

IBS User Manual - Enterprise Account

Registration

Steps for registering as an Enterprise Account on IBS:

1. Please contact our local customer service or sales representative to create your company profile in our system and you will get a registration code and a credit account number from our sales representative.
2. Use the registration code and account number to start your online registration on IBS.

There are two ways for registering an account at IBS.

1. SF Express Vietnam Official website

- ✓ Go to <http://www.sf-express.com/vn/en/>
- ✓ Click “Register” on the upper-right corner

2. IBS Login Page

- ✓ Go to <http://osms.sf-express.com/osms>
- ✓ Choose your preference language and click “Register” at the bottom to start registration.

Personal Login Enterprise Login

Email

Password

VerifyCode

LCA

English > Register
Forgot password

Login

Help

Browser requirements: IE8+ / Chrome 30 +

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

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

Personal Registration

Enterprise Registration

First Name*

Last Name

Your E-Mail*

Your Country

Registration Code*

Please get from SF Sale

Your Credit Account*

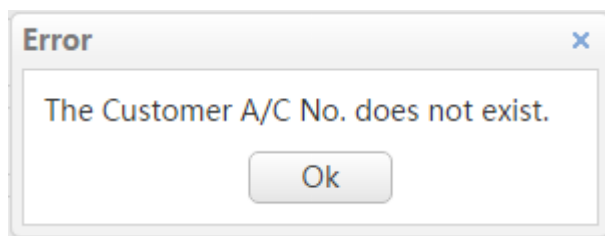
Password*

Confirm Password*

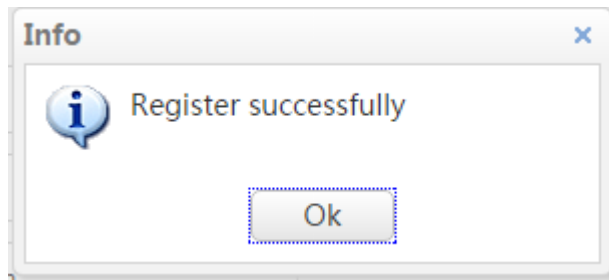
☐ I Agree 《[service agreement](#)》

Register

