Preparing Bulk Posting Statement

Step 1

Go to “Prepare Posting Statement” page under Bulk Mailing Service menu. (Figure 1)



Figure 1

Step 2 Service & Consignment

Input basic information of the posting. (Figure 2)

1. Service type (Bulk Air Mail, Local Bulk Mail, etc.), type of posting and HKPost account.
2. Expected posting office and date of posting (both are optional).
3. Consignment details (number of item, unit weight, service class, country, etc.).
4. Nature of mail.

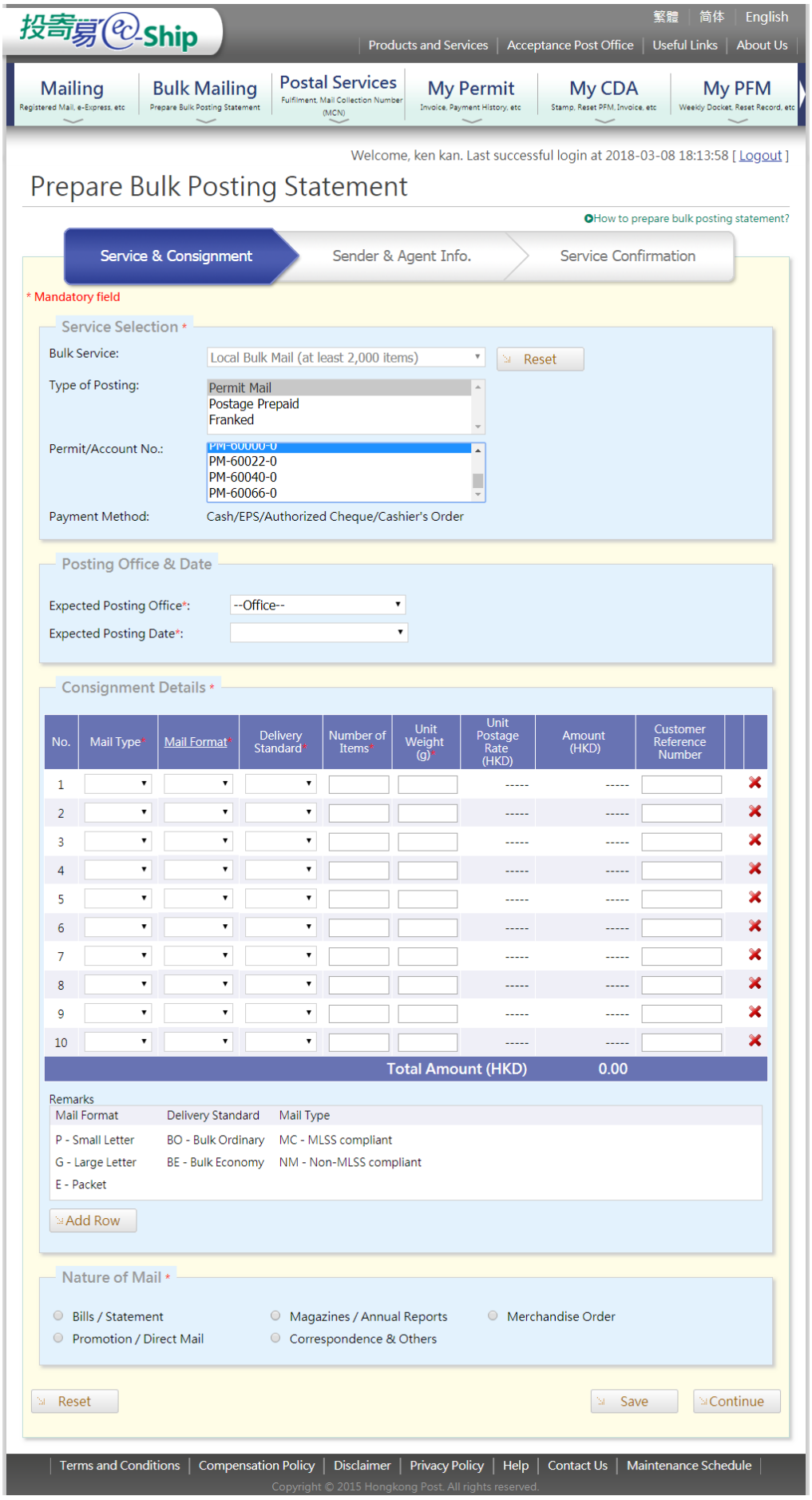

投寄易 eShip
繁體 | 简体 | English
Products and Services | Acceptance Post Office | Useful Links | About Us
Mailing
Registered Mail, e-Express, etc
Bulk Mailing
Prepare Bulk Posting Statement
Postal Services
Fulfilment, Mail Collection Number (MCN)
My Permit
Invoice, Payment History, etc
My CDA
Stamp, Reset PFM, Invoice, etc
My PFM
Weekly Docket, Reset Record, etc
Welcome, ken kan. Last successful login at 2018-03-08 18:13:58 [Logout]
Prepare Bulk Posting Statement
How to prepare bulk posting statement?
Service & Consignment
Sender & Agent Info.
Service Confirmation
* Mandatory field
Service Selection *
Bulk Service:
Local Bulk Mail (at least 2,000 items)
Reset
Type of Posting:
Permit Mail
Postage Prepaid
Franked
Permit/Account No.:
PM-60022-0
PM-60040-0
PM-60066-0
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
Total Amount (HKD)
0.00
Remarks
Mail Format
P - Small Letter
G - Large Letter
E - Packet
Delivery Standard
BO - Bulk Ordinary
BE - Bulk Economy
Mail Type
MC - MLSS compliant
NM - Non-MLSS compliant
Add Row
Nature of Mail *
Bills / Statement
Promotion / Direct Mail
Magazines / Annual Reports
Correspondence & Others
Merchandise Order
Reset
Save
Continue
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Figure 2

Step 3 Sender & Agent Information

Input information of the Sender and Agent (Figure 3)

1. Contact person, Address, Contact no. of Sender.
2. Contact person, Address, Contact no. of Agent. (optional)

Or use the address book to fill in (Figure 4)

