How to Create International Delivery Order

1. Select Courier Delivery > Register Delivery Order

2. Select the Excel Upload

Download Excel Template:

1. Select the “Download Excel Templated” and open the excel file

2. Sender may use this excel to upload even for 1 parcel

Excel Format:

1. Update the information highlighted in “yellow” and “Orange” (Skip Seller ID)

2. Complete the parcel detail and receiver information

3. Recipient Name (Hurigana Japaness) – Only for Japan

4. Purchase customer clearance number + receiver NRIC number

5. Item URL is the item website link. (Eg: https://www.qoo10.sg/gmkt.inc/Goods/Goods.aspx?goodscode=677706164)

Upload Excel Format:

1. Save the excel file once completed

2. Select the file you save

3. Upload Excel

Upload Successful:

1. Once the excel is amended, re-upload the excel again

2. Once result show “Success”, sender may “Close” the Excel Upload page

3. Select “Search” at the “Warehouse Shipping Order Register” and the order will show in the page

Print Airway Bill:

1. Go to “Warehouse Shipping Order Register”

2. Select “Search”

3. Select the order & Print Waybill