

Steps to use Speedpost “Postage Paid by Addressee” Service

Step 1: Login to Speedpost Online Account Zone <http://www.speedpostonline.hongkongpost.com>

The screenshot shows the Speedpost Online Account Zone login page. At the top, there is a navigation bar with 'Home', 'English', '繁體', and '简体'. The main heading is 'Speedpost Online Account Zone'. Below the heading, there is a description: 'Speedpost Online Account Zone provides speedy and convenient online services for Speedpost account customer. Experience it now!'. A login form is centered, titled 'Speedpost Online Account Login'. It contains fields for 'Login Name' and 'Password', a 'Forgot login name / password?' link, and buttons for 'Login', 'Reset', and 'Service Registration'. To the right, there are links for 'Steps to register Speedpost Online Account' and 'Steps to use "Delivery Notification" Service'. At the bottom, there is a link for 'Not yet registered for Speedpost account yet? Please click here.' and a copyright notice: 'Copyright © 2007 Hongkong Post. All rights reserved.' The page was last updated on 14/05/2008.

Step 2 : After log-in, please select “Postage Paid by Addressee”.

The screenshot shows the Speedpost Online Account Zone dashboard after login. The user is logged in as 'Account No. 407223'. The 'Postage Paid by Addressee' button is highlighted with an orange circle. Other buttons include 'FreightPLUS' and 'Delivery Notification Service'. A message box displays the login time: '23/05/2008 16:40:17' and 'Thank you for using Speedpost Online Account Service. Your last successful login was on 23/05/2008 15:01:24. (S1001)'. There are two promotional banners: one for 'Last call for submitting application of gift redemption for the scheme launched in the fiscal year of 07/08' with a deadline of 31st May 2008, and another for 'Bonus Point Scheme 08/09 is launched!' with a 'NEW Function' tag. The page footer includes 'Copyright © 2007 Hongkong Post. All rights reserved.' and 'Last updated 27/12/2007'.

Step 3 : Fill in the Posting Form (Pos 494B)

Account No. 487223

Sender Information
Name of Sender: TESTING ACCOUNT FOR COD/PPA(CREDIT)
Address of Sender: Pick-up Address
ROOM 169, BLK 1
CT BUILDING
167 QUEEN'S ROAD
CENTRAL DISTRICT, HONG KONG

Contact Person: Peter Chan
Tel./Fax: 22222222

Addressee Information
Name of Addressee: CHAN TAI MAN
Address of Addressee: ROOM 8888
XIN YEUN BUILDING
GUANGZHOU

Step 4 : You can also check the Postage while filling out the posting form.

Country: MAINLAND CHINA
Total Weight (kg): 20
Estimated Postage (RMB):

Note:
1) The value displayed is for reference only. The final charges shall be determined by the price plan on the date of posting. Total weight of the item is subject to the final measurement by Hongkong Post after the pick-up.
2) The above postage rates do not include the service fee of HKD 10 per item to be paid by sender.

Submit Close

Step 5 : Please print the posting form (Pos494B) by laser printer and sign on all of the 5 copies.

PRINT Posting Form (Pos 494B)

Printer Setup Instructions

- Put A4 paper in your printer (MUST be printed by laser printer)
- Go to the "File" menu in your web browser, choose "Page Setup"
- Change all "Margins" to 0.25 inches (or 6.4mm)
- Remove text from "Header" and "Footer" fields
- Set "Orientation" to "Portrait"
- Click OK. Then click "Preview & Print" on this page to print

Page Setup

Paper: A4

Source: Auto Select

Orientation: Portrait Landscape

Margins (inches): Left: 0.25, Right: 0.25, Top: 0.25, Bottom: 0.25

Header: [Empty]

Footer: [Empty]

Buttons: OK, Cancel, Printer...

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Step 6 : Place the full set of posting forms into a transparent envelope and affix it on the posting item.

