

MyDHL+



MyDHL+

HOW TO CREATE A SHIPMENT – STEP BY STEP GUIDE

DHL Express – Excellence. Simply delivered.

The screenshot displays the DHL Express website interface. At the top, the DHL logo and 'DHL Express' text are visible, along with a 'Help Centre' link and a language selector set to 'English'. Below the navigation bar, there are links for 'MyDHL+ Home', 'Ship', and 'Track'. The main content area features a 'Get a Rate and Time Quote' form with fields for 'Country' and 'From' (Street address, city, postal code, country...). A 'Next' button is at the bottom right of the form. To the right of the form is a 'Login' section with fields for 'Email Address' and 'Password', a 'Remember me' checkbox, and a 'Login' button. Below the login section is a 'Track Your Shipments' section with a 'Track' button. At the bottom of the page, there are three promotional banners: 'Get a Quote and Go!', 'Be a Shipping Expert', and 'The New MyDHL+'.

Get a Rate and Time Quote | **Schedule a Pickup**

Country **From**
Street address, city, postal code, country...

Country **To**
Street address, city, postal code, country...

Next

Login
Email Address
Password
Remember me
Login
Forgot Password
Not Registered? Register Now

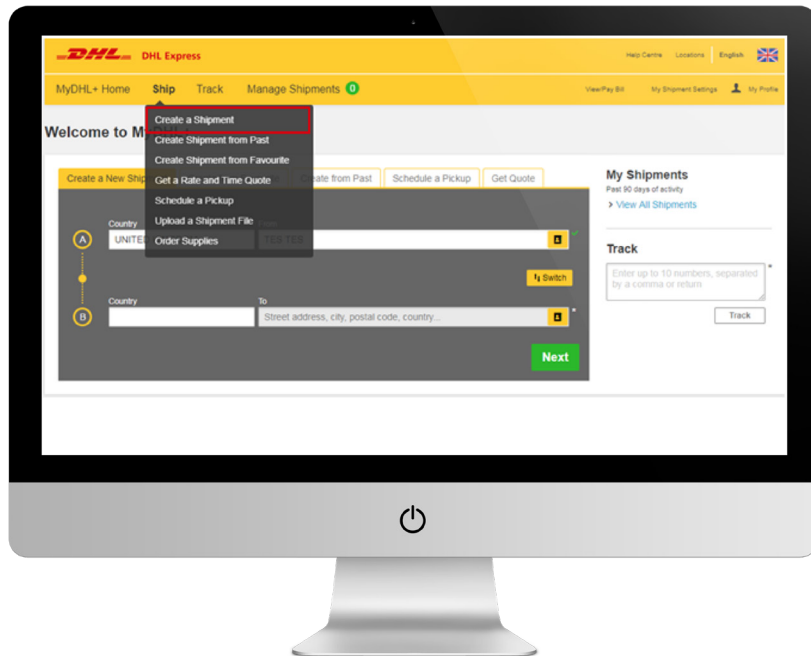
Track Your Shipments
Enter up to 10 numbers, separated by a comma or return
Track

Get a Quote and Go!
Need a quick quote to see rates and delivery options before you ship? MyDHL+ makes that easy to do! Then you can quickly create your shipping label and schedule a courier pickup.
Best of all, you don't have to have an account to

Be a Shipping Expert
Benefit from our powerful and time-saving features.
MyDHL+ is a one-stop shipment management solution. When you register, you'll be able to create your own address book, track shipments, view shipment history, customise settings and

The New MyDHL+
We've made it quick and easy for you to do everything you need to do online. Get rates, create shipping labels, create courier pickups, track and more!

CREATE A DOCUMENT SHIPMENT



1. Click **'Ship'** then **'Create a Shipment'** on the top menu bar. Alternatively, you can use the dashboard to quick start the shipment creation process.

2. Fill in the **'From'** section with your details and the **'To'** section with the receiver's details. Once complete click **'Next'**.



HELPFUL TIP

If you have a DHL import account, you can create imports from around the world by simply completing the **'From'** section with where you want the parcel collected from.

