

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 Singapore Official website

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



[Home](#) [Services](#) [Shipping Center](#) [Key to China](#) [About Us](#) [Contact Us](#)

[1800 311 1111](#)

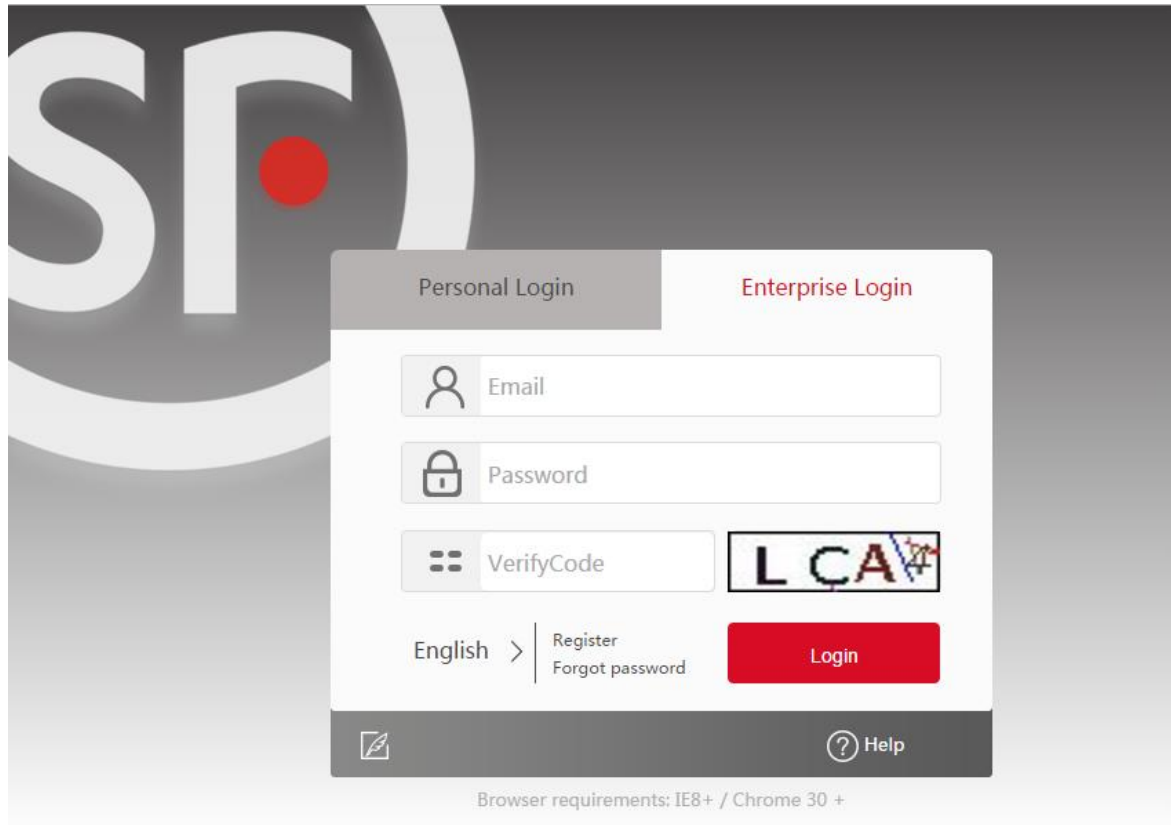
[Login](#)

[Register](#)

[Back to Previous Version](#)

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.



