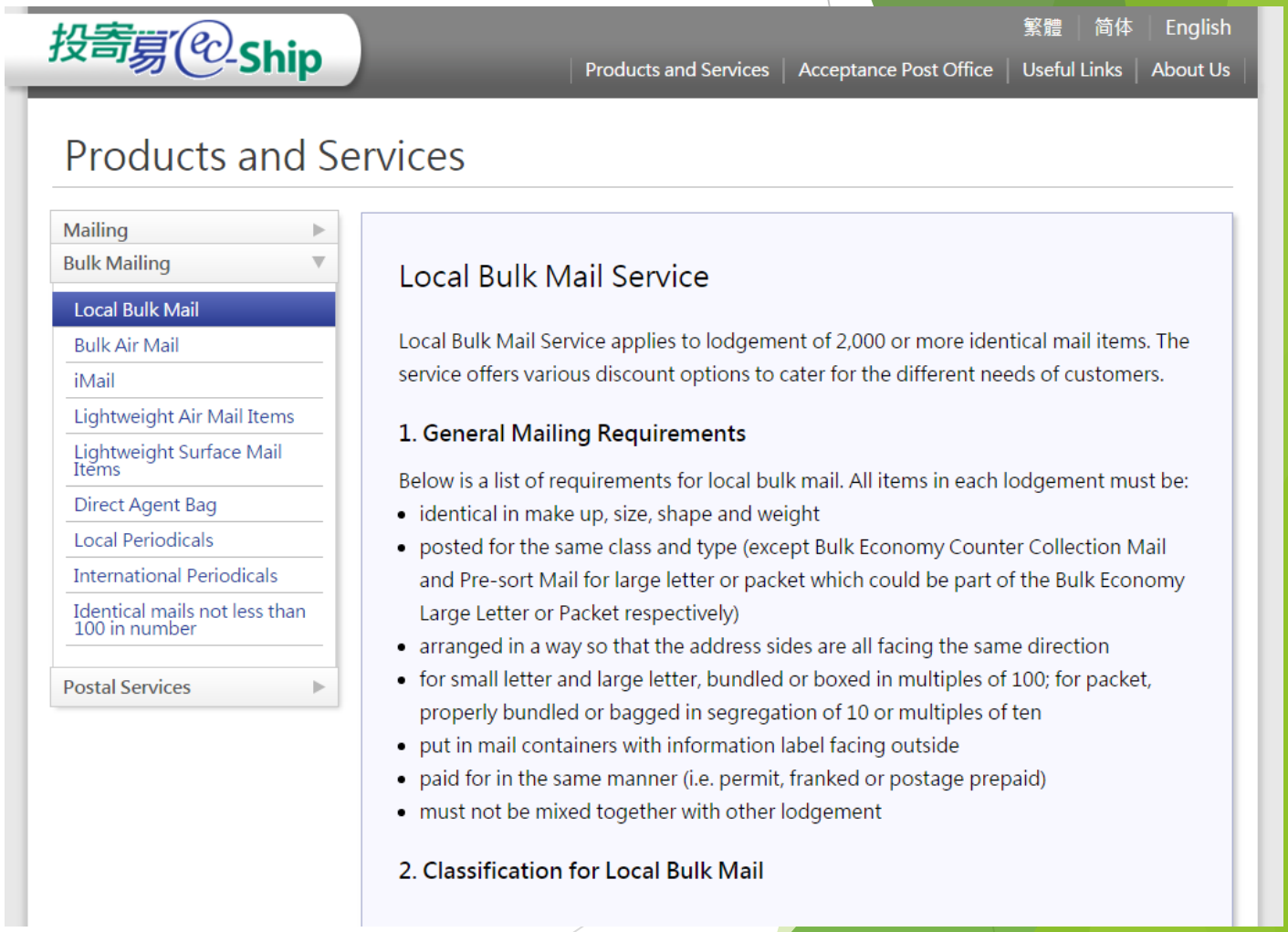
