

MOBILE APP - ZUNGAS SHIPPING

MODULE FOR EMPLOYEES OF SHIPPING AND DELIVERY COMPANIES

Zungas Shipping app is a software developed to assist shipping and delivery companies manage their shipping services' business. It allows shipping companies to provide world class services to local markets without having to invest lots of money on hardware. The app can send automatic notifications to clients, generate shipping labels with barcode integrated, and geo-location package tracking capabilities. Smartphone, Tablet and small printer, is all shipping companies need to take advantage of this innovative software.

It is important to note that Zungas Shipping app is a cloud-based platform. Users must have an [account and sign an agreement](#) with **Zu Consulting & Services** to be able to use the software. No need to have it installed in a local server.

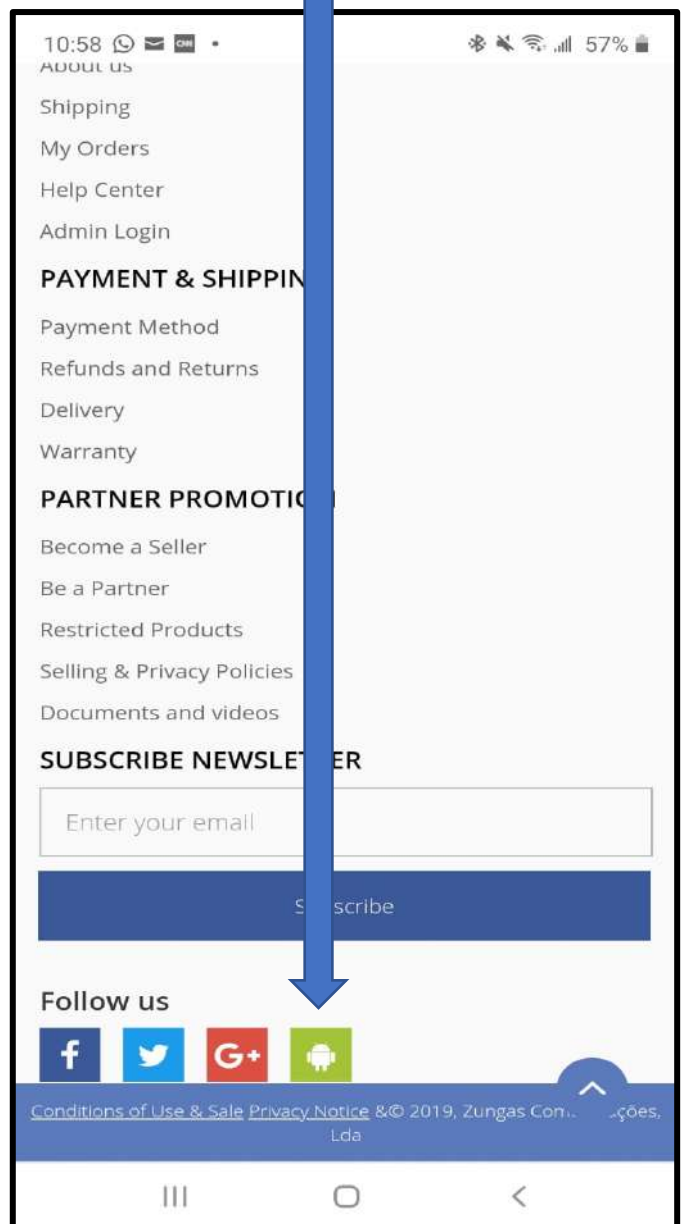
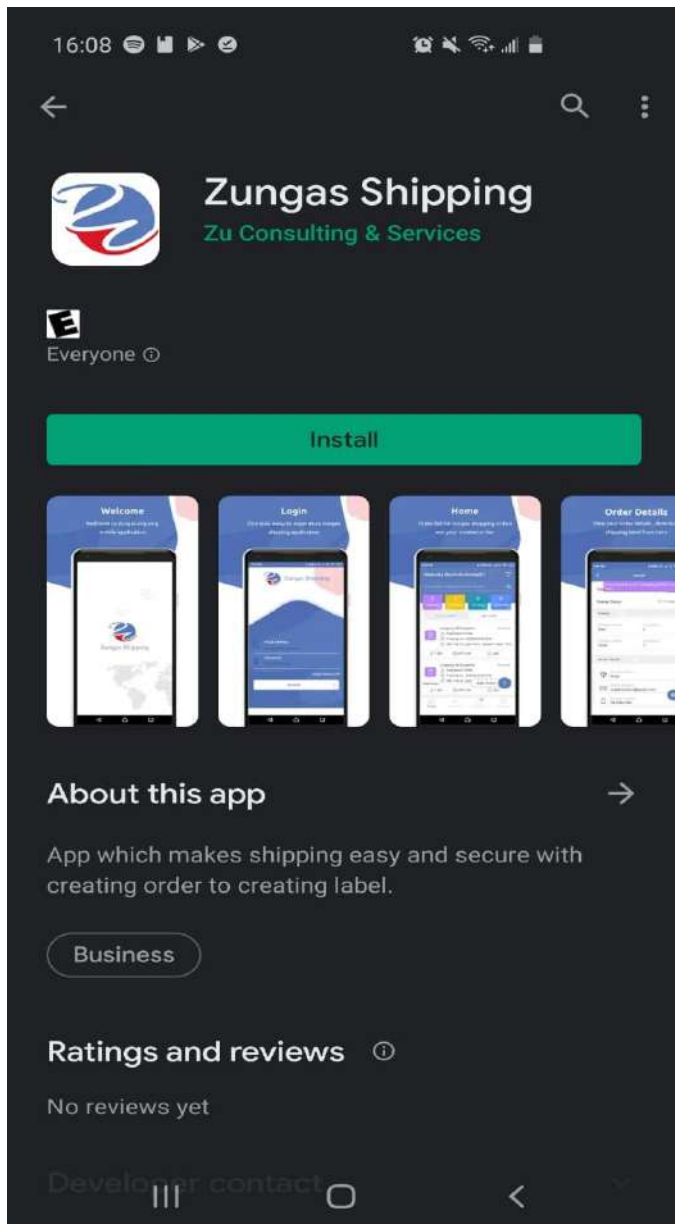
See below the structure of the platform as well as a step by step description and functionalities of **shipping app**.

