

IBS-web Corporate

Register

Steps for registering as an Enterprise Account at IBS,

1. Please contact our local customer service or sales representative to create your company profile in our system, and obtain a registration code and credit account number.
2. Use the registration code and account number to start your online registration at IBS.

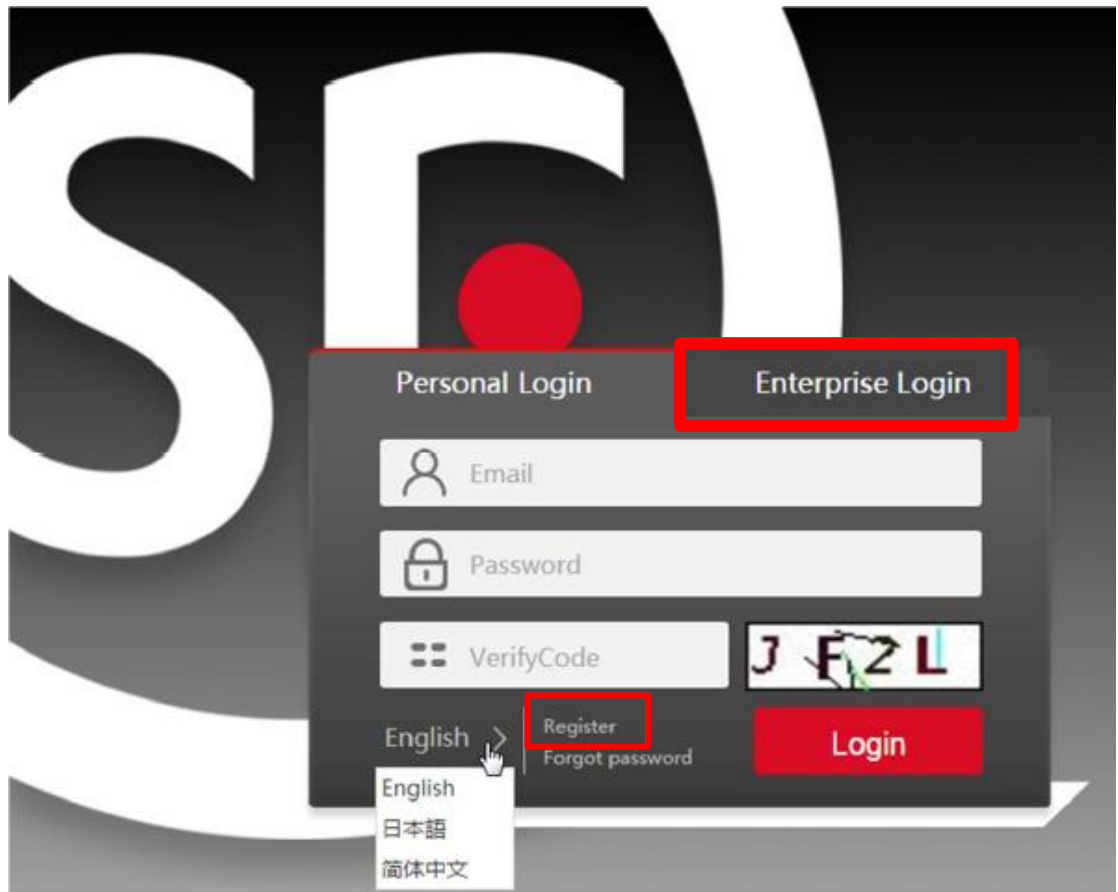
There are two ways for registering an account at IBS.

