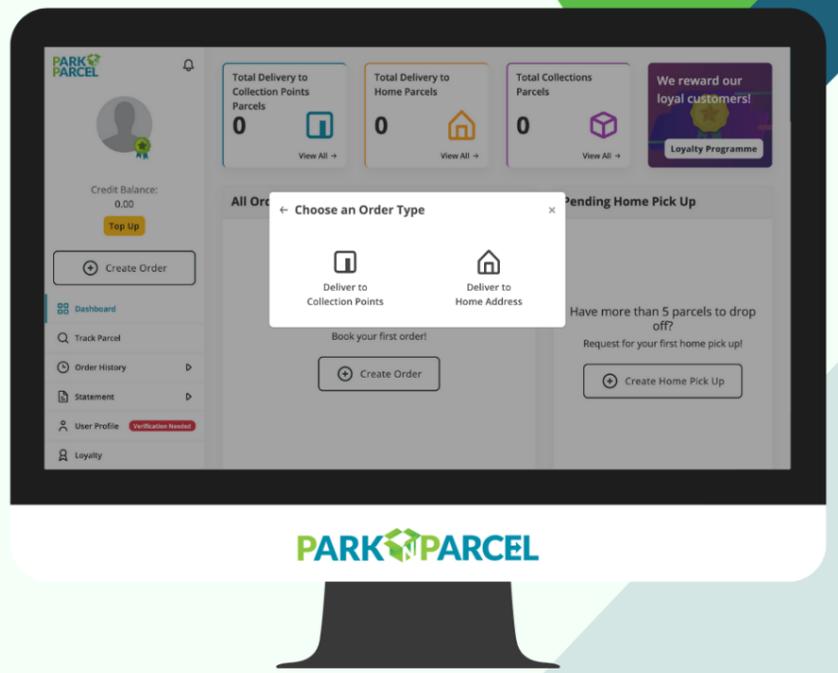


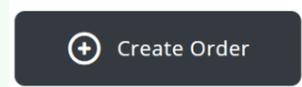
PARKER POINT Delivery



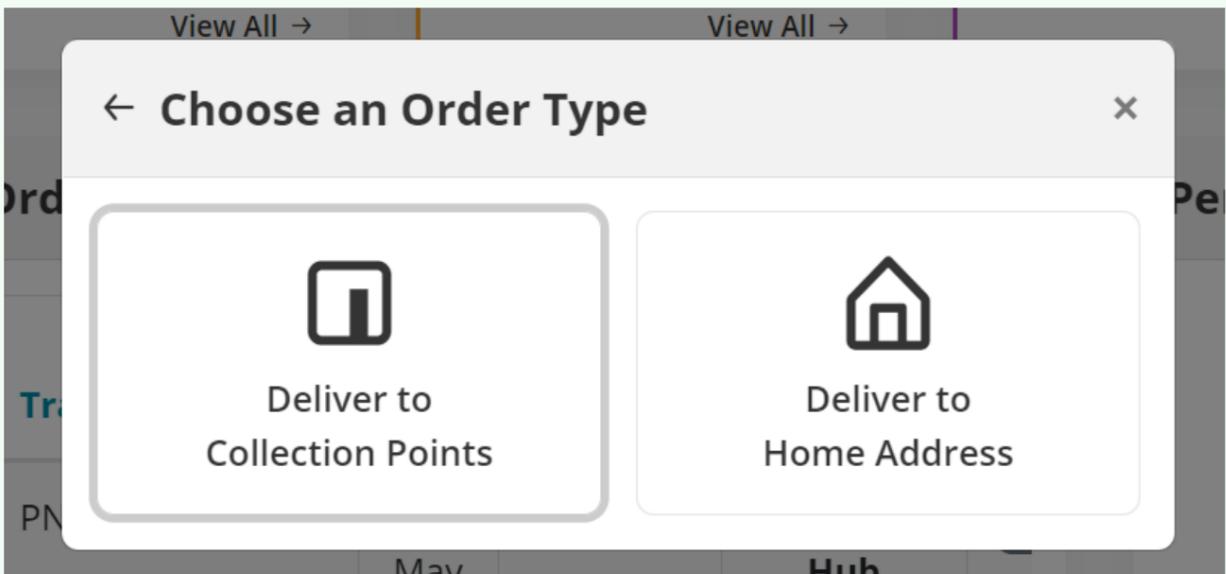
Do take note: Ensure that you have fully completed in creating the orders (Step 1 to 12) BEFORE you proceed to create Home Pickup. A minimum of 5 parcel orders is required for Home Pickup, otherwise, you may drop-off at a Parker Point.

