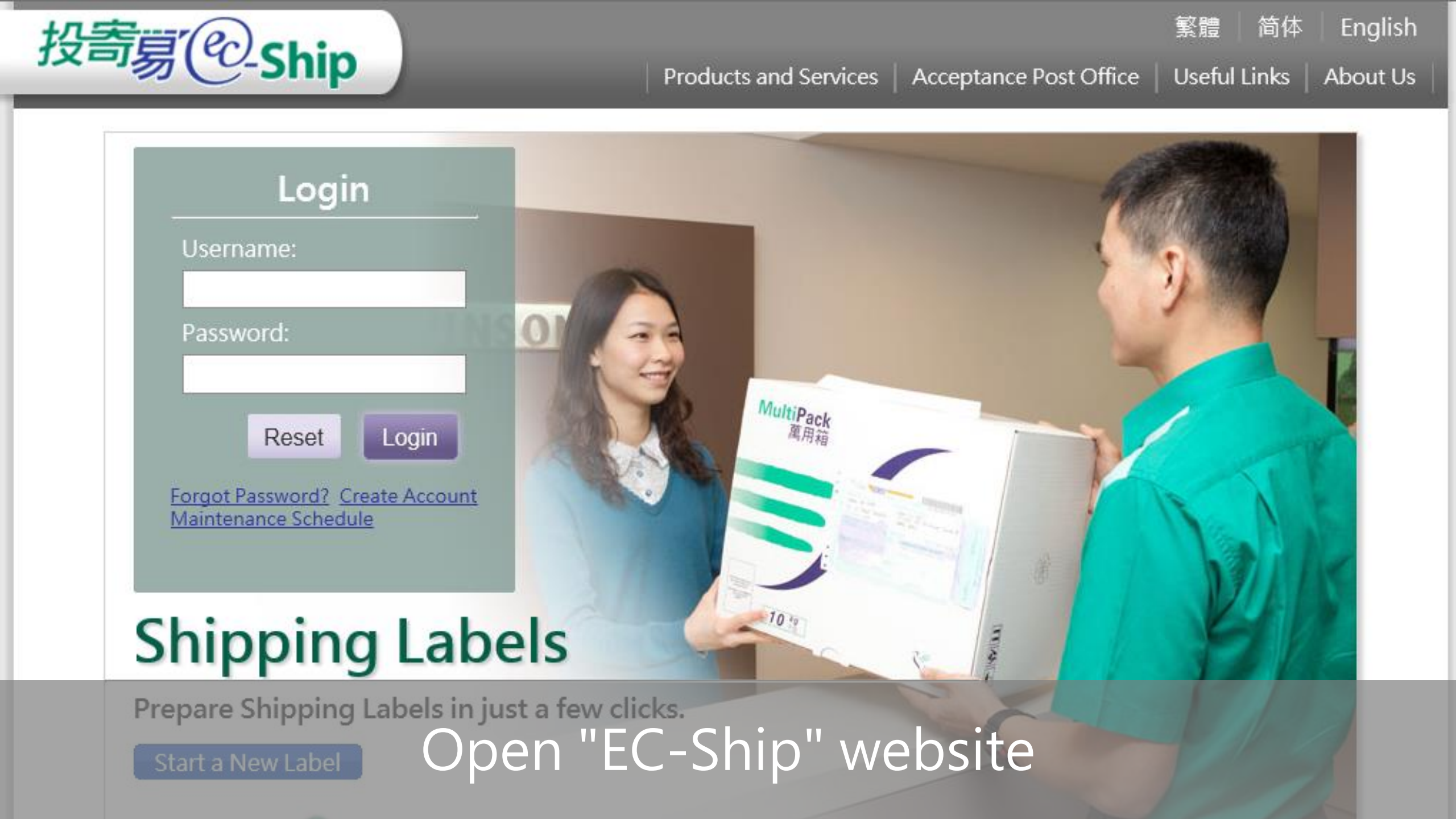
