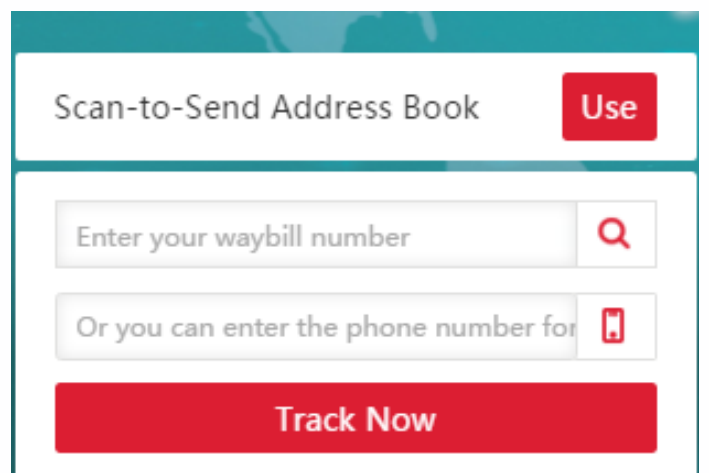


Scan-to-Send Address Upload

6 Easy Steps

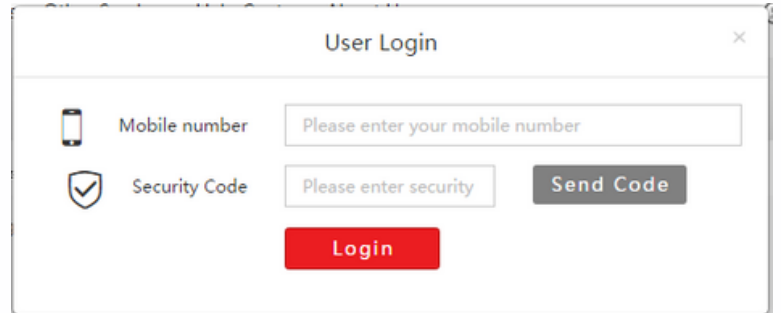
1 Find Address Book

Enter S.F. Express official website <http://www.sf-express.com/hk/en/> find the address book, click "use"



2 User Login

Enter HK mobile number, click "Send Code", and log in



3 Download Address Book Template

Address Book

[Download Address Book](#) [Upload Address Book](#)

Upload address book for batch importing. Hong Kong address only.

4 Data Input

- Maximum 95 addresses
- Please input from below the examples; don't leave blank between addresses
- Hong Kong addresses only

1) *Mandatory*	*Name	Company Name (Max.40 characters)	*City (Pull down)	*Region (Pull down)	*District (Pull down)	*Address (Max. 100 characters)
2) Hong Kong Address only	Max	SF Express	Hong_Kong	New_Territories	Sha Tin	Building 101, No.12, Shatin Avenue
3) Must provide mobile or fixed line number.	Max	SF Express	Hong_Kong	New_Territories	Sha Tin	Building 101, No.12, Shatin Avenue
Example (please write on the first line under the example, no empty line spacing)	Max	SF Express	Hong_Kong	New_Territories	Sha Tin	Building 101, No.12, Shatin Avenue
	Max	SF Express	Hong_Kong	New_Territories	Sha Tin	Building 101, No.12, Shatin Avenue

5 Upload Address Book

Upload the address book after data input

Address Book

[Download Address Book](#) [Upload Address Book](#)

Upload address book for batch importing. Hong Kong address only.

6 Complete

When complete, feel free to edit, and you can also view all the addresses at your mobile phone