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 Collection Points**'



3. Choose Sender Drop-off Point

Choose your preferred point and fill in Sender's details

4. Choose Recipient Pick-up Point

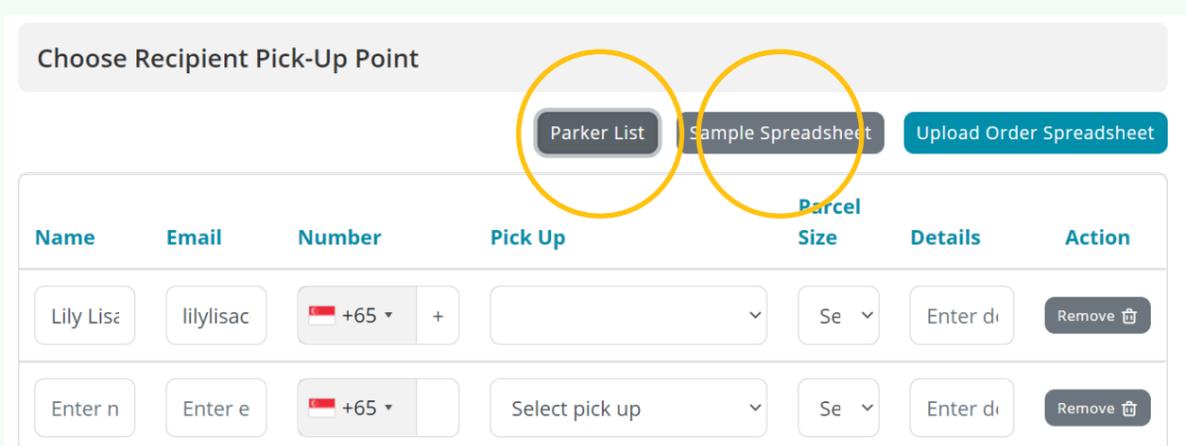
Choose preferred point and fill in recipient's details



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



6. Download the Parker List and Sample Spreadsheet



7. Refer to the example and **Fill in consignee's details**, preferred Parker Points and **Save 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

File name:

Save as type:

8. From the Parker Lists, ensure that you **copy and paste the Parker Name 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

9. Upload Order Spreadsheet and Select Next

Parker List Sample Spreadsheet **Upload Order Spreadsheet**

Name	Email	Number	Pick Up	Parcel Size	Details	Action
Lisa	suppor	+65 6	Optique ICU @ Sunplaz	Sn	(Option)	Remove
Lisa	suppor	+65 6	Optique ICU @ Sunplaz	Sn	(Option)	Remove

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

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

12. Once completed, **Print Shipping Label**

← Back to Statement

Transaction Details

Success
Payment Success

Transaction: Delivery to Home Address Service
Total: \$3.95

Transaction ID: aa5c7aac5752710e3d3a7c86d87a8de

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 dashboard to **Create Home Pickup**

PARK PARCEL

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	Status
1	PNH-ZZ-S7V1NJM	10 Feb 2021	CLEMENTI TOWN SECONDARY SCHOOL	Recipi Collec
2	PNH-ZZ-SYNGKE2	10 Feb 2021	COMMONWEALTH SECONDARY SCHOOL	Recipi Collec
3	PNH-ZZ-SQE75R2	10 Feb 2021	COMPASSVALE SECONDARY SCHOOL	Recipi Collec
4	PNH-ZZ-SN2ZJ1Q	10 Feb	CRESCENT GIRLS' SCHOOL #	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](#)