

Welcome To **MyDHL+** Shipment Preparation Guide Cash/Credit Card



CASH OR CREDIT CARD!



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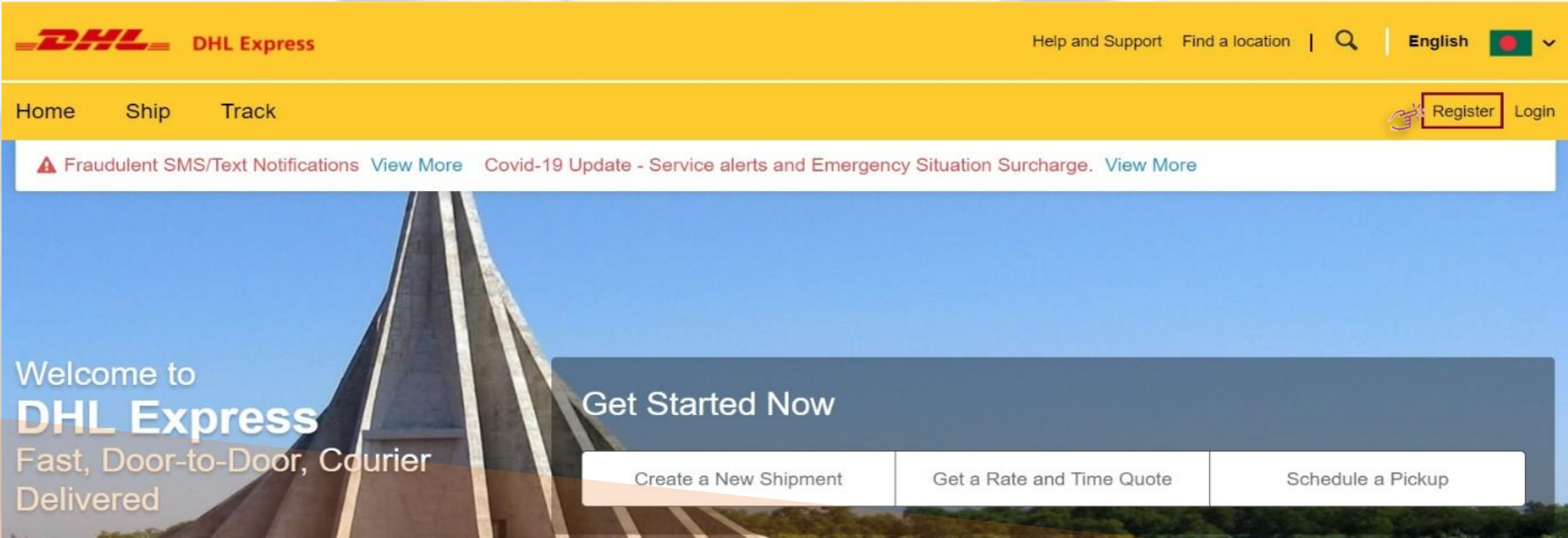
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Step: 1

Click on “MyDHL+ link” :
<https://mydhl.express.dhl/bd>

Step: 2

❖ Click on “Register” if you are not already registered.



Step: 3

- ❖ Click on “No” if you have no DHL Import/Export Account Number.

Register for MyDHL+

Enjoy the Benefits of MyDHL+

You'll see how shipping online can be fast and easy! Experience time-saving features for creating, managing and monitoring shipments, plus much more – all in one convenient place!

Do you have a DHL Express account number?

Yes

You'll be able to view your preferential rates and bill shipments to your DHL account!


No

No account? No problem! Register and pay by cash.

Step: 4

- ❖ Then Fill up “Your Details” in marked steps.
- ❖ Then scroll down.

Your Details

 BANGLADESH

Change Location

Title

▼

First Name*


Last Name*

Company ⓘ*

Phone Type

Mobile ▼

Code

 880 ✓

Phone*

☐ SMS Enabled

Add Another

Create Your Login

Email Address*

Password*

Confirm Password*

☐ I would like to receive informational emails and promotional offers from DHL

Step: 5

- ❖ Check “Accept Terms” if you agree on our both “[Terms and Conditions](#)” & “[Privacy and Cookies Policy](#)”
- ❖ Select indicated “icon”.
- ❖ Then Click on “[Register](#)”

Would you like to apply for a DHL account?

If your company ships regularly, having an account offers many benefits – preferential rates, regular billing, shipment monitoring – and more!

