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SUBMIT SHOPEE ORDER BY USING AXIS SYSTEM

Step 1: Login to Shopee Seller Centre > Click on “To-Process Shipment”

**TIPS TO DRIVE ORDERS FOR RAYA** 5 APR - 14 MAY [LEARN MORE](#)

### To Do List

Things you need to deal with

0 Unpaid	<b>2</b> To-Process Shipment	0 Processed Shipment	0 Pending Cancellation
0 Pending Return/Refund	0 Banned Products	0 Sold Out Products	0 Pending Campaign <small>New</small>

### Business Insights

( Real-time data until GMT+8 09:00 ) [More >](#)  
An overview of the shop data for the paid order dimension

<b>Sales</b> 74.66 	<b>Visitors</b> 0 vs yesterday 0.00% —	<b>Page Views</b> 0 vs yesterday 0.00% —
	<b>Orders</b> 1 vs yesterday +∞ ↑	<b>Conversion Rate</b> 0.00% vs yesterday 0.00% —

## Step 2: Click on “Arrange Shipment”

[All](#)
[Unpaid](#)
[To ship 1](#)
[Shipping](#)
[Completed](#)
[Cancellation](#)
[Return/Refund](#)

Order Creation Date

Export

[All 1](#)
[To Process 1](#)
[Processed](#)

