

## MYDHL+ HOW TO CONTENTS „DIGITAL CUSTOMS INVOICE“

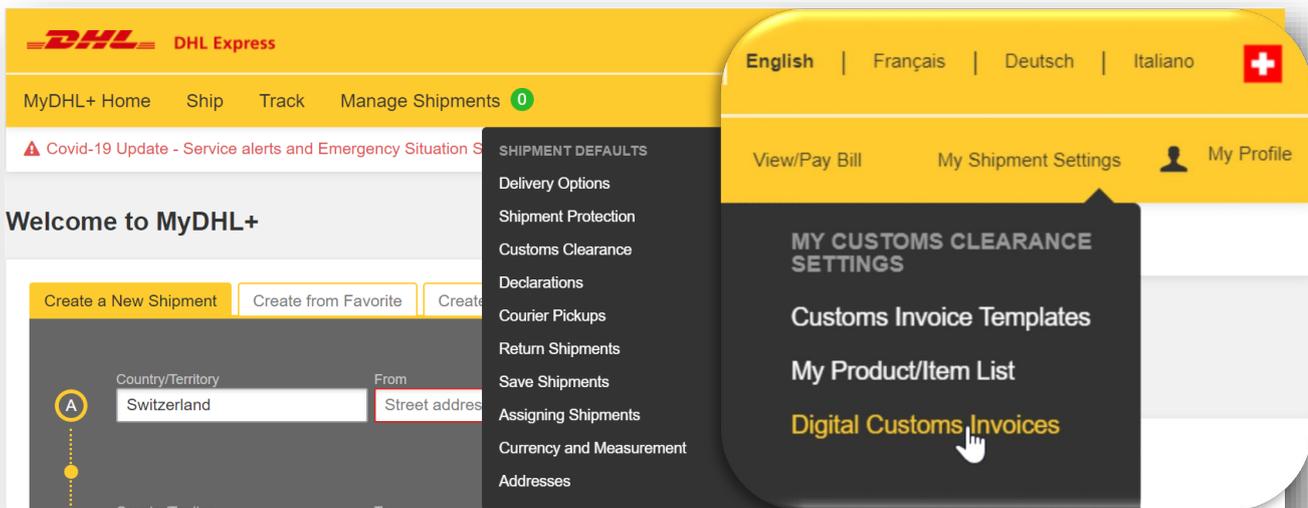
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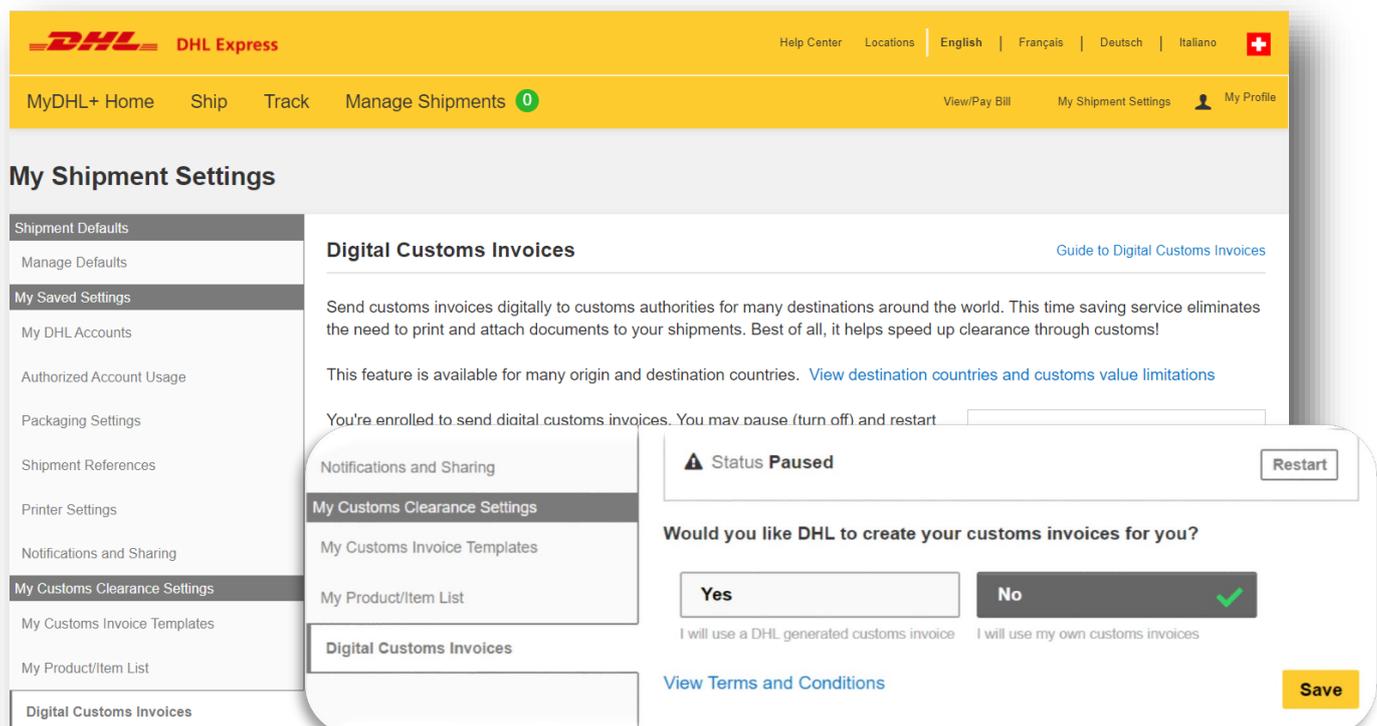
# MYDHL+ HOW TO ACTIVATE DHL PAPERLESS TRADE (PLT)

