MYDHL+ HOW TO

CONTENTS „DIGITAL CUSTOMS INVOICE“

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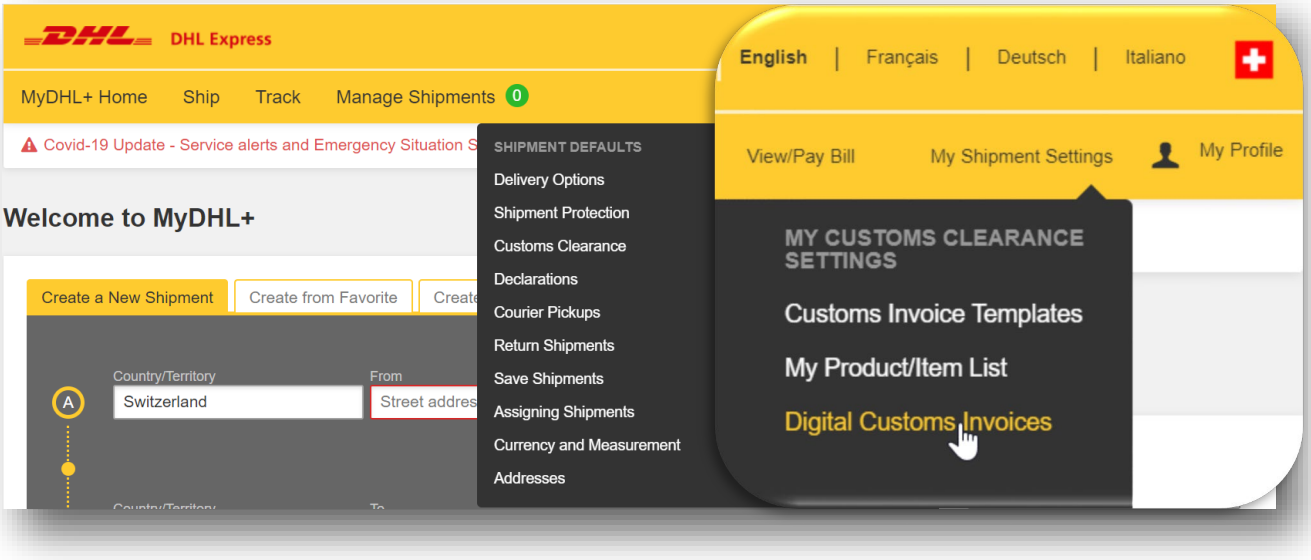
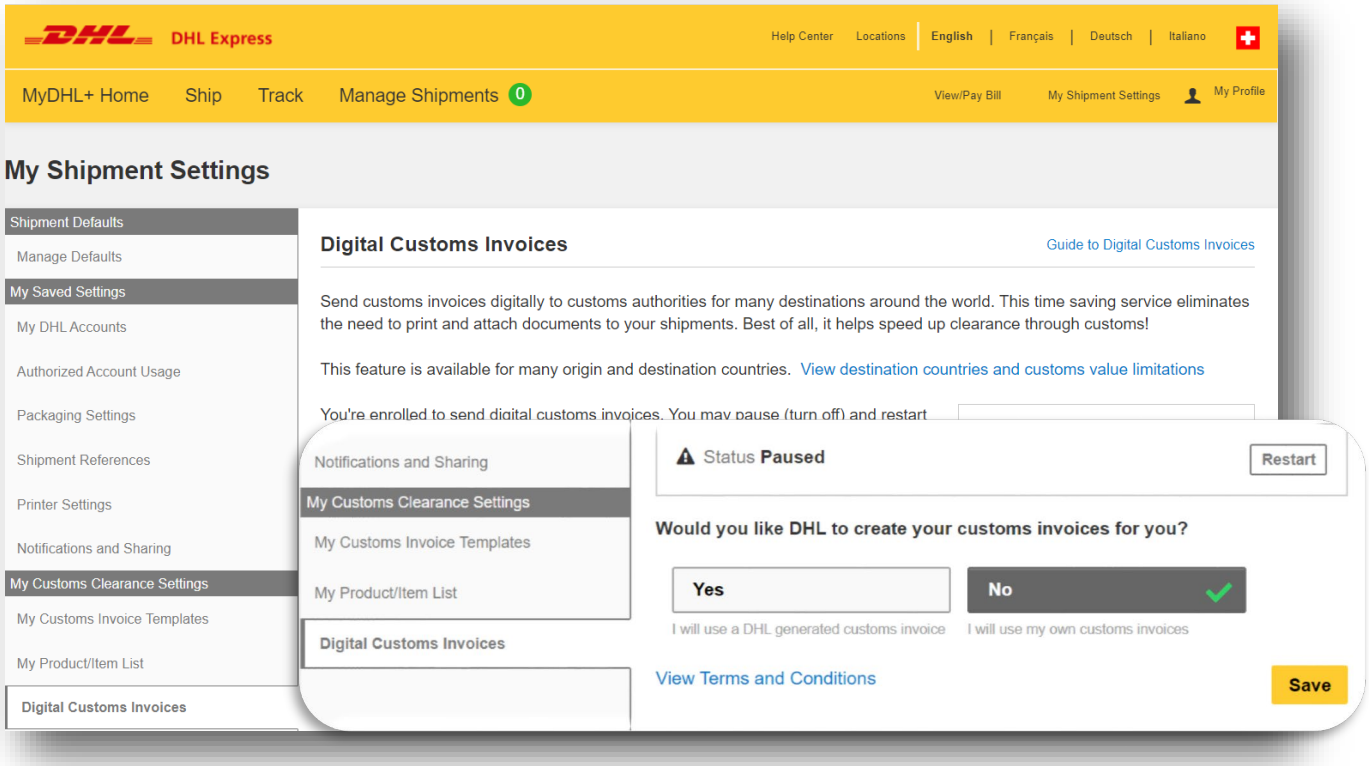
MYDHL+ HOW TO
ACTIVATE DHL PAPERLESS TRADE (PLT)

