MyDHL+

HOW TO CREATE A SHIPMENT – STEP BY STEP GUIDE

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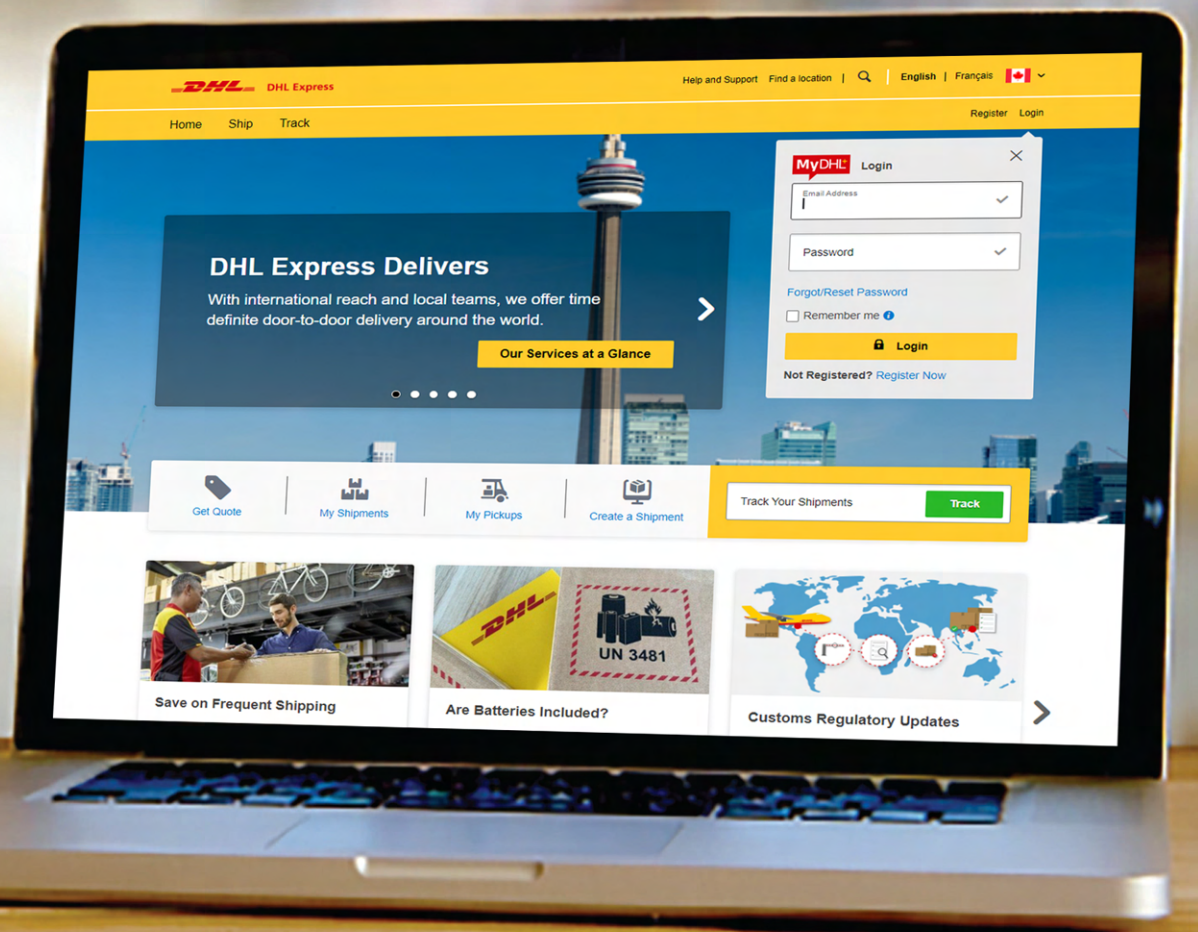
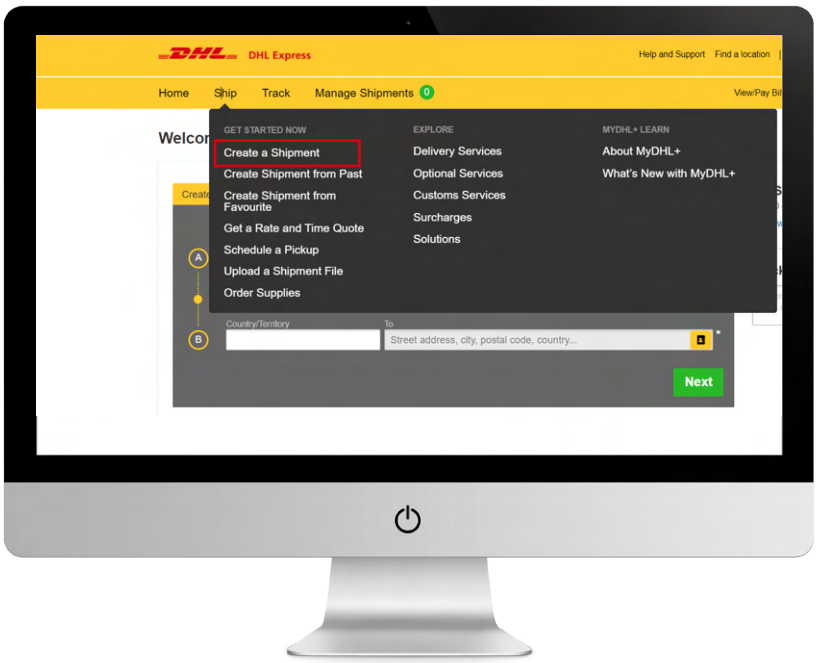
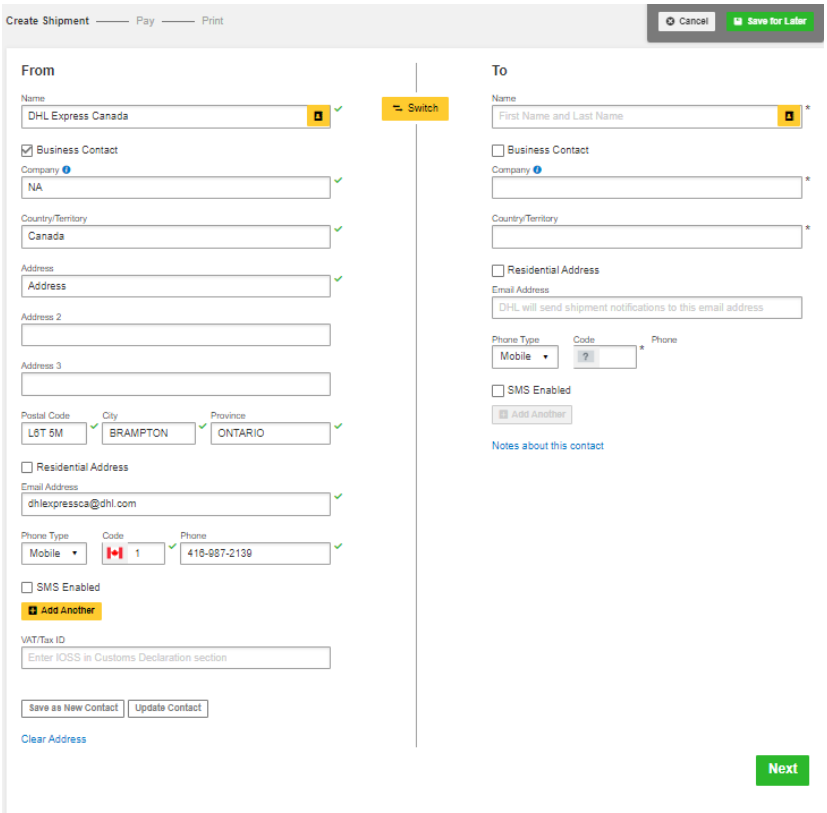