You will be provided with handy hints and information to help you complete the sections throughout the shipment creation process.

A screenshot of the 'Create Shipment' form. The form is divided into two main sections: 'From' and 'To'. The 'From' section includes fields for Name, Company, Country, Address, Address 2, Address 3, Postal Code, City, Email Address, Phone Type, Country Code, Phone, SMS Enabled, VAT/Tax ID, and EORI Number. The 'To' section includes fields for Name, Company, Country, Email Address, Phone Type, Country Code, Phone, SMS Enabled, VAT/Tax ID, and EORI Number. A 'Switch' button is located between the two sections. At the bottom right, there is a green 'Next' button highlighted with a red box.

3. Select 'Documents' and complete the 'Shipment Details' section. Once complete click 'Next'.



HELPFUL TIP

You will always be able to see and amend your previously completed sections, which is displayed in grey at the top.

4. Complete the 'Select Packaging' section ensuring you have selected 'My Own Packaging' in the red highlighted box. Once complete click 'Next'.

5. Confirm billing details in 'How you would like to pay?' section. Once complete click 'Next'.

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6. Select when you would like your shipment to be delivered by clicking the 'Select' button next to your desired service.

7. You now have the opportunity to select any optional services available on your shipment in the 'Optional Services' section. Once confirmed click 'Next'.

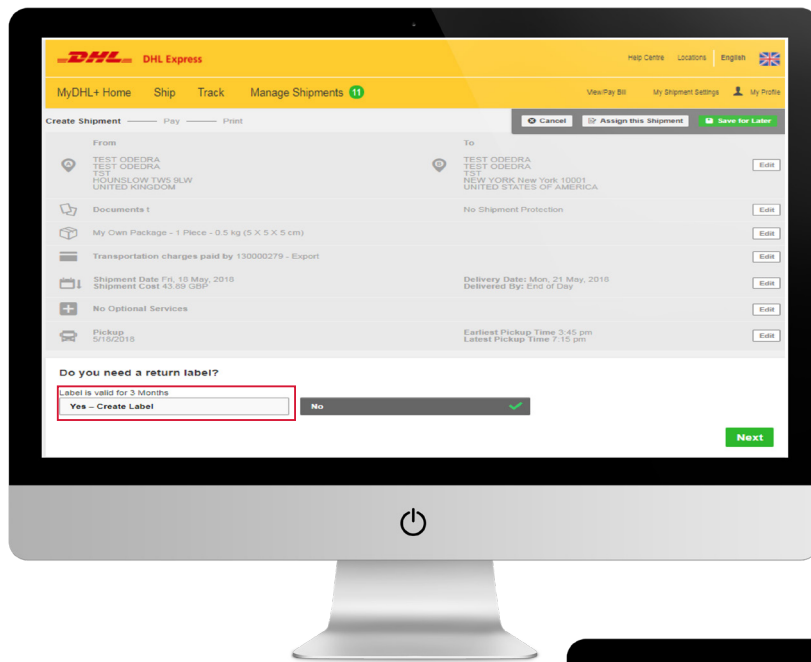
8. If you would like to schedule a pickup, select 'Yes – Schedule Pickup' (if not, skip to step 9). Use the yellow sliders to specify the time a courier will come for collection, then complete the location of package and weight fields. Once complete click 'Next'.



