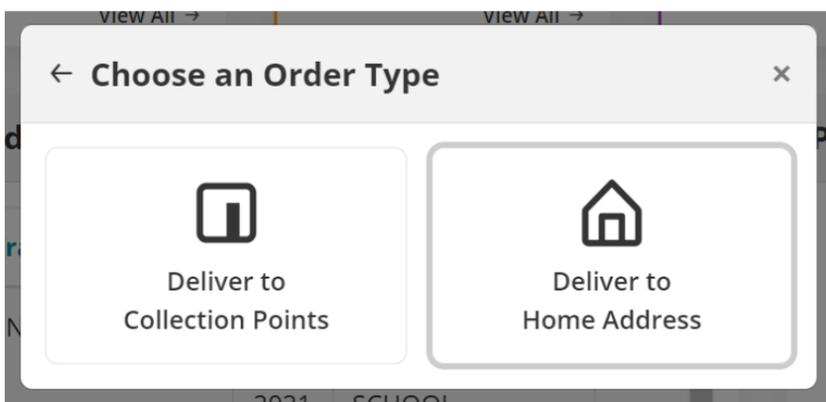
Do take note: Ensure that you have fully completed creating the orders BEFORE you proceed to Create Home Pickup. A minimum of 5 parcel orders is required for Home Pickup, otherwise, you may drop off at a Parker Point.

Login to Park N Parcel Dashboard <https://dashboard.parknparcel.com/login>

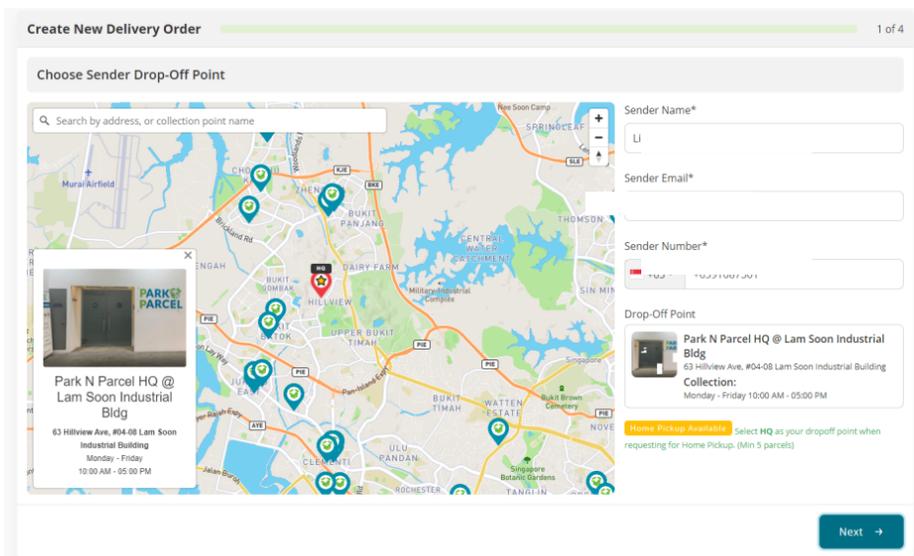
1. Once you have logged in, click on 'Create Order'



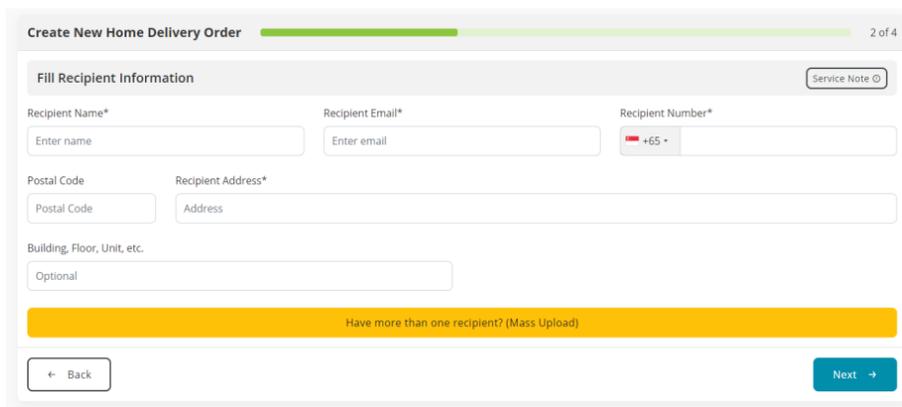
2. Choose an Order Type | Click on 'Deliver to Home Address'



