



# Section 1.

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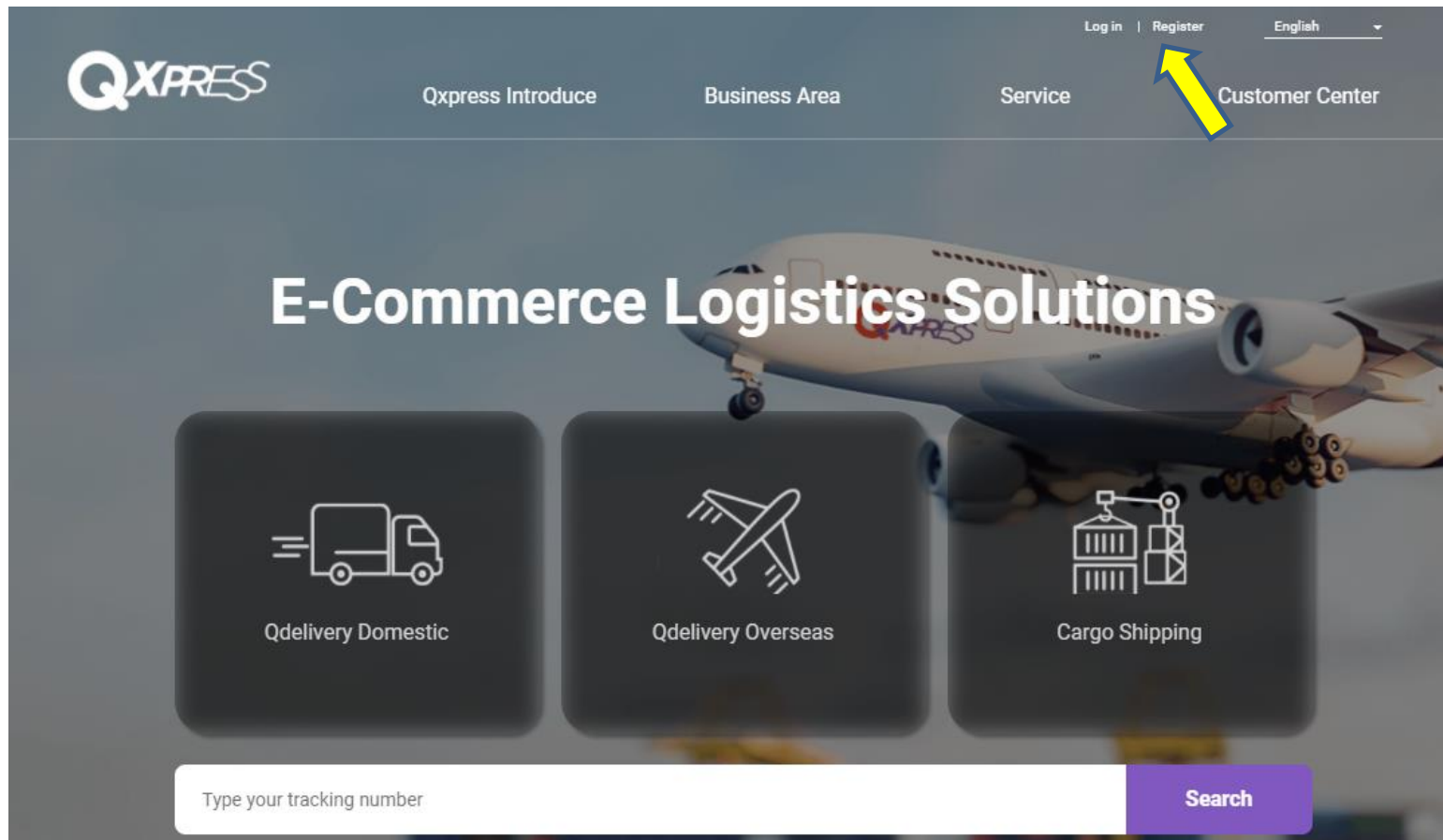
## SMARTSHIP DELIVERY SERVICE REGISTRATION

|     |                        |
|-----|------------------------|
| 1-1 | Account Registration   |
| 1-2 | Account Info           |
| 1-3 | Basic Company Info     |
| 1-4 | Contacts Info          |
| 1-5 | Select Qxpress Service |

# 1-1: Account Registration

Go to <http://www.qxpress.net/>

Select the “Register” on the top right corner.





1. Choose Business Member (If you are a corporate user using Fulfilment service)

2. Click on Register Qxpress Business Member Grade



English

login

## Please select the member type.

\* Users can change the member type.

### Business Member

Qxpress Members can use all Qxpress service when they register the business liscence and information.

### Qx SOHO Member

Customer can use Qdelivery service through the simple member registration process.

#### Tracking

tracking shipping status

Once pickup is scheduled or delivery is complete Can get updates on shipping status.



#### Qdelivery

We provides pickup and logistics service over local and overseas. Use Qxpress and enjoy safe logistics service!

Qdelivery



#### Smart Shipping

global shipping service

We operate a shipping agent service business. Aims to Overseas / domestic of e-commerce products

 Domestic  Domestic & Overseas

#### Fulfilment

logistic operation soulution

A fulfillment service is a third-party warehouse that prepares and ships your orders for customers



Register Qxpress Business Member Grade.

## 1-2: Account Information

1. Key in the Login ID
2. Select SG +65 for your Cellphone and input the number in
3. Key in the Password
4. Tick the Agree to the user agreement

### Qxpress Business Member Registration

Login ID\*

Cellphone\*

Select

~

-

-

Password\*

Confirm Password\*

☐ I Agree to [the user agreement](#) and [privacy policy](#), and also being registered as a member of [Qoo10.com](#).

# 1-3: Basic Company Information

1. Update your company information

2. If you do not have a registered company, you are allow to key in their full NRIC number

3. Customer may skip to upload their business registration file

## Basic Company Information \*

|                             |                                                                                                            |                                 |
|-----------------------------|------------------------------------------------------------------------------------------------------------|---------------------------------|
| Country *                   | Select                                                                                                     | Settlement Currency *           |
| Company Name (English) *    |                                                                                                            | Company Name (Local Language) * |
| Business Registration NO. * | Enter Number  File Upload | Postal Code *                   |
| Address (English) *         |                                                                                                            |                                 |
| Address (Local Language) *  |                                                                                                            |                                 |
| CEO Name (English) *        | CEO Name (Local Language)                                                                                  |                                 |
| Company Telephone *         | Select                                                                                                     | Company E-mail *                |

# 1-4: Contacts Information

1. Key in the Person In Charge of Finance and Logistics Operations

2. The address in the Person In Charge of Logistics Operations will appear as your default pickup address

3. If the person In Charge is the same person, you can tick the small box

## 3 Contacts Information

Person In Charge of Finance ☐ Same As Basic Information

Name. \_\_\_\_\_ Email. \_\_\_\_\_

Mobile. Select  \_\_\_\_\_

Person In Charge of Logistics Operations ☐ Same As Basic Information

Name. \_\_\_\_\_ Email. \_\_\_\_\_

Mobile. Select  \_\_\_\_\_

# 1-5: Select Qxpress Service

1. Select Global Smart > select Singapore and select Qxpress SG FSC and Qxpress SG DPC 1
2. Select ADD
3. Update Name, Mobile, Email in Contact Information of Logistics Operations
4. You can download the rates via "Rate Table Download"