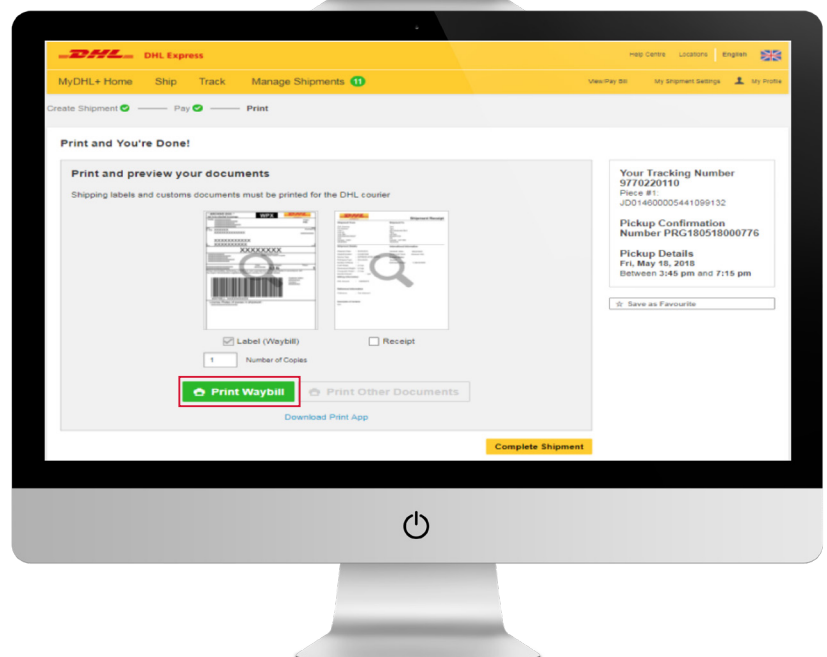
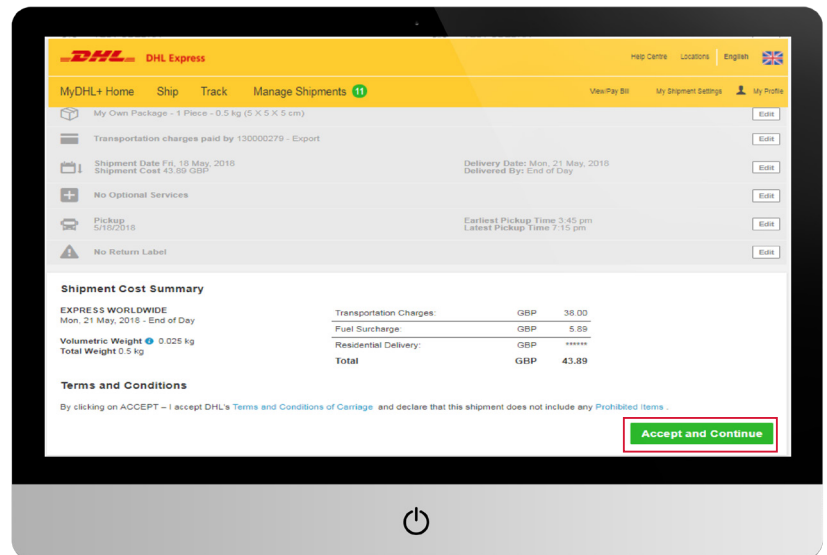
HELPFUL TIP

The yellow sliders will only allow you to specify a time that a courier is available to attend your location for a collection.

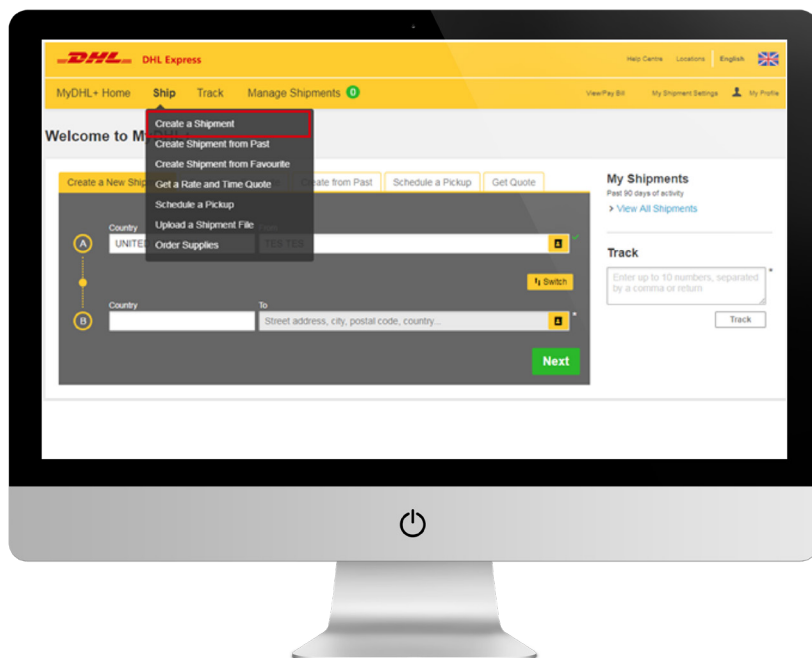
9. If you require a return label select **'Yes – Create Label'** and follow the on screen instructions. If no select **'No'** and then click **'Next'**.