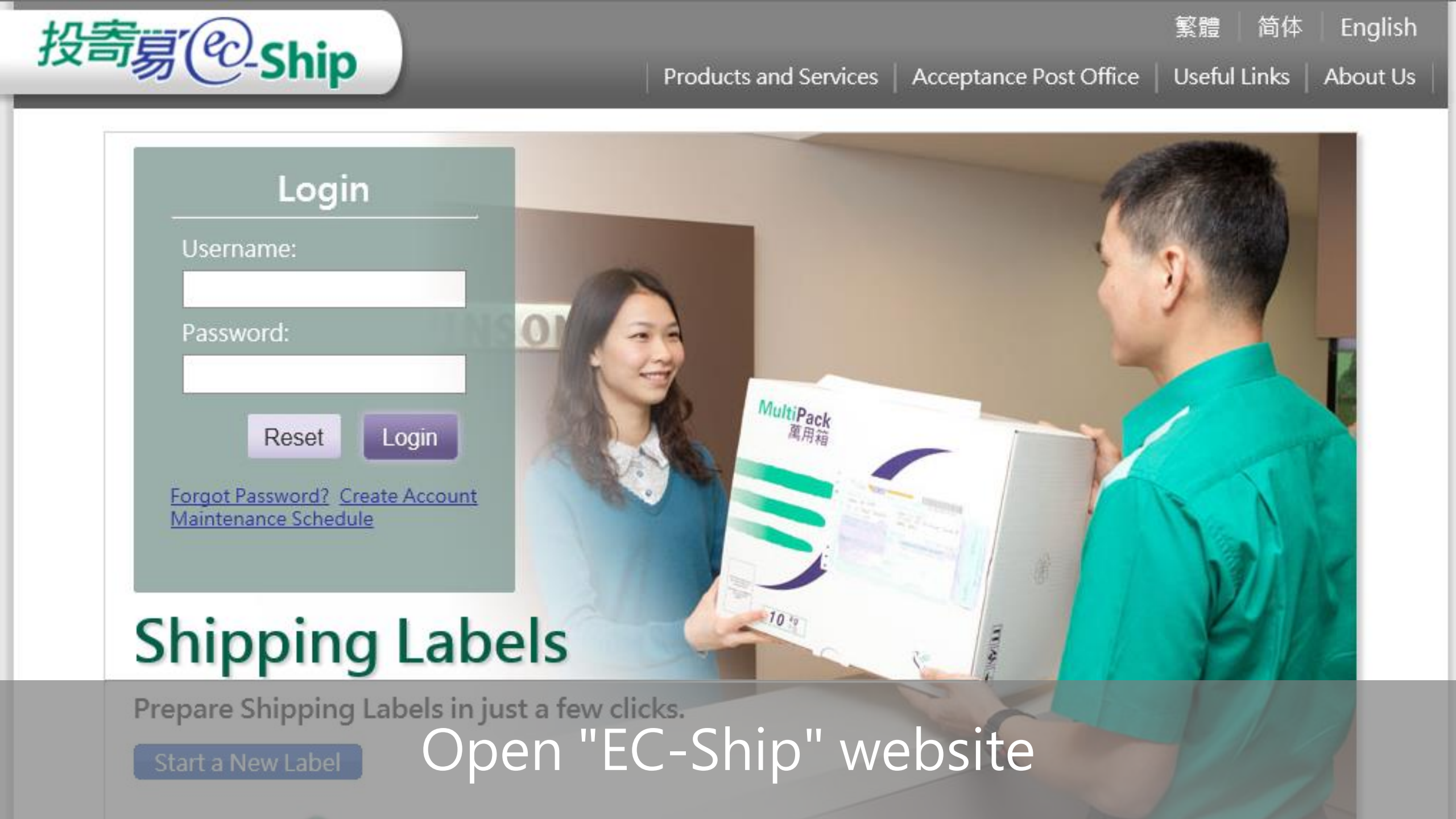
Using Bulk Mailing Service