## Select Qxpress Service

**• Global Smart Shipping**

Smart Cargo Shipping Service is by operating international courier services and the Singapore domestic courier business for products sold by e-commerce



**Select Delivery Processing Center.**  
(Multiple Centers/Multiple Countries Allowed)

Singapore

Qxpress SG DPC

+ ADD

**• Fulfillment Services**

Q Fulfillment Service ( QFS ) has been being provided to meet with the various requirements which have been brought from the 3PL & 4PL for the basis of E-Commerce platform performing in the area of ASIA



**Select Delivery Processing Center.**  
(Multiple Centers/Multiple Countries Allowed)

Select

Select a center

+ ADD

**• Smart Cargo Shipping Service.**

Q Fulfillment Service ( QFS ) has been being provided to meet with the various requirements which have been brought from the 3PL & 4PL for the basis of E-Commerce platform performing in the area of ASIA



**Select Delivery Processing Center.**  
(seller can set Only one center)

Select

Select a center

+ ADD

## Registered Qxpress Services.

| Registered Service |           |                    |            | Contact Information of Logistics Operations. |          |                |
|--------------------|-----------|--------------------|------------|----------------------------------------------|----------|----------------|
| Service            | Country   | Fulfillment Center | Rate Table | Name                                         | Mobile   | Email          |
| Smart Shipping     | Singapore | Qxpress SG DPC1    | Download   | Adam                                         | 90000000 | adam@gmail.com |

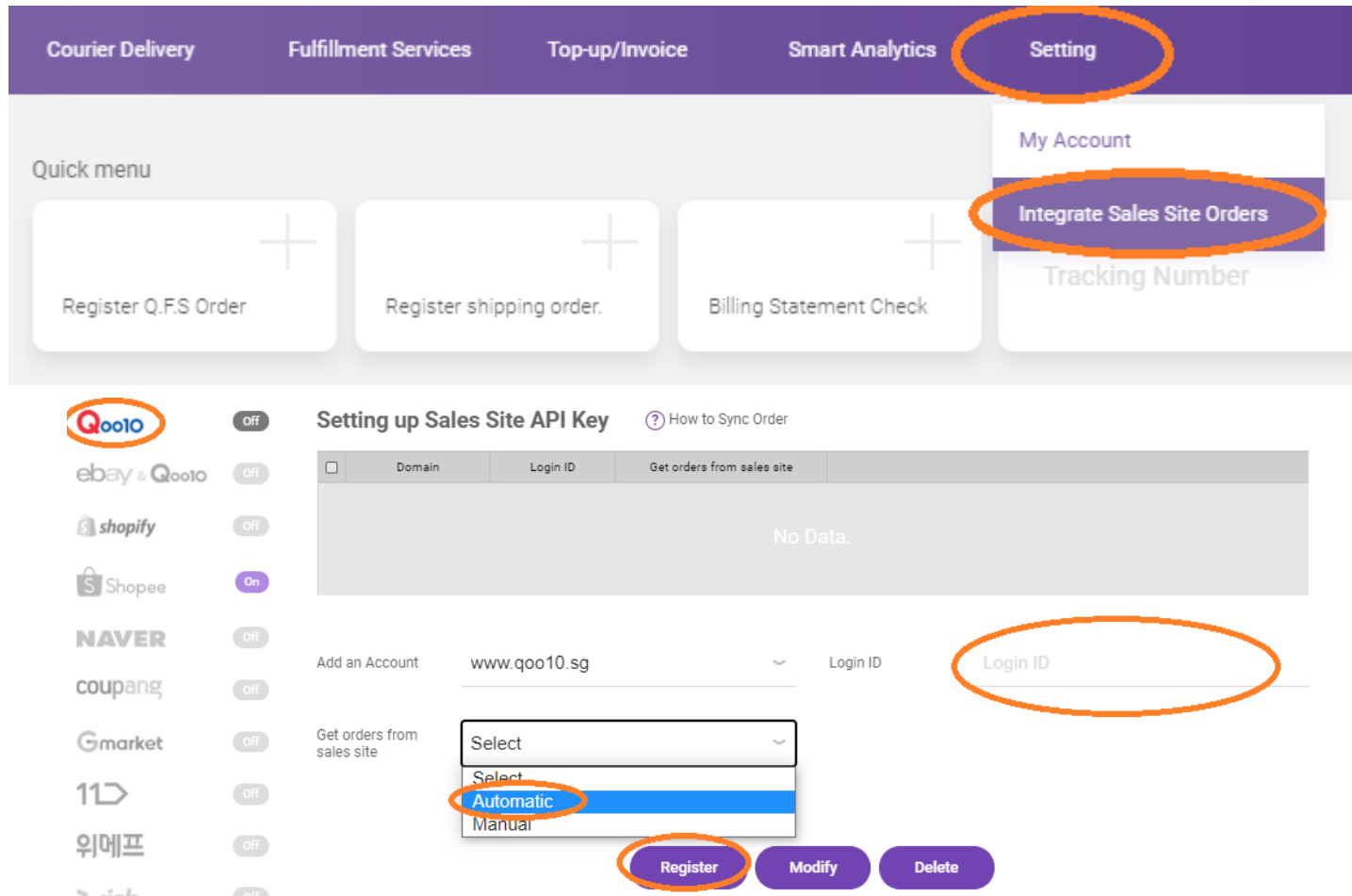
## Section 2.

# Smartship Delivery User Guide

|      |                                  |
|------|----------------------------------|
| 2-1  | Link Qoo10                       |
| 2-2  | Additional Pickup Address        |
| 2-3  | Register Delivery Order (Bulk)   |
| 2-4  | Print Airway Bill                |
| 2-5  | Register Delivery Order (Single) |
| 2-6  | Request for Pickup               |
| 2-7  | Topup Qxmoney                    |
| 2-8  | Check Qxmoney                    |
| 2-9  | View Invoice                     |
| 2-10 | Link Shopify                     |
| 2-11 | Create International Order       |
| 2-12 | Create Quick Time Slot Order     |
| 2-13 | API Guide and Integration        |

# How to Link Qoo10 ID

1. Customer can link their Qoo10 account in the Smartship to enjoy grade discount. (Only for Qoo10 Sellers)
2. Go to Setting > Integrate Sales Site Orders > Input Login ID > Select automatic > Register



The screenshot displays the QXPRESS Smartship interface. The top navigation bar includes 'Courier Delivery', 'Fulfillment Services', 'Top-up/Invoice', 'Smart Analytics', and 'Setting'. The 'Setting' tab is selected and circled in orange. Below the navigation bar, a 'Quick menu' section contains four cards: 'Register Q.F.S Order', 'Register shipping order.', 'Billing Statement Check', and 'Integrate Sales Site Orders'. The 'Integrate Sales Site Orders' card is circled in orange. To the right of the 'Quick menu' is a 'My Account' dropdown menu, which also has 'Integrate Sales Site Orders' circled in orange. Below the 'Quick menu' is a section titled 'Setting up Sales Site API Key' with a 'How to Sync Order' link. This section contains a table with columns 'Domain', 'Login ID', and 'Get orders from sales site'. The table is currently empty, showing 'No Data.'. Below the table, there is a form to 'Add an Account'. The 'Domain' field is set to 'www.qoo10.sg'. The 'Login ID' field is circled in orange. Below the 'Login ID' field is a dropdown menu for 'Get orders from sales site' with options 'Select', 'Automatic', and 'Manual'. The 'Automatic' option is circled in orange. At the bottom of the form are three buttons: 'Register' (circled in orange), 'Modify', and 'Delete'.