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".



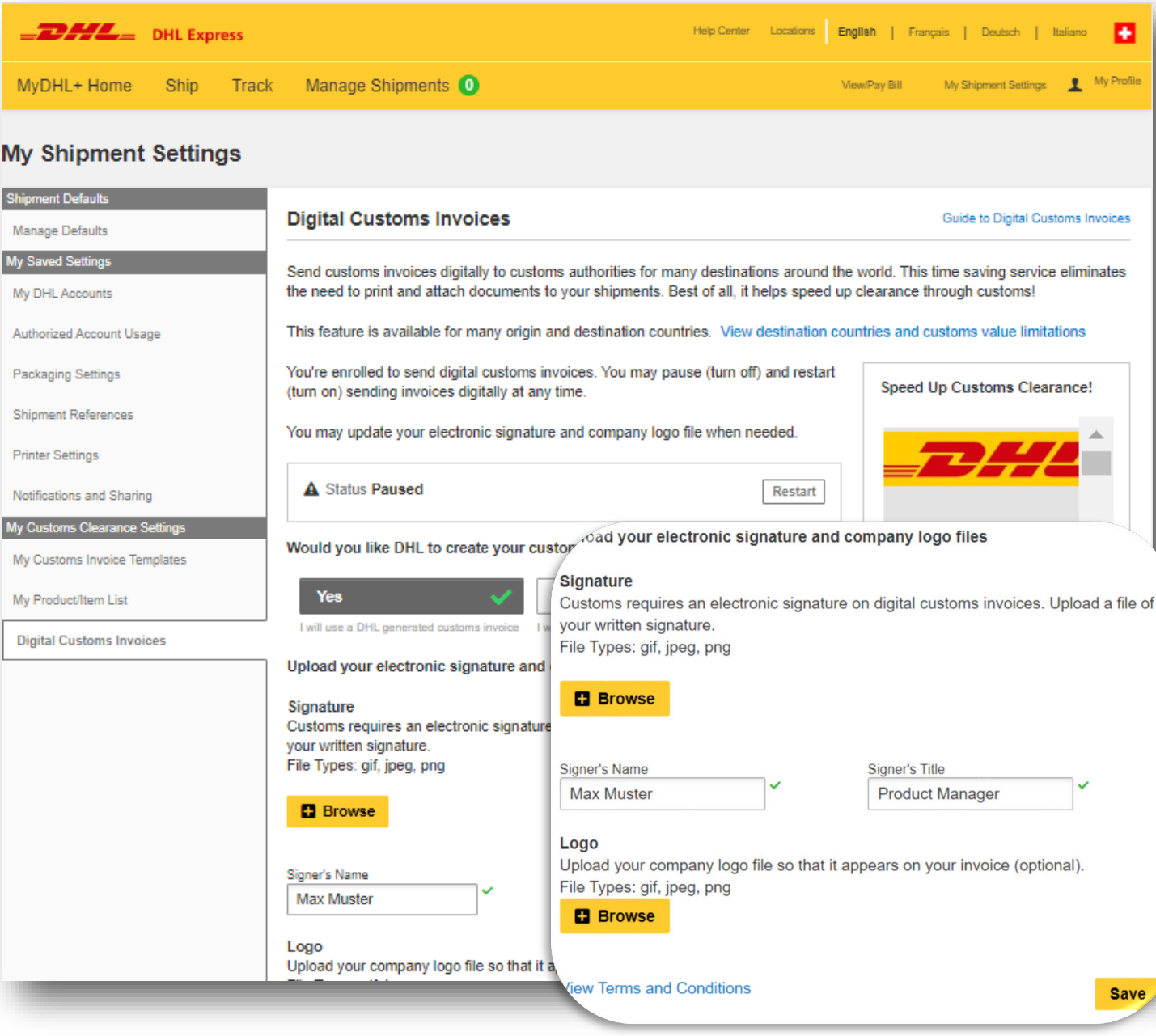
Activating PLT, step 2: you can activate Paperless Trade here and disable it again at any time.