Please note that the mobile app is needed to generate shipping labels, scan barcodes, and manage packages' status. The mobile app can be downloaded from [Google Play](#) by searching for [Zungas Shipping](#).



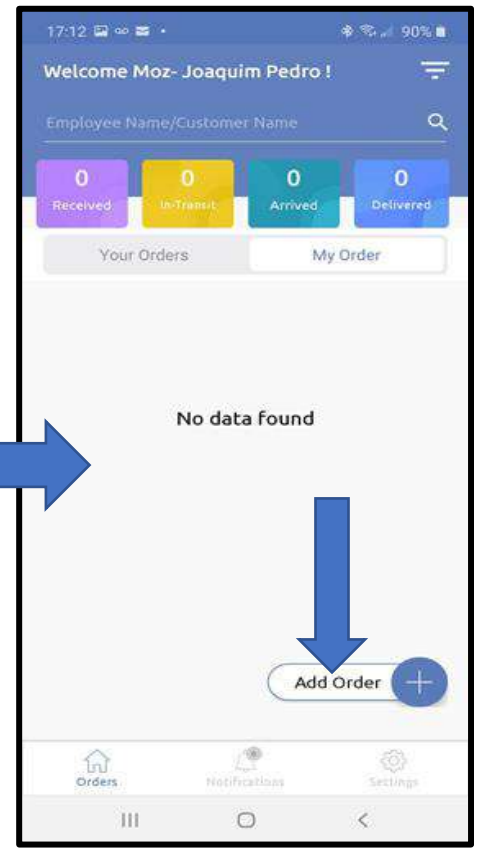
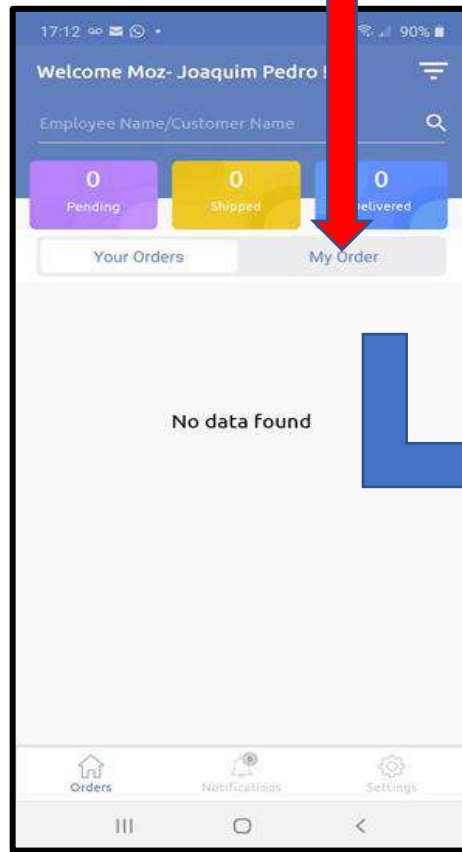
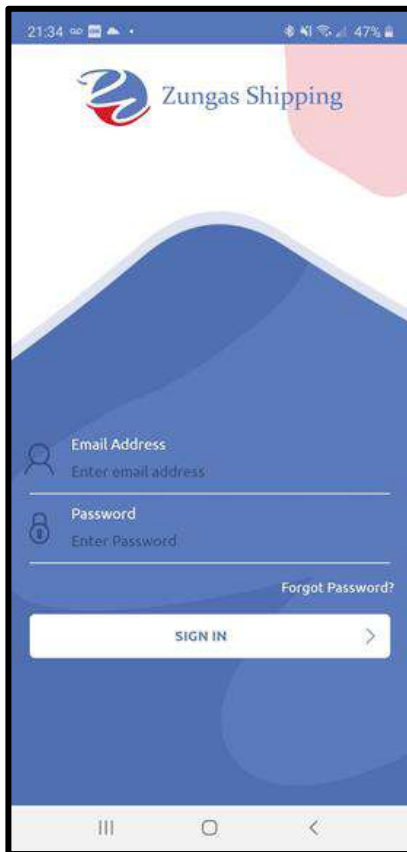
HOW TO DOWNLOAD THE APP

The app can be downloaded from [Google Play](#), search for [Zungas Shipping](#) or via website at <https://zungasshopping.com>, scroll down and click the [Android symbol](#)



