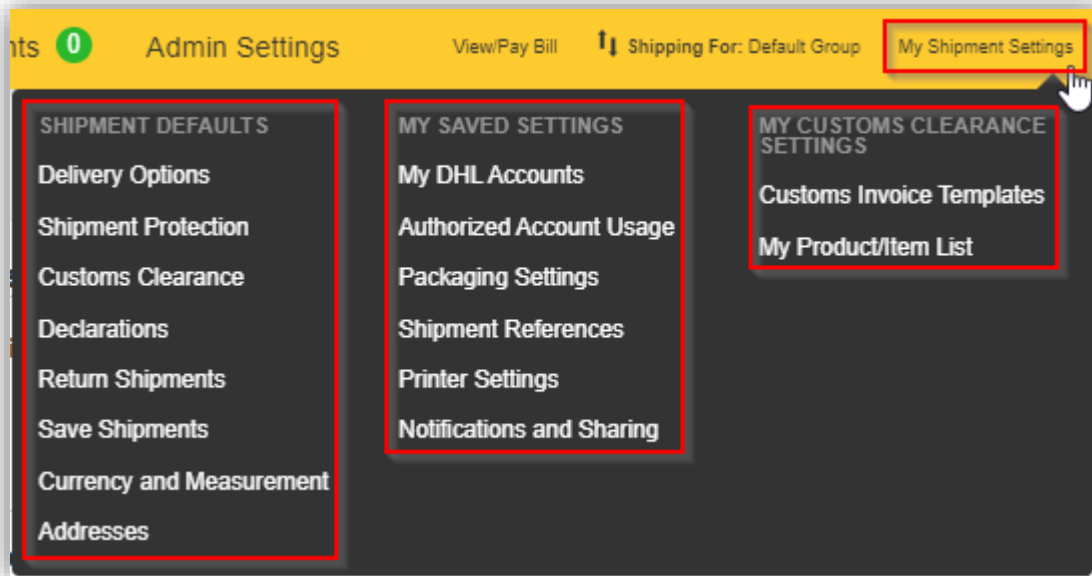


## MyDHL+ Default Settings

The settings available by default in MyDHL +.  
In "My Shipment Settings"



1. Delivery options: Select Documents and add follow text: Documents – general business  
It is possible to configure here: the type of shipment (documents or goods), the description of the default content, as well as the service used.  
For the Documents, please put “Documents - general business” in “My shipment description should be” and “EXPRESS WORLDWIDE – (DOX)” in “My default delivery option should be” Documents – general business (please copy it from here and add it in your default settings)

**Delivery Options**

I want to default to this type of shipment

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.

My default destination country/territory (Ship To) should be

My shipment description should be  
Documents - general business ✓

My default delivery option should be  
EXPRESS WORLDWIDE - (DOX) ▼

Clear Default Cancel Save

## 2. Shipment Protection:

You can choose whether or not to insure our default shipment.

### Shipment Protection

If Shipment Protection is available for the delivery options I'm selecting, I always want to add it for:

<b>Package shipments</b>	<b>Document shipments</b>
<input type="radio"/> Yes	<input type="radio"/> Yes
<input checked="" type="radio"/> No	<input checked="" type="radio"/> No

[Clear Default](#) [Cancel](#) [Save](#)

## 3. Customs Clearance:

For sending goods, you can configure: If you want to use the invoice created by the system or if you want to attach a separate create by yourself, the default shipment purpose, the default shipment description, the value, as well as the Incoterm.

