



MyDHL+ QUICK REFERENCE GUIDE

Simply fast. Simply efficient. Simply amazing.

DHL Express – Excellence. Simply delivered.



Whatever your particular shipping needs, MyDHL+ is an intuitive platform designed to help make the process easier than ever before. This is how DHL is delivering all the benefits of the next stage in the evolution of international shipping.

MyDHL+ HOME

You don't have to log in to use MyDHL+. Just begin on the Homepage and click on Create New Shipment to get started. But if you want to take advantage of all the incredible features that this intuitive new shipping experience has to offer – such as instant recall of all your past shipments and addresses – we recommend you log in to (or create) your account.

Create Shipments (as a Guest)

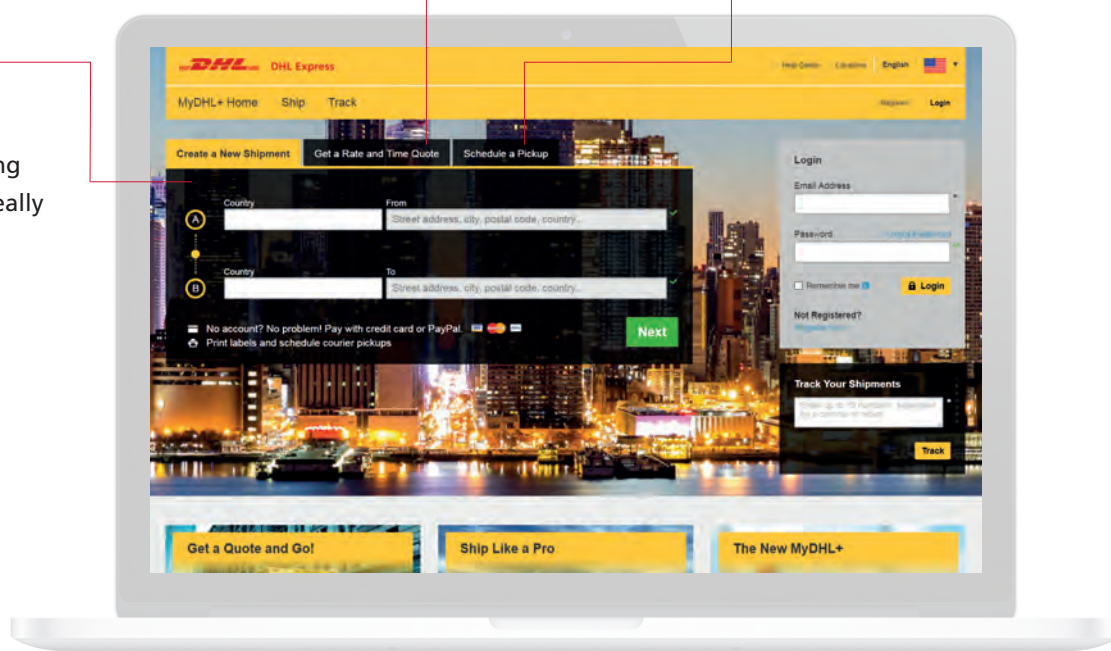
Simply input your shipping data to get started. It's really that easy

Get Rate Quotes

Estimated rates and times – all up front, every time

Schedule Pickups

See what pickup times are available for your shipment



LOG IN

You don't have to log in to use basic MyDHL+ functionality. But for a faster, more intuitive shipping experience that remembers all your past shipments and addresses, we do recommend it.

1. Registered User

Already have a MyDHL+ account? Great! Just enter your details on the MyDHL+ Homepage to gain access

2. Register

Registration is quick and easy. And once you're set up, you'll only ever have to use one easy-to-remember ID (your email) to log in and handle all of your shipping needs – all in one place

3. No Login? No problem.

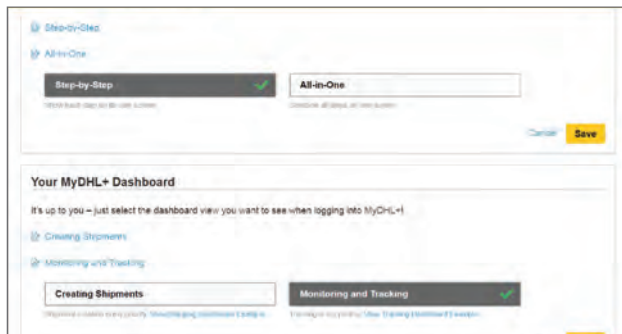
Simply click on the MyDHL+ Home tab to access basic DHL shipping features

DASHBOARD

Once you're logged in, you'll not only get all the basic shipping features available on the Homepage – now you'll also have access to all these great MyDHL+ account-holder benefits.