**1 Orders**
Sort by

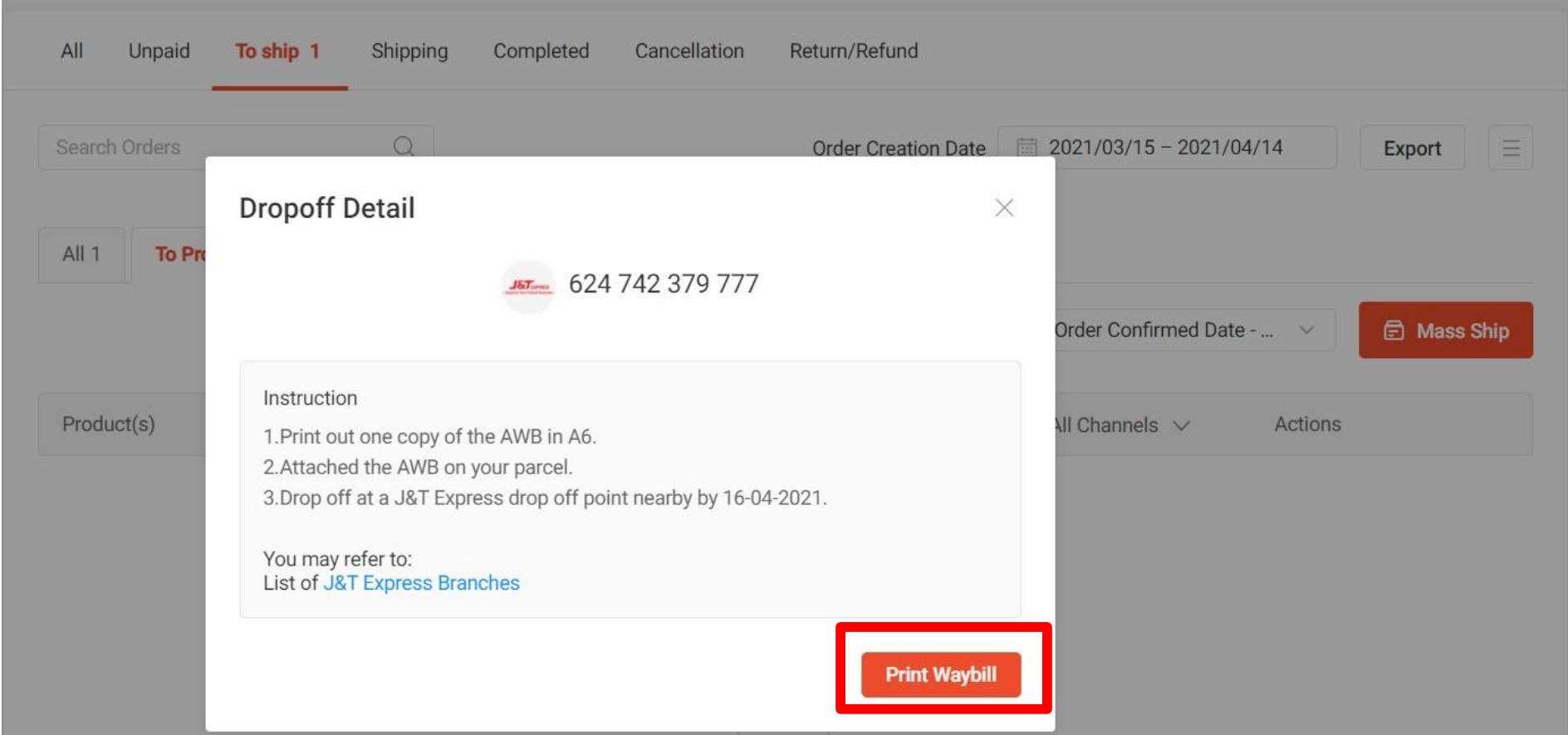
Mass Ship

Product(s)	Total Price	Status	Countdown	All Channels	Actions
					Order ID 2104141A564UPV
EXP 2023 Phytoscience Double StemCell 4/5 packs READY STOCK Anti Aging Bea... Variation: 4	x1 RM74.66 Seller Balance	<b>To ship</b> To avoid late shipment, please ship out the order before 16-04-2021.		J&T Express	<a href="#">Arrange Shipment</a>
Message: [SG Buyer remark: ] [SG Buyer name:... <a href="#">Expand</a> ]					

Step 3: Click on “Confirm”

The screenshot shows a web application interface with a modal dialog titled "Ship Order" for order #2104141A564UPV. The modal contains a green truck icon and the text "I Will Dropoff". Below this, it says "You can drop off your parcel at any J&T Express branch" and "You may refer to: List of [J&T Express Branches](#)". At the bottom right of the modal, a red button labeled "Confirm" is highlighted with a red rectangular box. The background shows a navigation bar with tabs like "All", "Unpaid", "To ship 1", "Shipping", "Completed", "Cancellation", and "Return/Refund". There is also a search bar, a date range "2021/03/15 - 2021/04/14", an "Export" button, and a "Mass Ship" button.

Step 4: Click on “Print Waybill”



Shopee will generate out an airway bill as shown below

**Print Preview**

- The shipping documents have been generated. 1 of 1 parcels print successful, 0 parcels print failed.
- You can track the progress in [Shop - My Reports - Shipping Label](#)

Print the Document

624742379777

<p><b>Order Details</b></p> <p>Ship By Date: 16-04-2021          Weight (kg): 0.500000          Order ID: 2104141A564UPV</p>	<p><b>Order Details (Courier)</b></p> <p>Parcel Info: N/A</p>
<p><b>Sender Details (Pengirim)</b></p> <p>Name: <span style="background-color: red; color: red;">[REDACTED]</span>          Phone: <span style="background-color: red; color: red;">[REDACTED]</span>          Address: <span style="background-color: red; color: red;">[REDACTED]</span></p>	<p style="font-size: large; font-weight: bold;">AMG- PJS502</p>
<p>Postcode: 47810</p> <p><b>Recipient Details (Penerima)</b></p> <p>Name: Shopee International Platform (SG)          Phone: 60355453789          Address: Block 2 - Unit 2, Ground Floor, Lot 10003, Jalan Jubli Perak 22/1A, Seksyen 22, Shah Alam, Selangor</p>	<p style="font-weight: bold;">40300</p>
<p>Postcode: 40300</p> <p><b>POD</b></p> <p>Name:          I.C.:          Signature:</p>	<p style="font-size: small;">624742379777</p>

## Step 5: Right Click and “Save as...”

**Print Preview**

- The shipping documents have been generated. 1 of 1 parcels print successful, 0 parcels print failed.
- You can track the progress in [Shop - My Reports - Shipping Label](#)

**Print the Document**

624742379777

<b>Order Details</b>	<b>Order Details (Courier)</b>
Ship By Date: 16-04-2021	Parcel Info: N/A
Weight (kg): 0.500000	
Order ID: 2104141A564UPV	