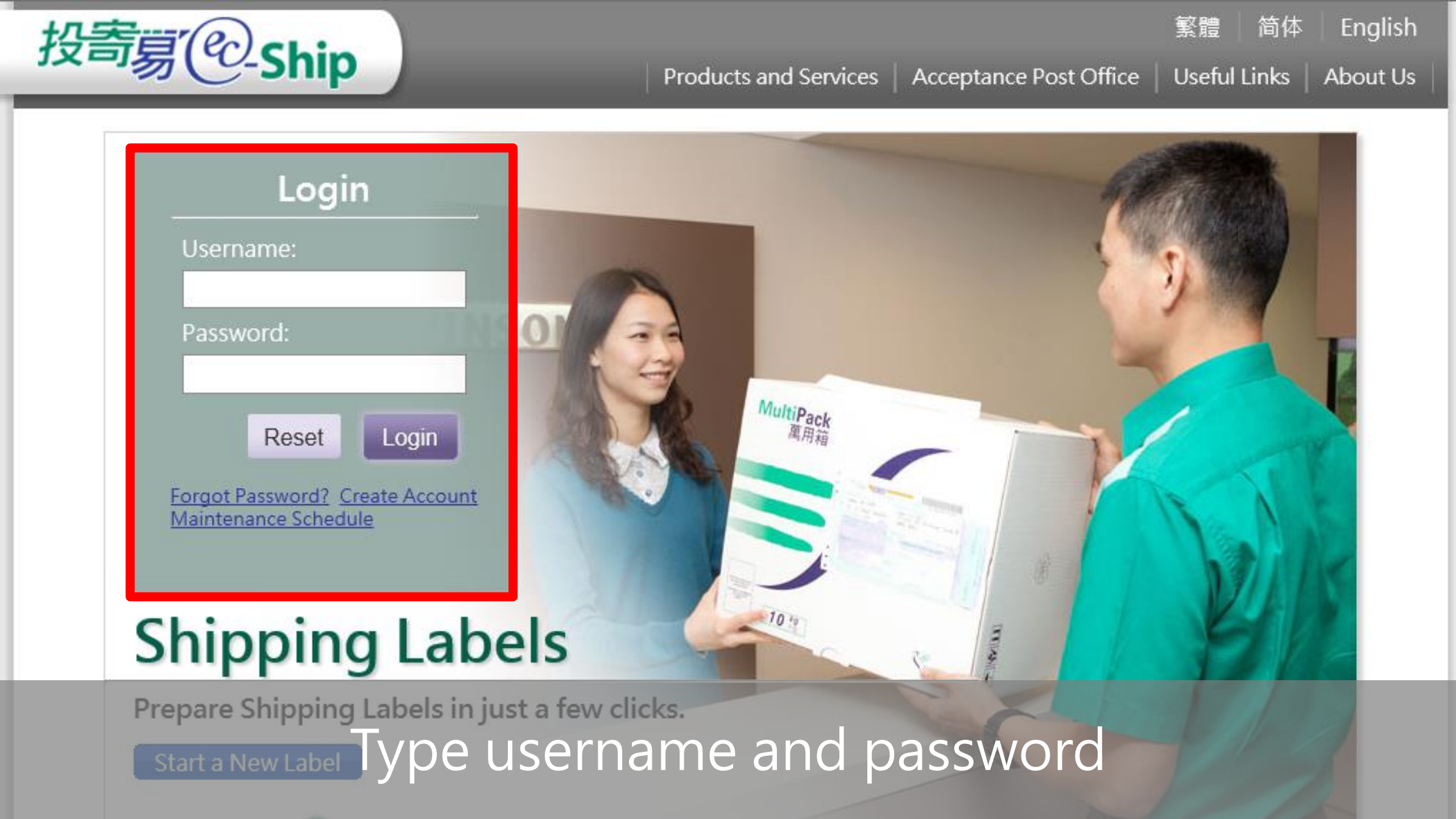
Submit Postage Meter Weekly Docket

