

Click and Send guide for eBay Flat Rate Satchels

How to:

1. Signing up and linking your eBay.com.au account
2. Printing and Paying for labels

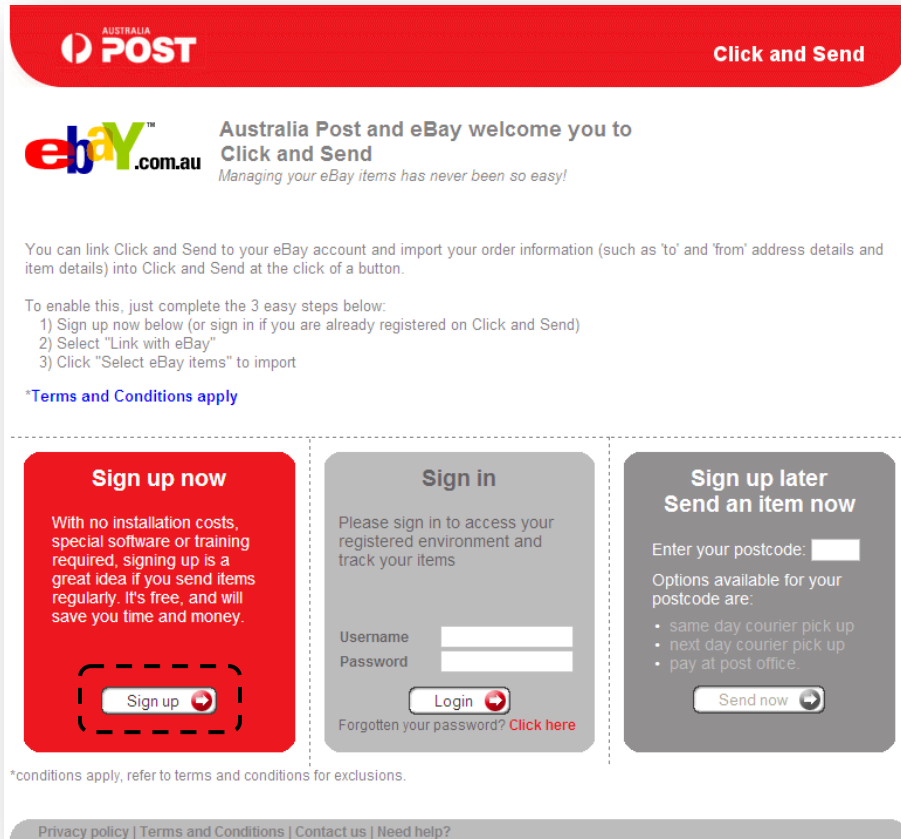


Signing up and linking your eBay account

Step 1

Go to <https://www.clickandsend.com.au/login/ebaylogin.epl>

Start the sign up process by clicking the **Sign up** button on the left side of the page.

