



QUICK GUIDE
MyDHL+
ASSIGN
SHIPMENT

DHL Express – Excellence. Simply delivered.



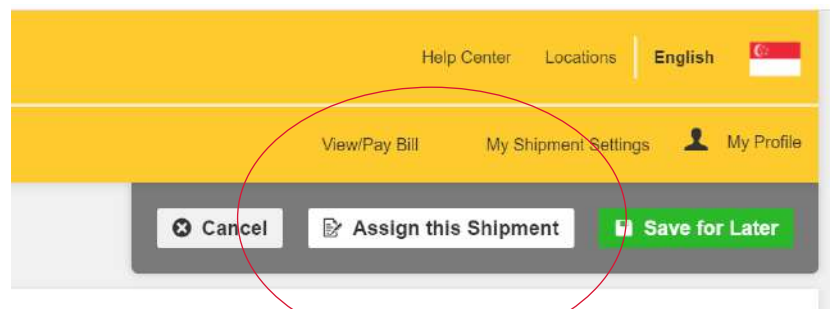
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INTRODUCTION

The Assign Shipment functionality provides the possibility to eliminate shipper's login requirement by choice. On top of the convenience of shipment completion without login, it also provides the following benefits:

- ✓ Assignor decides and sets shipment restrictions.
- ✓ Account number can be masked to provide additional security.
- ✓ Assignor will be notified on assignee's action (or non-action).
- ✓ Pickup booking request will only be sent to DHL upon shipment completion by the assignee.
- ✓ Visibility on all assigned shipments under Manage My Shipment (MMS).



Assign Shipment

Who would you like to assign this shipment to?

Name (Assignee) ⓘ Sze Looi Lim	Nickname ⓘ 61XXX3023
Email Address 1007325+prod.sg.01@gmail.com *	Send Assign email notice to Assignee in English
<input type="checkbox"/> Assignee must login to MyDHL+ to complete the shipment	

💡 Tips and Tricks

- This is an excellent feature for the 'occasional shipper'.

USER JOURNEY: I AM AN ASSIGNOR

After filling-out the 'Ship From' and 'Ship To' information, you (as an assignor) could decide from this point onwards, when you would like to assign the shipment conveniently:

The screenshot shows the DHL Express 'Create Shipment' interface. At the top, there is a yellow header with the DHL logo and 'DHL Express' text. Navigation links include 'MyDHL+ Home', 'Ship', 'Track', and 'Manage Shipments'. On the right, there are links for 'View/Pay Bill', 'My Shipment Settings', and 'My Profile'. Below the header, there are three buttons: 'Cancel', 'Assign this Shipment' (highlighted with a red box), and 'Save for Later'. The main form is divided into two columns: 'From' and 'To', separated by a vertical line with a 'Switch' button in the middle. Each column contains several input fields for shipping information, each with a green checkmark indicating it is filled or valid.

Field	From (Malaysia)	To (Germany)
Name	Prod Ver	Stine Ferse
Company	looi.com	dhl.com
Country	Malaysia	Germany
Address	234	DHL BONN
Address 2	wer	
Address 3		
Postal Code	52100	60329
City	KUALA LUMPUR	Frankfurt am Mail
State	K. LUMPUR	Hessen
Email Address	1007325+prod.mv.01@gmail.com	1007325+prod.de.01@gmail.com

There are various options you could choose for this specific shipment assignment, you are in full control of the following:

- (a) Should the assignee be completing the shipment as a registered MyDHL+ user?
- (b) Choose the account to be used as the 'Shipper account' and 'Transportation Charges Account'.
- (c) Decide if you would allow the assignee to see your DHL account number and rates.

Who would you like to assign this shipment to?

Assignee must login to MyDHL+ to complete the shipment

What shipper account will be used for this shipment?
554455445 - NICKNAME

Use this account to pay for transportation charges

How will you pay for transportation charges?
554455445 - NICKNAME

Display DHL accounts as
Number and Nickname
Number and Nickname
Mask account numbers
Nickname

Do not show my account-based rates to the Assignee


Who Can You Assign To?
Someone in your warehouse, the mailroom or even another facility. And if you are importing, assign to your shipper to complete the shipment.