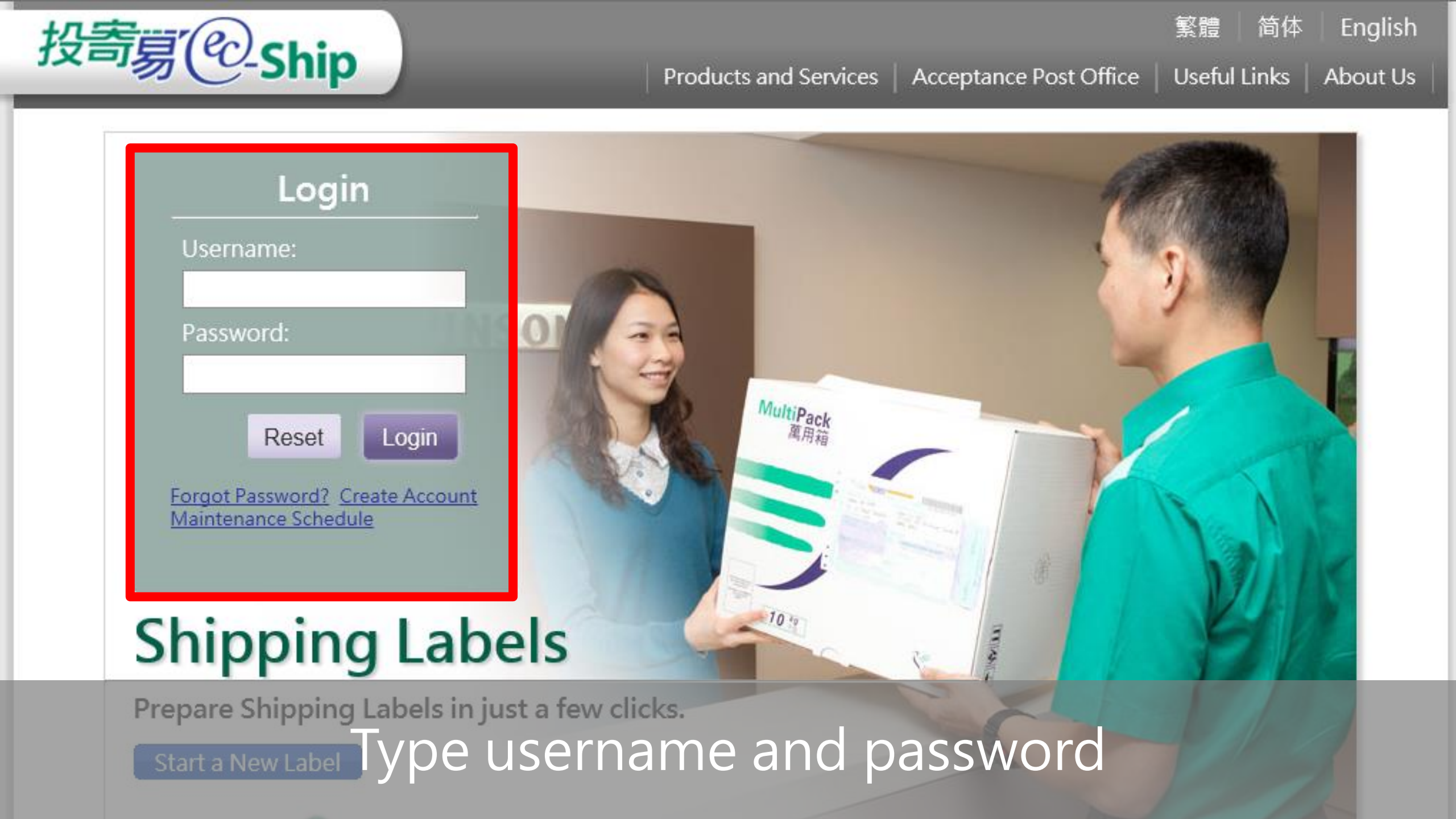
Hongkong Post
香港郵政

Using Bulk Mailing Service

- Please read the requirements and the posting procedure of each bulk mailing services in Products and Services page on EC-Ship website.
- This video will demonstrate the procedure to prepare the bulk mailing posting statement.