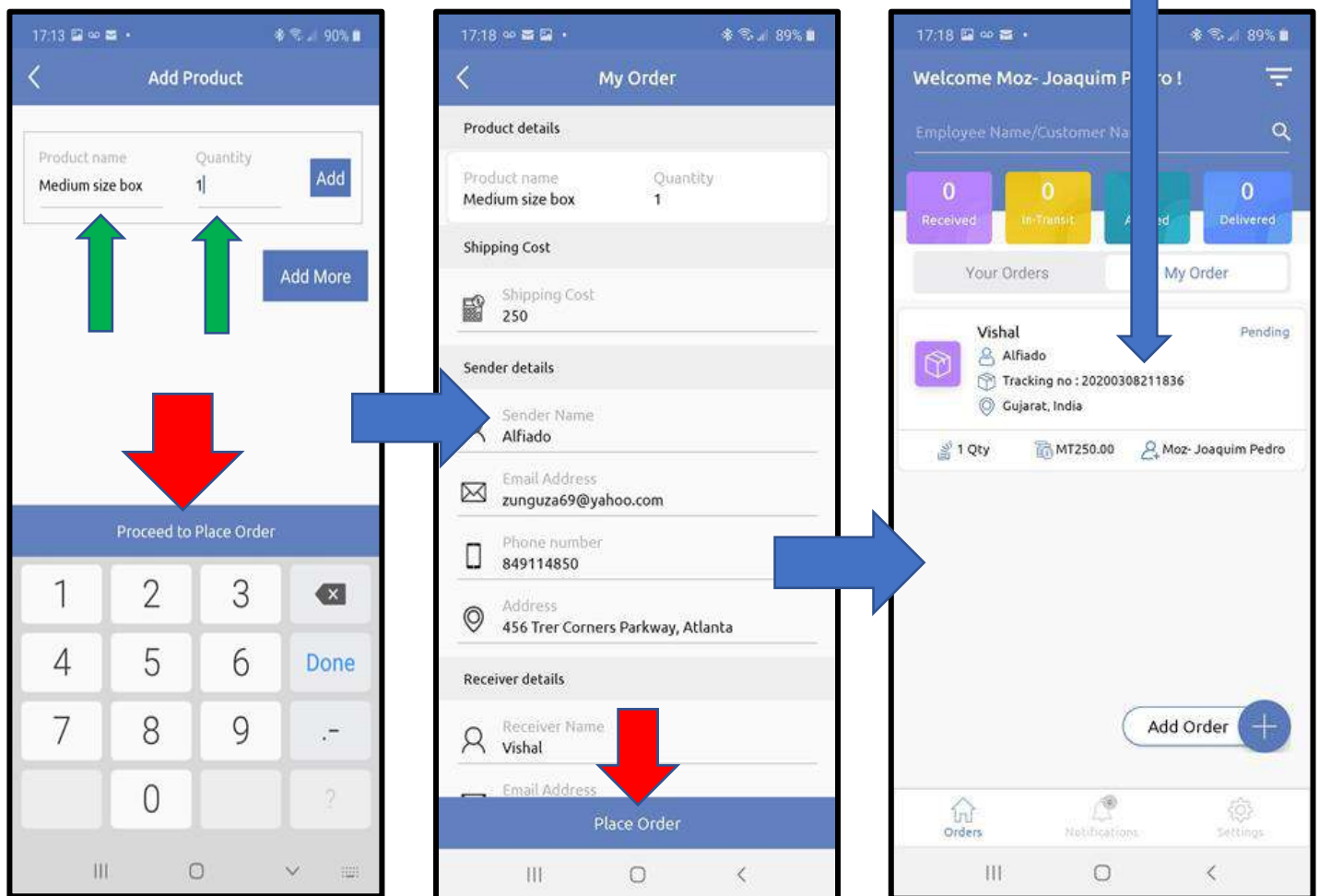
HOW TO LOGIN AND HOW THE HOME PAGE LOOKS LIKE

- Shipping company's manager create accounts and share login credentials with employees. Just use the e-mail and password provided to sign in into the platform
- When you sign in, the first screen shows two types of orders. "Your Orders" and "My Orders". To add orders and create shipping labels locally, click where it says **My Order**.
- In that page, click **Add Order**



HOW TO ADD ORDER AND CREATE LABEL

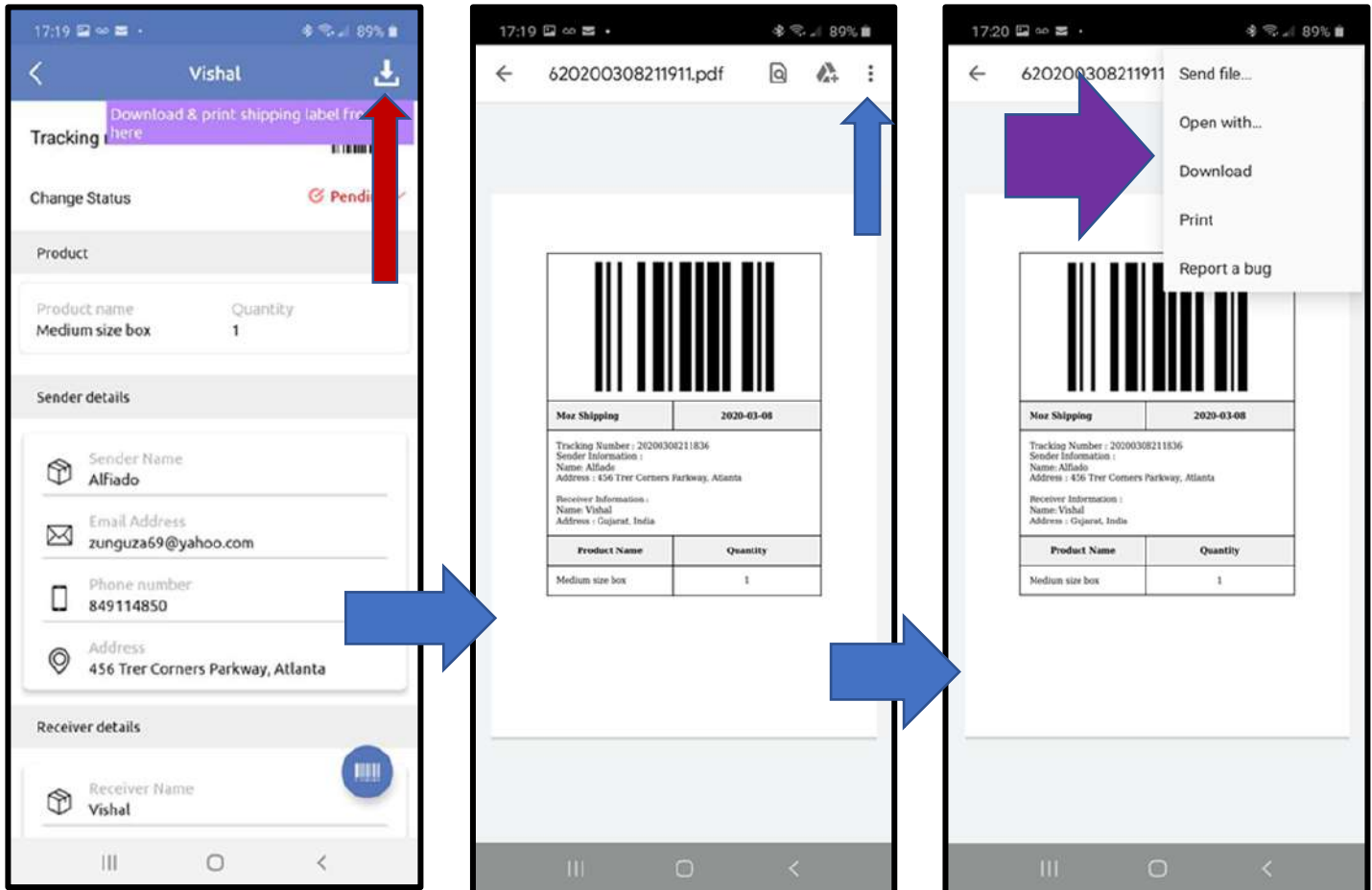
- When you click **Add Order**, as shown above, a window with fields to enter the description of the package and quantity will open.
- After writing the description and entering the quantity, click **Proceed to Place Order**
- A page that is opened has spaces to enter all details of the sender and receiver of the package to be shipped. Fill all fields with appropriate and accurate information and then click **Place Order**
- After clicking “place order”, the process of adding the shipping order and creation of shipping label is concluded. Now you need to download and print the label. That is done by tapping here