1. SF Express Korea Official website
 - ✓ Go to <http://www.sf-express.com/kr/en/>
 - ✓ Click "Register" on the upper-right corner



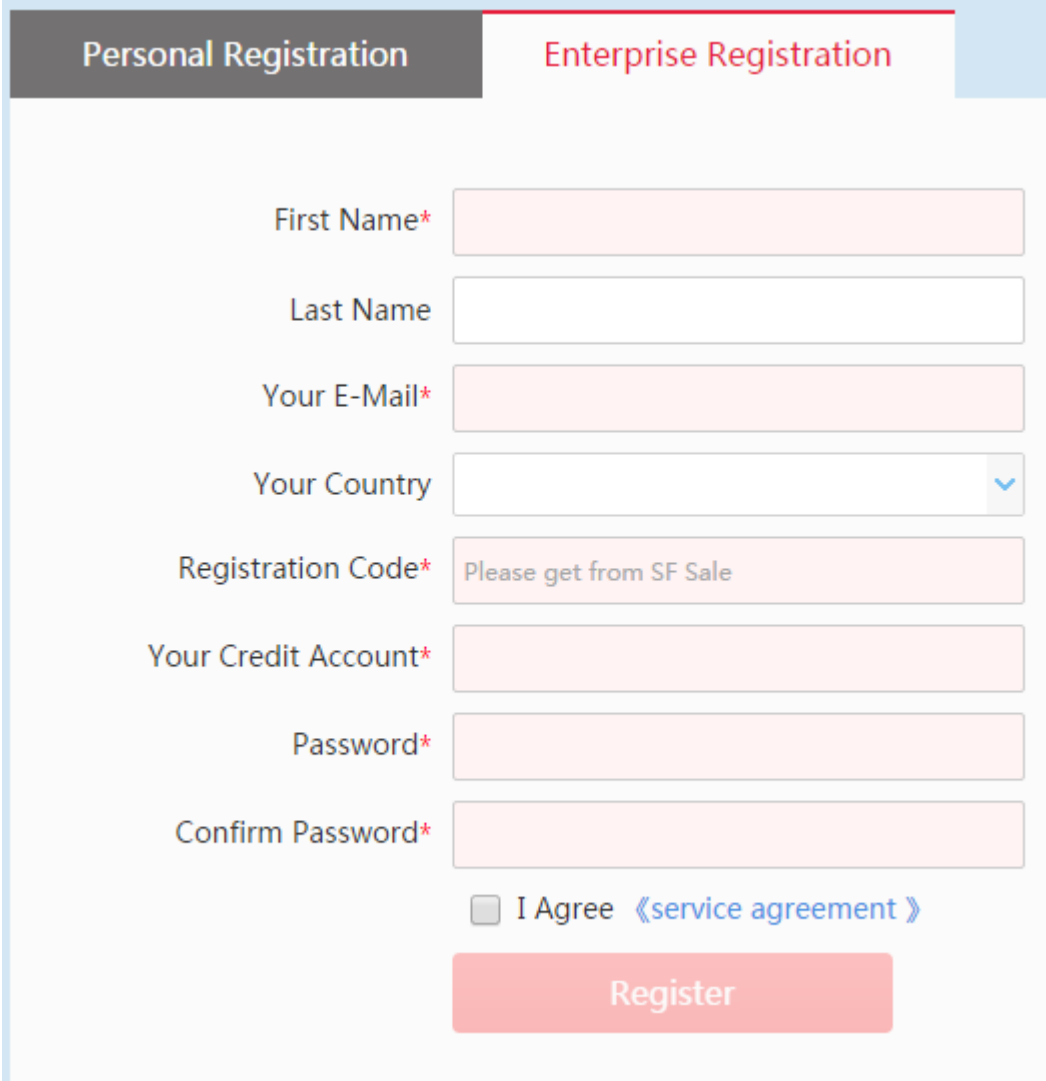
2. IBS Login Page

- ✓ Go to <http://osms.sf-express.com/osms>
- ✓ Choose your preference language in "Enterprise Login" tab, and click on "Register" to start your registration.



In the registration page, please select “Enterprise Registration”, fill in all information with *, tick “I Agree <Service Agreement>”, and click “Register”.

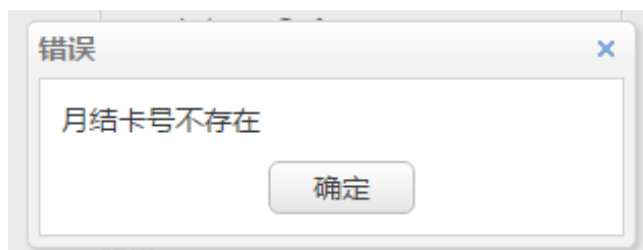
Please make sure that you provide the correct registration code and credit account number.