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

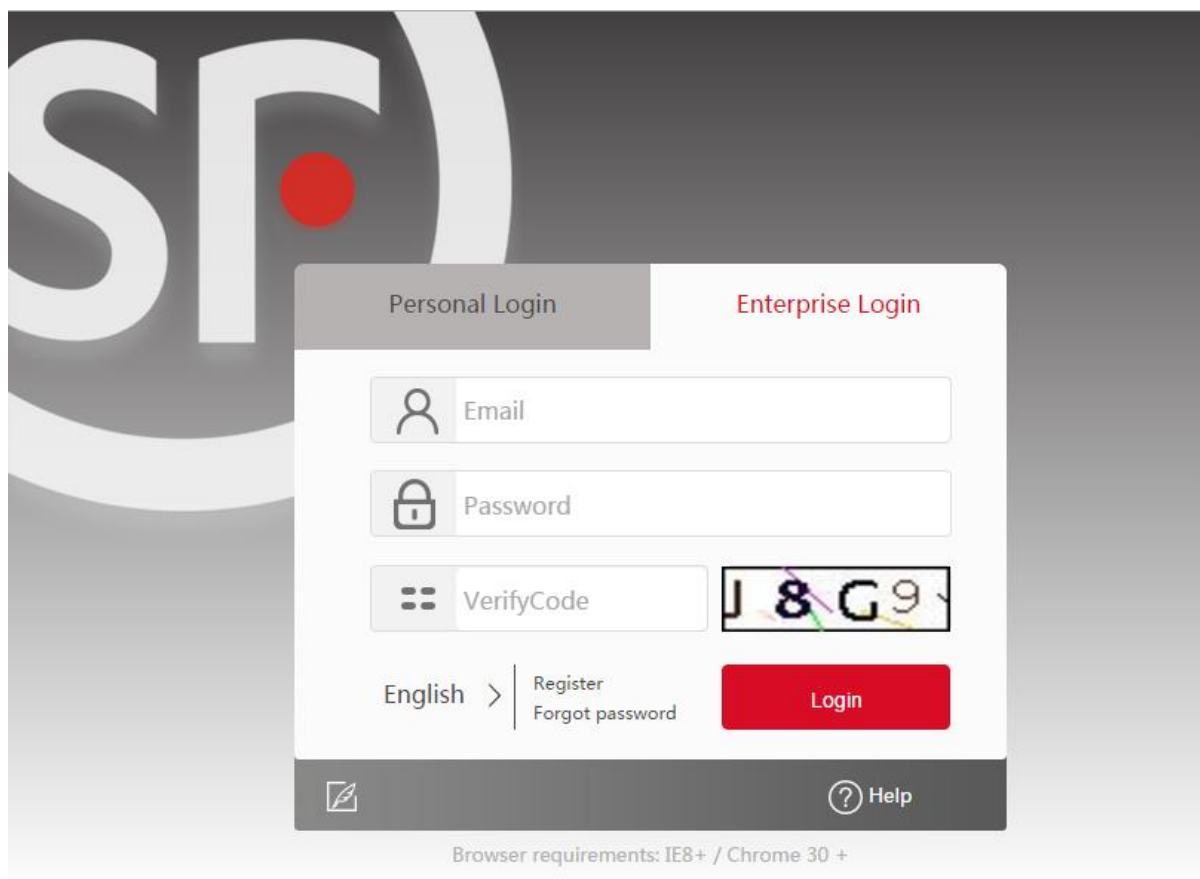


b. The dialogue box of "Register Successfully" will pop up, and you may begin shipping with SF!



Login and place an order

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



2. Click "Order" on the left.

Step 1/4 Address Information

Shipper's Address
 Credit A/C:
 Company:
 Contact:
 Tel:
 Address:
 Express Type:
 Postal Code:
 Country:
 Province:
 City:
 Email:

Receiver's Address
 Credit A/C:
 Company:
 Contact:
 Tel:
 Address:
 Postal Code:
 Country:
 Province:
 City:
 Email:

Step 2/4 Package Description
Step 3/4 Shipment Detail
Step 4/4 Dynamic

Reset Save Send

5. When you finish filling in all the information, please click save (draft) or send (to server) button. Reset will delete all your information.

6. You will see your shipment here. If your shipment is successfully submitted, you can see the waybill number and status as below.

OSMS PRODUCT - Final 1: x

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

Apps Bookmarks Hot Items Movie Tech SF Food Taobao Others Games Travel

SF 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 AWS 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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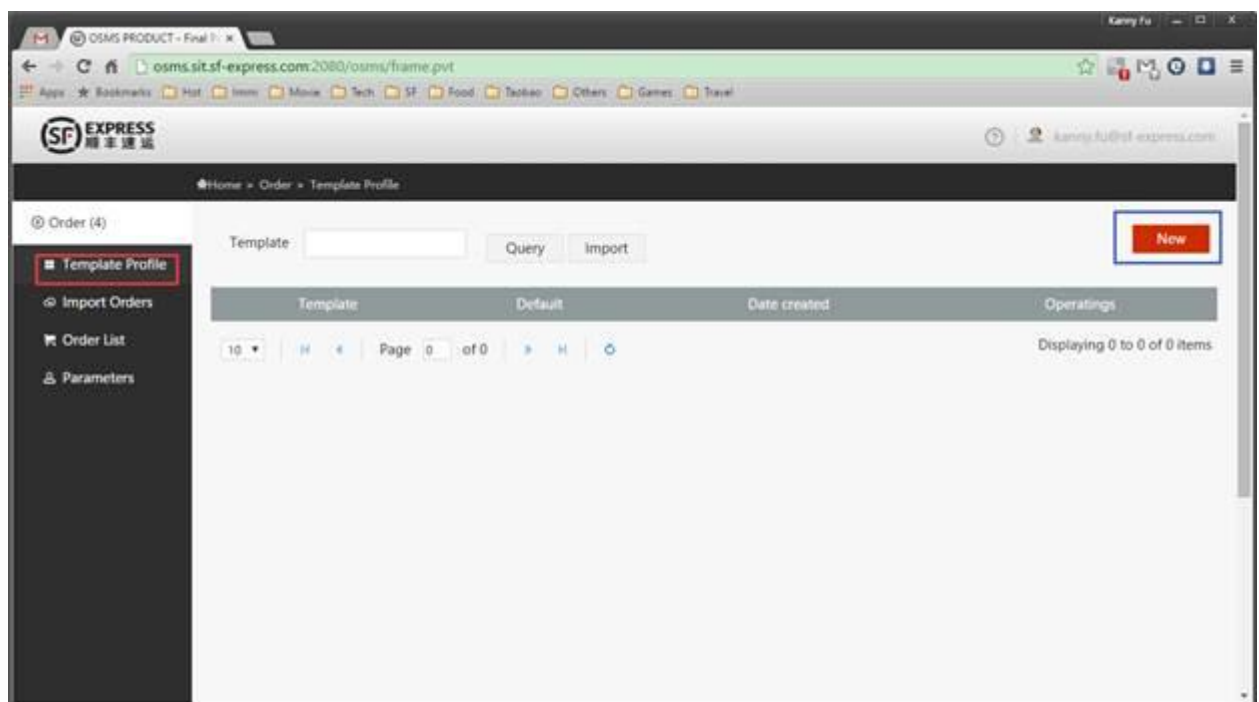
Displaying 1 to 1 of 1 items