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*

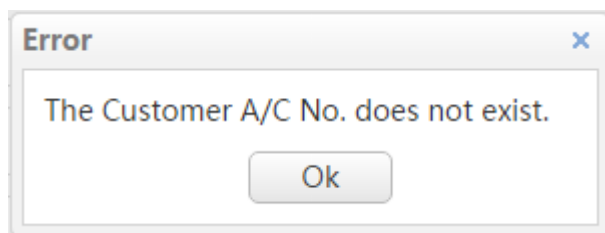
Your Credit Account*

Password*

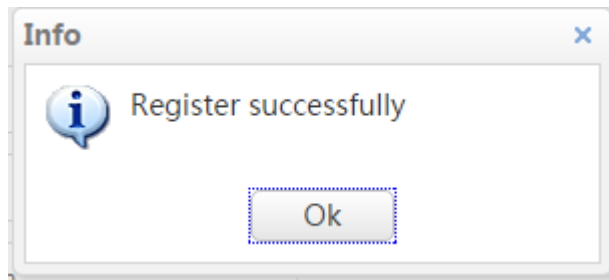
Confirm Password*

I Agree [《service agreement》](#)

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

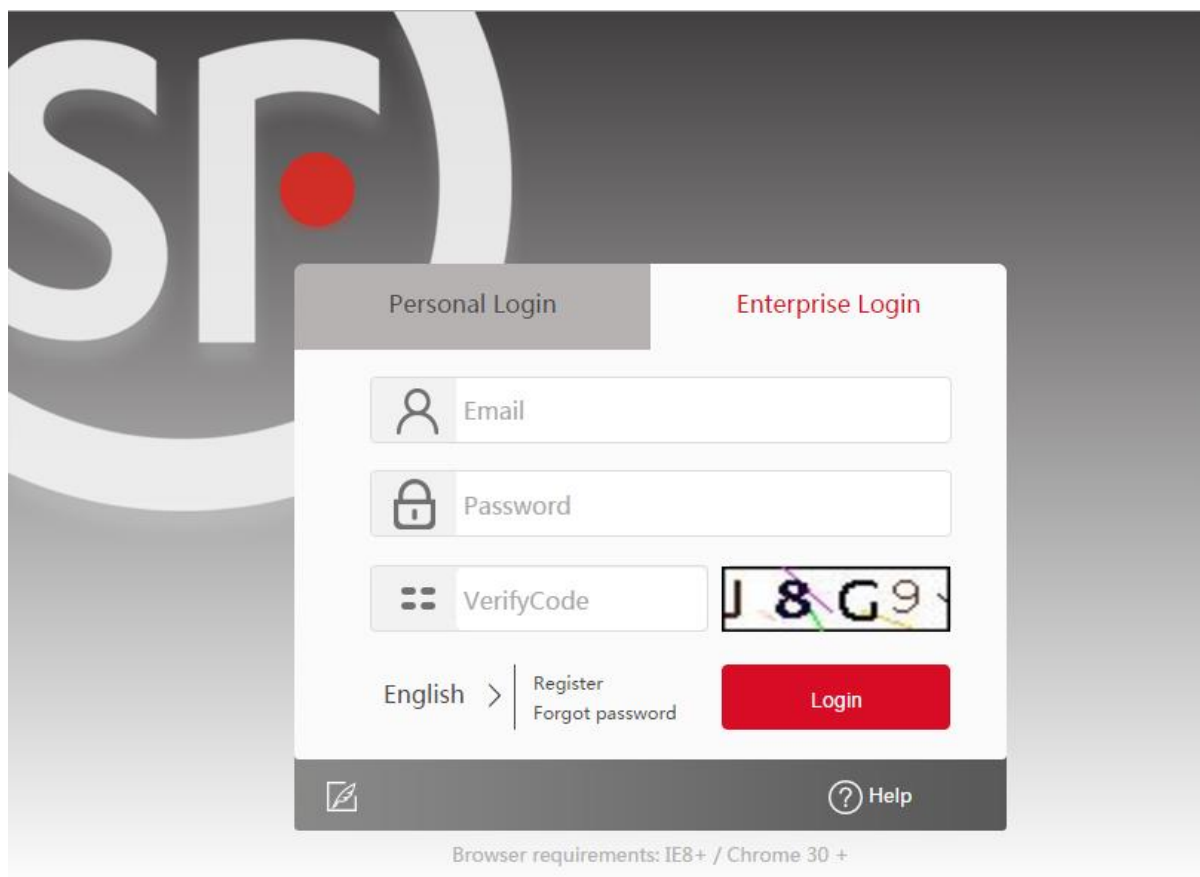


b. The dialogue box of "Register Successfully" will pop up, and you may begin shipping with SF!