		香港郵政 HONGKONG POST 郵件編號 Item No. EE 700 002 297 HK	
寄件人姓名及地址 NAME AND ADDRESS OF SENDER TESTING ACCOUNT FOR CODIPPA(CREDIT) ROOM 169, BLK 1 CT BUILDING 187 QUEEN'S ROAD CENTRAL DISTRICT, HONG KONG		收件人姓名及地址 NAME AND ADDRESS OF ADDRESSEE 陳大文 廣州 天河北路 信源大廈 888室 GUANGDONG PROVINCE	
聯絡人 Contact Person Peter Chan 電話傳真(Tel./Fax) 2921 2277		國家 Country MAINLAND CHINA 郵政區號碼 Postal Code 510898 電話傳真 (Tel./Fax) 861088888888	
(1) 相關單 CUSTOMS DECLARATION <input checked="" type="checkbox"/> 貨品 Merchandise <input type="checkbox"/> 樣品 Sample		(5) 投遞附加服務 Value Added Services <input checked="" type="checkbox"/> 郵資到付: 仟 二 佰 零 拾 五 元(人民幣/RMB) Postage Paid by Addressee: (郵局匯Hongkong Post Use)	
(2) 內藏物品詳情及數量 Quantity & detailed description of contents 計算機 3.000 10.00		(6) 收件人應付費用總計: Total Charge Paid by Addressee*: 仟 二 佰 零 拾 五 元(人民幣/RMB) (郵局匯Hongkong Post Use)	
(3) 重量(公斤) Weight (kg) 3.000 (4) 價值(港幣) Value(HKD) 10.00		(7) 收件人姓名 Name of recipient 收件人簽署/公司印圖 Signature/Company Chop	
(5) 貨運單號碼及原產地 Invoice, HS tariff number and country of origin of goods HS12345678 3.000 10.00		投遞日期及發貨單數目 Number of certificates and invoices 數量 No. 1	
投保特快專遞保險服務 Speedpost Insurance <input checked="" type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No		專門收件職員簽署 Signature of Collection Officer 投遞收條 DELIVERY RECEIPT (投遞收條為 To be completed at the time of delivery)	
本人謹此聲明: 投遞收條上之資料均屬真實。此項聲明由寄件人或其代理人或代理人簽署。本人謹此聲明: 投遞收條上之資料均屬真實。此項聲明由寄件人或其代理人或代理人簽署。本人謹此聲明: 投遞收條上之資料均屬真實。此項聲明由寄件人或其代理人或代理人簽署。			
訂章及寄件人簽署 Date and Sender's Signature 2 June 2008 Peter Chan		投遞結果 Delivery Result <input type="checkbox"/> 成功派遞 Successful delivery <input type="checkbox"/> 退回 Return <input type="checkbox"/> 收件人拒付款 Recipient refuse to pay charges	
投遞員簽署 Signature of delivery officer			

Step 7 : Arrange pick-up service online or by calling to 2921-2266

The screenshot displays the SpeedPost website interface. At the top, the SpeedPost logo and navigation links (Home, English, 繁體, 简体) are visible. The account number 487223 is shown. Below the navigation bar, there are tabs for 'Postage Paid by Addressee', 'FreightPLUS', and 'Delivery Notification Service'. A green banner contains the text 'Prepare Posting Form (Pos 494B) | [View Prepared Posting Form \(Pos 494B\)](#) | [Terms and Conditions](#)'. The main heading is 'PRINT Posting Form (Pos 494B)'. Underneath, 'Printer Setup Instructions' are listed:

1. Put A4 paper in your printer (MUST be printed b laser printer)
2. Go to the "File" menu in your web browser; choose "Page Setup"
3. Change all "Margins" to 0.25 inches (or 6.4mm)
4. Remove text from "Header" and "Footer" fields
5. Set "Orientation" to "Portrait"
6. Click OK. Then click "Preview & Print" on this page to print

Below the instructions are buttons for 'Preview & Print', 'Back', and 'Arrange Pickup Now' (the latter is circled in orange). A 'Page Setup' dialog box is overlaid on the right side of the page. It shows 'Paper Size' set to A4 and 'Source' set to Auto Select. The 'Headers and Footers' section has 'Header' and 'Footer' fields, with a red '4' indicating they should be empty. The 'Orientation' section has 'Portrait' selected, with a red '5' next to it. The 'Margins (inches)' section shows 'Left', 'Right', 'Top', and 'Bottom' all set to 0.25, with a red '3' next to the 'Right' field. The dialog box has 'OK', 'Cancel', and 'Printer...' buttons.

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