Hongkong Post
香港郵政


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Shipping Labels
Prepare Shipping Labels in just a few clicks.
Start a New Label
Open "EC-Ship" website


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Click "Login"

投寄易 e-Ship

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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 "My PFM" at the top menu

ast successful login at 2017-02-17 16:21:51 [Logout]

Manage Postal Franking Machine

My Postal Franking Machine

- C00001
- C00002
- C00003
- C00004

PFM Association

Get help to...

→ Understand Postal Franking Machine

C00001

Status:	Suspended
Machine Agent:	
Model No.:	IJ25
Franking Machine Serial No.:	9JNW148
Next Inspection Date:	15/08/2014

Click the target PFM from the list on the left side

ast successful login at 2017-02-17 16:21:51 [Logout]

Manage Postal Franking Machine

My Postal Franking Machine

- C00001
- C00002
- C00003
- C00004

PFM Association

Get help to...

→ Understand Postal Franking Machine

C00004

Status:	Active
Machine Agent:	N/A
Model No.:	IJ25
Franking Machine Serial No.:	N/A
Next Inspection Date:	N/A

System will show the information of the PFM

Posting Office: Airport Post Office

Dissociate this PFM from EC-Ship

PFM History

Postage Meter Weekly Docket (57) | Postal Franker Record (0)

	Week	Totalisator	Credit Meter	Total Settings (HKD)	Submission Date	Status	
	13/02/2017 - 18/02/2017	--	--	--	--	Pending	Edit
	06/02/2017 - 11/02/2017	0.00	0.00	0.00	11/02/2017	Submitted	Detail
	30/01/2017 - 04/02/2017	0.00	0.00	0.00	04/02/2017	Submitted	Detail
	23/01/2017 - 28/01/2017	0.00	0.00	0.00	28/01/2017	Submitted	Detail
	16/01/2017 - 21/01/2017	0.00	0.00	0.00	21/01/2017	Submitted	Detail
	09/01/2017 - 14/01/2017	0.00	0.00	0.00	14/01/2017	Submitted	Detail

Export View All

From the Postage Meter Weekly Docket, Find the docket of this week.

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Posting Office: Airport Post Office

Dissociate this PFM from EC-Ship

PFM History

Postage Meter Weekly Docket (57) | Postal Franker Record (0)

	Week	Totalisator	Credit Meter	Total Settings (HKD)	Submission Date	Status	
☐	13/02/2017 - 18/02/2017	--	--	--	--	Pending	Edit
☐	06/02/2017 - 11/02/2017	0.00	0.00	0.00	11/02/2017	Submitted	Detail
☐	30/01/2017 - 04/02/2017	0.00	0.00	0.00	04/02/2017	Submitted	Detail
☐	23/01/2017 - 28/01/2017	0.00	0.00	0.00	28/01/2017	Submitted	Detail
☐	16/01/2017 - 21/01/2017	0.00	0.00	0.00	21/01/2017	Submitted	Detail
☐	09/01/2017 - 14/01/2017	0.00	0.00	0.00	14/01/2017	Submitted	Detail

Export View All

Then click "Edit"

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Postage Meter Weekly Docket

* Mandatory field

Pending

Franking Die No.*: C00004

Licensee:

Meter Resetting Office (as shown on Record Book): Gloucester Road Post Office

Licence No.: PF12439

For the week ending: 18/02/2017

	(a) TOTALISATOR (Reading of Ascending Register)	(b) CREDIT METER (Reading of Descending Register)	(c) TOTAL SETTINGS
13/02/2017 Monday	e.g. 123.50	e.g. 123.50	
14/02/2017 Tuesday	e.g. 123.50	e.g. 123.50	
15/02/2017 Wednesday	e.g. 123.50	e.g. 123.50	
16/02/2017 Thursday	e.g. 123.50	e.g. 123.50	