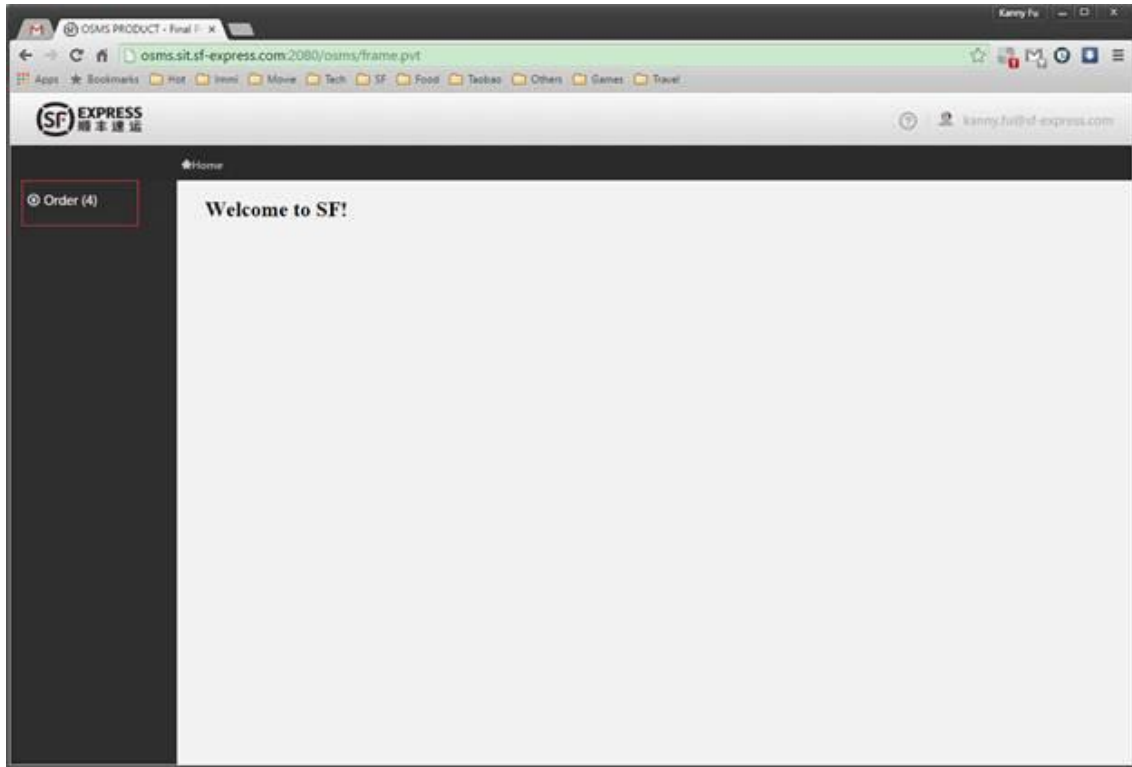


Login and place an order

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



2. Click "Order" on the left.



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

A screenshot of the SF Express 'Order List' page. The page header shows the SF Express logo, the language 'English', and the user 'zhuyilei@sf-express.com'. The breadcrumb trail is 'Home > Order > Order List'. On the left, a navigation menu has 'Order List' highlighted in a red box. The main area contains a form for creating a new order with fields for 'Import Date (From)', 'Import Date (Until)', 'Waybill#', 'Receiver's Company', 'Receiver's Name', 'Receiver's Tel', 'Customer A/C No.', 'Receiver's Country', and 'Reference#'. Below the form are 'Search' and 'Reset' buttons. A row of action buttons includes 'New' (highlighted in a red box), 'Send', 'Preview', 'Export', 'Delete', 'APS Export', 'Confirmation of delivery', 'Download', 'Print SF logo', 'AWB', and 'Invoice'. Below the buttons is a table of orders with columns: Waybill#, Reference#, Receiver's Country, Receiver's Name, Status, Info, Date Created(CN), Local Time, and Actions. The table contains four rows of order data. At the bottom, there is a pagination control showing 'Page 1 of 1' and a status 'Displaying 1 to 4 of 4 items'.