## 2-2: Additional Pickup Address

1. All sender are allow to add a max of 5 different pickup address in our system
2. Setting > My Account > Contact Information > Person In Charge Of Logistics Operations
3. Select Address Book > Title & Staff Name will the PIC name > Address information > Add

Person In Charge of Logistics Operations ☐ Same As Basic Information

|                 |                                             |                      |                                            |
|-----------------|---------------------------------------------|----------------------|--------------------------------------------|
| *Name           | <input type="text"/>                        | *Email               | <input type="text"/>                       |
| *Mobile         | <input type="text"/> / <input type="text"/> |                      |                                            |
| Delivery Nation | Singapore <input type="text"/>              | <input type="text"/> | <input type="button" value="AddressBook"/> |
| Address (EN)    | <input type="text"/>                        |                      | <input type="text"/>                       |

### Address information All information should be entered to register and edit.

|                               |                                                                   |               |                                                                        |
|-------------------------------|-------------------------------------------------------------------|---------------|------------------------------------------------------------------------|
| Type *                        | Pickup address <input type="text"/>                               | Title *       | <input type="text"/>                                                   |
|                               | <input type="checkbox"/> Make it as Primary address of this type. |               |                                                                        |
| Staff Name *                  | Name <input type="text"/>                                         | Email *       | Email <input type="text"/>                                             |
| Country *                     | Korea <input type="text"/>                                        | Postal code * | Postal Code <input type="text"/> <input type="button" value="Search"/> |
| Address *<br>(local language) | Front Address <input type="text"/>                                | Last Address  | <input type="text"/>                                                   |
| Address *<br>(English)        | Front Address <input type="text"/>                                | Last Address  | <input type="text"/>                                                   |
| Phone No *                    | Select <input type="text"/>                                       | /             | Select <input type="text"/>                                            |

At least one phone number is needed.

Delete

Modify

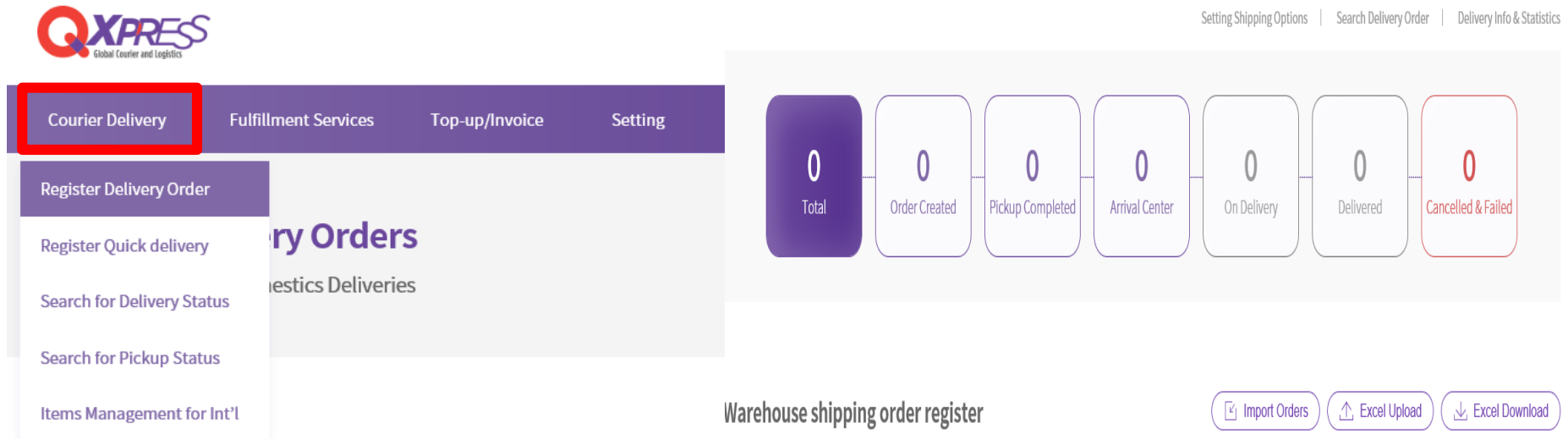
Add

Use

## 2-3: Register Delivery Order (Bulk Upload)

1. Select Courier Delivery > Register Delivery Order

2. Select the Excel Upload



The screenshot displays the QXpress web application interface. On the left, a navigation menu is visible with the 'Courier Delivery' option highlighted by a red box. Below it, a dropdown menu lists several options, including 'Register Delivery Order'. The main content area features a progress bar with seven stages: 'Total', 'Order Created', 'Pickup Completed', 'Arrival Center', 'On Delivery', 'Delivered', and 'Cancelled & Failed'. The 'Total' stage is highlighted in purple, while the others are in light purple. The 'Cancelled & Failed' stage is highlighted in red. At the bottom right, there are three buttons: 'Import Orders', 'Excel Upload', and 'Excel Download'.

Setting Shipping Options | Search Delivery Order | Delivery Info & Statistics

**Courier Delivery** | Fulfillment Services | Top-up/Invoice | Setting

Register Delivery Order

Register Quick delivery

Search for Delivery Status

Search for Pickup Status

Items Management for Int'l

Warehouse shipping order register

0 Total | 0 Order Created | 0 Pickup Completed | 0 Arrival Center | 0 On Delivery | 0 Delivered | 0 Cancelled & Failed

Import Orders | Excel Upload | Excel Download

1. Select the "Download Excel" and open the excel file

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

### Smart-ship order Excel Upload

Qxpress provides various Excel upload functions for customer convenience.



Smart-ship Excel  
form

You can use Qxpress basic excel form to upload delivery orders.

You can click the [Download Excel] button on the right to download excel form.

When you download an order from Qoo10 QSM, use the 'Data Import' function of Excel after receiving it as a CSV file.

Download CSV

Download Excel



Major shopping site  
excel form

You can upload the excel downloaded from major shopping sites without any editing

\* Supported sites :        

\* Qoo10 and Qoo10 Ebay Excel files are different. Please be careful when uploading Excel.



Use my excel  
form

The Excel form that Smart Shipping users want to use can be set up in the system and registered directly using the Excel form that they personally edited.