MYDHL+ HOW TO
ACTIVATE DHL PAPERLESS TRADE (PLT)

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

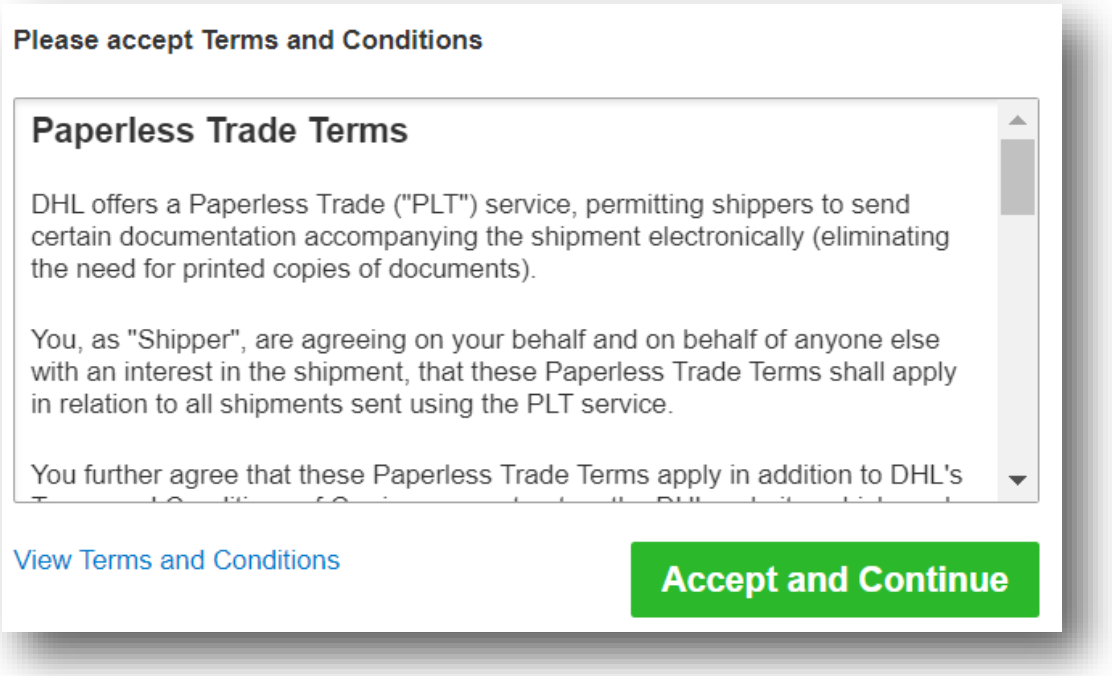
If you create your customs invoices beforehand without using MyDHL+, you can upload these when you create your shipment. However, Paperless Trade also allows you to create and to customize customs invoices using MyDHL+: just add your company's logo (**Maximum 1MB**) and your digital signature (**Maximum 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.



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.



You have now activated PLT successfully.

