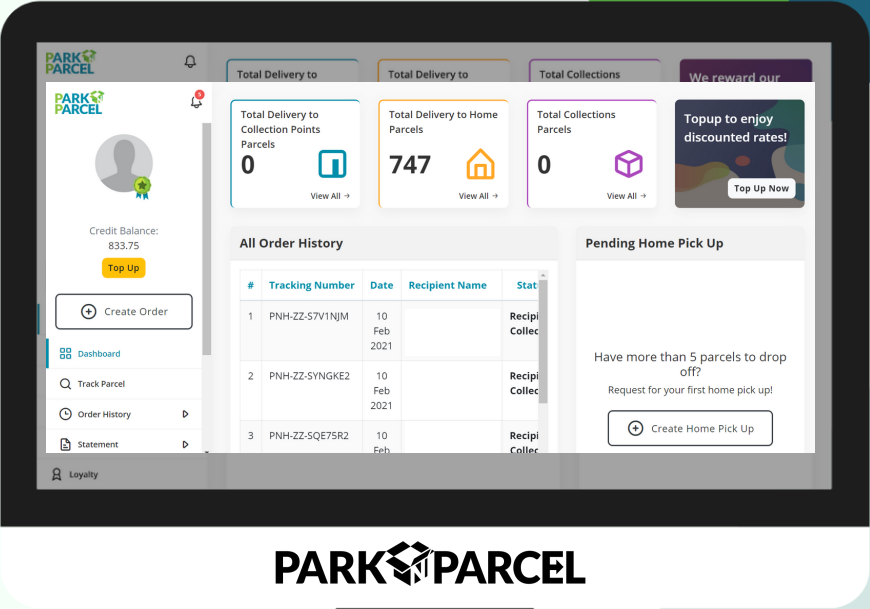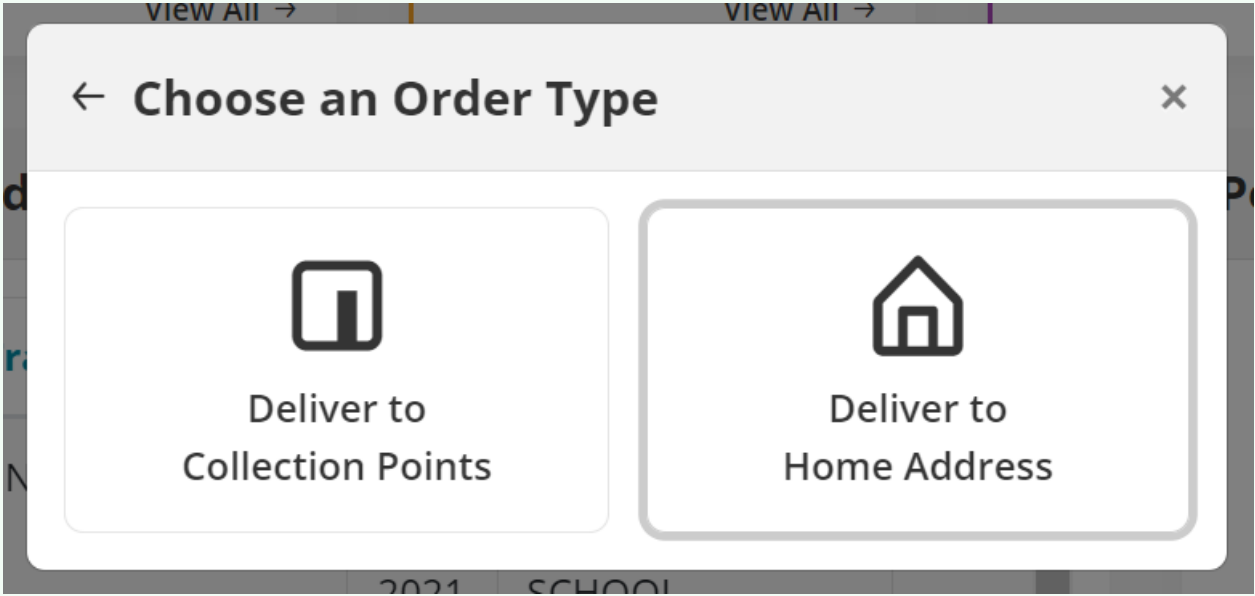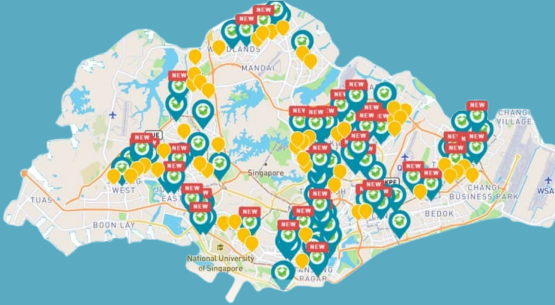# HOME
Delivery

Do take note: Ensure that you have fully completed in creating the orders (Step 1 to 11) 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'**

[⊕ 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

4. Enter Recipient's Home Address
Choose preferred point and fill in recipient's details

5. Have more than one recipient? (**Mass Upload**)

[Have more than one recipient? (Mass Upload)]

6. Download the **Sample Spreadsheet**

7. Refer to the example and **Fill in consignee's details** and **Save as CSV**

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

File name: sample_bulk_recipient_upload (7)
Save as type: CSV (Comma delimited)

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@parknp	669569	#04-08	(Optional)	Remove 🗑

9. Details and Summary: Confirm parcel details and click on "Next"

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

11. Once completed, Print Shipping Label

← Back to Statement

Transaction Details

✓ **Success**
Payment Success

| Transaction Total | Delivery to Home Address Service $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]

12. Go back to the dashboard to Create Home Pickup

PARK PARCEL 🔔 ⑤

[Top Up]

[⊕ Create Order]

▪ Dashboard
🔍 Track Parcel
🕐 Order History ▷
📄 Statement ▽
  › Credit Statement
  › Ad-hoc Order Statement
👤 User Profile
👤 Loyalty

All Order History

#	Tracking Number	Date	Recipient Name	Stat
1	PNH-ZZ-S7V1NJM	10 Feb 2021		Recipi Collec
2	PNH-ZZ-SYNGKE2	10 Feb 2021		Recipi Collec
3	PNH-ZZ-SQE75R2	10 Feb 2021		Recipi Collec
4	PNH-ZZ-SN2ZJ1Q	10 Feb		Recipi Collec

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 👁]

PARK PARCEL 🔔 ⑤

[Top Up]

[⊕ Create Order]

▪ Dashboard
🔍 Track Parcel
🕐 Order History ▷
📄 Statement ▽
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All Order History

#	Tracking Number	Date	Recipient Name	Stat
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2	PNH-ZZ-SYNGKE2	10 Feb 2021		Recipi Collec
3	PNH-ZZ-SQE75R2	10 Feb 2021	COMPASSVALE	Recipi Collec
4	PNH-ZZ-SN2ZJ1Q	10 Feb	CRESCENT GIRLS'	Recipi Collec

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]