

# 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 obtain a registration code and an SF credit account number.
2. Use the registration code and account number to start your online registration on IBS.

There are two ways to register an account on IBS.

1. SF Express Korea Official website

- ✓ Go to [www.sf-express.com/jp/en/](http://www.sf-express.com/jp/en/)
- ✓ Click “Register” on the upper-right corner to register



080 393 1111 Login Register Back to Previous Version

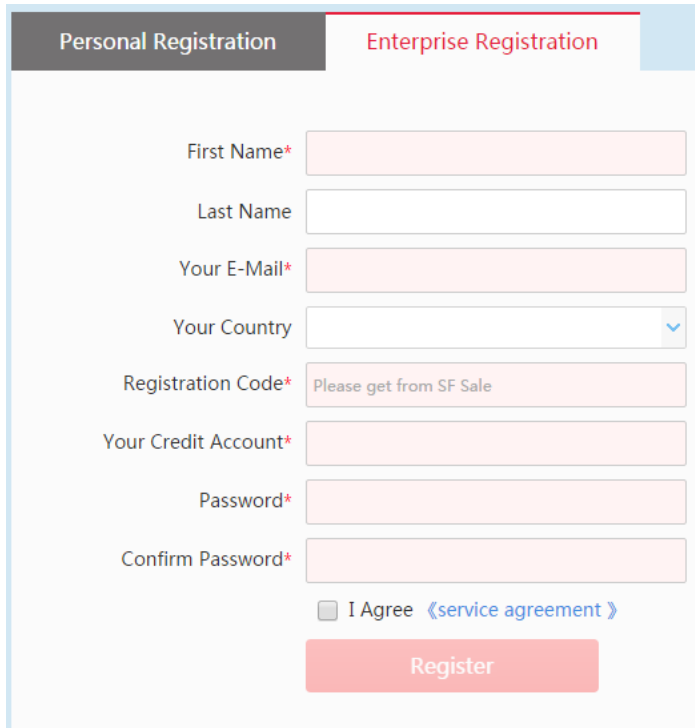
2. IBS Login Page

- ✓ Go to <http://osms.sf-express.com/osms>
- ✓ Choose your preference language and click “Register” at the bottom to start registration.

A screenshot of the IBS Enterprise Login page. The page features a large SF logo in the background. The login form is centered and includes fields for Email, Password, and VerifyCode. There is a CAPTCHA image labeled 'LCAV'. Below the fields are links for 'Register' and 'Forgot password', and a red 'Login' button. The language is set to 'English'. At the bottom, there is a 'Help' icon and browser requirements: 'IE8+ / Chrome 30+'.

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 the SF credit account number you receive from our sales representative.

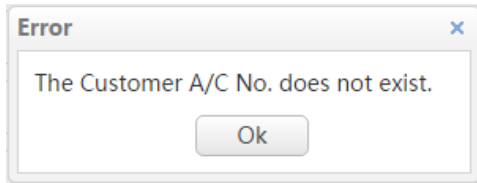


The registration form features two tabs: "Personal Registration" (selected) and "Enterprise Registration". The form includes the following fields:

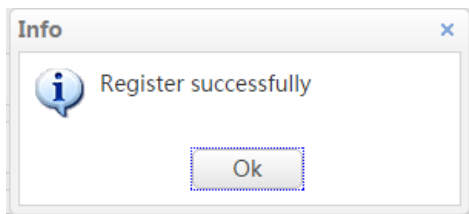
- First Name\* (text input)
- Last Name (text input)
- Your E-Mail\* (text input)
- Your Country (dropdown menu)
- Registration Code\* (text input with placeholder "Please get from SF Sale")
- Your Credit Account\* (text input)
- Password\* (text input)
- Confirm Password\* (text input)

Below the fields is a checkbox labeled "I Agree" with a link to "service agreement". A red "Register" button is positioned at the bottom of the form.

a. For any error messages, please do not hesitate to contact our sales representative for assistance.

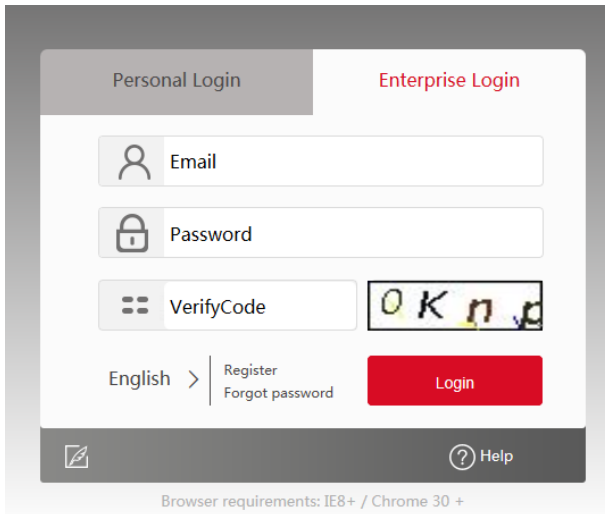


b. The dialogue box of "Register Successfully" will pop up, and you may begin shipping with SF!

