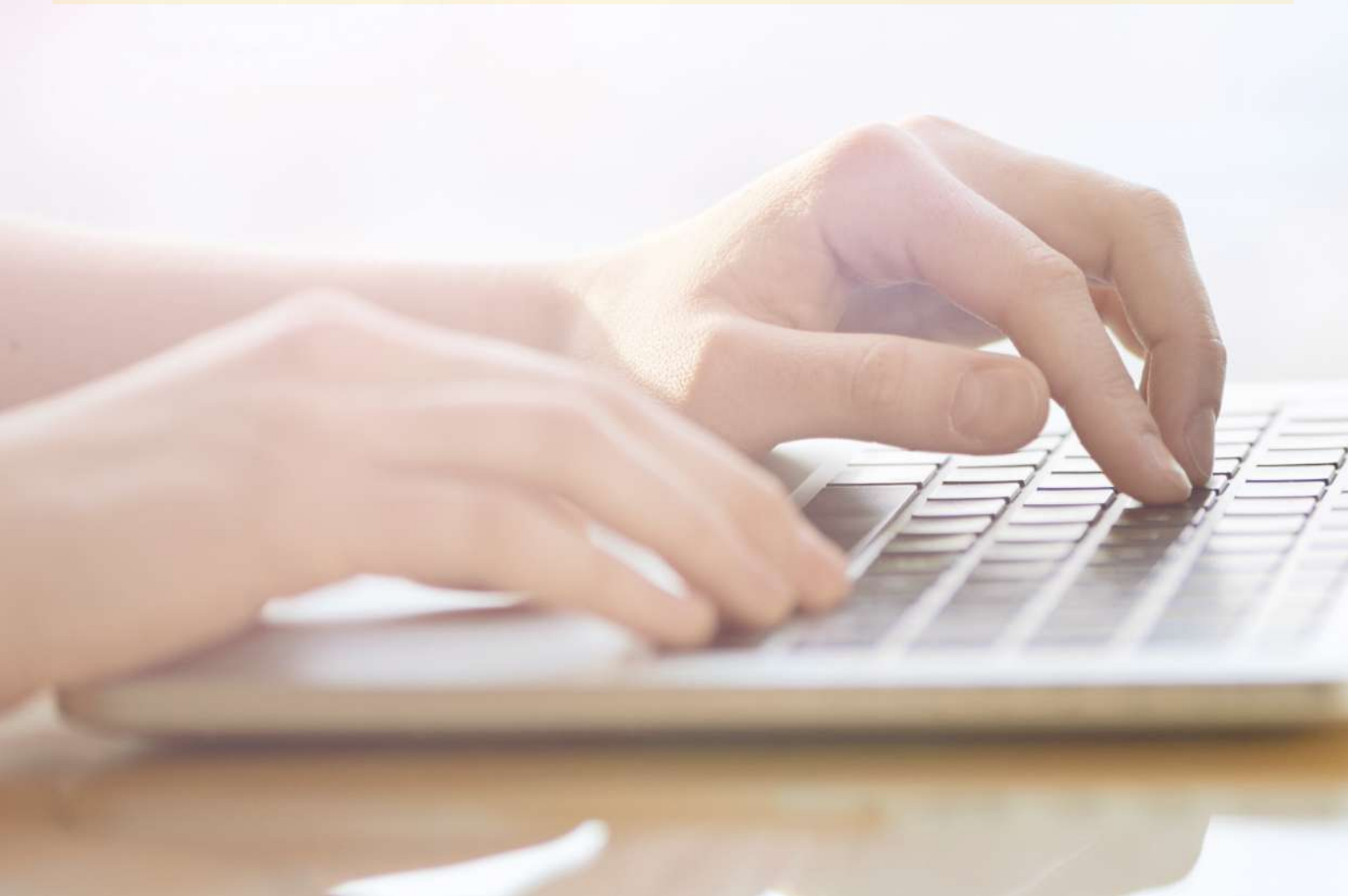# MY SHIPMENT SETTINGS

Simply fast. Simply efficient. Simply amazing.