7. If your shipment failed, then you will see the word “Error” on the message.

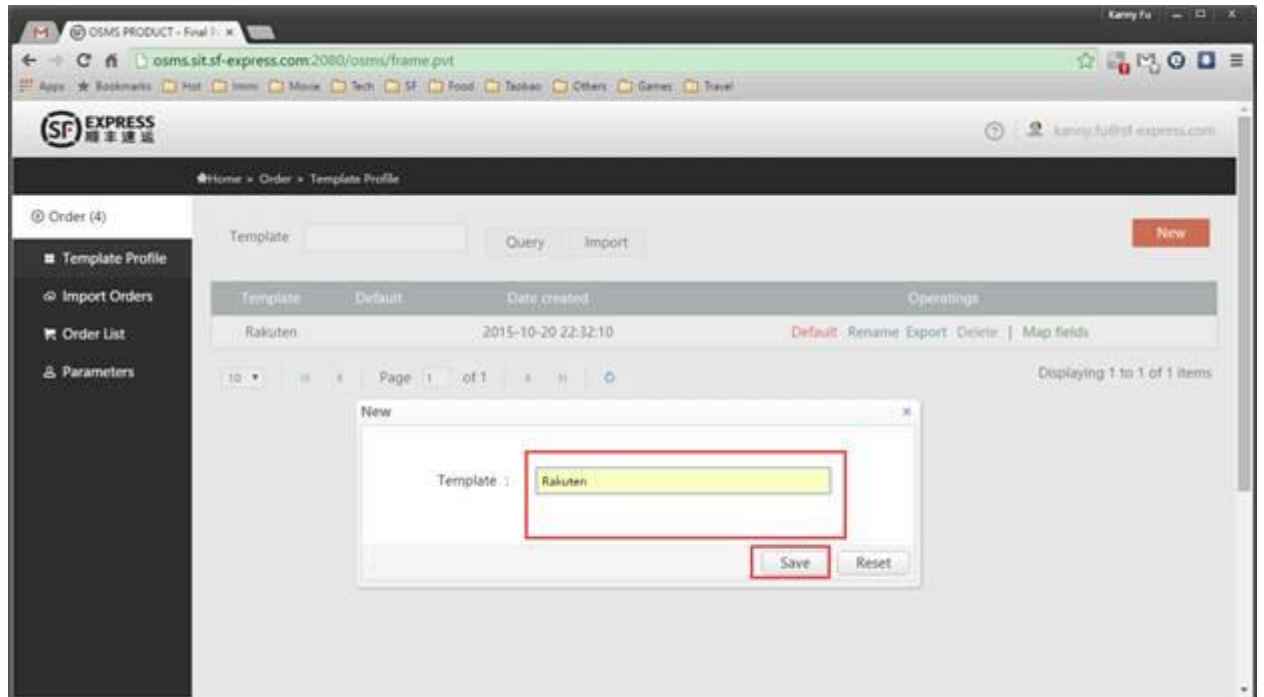
<input type="checkbox"/>	958820282	CN	Error	Shipper name is required.
<input type="checkbox"/>	958820281	CN	Error	Shipper name is required.
<input type="checkbox"/>	958820280	HK	Error	Shipper name is required.