投寄易 e-Ship
繁體 | 简体 | English
Products and Services | Acceptance Post Office | Useful Links | About Us
Login
Username:
Password:
Reset
Login
Forgot Password? Create Account
Maintenance Schedule
MultiPack
萬用箱
Shipping Labels
Prepare Shipping Labels in just a few clicks.
Start a New Label
Open "EC-Ship" website


投寄易 e-Ship
繁體 | 简体 | English
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Login
Username:
Password:
Reset
Login
Forgot Password? Create Account
Maintenance Schedule
MultiPack
萬用箱
Shipping Labels
Prepare Shipping Labels in just a few clicks.
Start a New Label
Type username and password


投寄易 e-Ship
繁體 | 简体 | English
Products and Services | Acceptance Post Office | Useful Links | About Us
Login
Username:
taimanchan
密碼:
Reset
Login
Forgot Password? Create Account
Maintenance Schedule
MultiPack
萬用箱
Shipping Labels
Prepare Shipping Labels in just a few clicks.
Start a New Label
Click "Login"

投寄易 e-Ship

繁體 | 简体 | English

Products and Services | Acceptance Post Office | Useful Links | About Us

Mailing
Registered Mail, e-Express, etc

Bulk Mailing
Prepare Bulk Posting Statement

Postal Services
Select Collection Post Office and iPostal Station

My Permit
Invoice, Payment History, etc

My CDA
Stamp, Reset PFM, Invoice, etc

My PFM
Weekly Docket, Reset Record, etc

Last successful login at 2016-08-22 12:24:54 [Logout]

Mailing Services

Mailing Service

- Prepare Shipping Labels
- Edit/View Shipping Labels
- Prepare Batch Shipping Labels
- Pay Postage
- Reports

Get help to...

→ Understanding of Mail Services



Prepare Shipping Labels in just a few clicks.