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

Tip

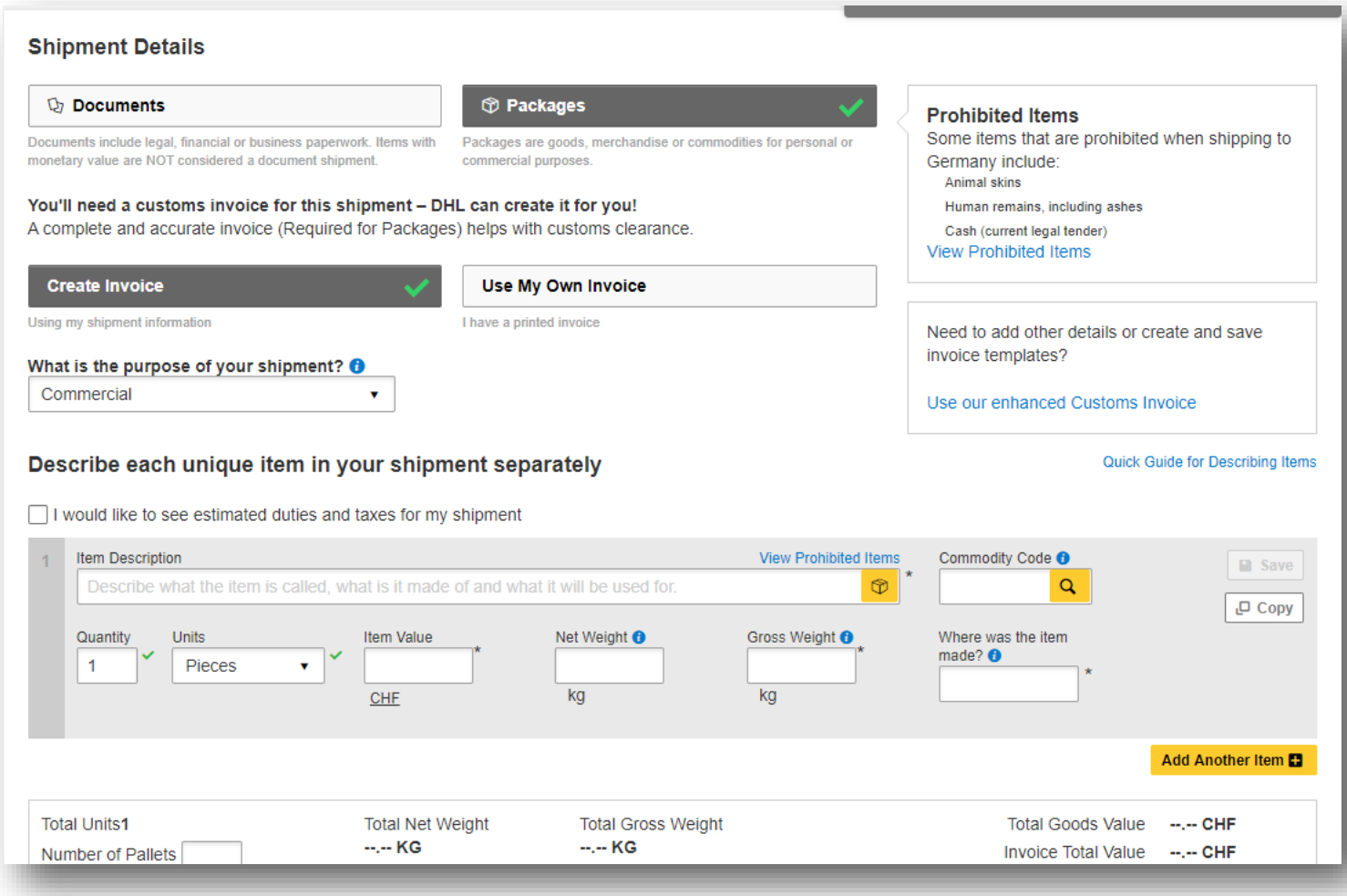
Activating PLT in MyDHL+ Corporate Access

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.