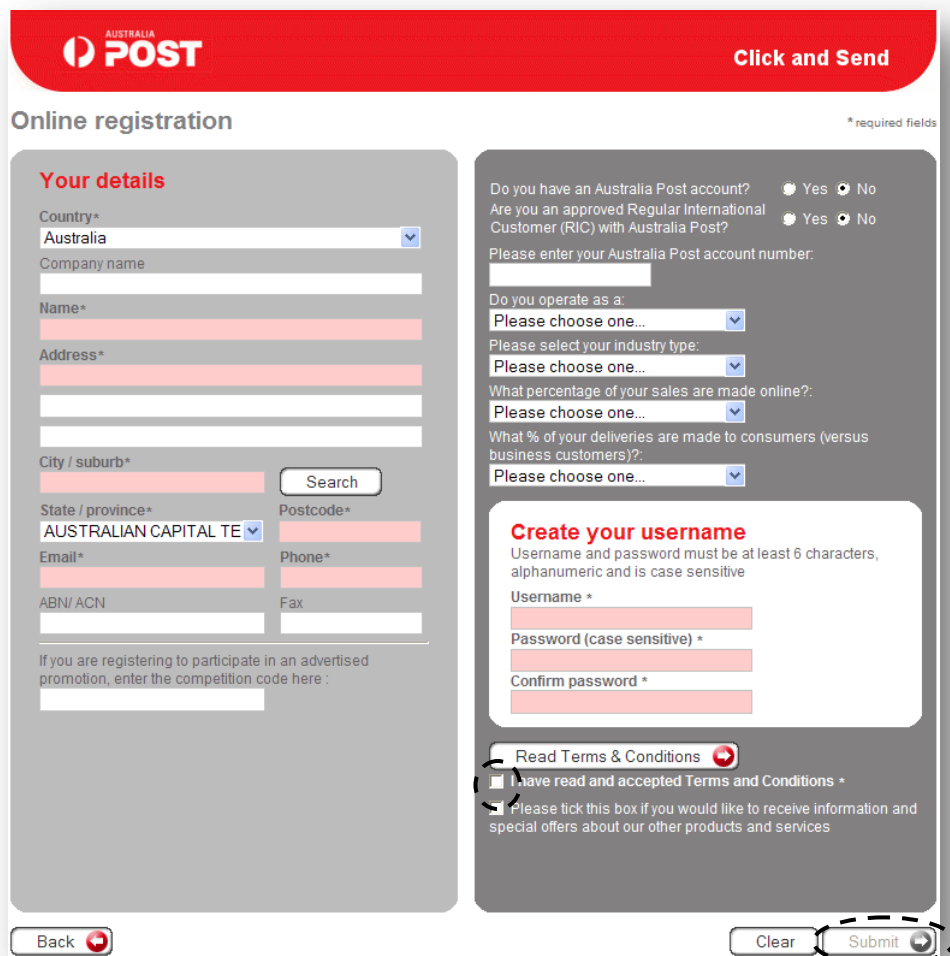


The screenshot shows the 'Click and Send' login and sign-up interface. At the top, there is a red header with the 'AUSTRALIA POST' logo on the left and 'Click and Send' on the right. Below the header, the eBay logo and 'eBay.com.au' are displayed on the left, followed by the text 'Australia Post and eBay welcome you to Click and Send' and the tagline 'Managing your eBay items has never been so easy!'. A paragraph explains that users can link Click and Send to their eBay account to import order information. Three steps are listed: 1) Sign up now below (or sign in if already registered), 2) Select 'Link with eBay', and 3) Click 'Select eBay items' to import. A link for '*Terms and Conditions apply' is provided. The main content area is divided into three columns: 'Sign up now' (red background), 'Sign in' (grey background), and 'Sign up later Send an item now' (grey background). The 'Sign up now' column contains a 'Sign up' button with a red arrow icon. The 'Sign in' column contains fields for 'Username' and 'Password', a 'Login' button with a red arrow icon, and a link for 'Forgotten your password? Click here'. The 'Sign up later' column contains a 'Postcode' field, a list of options (same day courier pick up, next day courier pick up, pay at post office), and a 'Send now' button with a red arrow icon. At the bottom, there is a footer with links for 'Privacy policy | Terms and Conditions | Contact us | Need help?'.

Step 2

To become a registered user, enter the appropriate name, address and contact details in the light grey “Your Details” panel on the left of screen, making sure the **pink-shaded fields with an asterisk are completed**.

- Enter all relevant account information into the dark grey panel on the right. This section also enables you to create your username which will be used for all future logins.
- When this has been completed, click the **Terms and Conditions** button and review the full terms and conditions.
- Now click **Submit** to move to the next page.



AUSTRALIA POST Click and Send

Online registration * required fields

Your details

Country*
Australia

Company name

Name*

Address*

City / suburb*

State / province*
AUSTRALIAN CAPITAL TE

Postcode*

Email* Phone*

ABN/ ACN Fax

If you are registering to participate in an advertised promotion, enter the competition code here :

Do you have an Australia Post account? Yes No

Are you an approved Regular International Customer (RIC) with Australia Post? Yes No

Please enter your Australia Post account number:

Do you operate as a:
Please choose one...

Please select your industry type:
Please choose one...

What percentage of your sales are made online?:
Please choose one...

What % of your deliveries are made to consumers (versus business customers)?:
Please choose one...

Create your username

Username and password must be at least 6 characters, alphanumeric and is case sensitive

Username *

Password (case sensitive) *

Confirm password *

I have read and accepted Terms and Conditions *

Please tick this box if you would like to receive information and special offers about our other products and services

Step 3

- Next, you will be prompted to link your eBay Account with Click and Send. To link your accounts select the **Link with eBay** button and follow the prompts.

Please note: you will only need to complete this registration process once.

- Once you have linked your accounts, sign into eBay.com.au and click **I Agree**. You will then be redirected back to Click and Send to **Finish** the process.

AUSTRALIA POST **Click and Send**

Congratulations on your registration for Australia Post's "Click and Send"

An email will be sent to the address provided with your registration confirmation. Please read the important information in this email prior to using the application.

As a registered user of Click and Send you can:

- Quickly prepare and print your documentation online, alert recipients via email and track your item online.
- Choose from a range of lodgement options including requesting a courier pickup.
- Manage your shipments and customers within one simple system.

If you have any enquiries about your registration details, please call **1300 662 710** or email at clickandsend@auspost.com.au

eBay.com.au If you are an eBay seller, you can link Click and Send to your eBay account and import your orders automatically into Click and Send. This will make preparing your items for postage easy as there is no need to re-enter customer and item details.

You can do it now by selecting the "Link with eBay" button below.

Alternatively click the "Finish" button and you can link with eBay later from the Admin tab.

[Privacy policy](#) | [Terms and Conditions](#) | [Contact us](#) | [Need help?](#)

eBay.com.au

Grant application access: Click and Send

Ready to use Click and Send? Great! We need your consent to share your eBay data. Don't worry, we won't share your eBay password. You can change this any time by editing your [account preferences](#).

