



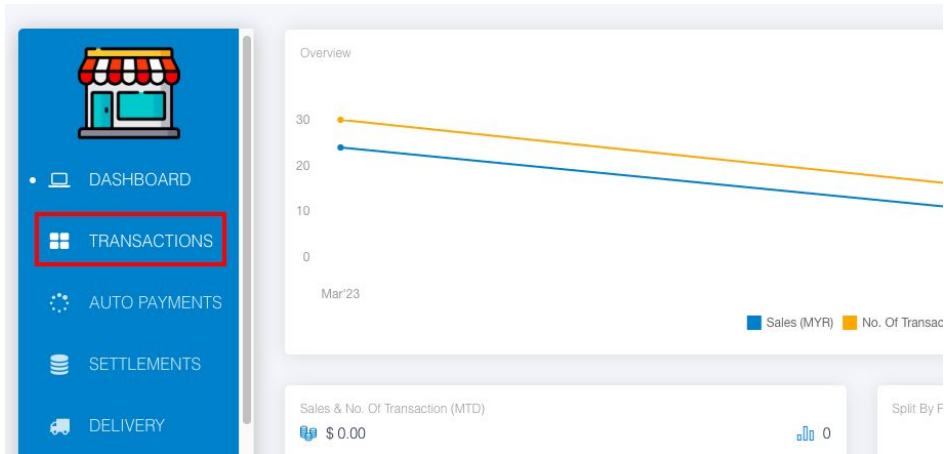
How to deliver your parcel from Payex

STEP 1 : Login to Payex's portal

- Click “**Login**” button at <https://www.payex.io/>
- It will navigate you to <https://portal.payex.io/Home>
- Login using your existing credentials

STEP 2 : View transactions

- Click “**Transaction**”



STEP 3 : Select your transaction(s) to deliver

- Select the relevant transaction(s)
- You can select more than one transaction as shown in the picture below
- Click “**Deliver**”

Transaction History

Bulk Upload

01/08/2021

to

17/05/2023

Sales

▼

Search

Download Excel

Deliver

Date ▲	Customer	Status	Amount	Transaction Type	Payment Info
+ 20/04/2023 00:24:12	Customer [Redacted]	Sales	MYR 1.50	FPX	[Redacted]
+ 29/03/2023 18:18:08	test [Redacted]	Sales	MYR 1.00	Foreign Card	[Redacted]
+ 29/03/2023 18:04:59	test	Sales	MYR 1.00	Foreign Card	

STEP 4 : Fill out Sender Information



SENDER INFORMATION

Name *

Contact No. *

STEP 5 : Fill out Receiver Information



RECEIVER 1 INFORMATION - CUSTOMER

Name *

Contact No. *

Email *

STEP 6 : Fill out delivery information



DELIVERY INFORMATION

Delivery Type *

Pick Up



Pick-Up Date *






Select a date



STEP 7 : Choose your courier services



CHOOSE YOUR COURIER SERVICE BY CLICKING LOGO

Courier	Rate	Delivery Time
 POS Laju	6.79	3-5 working day(s)
 J&T EXPRESS <small>Express Your Online Business</small>	6.29	3 working day(s)
 SKYNET <small>Express Your Online Business</small>	11.50	3 working day(s)
 Dagon Delivery	5.99	3-5 working day(s)
 Pigeon PAPERLESS	7.99	3-5 working day(s)

STEP 8 : Check delivery details and proceed checkout



SUMMARY

Sender Information

Name	Michelle Lau
Email	lau@gmail.com
Contact No.	0162345678
Address	03-01 Office Suites, 50480, Mont Kiara, Kuala Lumpur, Malaysia

Courier Information

Courier	
Total Price	MYR 6.50 (MYR 0.00 handling fee included)
Date	2023-05-18
Drop-off Location	-

Receiver 1 Information

Name	Ali bin Ahmad
Email	ali@gmail.com
Contact No.	01123456789
Address	kl sentral, 50470, kuala lumpur, Kuala Lumpur, Malaysia

Parcel 1 Information

Parcel Type	Parcel
Price	MYR 6.50
Content	facial product
No. of Pieces	1
Value	MYR 1.50
Weight (KG)	1.00

Previous

Checkout

STEP 9 : Pay courier charges

Transaction Summary

Amount MYR 6.50
Reference No. DL1000011c121d685c49
Description DL1000011c121d685c49

Card

Online Banking

eWallet

Enter Card Details

Cardholder Name

Card Number

MM / YY

CVC

Pay MYR 6.50

*By clicking on the button above, I authorize Payex Pte to debit the above net charges from my payment cards.

- Select your preferred payment mode
- Fill out payment details
- Click “**Pay**”

STEP 10 : Print shipping label

DL1680001dc4a96e1964 (1 item)

Delivered ⓘ

Shipping Label

GDEX

Pick Up
06/05/2022 10:00:00
Motorbike

STEP 11 : Check delivery status

DASHBOARD

TRANSACTIONS

AUTO PAYMENTS

SETTLEMENTS

DELIVERY

Search

Download Excel

Delivery & Pickup Settings

Status

Merchant Info

Delivery Details

DL1680001dc4a96e1964 (1 item)

Delivered ⓘ

Shipping Label

GDEX

Pick Up
06/05/2022 10:00:00
Motorbike