CREATE A DOCUMENT SHIPMENT



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.

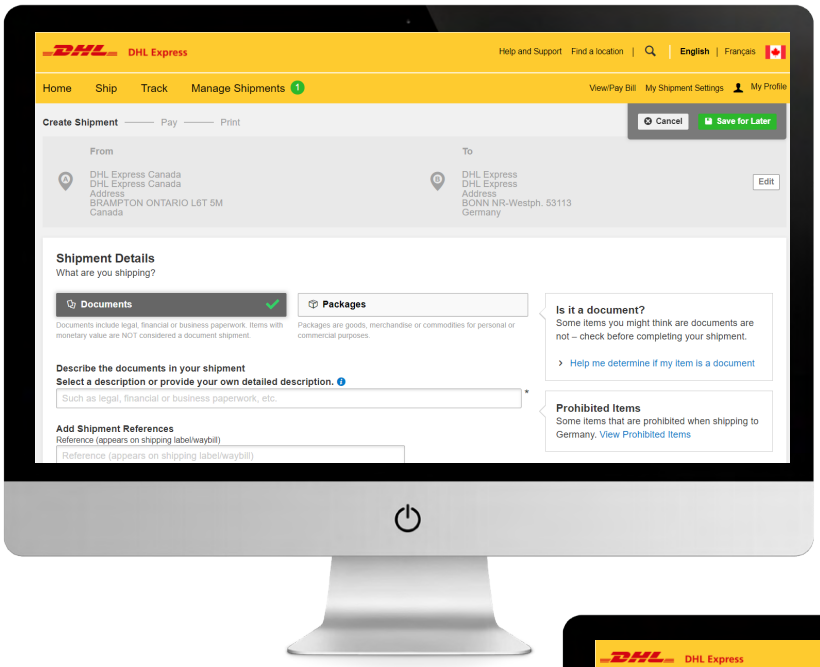
2. Fill in the **'From'** section with your details and the **'To'** section with the receiver's details. Once complete click **'Next'**.



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.

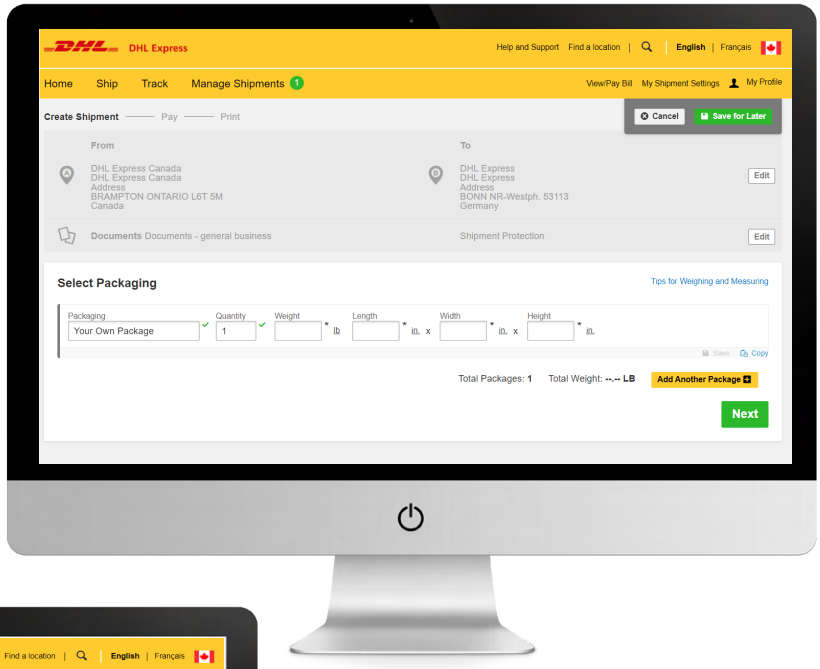
You will be provided with handy hints and information to help you complete the sections throughout the shipment creation process.



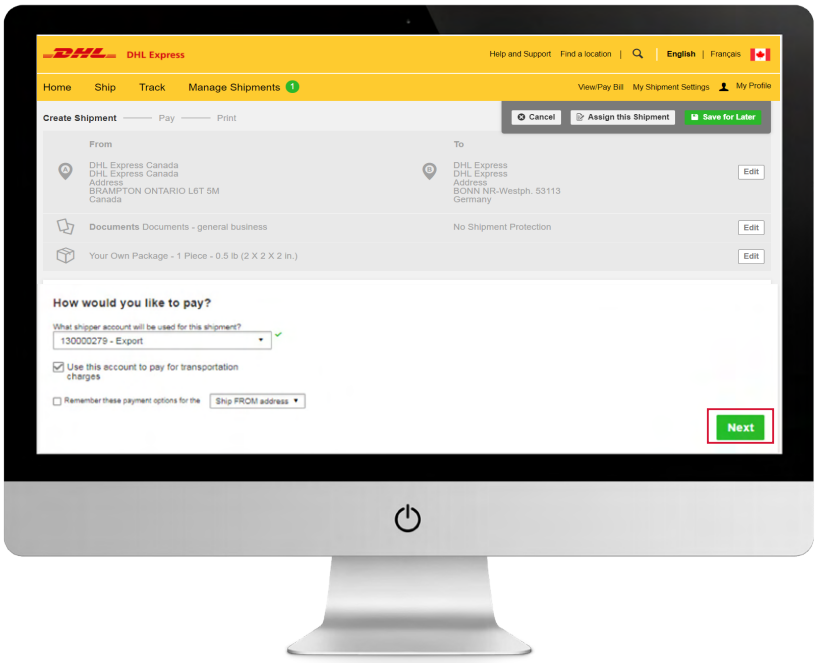
3. Select **'Documents'** and complete the **'Shipment Details'** section. Once complete click **'Next'**.