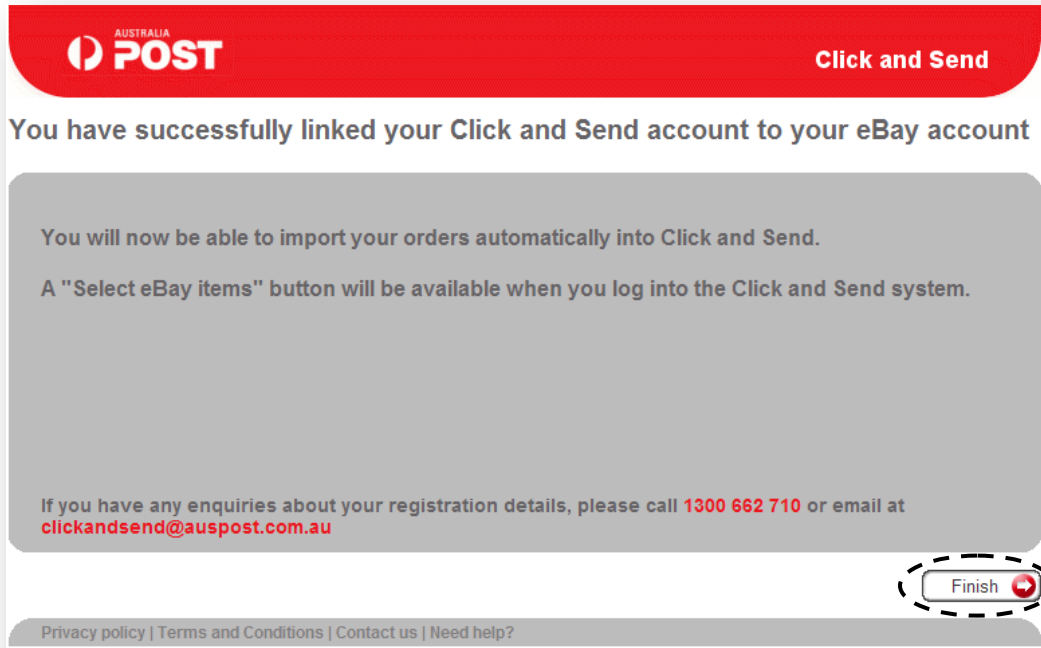
Please take the time to read Click and Send's terms of service and [privacy policy](#), because these policies will apply when you use this service. Remember, we don't manage policies set by other companies.

By clicking on the "I agree" button, you're allowing us to link your eBay account with Click and Send.

No thanks, take me to the [Application's website](#) or [eBay homepage](#)

[About eBay](#) | [Announcements](#) | [Buy Hub](#) | [Register](#) | [Feedback Forum](#) | [Site Map](#) | [Policies](#) | [Contact Us](#) | [Advertise](#)
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 eBay official time

About SSL Certificates




AUSTRALIA POST **Click and Send**

You have successfully linked your Click and Send account to your eBay account

You will now be able to import your orders automatically into Click and Send.

A "Select eBay items" button will be available when you log into the Click and Send system.

If you have any enquiries about your registration details, please call **1300 662 710** or email at clickandsend@auspost.com.au

Finish 

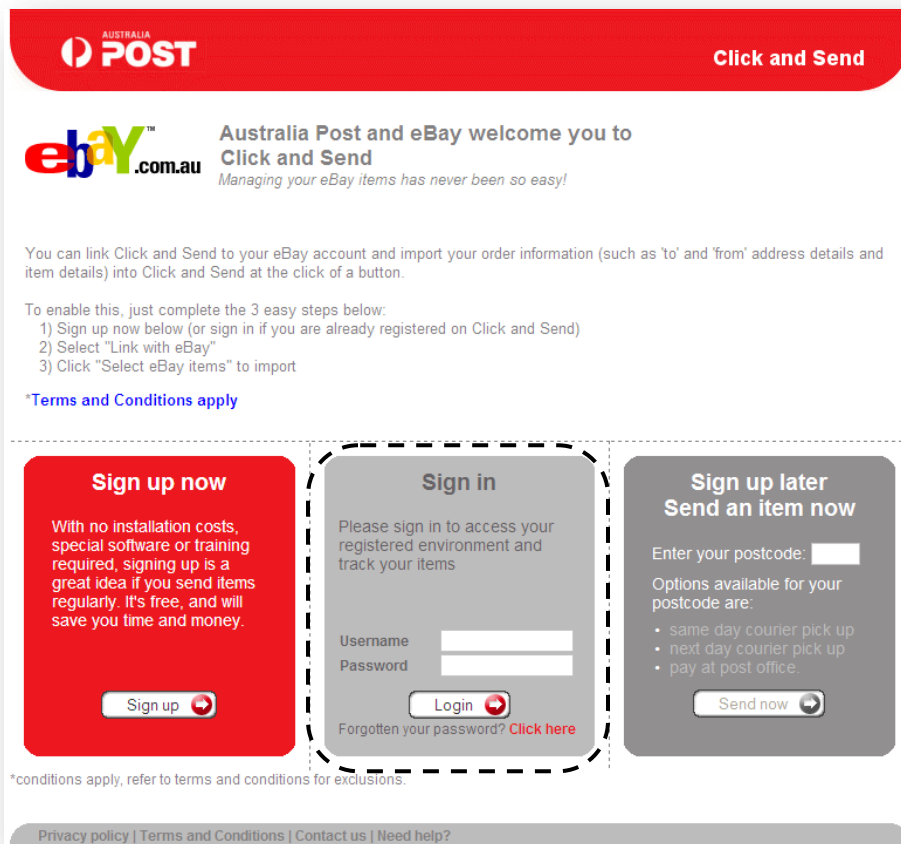
[Privacy policy](#) | [Terms and Conditions](#) | [Contact us](#) | [Need help?](#)

Creating a Domestic Postage label for your satchel

Step 1

Once you are a registered user, logging into Click and Send is easy!