The free DHL Paperless Trade (PLT) service made available by MyDHL+ enables you to forward the customs papers accompanying your shipment online to DHL Express. These instructions will show you how to activate and disable PLT in your settings and how to use this service when you create a shipment with MyDHL+.

**Activating PLT, step 1:** click on "Digital customs invoices" in the menu "My Shipment settings".



**Activating PLT, step 2:** you can activate Paperless Trade here and disable it again at any time.



# MYDHL+ HOW TO ACTIVATE DHL PAPERLESS TRADE (PLT)

**Activating PLT, step 3:** define settings and layout of customs invoices.

If you create your customs invoices beforehand without using MyDHL+, you can upload these when you create your shipment. However, Paperless Trade also allows you to create and to customize customs invoices using MyDHL+: just add your company's logo (**Maximum 1MB**) and your digital signature (**Maximum 1MB**) and save these settings. Although this step will define the layout of the customs invoices generated using MyDHL+, you are free to choose between uploading your own customs invoice or having MyDHL+ create one for you every time you create a shipment.

**My Shipment Settings**

**Digital Customs Invoices** [Guide to Digital Customs Invoices](#)

Send customs invoices digitally to customs authorities for many destinations around the world. This time saving service eliminates the need to print and attach documents to your shipments. Best of all, it helps speed up clearance through customs!

This feature is available for many origin and destination countries. [View destination countries and customs value limitations](#)

You're enrolled to send digital customs invoices. You may pause (turn off) and restart (turn on) sending invoices digitally at any time.

You may update your electronic signature and company logo file when needed.

**Status Paused**

**Speed Up Customs Clearance!**

**Would you like DHL to create your customs invoices for you?**

**Yes**  No

**Signature**  
Customs requires an electronic signature on digital customs invoices. Upload a file of your written signature.  
File Types: gif, jpeg, png

Signer's Name:  ✓

Signer's Title:  ✓

**Logo**  
Upload your company logo file so that it appears on your invoice (optional).  
File Types: gif, jpeg, png

[View Terms and Conditions](#)

## MYDHL+ HOW TO ACTIVATE DHL PAPERLESS TRADE (PLT)

### Activating PLT, step 4: accept Terms and Conditions.

Once you have defined the layout of your customs invoice, the last simple step will be to accept the Terms and Conditions for Paperless Trade. By clicking on "Accept & Continue", you will confirm you want the service to be activated for your account. Naturally, using Paperless Trade is completely **free of charge** for you.

Please accept Terms and Conditions

#### Paperless Trade Terms

DHL offers a Paperless Trade ("PLT") service, permitting shippers to send certain documentation accompanying the shipment electronically (eliminating the need for printed copies of documents).

You, as "Shipper", are agreeing on your behalf and on behalf of anyone else with an interest in the shipment, that these Paperless Trade Terms shall apply in relation to all shipments sent using the PLT service.

You further agree that these Paperless Trade Terms apply in addition to DHL's

[View Terms and Conditions](#)

**Accept and Continue**



### You have now activated PLT successfully.

On the next pages, discover how easy it is to create a shipment with Paperless Trade.

#### Tip

### Activating PLT in MyDHL+ Corporate Access

To activate PLT in your MyDHL+ Corporate Access, click on "Shipment Settings and Defaults" in the "Admin Settings" menu and then select "Digital customs invoice".