Prepare Shipping Labels

Reminders

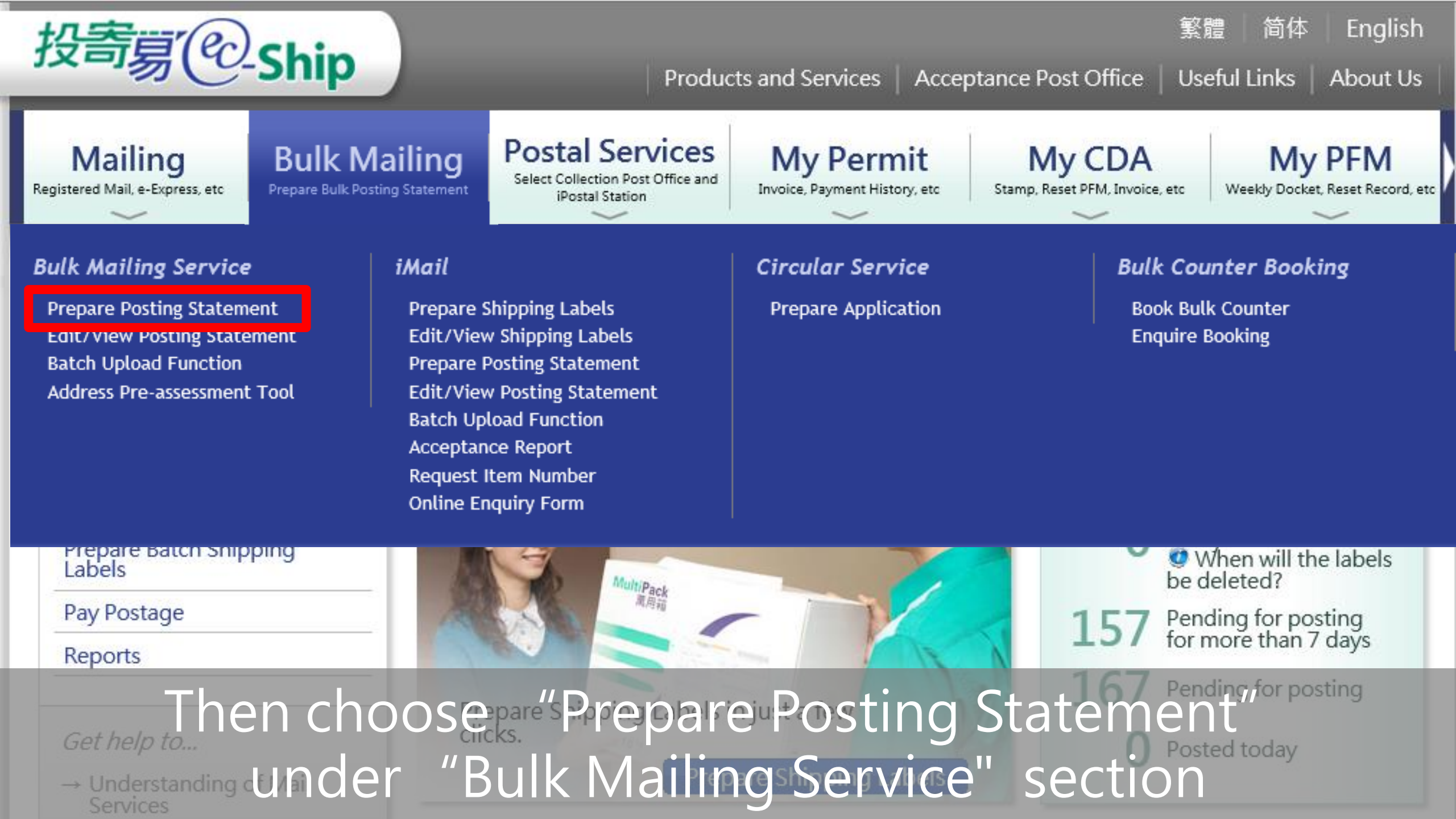
0 Incomplete shipping label(s) to be deleted today
When will the labels be deleted?

157 Pending for posting for more than 7 days

167 Pending for posting

0 Posted today

Choose "Bulk Mailing " at the top menu



Then choose “Prepare Posting Statement” under “Bulk Mailing Service" section

Prepare Bulk Posting Statement

Service & Consignment | Sender & Agent Info. | Service Confirmation

* Mandatory field

Service Selection *

Bulk Service: --Please Select--

Proceed to “Prepare Bulk Posting Statement" page.

Prepare Bulk Posting Statement

Service & Consignment | Sender & Agent Info. | Service Confirmation

* Mandatory field

Service Selection *

Bulk Service: --Please Select--

Select the Bulk Service

Prepare Bulk Posting Statement

Service & Consignment | Sender & Agent Info. | Service Confirmation

* Mandatory field

Service Selection *

Bulk Service: --Please Select--

- --Please Select--
- Bulk Air Mail
- Identical mails not less than 100 in number
- International Periodicals
- Lightweight Air Mail Items
- Lightweight Surface Mail Items
- Local Bulk Mail (at least 2000 items)
- Local Periodicals

Select the Bulk Service

Prepare Bulk Posting Statement

Service & Consignment | Sender & Agent Info. | Service Confirmation

* Mandatory field

Service Selection *

Bulk Service: --Please Select--

- --Please Select--
- Bulk Air Mail
- Identical mails not less than 100 in number
- International Periodicals
- Lightweight Air Mail Items
- Lightweight Surface Mail Items
- Local Bulk Mail (at least 2000 items)
- Local Periodicals

In this example, select Local Bulk Mail (at least 2000 items)