<b>Sender Details</b>	<b>Recipient Details (Penerima)</b>
Name: [REDACTED]	Name: Shopee International Platform (SG)
Phone: [REDACTED]	Phone: 60355453789
Address: [REDACTED]	Address: Block 2 - Unit 2, Ground Floor, Lot 10003, Jalan Jubli Perak 22/1A, Seksyen 22, Shah Alam, Selangor
Postcode: 47810	Postcode: 40300

**POD**

Name:

I.C.:

Signature:

624742379777

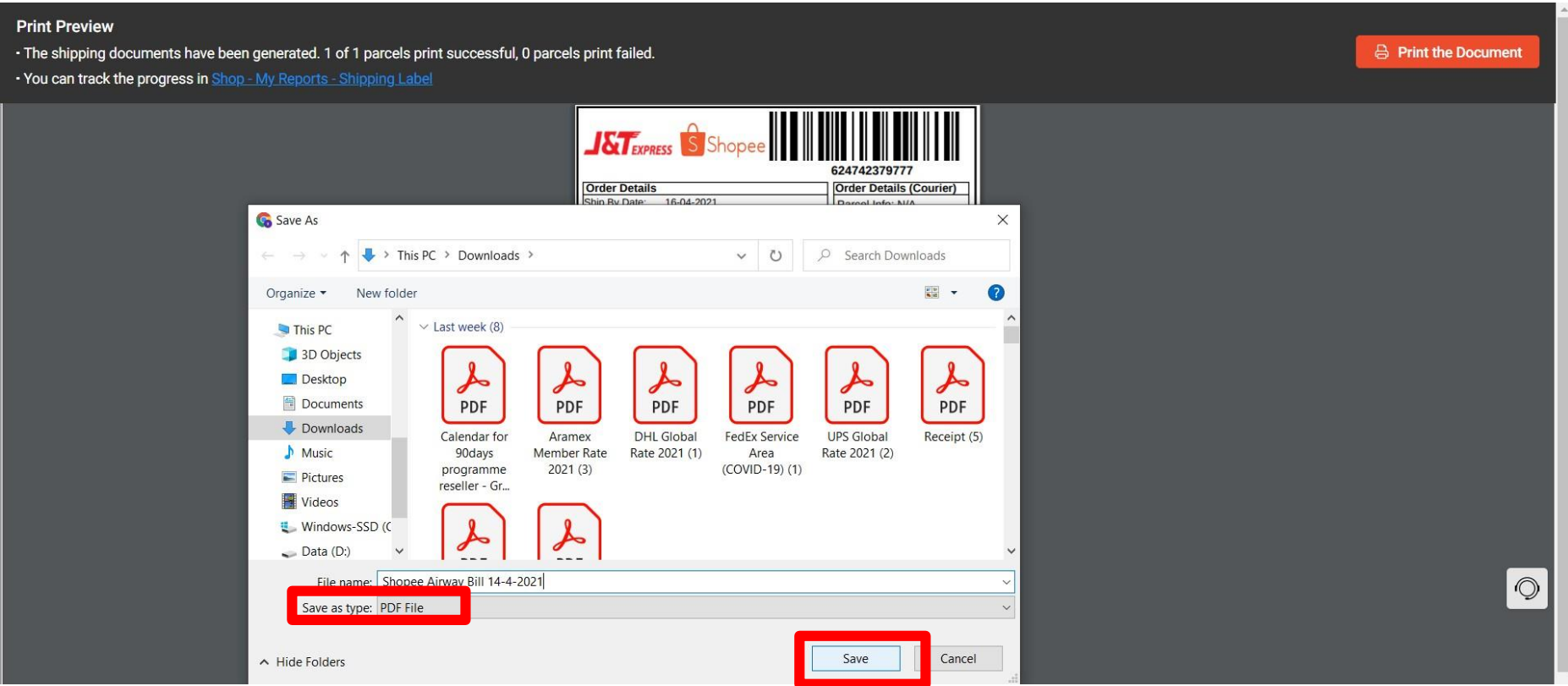
Save as... Ctrl+S

Rotate clockwise Ctrl+] ]