### Customs Clearance

For customs invoices, I want my default to be

<input checked="" type="radio"/> <b>Create Invoice</b> Using my shipment information	<input type="radio"/> <b>Use My Own Invoice</b> I have a printed invoice
---	---

**My default shipment purpose should be**  
Micro Export (Proforma Invoice) ▼

**My default shipment description should be**

**My default shipment value should be** ⓘ  
 CHF

I will use this customs terms of trade [View Definitions](#) ⓘ  
 ▼

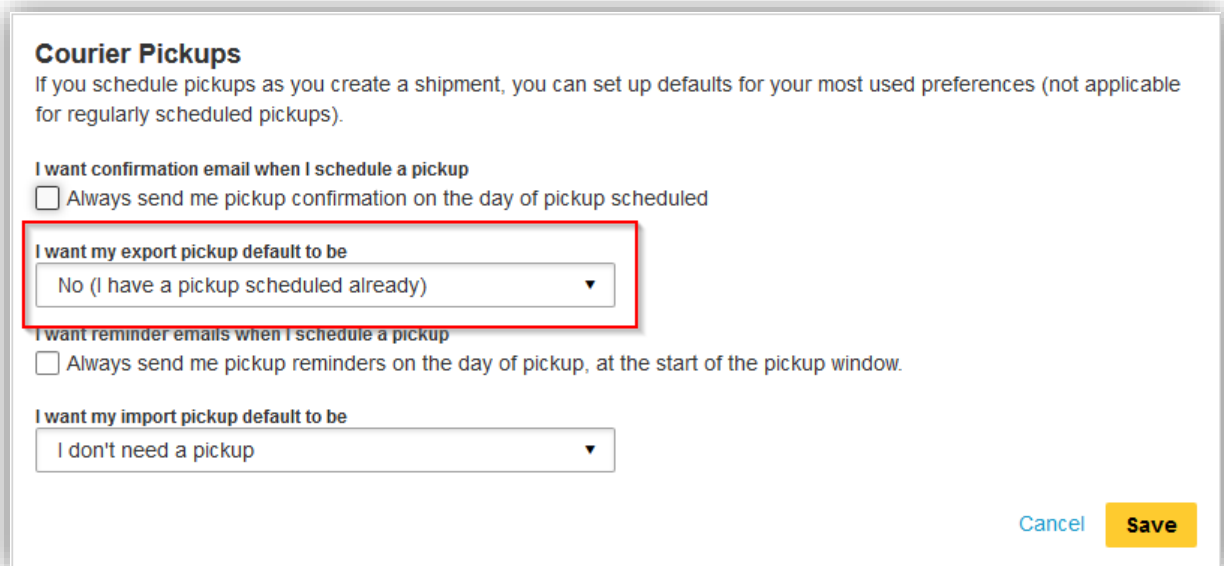
[Customs Invoice Templates](#)

[Clear Default](#) [Cancel](#) [Save](#)

4. Courier Pickups: → Select No (I have a pickup scheduled already):

You can choose whether or not the pickup option will be available during the creation of the shipment.

For customers who have a regular pickup (If the courier comes automatically, no need to call him). You can also choose the option, "No (I have a pickup scheduled already)".



**Courier Pickups**  
If you schedule pickups as you create a shipment, you can set up defaults for your most used preferences (not applicable for regularly scheduled pickups).

I want confirmation email when I schedule a pickup  
 Always send me pickup confirmation on the day of pickup scheduled

I want my export pickup default to be  
No (I have a pickup scheduled already) ▼

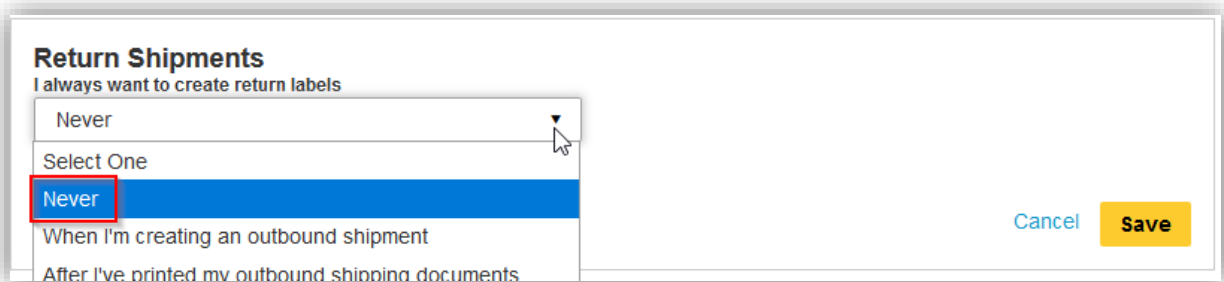
I want reminder emails when I schedule a pickup  
 Always send me pickup reminders on the day of pickup, at the start of the pickup window.