Postage Meter Weekly Docket have a save function

Postage Meter Weekly Docket

* Mandatory field

Pending

Franking Die No.*: C00004

Licensee:

Meter Resetting Office (as shown on Record Book): Gloucester Road Post Office

Licence No.: PF12439

For the week ending: 18/02/2017

	(a) TOTALISATOR (Reading of Ascending Register)	(b) CREDIT METER (Reading of Descending Register)	(c) TOTAL SETTINGS
13/02/2017 Monday	e.g. 123.50	e.g. 123.50	
14/02/2017 Tuesday	e.g. 123.50	e.g. 123.50	
15/02/2017 Wednesday			
16/02/2017 Thursday			

It is recommended to save the reading of the machine after the last usage everyday

For the week ending: 18/02/2017

	(a) TOTALISATOR (Reading of Ascending Register)	(b) CREDIT METER (Reading of Descending Register)	(c) TOTAL SETTINGS
13/02/2017 Monday	e.g. 123.50	e.g. 123.50	
14/02/2017 Tuesday	e.g. 123.50	e.g. 123.50	
15/02/2017 Wednesday	e.g. 123.50	e.g. 123.50	
16/02/2017 Thursday	e.g. 123.50	e.g. 123.50	
17/02/2017 Friday	e.g. 123.50	e.g. 123.50	
18/02/2017 Saturday	e.g. 123.50	e.g. 123.50	

NOTES

1. The daily entry must be made accurately on completion of each day's postings. Even the Postal Franking Machine is not used, the reading of the meter for each day must still be made.
2. This docket must be submitted (whether or not the meter has been used) on Saturday, or on Friday if no postings are made on Saturday.
3. Failure to submit weekly dockets and /or maintain proper daily records of posting may result in revocation of the licence.
4. The sum of (a) and (b) should equal to (c). If not, the machine agent should be called for immediate investigation to identify the cause for the discrepancy and provide maintenance service.

Submit Save Cancel

Fill the Totalisator (Reading of Ascending Register)

	(a) TOTALISATOR (Reading of Ascending Register)	(b) CREDIT METER (Reading of Descending Register)	(c) TOTAL SETTINGS
13/02/2017 Monday	3250	e.g. 123.50	
14/02/2017 Tuesday	e.g. 123.50	e.g. 123.50	
15/02/2017 Wednesday	e.g. 123.50	e.g. 123.50	
16/02/2017 Thursday	e.g. 123.50	e.g. 123.50	
17/02/2017 Friday	e.g. 123.50	e.g. 123.50	
18/02/2017 Saturday	e.g. 123.50	e.g. 123.50	

NOTES

1. The daily entry must be made accurately on completion of each day's postings. Even the Postal Franking Machine is not used, the reading of the meter for each day must still be made.
2. This docket must be submitted (whether or not the meter has been used) on Saturday, or on Friday if no postings are made on Saturday.
3. Failure to submit weekly dockets and /or maintain proper daily records of posting may result in revocation of the licence.
4. The sum of (a) and (b) should equal to (c). If not, the machine agent should be called for immediate investigation to identify the cause for the discrepancy and provide maintenance service.

Save Cancel

Fill the Credit Meter (Reading of Descending Register)