1. Click the “Use Address Book” button on the page.
2. Click the “Use” button on Address Book.

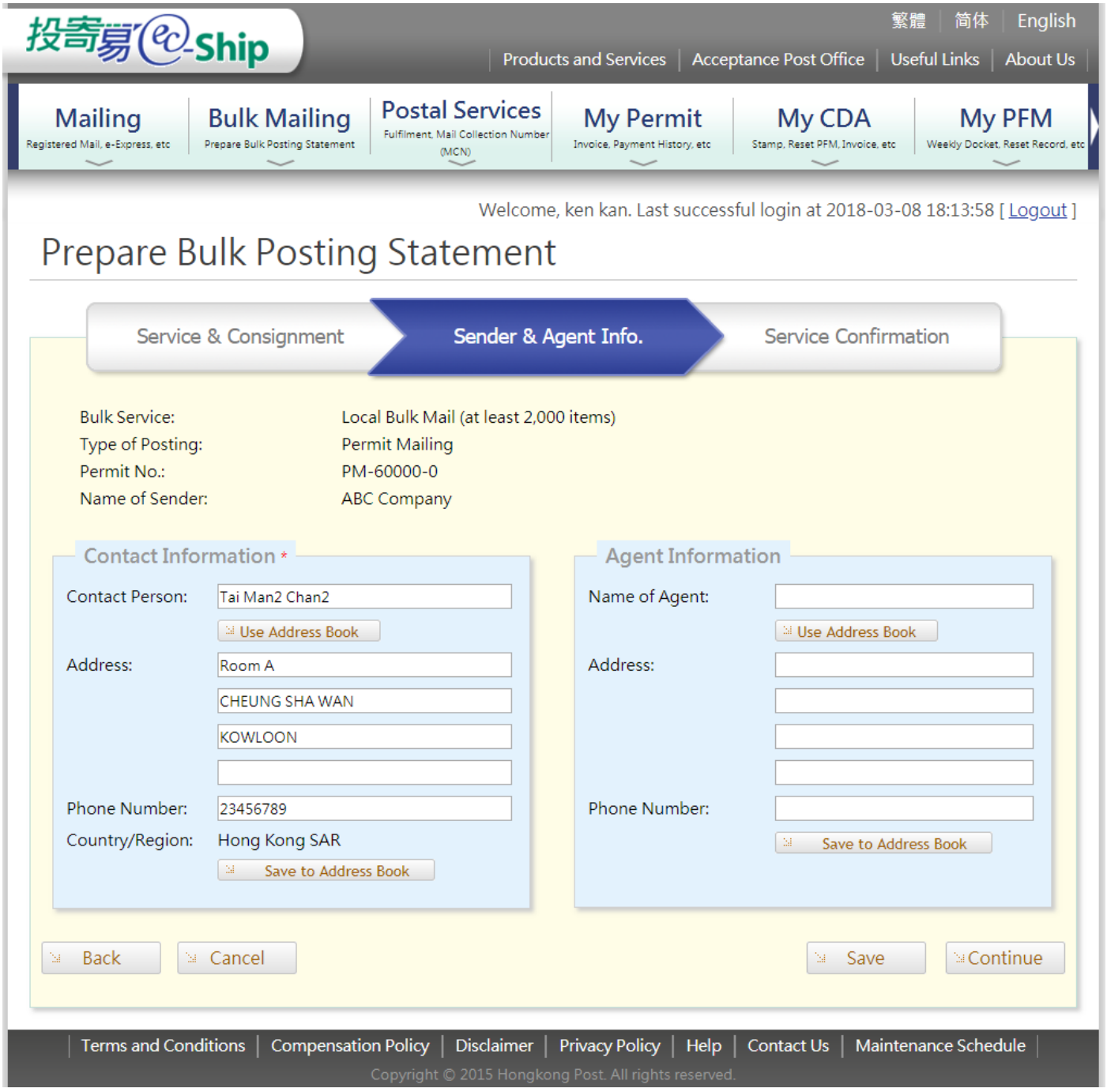


Figure 3

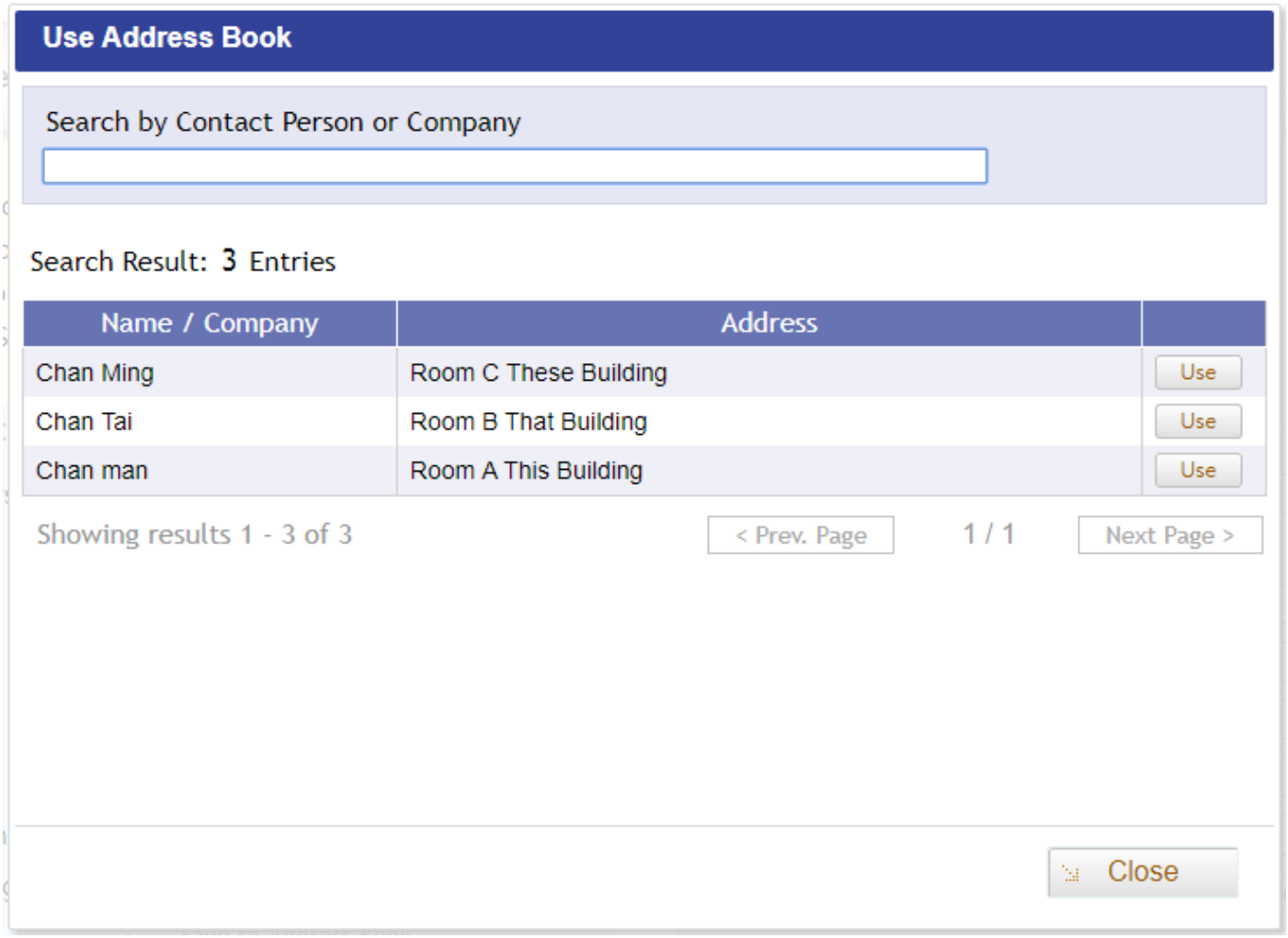

Use Address Book
Search by Contact Person or Company
Search Result: 3 Entries
Name / Company
Address
Chan Ming
Room C These Building
Use
Chan Tai
Room B That Building
Use
Chan man
Room A This Building
Use
Showing results 1 - 3 of 3
< Prev. Page
1 / 1
Next Page >
Close

Figure 4

Step 4 Service Confirmation

Check the summary of the posting statement and confirm the posting (Figure 5)

1. Check all information.
2. User may click edit button to go to the related page for editing.
3. Click the “Confirm” button to confirm this posting statement.