Rotate counterclockwise Ctrl+[ [

Inspect Ctrl+Shift+I

Step 6: Make sure to save as type: PDF File, and click “Save”





### Step 7: Back to Shopee, and click on “To ship”

All Unpaid **To ship 1** Shipping Completed Cancellation Return/Refund

Order Creation Date 
Export

All 1 To Process **Processed 1**

**1 Orders**
Drop-off Filter 
Sort by 
Mass Ship

Product(s)	Total Price	Status	Countdown	All Channels	Actions
<b>EXP 2023 Phytoscience Double StemCell</b> x1 4/5 packs READY STOCK Anti Aging Bea... Variation: 4	RM74.66 Seller Balance	<b>To ship</b> Waiting for courier to confirm shipment.		J&T Express Drop off	<a href="#">View Shipping Details</a> <a href="#">Print Waybill</a>

Message: [SG Buyer remark: ] [SG Buyer name:...] [Expand](#)

It will link you to order details page

For buyers with a low % of successful deliveries, you might want to contact them to confirm the order.

100% Total successful deliveries > 5 total deliveries

5/5 Buyer Rating 209447 Reviews

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**Order ID**  
2104141A564UPV

**Delivery Address**  
Shopee International Platform (SG), 60355453789  
Block 2 - Unit 2, Ground Floor, Lot 10003, Jalan Jubli Perak 22/1A, Seksyen 22

**Logistic Information**  
J&T Express # 624742379777

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[Follow](#) [Chat Now](#)

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**Message from buyer**

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**Payment Information** [View transaction history](#)

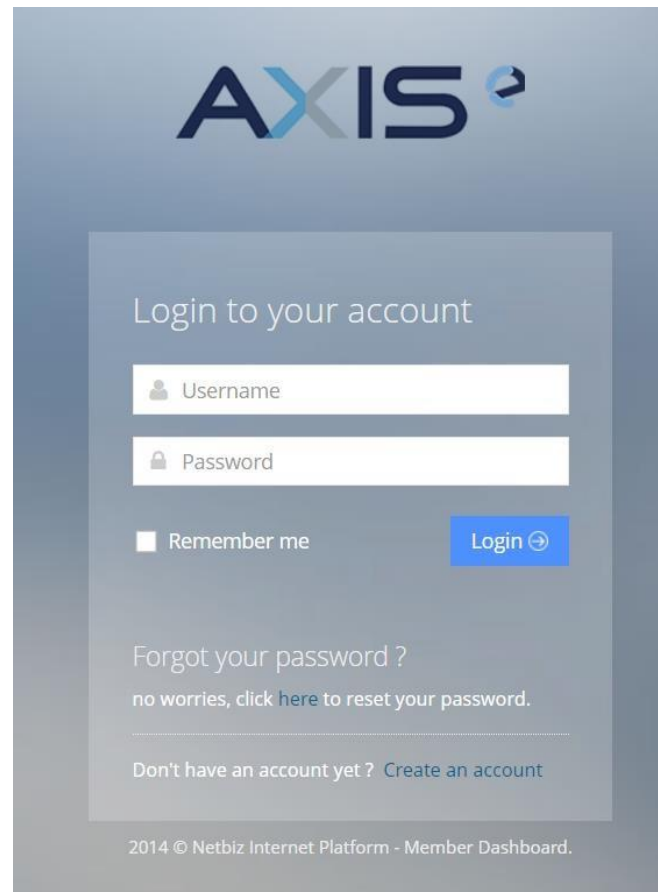
No.	Product(s)	Unit Price	Quantity	Subtotal
1	EXP 2023 Phytoscience Double StemCell 4/5 packs READY ST OCK Anti Aging Beauty Supplement Variation: 4	70.00	1	70.00