Need to Allow Others to Ship with Your Account?
It's convenient and easy to authorize use of your account! Check out My Saved Settings to learn more and get started!



Duties and taxes paid with
Receiver will pay

Back Cancel Save for Later

Account-based rates will be hidden if this option is selected:

Do not show my account-based rates to the Assignee 

Shipment Cost Summary

EXPRESS WORLDWIDE Mon, 1 Jul, 2019 - End of Day	Transportation Charges:	MYR	--.
Volumetric Weight  2.17 kg	Fuel Surcharge:	MYR	--.
Total Weight 2 kg	Total 	MYR	--.

Terms and Conditions

By clicking on ACCEPT – I accept DHL's [Terms and Conditions of Carriage](#) and declare that this shipment does not include any [Prohibited Items](#).

Accept and Continue

I'm sending my shipment on

June 27 Today

June 28 Tomorrow

June 29 Saturday





June 30 Sunday

July 1 Monday

July 2 Tuesday

July 3 Wednesday

More +

 Delivery Date	 Delivered By	 Estimated Price 	
July 1 Monday MEDICAL EXPRESS	9:00 am	MYR --.---	Select
July 1 Monday EXPRESS 12:00	12:00 pm	MYR --.---	Select
July 1 Monday EXPRESS WORLDWIDE	End of Day	MYR --.---	Select
July 1 Monday EXPRESS EASY	End of Day	MYR --.---	Select
July 1 Monday EXPRESS JUMBO	End of Day	MYR --.---	Select

[Find a location](#)

(d) Shipment restriction will be applicable when assignee attempts for shipment completion.

What do you want the Assignee (person you are assigning) to do?

From	To	Shipment Details
Prod Ver 1007325+prod.my.01@gmail.com looi.com 234 wer KUALA LUMPUR K. LUMPUR 52100 Malaysia	Stine Ferse 1007325+prod.de.01@gmail.com dhl.com DHL BONN Frankfurt am Main Hessen 60329	No Pieces

Double Check Before You Assign!

Ensure your shipment details are accurate and it's ready to be assigned to someone else.

Delivery Option
No delivery option selected
Fastest delivery option will be selected

Requested Shipment Date

Apply these per shipment limits

Maximum shipment weight
 kg

Maximum number of packages

Shipment References

Allow Any
 Restrict

Delivery Option
No delivery option selected
Fastest delivery option will be selected

Requested Shipment Date
No date selected
Assignee will provide shipment date

Select Packaging Tips for Weighing and Measuring

Packaging	Quantity	Weight kg	Dimensions cm
Your Own Package ✓	1 ✓	65 ✓	4 ✓ X 4 ✓ X 4 ✓

Total 1 65 kg ⓘ

! Total weight exceeds maximum allowed (50 KG)

Select Packaging Tips for Weighing and Measuring

Packaging	Quantity	Weight kg	Dimensions cm
Your Own Package ✓	1 ✓	44 ✓	2 ✓ X 5 ✓ X 2 ✓
Select Packaging *	1 *	* *	Length * X Width * X Height *
Select Packaging *	1 *	* *	Length * X Width * X Height *

Total 3 44 kg ⓘ

! Exceeds maximum number of packages (2) allowed per shipment

- (e) When would you like to be notified?
- (f) Customize your shipping instruction.

What notifications do you want?

If no action has been taken within Select One

If the shipment is declined

When the shipment is complete

When courier pickup has been scheduled

When the shipment has been picked up by a courier

Additional shipping instructions for the Assignee

Include any instruction to your assignee so it will appear in the email notification sent to the assignee's email address

Additional Documents ⓘ

Browse Maximum file size: 4 MB

Assign Shipment

'Manage My Shipments' gives you full visibility of your shipping activities.