- Go to <https://www.clickandsend.com.au/login/ebaylogin.epl>
- Enter your Username and Password into the “Sign in” section in the light grey box located in the centre of the home page. Then click **Login**.



The screenshot shows the Australia Post Click and Send login page. At the top, there is a red header with the Australia Post logo and the text "Click and Send". Below the header, the eBay.com.au logo is displayed next to the text "Australia Post and eBay welcome you to Click and Send" and the tagline "Managing your eBay items has never been so easy!".

The main content area contains the following text:

You can link Click and Send to your eBay account and import your order information (such as 'to' and 'from' address details and item details) into Click and Send at the click of a button.

To enable this, just complete the 3 easy steps below:

- 1) Sign up now below (or sign in if you are already registered on Click and Send)
- 2) Select "Link with eBay"
- 3) Click "Select eBay items" to import

*Terms and Conditions apply

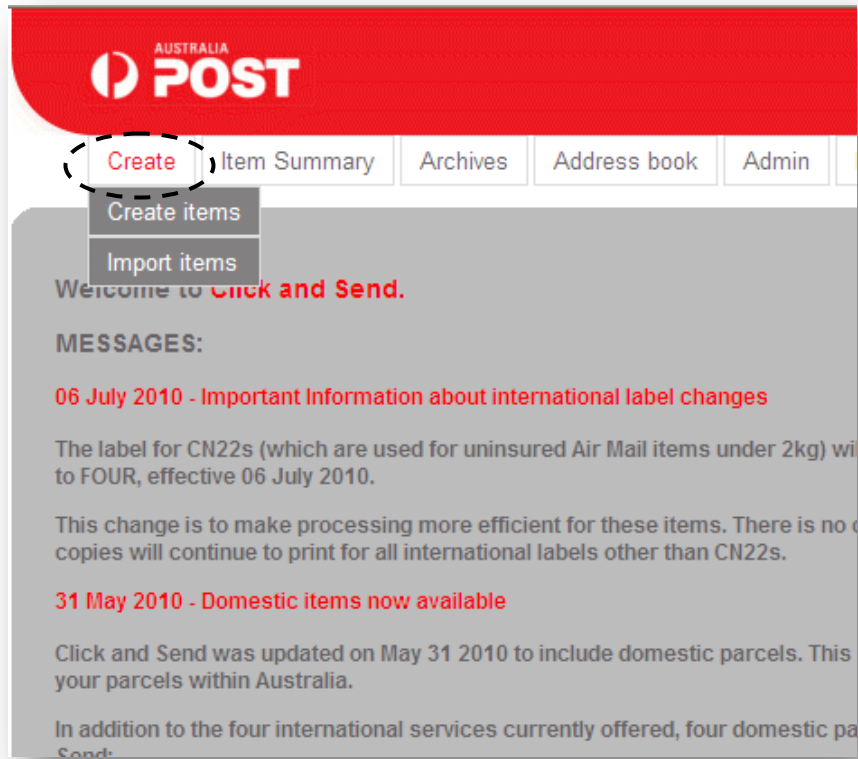
The page features three main sections:

- Sign up now:** A red box with the text "With no installation costs, special software or training required, signing up is a great idea if you send items regularly. It's free, and will save you time and money." and a "Sign up" button.
- Sign in:** A light grey box with the text "Please sign in to access your registered environment and track your items". It includes fields for "Username" and "Password", a "Login" button, and a link for "Forgotten your password? Click here".
- Sign up later Send an item now:** A grey box with the text "Enter your postcode:" followed by a text input field. Below it, it lists "Options available for your postcode are:" with bullet points: "same day courier pick up", "next day courier pick up", and "pay at post office." It also has a "Send now" button.

At the bottom of the page, there is a footer with the text: "Privacy policy | Terms and Conditions | Contact us | Need help?"