4. There are 4 steps, and please complete all mandatory information in the red box.

Step 1/4 Address Information

Shipper's Address

Credit A/C: Company:

Contact: Tel:

Kenny Fe:

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

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

10 Page 1 of 1

Displaying 1 to 1 of 1 items

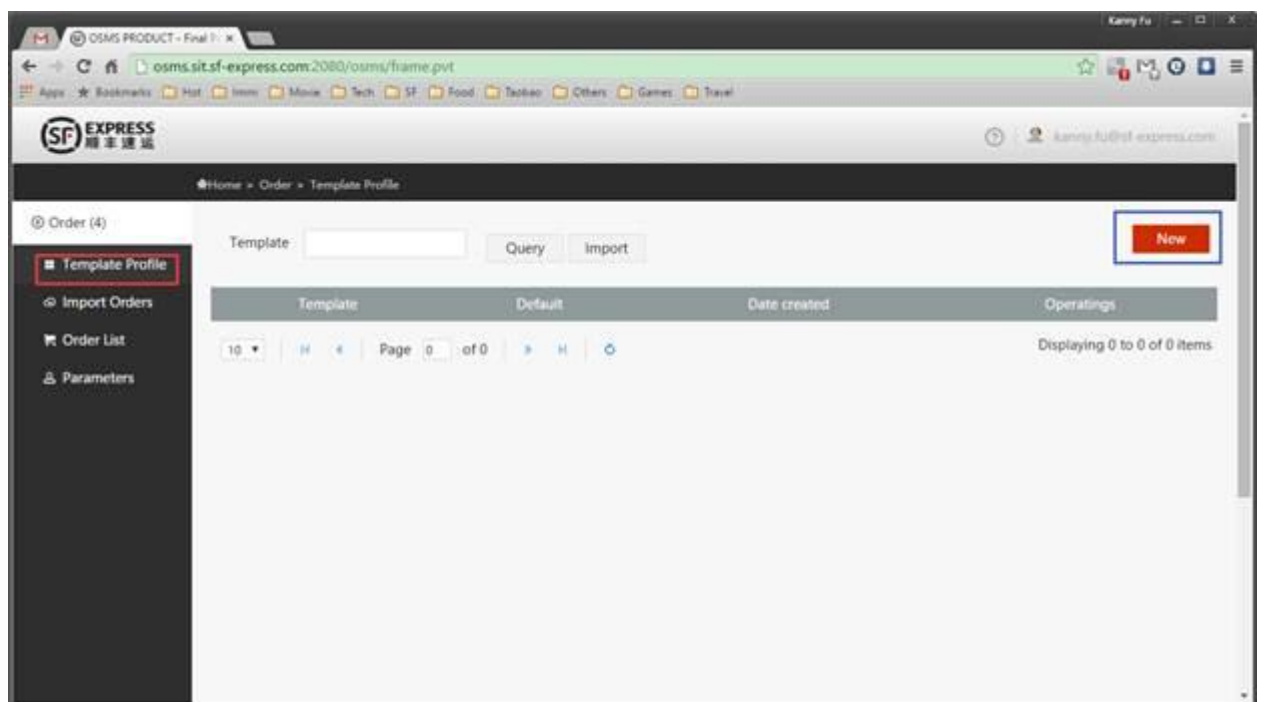
7. If your shipment failed, then you will see the word "Error" on the message.

<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.