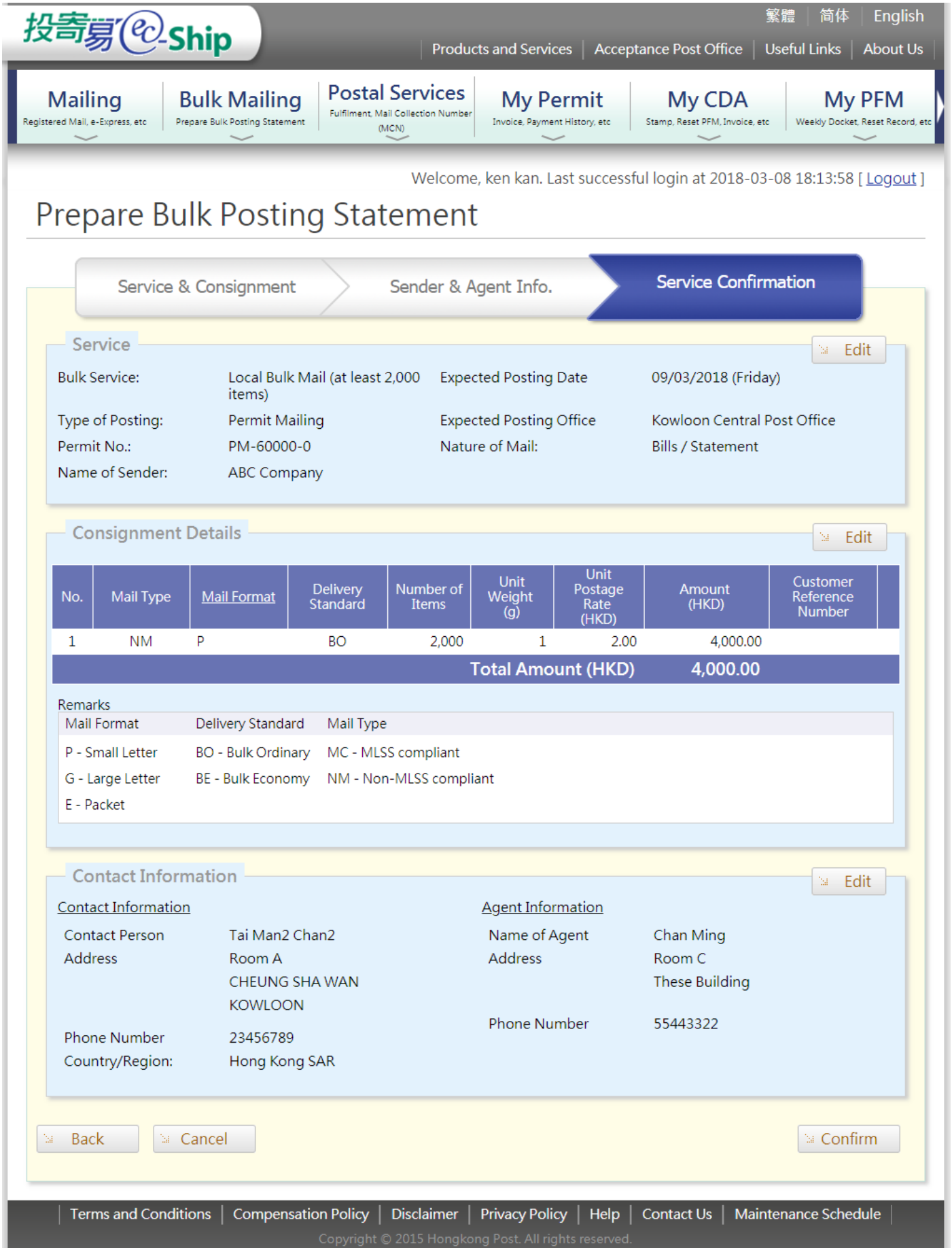

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Prepare Bulk Posting Statement
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Fulfilment, Mail Collection Number (MCN)
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Invoice, Payment History, etc
My CDA
Stamp, Reset PFM, Invoice, etc
My PFM
Weekly Docket, Reset Record, etc
Welcome, ken kan. Last successful login at 2018-03-08 18:13:58 [Logout]
Prepare Bulk Posting Statement
Service & Consignment
Sender & Agent Info.
Service Confirmation
Service
Edit
Bulk Service: Local Bulk Mail (at least 2,000 items)
Expected Posting Date 09/03/2018 (Friday)
Type of Posting: Permit Mailing
Expected Posting Office Kowloon Central Post Office
Permit No.: PM-60000-0
Nature of Mail: Bills / Statement
Name of Sender: ABC Company
Consignment Details
Edit
No. | Mail Type | Mail Format | Delivery Standard | Number of Items | Unit Weight (g) | Unit Postage Rate (HKD) | Amount (HKD) | Customer Reference Number
1 | NM | P | BO | 2,000 | 1 | 2.00 | 4,000.00
Total Amount (HKD) 4,000.00
Remarks
Mail Format: P - Small Letter; G - Large Letter; E - Packet
Delivery Standard: BO - Bulk Ordinary; BE - Bulk Economy
Mail Type: MC - MLSS compliant; NM - Non-MLSS compliant
Contact Information
Edit
Contact Information
Contact Person Tai Man2 Chan2
Address Room A
CHEUNG SHA WAN
KOWLOON
Phone Number 23456789
Country/Region: Hong Kong SAR
Agent Information
Name of Agent Chan Ming
Address Room C
These Building
Phone Number 55443322
Back
Cancel
Confirm
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Figure 5

Completion page

The final step of preparing the posting statement.

1. A unique internet reference number has been generated. (Figure 6)
2. Pre-view the posting statement using the “print” button. (Figure 6)
3. Print out the posting statement using the “print” button. (Figure 7)