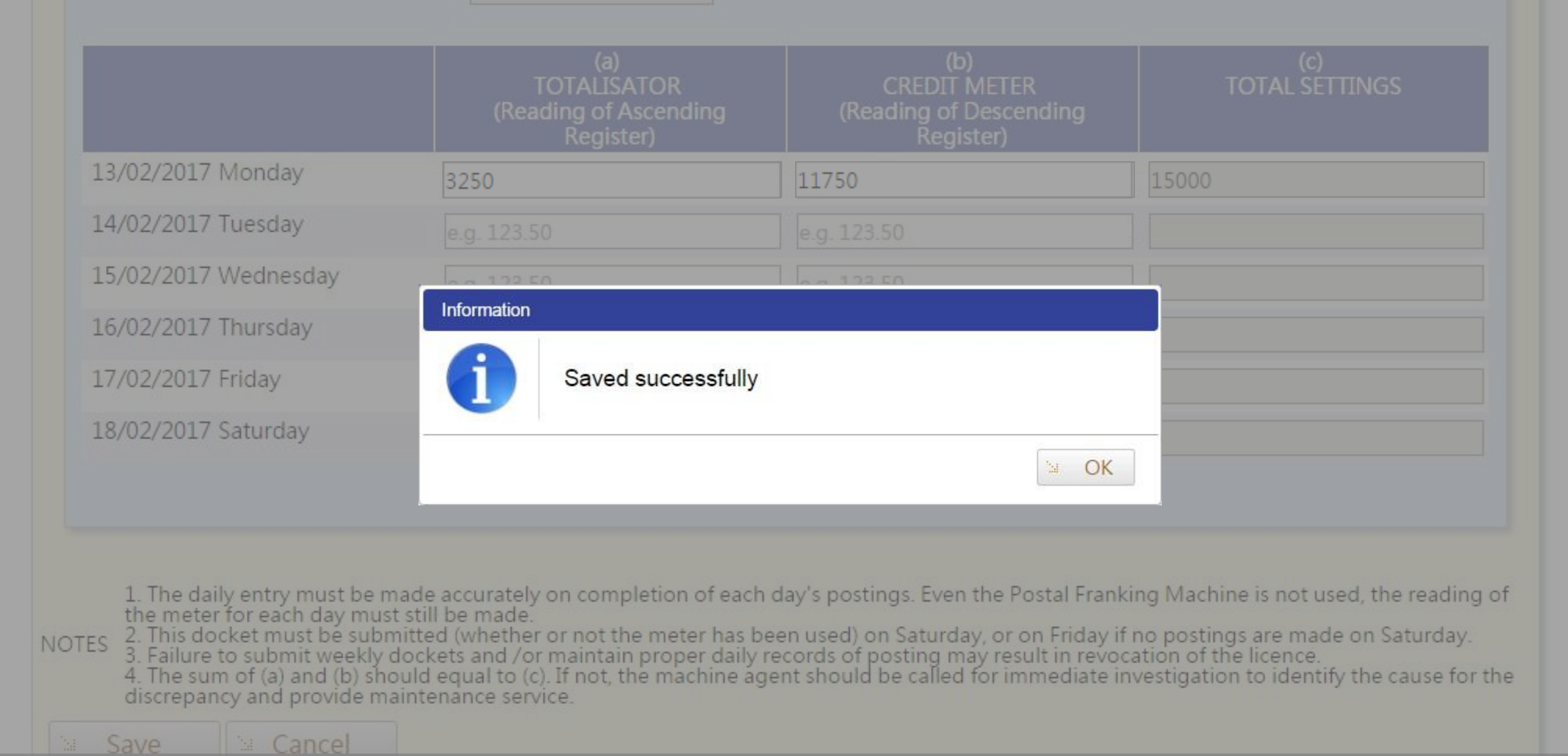
	(a) TOTALISATOR (Reading of Ascending Register)	(b) CREDIT METER (Reading of Descending Register)	(c) TOTAL SETTINGS
13/02/2017 Monday	3250	11750	15000
14/02/2017 Tuesday	e.g. 123.50	e.g. 123.50	
15/02/2017 Wednesday	e.g. 123.50	e.g. 123.50	
16/02/2017 Thursday	e.g. 123.50	e.g. 123.50	
17/02/2017 Friday	e.g. 123.50	e.g. 123.50	
18/02/2017 Saturday	e.g. 123.50	e.g. 123.50	

NOTES

1. The daily entry must be made accurately on completion of each day's postings. Even the Postal Franking Machine is not used, the reading of the meter for each day must still be made.
2. This docket must be submitted (whether or not the meter has been used) on Saturday, or on Friday if no postings are made on Saturday.
3. Failure to submit weekly dockets and /or maintain proper daily records of posting may result in revocation of the licence.
4. The sum of (a) and (b) should equal to (c). If not, the machine agent should be called for immediate investigation to identify the cause for the discrepancy and provide maintenance service.