I want my import pickup default to be  
I don't need a pickup ▼

Cancel Save

5. Return Shipments: → **Select Never!**

When you create a shipment, it also allows you to create a label for a return of this shipment valid for 3 months. This will automatically create a label that will reverse the sender and the recipient. If the document or goods has to be returned to you later, your recipient will already have the label attached to the shipment. All he will have to do a call to DHL when his shipment is ready. If you select: "never", you will still be able to create import shipments and the question about the Return Shipment will not appear during the shipment creation process



**Return Shipments**  
I always want to create return labels

Never  
Select One  
Never  
When I'm creating an outbound shipment  
After I've printed my outbound shipping documents

Cancel Save

## 6. My DHL Accounts:

Here you can set the account you use the most by default. For the national, export and import. You can also choose which account you want to invoice customs fees for or if you prefer to charge them to the recipient.

The screenshot shows the 'My Shipment Settings' interface. On the left sidebar, 'My DHL Accounts' is highlighted. The main content area is titled 'My DHL Accounts' and contains 'Default Account Settings'. A red box highlights the 'Select Default Accounts' section, which includes dropdown menus for Domestic, Export, Import, Domestic Return Shipments, and Import Return Shipments, all currently set to 'Corporate Account'. To the right, there are sections for 'Defaults for Duties and Taxes' with dropdowns for 'Receiver will pay'. At the bottom right, a red box highlights the 'Save' button.

## 7. Packaging Settings:

You can choose which packaging you want by default when you create a shipment.

The screenshot shows the 'My Shipment Settings' interface with 'Packaging Settings' selected in the sidebar. The main content area is titled 'Packaging Settings' and includes a 'Default Packaging' section. A red box highlights the dropdown menu for 'I want this to be my default when shipping documents', which is set to 'UN\_Card Envelope'. Another red box highlights the 'Number of Packages/Pieces' input field, which is set to '1'. Below this, there are checkboxes for 'When describing my packages, I want these defaults', with the 'Option to indicate when a package is a pallet' checked. At the bottom right, a red box highlights the 'Save' button.

### 8. Shipment reference:

You have also to set a default shipping reference. Your cost center must appear here. By clicking on add a reference:

**Shipment Defaults**  
Manage Defaults

**My Saved Settings**  
My DHL Accounts  
Authorized Account Usage  
Packaging Settings  
**Shipment References**  
Printer Settings  
Notifications and Sharing

**My Customs Clearance Settings**  
My Customs Invoice Templates  
My Product/Item List  
Digital Customs Invoices

### Shipment References

When creating shipments you can add a reference which will appear on the shipment waybill/label. You can set up your most used references so that you can quickly select them as you create shipments.

Rename the Reference Field to

**Default Reference**   
None

**My Saved References**

Reference ▾

### 9. Printer Settings:

This allows you to choose if you want to print on a laser or thermal printer (self-adhesive labels). In addition, you can choose whether or not you want to print a shipping receipt.

### My Shipment Settings

**Shipment Defaults**  
Manage Defaults

**My Saved Settings**  
My DHL Accounts  
Authorized Account Usage  
Packaging Settings  
Shipment References  
**Printer Settings**  
Notifications and Sharing

**My Customs Clearance Settings**  
My Customs Invoice Templates  
My Product/Item List  
Digital Customs Invoices

### Printer Settings

Use this printer when printing shipping labels  
  
Select One  
 Laser Printer  
 Thermal printer

Always print Shipment Receipt  
 Always print a copy of the waybill (for my records)  
 Print 2 labels per page (laser paper format)  
 Print additional Recipient Address Label

### 10. Notifications and Sharing:

Shipping information can be emailed to either the recipient, the sender, or both. You can also choose for which stage he should be informed, as well as what information should be in the email.

