

## Easy Print Registration & Ordering User Guide

### • Registration

Please provide below details to [zoe.chow@havi-cn.com](mailto:zoe.chow@havi-cn.com); [sandy.yuen@havi-cn.com](mailto:sandy.yuen@havi-cn.com) by email for account set-up,

1. Email address
2. Registered credit account no. - for Cold Chain service *(If credit account no. has not yet registered, please apply it from S.F. Sales department before apply Easy Print system account.)*

### • System Installation and Login


Please click [here](#) for downloading the installation patch, and follow the below steps to install,

1. Download the patch to local computer
2. Open file explorer, click and open the downloaded patch
3. Select "Run"
4. Follow the instructions & steps
5. After installation, a short cut will be displayed on desktop. Double click the short cut and go to login page
6. Insert your login ID and password. Then, click "登錄(Login)"



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### • Prior Setting – Waybill Template

1. Click  列印設置 (Print setting)
2. Select “添加模版(Create template)”
3. Select “順豐熱敏 150” from “選擇範本(Select template)” and “範本簡稱(Template name)” field
4. “關聯印表機(Default printer)” : (Customized printer)
5. Press “確定(Confirm)”, and finish the template setting

列印範本新增
— □ ×

選擇範本\*

範本簡稱\*

關聯印表機\*

範本列印設置(請勾選需要列印在面單上的資訊)

**運單基礎資訊設置**

托寄物  運費及重量  
 包裹重量 (僅供參考,不做結算使用)

**月結卡號及金額顯示設置**

付款方式  代收貨款  
 代收卡號  聲明價值

**其他資訊設置**

業務類型  訂單號  
 订单号条形码  寄件日期  
 攬收時間  不列印LOGO  
 列印攬件員



**溫馨提示:**  
因列印空間有限,若選擇字段過多超過可容納範圍,將根據實際情況截取列印

確定
取消

6. Right click the template review picture ⇒ “設計(Y) (Design)”

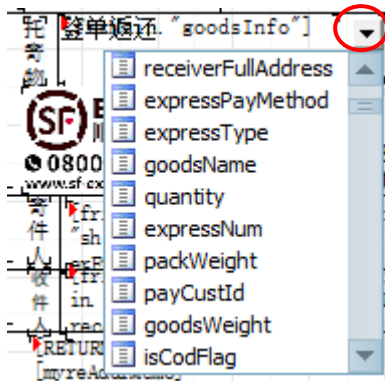






- 增加(U)
- 修改(M)
- 删除(W)
- 设为默认(O)
- 设计(Y)
- 还原模板格式(Z)

順豐熱敏150

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7. Fields in red circle are required to revise. Put the mouse Cursor to the right of the field, a down arrow will appear for selecting other information source. (As below picture)



- "goodsInfo" → "goodsName"
- "[RETURN\_RECEIPT\_STR]" → "orderExt1"
- Select a field, copy (ctrl + c / ) and paste (ctrl + v / ) → "sellerMessage"
- Select a field, copy (ctrl + c / ) and paste (ctrl + v / ) → "tradeNo"





8. After adjusted the fields position, final template will be as below






9. Click  (Save) after completion

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### • Order Importation

1. Please use the attached template for handling, and kindly pay attention on the instructions and notes
2.  新建訂單 (Create order) ⇒  模板导入 (Import template) ⇒ Select the completed template from local computer
3. After importation, the orders can be modified in  訂單管理 (Manage order)
4. Select the orders ⇒  提交 (Submit)
5. After submission, a success/error message will be popped up. If fail to submit, you can export the failure reason or check it on “提交備註(Remark)”



6. Click  列印 (Print) after success submission and print out the waybill(s) via the default printer. Also, you can print through  訂單管理 (Manage order) ⇒ Select the order ⇒  列印 (Print)
  - Support batch printing
  - You can adjust the printer setting in local control panel if you would like to print out 2 waybills in one A4 page
  - Please print out 3 copies for each waybill. One should be put on the shipment and the stapled two should be passed to pickup staff during the pick-up



Please contact S.F. CS Team via 2730 0273 or 2541 2542 by the order cut-off time for pick-up arrangement.

Referenced Pick-up Timeslot : 17:00 – 19:00

Cut-off Time Monday to Friday : 17:00

Saturday, Sunday and Public Holiday : 16:00