DHL DHL Express Help Center Locations English

MyDHL+ Home Ship Track **Manage Shipments** 1
View Pay Bill My Shipment Settings My Profile

Manage My Shipments

Filter By

Shipment Type

Assigned by Me

Shipment Date (Showing All)

All Dates

Status (Showing All)

Unsubmitted 2

Accounts (Showing All)

554455445 - EXP_MY 2

Favorites

Show Only Favorites

Don't show hidden shipments

MY SHIPMENTS

[All Shipments](#)

[My Pickups](#)

[Address Book](#)

[Reports](#)

REQUIRE ACTION

[View All Unsubmitted](#)

Search All Shipments Q

✓ Shipment assigned to Prod Ver with temporary ID 76PUGW

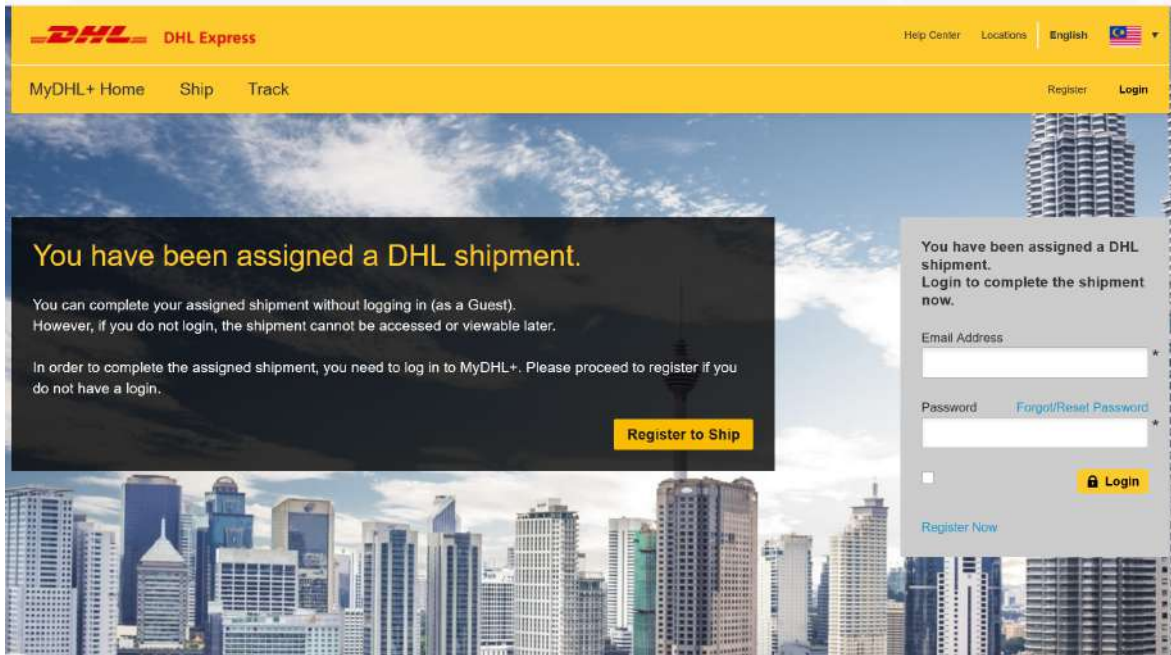
Actions Sort By Updated Date (show newest to oldest) Showing 1 - 2 of 2 shipments

	Shipment Date	Ship From	Ship To
<p><input type="checkbox"/> 76PUGW (Temporary ID) Unsubmitted Pending Assignee Action</p> <p>Created By 1007325+prod.my.01@gmail.com</p> <p>Quick View</p>	Delivery Option Description	lool.com Prod Ver KUALA LUMPUR, Malaysia	dhl.com Stine Ferse Frankfurt am Main, Germany
<p><input type="checkbox"/> YMFQ5N (Temporary ID) Unsubmitted Pending Assignee Action</p> <p>Created By 1007325+prod.my.01@gmail.com</p> <p>Quick View</p>	Delivery Option Description	lool.com Prod Ver KUALA LUMPUR, Malaysia	dhl.com Stine Ferse Frankfurt am Main, Germany

Showing 1 - 2 of 2 shipments

USER JOURNEY: I AM AN ASSIGNEE

If the assignor decides that the assignee must login to MyDHL+ to complete the shipment, a user profile must be registered in order to proceed.



dhlSender@dhl.com 10:31 PM (2 minutes ago) ☆ ↶ ⋮
to 1007325+mustlogin

[To view this email as a web page, go here](#)



[Help Center](#)

Dear Prod Ver,

Prod Ver of [looi.com](#) has assigned this shipment to you:

QLF1LQ

Message from Prod Ver:

Include any instruction to your assignee so it will appear in the email notification sent to the assignee's email address

Visit MyDHL+ to edit and complete this shipment.