Save Cancel

Click Save



The Saved Successfully message is shown,
Click OK to close the message

	(a) TOTALISATOR (Reading of Ascending Register)	(b) CREDIT METER (Reading of Descending Register)	(c) TOTAL SETTINGS
13/02/2017 Monday	3250	11750	15000
14/02/2017 Tuesday	3330	11670	15000
15/02/2017 Wednesday	3423	11577	15000
16/02/2017 Thursday	3510	11490	15000
17/02/2017 Friday	3701	11299	15000
18/02/2017 Saturday	3701	11299	15000

NOTES

1. The daily entry must be made accurately on completion of each day's postings. Even the Postal Franking Machine is not used, the reading of the meter for each day must still be made.
2. This docket must be submitted (whether or not the meter has been used) on Saturday, or on Friday if no postings are made on Saturday.
3. Failure to submit weekly dockets and /or maintain proper daily records of posting may result in revocation of the licence.
4. The sum of (a) and (b) should equal to (c). If not, the machine agent should be called for immediate investigation to identify the cause for the discrepancy and provide maintenance service.

Save Cancel

Save the readings of PFM everyday

	(a) TOTALISATOR (Reading of Ascending Register)	(b) CREDIT METER (Reading of Descending Register)	(c) TOTAL SETTINGS
13/02/2017 Monday	3250	11750	15000
14/02/2017 Tuesday	3330	11670	15000
15/02/2017 Wednesday	3423	11577	15000
16/02/2017 Thursday	3510	11490	15000
17/02/2017 Friday	3701	11299	15000
18/02/2017 Saturday	3701	11299	15000

NOTES

1. The daily entry must be made accurately on completion of each day's postings. Even the Postal Franking Machine is not used, the reading of the meter for each day must still be made.
2. This docket must be submitted (whether or not the meter has been used) on Saturday, or on Friday if no postings are made on Saturday.
3. Failure to submit weekly dockets and /or maintain proper daily records of posting may result in revocation of the licence.
4. The sum of (a) and (b) should equal to (c). If not, the machine agent should be called for immediate investigation to identify the cause for the discrepancy and provide maintenance service.

Submit | Save | Cancel

Then submit the weekly docket after the last usage of the week

	(a) TOTALISATOR (Reading of Ascending Register)	(b) CREDIT METER (Reading of Descending Register)	(c) TOTAL SETTINGS
13/02/2017 Monday	3250	11750	15000
14/02/2017 Tuesday	3330	11670	15000
15/02/2017 Wednesday	3423	11577	15000
16/02/2017 Thursday	3510	11490	15000
17/02/2017 Friday	3701	11299	15000
18/02/2017 Saturday	3701	11299	15000

NOTES

1. The daily entry must be made accurately on completion of each day's postings. Even the Postal Franking Machine is not used, the reading of the meter for each day must still be made.
2. This docket must be submitted (whether or not the meter has been used) on Saturday, or on Friday if no postings are made on Saturday.
3. Failure to submit weekly dockets and /or maintain proper daily records of posting may result in revocation of the licence.
4. The sum of (a) and (b) should equal to (c). If not, the machine agent should be called for immediate investigation to identify the cause for the discrepancy and provide maintenance service.