HELPFUL TIP

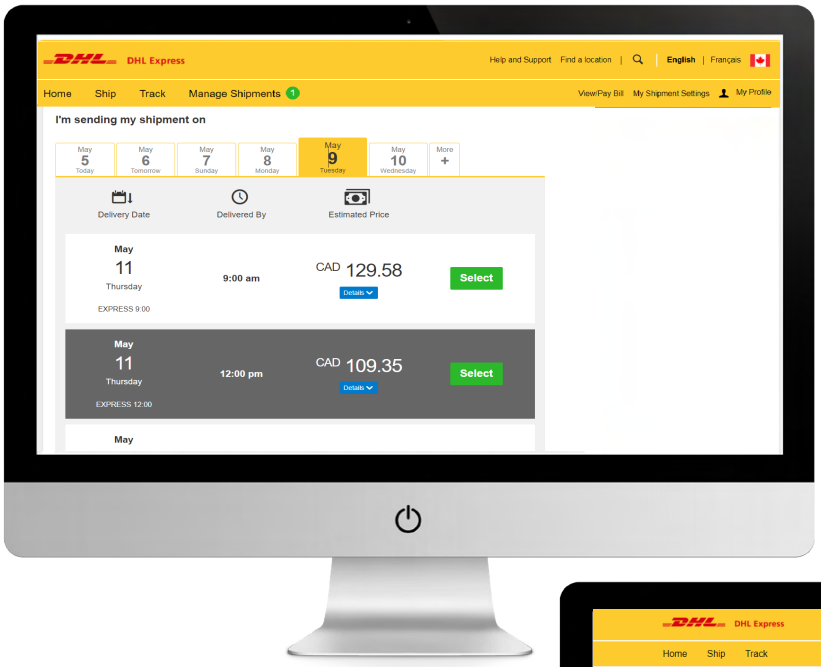
You will always be able to see and amend your previously completed sections, which is displayed in grey at the top.



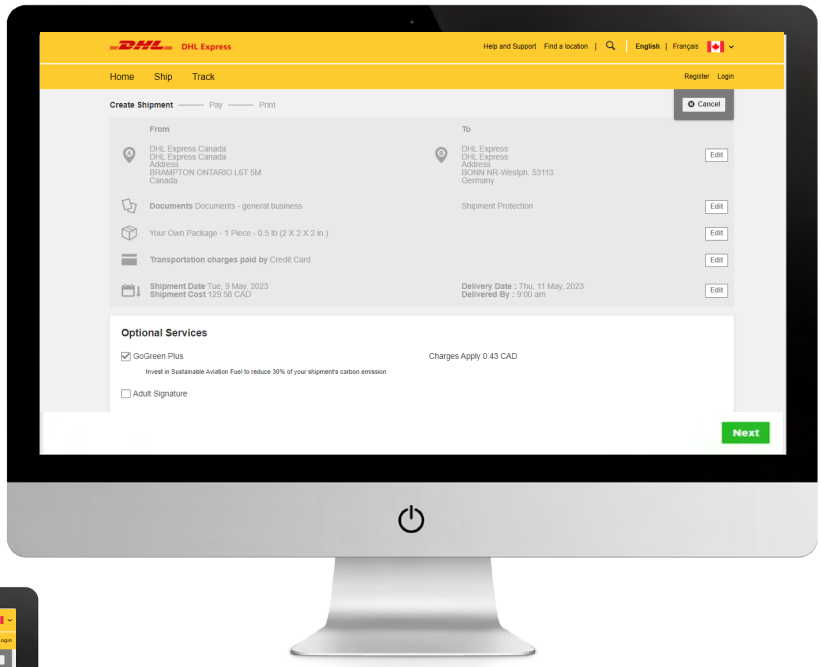
4. Complete the **'Select Packaging'** section ensuring you have selected **'My Own Packaging'** in the red highlighted box. Once complete click **'Next'**.



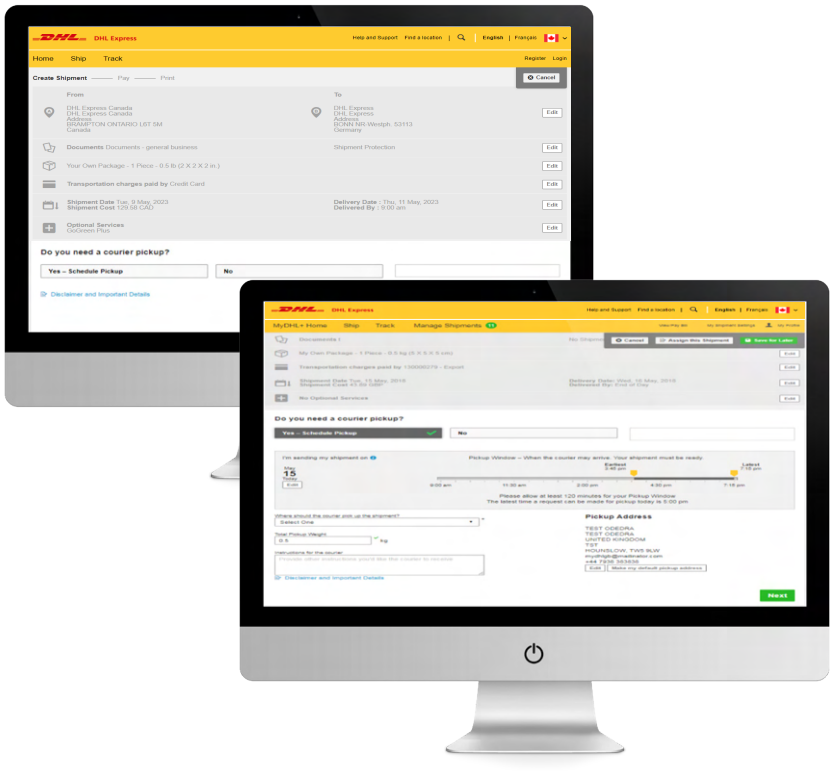
5. Confirm billing details in **'How you would like to pay?** ' section. Once complete click **'Next'**.