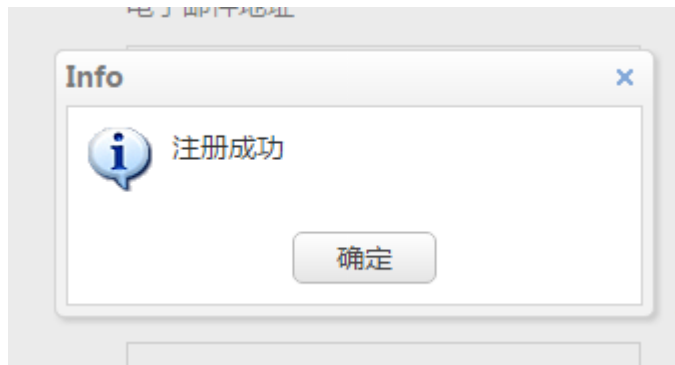
The screenshot shows a registration form with two tabs: "Personal Registration" and "Enterprise Registration". The "Enterprise Registration" tab is active. The form contains the following fields and elements:

- First Name* (text input)
- Last Name (text input)
- Your E-Mail* (text input)
- Your Country (dropdown menu)
- Registration Code* (text input with placeholder "Please get from SF Sale")
- Your Credit Account* (text input)
- Password* (text input)
- Confirm Password* (text input)
- I Agree [《service agreement》](#)
- Register (button)

- For any error messages, please don't hesitate to contact our sales representative for assistance.

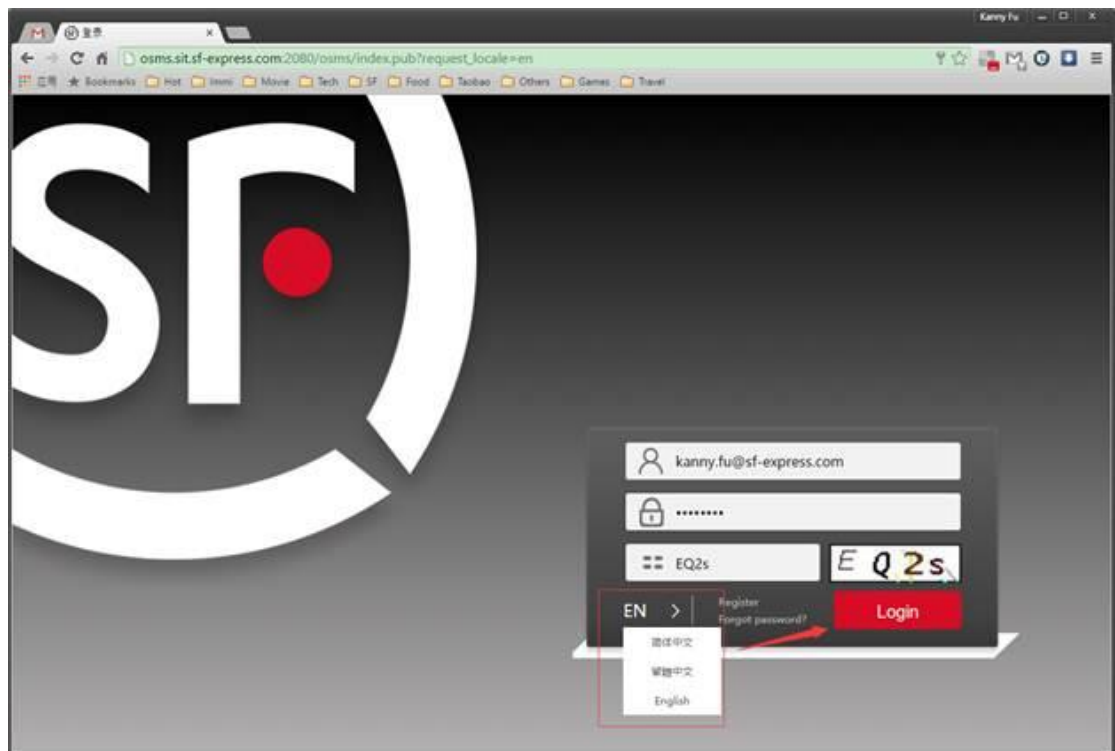


- The dialog box of “Register Successfully” will be popped- up, and you may begin shipping with SF!