Place batch orders

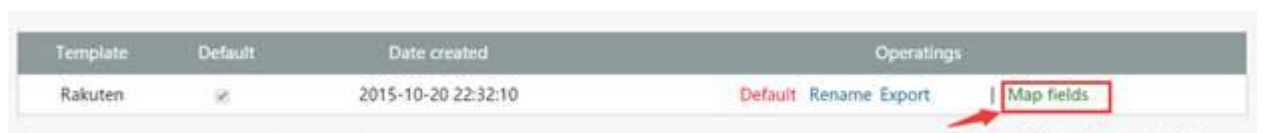
1. Prepare for your own template (Excel, csv or txt).
2. Click the “Template Profile” on the left and then press the “New” button.



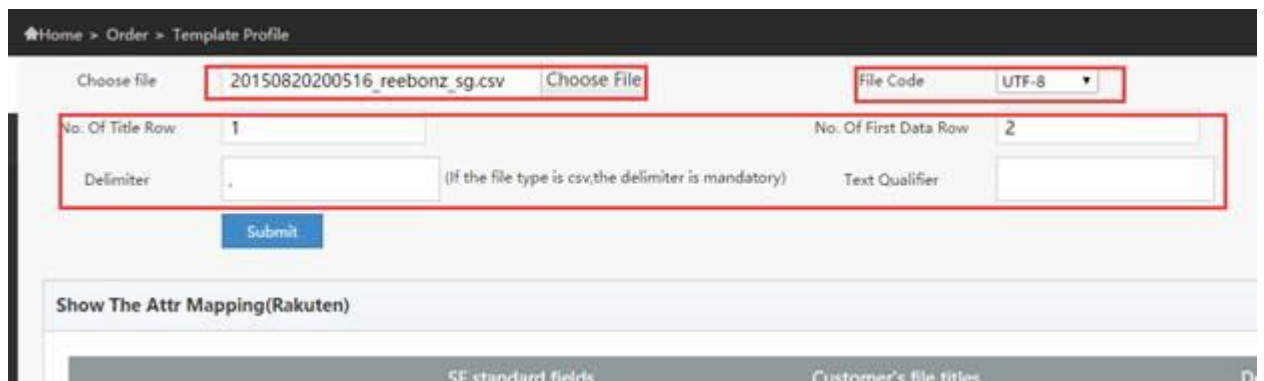
3. Input the template name and save it. Please note that the template name could not be duplicated.



4. Choose "Map fields" to match the template.



5. Select your file and file code, put in your template definition and submit.



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 *	Shirone Wong		30 Characters
	Telephone *			20 Characters
	Country *			2 Characters, Country code like CN, 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: Query **Import**

Template	Default	Date created	Operations
Rakuten	id	2015-10-20 22:32:10	Default Rename Export Mi

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Import

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

Submit

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

Choose file: Only support the file format: xls,xlsx Choose File File Code: 08X

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	
Order	Order Id *	salesOrder		64 Characters
	2nd reference No			24 Characters 2nd Reference No. for pr
Shipper	Credit A/C		0650003205	16 Digits
	Company		Reebonz Pte Ltd	40 Characters
	Contact *		Jim Wei	30 Characters
	Telephone *		+65 6511 6431	20 Characters
	Country *		Singapore	2 Characters, Country code like CN, US
	Province/State			20 Characters
	City			20 Characters
	Address *		21 Tai Seng Street, Level 1	100 Characters for all shipper address R
	Postal Code *		534166	10 Digits
	Email			50 Characters

8. Import orders with your file.

Home > Order > Import Orders

Order (4)

Template Profile

Import Orders

Order List

Parameters

Upload Order:

Only support the file format: xls,xlsx,csv! Choose File

Submit

9. If successful, you will see the image as below.

Upload Order:

20150820200516_reebonz_sg.csv

Total number:3 Number of success:3 Number of failures:0

Row	Error message

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

Total number:3 Number of success:0 Number of failures:3

Row	Error message
1	The payment is required.
2	The payment is required.
3	The payment is required.

