



# J&T EXPRESS

INDONESIA | VIETNAM | MALAYSIA | PHILIPPINES | THAILAND | SINGAPORE | CAMBODIA | CHINA

## J&T Point

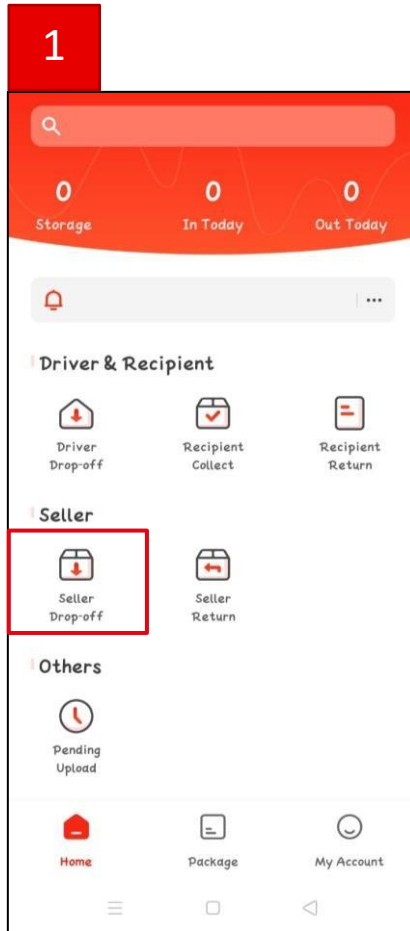
- Seller drop-off
- Retrieval of parcel

# 01

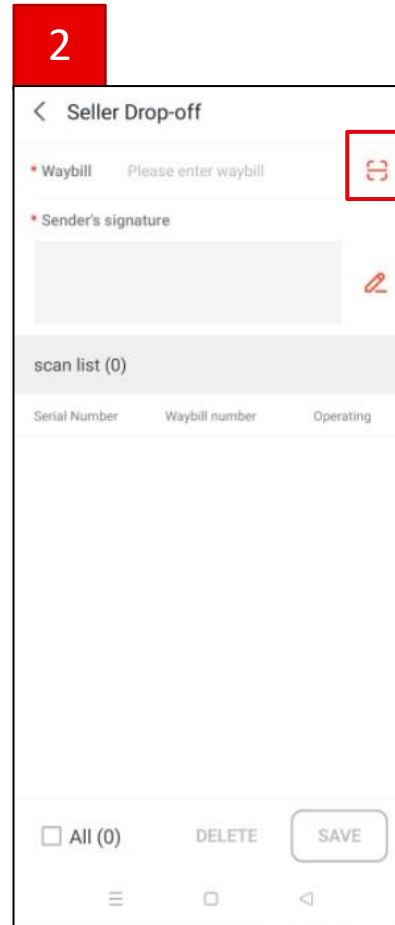
## Seller drop-off to J&T Point

- Seller have to witness scanning of their parcels upon drop-off and sign on the mobile APP for acknowledgment

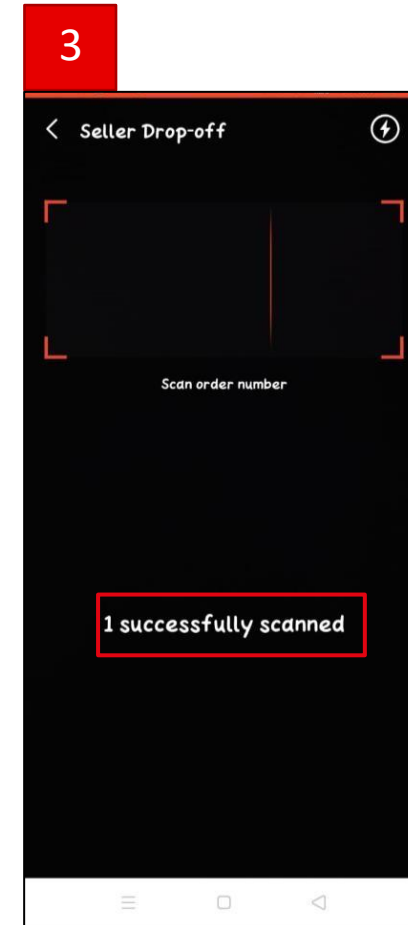
# SCANNING OF PARCELS: Seller Drop-Off



1. Select “Seller Drop-off”



2. Open the camera to scan the parcel's label barcode or enter the parcel's tracking number



3. Number of parcels scanned will be shown on screen

# SCANNING OF PARCELS: Seller Drop-Off

4

The screenshot shows the 'Seller Drop-off' interface. At the top, there are fields for 'Waybill number' and 'Sender's signature'. Below these is a 'scan list (1)' section containing a table with one row: Serial Number 1, Waybill number JT20211232911819, and an 'Operating' status with a trash icon. A red box highlights the entire row in the table. At the bottom, there are buttons for 'All (0)', 'DELETE', and 'SAVE'.

| Serial Number | Waybill number   | Operating |
|---------------|------------------|-----------|
| 1             | JT20211232911819 |           |

4. Tracking number that was scanned will appear on screen

5

This screenshot is identical to the previous one, but the checkbox next to the tracking number '1' in the 'scan list (1)' table is now checked. A red box highlights this checkbox. At the bottom, the 'All (1)' button is now active, and the 'DELETE' button is visible.

| Serial Number                         | Waybill number   | Operating |
|---------------------------------------|------------------|-----------|
| <input checked="" type="checkbox"/> 1 | JT20211232911819 |           |

5. If require for any deletion, just click on the check box and click delete.

6

This screenshot shows the 'Sender's signature' field with a handwritten signature. A red box highlights this field. Another red box highlights the 'SAVE' button at the bottom right. The 'scan list (1)' table remains the same as in the previous steps.