DOWNLODING AND PRINTING SHIPPING LABEL

- To download the shipping label, you must tap at the arrow on top of the sentence **“Download & Print Shipping Label from here”**
- After tapping the arrow, the label will be displayed. Your device may request that you allow PDF files to be displayed. If that happens, allow the device to display the file.
- To print or send the label to a computer for printing, you must tap at the three dots displayed vertically at the top right of the device screen.

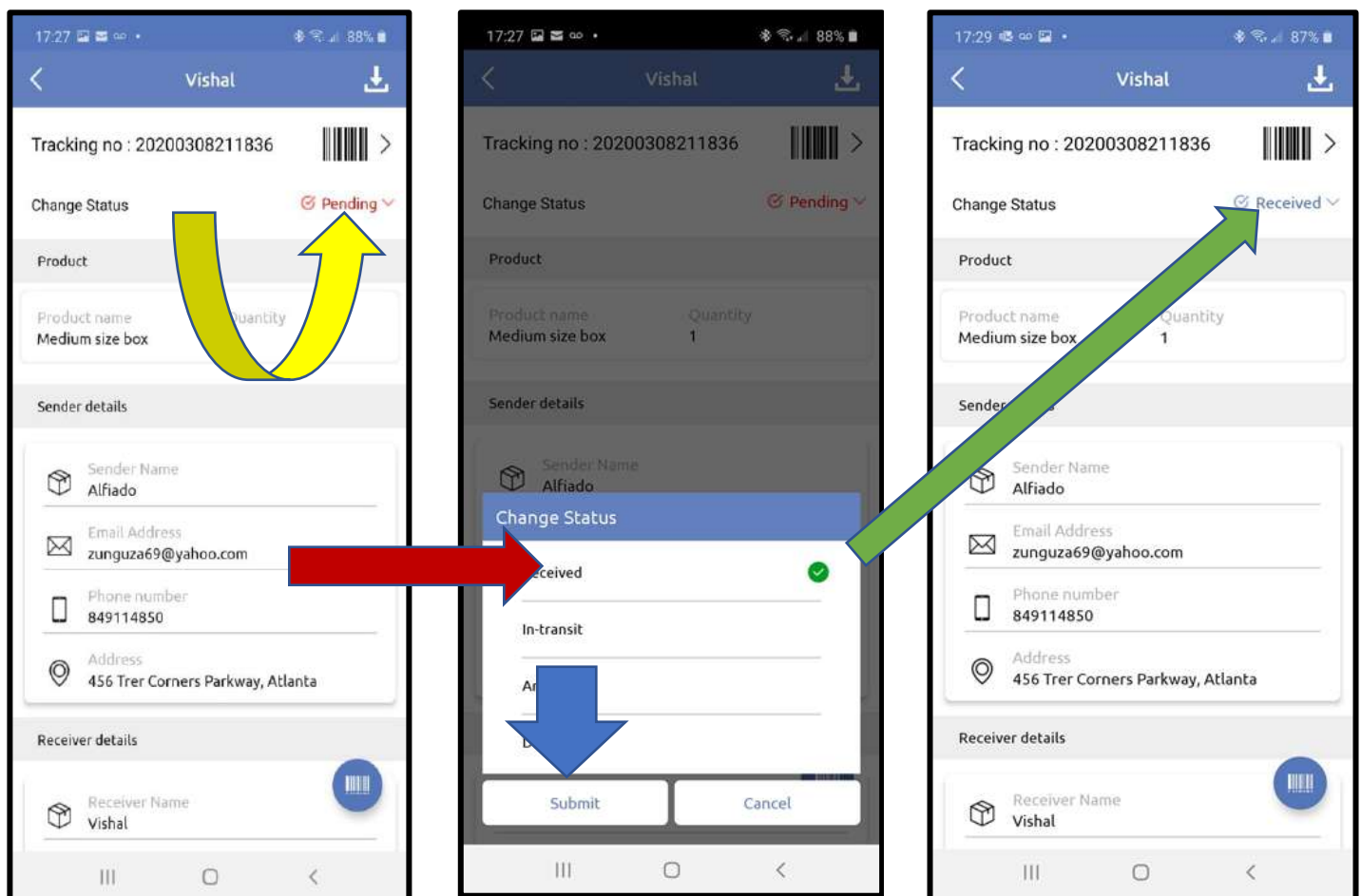
Check the images below



CONFIRMING RECEIPT OF THE PACKAGE/PARCEL

When orders are added/created, they have “pending” status. At this stage no e-mail notifications are sent to sender and receiver of the package for which the order is being created in the system. To change status from pending to received follow the steps below.

- Tap the word **Pending**, and screen with options “Received”; “In-transit”; “Arrived”; and “Delivered” will be displayed.
- Tap the word “Received” e then **Submit**. The app will request you to scan the barcode that comes with the shipping label. Scanning a wrong barcode will generate an error message.
- When the barcode is scanned, the status changes immediately from pending to received. E-mail notifications are automatically sent to the sender and receiver of the package, informing that the package has been received and is being processed for shipping.