10. You will now see the **'Shipment Cost Summary'**, if you are happy with the summary click **'Accept and Continue'**. Your shipment has now been created, click **'Print Waybill'** and attach to your shipment.



CREATE A PACKAGE SHIPMENT



1. Click **'Ship'** then **'Create a Shipment'** on the top menu bar. Alternatively, you can use the dashboard to quick start the shipment creation process.

2. Fill in the **'From'** section with your details and the **'To'** section with the receiver's details. Once complete click **'Next'**.



HELPFUL TIP

If you have a DHL import account, you can create imports from around the world by simply completing the **'From'** section with where you want the parcel collected from.

 A screenshot of the 'Create Shipment' form. The form is divided into two main sections: 'From' and 'To'. The 'From' section includes fields for Name (Suraj Odedra), Company (SURAJ ODEDRA LTD), Country (United Kingdom), Address (TEST 100), Address 2, Address 3, Postal Code (TW5 9LW), City (hounslow), Email Address (SODEDRALTD@YOPMAIL.COM), Phone Type (Mobile), Country Code (44), and Phone (7939 557661...). There are checkboxes for 'SMS Enabled' and 'Residential Address' (checked). The 'To' section includes fields for Name, Company, Country, Email Address, Phone Type (Mobile), Country Code (?), and Phone. There are also checkboxes for 'SMS Enabled', 'Residential Address', and 'Notes about this contact'. At the bottom right, there is a green 'Next' button.

3. Select **'Packages'** and complete the **'Shipment Details'** section. Once complete click **'Next'**.



HELPFUL TIP

You will always be able to see and amend your previously completed sections, which is displayed in grey at the top.

You will be provided with handy hints and information to help you complete the sections throughout the shipment creation process.

4. Select if you will **'Create an Invoice'** (continue to follow steps) or **'Use My Own Invoice'** (skip to step 7).

5. Select the purpose of your shipment and the reason from the dropdown list. Once complete click **'Next'**.

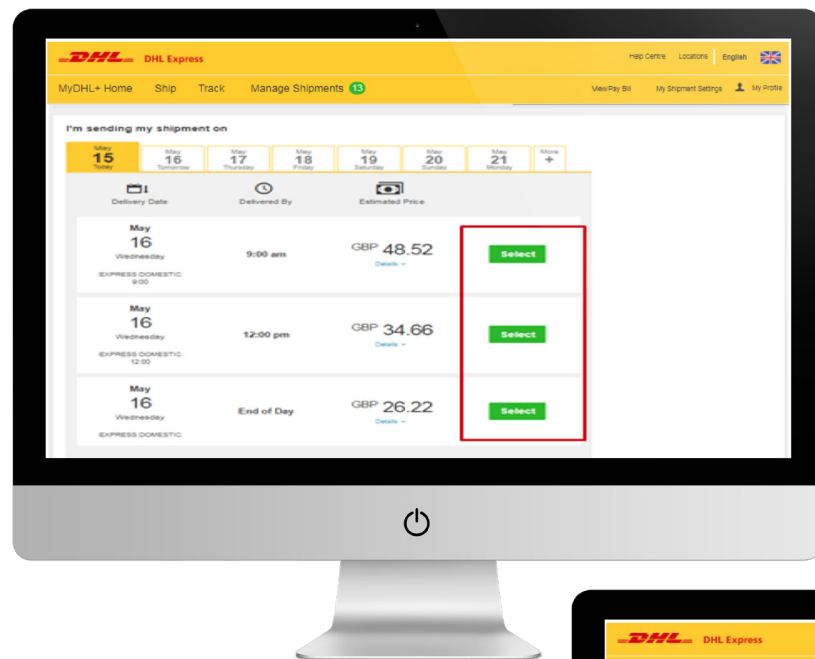
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6. Complete the invoice details in the section highlighted in red and then click 'Next'.