3. Choose Sender Drop-off Point | Choose your preferred point and fill in Sender's details (Select Park N Parcel HQ @ Lam Soon Industrial Bldg to Create Home Pick-up later. A minimum of 5 orders is required for Home Pick-up)



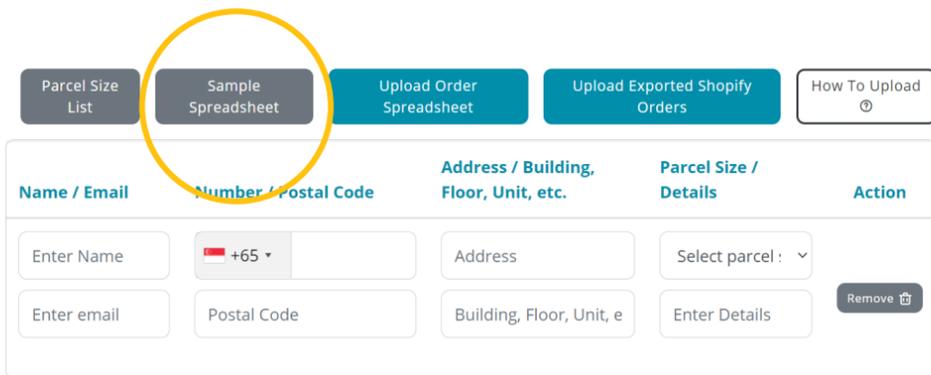
4. Enter Recipient's Home Address | Fill in recipient's details



5. Have More than One Recipient? (Mass Upload)



6. Download the Sample Spreadsheet



7. Fill in Consignee's Details and Save File as .csv



	A	B	C	D	E	F	G	H
1	Consignee Name	Consignee Number	Consignee Email	Consignee Postal Code	Consignee Address	Building/Floor/Unit Number	Parcel Size	Parcel Details
2	Lisa	64286200	<a href="mailto:support@parknparcel.com.sg">support@parknparcel.com.sg</a>	669569	63 Hillview Ave	#04-08	Small	(Optional)
3	Lisa	64286200	<a href="mailto:support@parknparcel.com.sg">support@parknparcel.com.sg</a>	669569	63 Hillview Ave	#04-08	Small	(Optional)
4	Lisa	64286200	<a href="mailto:support@parknparcel.com.sg">support@parknparcel.com.sg</a>	669569	63 Hillview Ave	#04-08	Small	(Optional)
5	Lisa	64286200	<a href="mailto:support@parknparcel.com.sg">support@parknparcel.com.sg</a>	669569	63 Hillview Ave	#04-08	Small	(Optional)
6	Lisa	64286200	<a href="mailto:support@parknparcel.com.sg">support@parknparcel.com.sg</a>	669569	63 Hillview Ave	#04-08	Small	(Optional)

## 8. Upload Order Spreadsheet and Select 'Next'

Parcel Size List

Sample Spreadsheet

Upload Order Spreadsheet

Upload Exported Shopify Orders

How To Upload

Name / Email	Number / Postal Code	Address / Building, Floor, Unit, etc.	Parcel Size / Details	Action
Lisa	+65 64286200	63 Hillview Ave	Small (0-5kg)	
support@parknparcel.com	669569	#04-08	(Optional)	Remove