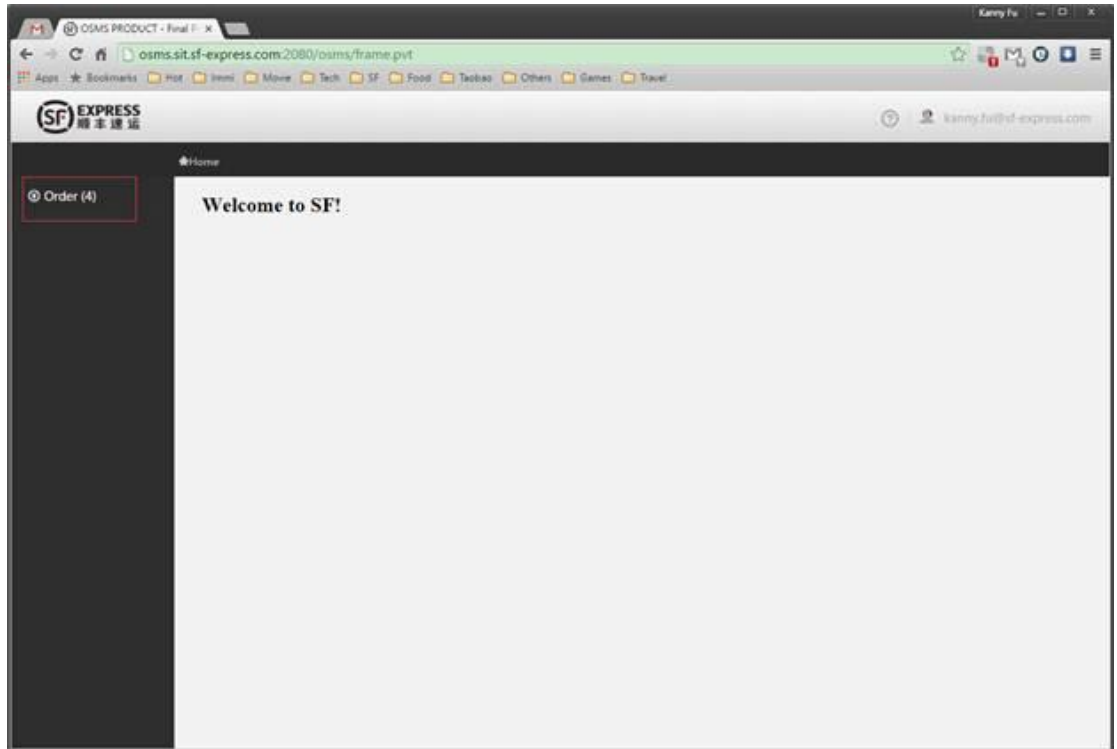


Login and place an order

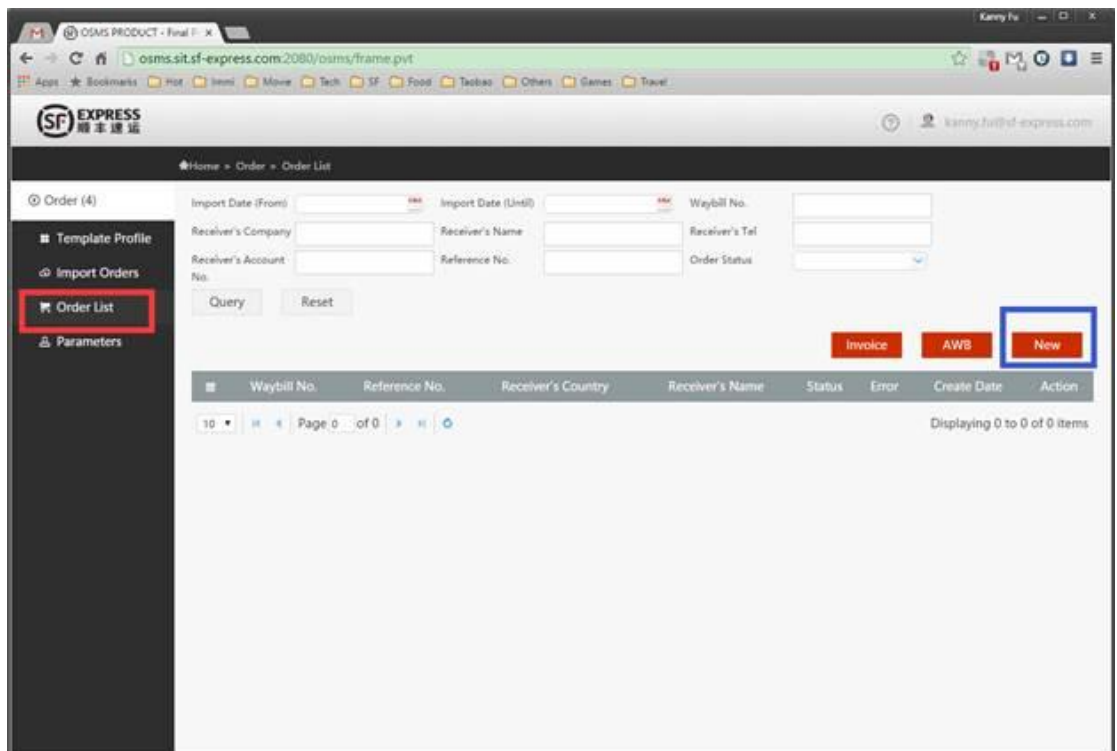
1. Input your account and password at the first page. Choose your preferred language and then login.



2. Click "Order" on the left



3. Choose "Order List" and click the "New" button. Let's start the single order placing.



4. You will find four parts on the page. Input your shipment information and no red grid is blank before you submit.

Step 1/4 Address Information

Shipper's Address

Receiver's Address

Step 2/4 Package Description

Step 3/4 Shipment Detail

Step 4/4 Dynamic

Reset Save Send

5. When you finish all the information filled in, please click save (draft) or send (to server) button. Reset will delete all your information you input.
6. You will see your shipment here. If your shipment is successfully submitted, you can see the waybill# and status as below.

OSMS PRODUCT - Final 1 - x

osms.sit.sf-express.com:2080/osms/frame.pvt

EXPRESS 顺丰速运

Home > Order > Order List

Order (4)

Import Date (From) Import Date (Until) Waybill No.

Receiver's Company Receiver's Name Receiver's Tel

Receiver's Account No. Reference No. Order Status

Query Reset

Invoice AWB New

Waybill No.	Reference No.	Receiver's Country	Receiver's Name	Status	Error	Create Date	Action
44364476067		CN	Test	Confirmed		2015-10-20 22:16:26	Edit View