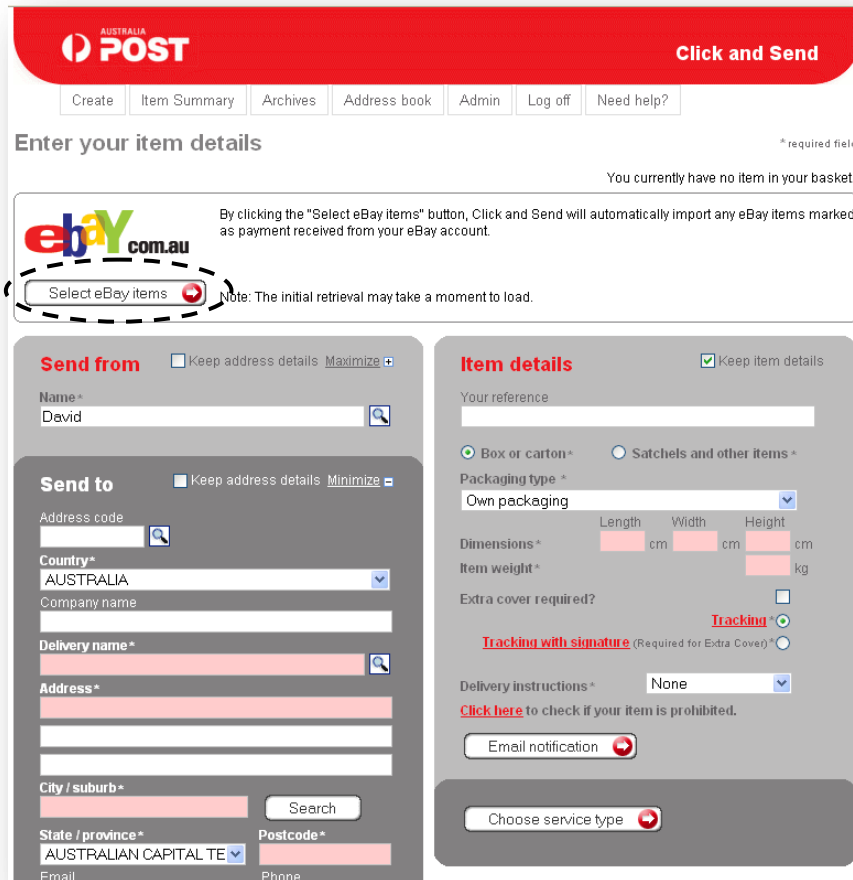
Step 2

If you are ready to start and want to create an item to send, click on the **Create** tab in the upper left corner.



Step 3

Next, click on the **Select eBay items** to import the address details of the items you would like to create labels for. This may take a few moments to load. Otherwise you can enter them manually.




AUSTRALIA POST Click and Send

Create | Item Summary | Archives | Address book | Admin | Log off | Need help?

Enter your item details * required fields

You currently have no item in your basket.

 By clicking the "Select eBay items" button, Click and Send will automatically import any eBay items marked as payment received from your eBay account.

Select eBay items Note: The initial retrieval may take a moment to load.

Send from Keep address details [Maximize](#)

Name*
David

Send to Keep address details [Minimize](#)

Address code

Country*
AUSTRALIA

Company name

Delivery name*

Address*

City / suburb*

State / province*
AUSTRALIAN CAPITAL TE

Email

Item details Keep item details

Your reference

Box or carton* Satchels and other items*

Packaging type*
Own packaging

Dimensions*
Length cm Width cm Height cm

Item weight* kg

Extra cover required?

Tracking

Tracking with signature (Required for Extra Cover)

Delivery instructions*
None

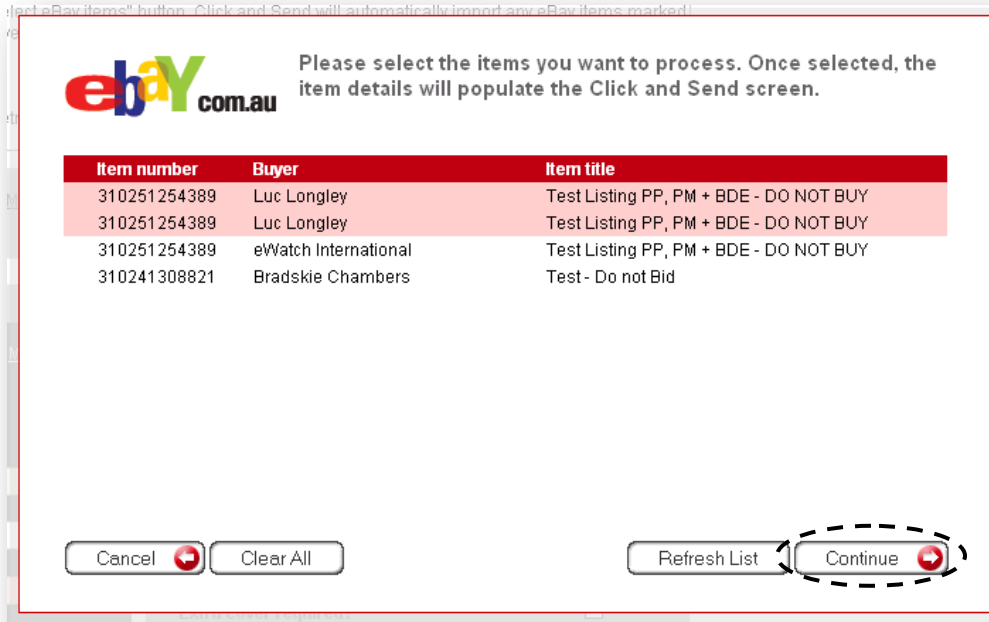
[Click here](#) to check if your item is prohibited.

Email notification

Choose service type

Step 4

Select the listings you wish to print labels for then click **Continue**.