# MYDHL+ HOW TO CREATE A SHIPMENT USING PAPERLESS TRADE

**Creating a shipment, step 1:** create a customs invoice with MyDHL+.

Please fill in the required information if you wish to have MyDHL+ create a customs invoice for you. This data will be used to generate the customs invoice and to send it to DHL Express automatically for clearance.

## Shipment Details

### 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.

**You'll need a customs invoice for this shipment – DHL can create it for you!**  
A complete and accurate invoice (Required for Packages) helps with customs clearance.

### Create Invoice ✓

Using my shipment information

### Use My Own Invoice

I have a printed invoice

What is the purpose of your shipment? ⓘ

Commercial ▼

### Prohibited Items

Some items that are prohibited when shipping to Germany include:

- Animal skins
- Human remains, including ashes
- Cash (current legal tender)

[View Prohibited Items](#)

Need to add other details or create and save invoice templates?

[Use our enhanced Customs Invoice](#)

## Describe each unique item in your shipment separately

[Quick Guide for Describing Items](#)

I would like to see estimated duties and taxes for my shipment

1	Item Description <span style="float: right;"><a href="#">View Prohibited Items</a></span> Describe what the item is called, what is it made of and what it will be used for.	Commodity Code ⓘ <input type="text"/>	<input type="button" value="Save"/> <input type="button" value="Copy"/>		
Quantity	Units	Item Value	Net Weight ⓘ	Gross Weight ⓘ	Where was the item made? ⓘ
1 ✓	Pieces ▼ ✓	<input type="text"/> CHF	<input type="text"/> kg	<input type="text"/> kg	<input type="text"/>

[Add Another Item](#) +

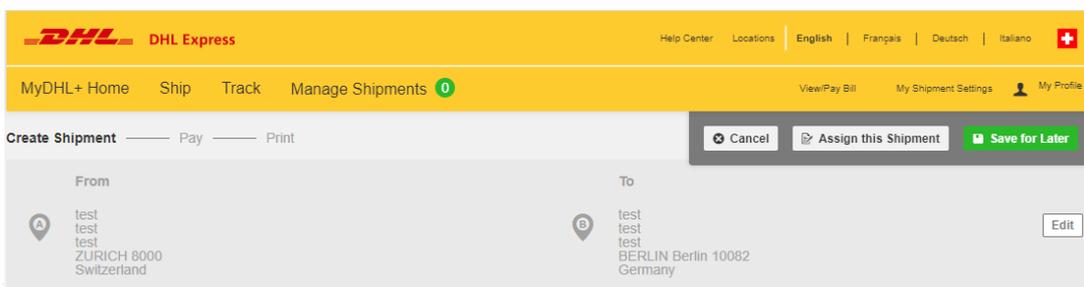
Total Units <sup>1</sup>	Total Net Weight	Total Gross Weight	Total Goods Value	--:-- CHF
Number of Pallets <input type="text"/>	--:-- KG	--:-- KG	Invoice Total Value	--:-- CHF

# MYDHL+ HOW TO CREATE A SHIPMENT USING PAPERLESS TRADE

**Creating a shipment, step 2:** upload customs invoice and Export Accompanying Document.

If you have activated PLT in your settings, the service will automatically be preselected when you finish creating your shipment.

Now all you need to do is to upload a customs invoice – if you haven't yet created one using MyDHL+.



### Enroll to Send Digital Customs Invoices

Send digital customs invoice for this shipment  
Attach customs invoice (JPG, JPE, JPEG, GIF, PNG, TIFF, TIF, or PDF file)

**Browse** Maximum file size: 5 MB

Include other customs documents for this shipment (optional)  
Attach other customs documents (JPG, JPE, JPEG, GIF, PNG, TIFF, TIF, or PDF file)

**Browse** Maximum file size: 5 MB

Send digital customs invoice for this shipment

Attach customs invoice (JPG, JPE, JPEG, GIF, PNG, TIFF, TIF, or PDF file)

**Browse** Maximum file size: 5 MB

Include other customs documents for this shipment (optional)