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 will see this image.

Home > Order > Order List

Order (4)

#	Waybill No.	Reference No.	Receiver's Country	Receiver's Name	Status	Error	Create Date	Action
13	444357403758	881018002_fa	SG	Jin Wei	Confirmed		2015-10-20 22:52:54	Edit View
14	444357403440	881018001_fa	SG	Jin Wei	Confirmed		2015-10-20 22:52:54	Edit View
15	444357402942	881018001_fa	SG	Jin Wei	Confirmed		2015-10-20 22:52:54	Edit View

Print AWB and Invoice

1. Select one order or multiple orders

Query

Reset

<input type="checkbox"/>	Waybill No.	Reference No.	Receiver's Country	Rece
<input checked="" type="checkbox"/>	444367403759	RB1018002_fw	SG	
<input checked="" type="checkbox"/>	444367403440	RB1018001_fw	SG	
<input type="checkbox"/>	444367402842	RB1018001_fw	SG	
<input type="checkbox"/>	444364476067		CN	

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2. Click “AWB” or “Invoice” button.

☒ Print SF logo

AWB

Invoice

3. Choose PDF print function to print

		755 原寄地 Origin:	
		US 目的地 Dest: 001 LAX	
1/1 子Child Waybill No.: 070034502707 母Mother Waybill No.: 070034502707		国际标快-包裹 SE - Parcel	
To: Timson 收件人信息 Timson 87383920 Oregon ANTELOPE Testing road		Signature 收件人签署	
Date 日期		派件员工号 Delivery ID	
USA 97001		备注 Remarks:	
实际重量 (Actual Weight) (KG): 计费重量(Chargeable Weight)(KG): 运费(Freight): 附加服务 (Add'l Services) :INSURE		备注 Remarks:	
寄付 Shipper Pay 3rd第三方: 卡号A/C No.:	合计费用 TTL Charge	代收货款 COD	
		CN:95338 US:18559011133 www.sf-express.com	
1/1 母Mother Waybill No.: 070034502707		Description Qty	
From: Brandon 寄件人信息 Brandon 13800138000 Guangdong Shenzhen city Nanshan District Xuefu, road, buliding, A 518000		cloth+(cotton) 1	
To: Timson 收件人信息 Timson 87383920 Oregon ANTELOPE Testing road		Declared Value:20.000 Currency USD	
参考编号 Ref No.:			

INVOICE 发 票		HAWB(运单号): 670034502707		
From: (Shipper 寄件方) Company: Contact Name: Brandon Address: China Guangdong Shenzhen city Nanshan District Xuefu, road, building, A Post code: 518000 Tel No: 13800138000		To: (Receiver 收件方) Company: Contact Name: Timson Address: USA Oregon ANTELOPE Testing road Post code: 97001 Tel No: 87383920		
DESCRIPTION OF GOOD 寄件物名称	QUANTITY 数量	UNIT PRICE 单价 (USD)	VALUE 金额 (USD)	Country of Origin 原产地
cloth+ (cotton)	1	20.000	20.000	CN
Total Declared Value 申报总价值: (USD) 20.000 Terms of Trade (贸易条件): <input type="checkbox"/> C.I.F <input type="checkbox"/> F.O.B <input type="checkbox"/> C&F Reason For Sending: <input type="checkbox"/> Business 商业 <input type="checkbox"/> Non-Business 非商业				
REMARKS: 备注: I hereby certify the information on this declaration is true and correct; and the contents of this shipment are as stated above. 本人保证谨此以上填写属实。 SIGNATURE: 寄件人签名 (盖章) _____ DATE: 日期: _____				

Multiple items shipment

If you would like to send a multiple items shipment, please contact our sales team for assistance in multiple items shipment order registration.

1. Be sure to add a [Total Package] column in an order template.

AF	AG	AH	AI	AJ	AK	AL	AM
			6. Shipment Details		7. Payment of Freight Charges		
Charges 2 max = 8	Detail 3 max = 14	Charges 3 max = 8	Total Package max = 3	Self Pickup	Payment Method	Account No. max = 10	Third Party District Code max = 70
			3		Shipper		JFK01D

2. According to your data template, change [No. of Packages] in [Template Profile] to Total Package for data mapping. Please refer to below image.