Customize Your Dashboard

Choose which features are most useful to you, and populate your Dashboard to best suit your needs



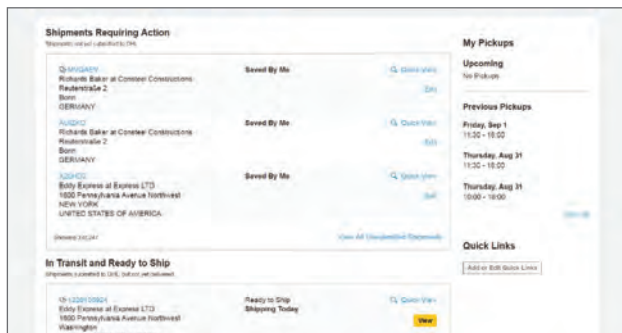
See Your Pickups

View the status of every pickup – whether your items have already been collected, they're ready for the courier or you have requested a pickup for a future date



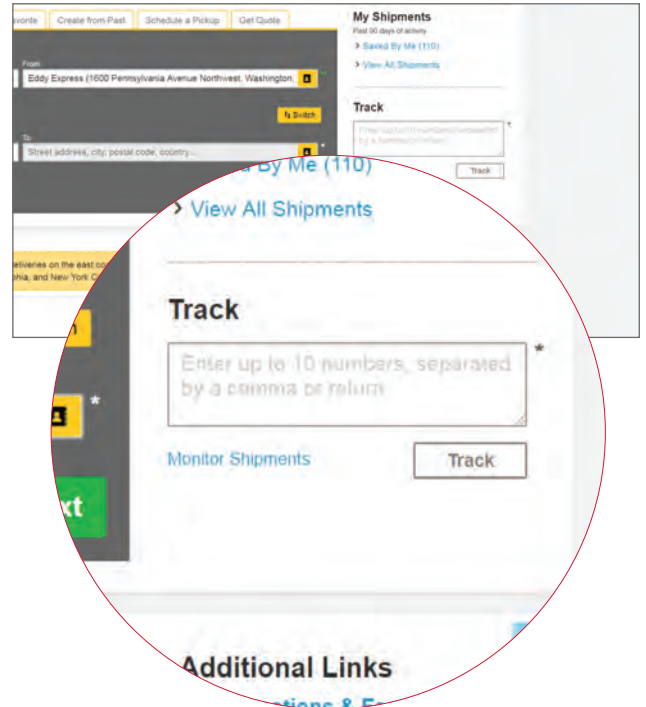
Shipments Requiring Action

Click on Edit to complete shipments that were created but remain incomplete or unassigned



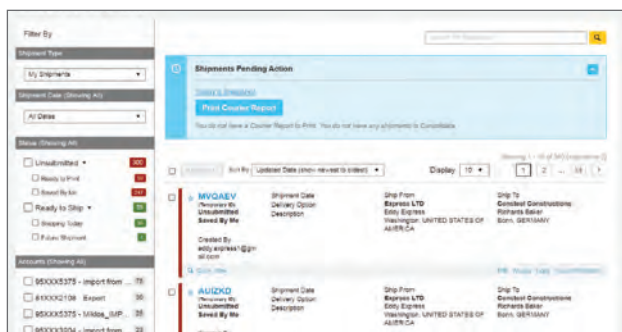
Track Shipments

Choose to track via waybill numbers on your Dashboard or the Track option on the Toolbar



