

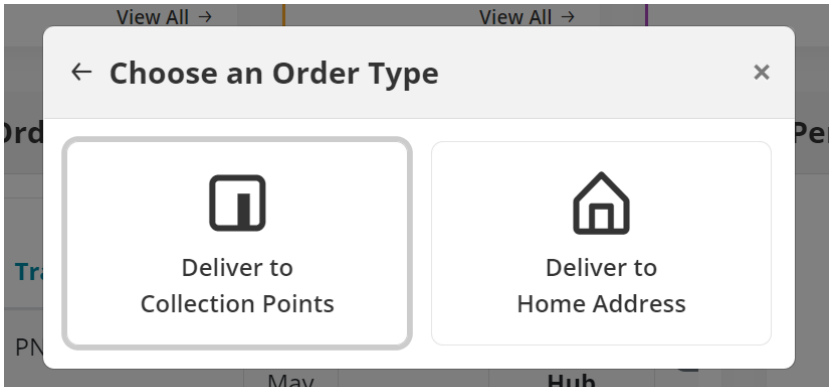
A Basic Guide to PARKER POINT ORDER CREATION

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>

- Once you have logged in, click on 'Create Order'

Create Order
- Choose an Order Type | Click on 'Deliver to Collection Points'



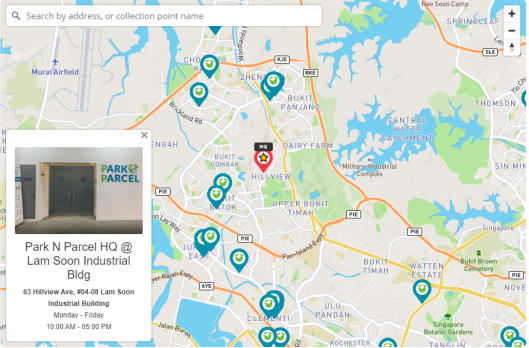
- Choose Sender Drop-off Point | Choose your preferred point and fill in Sender's details (Select Park N Parcel HQ @ Lam Soon Industrial Bldg to Create Home Pick-up later. A minimum of 5 orders is required for Home Pick-up)

Create New Delivery Order

1 of 4

Choose Sender Drop-Off Point

Search by address, or collection point name



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

Sender Name*

Sender Email*

Sender Number*

Drop-Off Point

Park N Parcel HQ @ Lam Soon Industrial Bldg

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

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

Home Pickup Available: Select HQ as your dropoff point when requesting for Home Pickup. (Min 5 parcels)

Next

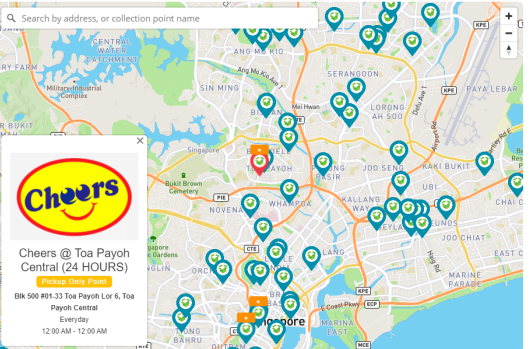
- Enter Recipient's Chosen Pick-Up Point | Fill in recipient's details

Create New Delivery Order

2 of 4

Choose Recipient Pick-Up Point

Search by address, or collection point name



Cheers @ Toa Payoh Central (24 HOURS)

Blk 500 #01-33 Toa Payoh Lor 6, Toa Payoh Central

Everyday 12:00 AM - 12:00 AM

Recipient Name*

Recipient Email*

Recipient Number*

Pickup Point

Cheers @ Toa Payoh Central (24 HOURS)

Blk 500 #01-33 Toa Payoh Lor 6, Toa Payoh Central

Collection: Everyday 12:00 AM - 12:00 AM

Have more than one recipient? (Mass Upload)

Back

Next

- Have More than One Recipient? (Mass Upload)

Have more than one recipient? (Mass Upload)

- Download the Parker List and Sample Spreadsheet

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
Enter Name	+65	Address	Select parcel :	
Enter email	Postal Code	Building, Floor, Unit, e	Enter Details	Remove

- Fill in Consignee's Details, Preferred Parker Points and Save File as .csv

	A	B	C	D	E	F
1	Consignee Name	Consignee Number	Consignee Email	Parcel Size	Parcel Details	Pickup Parker Name
2	Lisa	64286200	support@parknparcel.com.sg	Small	(Optional)	Optique ICU @ Sunplaza
3	Lisa	64286200	support@parknparcel.com.sg	Small	(Optional)	Optique ICU @ Sunplaza
4	Lisa	64286200	support@parknparcel.com.sg	Small	(Optional)	Optique ICU @ Sunplaza
5	Lisa	64286200	support@parknparcel.com.sg	Small	(Optional)	Optique ICU @ Sunplaza
6	Lisa	64286200	support@parknparcel.com.sg	Small	(Optional)	Optique ICU @ Sunplaza

8. From the Parker Lists, ensure that you copy and paste the Parker Name from the Parker Lists, for a successful mass upload.

	A	B
1	Name	Address
2	Park N Parcel HQ @ Lam Soon Industrial Bldg	63 Hillview Ave, #04-08 Lam Soon Industrial Building
3	Optique ICU @ Sunplaza	30 Sembawang Drive #02-02, Sunplaza
4	Peek A Box @ Junction 8	9 Bishan Place #04-03B, Junction 8
5	Peek A Box @ Lot One	21 Choa Chu Kang Avenue 4 #04-09, Lot One

	A	B	C	D	E	F
1	Consignee Name	Consignee Number	Consignee Email	Parcel Size	Parcel Details	Pickup Parker Name
2	Lisa	64286200	support@parknparcel.com.sg	Small	(Optional)	Optique ICU @ Sunplaza
3	Lisa	64286200	support@parknparcel.com.sg	Small	(Optional)	Optique ICU @ Sunplaza
4	Lisa	64286200	support@parknparcel.com.sg	Small	(Optional)	Optique ICU @ Sunplaza
5	Lisa	64286200	support@parknparcel.com.sg	Small	(Optional)	Optique ICU @ Sunplaza
6	Lisa	64286200	support@parknparcel.com.sg	Small	(Optional)	Optique ICU @ Sunplaza

9. 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@parkn

669569

#04-08

(Optional)

Remove

10. 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

Promo Code

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

11. 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

Credit/Debit Card

GrabPay

Home Pick Up Note: Pick up requires minimum quantity of 5 parcel order. Book Home Pick Up by selecting "Create Home Pick Up" in the Dashboard.

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 →

12. 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-S67OON5



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

Print Shipping Label

13. Go back to the front of your dashboard and 'Create Home Pick-Up' (A minimum of 5 orders is required for home pick-up)

PARK N PARCEL

Lily Lisa

Credit Balance: 38.15

Top Up

Create Order

Dashboard

Track Parcel

Order History

Statement

User Profile

Loyalty

Referral

Logout

Total Delivery to Collection Points Parcels 0

Total Delivery to Home Parcels 3

Total Collections Parcels 0

All Order History

#	Tracking Number	Date	Recipient Name	Status	Details
1	PNH-ZZ-S6995QZ	15 May 2021	Isabelle	Recipient Collected	Details
2	PNH-ZZ-S765QXQ	5 May 2021	Sharon Chen	Recipient Collected	Details
3	PNH-ZZ-SQX9KP7	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 Statement > Ad-hoc Order Statement and select 'Details'

WE LOOK FORWARD TO
DELIVER YOUR PARCELS