

## How to trade and save with Aramex

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### Courier Services

- Choose your desired service, click INQUIRE NOW.
- Log in using Member Log in details.
- Enter contact person name, email ID, phone number and message. Click SUBMIT.
- You will receive an email notification of your order inquiry.
- Zawdeh Member Engagement Executive will contact you within 24 hours. In case you did not receive any reply, you may call +97145520100.
- Receive quote from Aramex, if satisfied, prepare PO.
- Log in using Member Log in details.
- Click ADD NEW TRANSACTION. Upload the required documents like PO and Quotation. Provide the required information like Partner Name, Product Name, PO Number, Order Value, PO Date. Click SUBMIT.
- You will receive an email notification of submitted PO.
- Aramex will review your PO, they may require additional information and documents.
- Aramex will approve your PO if all information and documents provided are correct.
- You will receive an email notification of approved PO.
- Aramex will deliver the services according to agreed terms and conditions.
- For invoice, you may contact Aramex.
- Pay for the invoice and obtain official receipt for the payment.