Prepare Bulk Posting Statement

Service & Consignment | Sender & Agent Info. | Service Confirmation

* Mandatory field

Service Selection *

Bulk Service: Local Bulk Mail (at least 2000 items) Reset

Type of Posting:
Permit Mail
Postage Prepaid

Select the Type of Posting

Prepare Bulk Posting Statement

Service & Consignment | Sender & Agent Info. | Service Confirmation

* Mandatory field

Service Selection *

Bulk Service: Local Bulk Mail (at least 2000 items) [Reset]

Type of Posting: Permit Mail / Postage Prepaid

Account No.: PM-60000-0

Payment Method: Cash/EPS/Authorized Cheque/Cashier's Order

Posting Office & Date

Expected Posting Office*: --Office--

Expected Posting Date*:

Select the "Account No."

Payment Method: Cash/EPS/Authorized Cheque/Cashier's Order

Posting Office & Date

Expected Posting Office*: --Office--

Expected Posting Date*:

Consignment Details *

No.	Mail Type*	Mail Format*	Delivery Standard*	Number of Items*	Unit Weight (g)*	Unit Postage Rate (HKD)	Amount (HKD)	Customer Reference Number	
1						-----	-----		
2						-----	-----		
3						-----	-----		
4						-----	-----		
5						-----	-----		
6						-----	-----		
7						-----	-----		
8						-----	-----		
9						-----	-----		

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Select the Expected Posting Office and Expected Posting Date

Posting Office & Date

Expected Posting Office*: General Post Office

Expected Posting Date*: 09/01/2017 (Monday)

Consignment Details *

No.	Mail Type*	Mail Format*	Delivery Standard*	Number of Items*	Unit Weight (g)*	Unit Postage Rate (HKD)	Amount (HKD)	Customer Reference Number	
1						-----	-----		
2						-----	-----		
3						-----	-----		
4						-----	-----		
5						-----	-----		
6						-----	-----		
7						-----	-----		
8						-----	-----		

Then input the consignment details

10						-----	-----

Total Amount (HKD) 0.00

Remarks

Mail Format	Delivery Standard	Mail Type
P - Small Letter	BO - Bulk Ordinary	MC - MLSS compliant
G - Large Letter	BE - Bulk Economy	NM - Non-MLSS compliant
E - Packet		CC - Counter Collection
		Note: Must comply with the posting requirement of counter collection
		PS - Pre-sort to Delivery Offices
		Note: Must comply with the posting requirement of Pre-sort to delivery offices

Address Pre-assessment Tool

Add Row

Nature of Mail *

- Bills / Statement
- Magazines / Annual Reports
- Merchandise Order
- Promotion / Direct Mail
- Correspondence & Others

Reset Save Continue

You can read the remarks
to know the abbreviated terms you selected

Total Amount (HKD)	0.00

Remarks

Mail Format	Delivery Standard	Mail Type
P - Small Letter	BO - Bulk Ordinary	MC - MLSS compliant
G - Large Letter	BE - Bulk Economy	NM - Non-MLSS compliant
E - Packet		CC - Counter Collection
		Note: Must comply with the posting requirement of counter collection
		PS - Pre-sort to Delivery Offices
		Note: Must comply with the posting requirement of Pre-sort to delivery offices
		Address Pre-assessment Tool

Add Row

Nature of Mail *

- Bills / Statement
- Magazines / Annual Reports
- Merchandise Order
- Promotion / Direct Mail
- Correspondence & Others

Reset Save Continue

Select the Nature of Mail

Remarks

Mail Format	Delivery Standard	Mail Type
P - Small Letter	BO - Bulk Ordinary	MC - MLSS compliant
G - Large Letter	BE - Bulk Economy	NM - Non-MLSS compliant
E - Packet		CC - Counter Collection
		Note: Must comply with the posting requirement of counter collection
		PS - Pre-sort to Delivery Offices
		Note: Must comply with the posting requirement of Pre-sort to delivery offices
		Address Pre-assessment Tool

Add Row

Nature of Mail *

- Bills / Statement
- Magazines / Annual Reports
- Merchandise Order
- Promotion / Direct Mail
- Correspondence & Others