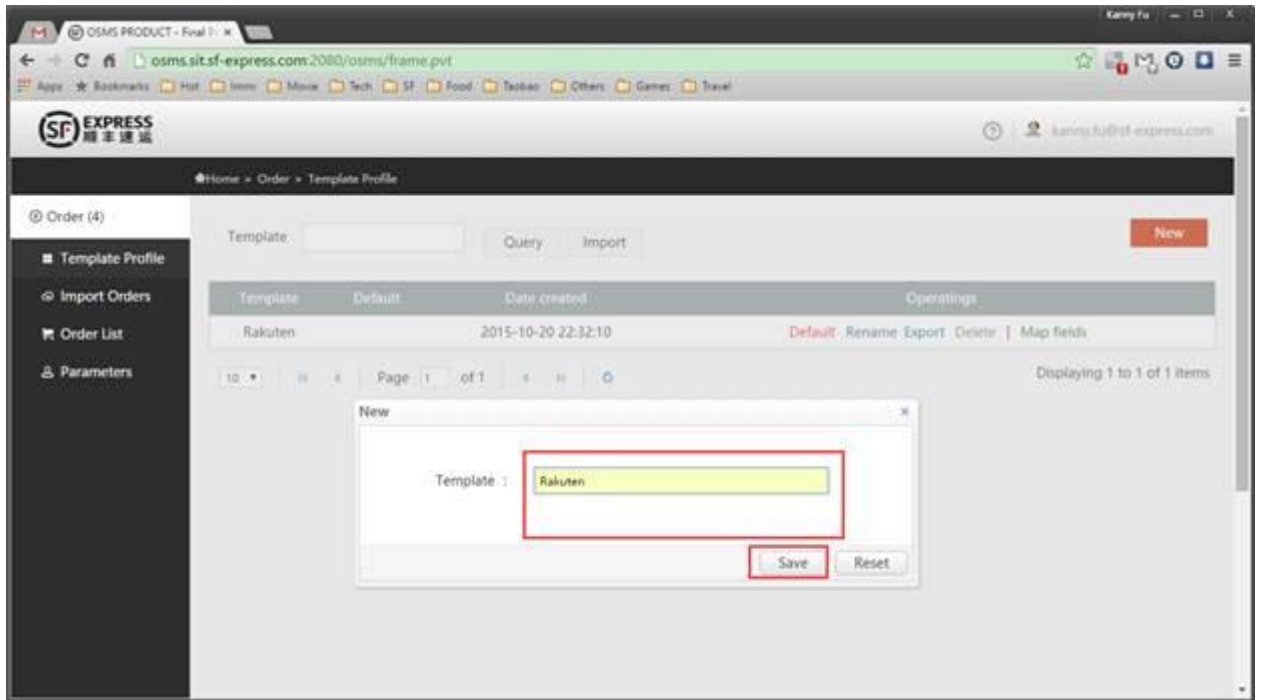
Place batch orders

1. Prepare for your own template (Excel, csv or txt).

2. Click the "Template Profile" on the left and then press the "New" button.



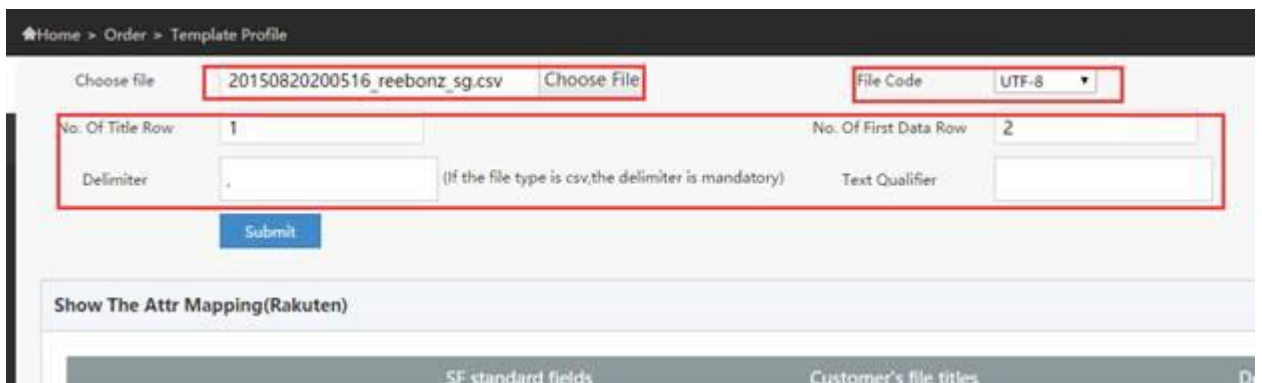
3. Input the template name and save it. Please note that the template name could not be duplicated.