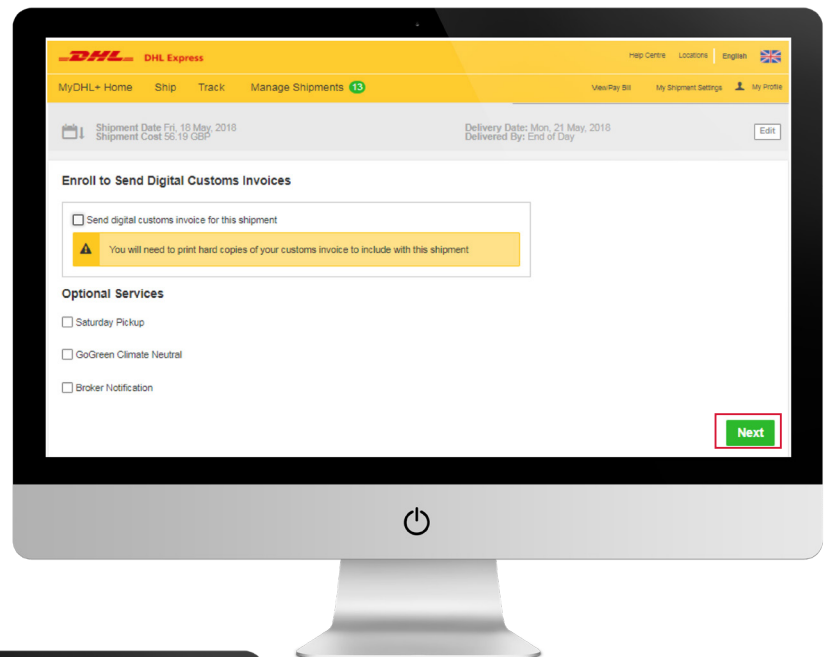
7. Complete the 'Select Packaging' section ensuring you have selected 'My Own Packaging' in the red highlighted box. Once complete click 'Next'.

8. Confirm billing details in 'How you would like to pay?' section. Once complete click 'Next'.

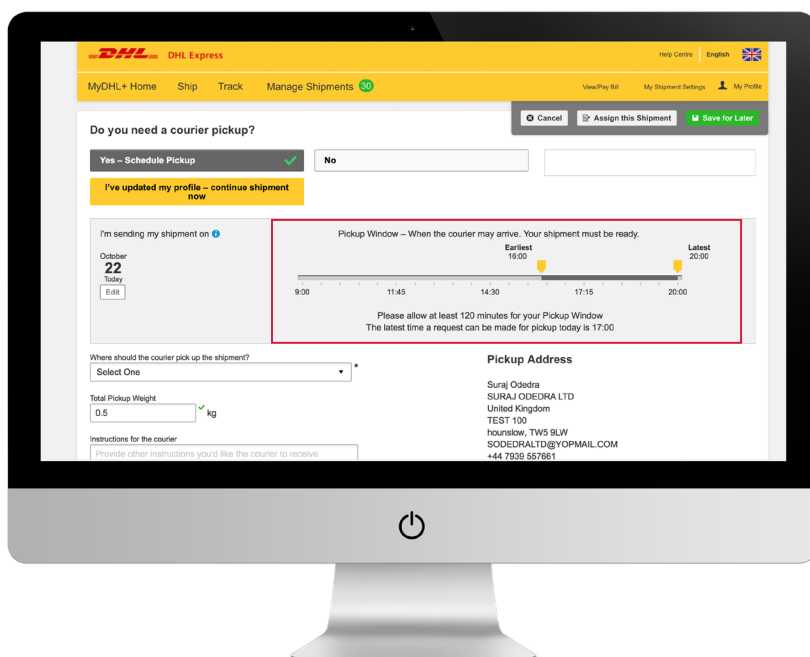
9. Select when you would like your shipment to be delivered by clicking the 'Select' button next to your desired service.