Reset | Save | Continue

Click Continue

Prepare Bulk Posting Statement

Service & Consignment | **Sender & Agent Info.** | Service Confirmation

Bulk Service: Local Bulk Mail (at least 2000 items)

Type of Posting: Postage Prepaid

Contact Information *

Contact Person: Tai Man Chan

Use Address Book

Use Default | Update Default

Address: Flat D, 32/F, Tak Shun Court,

250-254 First Street, Sai Ying Pun,

Hong Kong Island

Phone Number: 72495460

Country/Region: Hong Kong SAR

Save to Address Book

Agent Information

Name of Agent:

Use Address Book

Address:

Phone Number:

Save to Address Book

Back | Cancel | Save | Continue

Enter the Contact Information

Prepare Bulk Posting Statement

Service & Consignment | **Sender & Agent Info.** | Service Confirmation

Bulk Service: Local Bulk Mail (at least 2000 items)
Type of Posting: Postage Prepaid

Contact Information *

Contact Person: Tai Man Chan
Use Address Book
Use Default | Update Default
Address: Flat D, 32/F, Tak Shun Court,
250-254 First Street, Sai Ying Pun,
Hong Kong Island
Phone Number: 72495460
Country/Region: Hong Kong SAR
Save to Address Book

Agent Information

Name of Agent:
Use Address Book
Address:
Phone Number:
Save to Address Book

Enter Agent Information if necessary

Back | Cancel | Save | Continue

Service & Consignment | Sender & Agent Info. | Service Confirmation

Bulk Service: Local Bulk Mail (at least 2000 items)

Type of Posting: Postage Prepaid

Contact Information *

Contact Person: Tai Man Chan

Use Address Book

Use Default | Update Default

Address: Flat D, 32/F, Tak Shun Court,

250-254 First Street, Sai Ying Pun,

Hong Kong Island

Phone Number: 72495460

Country/Region: Hong Kong SAR

Save to Address Book

Agent Information

Name of Agent:

Use Address Book

Address:

英

Phone Number:

Save to Address Book

Back | Cancel | Save | Continue

Click Continue

1	MC	P		BE	10,000	1	1.60	16,000.00

Total Amount (HKD) 16,000.00

Remarks

Mail Format	Delivery Standard	Mail Type
P - Small Letter	BO - Bulk Ordinary	MC - MLSS compliant
G - Large Letter	BE - Bulk Economy	NM - Non-MLSS compliant
E - Packet		

Contact Information

Edit

Contact Information

Contact Person	Chan Tai Man
Address	Flat D, 32/F, Tak Shun Court, 250-254 First Street, Sai Ying Pun, Hong Kong Island
Phone Number	72495460
Country/Region:	Hong Kong SAR

Agent Information

None

Back Cancel Confirm

Review the information entered

Remarks

Mail Format	Delivery Standard	Mail Type
P - Small Letter	BO - Bulk Ordinary	MC - MLSS compliant
G - Large Letter	BE - Bulk Economy	NM - Non-MLSS compliant
E - Packet		

Contact Information

Edit

Contact Information

Contact Person	Chan Tai Man
Address	Flat D, 32/F, Tak Shun Court, 250-254 First Street, Sai Ying Pun, Hong Kong Island
Phone Number	72495460
Country/Region:	Hong Kong SAR

Agent Information

None

Back Cancel Confirm

Click Confirm to finish

Prepare Bulk Posting Statement

Preparation Completed!

Your new posting statement is created successfully

Internet Reference No.: **PM-60000-0-170306001**

Please print the statement for posting. 

Prepare another Posting | Back To Bulk Mailing

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The posting statement is created successfully

Prepare Bulk Posting Statement

Preparation Completed!

Your new posting statement is created successfully

Internet Reference No.: **PM-60000-0-170306001**

Please print the statement for posting 

Prepare another Posting | Back To Bulk Mailing

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Click the print icon to print the posting statement



Click the print icon to print the posting statement


Hongkong Post
香港郵政