

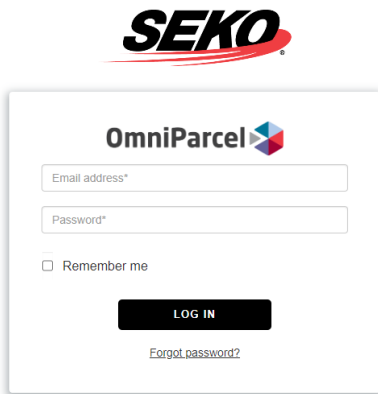
SEKO ECOMMERCE

HOW TO
CHECK DDU OR DDP
IN OMNIPARCEL



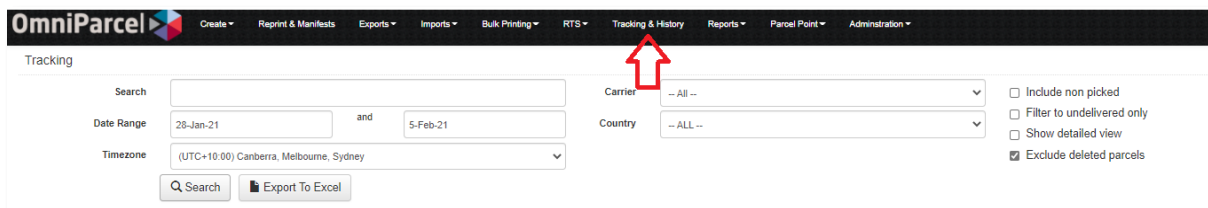
HOW TO CHECK IF A CONSIGNMENT WAS CREATED WITH DDU OR DDP

1. Log in to OmniParcel by entering your log in details at <http://www.omniparcel.com>



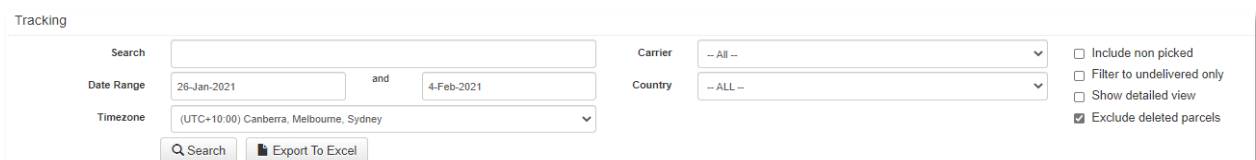
The image shows the OmniParcel login page. At the top is the SEKO logo. Below it is the OmniParcel logo. The login form includes an 'Email address*' field, a 'Password*' field, and a 'Remember me' checkbox. A black 'LOG IN' button is centered below the fields. At the bottom of the form is a link that says 'Forgot password?'.

2. In OmniParcel, click on 'Tracking & History' as shown below:



The image shows the OmniParcel navigation menu. The 'Tracking & History' menu item is highlighted with a red arrow. Below the menu is the 'Tracking' section, which includes search filters for 'Search', 'Date Range' (28-Jan-21 and 5-Feb-21), 'Timezone' (UTC+10:00 Canberra, Melbourne, Sydney), 'Carrier' (-- All --), and 'Country' (-- ALL --). There are also checkboxes for 'Include non picked', 'Filter to undelivered only', 'Show detailed view', and 'Exclude deleted parcels' (checked). 'Search' and 'Export To Excel' buttons are at the bottom.

3. You will be taken to a new page as shown below – enter the data for the consignment you are looking for information on.



The image shows the OmniParcel Tracking search results page. The search filters are populated with the same data as in the previous image: 'Search' (empty), 'Date Range' (26-Jan-2021 and 4-Feb-2021), 'Timezone' (UTC+10:00 Canberra, Melbourne, Sydney), 'Carrier' (-- All --), and 'Country' (-- ALL --). The 'Exclude deleted parcels' checkbox is checked. 'Search' and 'Export To Excel' buttons are at the bottom.

4. From the list that appears, select the magnifying glass on the left of the screen next to the consignment you are looking into.

Tracking

Search

Date Range and

Timezone

Page Page Size

	From	Consignee	Suburb/City	Rural /Sat	Courier	Tracking
<input type="button" value="Q"/>	WILLIAMS 3PL	KATIE BARNETT	WAITARA		NZ Post Omni	01593505840003
<input type="button" value="Q"/>	WILLIAMS 3PL	LANA MOASE	KENNEDYS BUSH CHRISTCHURCH		NZ Post Omni	02593505840003
<input type="button" value="Q"/>	WILLIAMS 3PL	VENITA PARTINGTON	KAIAPOI		NZ Post Omni	02593505840003
<input type="button" value="Q"/>	WILLIAMS	AMANDA MAXWELL	WYNDHAM		NZ Post Omni	02593505840003

- This will open a parcel information window, under the details section there will be the question: Receiver Pays Duties?

Sender	Details	Packages																		
	Reference :SKEES506169 Reference2 :814271 Reference3 :EST491237-EXP Tracking Email : To Send Tracking Email?: N Signature Required? :Y Receiver Pays Duties? :Y Generated at :27-Jan-2021 01:14 PM Generated By :ZebraPack2@vpps.com.au	<table border="1"> <thead> <tr> <th>Part</th> <th>Tracking No</th> <th>Package</th> <th>Weight</th> <th>Cubic</th> <th>Picked At</th> <th>Delivered At</th> <th>OverLabel Barcode</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>02593505840003324058</td> <td>Custom</td> <td>0.8</td> <td>0.0036</td> <td>28-Jan-2021 01:31 PM</td> <td></td> <td></td> </tr> </tbody> </table>	Part	Tracking No	Package	Weight	Cubic	Picked At	Delivered At	OverLabel Barcode	1	02593505840003324058	Custom	0.8	0.0036	28-Jan-2021 01:31 PM				
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1	02593505840003324058	Custom	0.8	0.0036	28-Jan-2021 01:31 PM															
Receiver		Commodities Declared <table border="1"> <thead> <tr> <th>Hamonised Code</th> <th>Description</th> <th>Item SKU</th> <th>Country</th> <th>Units</th> <th>Unit Value</th> <th>Weight</th> <th>Currency</th> <th>Line Total</th> </tr> </thead> <tbody> <tr> <td></td> <td>Clothing and Fashion Items</td> <td></td> <td>AU</td> <td>1</td> <td>45.0400</td> <td>0.8000</td> <td>AUD</td> <td>45.0400</td> </tr> </tbody> </table>	Hamonised Code	Description	Item SKU	Country	Units	Unit Value	Weight	Currency	Line Total		Clothing and Fashion Items		AU	1	45.0400	0.8000	AUD	45.0400
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	Clothing and Fashion Items		AU	1	45.0400	0.8000	AUD	45.0400												

This shipment has not been delivered yet. If you are certain it is delivered and wish to mark this as delivered, please confirm date and update below.

If the answer is 'Y', this means that the consignment has been sent with a DDU incoterm.

If the answer is 'N', this means it is DDP.