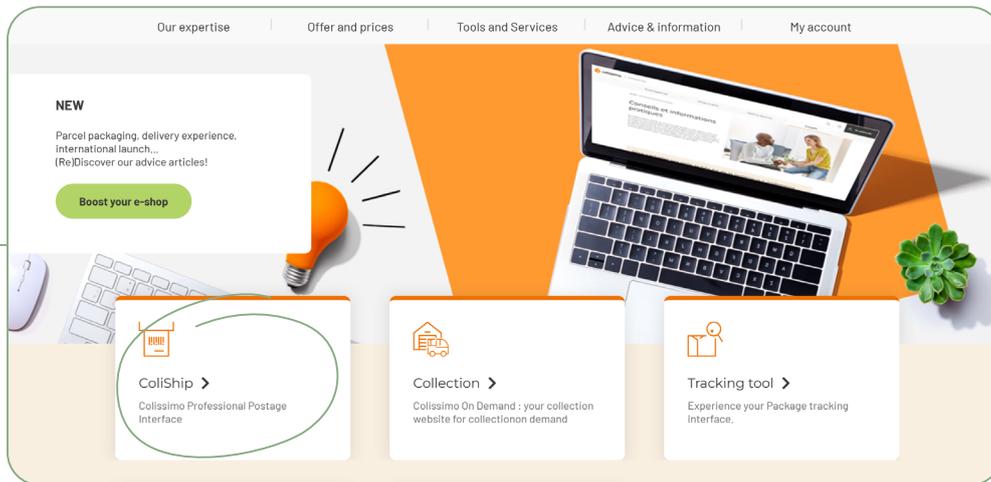


How do I apply postage to a parcel using an outbound or return label?



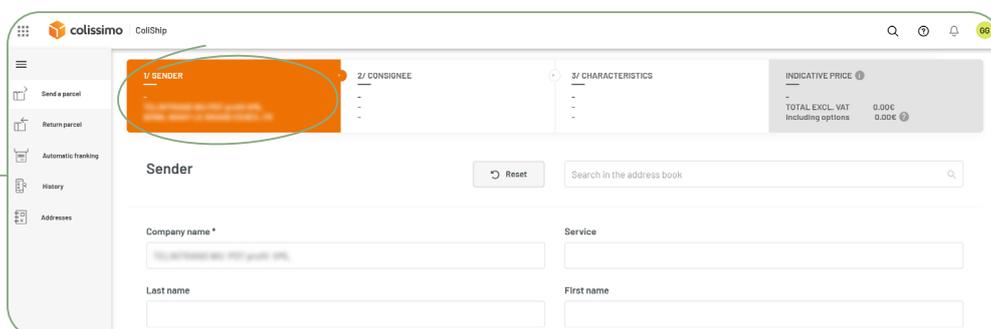
1

Log in to the **Colissimo Box** and click on « **ColiShip** »



2

ColiShip home page: the « **Sender** » section is already pre-filled with information from the contract



3

In the « **Consignee** » section, enter the information, not forgetting the telephone number to improve delivery quality



TIP

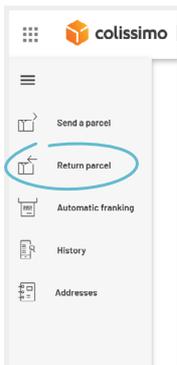
Enter your **recipient address** or select one of the **addresses previously saved** in your address book

4

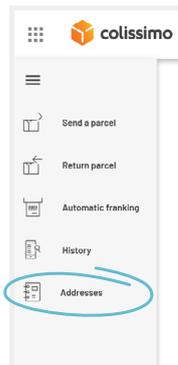
Enter the **weight and size of your parcel**, then **select your delivery options** (with or without signature, insurance, etc.)



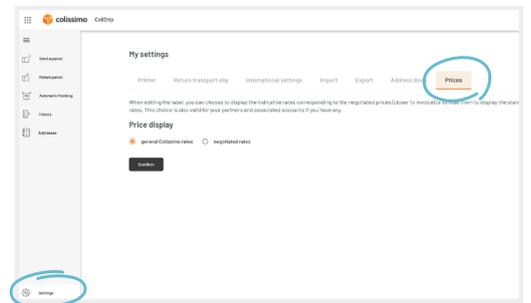
TIPS



To create a return label simply click on the « **Return parcel** » menu on the left.



You can change your recipient and sender addresses in the left-hand menu « **Addresses** ».



You can click on the menu at the bottom left to activate the display of your prices. Click on « **Settings** » and then on « **Prices** ».



CONTACT US



IT support and assistance

For all your **technical queries**:
integration, labeling and tracking solutions

0 241 742 088 Free service
+ price call

Monday to Friday (excluding public holidays) 8am to 6pm



Customer service

For all your **post-shipment queries**

0 825 878 888 Service 0.20 € / min
+ price call

Monday to Friday (excluding public holidays) 8am to 6pm

La Poste - Public limited company (société anonyme) with capital of €5,857,785,892
Registered on the Paris Trade and Companies Register under number 356 000 000

Registered office: 9 rue du colonel Pierre Avia - 75015 Paris, France.

Photo credit: © Colissimo / Mano Studio

LA POSTE
SOLUTIONS
BUSINESS