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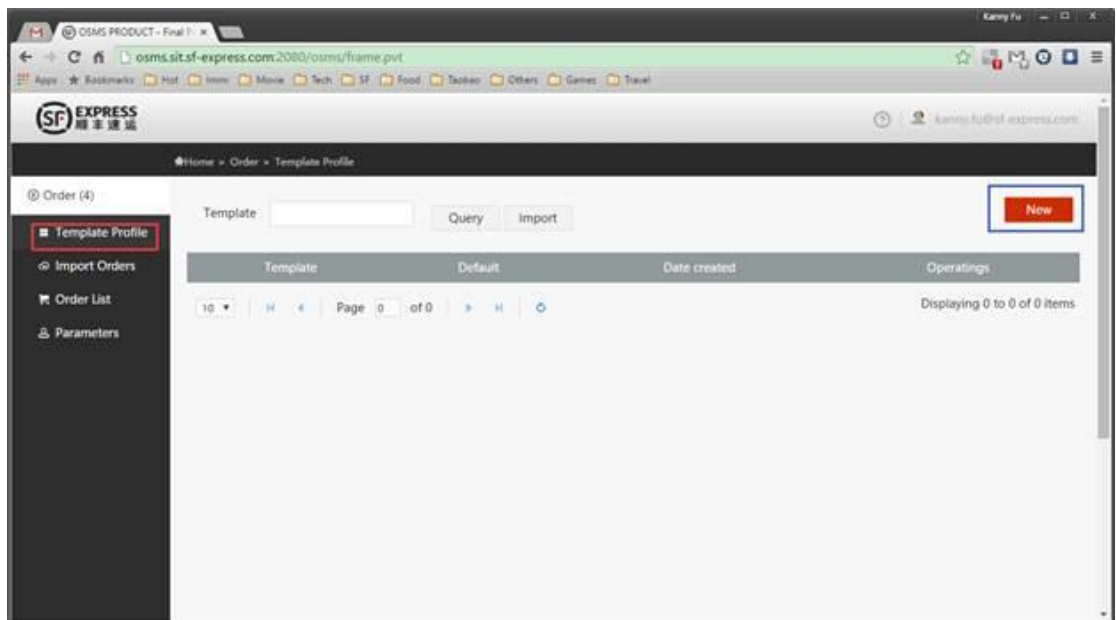
Displaying 1 to 1 of 1 items

7. If you shipment is failed, then you will see Error with the message.

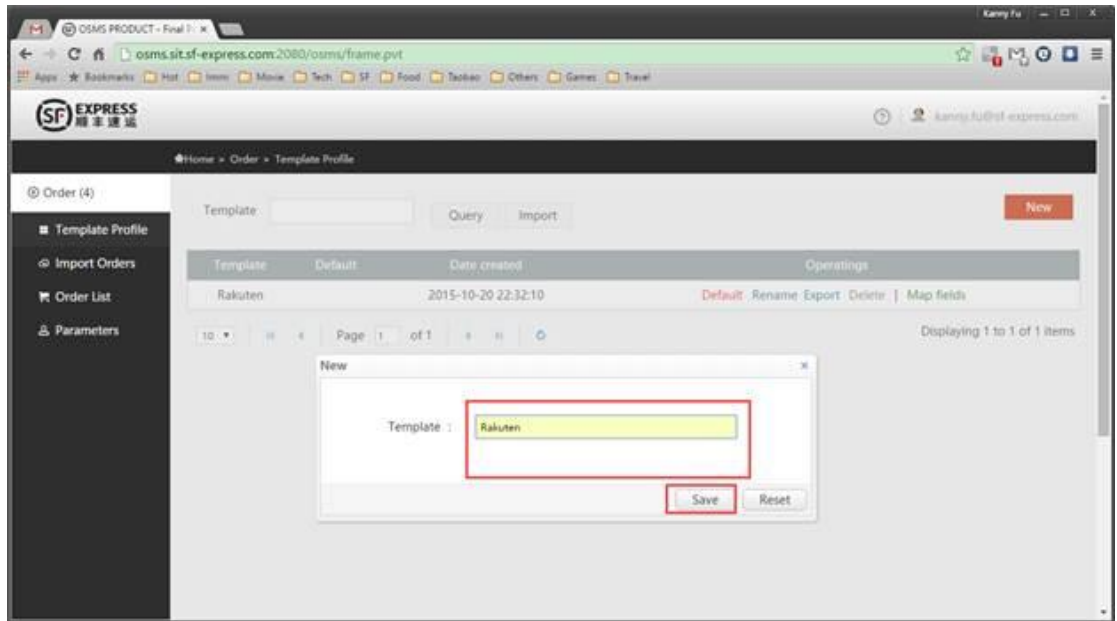
<input type="checkbox"/>	958820282	CN	Error	Shipper name is required.
<input type="checkbox"/>	958820281	CN	Error	Shipper name is required.
<input type="checkbox"/>	958820280	HK	Error	Shipper name is required.