Every Shipment Status, at a Glance

Quickly view details for every one of your shipments from the past 90 days

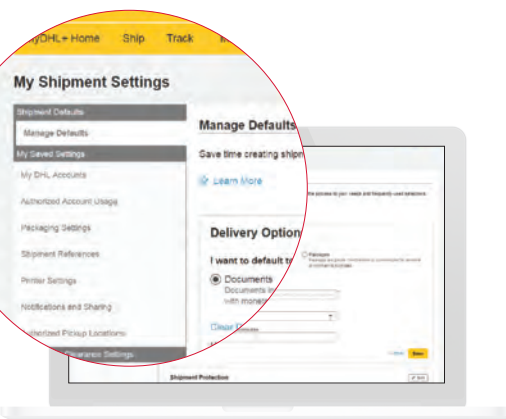
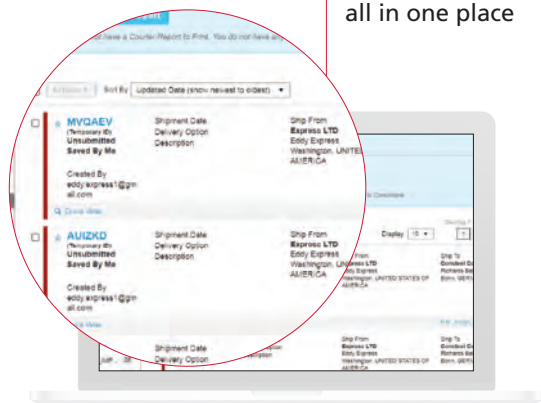


TOOLBAR

Always here, always ready – the Toolbar is your ever-present shortcut to Manage and Track Shipments, change your Shipping Settings and/or update your Profile.

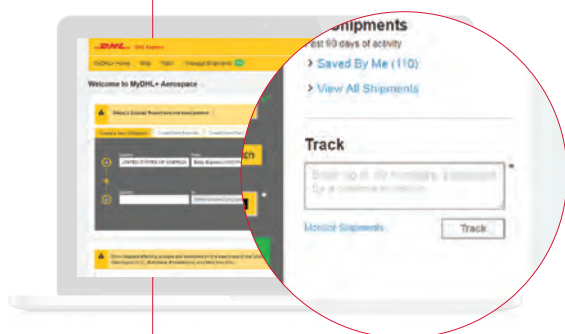
Manage Shipments

This option provides a detailed view of all shipments and gives you fast access to your addresses and reports – all in one place



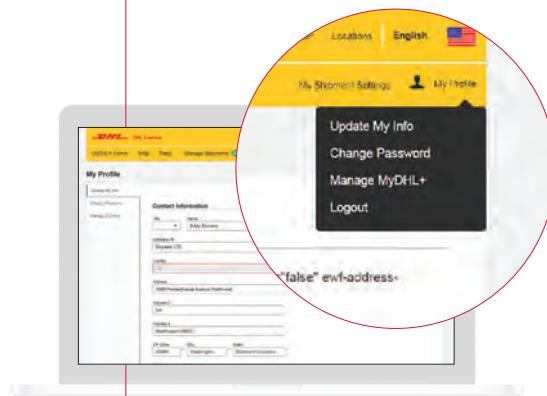
My Shipment Settings

Save time by creating preferred default settings for packaging, pickup times and other critical shipment details



Track

Track the status of your shipment. Anytime, anywhere



My Profile

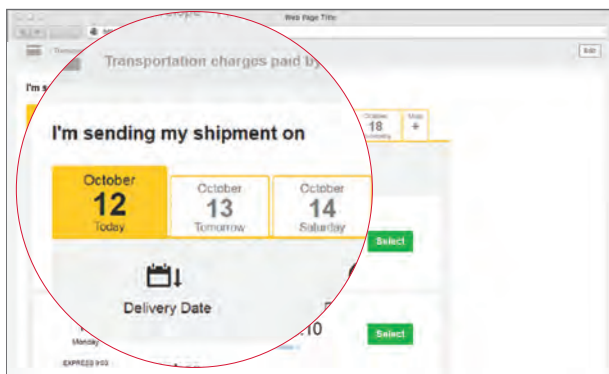
You are in control of your contact details, password and user profile

EXPORT AND IMPORT

By clicking on Create a Shipment, you can quickly generate an interchangeable export or import shipping order.