Edit my excel form

## 2-3: Register Delivery Order (Bulk Upload)

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

2. Complete the parcel detail and receiver information (For Address 1 & 2, customer may input same information such as Block, Street Name & Unit)

3. Sender may skip those in white (These fields is for your own info, for example “Your Ref No.”)

4. Skip those highlighted in “Orange”

5. You can use the excel template to upload international orders as well. Change the destination country to the country code you are sending to. For example: Korea > KR, Malaysia > MY

| Seller ID | Sender Name | Departure Country | Destination Country | Your Ref No. | Item Name | Item Qty | Item Price (Total) | Name      | Postal Code | Recipient Address 1 |
|-----------|-------------|-------------------|---------------------|--------------|-----------|----------|--------------------|-----------|-------------|---------------------|
| abcdefg   |             | SG                | SG                  |              | Book      | 1        | 8                  | David Tan | 608830      | 5a Toh Guan Rd East |

| Recipient Address 2 | Mobile   | Phone | Email | Currency | Remarks | Use Fukuoka Route | Service</br> Grade | Name(Hurigana<br>Japanese) | Premium Service | Date of Birth | Purcha<br>cleara |
|---------------------|----------|-------|-------|----------|---------|-------------------|--------------------|----------------------------|-----------------|---------------|------------------|
| #01-02              | 90000000 |       |       | SGD      |         |                   | STD                |                            |                 |               |                  |

## 2-3: Register Delivery Order (Bulk Upload)

1. Save the excel file once completed

2. Select the file you save

3. Upload Excel

### Smart-ship excel upload

SmartShip Excel file

\* Allowed extensions: .xls, .xlsx, .csv

2

Select File

3

Excel Upload

Total count : 0

| Results | Details | Seller ID | Sender Name | Departure Co... | Destination C... | Your Ref No | Item Name | Qty of Items | Parcel Amount | Recipient Na... | Postal Code | Recipient Add... | Recip |
|---------|---------|-----------|-------------|-----------------|------------------|-------------|-----------|--------------|---------------|-----------------|-------------|------------------|-------|
|         |         |           |             |                 |                  |             |           |              |               |                 |             |                  |       |

Rows : 0

## 2-3: Register Delivery Order (Bulk Upload)

1. Take note of the result for the excel upload

2. If there is an error, check the details for the error (Do take note of Postal codes that starts with 0, you will need to add an ' in front of the postal code, e.g. '012345

3. Amend the error in your excel

Upload Excel

Success: 0 Fail: 1

| Results | Details             | Seller ID | Sender Name | Departure Cou... | Destination Co... | Your Ref No | Item Name | Qty of Items |
|---------|---------------------|-----------|-------------|------------------|-------------------|-------------|-----------|--------------|
| ERR     | Invalid postal code |           |             | SG               | SG                |             | shoes     | 1            |

Upload Excel

Success: 0 Fail: 1

| Item Name | Qty of Items | Parcel Amount | Recipient Name | Postal Code | Recipient Addr... | Recipient Addr... | Recipient Mobile | Recipient Phone | Recipient Emal |
|-----------|--------------|---------------|----------------|-------------|-------------------|-------------------|------------------|-----------------|----------------|
| shoes     | 1            | 5             | Tan            | 100000      | 5A Toh Guan...    | #01-02            | 90000000         |                 |                |

## 2-3: Register Delivery Order (Bulk Upload)

1. Once the excel is amended, re-upload the excel again
2. Once result show "Success", sender may "Close" the Excel Upload page
3. Refresh HomePage and successful delivery order will be under Registered column

Upload Excel

**Success: 1 Fail: 0**

| Results | Details | Seller ID | Sender Name | Departure Cou... | Destination Co... | Your Ref No | Item Name | Qty of Items |
|---------|---------|-----------|-------------|------------------|-------------------|-------------|-----------|--------------|
| OK      |         |           |             | SG               | SG                |             | Shoes     | 1            |

Warehouse shipping order register

[Import Orders](#)

[Excel Upload](#)

[Excel Download](#)

2020-05-02



~

2020-05-16



Barcode



over 150 USD

**Search**

| <input type="checkbox"/> | Tracking no. | Your Ref No | Registered Date | Status           | Print Waybill | Parcel Amount | Parcel Amount... | Qty of Items | Delivery company | The number of clearance | Departure Country | Service  |
|--------------------------|--------------|-------------|-----------------|------------------|---------------|---------------|------------------|--------------|------------------|-------------------------|-------------------|----------|
| <input type="checkbox"/> | QSP101876176 |             | 2020-05-16      | Registered Order |               | 5.0000        | 3.5100           | 1            |                  |                         | Singapore         | Standard |

## 2-4: Print Airway Bill

1. Select the order you need

2. Select "Print QX Waybill + (A5)"

### Warehouse shipping order register

 Import Orders

 Excel Upload

 Excel Download

|                                     |              |             |                                                                                   |                  |               |               |                  |              |                  |                         |                   |                                                                                     |
|-------------------------------------|--------------|-------------|-----------------------------------------------------------------------------------|------------------|---------------|---------------|------------------|--------------|------------------|-------------------------|-------------------|-------------------------------------------------------------------------------------|
| 2020-05-02                          | ~            | 2020-05-16  |  | Barcode          | ▼             | over 150 USD  |                  |              |                  |                         |                   |  |
| <input checked="" type="checkbox"/> | Tracking no. | Your Ref No | Registered Date                                                                   | Status           | Print Waybill | Parcel Amount | Parcel Amount... | Qty of Items | Delivery company | The number of clearance | Departure Country | Service                                                                             |
| <input checked="" type="checkbox"/> | SP101876176  |             | 2020-05-16                                                                        | Registered Order |               | 5.0000        | 3.5100           | 1            |                  |                         | Singapore         | Standard                                                                            |

Rows: 1

Bundle shipping

individual

Print Waybill

Print QX WayBill + (A5)

Request for pickup

Delete

# 2-5: Register Delivery Order Single Upload

1. Select Courier Delivery > Register Delivery Order

2. Basic Order Info > Source (Smartship)

3. Complete the details needed

4. Proceed to print Airway bill

Courier Delivery

Fulfillment Services

Top-up/Invoice

Smart Analytics

Setting

Register Delivery Order

Register Quick delivery

Search for Delivery Status

Search for Pickup Status

Items Management for Int'l

Failed shipment inquiry

## Order Detail Info

### Basic Order Info

Source Smartship Departure Country Singapore Warehouse information

Service Grade Standard Your Ref No. Packing no /cart no Remarks

### Recipient Information

Select \* Singapore Postal Code \* Search Name \*

Address \*

Phone \* Mobile \* Email \*

## Register shipping order

Import Orders Excel Upload Excel Download

2021-04-16 ~ 2021-04-30 Sales Site SmartShipping

Ship Type From To Service Grad Barcode over 150 USD Search

|                                     | Tracking no. | Your Ref No    | Registered Date     | Status          | Sales Site | Print Waybill | Item Name                                         | QTY | Curren... | Parcel Amount | Parcel |
|-------------------------------------|--------------|----------------|---------------------|-----------------|------------|---------------|---------------------------------------------------|-----|-----------|---------------|--------|
| <input checked="" type="checkbox"/> | QSP111033214 | 210424UFGJMTF3 | 2021-04-24 15:40:18 | Order Confirmed | Shopee SG  |               | Online Exclusive Cold Cup with Candy Cane Stra... | 1   | SGD       | 28.90         |        |
| <input checked="" type="checkbox"/> | QSP111032329 | 210424U98AUUEC | 2021-04-24 13:40:18 | Order Confirmed | Shopee SG  | Print Waybill | Online Exclusive Cold Cup with Candy Cane Stra... | 1   | SGD       | 28.90         |        |
| <input type="checkbox"/>            | QSP111012426 | 210423QFFVFFUS | 2021-04-23 01:40:07 | Order Confirmed | Shopee SG  |               | Online Exclusive Cold Cup with Candy Cane Stra... | 1   | SGD       | 28.90         |        |
| <input type="checkbox"/>            | QSP111005188 | 210422PH70CKE5 | 2021-04-22 16:40:11 | Order Confirmed | Shopee SG  |               | Online Exclusive Cold Cup with Candy Cane Stra... | 1   | SGD       | 28.90         |        |