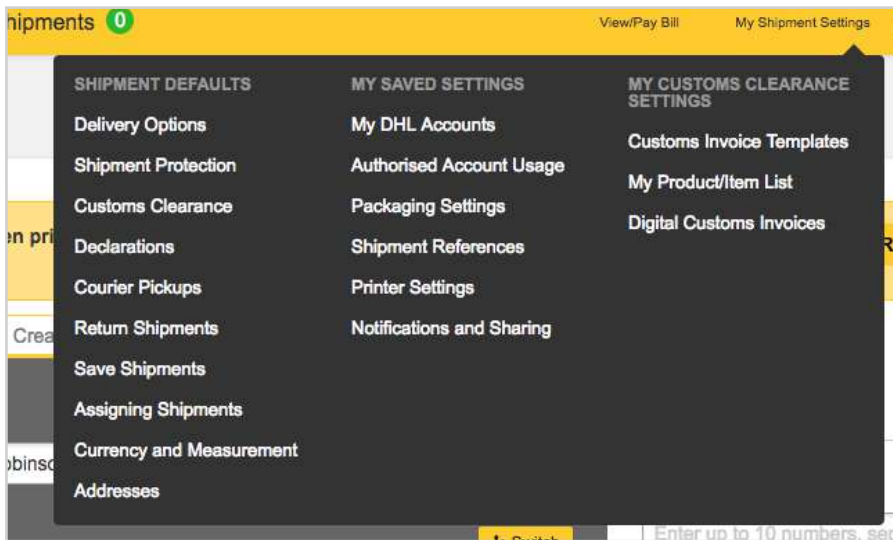**DHL Express – Excellence. Simply delivered.**

SHIPMENT SETTINGS EXPLAINED

MyDHL+ enables you to customise the shipping process to suit your needs. Take a look at all the options available in MyDHL+ to help you save time when creating your shipments.

Settings and defaults are split into three main areas:

• Shipment Defaults

• My Saved Settings

• My Customs Clearance Settings

ⓘ Look for the **Edit** button to change settings and create defaults.

SHIPMENT DEFAULTS

Setting up defaults allows you to tailor the shipping process to your needs and frequently used selections – particularly useful if you send the same or similar shipments regularly.

Delivery Options	Select defaults for the shipment type (Documents or Packages), the DHL service to be used and the destination country for new shipments.
Shipment Protection	Add Shipment Protection (Shipment Insurance or Extended Liability as applicable) to all your shipments by default.
Customs Clearance	Specify whether you would like to create customs invoices in MyDHL+ or use your own. If using MyDHL+, a number of other defaults can be set up, including Shipment Value and Terms of Trade.
Declarations	Select to print certain customs declarations by default whenever they are required.
Courier Pickups	Choose default settings for courier pickups when creating shipments.

Return Shipments	Return Shipments Decide when the Return Shipment option should be displayed during the shipment creation process or turn it off.
Save Shipments	Save Shipments Select this option if you want to be prompted to save your shipment before you log out or move on to other tasks in MyDHL+.
Assigning Shipments	Assigning Shipments Set parameters when assigning shipments to other users for completion, including setting up notifications and reminders. You can also turn this option off.
Currency and Measurement	Currency and Measurement Manage default settings for currency and units of measure.
Addresses	Addresses Default new addresses to be catergorised as residential in MyDHL+.

MY SAVED SETTINGS

My DHL Accounts	Manage your DHL account numbers and assign default accounts for different types of shipment. You can also select who will pay duties and taxes and enrol for DHL MyBill.
Authorised Account Usage	Allow others to use your account securely to create shipments and check if you have been granted permission to use other peoples' accounts.
Packaging Settings	Add details of frequently used packaging and set up packaging defaults to save time when creating shipments.
Shipment References	Set up a default shipment reference or save frequently used references so that you can quickly select them as you create shipments. You can also rename the shipment reference field to something more meaningful to you, such as Cost Centre.
Printer Settings	Specify the printer type and document format to be used when printing shipping labels. You can also set up other documents, such as the Shipment Receipt, to be printed by default.
Notifications and Sharing	Set up how and when shipment status notifications and 'sharing' emails should be sent. For emails, you have the option to use the DHL template or create your own.

MY CUSTOMS CLEARANCE SETTINGS

My Customs Invoice Templates	Create customs invoice templates to save time when creating Package shipments. Invoice templates can be selected when you use the 'enhanced customs invoice' in MyDHL+.
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.
Digital Customs Invoices	Enrol to send customs invoices electronically to speed up the clearance process and select whether you will create your invoices in MyDHL+ or use your own.

DHL Express (Switzerland)

valid: 08/2018