10. You now have the opportunity to select any optional services available on your shipment in the 'Optional Services' section. Once confirmed click 'Next'.



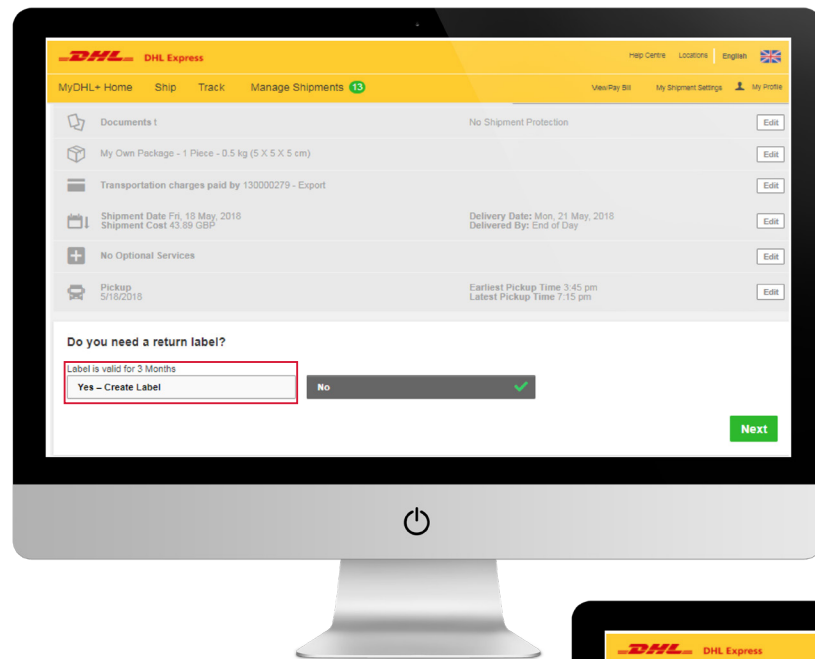
11. If you would like to schedule a pickup, select 'Yes – Schedule Pickup' (if not, skip to step 12). Use the yellow sliders to specify the time a courier will come for collection, then complete the location of package and weight fields. Once complete click 'Next'.



HELPFUL TIP

The yellow sliders will only allow you to specify a time that a courier is available to attend your location for a collection.

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The screenshot shows the DHL Express 'Manage Shipments' page. The 'Do you need a return label?' section is highlighted with a red box. The 'Yes - Create Label' button is also highlighted with a red box. The 'No' button is marked with a green checkmark. A green 'Next' button is visible at the bottom right.

Do you need a return label?