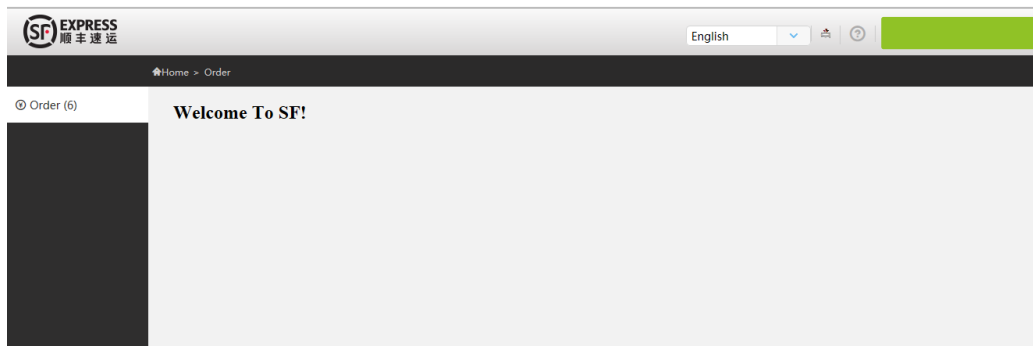


## Login and place an order

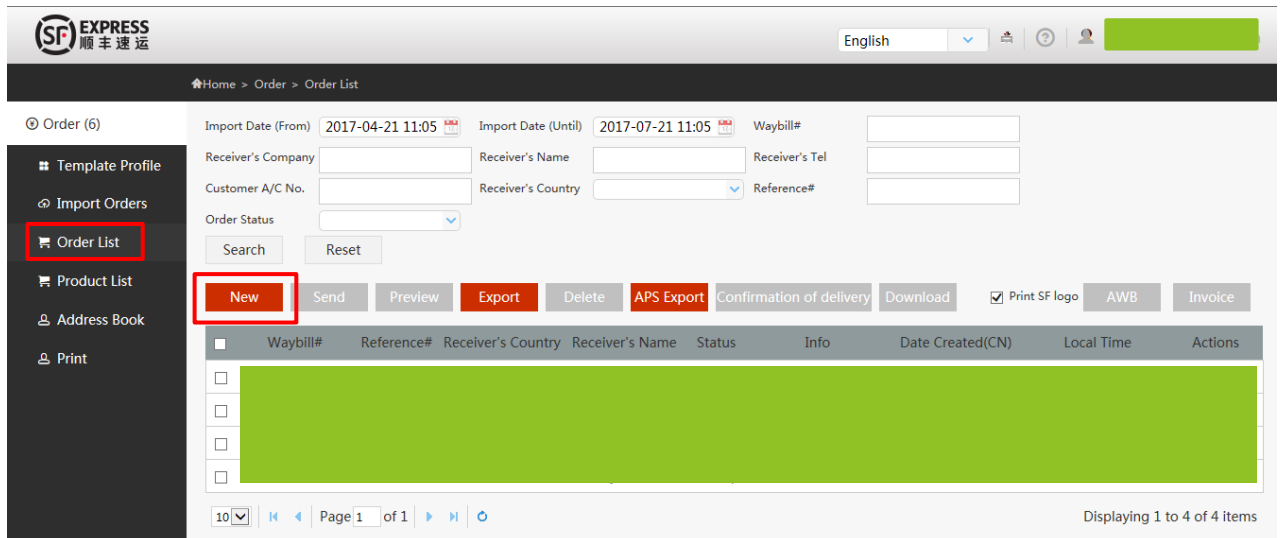
1. Input your username and password on the first page. Choose your preferred language and then login.



2. Click “Order” on the left to begin placing order.



3. Choose “Order List” and click “New” button.



- There are four steps for placing order. Fill in shipment information. Required items are highlighted in red.

- After you have filled in information, there are three options below:

Reset: To clear all data and start over

Save: To save order as draft

Send: To confirm and submit your order

- If your shipment is successfully submitted, the waybill number and status will be shown as below.