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			19 Digits
	Company			40 Characters
	Contact *		Shimpei Wong	30 Characters
	Telephone *			20 Characters
	Country *			2 Characters, Country code like CN, US, KR...
	Province/State			25 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:

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

10 | Page: 1 of 1

Import

File: reebonz_csv-20151020224421.xlsx

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 File Code

No. Of Title Row No. Of First Data Row

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

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

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



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 your data is successfully uploaded, you will see this image.

#	Waybill No.	Reference No.	Receiver's Country	Receiver's Name	Status	Error	Create Time	Action
12	444367403758	881018002_8e	SG	Jin Wei	Confirmed		2015-10-20 22:52:54	Edit View
13	444367403440	881018001_8e	SG	Jin Wei	Confirmed		2015-10-20 22:52:54	Edit View
14	444367402642	881018001_8e	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	

10 Page 1 of 1

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	
USA 97001		派件员工号 Delivery ID	
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):
070024582797

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
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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): C.I.F F.O.B C&F

Reason For Sending:
 发货用途(勾选): Business 商业 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. 本人以此证明以上填写内容属实。

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 an order. On the left is a dark sidebar with navigation items: 'Order (6)', 'Template Profile', 'Import Orders', 'Order List', 'Product List', 'Address Book', and 'Print'. The main content area is divided into two sections: 'Commodity' and 'Shipment'. The 'Commodity' section contains several dropdown menus: 'Country Of Origin *', 'HS Code', 'Harmonized Code', 'AES No.', 'Brand', 'State Bar Code', 'Model', and 'Goods Code'. The 'Shipment' section contains dropdown menus for 'No. of Packages *', 'Length', 'Width', and 'Height'. The 'No. of Packages *' dropdown is highlighted with a red rectangular box and displays the text 'Total Package'. Each dropdown menu has a small green plus icon to its right.

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

The screenshot shows the 'Order List' page in a web application. At the top, there is a breadcrumb trail: 'Home > Order > Order List'. Below this is a sidebar with navigation items: 'Order (6)', 'Template Profile', 'Import Orders', 'Order List', 'Product List', 'Address Book', and 'Print'. The 'Order List' item is highlighted with a red box. The main content area shows a multi-step process. The first step is 'Step 1/4 Address Information' and the second step is 'Step 2/4 Package Description'. The 'Package Description' step is active. It contains two reference number fields: 'reference No.1' with the value '968841771' and 'reference No.2' which is empty. Below these is a 'Parcel Quantity' field with the value '3', highlighted with a red box. To the right of the 'Parcel Quantity' field is a 'Currency' dropdown menu with 'CNY' selected. Below the form are two buttons: '+ Add' and 'Del'. At the bottom, there is a table with columns: 'HS Code', 'Description', 'Quantity', and 'Unit'. The 'HS Code' column has a 'Select' button and an empty input field. The 'Description' column has the text 'Shoes'. The 'Quantity' column has the value '3'. The 'Unit' column has the text '件'.

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

Order (6)

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		
子件号 : Sub Waybill No. 000000000000 母件号 : Main Waybill No. 444800364887		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		
实际重量 Actual Weight(lbs)		附加服务 Additional Services	费用 Charges	清关类型 Type of Customs Clearance
体积重量 Vol Weight(lbs)				正式/非正式 Formal/Manifest
收费重量				

6. Click [Print Invoice] to see invoice

HAWB:  444800364887

INVOICE

Shift:

From: (Shipper) Company: test Address: aaaaabbbbbbccccddddd aaaaabbbbbbccccddddd 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
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