Note: Each listing selected can only include items purchased by the same buyer. Items purchased by different buyers must be processed separately.

Step 5

Once you've imported your buyers' details, check the details are correct in the "Send to" section.

Note: Changing the buyers address from the one specified by the Buyer at the time of the sale could affect the chance of this item being protected by PayPal Seller Protection. Refer to PayPal's Seller protection policy found in Schedule 1 of PayPal's user agreement on www.paypal.com.au for full terms and conditions.

Send from Keep address details [Maximize](#) +

Name*
David Test

Send to Keep address details [Minimize](#) -

Address code

Country*
AUSTRALIA

Company name

Delivery name*
Bradskie Chambers

Address*
33 Street Place

City / suburb*
Horsham

State / province*
VICTORIA

Postcode*
3400

Email

Phone
0355470000

Save address to address book

Item details Keep item details

Your reference
310241308821

Box or carton* Satchels and other items*

Packaging type*
Own packaging

Dimensions*	Length	Width	Height
	20 cm	8 cm	8 cm

Item weight* kg

Extra cover required?

[Tracking](#)

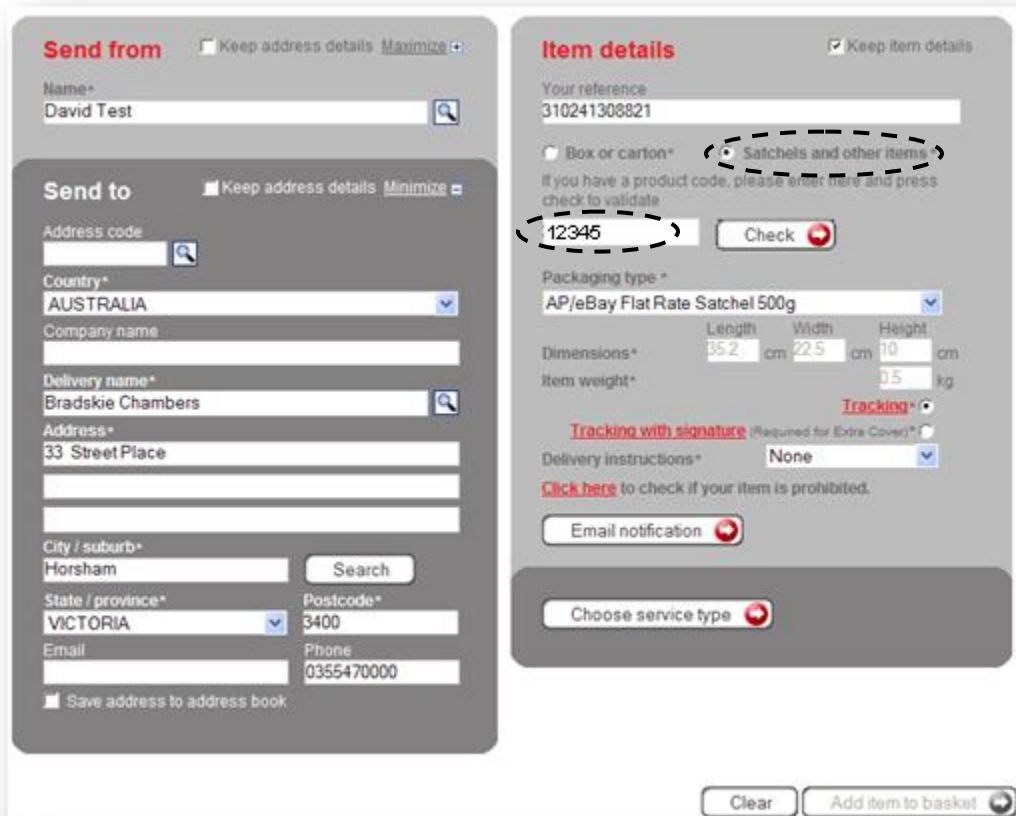
[Tracking with signature](#) (Required for Extra Cover)*

Delivery instructions*
None

[Click here](#) to check if your item is prohibited.

Step 6

- Under **Item details**, select **Satchels and other items**.
- Enter your satchel **product code**. This code can be found on your Australia Post/eBay satchel under the 'How to post' section on the back of the satchel.
- Click on **Check** to validate the size of the satchel you are using.



Send from Keep address details [Maximize](#)

Name*
David Test

Send to Keep address details [Minimize](#)

Address code
Country*
AUSTRALIA
Company name
Delivery name*
Bradskie Chambers
Address*
33 Street Place
City / suburb*
Horsham Search
State / province*
VICTORIA
Postcode*
3400
Email
Phone
0355470000
 Save address to address book

Item details Keep item details

Your reference
310241308821

Box or carton* Satchels and other items*

If you have a product code, please enter here and press check to validate
12345 Check

Packaging type*
AP/eBay Flat Rate Satchel 500g

Dimensions*
Length 35.2 cm Width 22.5 cm Height 10 cm
Item weight* 0.5 kg

Tracking*
[Tracking with signature](#) (Required for Extra Cover)*
Delivery instructions* None
[Click here](#) to check if your item is prohibited.

