

## IMPORTANT NOTICE

# IMPORTANT NOTICE FOR ALL DROPSHIPPERS

*Logistics & Operations Update | Effective: 31 March 2026 Onward*

## Re: All-Day Pickup & Return Acceptance — New Policy

Dear Valued Dropshipping Partners,

We are pleased to announce an important update to our pickup and return operations. Please read the following instructions carefully and ensure full compliance effective **31 March 2026**.

### 1. All-Day Pickup & Return Acceptance

Effective 31 March 2026, all-day pickup and return acceptance will be applicable to **all dropshippers** without exception. Please note the following key points:

- Pickups will be accepted throughout the entire business day — no specific time window restrictions.
- Return shipments will also be accepted on an all-day basis from 31 March 2026 onward.
- All dropshippers must ensure their shipments are packaged and ready for pickup well in advance.

### 2. Sunday Document Submission Requirement

All dropshippers are **required to share the following documents every Sunday**:

#	Document	Remarks
1	Shipping Label	Must be clear, scannable, and properly affixed
2	Invoice	Include all order details, pricing, and dropshipper info
3	Manifest	Complete shipment manifest for all outgoing orders

### 3. Return OTP — Sunday Preparation

**⚠ Action Required:** All dropshippers must be fully prepared with their **Return OTP (One-Time Password)** every Sunday without fail. Failure to have the OTP ready may result in delays or rejection of return shipments.

**Please ensure the following:**

- Generate and keep your Return OTP ready before Sunday operations begin.
- The OTP must be valid and active at the time of return pickup.
- Share the OTP promptly with the logistics/pickup executive upon request.

### 4. Sunday Checklist (Summary)

Status	Task	Deadline
<input type="checkbox"/> Pending	Share Shipping Label	Every Sunday
<input type="checkbox"/> Pending	Share Invoice	Every Sunday
<input type="checkbox"/> Pending	Share Manifest	Every Sunday
<input type="checkbox"/> Pending	Have Return OTP Ready	Every Sunday

We appreciate your cooperation and look forward to a smooth and efficient logistics experience for all parties. For any queries, please contact your assigned logistics coordinator.

Warm Regards,

**Logistics & Operations Team**

*Effective Date: 31 March 2026*

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*This notice is applicable to ALL registered dropshippers. Please retain this document for your records.*