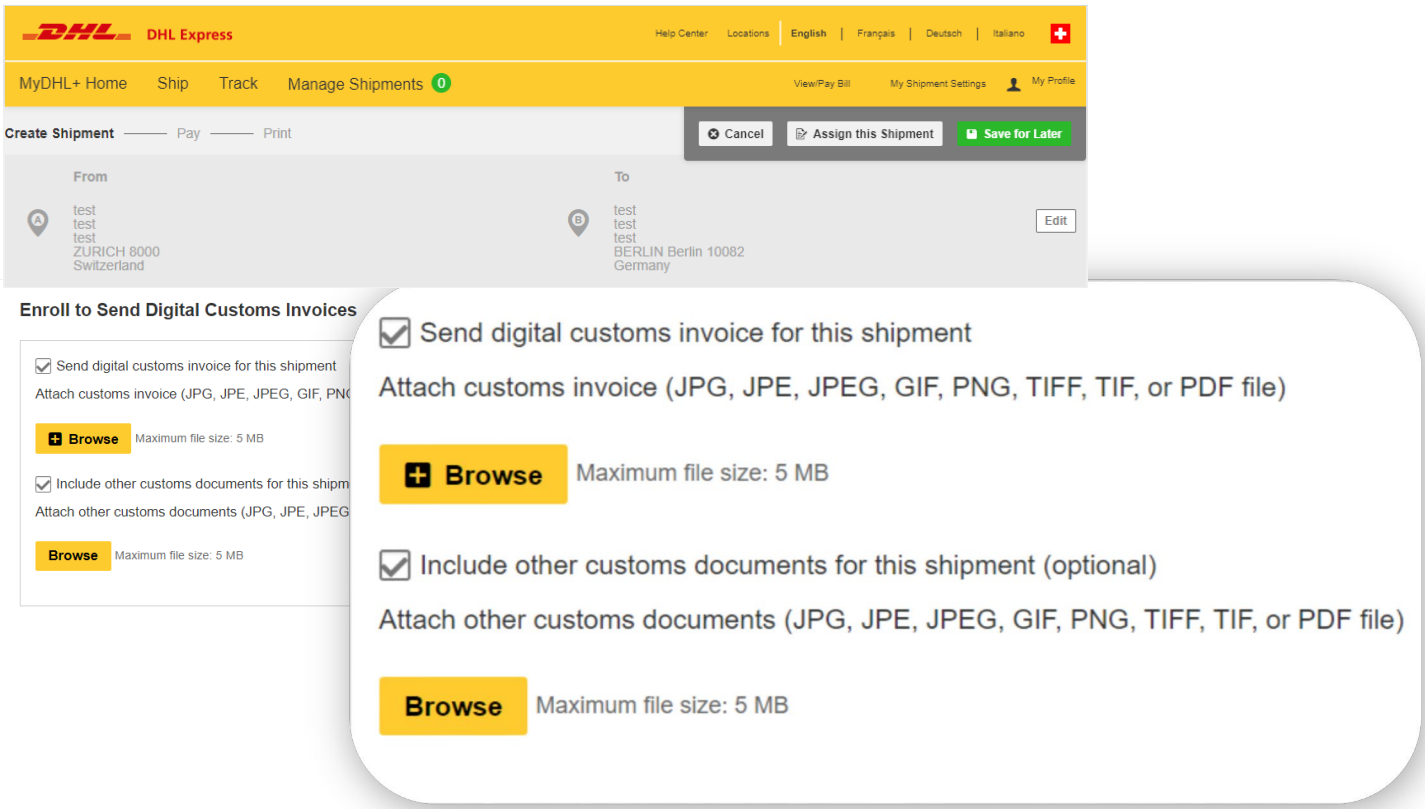


MYDHL+ HOW TO
CREATE A SHIPMENT USING PAPERLESS TRADE

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.

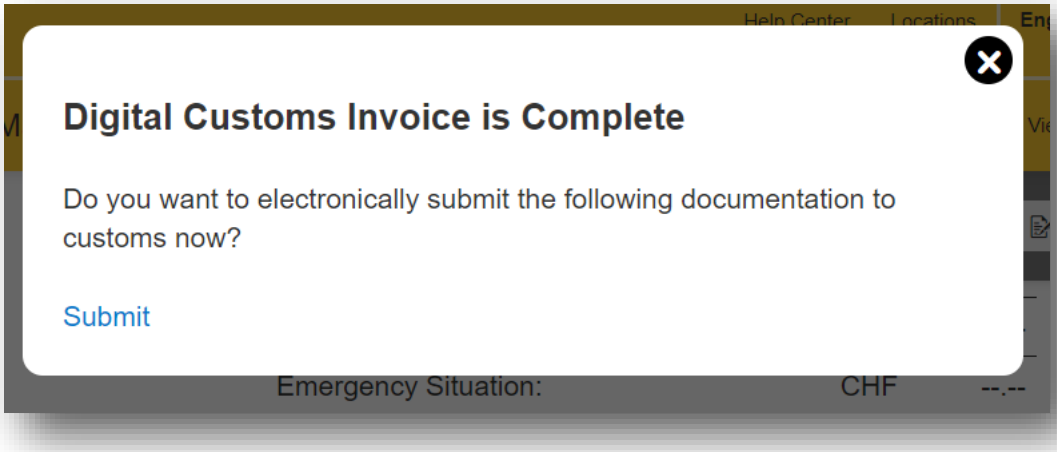
Now all you need to do is to upload a customs invoice – if you haven't yet created one using MyDHL+.