Submit | Save | Cancel

You can submit the weekly docket on Saturday or Friday

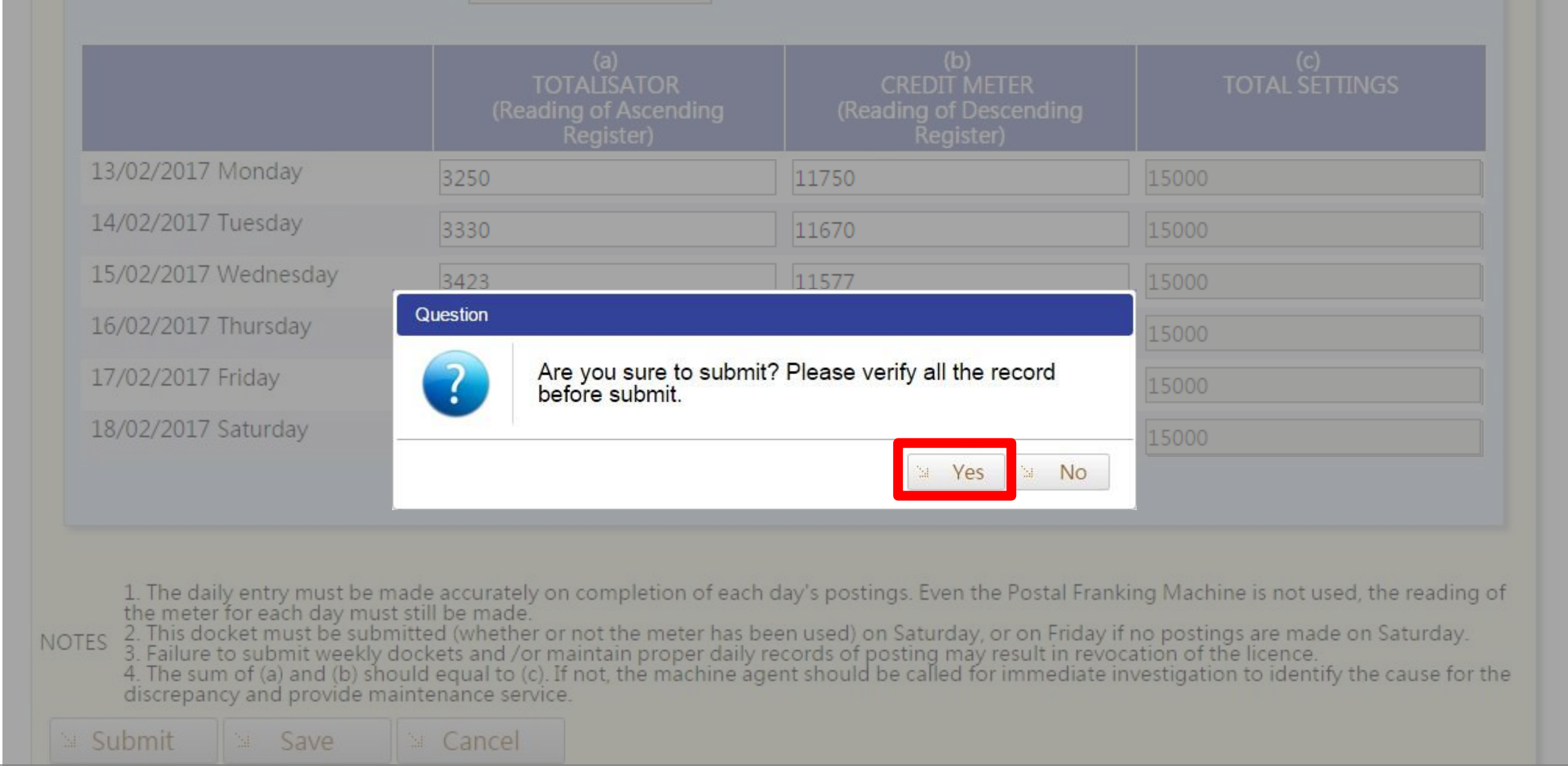
	(a) TOTALISATOR (Reading of Ascending Register)	(b) CREDIT METER (Reading of Descending Register)	(c) TOTAL SETTINGS
13/02/2017 Monday	3250	11750	15000
14/02/2017 Tuesday	3330	11670	15000
15/02/2017 Wednesday	3423	11577	15000
16/02/2017 Thursday	3510	11490	15000
17/02/2017 Friday	3701	11299	15000
18/02/2017 Saturday	3701	11299	15000