☐ I'd like to apply for a DHL account

Accept Terms

☐ I accept the DHL Express [Terms and Conditions](#)

☐ I accept the DHL Express [Privacy and Cookies Policy](#)

Click or select the **Scissors**

[Refresh](#)

[Register](#)

Step: 6

- ❖ Input your “Email Address” and “Password” below Steps and then Click on “[Login](#)”

Home Ship Track Register Login

Fraudulent SMS/Text Notifications [View More](#) **Covid-19 Update - Service alerts and Emergency Situation Surcharge.**

Welcome to **DHL Express**
Fast, Door-to-Door, Courier Delivered

Get Started Now

Create a New Shipment Get a Rate and Time

MyDHL Login

Email Address [test@gmail.com](#) ✓

Password [.....](#) ✓

[Forgot/Reset Password](#)

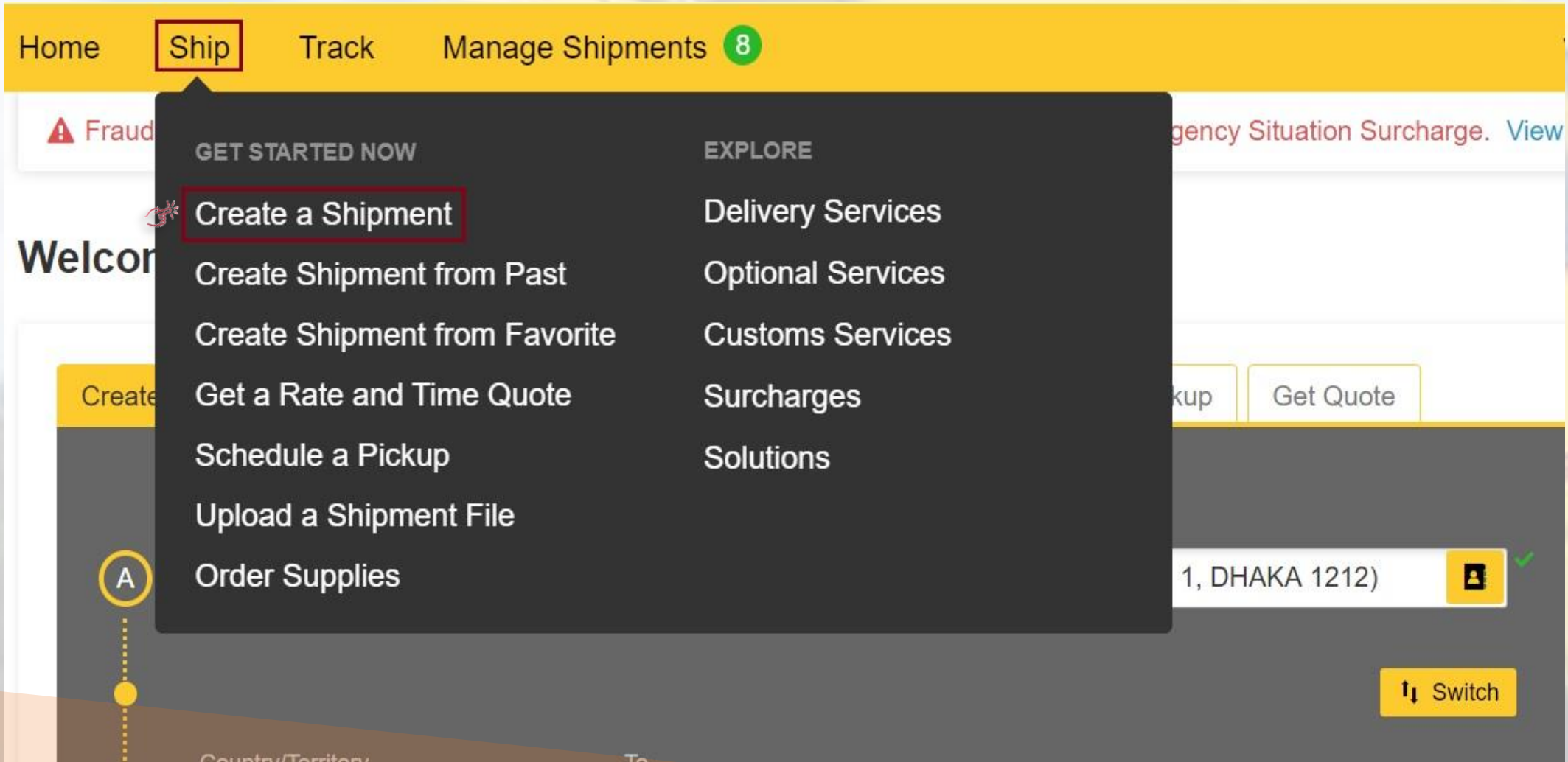
☐ Remember me [i](#)

[Login](#)

Not Registered? [Register Now](#)

Step: 7

- ❖ Click on "Ship" and then Click on "Create a Shipment"