[Edit Shipment - MyDHL+ Login](#)

Contact Prod Ver, if you have any questions.

[looi.com](#)

1007325+prod.my.01@gmail.com

Regards,

MyDHL+ Team

Please do not reply to this email – inbox is not monitored.



Who would you like to assign this shipment to

Name (Assignee) ✓

Email Address ✓

Assignee must login to MyDHL+ to complete the shipment

It is a simple 3-step process:

- (1) Complete the user profile.
- (2) Activate the registration.
- (3) Accept the terms and conditions.

The screenshot shows the 'Register for MyDHL+' page on the DHL Express website. The page is titled 'Register for MyDHL+' and includes a navigation bar with 'MyDHL+ Home', 'Ship', and 'Track'. Below the navigation bar, there is a section titled 'Enjoy the Benefits of MyDHL+' with a sub-header 'Please do not register again in MyDHL+'. This section contains three bullet points: 'We'll contact you as soon as we set up your profile so that you can start using MyDHL+', 'Watch for an update from us coming soon!', and 'Do you have a DHL Express account number?'. There are two radio buttons for 'Yes' and 'No', with the 'Yes' button selected. Below this, there is a 'Your Details' section with fields for 'Title', 'First Name', 'Last Name', 'Company', 'Phone Type', 'Country Code', and 'Phone'. The 'Create Your Login' section has fields for 'Email Address', 'Password', and 'Confirm Password'. At the bottom, there is an 'Accept Terms' section with two checkboxes: 'I accept the DHL Express Terms and Conditions' and 'I accept the DHL Express Privacy and Cookies Policy'. A 'Register' button is located at the bottom right of the form.

The screenshot shows an email titled 'Activate MyDHL+ Registration' from 'dhlSender@dhl.com' to '1007325+mustlogin'. The email content includes a DHL logo, a green button that says 'Activate MyDHL+ Registration – Login Now!', and a message: 'Dear Mr Prod Ver Prod Ver, Thank you for registering – please activate your registration now to login and get started! MyDHL+ is your one stop for international shipping – you'll be able to create and manage shipments, get quotes, schedule pickups, view reports and more! If you have any questions or need assistance with your registration, please contact us at: 1 800 888 388 (Toll free) or +603 7964 2800 (overseas). Regards, MyDHL+ Team'. At the bottom, there is a footer with 'Please do not reply to this email – inbox is not monitored.', a DHL logo, and links for 'Terms of Use', 'Privacy Notice', and 'Terms and Conditions of Carriage'. The footer also includes the copyright notice '2019 © Deutsche Post AG'.

Assignee can access the shipment assigned to him via 'Manage My Shipment'.