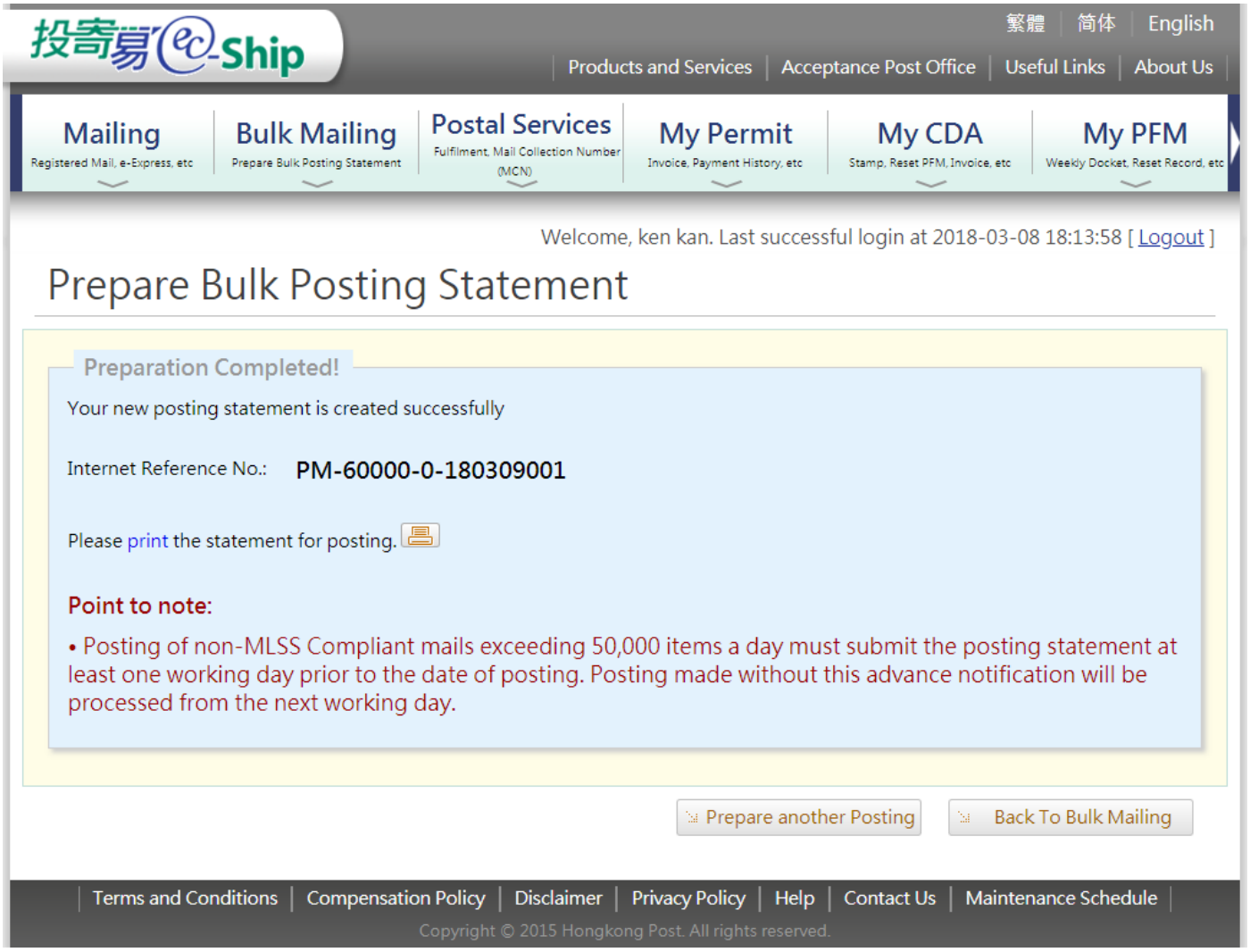


Figure 6

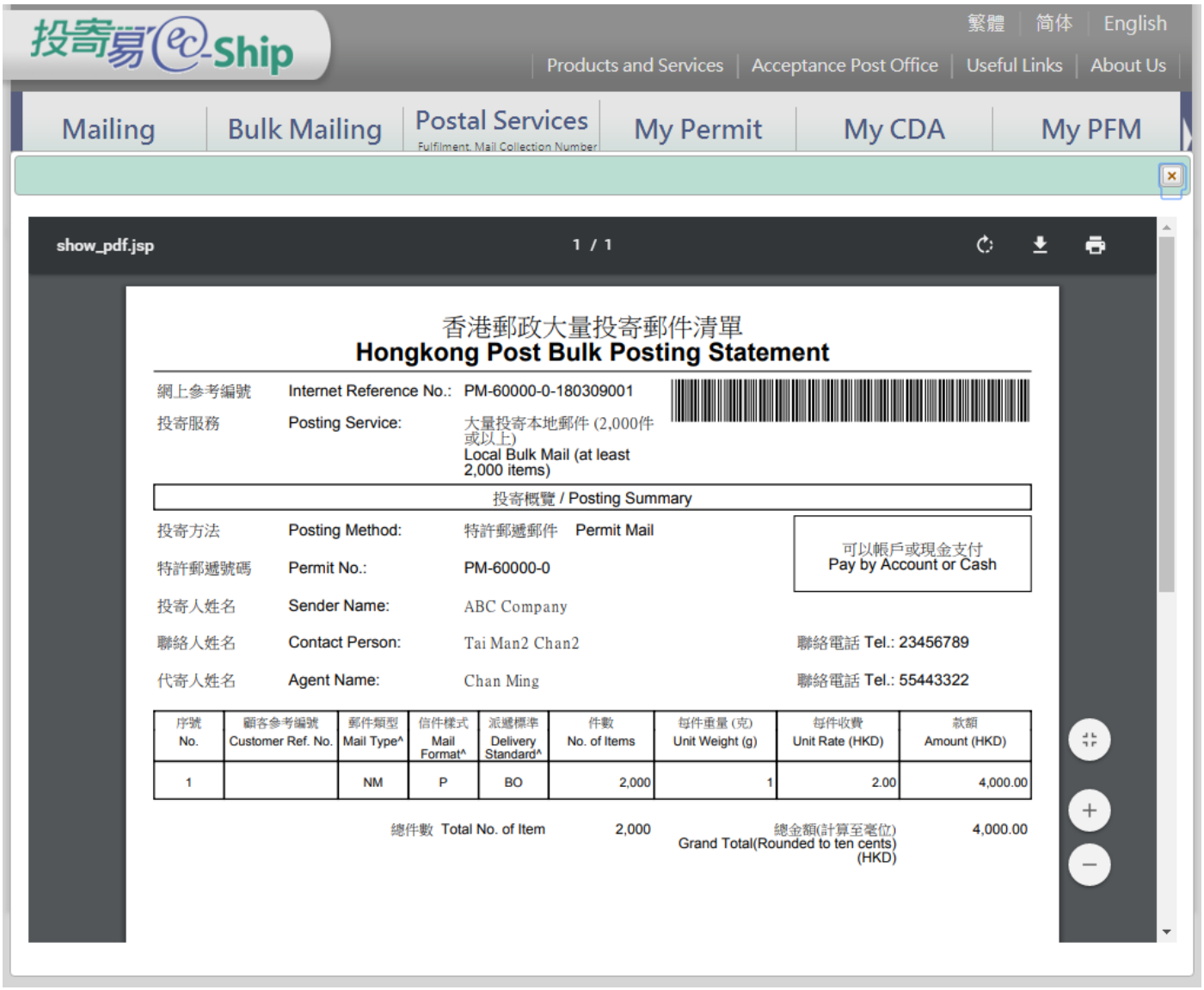

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Products and Services | Acceptance Post Office | Useful Links | About Us
Mailing | Bulk Mailing | Postal Services | My Permit | My CDA | My PFM
show_pdf.jsp
1 / 1
香港郵政大量投寄郵件清單
Hongkong Post Bulk Posting Statement
網上參考編號 Internet Reference No.: PM-60000-0-180309001
投寄服務 Posting Service: 大量投寄本地郵件 (2,000件或以上) Local Bulk Mail (at least 2,000 items)
投寄概覽 / Posting Summary
投寄方法 Posting Method: 特許郵遞郵件 Permit Mail
特許郵遞號碼 Permit No.: PM-60000-0
投寄人姓名 Sender Name: ABC Company
聯絡人姓名 Contact Person: Tai Man2 Chan2
聯絡電話 Tel.: 23456789
代寄人姓名 Agent Name: Chan Ming
聯絡電話 Tel.: 55443322
可以帳戶或現金支付
Pay by Account or Cash
序號 No. | 顧客參考編號 Customer Ref. No. | 郵件類型 Mail Type^ | 信件樣式 Mail Format^ | 派遞標準 Delivery Standard^ | 件數 No. of Items | 每件重量 (克) Unit Weight (g) | 每件收費 Unit Rate (HKD) | 款額 Amount (HKD)
1 | | NM | P | BO | 2,000 | 1 | 2.00 | 4,000.00
總件數 Total No. of Item 2,000
總金額(計算至毫位) Grand Total(Rounded to ten cents) (HKD) 4,000.00

Figure 7