## 9. Details and Summary | Confirm Parcel Details and Click on 'Next'

### Create New Home Delivery Order 3 of 4

#### Details

Parcel Size\* ⓘ

Small (0-5kg) \$3.95

Parcel Details

Size & weight of parcel, brief item description

255/255

#### Summary

**Sender Information**

Name: \_\_\_\_\_ Email: \_\_\_\_\_ number: \_\_\_\_\_

**Drop Off Location**

**Park N Parcel HQ @ Lam Soon Industrial Bldg**

63 Hillview Ave, #04-08 Lam Soon Industrial Building

Monday - Friday 10:00 AM - 05:00 PM

## 10. Select Payment for Your Order (Discount Bundle, Credit/Debit/ Grabpay)

### Create New Home Delivery Order 4 of 4

#### Payment for Your Order

Credit

Credit Balance 38.15

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Credit/Debit Card

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GrabPay

**Service Notes**

- Your parcel should be below the selected parcel size weight limit, and total dimensions (L+B+H) must be under 100cm - parcels exceeding the selected parcel size may be detained by Park N Parcel.
- The delivery service operates on a Dropoff + 3 Business Days timeframe.
- Business days are from Monday to Friday, excluding Public Holidays.
- Drop offs can be done anytime during the Collection Point's operating hours.
- The Delivery Period to the recipient's address will be 10am-10pm. Timeslot selection is not available.
- In the event of a missed delivery, there will be 1 delivery re-attempt.
- Parcels which could not be successfully delivered will be retrieved to our warehouse, and disposed of after 60 days.
- Park N Parcel's liability for any loss of or damage to parcel shall be limited to the invoice amount of the parcel or up to SGD\$50 per parcel, whichever is lower.
- Ensure that you abide by our [Packaging Guidelines](#) and [Terms & Conditions](#).
- Park N Parcel reserves the right, at its discretion, to modify, add, or remove any portions of these policies or terms at any time, without prior notice.

← Back
Pay →

## 11. Once Completed, Print and Attach Shipping Label

← Back to Statement

#### Transaction Details

**Success**

Payment Success

Transaction	Delivery to Home Address Service
Total	\$3.95

Transaction ID: aa5c7aac5752710e3d3a7cf86d87a8de

Transaction Date: 14 January 2021, 6:41 PM

Payment Method: Credit

#### Order Details

Thank You For Your Order

Tracking Number

**PNH-ZZ-56700N5**

Booking order is complete. Please print and paste the provided shipping label on your parcel.

Print Shipping Label

## 12. Go back to the front of your Dashboard and click on 'Create Home Pick-up' (A minimum of 5 orders is required for home pick-up)

**Lily Lisa**

Credit Balance: 38.15

Top Up

Create Order

Total Delivery to Collection Points Parcels

0

View All

Total Delivery to Home Parcels

3

View All

Total Collections Parcels

0

View All

#### All Order History

#	Tracking Number	Date	Recipient Name	Status	Details
1	PNH-ZZ-56995QZ	15 May 2021	Isabelle	Recipient Collected	Details
2	PNH-ZZ-5765QXQ	5 May 2021	Sharon Chen	Recipient Collected	Details
3	PNH-ZZ-SQX9XP7	3 May 2021	Belveder	Recipient Collected	Details

View All Orders →

#### Pending Home Pick Up

Have more than 5 parcels to drop off?  
Request for your first home pick up!

Create Home Pick Up

If you wish to mass print your shipping labels and check your orders again, click on 'Ad-hoc Order Statement and select 'Details'

**Lily Lisa**

Credit Balance: 38.15

Top Up

Create Order

#### All Order History

#	Tracking Number	Date	Recipient Name	Status
1	PNH-ZZ-S7V1NJM	10 Feb 2021	CLEMENTI TOWN SECONDARY SCHOOL	Recipient Collected
2	PNH-ZZ-SYNGKE2	10 Feb 2021	COMMONWEALTH SECONDARY SCHOOL	Recipient Collected
3	PNH-ZZ-SQE75R2	10 Feb 2021	COMPASSVALE SECONDARY SCHOOL	Recipient Collected
4	PNH-ZZ-SN2ZJ1Q	10 Feb	CRESCENT GIRLS' SCHOOL #	Recipient Collected

View All Orders →

WE LOOK FORWARD TO  
DELIVER YOUR PARCELS