

MyDHL⁺



INSTRUCTIONS ON HOW TO FILL OUT CUSTOMS DATA

DHL Express – Excellence. Simply delivered.



HOW TO PROVIDE FULL AND ACCURATE DESCRIPTIONS OF GOODS?

Due to the increasing European requirements regarding customs shipments, it is necessary to submit their data in electronic format to DHL in advance. These changes are necessary because regulatory and customs authorities around the world are moving to a fully electronic data-driven environment.

From this year, for all customs shipments for which our customers use their own invoices, in addition to uploading the invoices via PLT (Paperless Trade), it is required that the information about the items be submitted electronically.

For this purpose:

1. **At MyDHL+, we focus on filling out the content form to provide full and accurate descriptions of the goods (both for export and import).**

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.

2.

OR

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

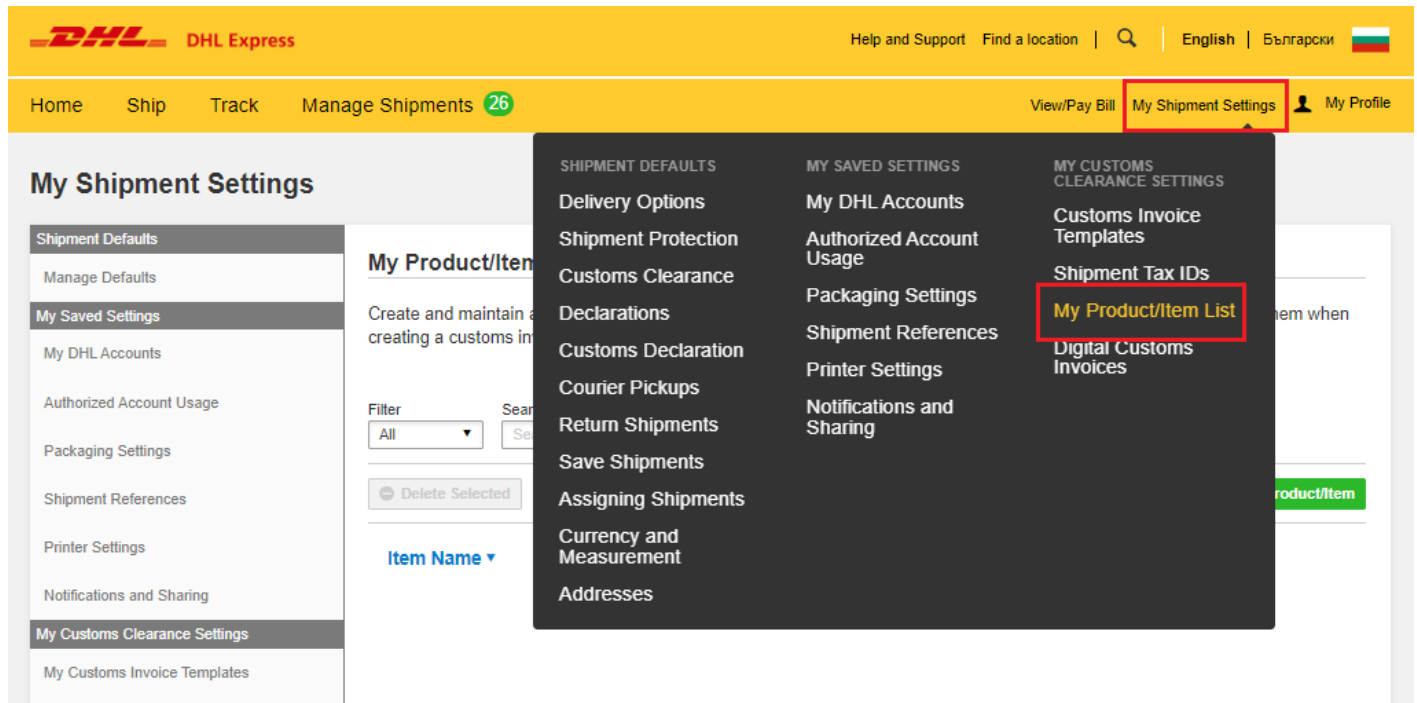
Total Units 21 Total Weight: 40.8 KG Total Value: 1,010.00 EUR

The section can also be filled out quickly if you have a pre-created product list.

It is possible to add an item to the product list after entering the necessary data from [Save to my product/item list](#)

When creating the next shipment, you can add a product using the ready list from [Add from the Product List](#)

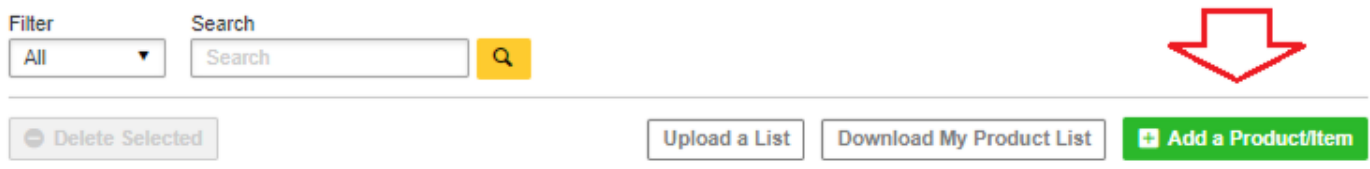
You can also create a product list from **Shipment Settings-> My Product List:**



The screenshot shows the DHL Express website interface. At the top, there is a yellow navigation bar with the DHL logo and 'DHL Express' on the left, and 'Help and Support', 'Find a location', 'English', and 'Български' on the right. Below this is a secondary navigation bar with 'Home', 'Ship', 'Track', 'Manage Shipments 26', 'View/Pay Bill', 'My Shipment Settings', and 'My Profile'. The 'My Shipment Settings' menu is open, displaying three columns of options: 'SHIPMENT DEFAULTS' (Delivery Options, Shipment Protection, Customs Clearance, Declarations, Customs Declaration, Courier Pickups, Return Shipments, Save Shipments, Assigning Shipments, Currency and Measurement, Addresses), 'MY SAVED SETTINGS' (My DHL Accounts, Authorized Account Usage, Packaging Settings, Shipment References, Printer Settings, Notifications and Sharing), and 'MY CUSTOMS CLEARANCE SETTINGS' (Customs Invoice Templates, Shipment Tax IDs, My Product/Item List, Digital Customs Invoices). The 'My Product/Item List' option is highlighted with a red box.

My Product/Item List

Create and maintain a list of your company's products or any items you ship frequently so that you can quickly select them when creating a customs invoice.



The screenshot shows the 'My Product/Item List' interface. It features a search bar with a 'Filter' dropdown set to 'All' and a 'Search' input field with a magnifying glass icon. Below the search bar are three buttons: 'Delete Selected', 'Upload a List', and 'Download My Product List'. A prominent green button labeled 'Add a Product/Item' is highlighted with a red arrow pointing downwards.

Item Name ▾ Description Country of Manufacture

2. It is necessary to upload the completed invoice from "File Search" for the destinations for which MyDHL+ offers it as an option:

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: 6.35 MB

Upload Other Customs Documents (Optional)

Limit of 6.35 MB for all files uploaded per shipment 0 Bytes of 6.35 MB

Next

! If you create an invoice through MyDHL+, it does not need to be uploaded to the system.

! Please note that as of March 2023 the Commodity Code is expected to become mandatory.

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