Rows: 4

Bundle shipping individual

Print Waybill

Print QX Waybill + (A5)

Other Waybill

Request for pickup

Delete

# 2-6: Request for Pickup

1. Select "Request for Pickup" and choose the date

2. Input the parcel qty > Type of pickup address > Select Pickup Address > Request

## Register shipping order

2021-04-16 ~ 2021-04-30

| <input type="checkbox"/>            | Tracking no. | Your Ref No    | Registered Date     | Status          | Sales Site | Print Waybill | Item Name                                         | QTY | Curren... | Parcel Amount | Parcel |
|-------------------------------------|--------------|----------------|---------------------|-----------------|------------|---------------|---------------------------------------------------|-----|-----------|---------------|--------|
| <input checked="" type="checkbox"/> | QSP111033214 | 210424UGJMTF3  | 2021-04-24 15:40:18 | Order Confirmed | Shopee SG  |               | Online Exclusive Cold Cup with Candy Cane Stra... | 1   | SGD       | 28.90         |        |
| <input checked="" type="checkbox"/> | QSP111033229 | 210424U9U8AUEC | 2021-04-24 13:40:18 | Order Confirmed | Shopee SG  | Print Waybill | Online Exclusive Cold Cup with Candy Cane Stra... | 1   | SGD       | 28.90         |        |
| <input type="checkbox"/>            | QSP111012426 | 2104230FFVFFUS | 2021-04-23 01:40:07 | Order Confirmed | Shopee SG  |               | Online Exclusive Cold Cup with Candy Cane Stra... | 1   | SGD       | 28.90         |        |
| <input type="checkbox"/>            | QSP111005188 | 210422PH70CKE5 | 2021-04-22 16:40:11 | Order Confirmed | Shopee SG  |               | Online Exclusive Cold Cup with Candy Cane Stra... | 1   | SGD       | 28.90         |        |

Rows: 4

## Request for pickup

Pick up date: 
 Pickup Qty:

Type of pickup address: 
 Select pickup address:

Address:

Memo:

Pick up date: 
 Pickup Qty:

Type of pickup address: 
 Address Book: 
 Select pickup address:

Address:

Tel No.: 
 Hp No.:

Memo:

## Request for pickup

Pick up date: 
 Pickup Qty:

Type of pickup address: 
 Select pickup address:

Address:

Memo:

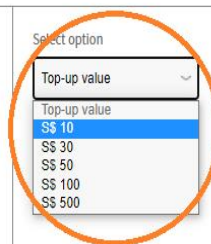
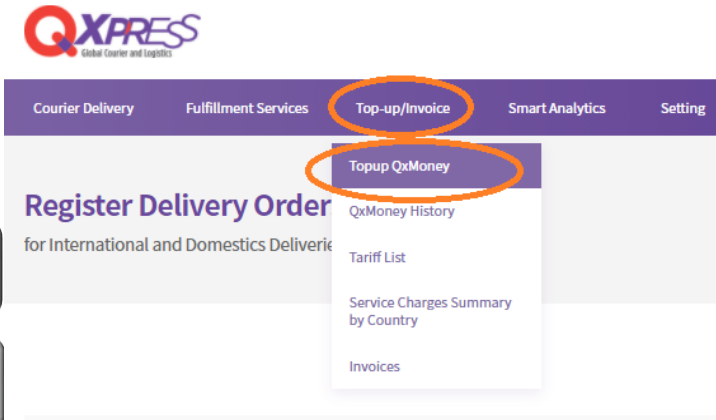
## 2-7: How to Topup Qxmoney

1. Select Top-up / Invoice > Topup QxMoney

2. Sender may select the amount of QxMoney to top-up follow by the qty

3. Select VISA/Master > Order Now > Input Credit Card Detail

4. Payment window will pop up, only use the credit card payment method for now.



### Payment Information [Payment Notice](#)

Payment Method

|                                                                                             |                                                                            |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="radio"/> Q*coin Q*coin Pay <a href="#">Buy Q*coin</a>                          | <input type="radio"/> Qmoney <a href="#">Q-Money Charge</a>                |
| <input checked="" type="radio"/> VISA Mastercard and VISA                                   | <input type="radio"/> American Express                                     |
| <input type="radio"/> UnionPay                                                              | <input type="radio"/> PayPal PayPal                                        |
| <input type="radio"/> eNETS eNETS (Real time Bank Transfer)                                 | <input type="radio"/> Direct Bank Transfer                                 |
| <input type="radio"/> GrabPay GrabPay                                                       | <input type="radio"/> Rely PayLater Rely (Buy now Pay Later)               |
| <input type="radio"/> DBS PayLah! PayLah!                                                   | <input type="radio"/> AXS AXS                                              |
| <input type="radio"/> NETS QR (Pay with DBS PayLah, OCBC Pay Anyone, UOB Mighty or NETSPay) | <input type="radio"/> Alipay                                               |
| <input type="radio"/> WeChat Pay WeChat Pay (Chinese ID card holder only)                   | <input type="radio"/> Cash payment at Convenience store (SG 7-Eleven only) |

SOS center >

Total amount  
**S\$10.00**

[Order Now](#)