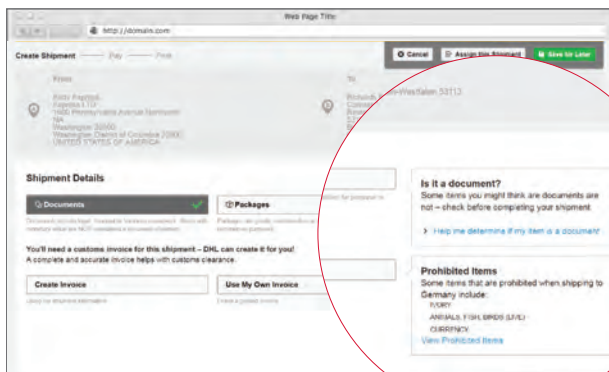
Export and Import

With one easy click on the Switch button, you can instantly change your transaction from an export order to an import, or vice versa



Delivery

Choose when you'd like your shipment to be sent, and when you'd like it to arrive. Here, you can also request the estimated delivery cost



Categorize Your Goods

MyDHL+ will allow you to select from a list of commonly sent goods to identify the contents of your shipment, which can help prevent delays

Courier Pickups

Choose a time slot for your pickup. You can also include details to help your courier understand exactly where and how to collect your shipment. This information will then be stored for all future shipments

SHIPMENT SETTINGS

MyDHL+ is our most flexible shipping platform yet. Choose from three time-saving options to set your personalized default settings.

Shipment Defaults

Built to save you time, this is where you can choose to set your Shipping Defaults, with no re-input needed when you place your orders

- Set Packages or Documents as default
- Set your default value for insurance coverage
- Set your regular courier pickup details

My Saved Settings

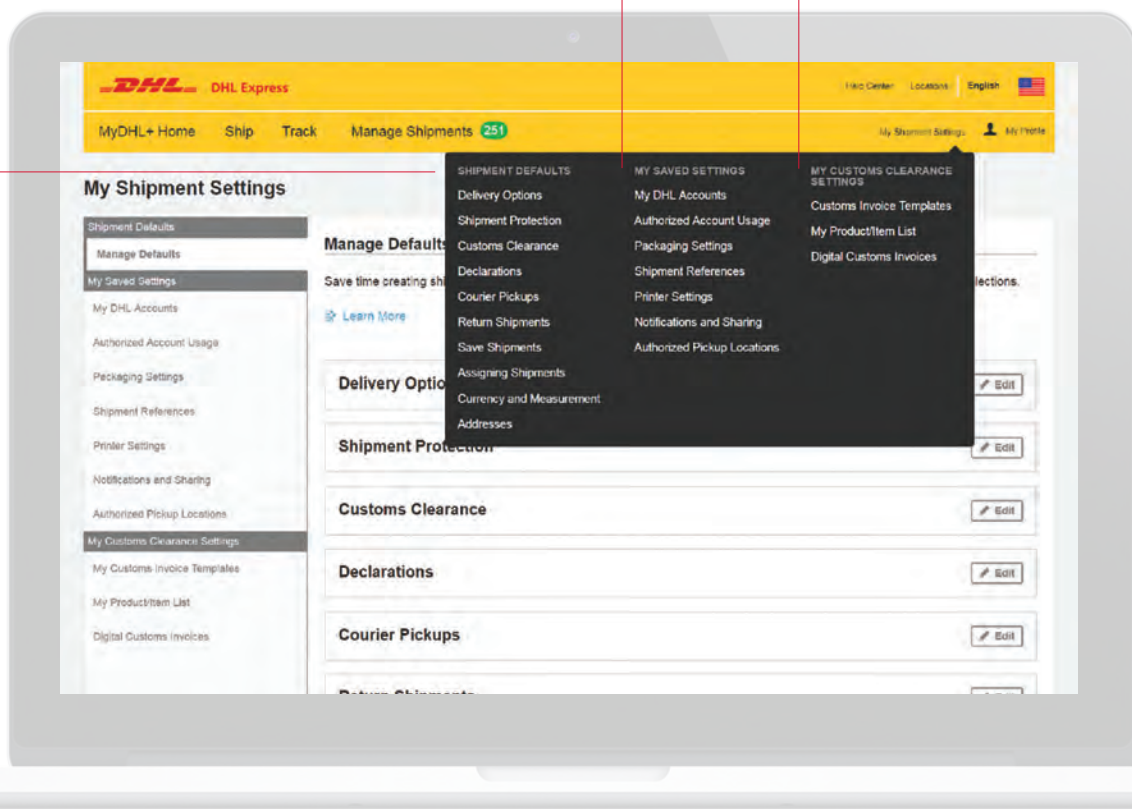
A great place to set your Account Defaults, making your MyDHL+ experience faster and more personal at every turn