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



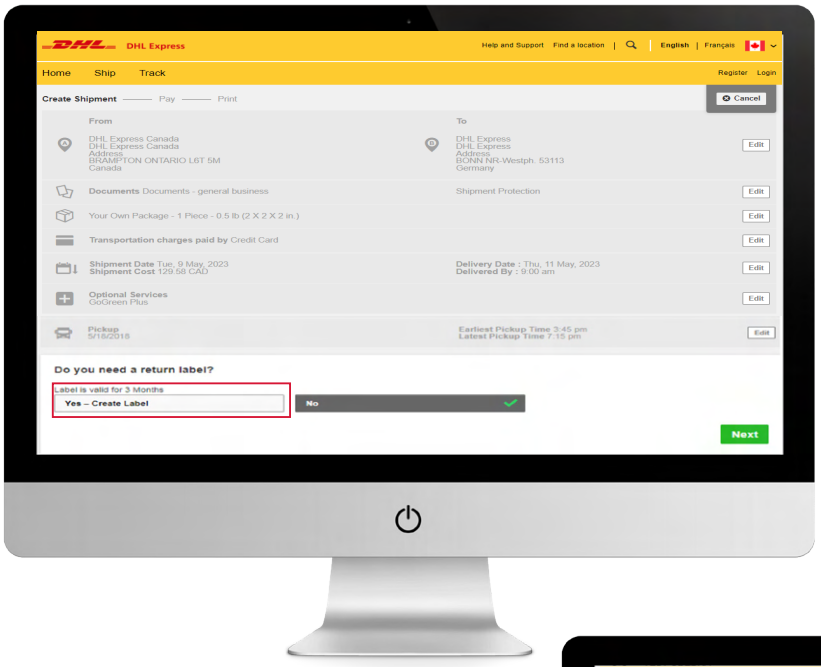
7. You now have the opportunity to select any optional services available on your shipment in the **'Optional Services'** section. Once confirmed click **'Next'**.



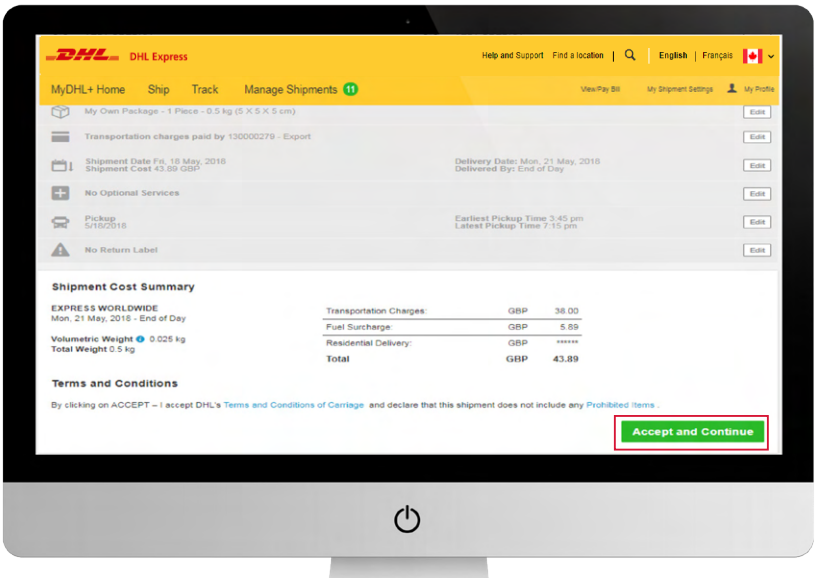
8. If you would like to schedule a pickup, select **'Yes – Schedule Pickup'** (if not, skip to step 9). Use the yellow sliders to specify the time a courier will come for collection, then complete the location of package and weight fields. Once complete click **'Next'**.

HELPFUL TIP

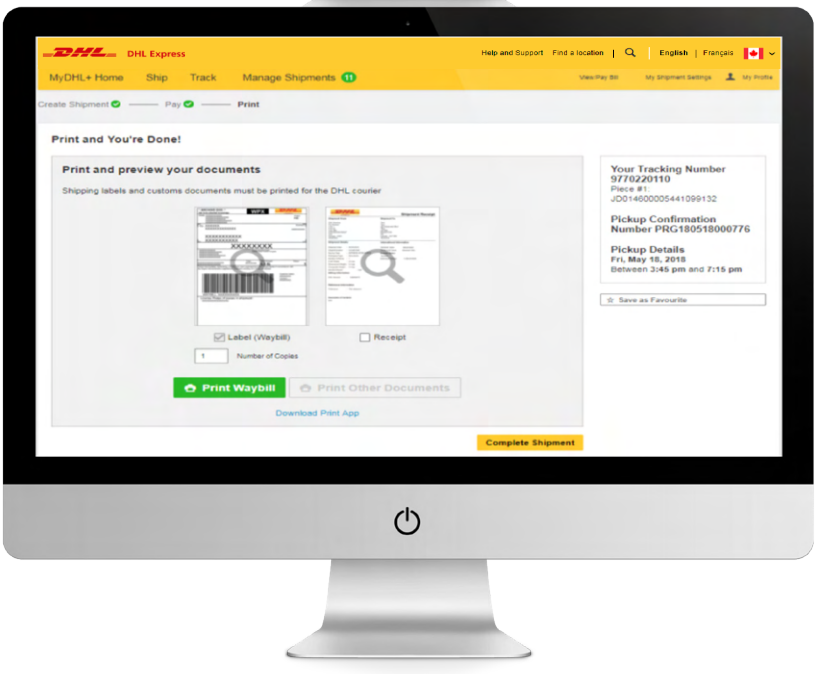
The yellow sliders will only allow you to specify a time that a courier is available to attend your location for a collection.