Waybill#	Reference#	Receiver's Country	Receiver's Name	Status	Info	Date Created(CN)	Local Time	Actions
080007468795		US	Claire Da...	Confirmed		2017-07-20 13:23:00	2017-07-20 13:23:00	View Cancel

- If your shipment is failed, status will be shown as Error with remark.

<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

- Prepare a template (Excel, csv or txt)
- Click "Template Profile" on the left column and press "New" button

- Input template name and save. Please note that template name cannot be duplicated.

- Select "Map fields" to do the template matching work

Template	Default	Date created	Actions
20170106		2017-01-06 10:11:00	<b>Map fields </b> Default Rename Export Delete

- Select your file and file code. Then input your template definitions. Then submit it.

Home > Order > Template Profile

Choose file  Choose File  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(Rakuten)

SF standard fields	Customer's file titles	Default	Remark
Order	Order Id *	<input type="text" value="salesOrder"/>	64 Characters
	2nd reference No.	<input type="text"/>	24 Characters. 2nd Reference No. for printing only
Shipper	Credit A/C	<input type="text"/>	10 Digits.
	Company	<input type="text"/>	40 Characters.
	Contact *	<input type="text" value="Shimwei Wong"/>	30 Characters.
	Telephone *	<input type="text"/>	20 Characters.
	Country *	<input type="text"/>	2 Characters, Country code like CN, US, KR...
	Province/State	<input type="text"/>	20 Characters.
	City	<input type="text"/>	20 Characters.
	Address *	<input type="text"/>	100 Characters for all shipper address fields.

6. Start mapping field with SF information.

Choose field name in your file or input default value.

Show The Attr Mapping(Rakuten)

SF standard fields	Customer's file titles	Default	Remark
Order	Order Id *	<input type="text" value="salesOrder"/>	64 Characters
	2nd reference No.	<input type="text"/>	24 Characters. 2nd Reference No. for printing only
Shipper	Credit A/C	<input type="text"/>	10 Digits.
	Company	<input type="text"/>	40 Characters.
	Contact *	<input type="text" value="Shimwei Wong"/>	30 Characters.
	Telephone *	<input type="text"/>	20 Characters.
	Country *	<input type="text"/>	2 Characters, Country code like CN, US, KR...
	Province/State	<input type="text"/>	20 Characters.
	City	<input type="text"/>	20 Characters.
	Address *	<input type="text"/>	100 Characters for all shipper address fields.

7. In addition, you can import your old template mapping as below.

Home > Order > Template Profile

Template  Query

Template	Default	Date created	Operations
Rakuten	<input checked="" type="checkbox"/>	2015-10-20 22:32:10	Default Rename Export   Me

10 | Page 1 of 1

Import

File

When you see the saved screen, you can see all successfully filled in information.

Choose file  Choose File 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			10 Digits.
	Company		Reebonz Pte Ltd	40 Characters.
	Contact *			30 Characters.
	Telephone *			20 Characters.
	Country *		Singapore	2 Characters. Country code like CN, US,
	Province/State			20 Characters.
	City			20 Characters.
	Address *			100 Characters for all shipper address fi
	Postal Code *		534166	10 Digits.
Email			50 Characters.	

## 8. Import orders with your file

Home > Order > Import Orders

Order (6)

- Template Profile
- Import Orders**
- Order List
- Product List
- Address Book
- Print

**Customize the template**

Default Customize the default template in the template configuration

Only support the file format: .xls,.xlsx,.csv;   Automatic confirmation

**System template**

APS Template  Single Template  Multiple Template  Shipmax Template

Only support the file format: .xls,.xlsx,.csv;   Automatic confirmation

[APS Template](#) [Single Template](#) [Multiple Template](#) [Shipmax Template](#)

The system supports APS Template, you can download and choose Aps Template when you import APS Template data file.

**System template**

APS Template  Single Template  Multiple Template  Shipmax Template

Only support the file format: .xls,.xlsx,.csv;   Automatic confirmation

[APS Template](#) [Single Template](#) [Multiple Template](#) [Shipmax Template](#)

Single Template and Multiple Template is the same as APS Template.

Select customize template to edit default template

**Customize the template**

**Default** Customize the default template in the template configuration

Only support the file format: .xls,.xlsx,.csv;   Automatic confirmation

9. If template is successfully imported, it will show as below.

Upload Order:

20150820200516\_reebonz\_sg.csv

Total number :3 Number of success:3 Number of failures:0

Row	Error message
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10. If there is error, it will show 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 mapping template or your data file in accordance with guidance on the web page. Then, resubmit your data.