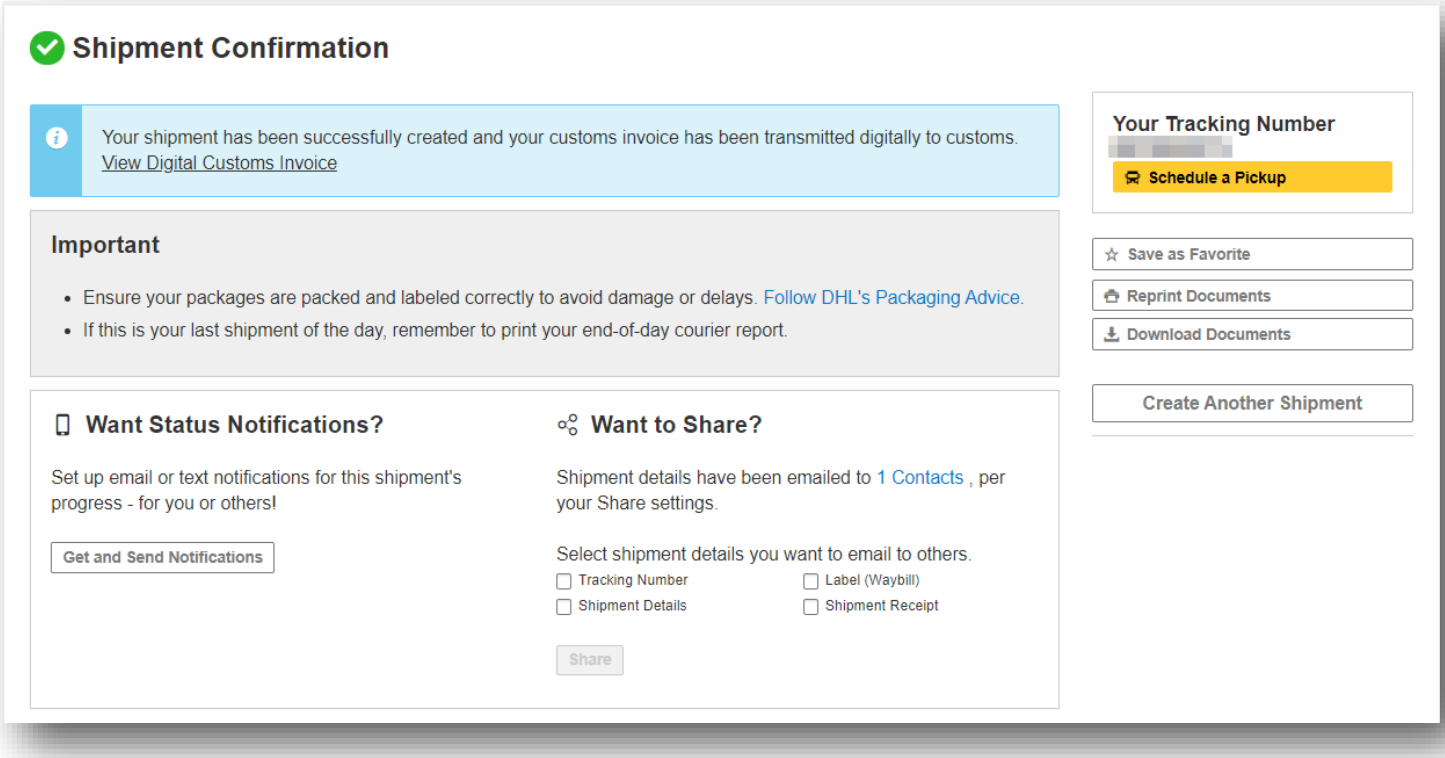
MYDHL+ HOW TO
CREATE A SHIPMENT USING PAPERLESS TRADE

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.



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:

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

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 subtitels in English)