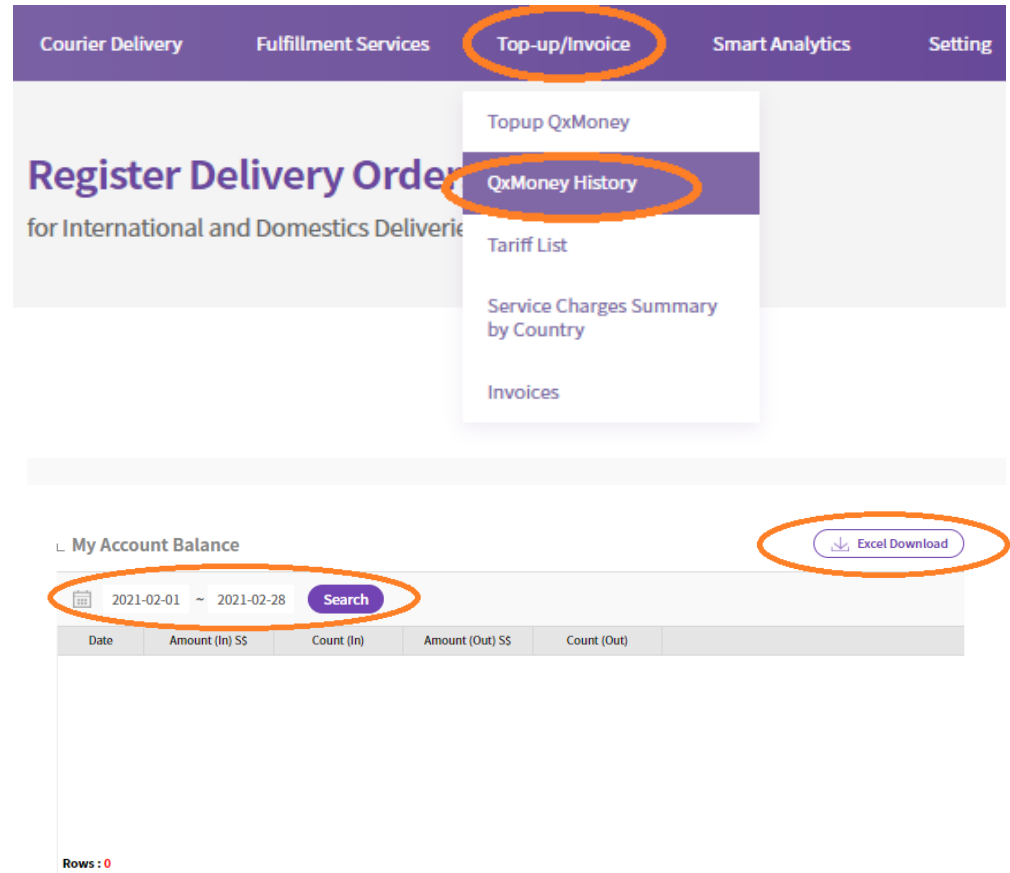
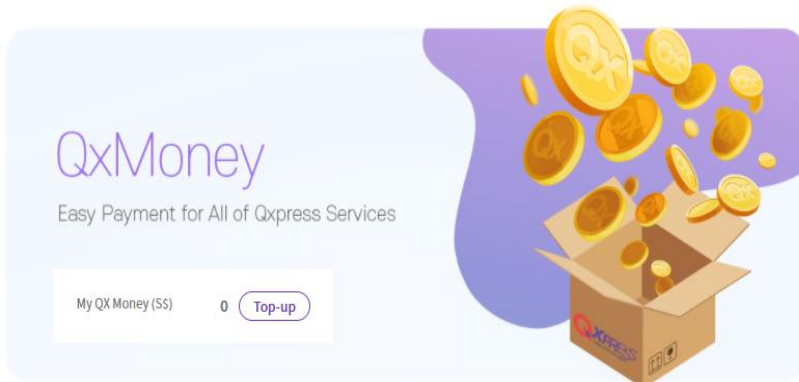
OR

[VISA](#) [Mastercard](#)

## 2-8: How to Check Qxmone history

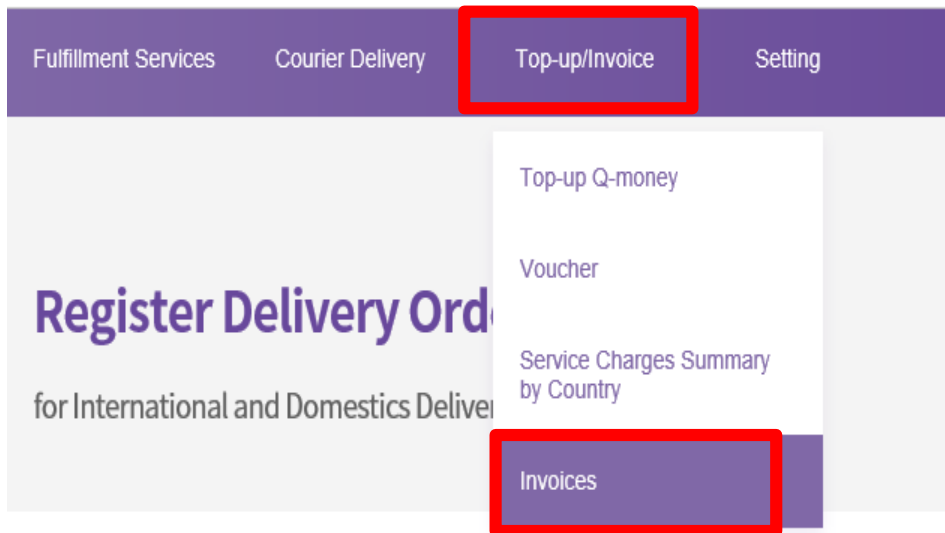
1. Customer may check their QxMoney History
2. Customer will be able to view the balance amount
3. Select the date to view the break down history of the QxMoney
4. Highlight the Account Balance to view the detailed history