- Set up online billing and save card details
- Nominate authorized account users
- Set status notifications and who can see them

My Customs Clearance

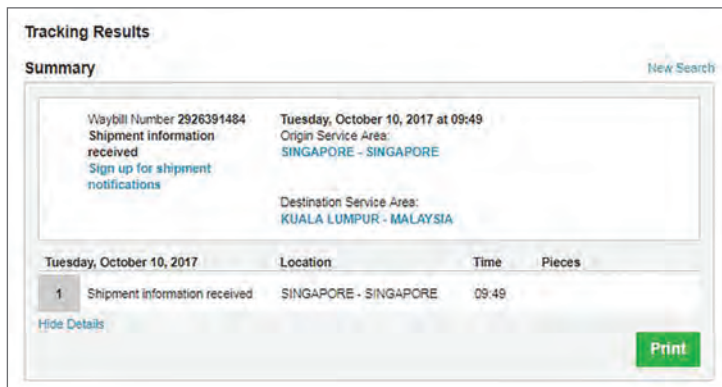
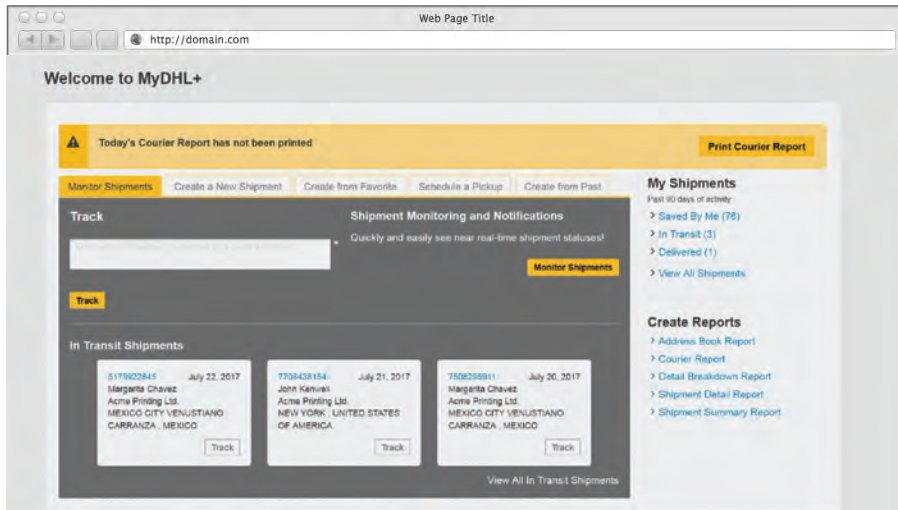
All your Customs Defaults and forms saved in one place, to give you a faster, more efficient shipping experience

- Create invoice templates
- Upload a list of all your company's products
- Opt for paperless invoicing



TRACKING

There are two ways to track your Shipments with MyDHL+. Both are simple, transparent and flexible.



Waybill Number

- Choose to track (up to 10) shipments via waybill number at once
- View a breakdown of every checkpoint for your Shipment, including individual timecodes for each

Reference Number

- Choose the shipment type and enter the tracking/reference number to find your shipment



With a fully optimized, streamlined platform designed to work better for you, MyDHL+ is the next evolutionary step in shipping. For more information, visit www.info.mydhl.express.dhl

