

Create waybill

1. Untuk membuat pengiriman, silahkan login kemudian klik tombol *Buat Kiriman* yang ada di pojok kanan atas atau pilih *Waybill* kemudian klik *Create Waybill*

The screenshot shows the ONDELIVERY web application interface. The user is logged in as 'hendy it (IT)'. The dashboard displays a sidebar with navigation options, including 'Create Waybill' which is circled in red. The main content area shows a summary of shipping statistics and a 'Detail Pengiriman' section with two tables: 'COD' and 'Non COD / Reguler'. The 'COD' table shows 0 items with a total cost of Rp 0. The 'Non COD / Reguler' table shows 129 items with a total cost of Rp 84,117. The bottom of the dashboard features logos for ONDELIVERY, JNE, Pos, and SADY.

2. Silahkan isi nama, nomor telpon, dan alamat pengirim dan penerima. Alamat pengirim sudah di isi otomatis oleh sistem, tetapi bisa di edit.

The screenshot shows the 'Create Waybill' form. The form is divided into two main sections: 'Pengirim' (Sender) and 'Penerima' (Receiver). The 'Pengirim' section includes a 'Pickup Kurir' checkbox, a 'Pilih pengirim' dropdown, and fields for 'Nama Pengirim' and 'No. Telp./HP Pengirim'. The 'Penerima' section includes fields for 'Nama Penerima', 'No. Telp./HP Penerima', and 'Alamat Penerima'. The 'Alamat Penerima' field is pre-filled with 'Jakarta'.

3. Saat mengisi *Kelurahan*, *kabupaten*, *kota*, *provinsi*, *kode pos*, akan muncul menu dropdown. silahkan pilih salah-satu menu dropdown tersebut

Penerima

Nama Penerima
Mark Hoppus

No. Telp/HP Penerima
08123123123123

Alamat Penerima
Jakarta

Kelurahan, Kabupaten, Kota, Provinsi Penerima
duri kosam

DURI KOSAMBI, CENGKARENG, KOTA JAKARTA BARAT, Prov. DKI JAKARTA, 11750

4. Setelah pilih dropdown *kelurahan, kabupaten, kota, provinsi, kode pos*, akan muncul menu tambahan berikut jika layanan ekspedisi tujuan tersedia. Silahkan isi atau edit form-form berikut:

- berat
- koli
- volumetrik barang (opsional dalam bentuk cm)
- jenis barang
- deskripsi barang
- Goods Value (Nilai barang dalam bentuk Rupiah)
- Goods checking (apakah barang tersebut sudah diperiksa isi kirimannya)
- Notes/Special instructions (catatan kiriman)
- Nomor Delivery Order
- Service

Berat dan Koli	service and payment
Quantity koli 1	Handling Type GENERAL CARGO
Weight (kg) 1	<input type="checkbox"/> Use Volume
Goods Details Jenis barang	Service
Deskripsi barang	CASH
Goods Value (Rp) 0	Total Berat: 0 Kg Berat Input: 0 Kg Total Volumetrik: 0 Kg
Goods Checking <input type="radio"/> UNCHECKED <input checked="" type="radio"/> CHECKED	Minimal Berat: 0 Kg Maksimal Berat: 0 Kg
Notes/Special Instructions	Freight Charge Rp 0.00
input delivery order number	Insurance Rp 0.00
	Extra Cost Rp 0.00
	Discount Rp 0.00
	Estimasi sampai :
	Total Amount Rp 0.00
	<input type="button" value="Submit"/>

5. Silahkan pilih service yang tersedia untuk mendapatkan harga layanan

service and payment

Service

STANDARD

CARGO STANDARD

REGULER JNE

CARGO JNE

NEXT DAY JNE

Sicepat BEST

Sicepat Cargo (GOKIL)

Sicepat Regular

Sap Regular

16 T Cargo

Extra Cost **Rp 0.00**

Discount **Rp 0.00**

Estimasi sampai :

service and payment

Service

Sicepat Regular

CASH

Total Berat: 1 Kg

Berat Input: 1 Kg

Total Volumetrik: 0 Kg

Minimal Berat: 0 Kg

Maksimal Berat: 0 Kg

REGULER

Freight Charge Rp 8,000.00

Insurance Rp 0.00

Extra Cost Rp 0.00

Discount Rp 0.00

Estimasi sampai : 1 - 2 hari

Total Amount Rp 8,000.00


Submit

6. Jika sudah melengkapi form-form yang wajib diisi, silahkan klik tombol submit dan halaman baru untuk print waybill akan muncul



Waybill Management x b1cd1e06-0399-4c40-a15e- x +

blob:https://agent.ondelivery.id/b1cd1e06-0399-4c40-a15e-372e0267a9cf

b1cd1e06-0399-4c40-a15e-372e0267a9cf 1 / 1 163% +




1

Lion parcel C1GRQRL

<p>DATE : 13 February 2026 11:19</p> <p>SENDER : test production 08123123123 Jl. Pegangsaan Dua No.64, RW.3, Pegangsaan Dua, Kec. Klp. Gading, Jkt Utara, Daerah Khusus Ibukota J., KOTA JAKARTA UTARA,</p> <p>RECEIVER : test production 08123123123 Jakarta, KOJA (UTARA SELATAN), KOJA, KOTA JAKARTA UTARA, DKI JAKARTA, 14210</p> <p style="text-align: center;">() () TTD TTD Penerima</p>	<p>CONTENTS OF THE PACKAGE : paket QTY (ITEM) : 1 TOTAL WEIGHT: 1 Kg BERAT INPUT : 1 Kg VOLUMETRIK : 0 Kg P, 0 cm, 1, 0 cm, 1, 0 cm</p> <p>SERVICE COST : Rp 8.500 INSURANCE : Rp 0 SURCHARGE : Rp 0 EXTRA COST : Rp 0 DISCOUNT : Rp 8.500 TOTAL : Rp 8.500</p> <p>NOTES : DI:</p> <p style="text-align: center;">JKU-JKU KOJA 14210</p> <p style="text-align: center;">LION PARCEL REGPACK</p> <p style="text-align: center;">lamba untuk agem</p>
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JKU318421R62D088

<p>ONDELIVERY</p> <p>SENDER : test production (08123123123) RECEIVER : test production (08123123123)</p>	<p>LION PARCEL REGPACK</p> <p>DATE : 13 February 2026 11:19 WEIGHT : 1 Kg QTY (ITEM) : 1 CONTENTS : paket DESTINATION : KOJA (UTARA SELATAN), KOJA TOTAL COST : Rp 8.500 INSURANCE : NO</p>
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lamba untuk pengirim

*including PPN 11%
By accepting the package, you have agreed to all the terms and conditions that we have determined and are listed on www.ondelivery.id/ ONDELIVERY Menara Satu BCA, 1st Floor, Kelapa Gading

Revision #1

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