REASSINING ORDER TO ANOTHER EMPLOYEE

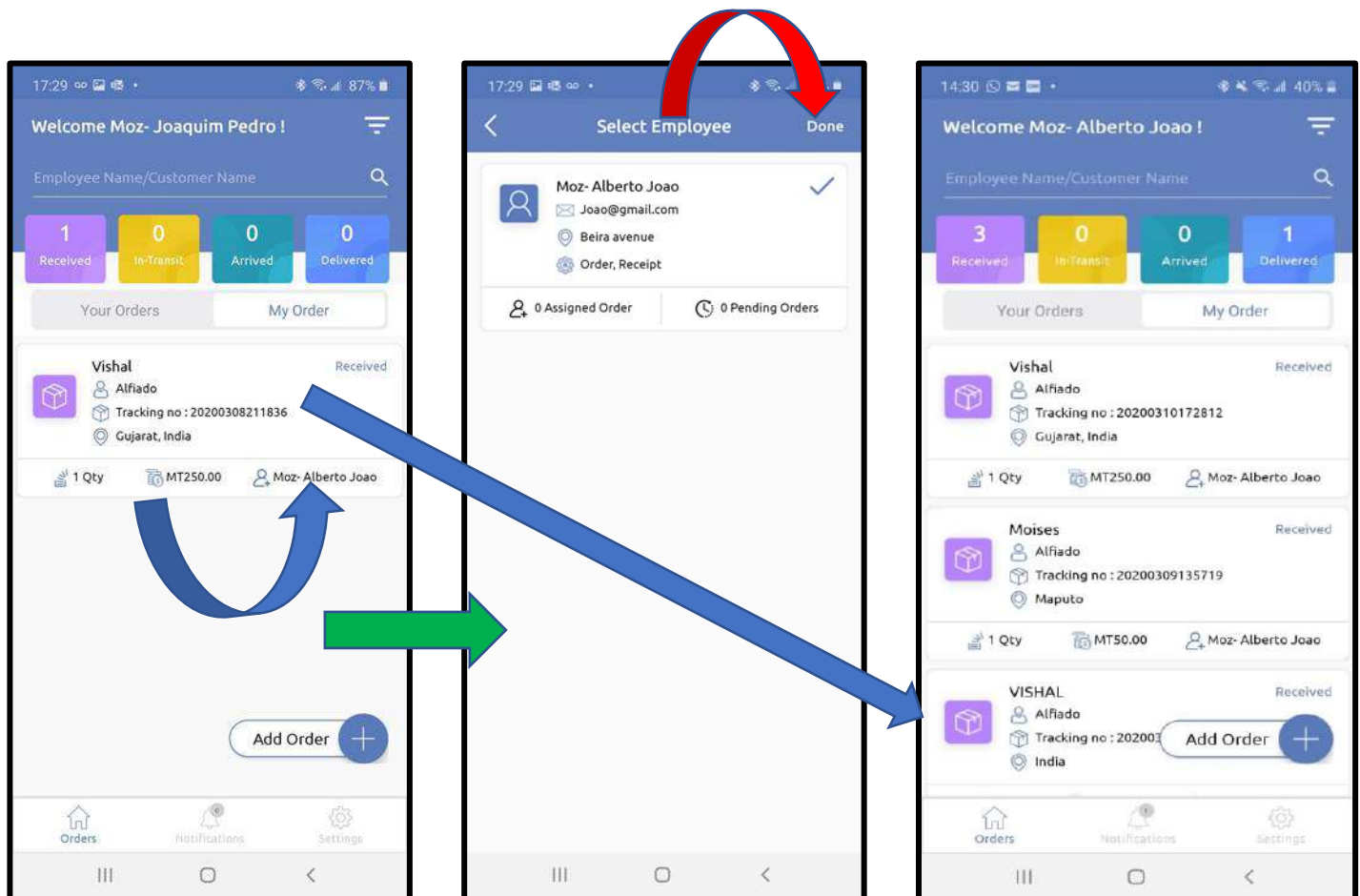
When a shipping order is added to the system, that order is displayed only in the account of the employee who created it. The order needs to be reassigned to other employees at the transit or delivery points for them to process it.

Therefore, after confirming the receipt of the order and starting the shipping process, it is necessary that the data created in the system, about that order, be forwarded to the employee at the next stopping point. It may be that the next employee to have to handle the order is at the place where the delivery will be made or at a transit point. To forward the data, follow the steps below:

- Tap your name to open the list of other employees with account in the system;
- Select the employee you want to assign the order to and tap **Done**.
- The system will request you to scan the barcode to confirm the assignment. It will not assign the order if a wrong barcode is scanned.
- When the reassignment is conformed, the employee to whom the order was reassigned, will receive in-app notification and when he opens his/her account, the order will be there. He can now wait for the package to arrive and proceed as necessary, to re-route it if in-transit, or confirm arrival when at the delivery destination.

If an employee is at transit point, after changing status and updating location, must reassign the order to employee at delivery point.

If you want to reassign the order to other employees, just repeat these steps, one by one