| Serial Number              | Waybill number   | Operating |
|----------------------------|------------------|-----------|
| <input type="checkbox"/> 1 | JT20211232911819 |           |

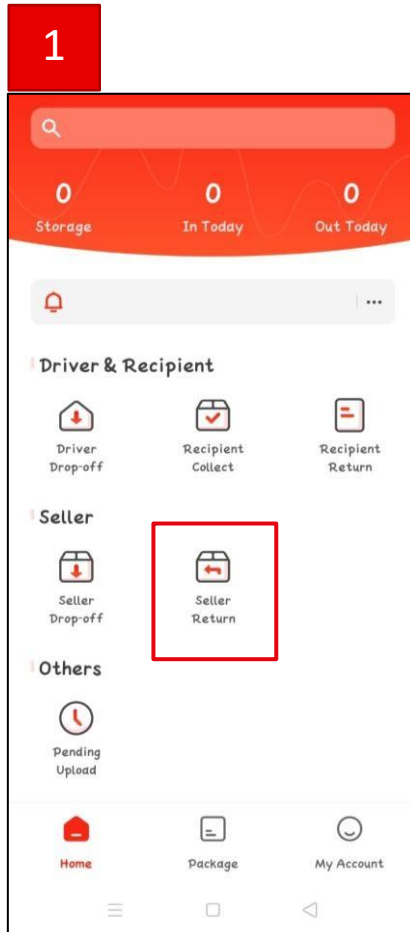
6. After signing, click “save” and store the parcel at a secure area in your shop

# 02

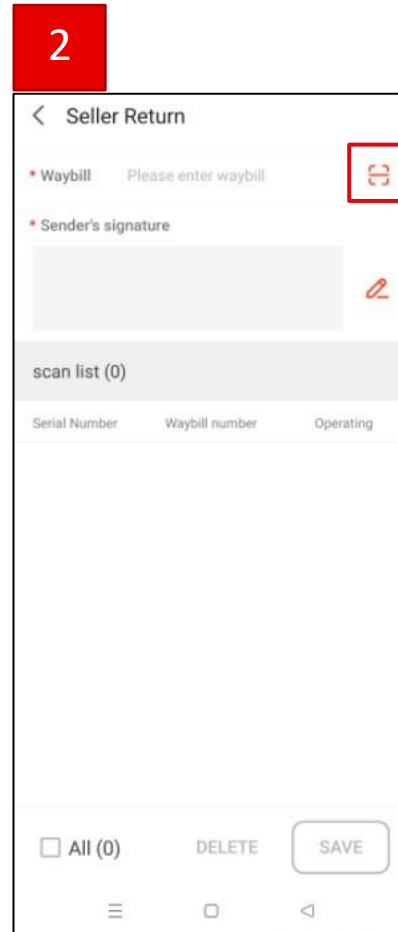
## Seller retrieval of parcel from J&T Point

- Seller have to witness scanning of their parcels upon retrieval and sign on the mobile APP for acknowledgment

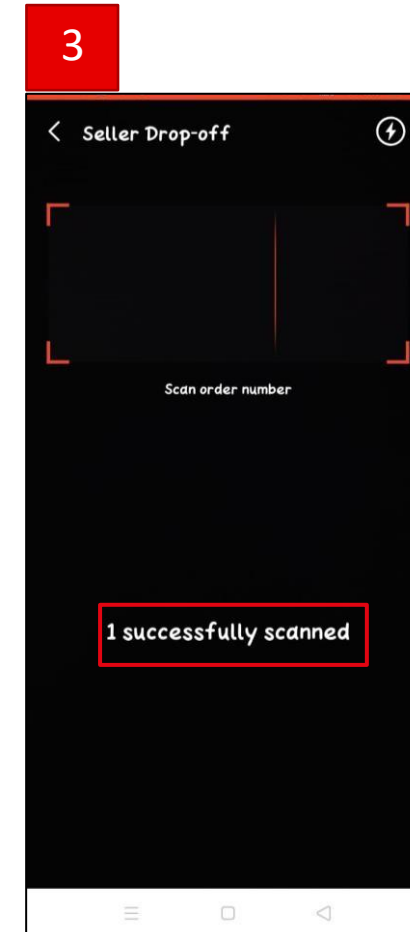
# SCANNING OF PARCELS: Seller Returned (when seller wish to retrieve back the parcel after drop-off)



1. Select “Seller Return”



2. Open the camera to scan the parcel's label barcode or enter the parcel's tracking number



3. Number of parcels scanned will be shown on screen

# SCANNING OF PARCELS: Seller Returned

Note: Parcel will be cancelled in system once this action is completed

4

< Seller Return

\* Waybill number

\* Sender's signature

scan list (1)

| Serial Number              | Waybill number   | Operating |
|----------------------------|------------------|-----------|
| <input type="checkbox"/> 1 | JT20211232911819 |           |

☐ All (0) DELETE **SAVE**

4. Tracking number that was scanned will appear on screen

5

< Seller Return

\* Waybill number

\* Sender's signature

scan list (1)

| Serial Number                         | Waybill number   | Operating |
|---------------------------------------|------------------|-----------|
| <input checked="" type="checkbox"/> 1 | JT20211232911819 |           |

☒ All (1) DELETE **SAVE**

5. If require for any deletion, just click on the check box.  
If not, just click save

6

< Seller Return

\* Waybill number

\* Sender's signature

scan list (1)

| Serial Number              | Waybill number   | Operating |
|----------------------------|------------------|-----------|
| <input type="checkbox"/> 1 | JT20211232911819 |           |

☐ All (0) DELETE **SAVE**

6. After signing, click “save” and return the parcel to the seller

# THANK YOU!

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