Step: 8

- ❖ Fill up Shipper and Receiver's required information
- ❖ Then Click "Next"

Create Shipment

Pay

Print

Cancel

Assign this Shipment

Save for Later

From

Name

Test shipper name

☒ Business Contact

Company

Test shipper company name

Country/Territory

Bangladesh

Address

Test shipper address line 1

Address 2

Test shipper address line 2

Address 3

Test shipper address line 3

Postal Code

1212

City

DHAKA

State

Email Address

test@gmail.com

Phone Type

Mobile

Code

880

Phone

0171-3103672

☐ SMS Enabled

Add Another

VAT/Tax ID

Enter IOSS in Customs Declaration section

☐ Residential Address

Clear Address

Switch

To

Name

Test Receiver Contact

☒ Business Contact

Company

Test Receiver Company

Country/Territory

China

Address

Test Receiver Address Line 1

Address 2

Test Receiver Address Line 2

Address 3

Test Receiver Address Line 3

Postal Code

200001

City

SHANGHAI

Province

Email Address

test@gmail.com

Phone Type

Mobile

Code

86

Phone

556 6556 655

☐ SMS Enabled

Add Another

VAT/Tax ID

Enter IOSS in Customs Declaration section

☐ Residential Address

Notes about this contact

Clear Address

Next

6

Step: 9

- ❖ If your shipment is document , Click on "Documents",
- ❖ Then "Describe the documents in your shipment"
- ❖ Then Click "Next"

Shipment Details

Documents

Documents include legal, financial or business paperwork. Items with monetary value are NOT considered a document shipment.

Packages

Packages are goods, merchandise or commodities for personal or commercial purposes.

Describe the documents in your shipment

Select a description 

Documents - general business 

Add Shipment References

Reference (appears on shipping label/waybill)

Reference (appears on shipping label/waybill)

Is it a document?

Some items you might think are documents are not – check before completing your shipment.

> [Help me determine if my item is a document](#)

Prohibited Items

Some items that are prohibited when shipping to China include:

Animals, fish, birds (live)

Seeds

Bullion (of any precious metal)

[View Prohibited Items](#)

 **Next**

Step: 10

- ❖ If shipment is Non-Document, click on “Packages”.
- ❖ Click on “Create Invoice” to prepare invoice.
- ❖ Then Select purpose from drop down list.
- ❖ Input “Item Description; Quantity; Item Value(Per Piece); Gross weight(Per piece); Where was the item made;”
- ❖ If you have multiple item, Click on “Add Another Item”

Shipment Details

Documents

Packages

Documents include legal, financial or business paperwork. Items with monetary value are NOT considered a document shipment.

Packages are goods, merchandise or commodities for personal or commercial purposes.

You'll need a customs invoice for this shipment – DHL can create it for you!

Create Invoice

Use My Own Invoice

Using my shipment information

I have a printed invoice

What is the purpose of your shipment?

Sample

Prohibited Items

Some items that are prohibited when shipping to China include:

- Animals, fish, birds (live)
- Seeds
- Bullion (of any precious metal)

[View Prohibited Items](#)

Need to add other details or create and save invoice templates?

[Use our enhanced Customs Invoice](#)

Describe each unique item in your shipment separately

☐ I would like to see estimated duties and taxes for my shipment

1

Item Description

Describe in detail what the item is called, what is it made of and what it will be used for.

Quantity

1

Units

Pieces

Item Value

Net Weight

Gross Weight

Where was the item made?

[View Prohibited Items](#)

Commodity Code

☐ Add line item reference

Total Units

1

Total Net Weight

-- KG

Total Gross Weight

-- KG

Number of Pallets

Add Another Item

8

Step: 11

- ❖ Input **Invoice Number** (As per your format)
- ❖ Then Scroll down and click on **"Next"**

Invoice Value
Include any additional charges for this shipment.

Total value for all goods/items only (excluding other charges)

-- -- USD

Add Charges

Total Invoice Value

-- -- USD

Invoice Number ⓘ

*

Remarks

Add Shipment References

Reference (appears on shipping label/waybill)

Reference (appears on shipping label/waybill)

+

Protect Your Shipment

You value your shipment and so do we – don't forget to protect your shipment! [Learn about our shipment protection options.](#)

☐ I would like to insure my shipment

Next

**Next**

Step: 12

- ❖ If you do not have any “Additional Parties” related with this shipment, click “No” and proceed to **“Next”**

Customs Declaration

Additional Parties

Are there other parties involved in the shipment?

☐ Yes ☒ No

Additional Customs Documents

Identify any additional customs documentation you are including with this shipment.

Add Another

 **Next**

Note: *If you have “Additional Parties”, click Yes and fill up the mandatory steps.