See Income Details ▾

Merchandise Subtotal	RM70.00
Shipping Subtotal	RM0.00
Fees & Charges ⓘ	-RM3.06

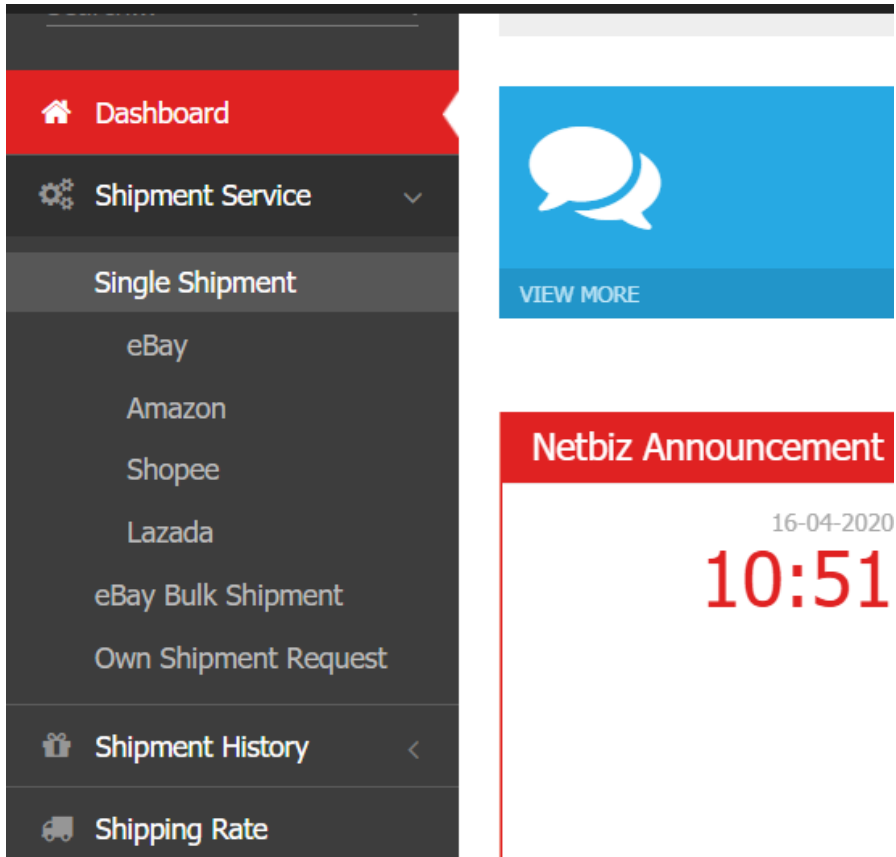
Step 8: Login to <https://axisnet.asia/memberv2/>

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The screenshot shows the login interface for the AXIS member dashboard. At the top, the AXIS logo is displayed. Below it, the heading "Login to your account" is centered. There are two input fields: "Username" with a person icon and "Password" with a lock icon. A "Remember me" checkbox is located below the password field. To the right of the checkbox is a blue "Login" button with a right-pointing arrow icon. Below the login fields, there is a link for "Forgot your password?" with the text "no worries, click [here](#) to reset your password." At the bottom of the form area, there is a link for "Don't have an account yet? [Create an account](#)". At the very bottom of the page, the footer text reads "2014 © Netbiz Internet Platform - Member Dashboard."

Step 9: Select Shipment Service > Single Shipment > Shopee



Step 10: Fill in customer details, you may refer back to page 10 to get all the details

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Member Name	<input type="text" value="Lim Xin Yi"/>
Contact Number	<input type="text" value="REDACTED"/>
Address	<input type="text" value="REDACTED"/>

Customer Name	<input type="text" value="Shopee International Platform (SG), 60355453789"/>
Address Line 1	<input type="text" value="Block 2 - Unit 2, Ground Floor, Lot 10003"/>
Address Line 2	<input type="text" value="Jalan Jubli Perak 22/1A, Seksyen 22"/>
City	<input type="text" value="Shah Alam"/>
State	<input type="text" value="Selangor"/>
Postcode	<input type="text" value="40300"/>
Country	<input type="text" value="Malaysia"/>
Customer Contact	<input type="text" value="60355453789"/>
Customer Email	<input type="text"/>

Step 11: Fill in Shipping & Item Details, you may refer back to page 10 to get all the details. Select **“Choose File”** to upload the shipping label that you have downloaded from Shopee (Step 6). Then, select **“Continue”**.