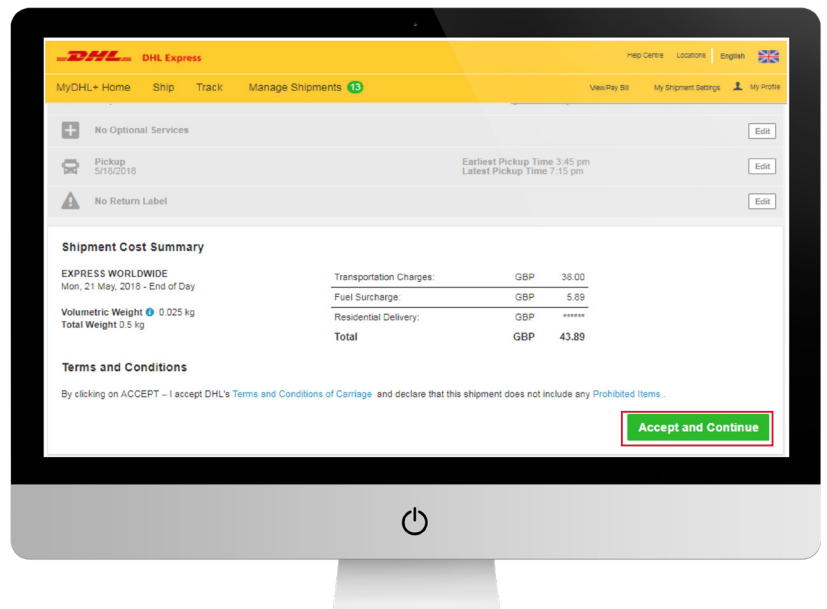
Label is valid for 3 Months

Yes - Create Label No

Next

12. If you require a return label select 'Yes – Create Label' and follow the on screen instructions. If no select 'No' and then click 'Next'.

13. You will now see the 'Shipment Cost Summary', if you are happy with the summary click 'Accept and Continue'. Your shipment has now been created, click 'Print Waybill' and attach to your shipment.



The screenshot shows the 'Shipment Cost Summary' page. The 'Accept and Continue' button is highlighted with a red box. The page displays a table of charges and a 'Terms and Conditions' section.

Shipment Cost Summary

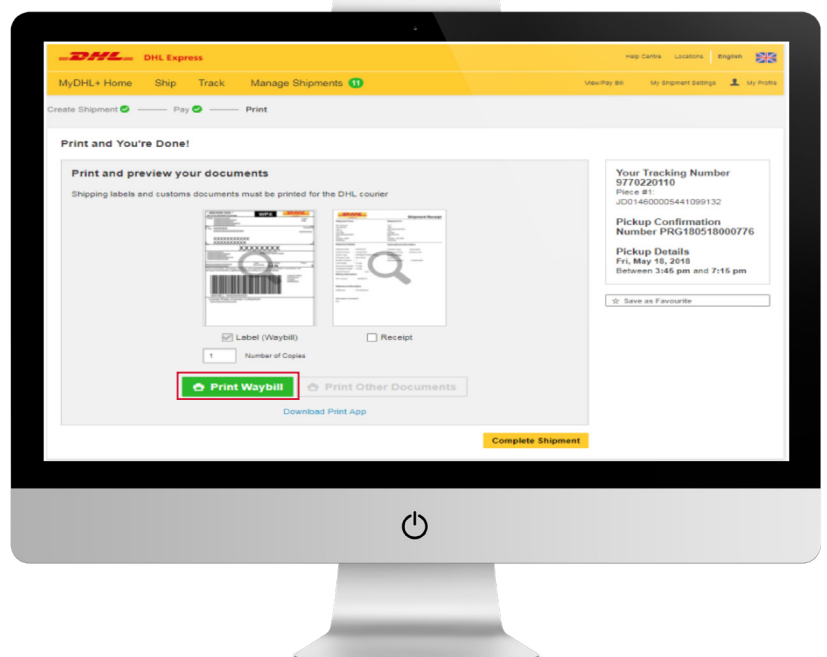
EXPRESS WORLDWIDE
Mon, 21 May, 2018 - End of Day

Transportation Charges:	GBP	38.00
Fuel Surcharge:	GBP	5.89
Residential Delivery:	GBP	*****
Total	GBP	43.89

Terms and Conditions

By clicking on ACCEPT – I accept DHL's [Terms and Conditions of Carriage](#) and declare that this shipment does not include any [Prohibited Items](#).

Accept and Continue



The screenshot shows the 'Print and You're Done!' page. The 'Print Waybill' button is highlighted with a red box. The page displays a preview of the shipping label and a 'Your Tracking Number' section.

Print and You're Done!

Print and preview your documents

Shipping labels and customs documents must be printed for the DHL courier

☒ Label (Waybill) ☐ Receipt

1 Number of Copies

Print Waybill Print Other Documents

Download Print App

Complete Shipment

Your Tracking Number
9770220110
Place #1:
JCD14600025441099132

Pickup Confirmation Number PRG180518000776

Pickup Details
Fri May 18, 2018
Between 3:45 pm and 7:15 pm

Save as Favourite

DHL Express

dhl-usa.com/express

mydhl.express.dhl/us