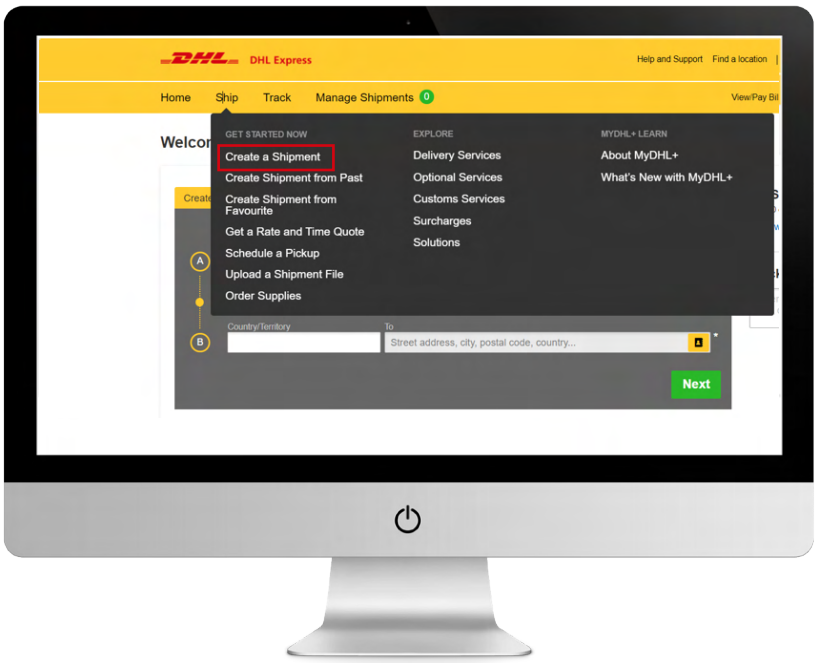
9. If you require a return label select **'Yes – Create Label'** and follow the on screen instructions. If no select **'No'** and then click **'Next'**.



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.

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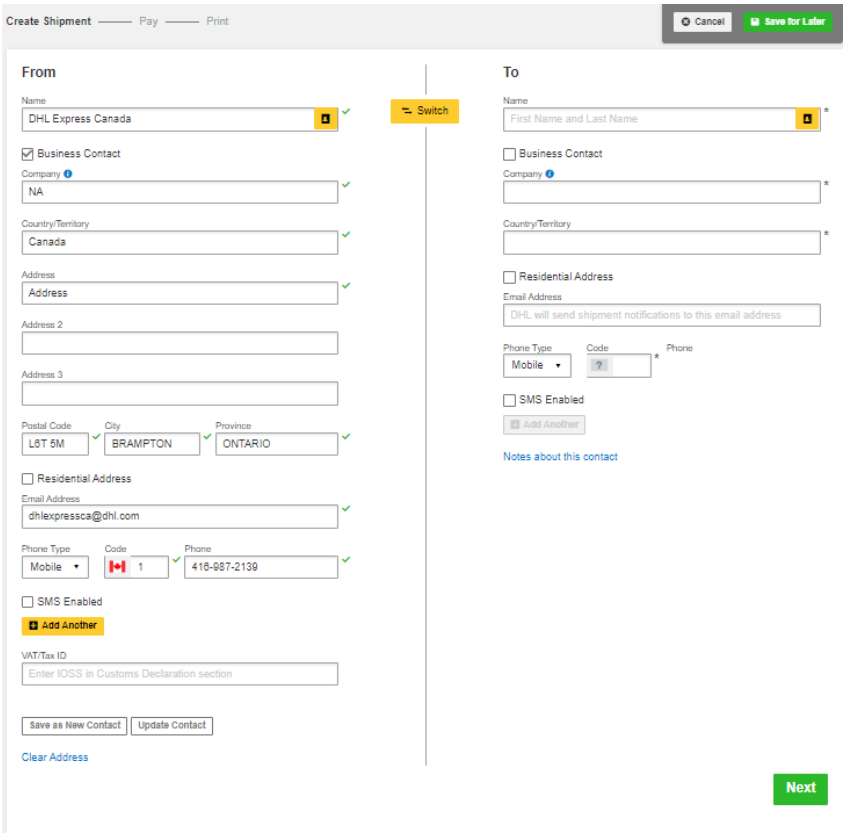

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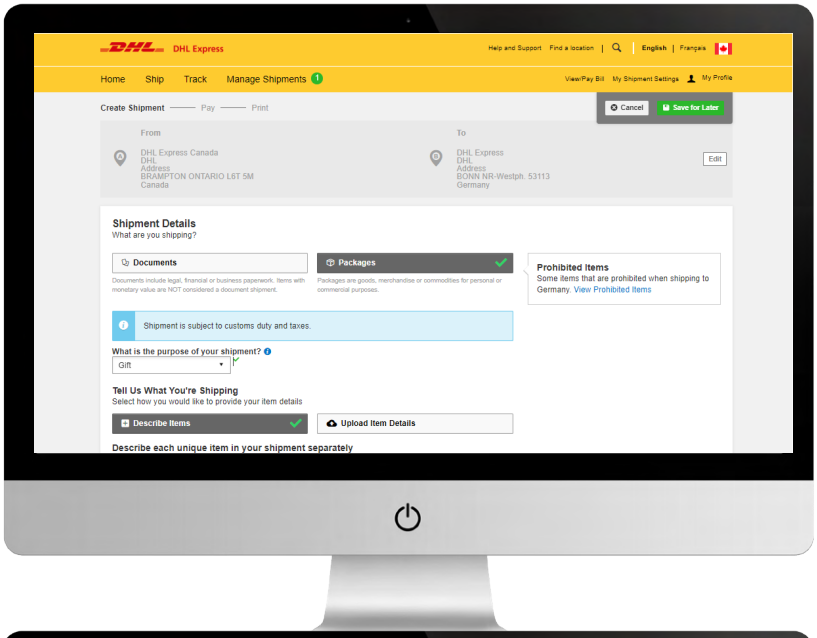

