



# Digital customs invoice – user guide

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**Content**

Digital customs invoice..... 3

1. Create a shipment with your own invoice ..... 3

2. Create a shipment with an invoice created in MyDHL+ ..... 5

Remarks..... 8

## Digital customs invoice

With DHL Paperless Trade - Digital Customs Invoice you save time and money, reduce the number of documents to process and make a positive contribution to the environment. DHL Paperless Trade allows you to transmit your commercial or proforma invoices electronically. This free service eliminates the need to print customs documents for your shipments. This saves you valuable time and printing costs. Also, digital processing of your documents facilitates trouble-free processing at customs and provides prerequisites for faster release of your shipment.

### 1. Create a shipment with your own invoice

When creating your shipment with MyDHL +, you follow the standard steps. You fill in all the sender and recipient data, select Packages and What is the purpose of your shipment. The following is a choice of how you will provide your item details.

You have three options:

- 1. You can use our description creation tool to help you accurately describe the contents of your shipments.**
- 2. Manually enter the data for the relevant invoice items.**
- 3. Take advantage of the convenience of the feature that allows you to upload your own file (CSV, TXT or XML). This will reduce manual entry, especially if you are sending a shipment containing multiple items.**

**Tell Us What You're Shipping**  
Select how you would like to provide your item details

3.

**Describe each unique item in your shipment separately**  
Avoid shipment delays! Accuracy matters to customs authorities. Add each unique item **One At a Time**. Provide details in English only.

I want DHL to estimate duties and taxes based on items in my shipment

Actions

2 Unique Item Description

What is the item? 1.  OR 2.

Quantity:  Units (How the item is packaged):  Value (Per Item):  EUR Weight (Per Item):  kg

Where was the item made?:  Commodity Code:

Add line item reference

Total Units 21 Total Weight: 40.8 KG Total Value: 1,010.00 EUR

After describing the content details, select **Use my own invoice**.

**Customs Invoice Details**  
You can provide additional information to appear on your DHL customs invoice or you can use your own customs invoice. You can also provide any additional customs related documents for this shipment.

**Invoice Details**

**Invoice Number**  
If you number your invoices, provide the number exactly the same.

My Invoice Number

Enter the dimensions, payment method, type of transport and the cost of transport, and optional services. MyDHL+ will allow you to upload your customs invoice as a file from **Browse for File**. You can also upload other necessary documents such as a packing list and Declaration of Origin.

The attached files must be legible and clear.\*

*\*Consult your sales representative if you need to send other documents*

*\*\* The file name must not contain Cyrillic characters.*

**Upload Your Customs Documents**

You can upload and submit your customs invoice or any other customs documents as image files and submit them to us electronically.

If you do not upload document images, remember to print and provide your documents with your shipment.

Would you like to upload image files?

Yes

Upload an image of your customs invoice. Ensure your invoice is signed before uploading.

Upload Invoice Document

[Browse for File](#)

File Type Allowed: JPG, JPE, JPEG, GIF, PNG, TIFF, TIF, or PDF  
Maximum file size: 5 MB

Upload Other Customs Documents (Optional)

Limit of 5 MB for all files uploaded per shipment 0 Bytes of 5 MB

**Next**

## 2 Create a shipment with an invoice created in MyDHL+

In case you want to create an invoice using the application, on the **Customs invoice details** step, mark **Create invoice**.

**Customs Invoice Details**  
 You can provide additional information to appear on your DHL customs invoice or you can use your own customs invoice. You can also provide any additional customs related documents for this shipment.

**Create Invoice**  **Use My Own Invoice**

**Invoice Details**

**Invoice Number**  
 You can provide a number that is helpful for you and customs to refer to.

I would like to include an invoice number

**Additional Invoice Information (Remarks)**

**Declaration Statements**

EUR1 (Declaration Statement)  
 Certificate of Origin

Since you have enabled PLT in your settings, the service will be automatically selected by the app:

**Upload Your Customs Documents**

You can upload and submit your customs invoice or any other customs documents as image files and submit them to us electronically.

If you do not upload document images, remember to print and provide your documents with your shipment.

Would you like to upload image files?

Yes

DHL will create an electronic customs invoice from the details you've provided for this shipment and your signature file you have saved in Shipment Settings.

Upload Other Customs Documents (Optional)

Limit of 5 MB for all files uploaded per shipment 0 Bytes of 5 MB

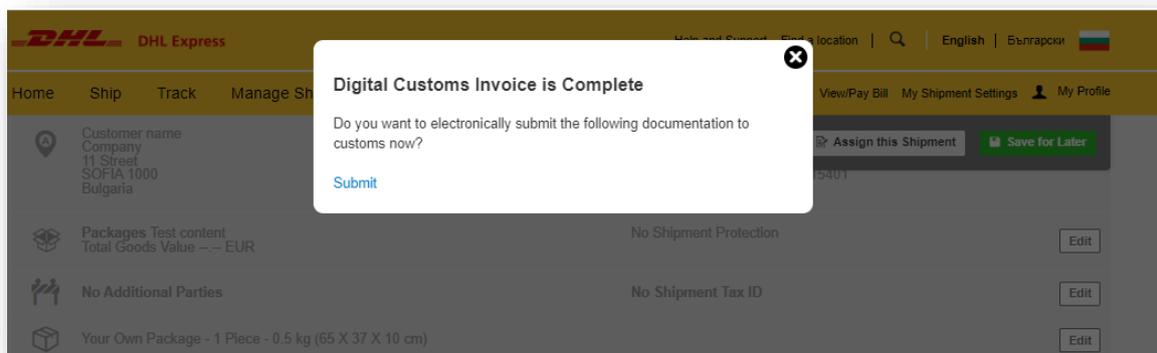
**Next**

You can also upload other necessary documents such as a packing list and Declaration of Origin.

*\*Consult your sales representative if you need to send other documents*

**! In case the destination you are shipping to does not offer a Digital Customs Invoice, the system will skip this step and will not require the upload of documents. This means you need to print the shipping label and invoice for the DHL courier.**

Once you have uploaded or created a customs invoice through MyDHL+, complete the waybill as usual. After clicking **Accept and Continue**, a confirmation popup will appear. Select Submit and print the waybill.



On the final page you can view and download the documents you have created:

### **Shipment Confirmation**

 Your shipment has been successfully created and your customs invoice has been transmitted digitally to customs. [View Digital Customs Invoice](#) 



### **Important**

If your shipment has a declared value of up to €999.99, the registration of an export customs declaration is not mandatory, if the goods are not restricted for export or under a specific customs regime. For shipments up to €999.99, you could use our ePOD (Proof of delivery) as proof of export to the tax authorities. If you wish to prepare an export customs declaration, for the purposes of your accounting, the export documents should be sent to email: [sofcustoms@dhl.com](mailto:sofcustoms@dhl.com) by **16:00** on the day of collection of the shipment.

## Remarks

Regardless of the ease of work offered by the new Paperless Trade functionality, some of the documents that accompany the shipment must be provided in the original paper. Such documents are:

- ATA Carnet
- Certificate of origin
- Proofs of preference, (e.g. invoices or other customary documents with original signed declarations of origin, movement certificates EUR.1, EUR.MED, A.TR, Form A)
- Phytosanitary certificate
- CITES certificates
- Documents for dangerous goods transport

If you have any questions about PLT activation and working with the Mydhl+ app, you can email us at [sofecom@dhl.com](mailto:sofecom@dhl.com) or call us at **0700 17 700, option 3.**

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