11. When all you data are successfully uploaded, it will show as below.

Home > Order > Order List

Order (6)

Template Profile

Import Orders

Order List

Product List

Address Book

Print

Import Date (From) 2017-04-21 14:31 Import Date (Until) 2017-07-21 14:31 Waybill#

Receiver's Company Receiver's Name Receiver's Tel

Customer A/C No. Receiver's Country Reference#

Order Status

Search Reset

New Send Preview Export Delete APS Export Confirmation of delivery Download  Print SF logo AWB Invoice

Waybill#	Reference#	Receiver's Country	Receiver's Name	Status	Info	Date Created(CN)	Local Time	Actions
				Canceled		2017-07-20 13:23:00	2017-07-20 13:23:00	View
				Pick up	顺丰速运 已收取快件	2017-07-04 16:43:04	2017-07-04 16:43:04	View Cancel
				Canceled		2017-07-04 15:47:12	2017-07-04 15:47:12	View
				Pick up	顺丰速运 已收取快件	2017-07-04 15:02:55	2017-07-04 15:02:55	View Cancel
				Pick up	顺丰速运 已收取快件	2017-06-29 15:15:18	2017-06-29 15:15:18	View Cancel



## Print AWB and Invoice

1. Select one order or multiple orders

<input type="checkbox"/>	Waybill No.	Reference No.	Receiver's Country	Receiver's Name
<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

<b>SF EXPRESS</b>		<b>755</b> 原寄地 Origin:
		<b>US</b> 目的地 Dest: 001 <b>LAX</b>
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
USA 97001		Date 日期 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] 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, building, 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):  
670034502387

<b>FROM: (Shipper 寄件方)</b> Company:  Contact Name: Brandon Address: China Guangdong Shenzhen city Nanshan District Xuefu, road, building, A  Post code: 518000  Tel No: 13800138000	<b>TO: (Receiver 收件方)</b> 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 D&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
			<b>6. Shipment Details</b>		<b>7. Payment of Freight Charges</b>		
Charges 2	Detail 3	Charges 3	<b>Total Package</b>	Self Pickup	Payment Method	Account No.	Third Party District Code
max = 8	max = 14	max = 8	max = 3			max = 10	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.

Commodity	Country Of Origin *	<input type="text"/>	+
	HS Code	<input type="text"/>	+
	Harmonized Code	<input type="text"/>	+
	AES No.	<input type="text"/>	+
	Brand	<input type="text"/>	+
	State Bar Code	<input type="text"/>	+
	Model	<input type="text"/>	+
	Goods Code	<input type="text"/>	+
Shipment	No. of Packages *	Total Package	+
	Length	<input type="text"/>	+
	Width	<input type="text"/>	+
	Height	<input type="text"/>	+

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

Home > Order > Order List

Order (6)

Step 1/4 Address Information

Step 2/4 Package Description

reference No.1: 968841771

reference No.2:

Parcel Quantity: 3

Currency: CNY

+ Add    - Del

HS Code	Description	Quantity	Unit
Select <input type="text"/>	Shoes	3	件

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

Order (6)

Import Date (From) 2017-04-22 11:59 Import Date (Until) 2017-07-22 11:59 Waybill#   
 Receiver's Company  Receiver's Name  Receiver's Tel   
 Customer A/C No.  Receiver's Country  Reference#   
 Order Status

Search  Reset

New  Send  Preview  Export  Delete  APS Export  Confirmation of delivery  Download  Print

Waybill#	Reference#	Receiver's Country	Receiver's Name	Status	Info	Date Created(CN)
<input type="checkbox"/>		GB	Madeleine...	Draft		2017-07-20 16:16:30
<input type="checkbox"/>				Canceled		2017-07-20 15:15:40
<input type="checkbox"/>				Canceled		2017-07-20 13:23:00
<input type="checkbox"/>				Pick up	顺丰速运 已收取快件	2017-07-04 16:43:04
<input type="checkbox"/>				Canceled		2017-07-04 15:47:12
<input type="checkbox"/>	080006881852(3)			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 Shipment Detail	Parcel	
		总件数 Total no. of pcs	3	
		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:  INVOICE Shift:

444800364887

<b>From: (Shipper)</b> Company: test Address: aaaaabbbccccddddd aaaaabbbccccddddd 777 Henderson Blvd, South Bay,1B,Folcroft, PA Postal code: 19032 Contact Name: tester1	<b>To:(Receiver)</b> 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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