Place batch orders

1. Prepare for your own template (Excel, csv or txt)
2. Click the "Template Profile" on the left and then press the "New" button



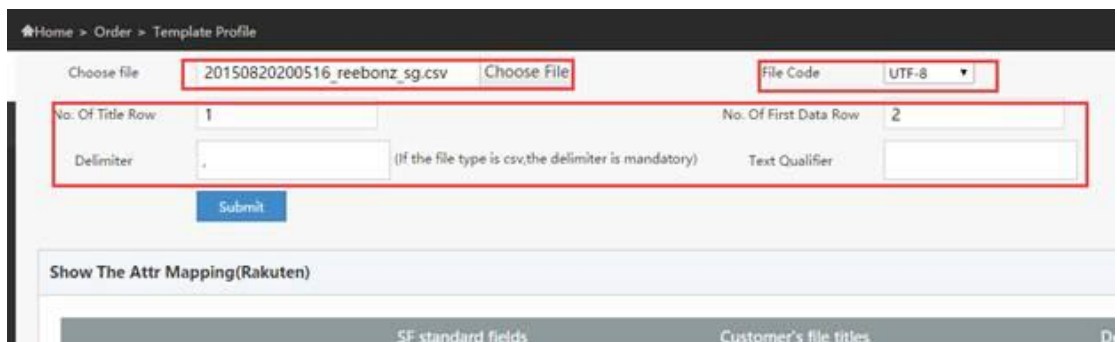
3. Input the template name and save it. Please be noted the template name could not be duplicated.



4. Choose "Map fields" to do the template matching work



5. Choose your file and file code. Then input your template definitions. Then submit it.



6. Start to map your field with SF information.

Choose the field name in your file or input the default value.

Show The Attr Mapping(Rakuten)

	SF standard fields	Customer's file titles	Default	Remark
Order	Order id *	salesOrder		64 Characters
	2nd reference No.			24 Characters, 2nd Reference No. for printing only
Shipper	Credit A/C			10 Digits
	Company			40 Characters
	Contact *		Shimmi Wong	30 Characters
	Telephone *			20 Characters
	Country *			2 Characters, Country code like CH, US, KR...
	Province/State			20 Characters
	City			20 Characters
	Address *			100 Characters for all shipper address fields

7. Also, you can import your old template mapping logic as below.

Home > Order > Template Profile

Template: Rakuten Query **Import**

Template: Rakuten Default: Date created: 2015-10-20 17:32:10 Operations: Default, Rename, Export, | M

10 Page: 1 of 1

Import

File: reebonz_csv-20151020224421.xlsx **Choose File**

Submit

When you see the successfully saved screen, you can see all the information is already filed in.

Choose file Only support the file format: xls, xlsx **Choose File** File Code: OBE

No. Of Title Row: 1 No. Of First Data Row: 2

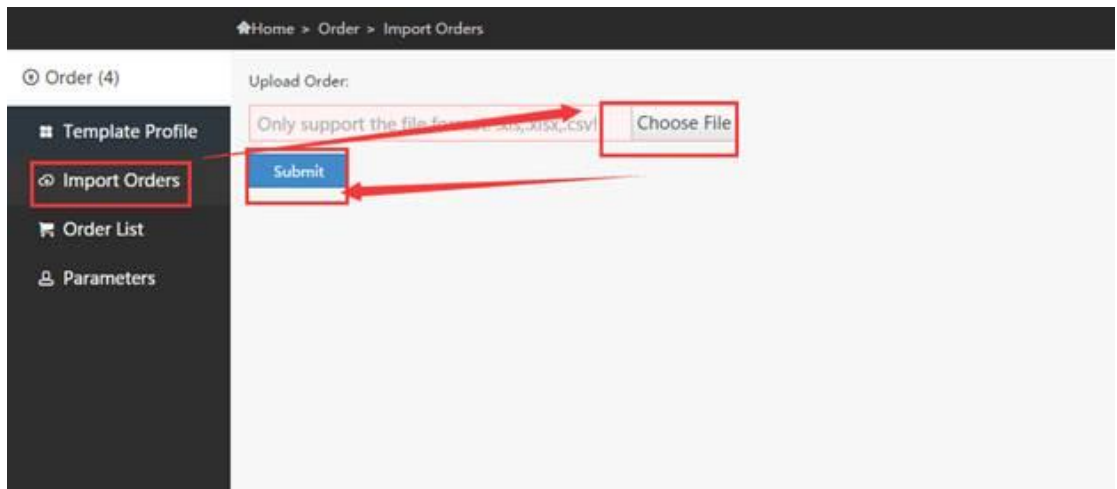
Delimiter: (if the file type is csv, the delimiter is mandatory) Text Qualifier:

Submit

Show The Attr Mapping(reebonz_csv-20151020224421)

	SF standard fields	Customer's file titles	Default	Remark
Order	Order id *	salesOrder		64 Characters
	2nd reference No.			24 Characters, 2nd Reference No. for pr
Shipper	Credit A/C		0650003205	10 Digits
	Company		Reebonz Pte Ltd	40 Characters
	Contact *		Jun Wei	30 Characters
	Telephone *		+65 6511 6431	20 Characters
	Country *		Singapore	2 Characters, Country code like CH, US,
	Province/State			20 Characters
	City			20 Characters
	Address *		21 Tai Seng Street, Level 1	100 Characters for all shipper address f
	Postal Code *		534166	10 Digits
	Email			50 Characters

8. Import orders with your file



9. If successful, you will see like below.



10. If there is something wrong, it will show the error message.



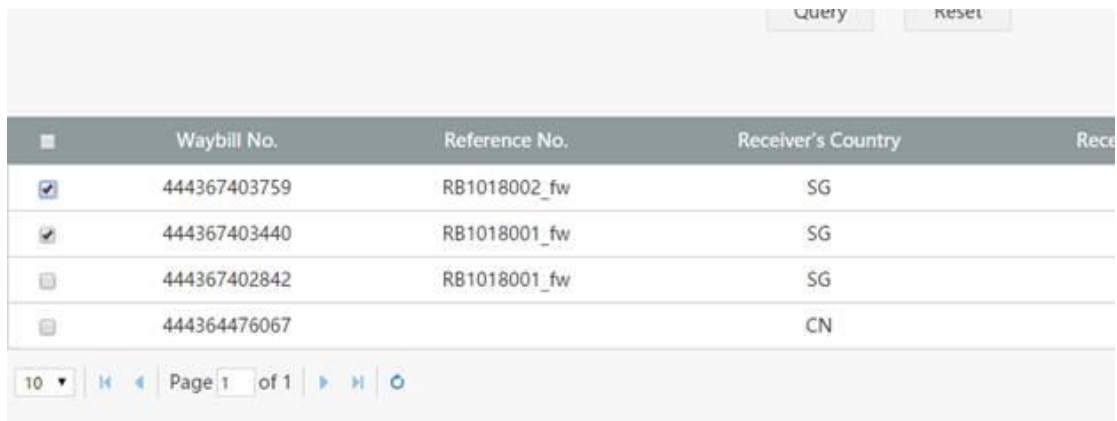
You need to modify the mapping template or your data file with the guidance on the web page. Then, resubmit your data.

11. When all you data is successfully uploaded, you can see..

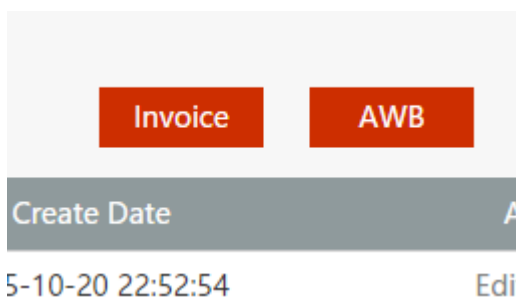


Print AWB and Invoice

1. Choose one order or multiple orders first



2. Click "Invoice" or "AWB" button to show the details.



3. Choose the pdf print function to print them out



If you have any problems or feedbacks, please contact

Kanny.fu@sf-express.com or lixiaohong21@sf-express.com.

*This is the end of the file.