***If you have more “Additional Parties”, you can do “Add Another”**

Step: 13

- ❖ Select your desired Package, Input Number of carton/packages/Quantity and weight of each packages.
- ❖ Then Click on **“Next”**

Select Packaging

Packaging	Quantity	Weight kg	Dimensions cm				
Your Own Package	1	0.5	Length	X	Width	X	Height
<div> <div> <div>Box 3</div> <div>33.7 X 32.2 X 10 cm</div> </div> <div> <div>Box 4</div> <div>33.7 X 32.2 X 18 cm</div> </div> <div> <div>Box 6</div> <div>41.7 X 35.9 X 36.9 cm</div> </div> <div> <div>Box 7</div> <div>48.1 X 40.4 X 38.9 cm</div> </div> <div> <div>Large Flyer</div> <div>47.5 X 38 X 1 cm</div> </div> <div> <div>Small Flyer</div> <div></div> </div> </div>							



Step: 14

- ❖ Select your desired option(Credit Card/Cash) for transportation charges and select customs terms of trade.

How will you pay?

How will you pay for transportation charges?

Select One

Credit Card

Online Payment

Cash

Add Account

How will duties and taxes be paid?

Receiver will pay

Select customs terms of trade [View Definitions](#)

DAP - Delivered at Place



Step: 15

- ❖ **Select** Date according to your need.

I'm sending my shipment on

October
25
Today

October
26
Tomorrow

October
27
Wednesday

October
28
Thursday

October
29
Friday

October
30
Saturday

More
+

Delivery Date

Delivered By

Estimated Price

October
27
Wednesday

EXPRESS
WORLDWIDE

End of Day

BDT *****

Details

Select

[Find a location](#)

DHL rate estimate as of Oct 25, 2021, 5:15 PM
[Disclaimer and Important Details](#)

Step: 16

- ❖ If you need any of these services please tick either click on **"Next"** to proceed further.
(Any optional services is chargeable)

Optional Services

☐ Direct Signature

☐ Export Declaration

Next

Step: 17

- ❖ For Pickup Click on "Yes-Schedule Pickup"
- ❖ Set pickup time from "Pickup Window" by dragging sliding bar
- ❖ Select "Reception" or "Other"
- ❖ Input "Total Pickup Weight"
- ❖ Check/edit "Pickup Address" and confirm.
- ❖ Then Click on "Next"

Schedule Pickup

Yes – Schedule Pickup

No

I'm sending my shipment on

October

17

Today

Edit

Pickup Window – When courier may arrive and shipment is ready

Earliest

7:45 pm

Latest

10:00 pm

10:00 am

1:00 pm

4:00 pm

7:00 pm

10:00 pm

Please allow at least 60 minutes for your Pickup Window

The latest time a request can be made for pickup today is 8:30 pm

Where should the courier pick up the shipment?

Reception

Total Pickup Weight

0.1

kg

Instructions for the courier

Provide other instructions you'd like the courier to receive

☐ I need the courier to bring DHL packaging for this shipment

[Disclaimer and Important Details](#)

Pickup Address

Test shipper name
 Test shipper company name
 Test shipper address line 1
 Test shipper address line 2
 Test shipper address line 3
 DHAKA, 1212
 test@gmail.com
 +880 1713-103672

Edit

Make my default pickup address

Next

13

Step: 18

- ❖ Click **“Accept and Continue”** once you have reviewed and agree “Shipment Cost Summary”

Shipment Cost Summary

EXPRESS WORLDWIDE

Wed, 27 Oct, 2021 - End of Day

Volumetric Weight kg
Total Weight kg
Chargeable Weight kg

Transportation Charges: BDT

Fuel Surcharge: BDT

Emergency Situation: BDT

VAT/Tax : BDT

Total BDT

☐ I have a promo code

Add shipment protection for just **BDT more!**

Upgrade Now!

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

Step: 19

- ❖ Click **“Print Selected Documents”** for printing waybill. Please do not print from waybill view/image.

Print and You're Done!

Print and preview your documents

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



☒ Label (Waybill)

1 Number of Copies



☒ Customs Invoice

1 Number of Copies



☒ Receipt

1 Number of Copies



Print Selected Documents

Your Tracking Number

Piece # 1:
JD01

Pickup Confirmation Number CBJ

Pickup Details
Mon, Oct 25, 2021
Between pm and pm

☆ Save as Favorite

- Please remember you are unable to find this option if you are not registered your login

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Electronic Shipping Solution (ESS) Helpline:

Phone: 09604 100400 (Ext: 1); Email: ecom.helpdesk@dhl.com; Business hour: 9am – 9pm

DHL Customer Service Hotlines: 16359, 0255668100 & 09604100200;

DHL Express – Excellence. Simply delivered.