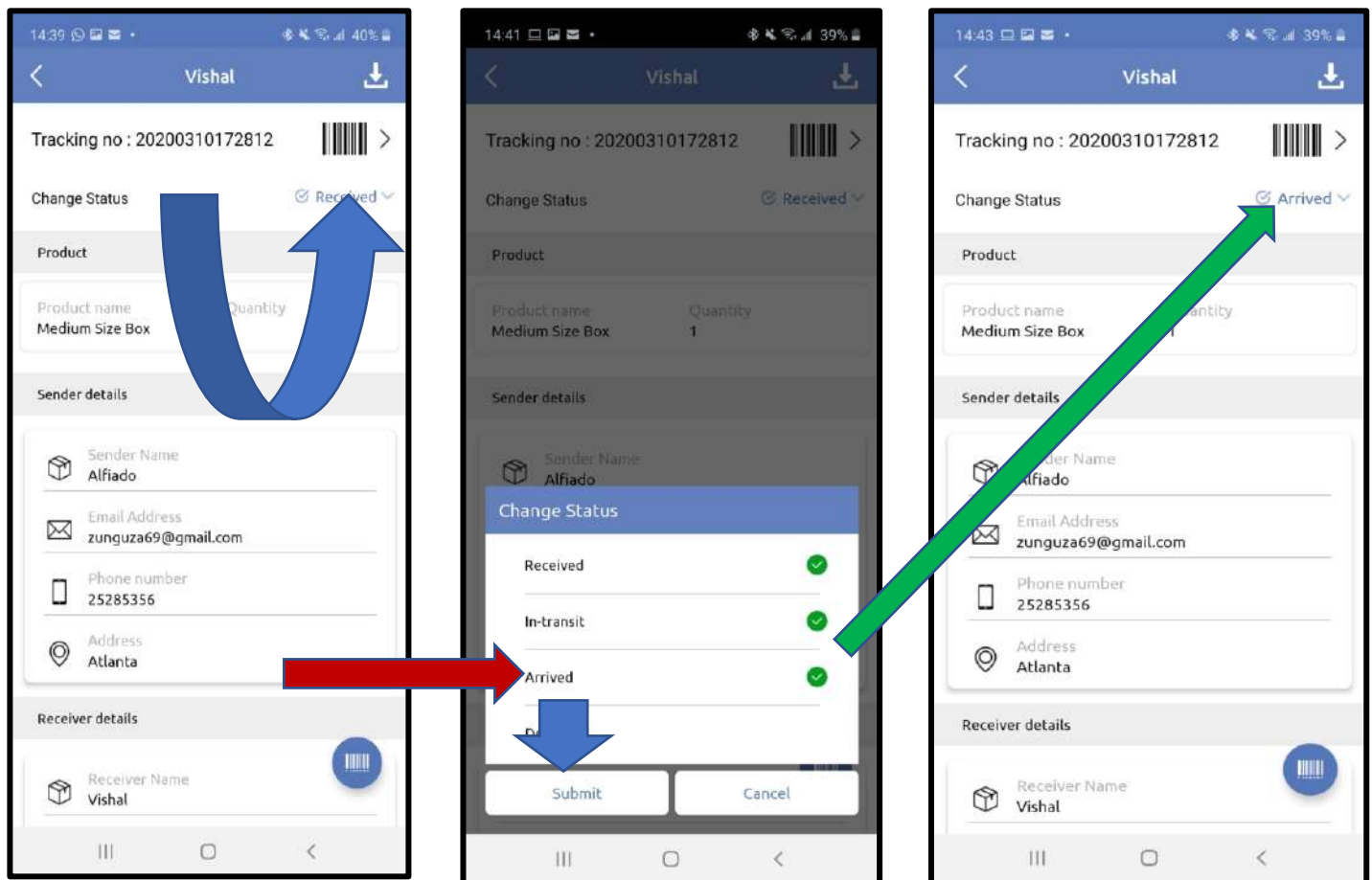
CONFIRMING PACKAGE ARRIVAL AT DELIVERY LOCATION

When the order arrives at the point of transit or delivery, the employee who will confirm its arrival, must change the status as explained below:

- Must tap **Received**, then a screen with four options will open: “Received”; “In-transit”; “Arrived”; e “Delivered”.
- If you are in transit point, tap **in-transit** and then submit. Scan the barcode and the status will change and notifications will be sent;
- If you are at the delivery point, tap **Arrived**, then **Submit**. Scan the barcode and the status will change and notifications will be sent, informing the recipient to come to collect the package.

Note:

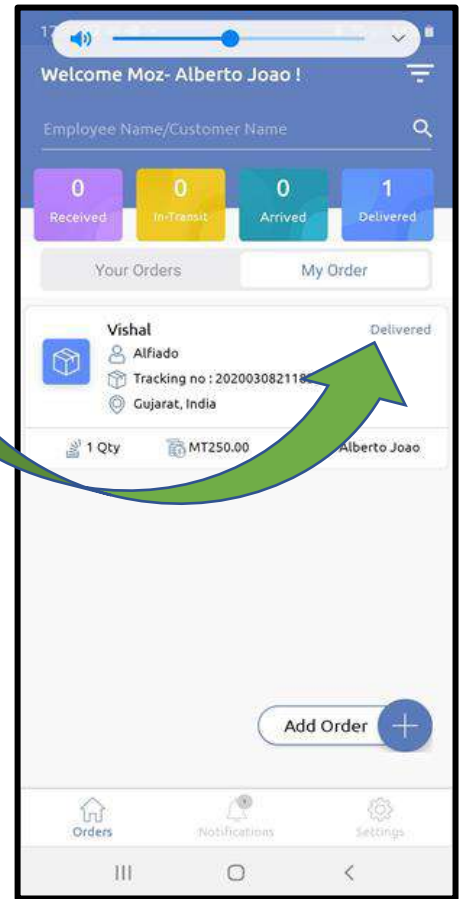
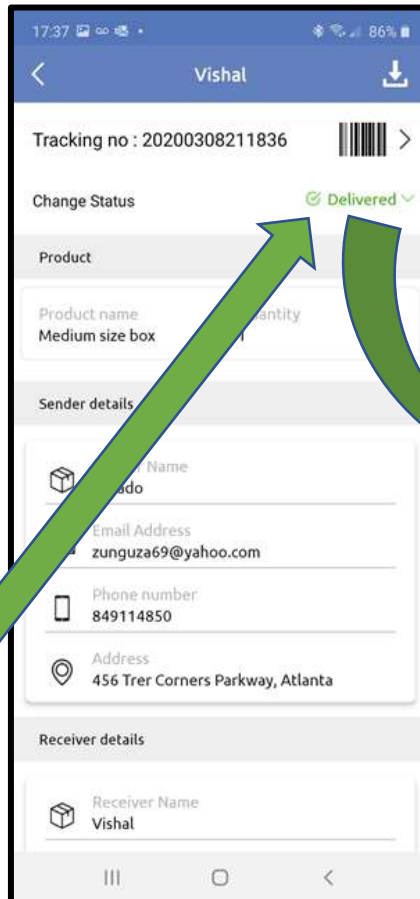
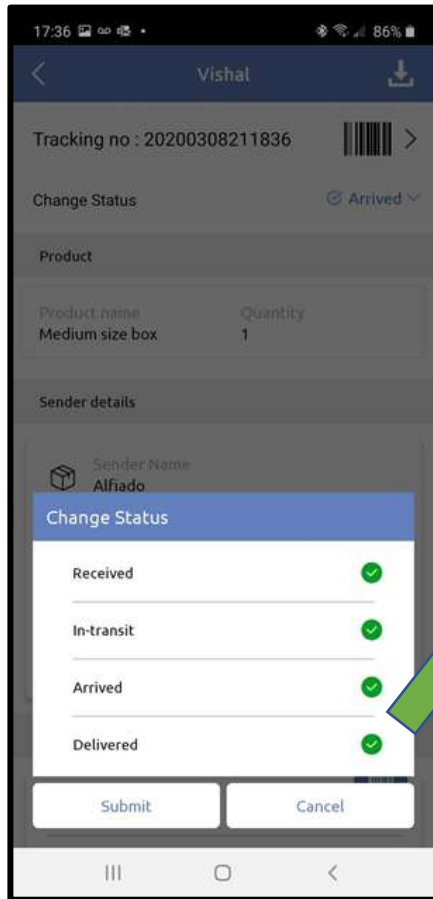
- It is important to note that when the order does not pass through a transit point, this status is automatically selected when “Arrived” status is selected.
- When the order passes through a transit point, the employee who receives it must then forward the order data to the employee on duty at the delivery point. Always remembering that the application will ask you to scan the barcode.
- If the employee who received the order is the same one who will make the delivery, there is no need to forward data to anyone. Only change the status when arriving at the delivery point