NOTES

1. The daily entry must be made accurately on completion of each day's postings. Even the Postal Franking Machine is not used, the reading of the meter for each day must still be made.
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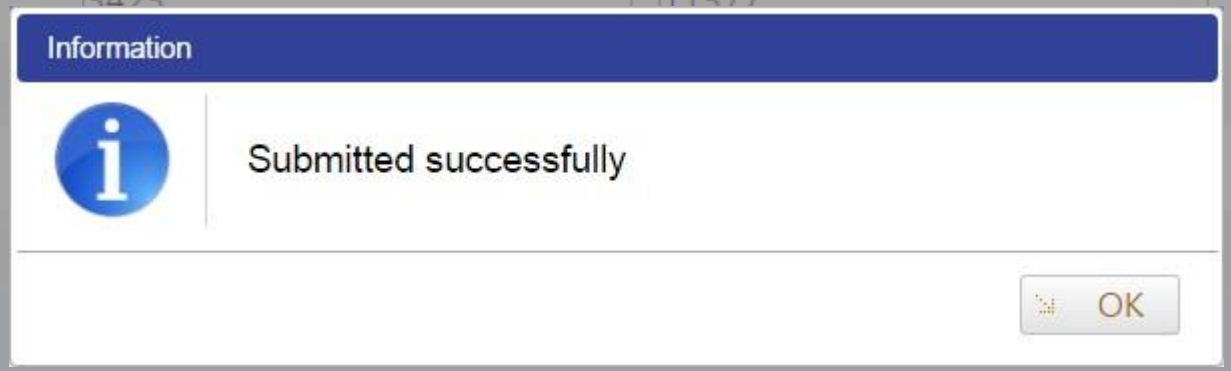
Submit Save Cancel

Click Submit



Verify all the records, Click Yes to submit.

	(a) TOTALISATOR (Reading of Ascending Register)	(b) CREDIT METER (Reading of Descending Register)	(c) TOTAL SETTINGS
13/02/2017 Monday	3250	11750	15000
14/02/2017 Tuesday	3330	11670	15000
15/02/2017 Wednesday	3423	11577	15000
16/02/2017 Thursday			15000
17/02/2017 Friday			15000
18/02/2017 Saturday			15000



NOTES

1. The daily entry must be made accurately on completion of each day's postings. Even the Postal Franking Machine is not used, the reading of the meter for each day must still be made.
2. This docket must be submitted (whether or not the meter has been used) on Saturday, or on Friday if no postings are made on Saturday.
3. Failure to submit weekly dockets and /or maintain proper daily records of posting may result in revocation of the licence.
4. The sum of (a) and (b) should equal to (c). If not, the machine agent should be called for immediate investigation to identify the cause for the discrepancy and provide maintenance service.

Submit | Save | Cancel

The Submitted successfully message is shown,
Click OK to close the message.

Posting Office: Airport Post Office

Dissociate this PFM from EC-Ship

PFM History

Postage Meter Weekly Docket (57) | Postal Franker Record (0)

	Week	Totalisator	Credit Meter	Total Settings (HKD)	Submission Date	Status	
☐	13/02/2017 - 18/02/2017	3701.00	11299.00	15000.00	17/02/2017	Submitted	Detail
☐	06/02/2017 - 11/02/2017	0.00	0.00	0.00	11/02/2017	Submitted	Detail
☐	30/01/2017 - 04/02/2017	0.00	0.00	0.00	04/02/2017	Submitted	Detail
☐	23/01/2017 - 28/01/2017	0.00	0.00	0.00	28/01/2017	Submitted	Detail
☐	16/01/2017 - 21/01/2017	0.00	0.00	0.00	21/01/2017	Submitted	Detail
☐	09/01/2017 - 14/01/2017	0.00	0.00	0.00	14/01/2017	Submitted	Detail

Export View All

The weekly docket is submitted successfully.

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