### QX Money History



1. Select Top-up / Invoice > Invoice

2. Select the month you need to view (Invoices will be updated by 1<sup>st</sup> week of every month)



Fulfillment Services   Courier Delivery   **Top-up/Invoice**   Setting

Top-up Q-money

Voucher

Service Charges Summary by Country

**Invoices**

**Register Delivery Order**

for International and Domestic Deliveries

### Qx Smart Delivery Receipt

2020

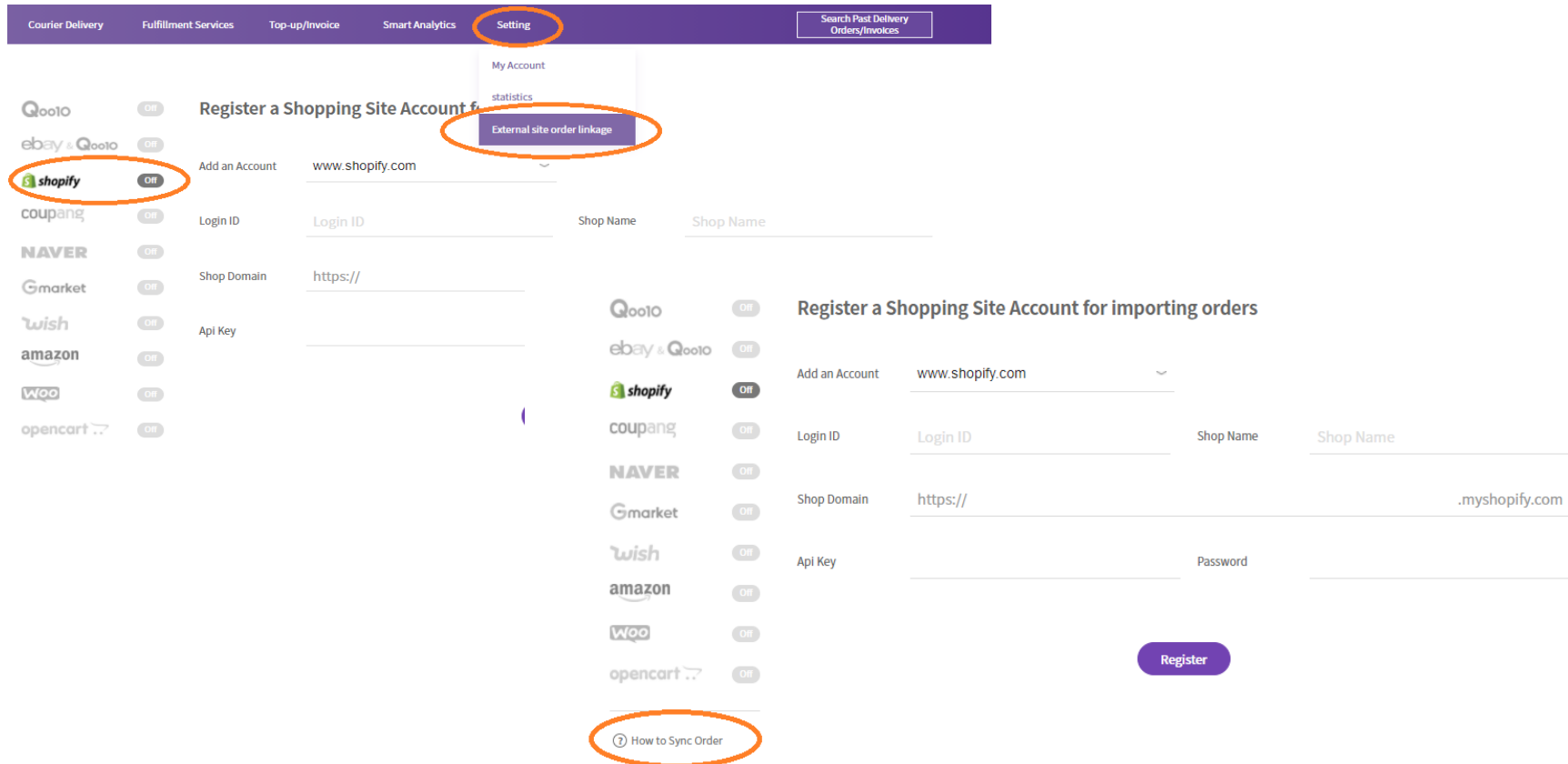
05



| Month | Issue Date | Confirm YN | Currency |
|-------|------------|------------|----------|
|-------|------------|------------|----------|

1. Go to settings > External Site Order Linkage > choose shopify function > key in all the details

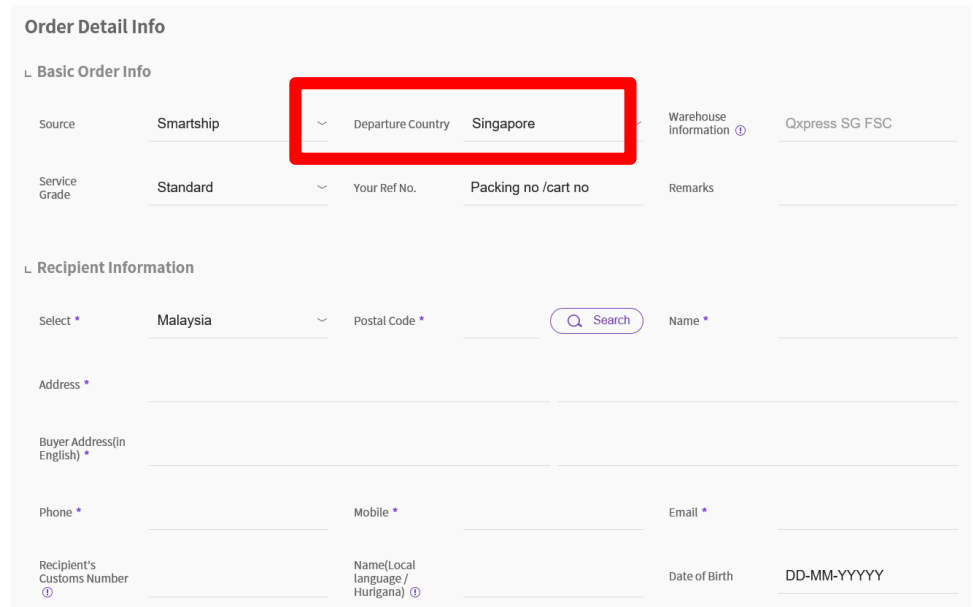
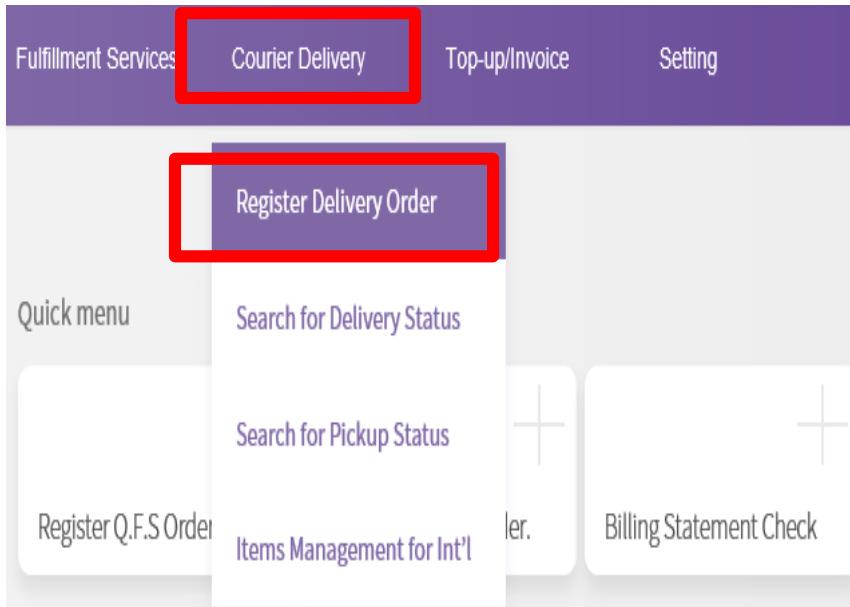
2. Alternatively, you can click on the “How to Sync” button and follow the instructions.



The screenshot displays the QXPRESS settings interface. The top navigation bar includes 'Courier Delivery', 'Fulfillment Services', 'Top-up/Invoice', 'Smart Analytics', and 'Setting' (highlighted with an orange circle). A dropdown menu for 'Setting' shows 'My Account', 'statistics', and 'External site order linkage' (highlighted with an orange circle). The main content area is titled 'Register a Shopping Site Account for importing orders'. On the left, a list of e-commerce platforms is shown with toggle switches: Qoo10, ebay & Qoo10, shopify (highlighted with an orange circle and 'ON'), coupang, NAVER, Gmarket, wish, amazon, Woo, and opencart. The right side contains a form for 'shopify' with fields for 'Add an Account' (www.shopify.com), 'Login ID', 'Shop Name', 'Shop Domain' (https://), and 'Api Key'. A 'Register' button is at the bottom right. At the bottom center, a button labeled 'How to Sync Order' (highlighted with an orange circle) is visible.

## 2-11: How to create International Order (Single Order)

1. Select Courier Delivery > Register Delivery Order
2. Basic Order Info > Source (Smartship) > Complete the Basic Order Info
3. Select the country > complete the Recipient information (Skip Date of Birth)
4. Remember to print the airway bill



The screenshot shows the 'Order Detail Info' form. The 'Basic Order Info' section has the following fields: 'Source' (Smartship), 'Departure Country' (Singapore, highlighted with a red box), 'Warehouse Information' (Qxpress SG FSC), 'Service Grade' (Standard), 'Your Ref No.', 'Packing no /cart no', and 'Remarks'. The 'Recipient Information' section has the following fields: 'Select' (Malaysia), 'Postal Code', 'Name', 'Address', 'Buyer Address(in English)', 'Phone', 'Mobile', 'Email', 'Recipient's Customs Number', 'Name(Local language / Hurigana)', 'Date of Birth', and 'DD-MM-YYYY'.