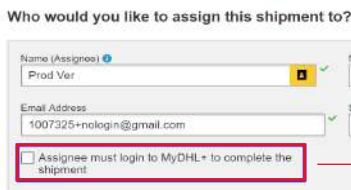
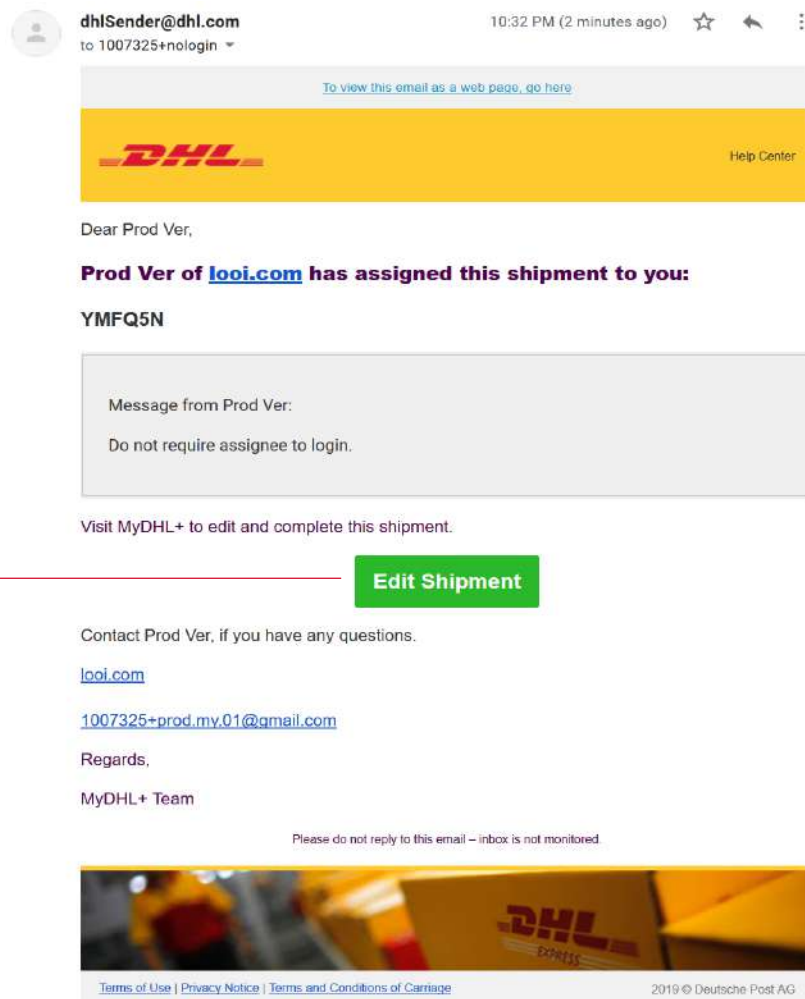
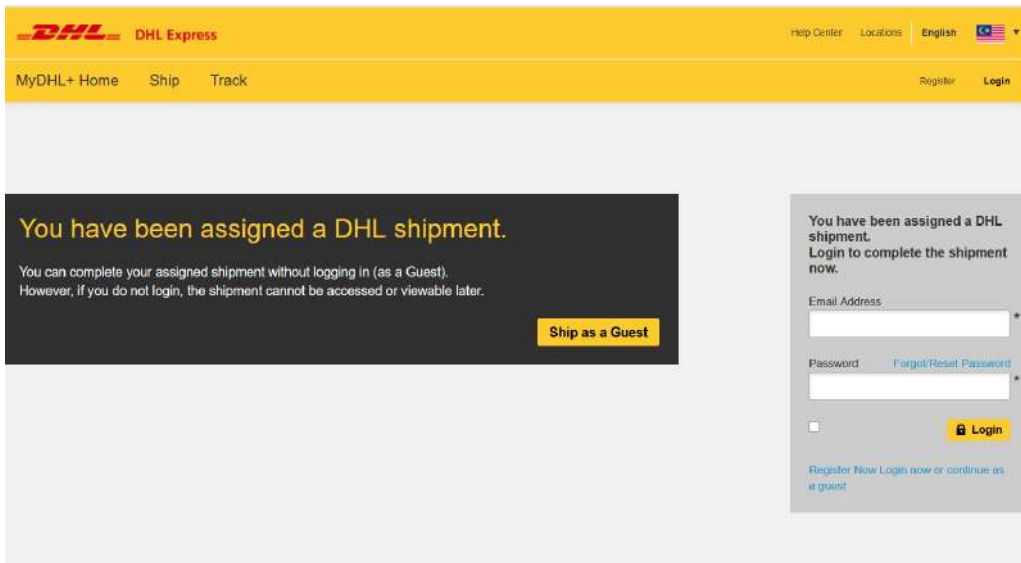
The screenshot shows the DHL Express 'Manage My Shipments' interface. The top navigation bar includes 'MyDHL+ Home', 'Ship', 'Track', and 'Manage Shipments' (highlighted with a red box). A dropdown menu is open under 'Manage Shipments', showing 'MY SHIPMENTS' and 'REQUIRE ACTION'. Under 'MY SHIPMENTS', there are 'All Shipments' and 'My Pickups'. Under 'REQUIRE ACTION', there are 'Assigned to Me (2)' (highlighted) and 'View All Unsubmitted'. Below the dropdown, the 'Unsubmitted' status is checked, and a red box highlights the 'Edit/Complete' and 'Decline Assignment' buttons for the first shipment.