**My Shipment Settings**

- Shipment Defaults
- Manage Defaults
- My Saved Settings**
- My DHL Accounts
- Authorized Account Usage
- Packaging Settings
- Shipment References
- Printer Settings
- Notifications and Sharing**
- My Customs Clearance Settings
- My Customs Invoice Templates
- My Product/Item List
- Digital Customs Invoices

#### Status Notifications and Sharing Details

You can save time when creating shipments by setting up how you want notifications and emails sent.

[Learn More](#)

**Set Default Sender**

Email Address:

**Status Notifications** [Quick Guide to Notifications](#)

[Setting Up Notifications](#)

**Send notifications for these statuses**

	Picked Up	Clearance Event	Customs Clearance	Exceptions	Out for Delivery	Delivered
To the Recipient*	<input checked="" type="checkbox"/> Email <input type="checkbox"/> SMS/Text	<input type="checkbox"/> Email <input type="checkbox"/> SMS/Text	<input type="checkbox"/> Email <input type="checkbox"/> SMS/Text	<input type="checkbox"/> Email <input type="checkbox"/> SMS/Text	<input type="checkbox"/> Email <input type="checkbox"/> SMS/Text	<input type="checkbox"/> Email <input type="checkbox"/> SMS/Text
Send notifications in	<input type="text" value="English"/>					
To Me	<input checked="" type="checkbox"/> Email <input type="checkbox"/> SMS/Text	<input type="checkbox"/> Email <input type="checkbox"/> SMS/Text	<input type="checkbox"/> Email <input type="checkbox"/> SMS/Text	<input checked="" type="checkbox"/> Email <input type="checkbox"/> SMS/Text	<input type="checkbox"/> Email <input type="checkbox"/> SMS/Text	<input type="checkbox"/> Email <input type="checkbox"/> SMS/Text
Send notifications in	<input type="text" value="English"/>					

If you want to inform the shipper or receiver or a third party about the shipment, please choose:

#### Sharing Details

[Sending Emails](#)

**I always want to share with**

- The Recipient
- The Sender

**I also want to share with**

[+ Add](#)

**Choose a Share Template**

Use DHL Template  Create Email Template

**Attach these details**

- Tracking Number
- Pickup Confirmation Number
- Shipment Details
- Shipping Label (Waybill)
- Customs Invoice
- Shipment Receipt

**Include this message in share emails**

[Cancel](#) [Save](#)

### 11. My Product/Item List:

Save your default shipment descriptions. Like that you don't have to enter every time the same description again. With one click the description will be selectable during the shipment creation process. Like that you can save time.

The screenshot shows the 'My Shipment Settings' interface. On the left is a sidebar with various settings categories. The 'My Product/Item List' category is highlighted with a red box. The main content area is titled 'My Product/Item List' and includes a search filter, a search input field, and buttons for 'Delete Selected', 'Upload a List', 'Download My Product List', and 'Add a Product/Item' (highlighted with a red box). Below this is a table with two items:

<input type="checkbox"/>	Item Name	Description	Country of Manufacture	
<input type="checkbox"/>	CD	CD	Switzerland	Delete Edit
<input type="checkbox"/>	USB + Documents	USB + Documents	Switzerland	Delete Edit

At the bottom of the table, it says '1 - 2 of 2'.