1 ✓ Insert Customer Detail
2 Insert Item Detail
3 Select Product

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### Input Shipping & Item Details

Listing Title	<input type="text" value="Aideas Delicious Cutting Board x 1"/>
Listing URL	<input type="text" value="https://shopee.com.my/%F0%9F%94%A5HOT-ITEM%F0%9F%94%A5-AsianMeals-R"/>
Order ID	<input type="text" value="210529VKRV161Y"/>
Selling Mode	<input type="text" value="Buy It Now"/>
Paypal Total Amount	<input type="text" value="27.63"/>
	<input type="text" value="MYR"/>
Shipping Mode	<input type="text" value="Shopee Logistic"/>
Shipping Label	<input type="button" value="Choose File"/> No file chosen
Shipping Date	<input type="text" value="21-06-2021"/>
	Select date

Step 12: Select Packages > Add Packages > Key in Quantity number  
 Repeat this step to add package if there is more than 1 product in same order ID. Select **“Continue”**.

≡ Shipment Form Wizard - Step 3 of 4

1 ✓ Insert Customer Detail      2 ✓ Insert Item Detail      3 Select Product

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Select Product & Input Quantity

Packages	Phytoscience	Phytoscience - (4) Pack Double Stemcell	Add Packages
<b>Packages Description</b>			<b>Quantity</b>
1) 1x Aideas Delicious (CB004)			1
			Remove Package
2) Phytoscience - (4) Pack Double Stemcell			1
			Remove Package

⊕ Back    Continue ⊖

### Step 13: Confirm all of the details and click “Submit”

Listing Title: EXP-2023-Phytoscience-Double-StemCell-4/5-packs-READY-STOCK-Anti-Aging-Beauty-Supplement

Listing URL: https://shopee.com.my/EXP-2023-Phytoscience-Double-StemCell-4-5-packs-READY-STOCK-Anti-Aging-Beauty-Supplement-i.103639322.3380979427

Selling Mode: Buy It Now

Final Selling Price: 70

Shipping Mode: Shopee Logistic

Shipping Date: 14-04-2021

Packages Detail

Packages Description	Quantity
1) Phytoscience - (4) Pack Double Stemcell	1

Shipment Remarks

Remark

[← Back](#) [Submit →](#)



## Step 14: Shipment Submitted Successfully

axisnet.asia/memberv2/sendingshipmentform.php

### Shipment **Submitted Successfully!**

Your Transaction ID **TR119578** Has Been Submitted. You can view your New Shipment in [Shipment History](#).

This Page will be redirect automatically within 10 seconds. if this page does not redirect please [Click Me!](#)

### Step 15: Select Shipment History to view shipment history

The screenshot shows a web application interface for managing shipment history. On the left, a sidebar menu has 'Shipment History' highlighted with a red box. The main content area is titled 'Shipment History Managed Old Shipment'. It includes a breadcrumb trail 'Home > Shipment > Shipment History', a search bar, and a 'Shipment History Table' section. The table has filters for 'All' status and 'All' type, with date filters for 'From 2021-04-14' and 'To 2021-04-14'. A 'Submit' button is present. Below the filters, it shows '10 records' and a 'Search:' input field. The table contains one record with the following data:

Invoice No.	Recipient's Detail	Listing Detail	Product Detail	Courier Detail	Tracking Code	Shipping Date
144921	Shopee International Platform (SG), 60355453789 Block 2 - Unit 2, Ground Floor, Lot 10003, Jalan Jubli Perak 22/1A, Seksyen 22, Shah Alam , Selangor, 40300, MY 60355453789	EXP 2023 Phytoscience Double StemCell 4/5 packs READY STOCK Anti Aging Beauty Supplement	PhytoScience PhytoCellTec Apple and Grape Double StemCell x 4	Shopee Logistic		2021-04-14

## FREQUENTLY ASKED QUESTIONS (FAQ)

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1) Q: I have more than 1 product (2, 3 or more products) under 1 Order ID. How many shipment I need to submit in Axis memberv2 system.

A: Submit as 1 shipment. Refer to step 12 on how to add products.

2) Q: I have 2 Axis memberv2 system.

A: Submit as 1 shipment. Refer to step 12 on how to add products.