Email notification
Choose service type

Clear Add item to basket

Step 7

Recommended:

- **Email Notification:** Set up an email notification to automatically email your customers when the label has been printed. This step is highly recommended as it's simple to do and a perfect way to provide great communication and customer service.

Optional:

- **Tracking with signature:** Your item will normally be scanned throughout the delivery process so you can track your item and confirm delivery. A signature is obtained when the item is delivered. Additional costs apply.
- **Delivery Instructions:** If your customer has provided you with specific delivery instructions you can include it here.

Step 8

Click on **Choose Service type** to display available Parcel Post Services.

Send from Keep address details [Maximize](#)

Name*
David Test

Send to Keep address details [Minimize](#)

Address code
[input]

Country*
AUSTRALIA

Company name
[input]

Delivery name*
Bradskie Chambers

Address*
33 Street Place

City / suburb*
Horsham

State / province*
VICTORIA

Email
[input]

Postcode*
3400

Phone
0355470000

Save address to address book

Item details Keep item details

Your reference
310241308821

Box or carton* Satchels and other items*

If you have a product code, please enter here and press check to validate

12345

Packaging type*
AP/eBay Flat Rate Satchel 500g

Dimensions*	Length	Width	Height
	35.2 cm	22.5 cm	10 cm

Item weight*
0.5 kg

[Tracking with signature](#) (Required for Extra Cover)*

Delivery instructions*
None

[Click here](#) to check if your item is prohibited.

- Click the Parcel Post service you wish to use (often there is only one) followed by **Add to basket**.
- At this point you can repeat the process to process remaining completed orders.
- Once you've processed all your orders, select the **Click here** link at the very bottom of the page and proceed to the payment option section of the process.

Send from

Keep address details [Maximize](#)

Name*
David Test

Send to

Keep address details [Minimize](#)

Address code
[input]

Country*
AUSTRALIA

Company name
[input]

Delivery name*
Bradskie Chambers

Address*
33 Street Place

City / suburb*
HORSHAM

State / province*
VICTORIA

Postcode*
3400

Email
[input]

Phone
0355470000

Save address to address book

Item details

Keep item details

Your reference
310241308821

Box or carton* Satchels and other items*

If you have a product code, please enter here and press check to validate

12345

Packaging type*
AP/eBay Flat Rate Satchel 500g

Dimensions*
Length: 35.2 cm, Width: 22.5 cm, Height: 10 cm

Item weight*
0.5 kg

Tracking*
[Tracking with signature](#) (Required for Extra Cover)*

Delivery instructions*
None

[Click here](#) to check if your item is prohibited.

Service	Price	Select
Parcel Post	AUS 5.50	<input checked="" type="radio"/>

Express Post and Express Post Platinum - guaranteed next business day delivery. Over specified routes. Conditions apply. If we do not deliver as promised, your postage will be refunded upon presentation of the Customer Receipt for the parcel.

You currently have 2 item(s) in your basket. [Click here](#) to process.

Step 9

Check all the package details in the summary page. If everything is correct, you need to advise how you would like to post your satchel.

- Collected by courier pick up (additional fee associated) OR
- Dropping off in a red street posting box anytime - free

Your item summary

2 items pending

<input checked="" type="checkbox"/>	Parcel Post	Weight: 0.5kg	Postage charge: AU\$ 5.50	Delete
	From Test	To D Tester ROSLYN, NSW Australia, 2580		Edit
<input checked="" type="checkbox"/>	Parcel Post	Weight: 0.5kg	Postage charge: AU\$ 5.50	Delete
	From Test	To Luc Longley SYDNEY, NSW Australia, 2000		Edit

Read Terms & Conditions

I have read and accepted the Terms and Conditions

Select all

Delete selected

Unselect all

Delete all

Pay now with courier pickup

Pay now and drop in Street Posting Box

Step 10 – Additional step for courier pick up only (optional)

If you choose the courier pick up option, you will need to indicate when you would like the courier to collect the satchel from you.

Choose your pick up option * required fields

Confirm pick up address

Country*
Australia ▼

Company name

Name*
David Test

Address*
12 Street Place

City / suburb*
LEICHHARDT

State*
NEW SOUTH WALES ▼

Postcode*
2040

Email*
dgolf70@gmail.com

Phone*
0411 203333

Pick up instructions (max 256 characters)

Postage charge **AU\$ 11.00**

Pick up options

Next Bus. Day Window 10:00 - 14:00 ▼ AU\$ 16.50


Next Business Day AU\$ 11.00

Total charge **AU\$ 22.00**

*Courier pickup of international parcels do not attract GST.

Step 11

You will be directed to a Commonwealth Bank online payment system.
Click on either the **Visa**, **MasterCard** or **American Express** logos to select a payment method.

Commonwealth Bank 

Your details will be sent to and processed by **The Commonwealth Bank of Australia** and will not be disclosed to the merchant




TEST MODE

Merchant name: **Australian Postal Corporation**

Card selection

TO AVOID BEING CHARGED INCORRECTLY DO NOT CLOSE THE BROWSER WINDOW OR USE THE BACK BUTTON UNTIL YOU RETURN BACK TO THE MERCHANT'S WEBSITE.