Please add your description and save it (example for CD):

The screenshot shows the 'Add a Product/Item' form. It has a '< Back' button in the top right. The form fields are as follows:

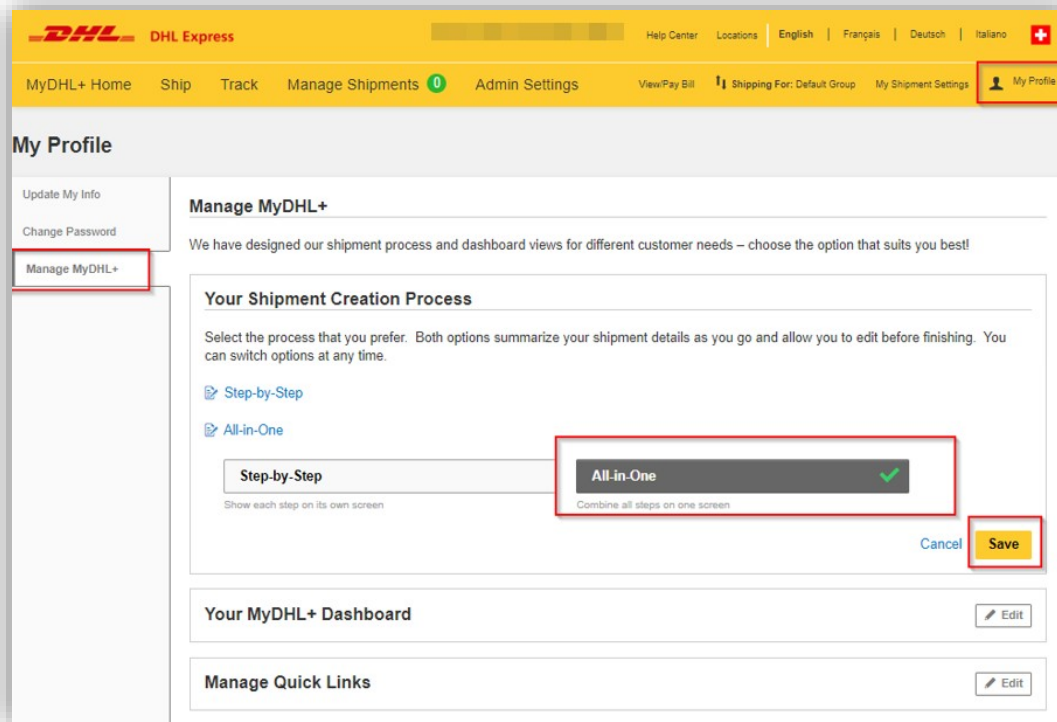
- Item Name:** CD (highlighted with a red box and a green checkmark)
- Description:** CD (highlighted with a red box and a green checkmark)
- Export Commodity Code:** (empty field)
- Where was the item made?:** Switzerland (highlighted with a red box and a green checkmark)
- Quantity:** 1 (highlighted with a red box and a green checkmark)
- Units:** Kilograms (dropdown menu, highlighted with a red box and a green checkmark)
- Item Value:** 2 (highlighted with a red box and a green checkmark)
- Net Weight:** (empty field) KG
- Gross Weight:** 0.5 (highlighted with a red box and a green checkmark) KG

Below the form is a 'Notes' section with a large text area. At the bottom right, there are 'Cancel' and 'Add' buttons, with the 'Add' button highlighted by a red box.

## My Profile:

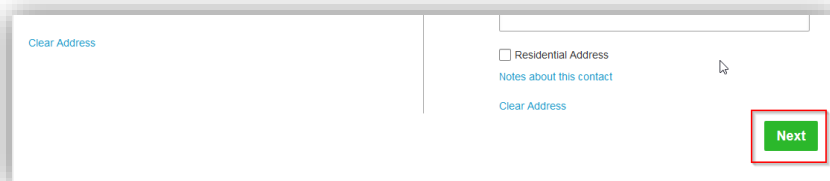
One more thing can be useful for users. This is the course of the expedition.

You can choose under "My profile", "Manage MyDHL +" "Your Shipment Creation Process".



You have two different views during the shipment creation process.

One view is to be guided step by step (not recommended) - If you want to create the "Step by step" expedition by validating each step with the "Next"



The other view is All-in-one (recommended).

Like that, you remove the "Next" button and it just lets you go down to create the rest of the shipment.