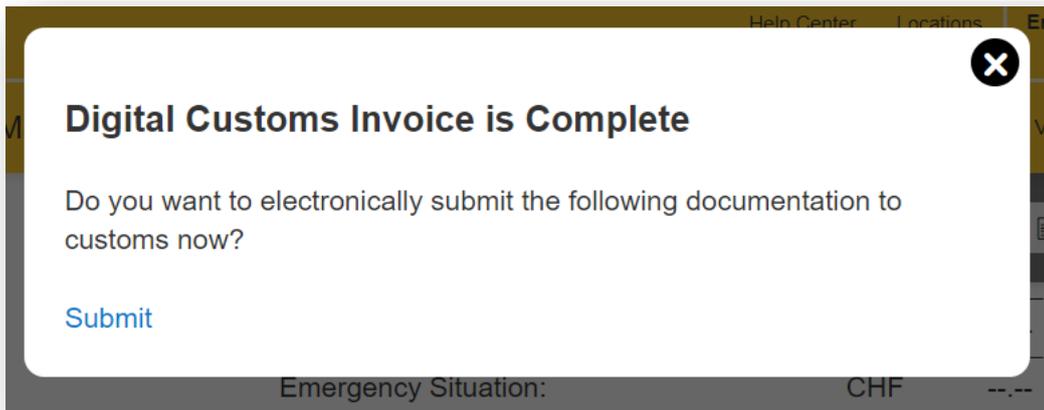
Attach other customs documents (JPG, JPE, JPEG, GIF, PNG, TIFF, TIF, or PDF file)

**Browse** Maximum file size: 5 MB

# MYDHL+ HOW TO CREATE A SHIPMENT USING PAPERLESS TRADE

**Creating a shipment, step 3:** finish creating a shipment.

Click on "Accept & Continue" and a message related to your digital customs invoice will pop up. Please click on "Submit".



Once you have finished creating your shipment, you can see in your Shipment Confirmation that the customs papers have been sent electronically.

**Shipment Confirmation**

Your shipment has been successfully created and your customs invoice has been transmitted digitally to customs. [View Digital Customs Invoice](#)

**Important**

- Ensure your packages are packed and labeled correctly to avoid damage or delays. [Follow DHL's Packaging Advice.](#)
- If this is your last shipment of the day, remember to print your end-of-day courier report.

**Want Status Notifications?**

Set up email or text notifications for this shipment's progress - for you or others!

**Want to Share?**

Shipment details have been emailed to **1 Contacts**, per your Share settings.

Select shipment details you want to email to others.

Tracking Number  
 Shipment Details

Label (Waybill)  
 Shipment Receipt

**Your Tracking Number**

# MYDHL+ HOW TO

## NOTES ON DHL PAPERLESS TRADE (PLT)

### 1. To which countries can I send express shipments using Paperless Trade?

In some countries, electronic customs documents are not accepted by duty authorities. You won't be able to use the PLT service for sending shipments to these countries. MyDHL+ identifies such countries automatically, so that booking a shipment using the PLT service will not be available. In these cases, you will need to print the customs papers as before and attach them to your shipment.

### 2. Countries with a value limit for shipments created with Paperless Trade

In some countries, shipping with PLT is accepted only if the goods' value does not exceed a certain amount. To send shipments whose value exceeds this limit, you will need to print the customs documents and attach them to your shipment.

### 3. Original documents required

Some shipments require you to attach the original documents even when using PLT to create the customs documents. In this case, shipping is possible using PLT in MyDHL+, but the relevant original documents must be attached to the shipment additionally. This applies to shipments requiring the following papers to be provided:

- ATA Carnet
- Certificate of origin
- Preferential proofs of origin (e. g. preferential declarations of origin without permit number, EUR.1, EUR.MED, A.TR, form A)
- Phytosanitary certification
- CITES permit

# MYDHL+ HOW TO ONBOARDING GUIDELINE PAPERLESS TRADE (PLT)

AWB + Invoice must be always uploaded

In case you have following documents they must be uploaded and partially also attached to the parcel as following:

<b>AZA for selves declaring companies</b>	Upload
<b>T-CH</b>	Upload
<b>CITES</b>	Upload and attach to parcel
<b>Phyto certificate</b>	Upload and attach to parcel
<b>Carnet ATA</b>	Upload and attach to parcel
<b>Tabac declaration</b>	Upload and attach to parcel
<b>Military declaration</b>	Upload and attach to parcel
<b>Declaration of Origin without Authorisation Number</b>	Upload and attach to parcel
<b>Declaration of Origin with Authorisation Number</b>	Upload
<b>EUR 1</b>	Upload and attach to parcel
<b>Indemnity /sanction letter</b>	Upload

## Do you need support?

For any questions or support for MyDHL+ PLT activation, please contact our MyDHL+ Technical Support via:

Email: [ecom\\_dhl@dhl.com](mailto:ecom_dhl@dhl.com)

or

Call: +41 844 844 000

For more information about PLT, please open this short video:

<https://m.youtube.com/watch?v=iAkMwLjvRe0>

(German with subtitles in English)