Actions	Sort By	Showing 1 - 2 of 2 shipments			
<input type="checkbox"/>	Updated Date (show newest to oldest)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

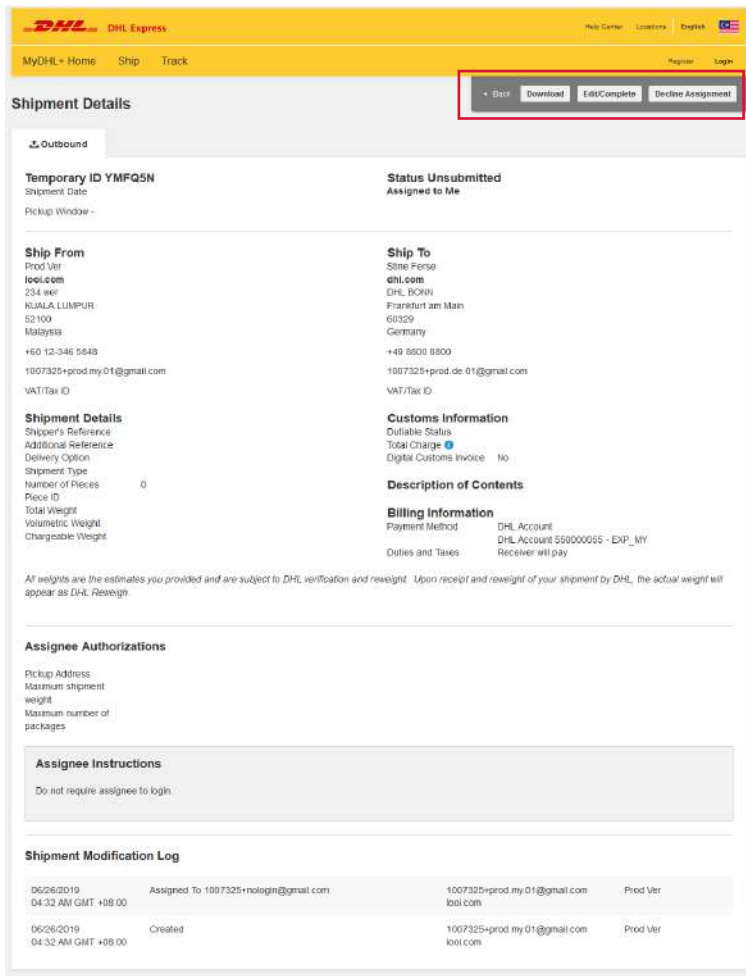
Star	Temporary ID	Shipment Date	Delivery Option	Ship From	Ship To
<input type="checkbox"/>	QLF1LQ			looi.com	dhl.com
	(Temporary ID)			Prod Ver	Stine Ferse
	Unsubmitted			KUALA LUMPUR, Malaysia	Frankfurt am Main, Germany
	Assigned to Me				
	Created By				
	1007325+prod.my.01@gmail.com				
	Quick View				Edit/Complete Decline Assignment
<input type="checkbox"/>	9TASEP	June 23, 2019	ECONOMY SELECT	looi.com	TN
	(Temporary ID)			Prod Ver_GB	BE User
	Unsubmitted		PRODVER	Hounslow, United Kingdom	BEALVECHAIN, Belgium
	Assigned to Me				
	Created By				
	1007325+prod.gb.01@gmail.com				
	Quick View				Edit/Complete Decline Assignment