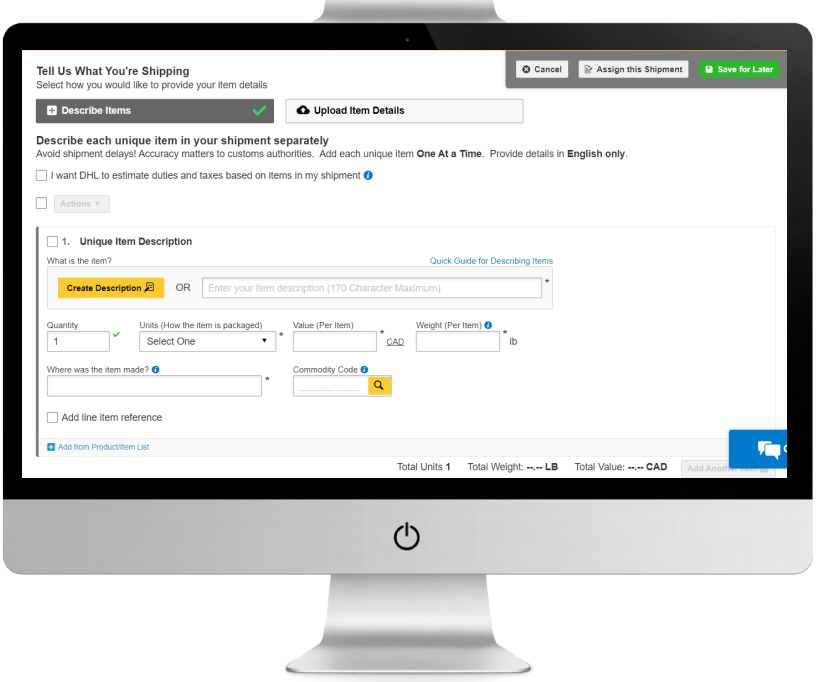

3. Select **'Packages'** and purpose of your shipment from the dropdown list. Complete the **'Shipment Details'** section. Once complete click **'Next'.**

HELPFUL TIP

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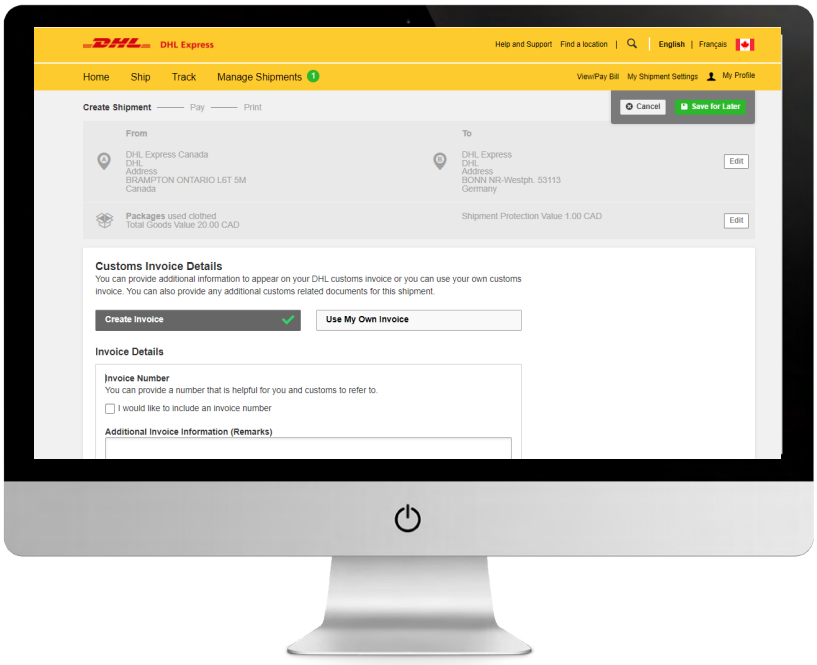
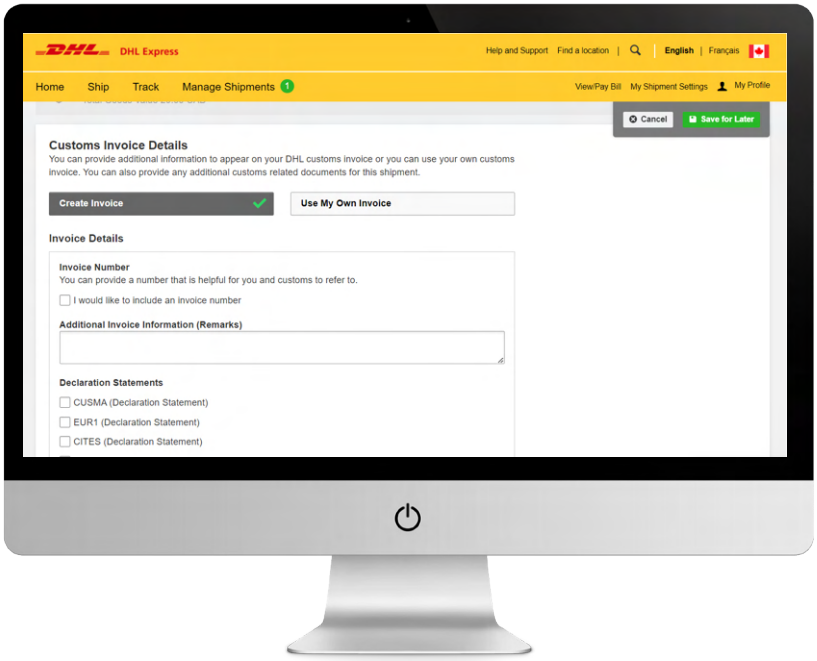
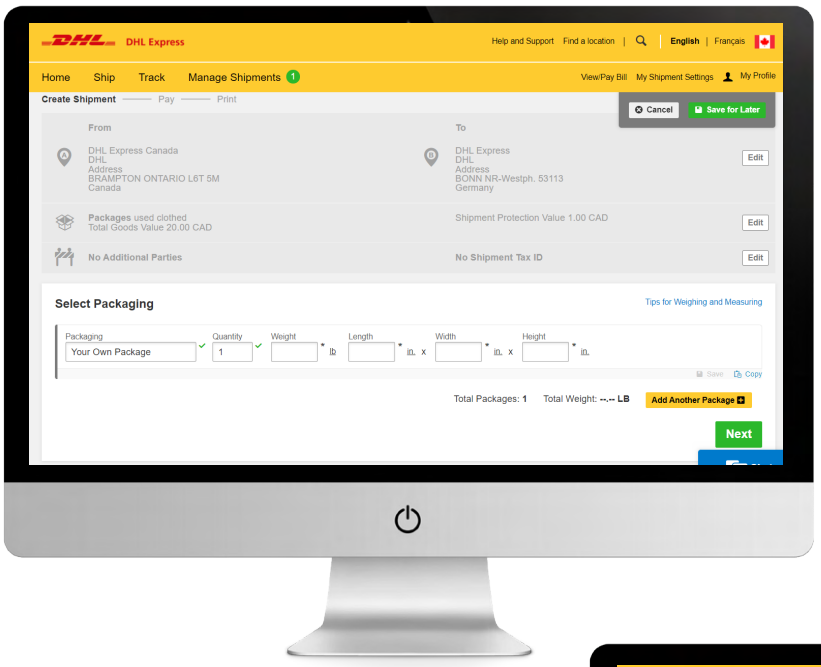
4. Select if you will **'Create an Invoice'** (continue to follow steps) or **'Use My Own Invoice'** (skip to step 6).