1. Select Courier Delivery > Register Quick Delivery



Courier Delivery

Fulfillment Services

Top-up/Invoice

Setting

Register Delivery Order

Register Quick delivery

Search for Delivery Status

Search for Pickup Status

Items Management for Int'l

Delivery Orders

Logistics Deliveries

### 1. Complete Basic & Sender Information

#### Order Detail

##### Basic Info

Order site Smartship  Your Ref No. Packing no /cart no Remarks

##### Sender Info

Nation Singapore  Zipcode \*

Address \*

Name \*  Phone \*  Mobile \*

##### Recipient Info

Nation \* Singapore  Zipcode \*   Email

Address \*

Name \*  Phone \*  Mobile \*

### 2. Complete Recipient Information

## 2-12: How to create Quick Time Slot order

1. Select the Date

Quick Pickup Date ⓘ

Pickup Date \* 2020-08-04 X Pickup Time Slot 18:00~20:30 v Arrival Time \* 19:00~22:00 v

Pickup Memo

Recipient Info

| SU | MO | TU | WE | TH | FR | SA |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

2. Select the Time Slot and input memo if needed

3. Take note of the Pickup Time Slot for driver to collect your parcel

Quick Pickup Date ⓘ

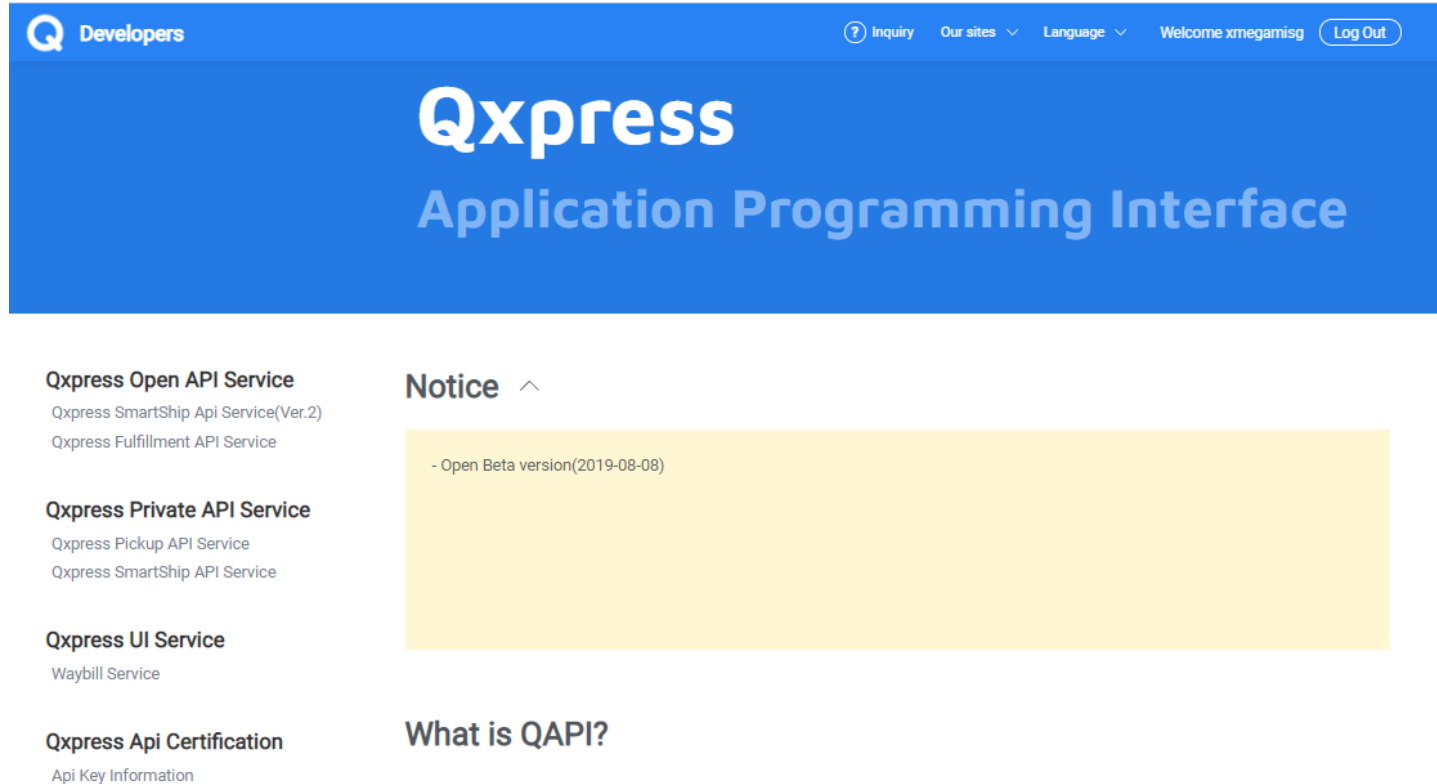
Pickup Date \* 2020-08-04 Pickup Time Slot 18:00~20:30 v Arrival Time \* 19:00~22:00 v

Pickup Memo

10:00~13:00  
13:00~16:00  
16:00~19:00  
19:00~22:00

1. Please read through our API guide to link your own platform with Smartship

<https://qxapi.qxpress.net/GMKT.INC.GLPS.OpenApiService/Document/QAPIGuideIndex.aspx>



The screenshot shows the Qxpress Developers API page. The header is blue with the Qxpress logo and 'Developers' text. Navigation links include 'Inquiry', 'Our sites', 'Language', 'Welcome xmegamsg', and a 'Log Out' button. The main content area has a large blue banner with 'Qxpress Application Programming Interface'. Below this, there are four sections: 'Qxpress Open API Service' (listing SmartShip and Fulfillment services), 'Qxpress Private API Service' (listing Pickup and SmartShip services), 'Qxpress UI Service' (listing Waybill service), and 'Qxpress Api Certification' (listing Api Key Information). A 'Notice' section with a yellow background states '- Open Beta version(2019-08-08)'. A 'What is QAPI?' section explains that QAPI allows users to register delivery or pickup orders into the Qxpress Database and retrieve SKU information from the QWMS.

**Q Developers** Inquiry Our sites Language Welcome xmegamsg Log Out

# Qxpress

## Application Programming Interface

### Qxpress Open API Service

Qxpress SmartShip Api Service(Ver.2)  
Qxpress Fulfillment API Service

### Qxpress Private API Service

Qxpress Pickup API Service  
Qxpress SmartShip API Service

### Qxpress UI Service

Waybill Service

### Qxpress Api Certification

Api Key Information

### Notice

- Open Beta version(2019-08-08)

### What is QAPI?

Through the connection of QAPI(Qxpress Application Programming interface), you can register delivery or pickup order into Qxpress Database, track your parcel and retrieve SKU information in QWMS(Qxpress Warehouse Management System).

### 1. CreateOrder

- For Local Delivery Orders
  - Mobile Number: 8 digits starting with 8 or 9
  - Postal Code must tally with the street name and the block no
- For International Delivery Order
  - Item information must be provided more accurately.
  - Item picture or web page link should be provided
- Your Reference Number can't be allowed to use in duplicated.

### 2. Qxpress Airway Bill

2 Options to print the Qxpress Waybill

- Print from SmartShip
- Your own Customized Waybill can be printed from your system
  - Refer to the Waybill Design Guide in the Developer's guide
  - Must be approved by Qxpress before Go-Live

### 3. Delete Order: Cancel a delivery order

### 4. Tracking: Can retrieve history of tracking status per each tracking no.

### 5. GetShippingInfo: Can retrieve the delivery fee and others fixed by Qxpress

### 6. Ask Qxpress to generate your API Key

### 7. Go Live!



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