Showing 1 - 2 of 2 shipments

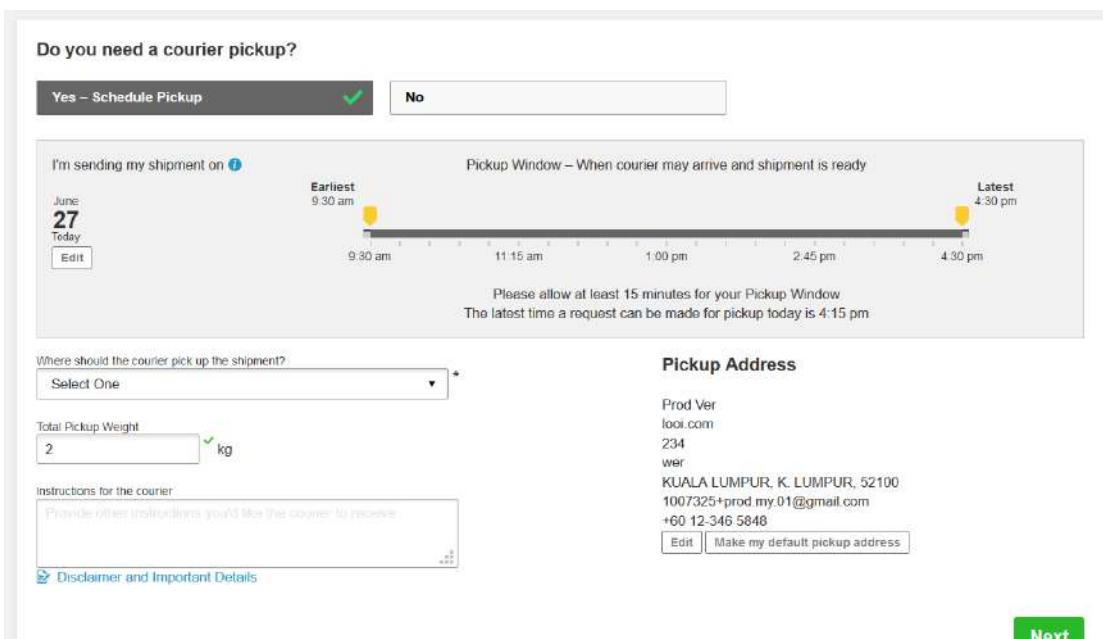
If the assignor decides that the assignee does not require a login to MyDHL+ to complete the shipment, the assignee will only be shipping as a guest.



The assignee needs to click 'Edit/Complete' to proceed to the shipment creation flow with the restriction set by the assignor.



Most importantly, the assignee can easily schedule the pickup only when the shipment is ready.



Upon shipment completion, the assignee could also easily sign up for a MyDHL+ user profile.

The screenshot displays the DHL Express MyDHL+ interface. At the top, there is a yellow header with the DHL logo and navigation links for 'MyDHL+ Home', 'Ship', and 'Track'. Below the header, a progress bar shows 'Create Shipment' (checked), 'Pay' (checked), and 'Print' (checked). The main content area is titled 'Shipment Confirmation' and includes an 'Important' section with a link to DHL's Packaging Advice. It also displays the tracking number '1032928831' and options to reprint or download documents. A 'Want Status Notifications?' section allows users to set up email or text notifications, and a 'Want to Share?' section allows users to select shipment details to share. Below this is a 'Register Now' button. The bottom section, 'Enjoy Time Saving Benefits', encourages users to register for MyDHL+ now and provides a registration form with fields for Title, First Name, Last Name, Email Address (pre-filled with 'SZE.LOO@LIM@DHL.COM'), Password, and Confirm Password. It also includes checkboxes for receiving emails, accepting terms and conditions, and accepting privacy and cookies policy. A 'Click or select the Man' section with various icons and a 'Register Now' button is located at the bottom right.

Shipment Confirmation

Important

- Ensure your packages are packed and labeled correctly to avoid damage or delays. [Follow DHL's Packaging Advice.](#)

Your Tracking Number
1032928831

Reprint Documents
Download Documents

Create Another Shipment

Want Status Notifications?
Set up email or text notifications for this shipments progress - for you or others!

Get and Send Notifications

Want to Share?
Select shipment details you want to email to others:

Tracking Number Label (Waybill)
 Shipment Details Shipment Receipt

Share

Enjoy Time Saving Benefits

Make shipping internationally quick and easy! Save addresses, access shipment history, track and monitor shipments and more. Register for MyDHL+ now!

Title First Name Last Name

Email Address
SZE.LOO@LIM@DHL.COM

Password

Confirm Password

I would like to receive informational emails and promotional offers from DHL.
 I accept the DHL Express [Terms and Conditions](#)
 I accept the DHL Express [Privacy and Cookies Policy](#)

Click or select the Man

Register Now

DHL International (UK) Limited
Southern Hub
Unit 1, Horton Road
Colnbrook, Berkshire
SL3 0BB
United Kingdom
dhl.co.uk/express

valid: 09/2020