5. Complete the invoice details and then click **‘Next’**.



6. Complete the ‘**Select Packaging’** section ensuring you have selected **‘My Own Packaging’**. Once complete click **‘Next’.**



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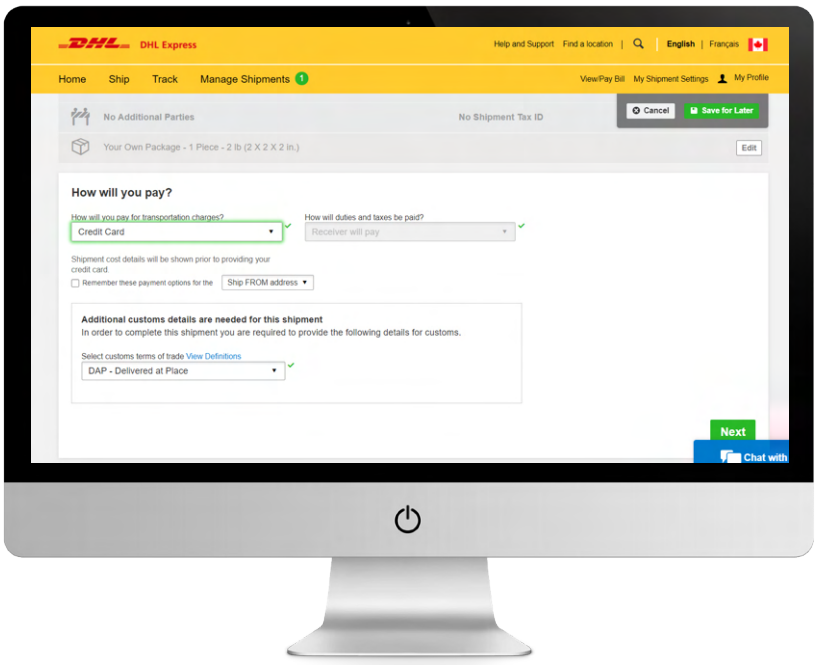

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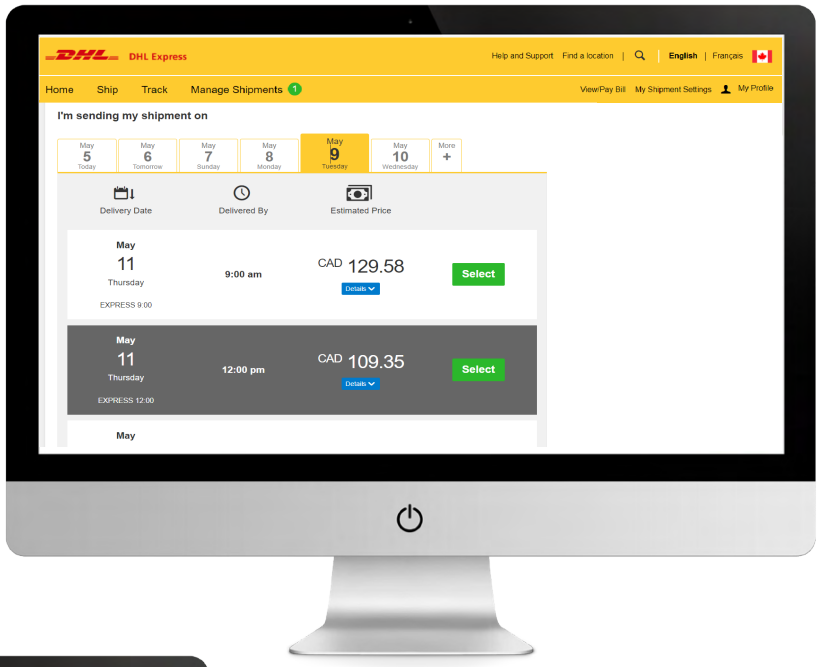