Pay securely using SSL+ by clicking on the card logo below:


  

TO AVOID BEING CHARGED INCORRECTLY DO NOT CLOSE THE BROWSER WINDOW OR USE THE BACK BUTTON UNTIL YOU RETURN BACK TO MERCHANT'S WEBSITE.

[CommWeb Terms and Conditions of use](#)

Step 12

Enter your credit card details and click **Pay**.


Commonwealth Bank 

Your details will be sent to and processed by **The Commonwealth Bank of Australia** and will not be disclosed to the merchant

TEST MODE

Merchant name: **Australian Postal Corporation**

Card details


 **MasterCard:** You have chosen **MasterCard** as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.

Card Number :::

Expiry Date ::: / month/year

Security Code :::


Purchase Amount ::: **AUD \$16.00**



I hereby authorise the debit to my MasterCard Account in favour of Australian Postal Corporation

TO AVOID BEING CHARGED INCORRECTLY
DO NOT CLOSE THE BROWSER WINDOW
OR USE THE BACK BUTTON UNTIL
YOU RETURN BACK TO MERCHANT'S WEBSITE.

[CommWeb Terms and Conditions of use](#)

Commonwealth Bank 

Your details will be sent to and processed by **The Commonwealth Bank of Australia** and will not be disclosed to the merchant

TEST MODE

Merchant name: **Australian Postal Corporation**

Your payment has been **approved**.
Please wait while you are redirected back to the merchant..

TO AVOID BEING CHARGED INCORRECTLY
DO NOT CLOSE THE BROWSER WINDOW
OR USE THE BACK BUTTON UNTIL
YOU RETURN BACK TO MERCHANT'S WEBSITE.

[CommWeb Terms and Conditions of use](#)






Step 13

- Once your payment has been successfully processed you will be directed back to Click and Send.
- To print labels, click either the **Print selected** or **Print all** button.

Print your labels

Your items have been processed and you can now print your labels. An email regarding your transaction has been sent to your email address.

For domestic items please sign your address label and attach to your item. For international items you must sign all 4 copies of your consignment note, then place 3 copies in a clear plastic pocket and attach the pocket to the item. Plastic pockets for international items can be obtained free of charge at Postal Outlets.

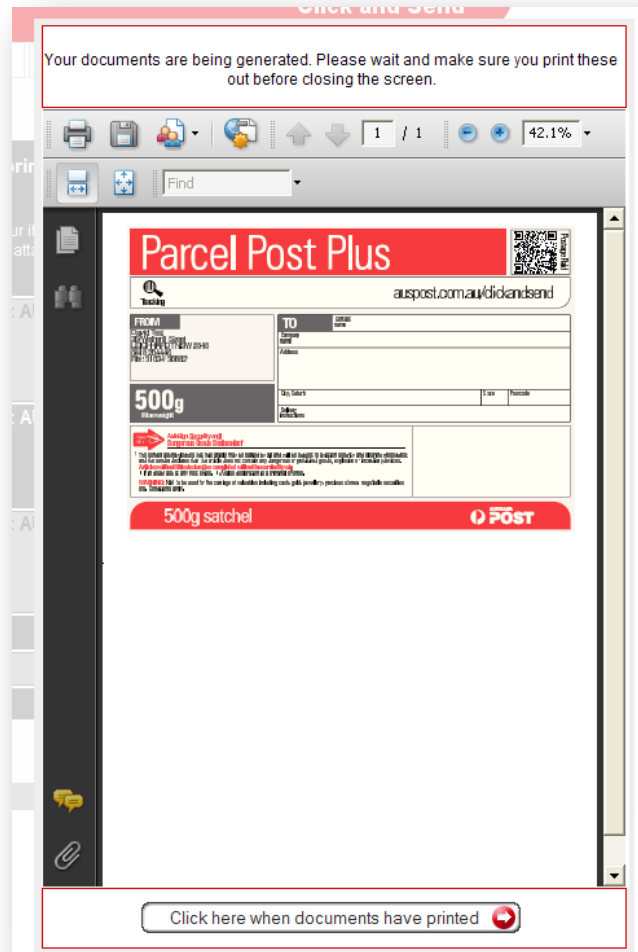
<input type="checkbox"/> Parcel Post	Weight: 0.5kg	Postage charge: AU\$ 5.50	
From Test	To D Tester ROSLYN, NSW Australia, 2580		
<input type="checkbox"/> Parcel Post	Weight: 0.5kg	Postage charge: AU\$ 5.50	
From Test	To Luc Longley SYDNEY, NSW Australia, 2000		
<input type="checkbox"/> Parcel Post	Weight: 0.5kg	Postage charge: AU\$ 5.50	
From David Test LEICHARDT, 2040	To Bradskie Chambe... HORSHAM, VIC Australia, 3400		
Print transaction summary 			
Print tax invoice 			

[Privacy policy](#) | [Terms and Conditions](#) | [Contact us](#) | [Need help?](#)

Step 14

A copy of your label will appear for you to print.

Once the label has printed, click on the **Click here when documents have printed** button.



Step 15

The label can be then folded in half and placed in the clear pouch on the back of the satchel