DELIVERING PACKAGES

When the package arrives at the destination and the recipient arrives to pick it up, it is necessary to change the status again to confirm delivery. For this, the following steps are necessary

- Tap where it says **Arrived**, and a screen with four options will open: “**Received**”; “**In-transit**”; “**Arrived**”; and “**Delivered**”.
- Tap **Delivered** and **Submit**. The app will request you to scan the barcode on the package to confirm the change. Wrong barcode will not be accepted.
- When the correct barcode is scanned, the status will change from **Arrived** to **Delivered** and e-mail notifications will be sent to the sender of the package informing that it was delivered.



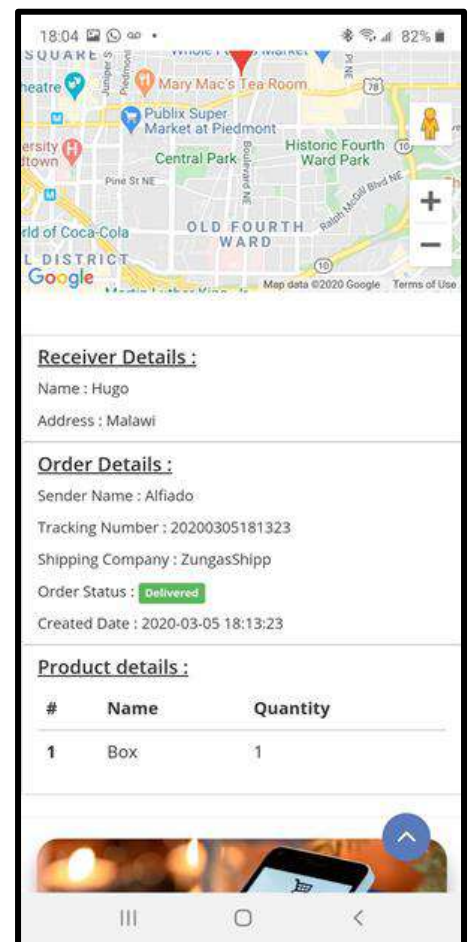
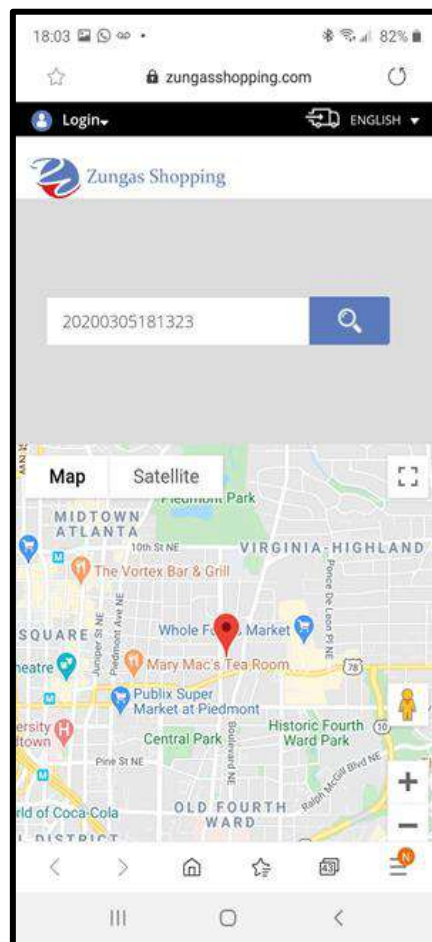
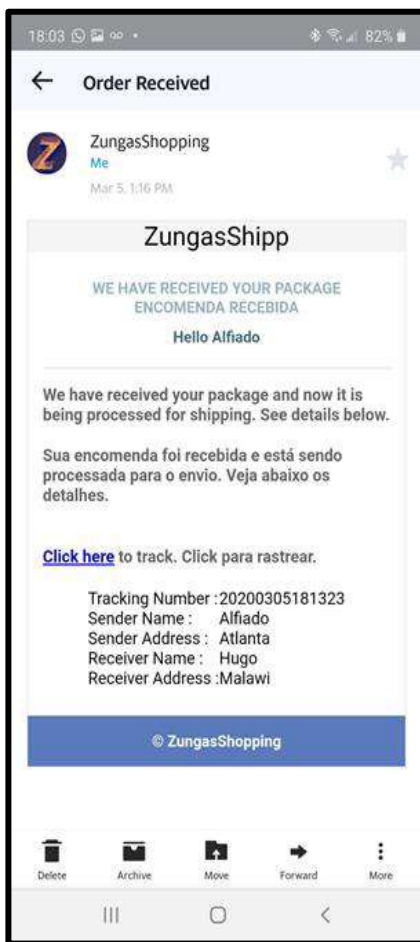
EMAIL NOTIFICATIONS AND PACKAGE TRACKING