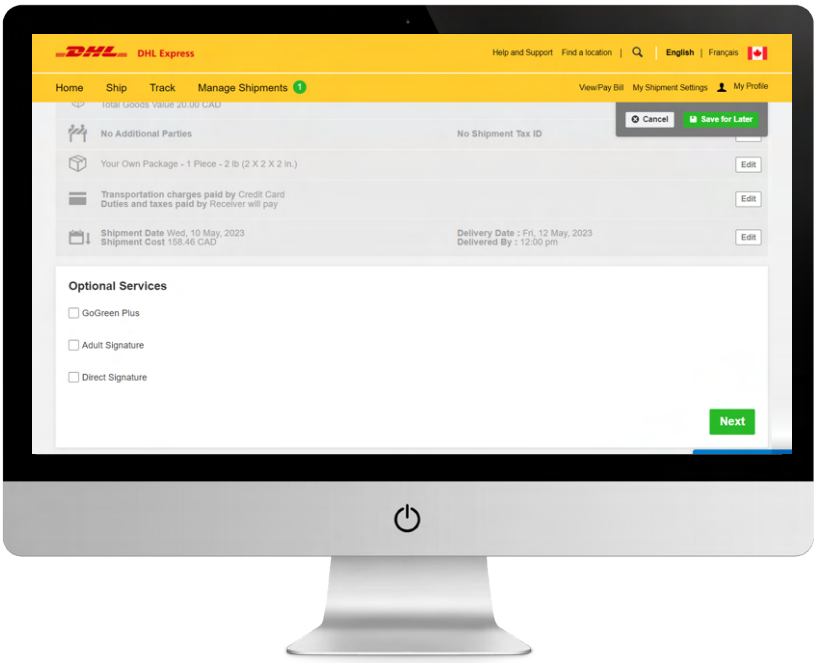

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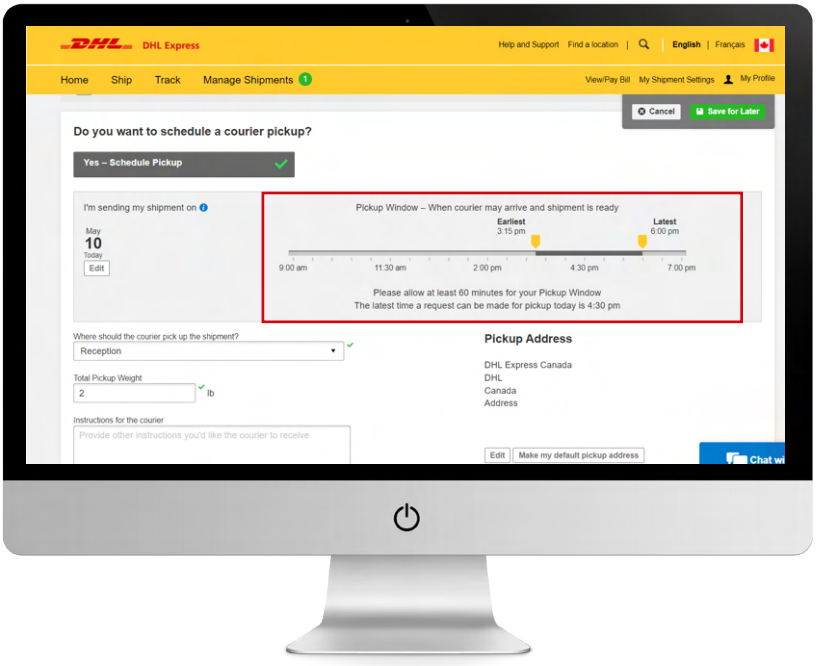

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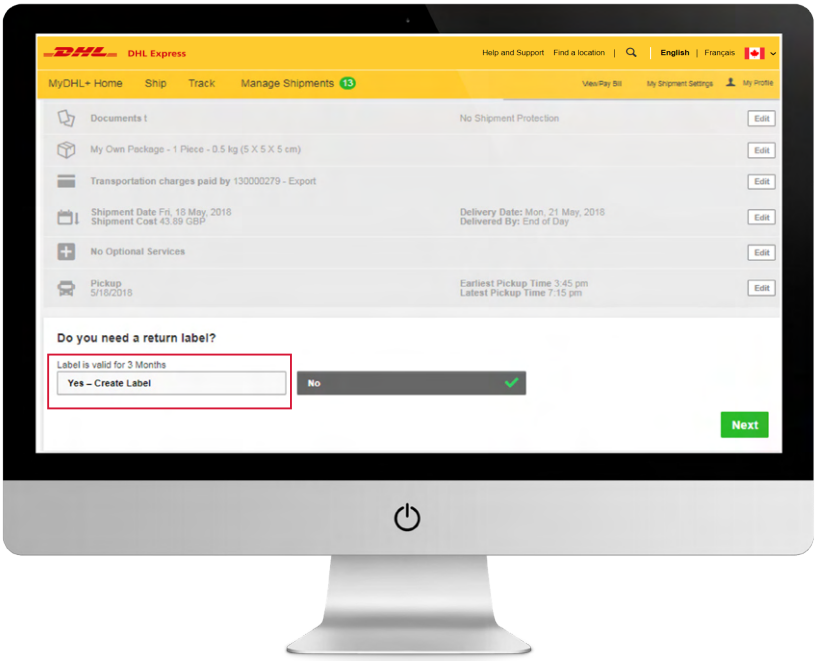

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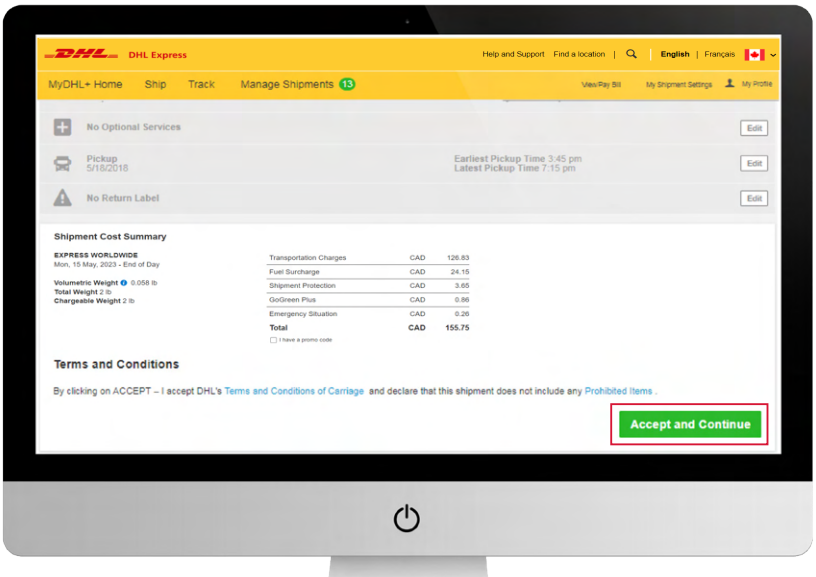

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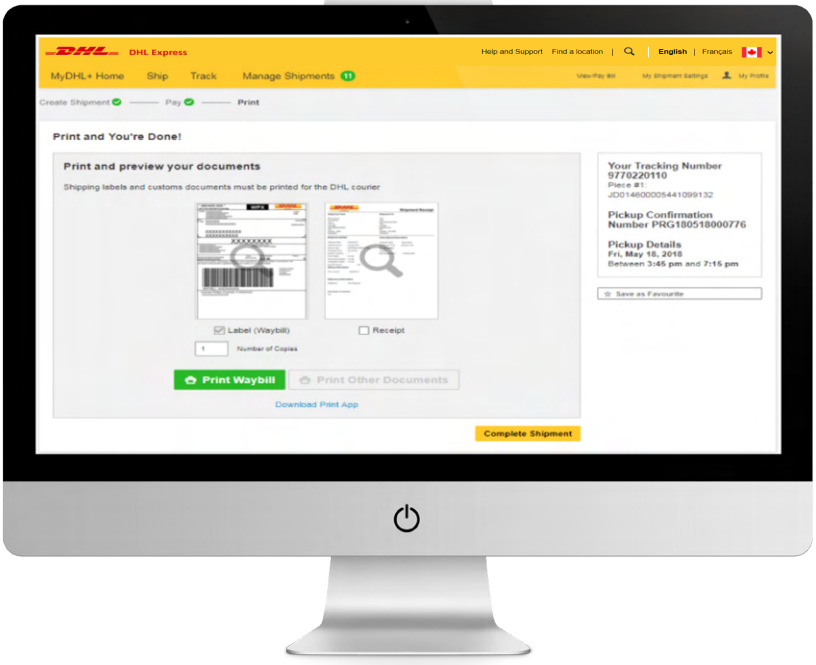

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05/2023