The screenshot shows a web application interface for managing orders. On the left is a sidebar with navigation links: 'Order (6)', 'Template Profile', 'Import Orders', 'Order List', 'Product List', 'Address Book', and 'Print'. The main area is divided into two sections: 'Commodity' and 'Shipment'. The 'Commodity' section contains fields for 'Country Of Origin', 'HS Code', 'Harmonized Code', 'AES No.', 'Brand', 'State Bar Code', 'Model', and 'Goods Code'. The 'Shipment' section contains fields for 'No. of Packages', 'Length', 'Width', and 'Height'. The 'No. of Packages' field is highlighted with a red box and has a dropdown menu showing 'Total Package'.

Section	Field	Value
Commodity	Country Of Origin *	
	HS Code	
	Harmonized Code	
	AES No.	
	Brand	
	State Bar Code	
	Model	
	Goods Code	
Shipment	No. of Packages *	Total Package
	Length	
	Width	
	Height	

3. Imported data can be seen in [Parcel Quantity]

The screenshot shows the 'Order List' form in the 'Package Description' step. The sidebar on the left has 'Order List' highlighted. The main area shows 'Step 1/4 Address Information' and 'Step 2/4 Package Description'. The 'Package Description' section contains fields for 'reference No.1' (968841771), 'reference No.2' (empty), 'Parcel Quantity' (3), and 'Currency' (CNY). The 'Parcel Quantity' field is highlighted with a red box. Below the form are 'Add' and 'Del' buttons. At the bottom is a table with columns: 'HS Code', 'Description', 'Quantity', and 'Unit'.

reference No.1	reference No.2	Parcel Quantity	Currency
968841771		3	CNY

HS Code	Description	Quantity	Unit
Select	Shoes	3	件

4. After successfully placing order, waybill number will show up at [Waybill#] column.

Order (6)

Template Profile
Import Orders
Order List
Product List
Address Book
Print

Import Date (From) 2017-04-22 11:59 Import Date (Until) 2017-07-22 11:59 Waybill#
Receiver's Company Receiver's Name Receiver's Tel
Customer A/C No. Receiver's Country Reference#
Order Status
Search Reset
New Send Preview Export Delete APS Export Confirmation of delivery Download ☒ Print

Waybill#	Reference#	Receiver's Country	Receiver's Name	Status	Info	Date Created(CN)
		GB	Madeleine...	Draft		2017-07-20 16:16:30
<input type="checkbox"/> 080007473150		US	Billy Dob...	Canceled		2017-07-20 15:15:40
<input type="checkbox"/> 080007468795		US	Claire Da...	Canceled		2017-07-20 13:23:00
<input type="checkbox"/> 080006883551(2)		US	Billy Dob...	Pick up	顺丰速运 已收取快件	2017-07-04 16:43:04
<input type="checkbox"/> 080006883533		US	Billy bob...	Canceled		2017-07-04 15:47:12
<input type="checkbox"/> 080006881852(3)		US	Claire Da...	Pick up	顺丰速运 已收取快件	2017-07-04 15:02:55

5. Click [Print AWB] to see three AWBs

中国		065400	
2/3			快件时效类型 Services Type Economy Express 快件类型 Parcel Shipment Detail 总件数 3 Total no. of pcs 收件员工号 Pick Up ID 派件员工号 Delivery ID
子件号 : Sub Waybill No. 000000000000		母件号 : Main Waybill No. 444800364887	
实际重量 Actual Weight(lbs)		附加服务 Additional Services	费用 Charges
体积重量 Vol Weight(lbs)			清关类型 Type of Customs Clearance
收费重量			正式/非正式 Formal/Manifest

6. Click [Print Invoice] to see invoice

HAWB:  444800364887		INVOICE Shift:	
From: (Shipper) Company: test Address: aaaaaabbbccccccddddd aaaaaabbbccccccddddd 777 Henderson Blvd, South Bay, 1B, Folcroft, PA Postal code: 19032 Contact Name: tester1		To: (Receiver) Company: test Address: 河北 廊坊 河北省, 廊坊市, 香河县康宁小区内东面二层小楼 Postal code: 065400 Contact Name: yaoyan	