All e-mail notifications that are sent when package status is updated have the following information:

- Name and address of sender and recipient
- Unique order tracking number
- Link to the tracking page
- Order status information

When clicking on the tracking link, the system automatically fills in the number in the appropriate window and opens the map to show the geographic location where the package was last scanned. This location changes whenever the package is scanned, and status changed

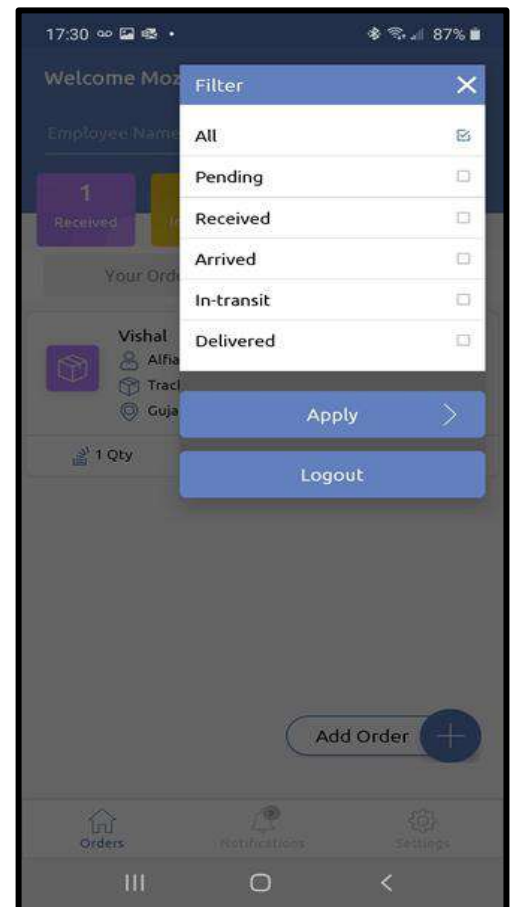
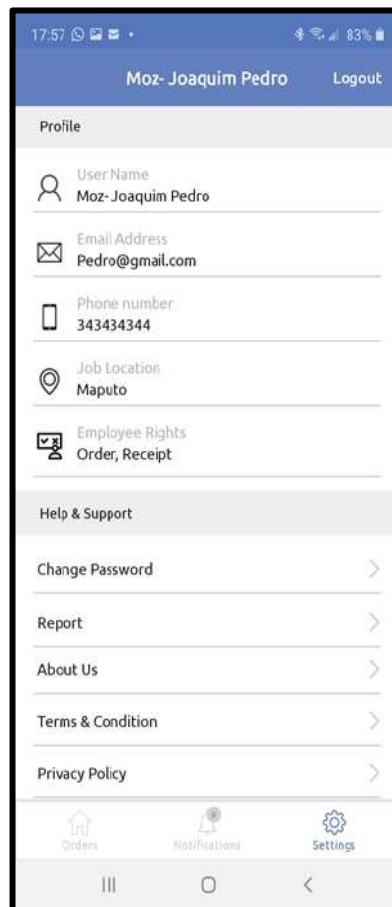
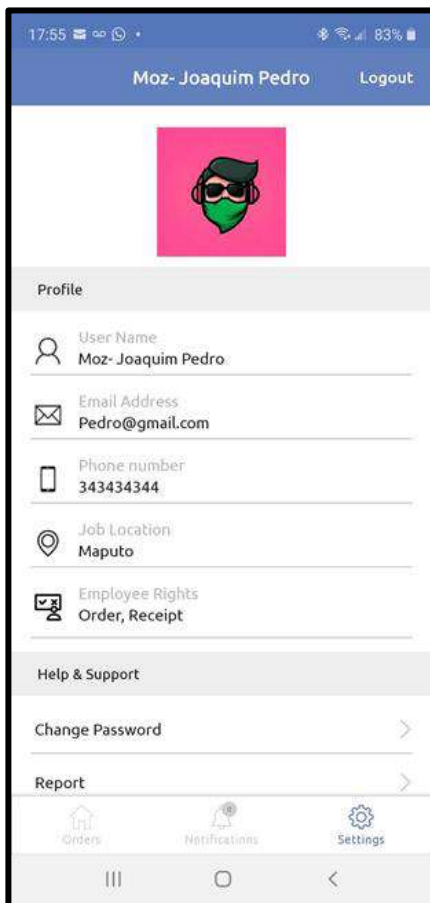
Check images below showing how the pages look like.



VIEWING AND EDITING USERS PROFILE AND LOGOUT

Employees can view profile info, upload photo, as well as change the password. They can also view orders status report.

- To go to profile page tap **settings**
- Tap the image to upload photo;
- Tap **change password** to change the password;
- Tap **Report** to view available reports
- To logout from the profile page just tap Logout
- To logout from the home page, tap the three small lines at the top right side of the screen and a dialogue box will open. Tap logout from there.



TRACKING PACKAGES

- If you have many packages to track, go to <https://zungasshopping.com> and click the link **order tracking**. A tracking page will open.
- On the tracking page, you can enter the tracking number sent through e-mail notification and location where the package was scanned for the last time will be displayed. Repeat the process for other numbers.

24/7 SUPPORT +258 87 712 1518 ORDER TRACKING ENGLISH CONTACT US

Zungas Shopping Login

Enter Tracking Number

Start shipping with ZungasShipping

We provide you the best shipping experience all over the world! We give you live tracking experience with required information. Please find out more about this application by clicking on click now button.

Click Now

Come shop with the best online hypermarket

Hey there! Find best products by honest sellers from all over the world. With secure payment powered by MPesa. We give you suprised with the offers which will blow your mind away so hurrahi! Come , Shop with us.

Click Now

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