



COURIER REPORT

Simply fast. Simply efficient. Simply amazing.

DHL Express – Excellence. Simply delivered.



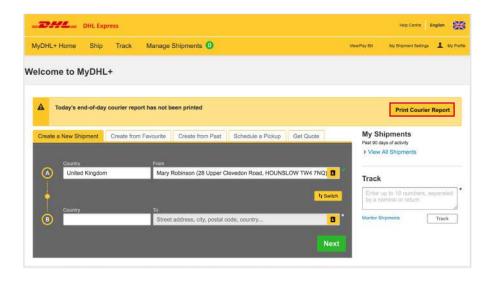
COURIER REPORT

The MyDHL+ Courier Report details the shipments that have labels printed and are ready to be shipped today.

(i) Shipments with labels ready to be printed will not be included in the report. If these shipments are to be picked up today, print the labels before running the Courier Report.

| MyDHL+ Home Ship | Track | Manage Shipmen | ts 🛈 | | VawP | ry Bill My Shipment S | attings 1 My Pro |
|-----------------------------|-------|--|----------------------------------|---|--|-----------------------------------|---------------------|
| /lanage My Shipmer | nts | | | | | | |
| Filter By | | | | | 10 | uisti Ad tihipmoide - | Q |
| hipment Type | | _ | | | | | |
| My Shipments | • | Shipments Pen | ding Action | | | | |
| Shipment Dete (Showing All) | | Print Courier | Report | onsolidate | | | |
| All Dates | • | | | | | | |
| tatus (Showing Alf) | | Actions Sort By | Updated Date (sh | ow newest to oldest) 🔻 | | Showing | 1 - 1 of 1 shipment |
| Ready to Ship | | Characteristics for the second | Shipment Date Delivery Option | August 13, 2018 EXPRESS WORLDWIDE | Ship From AN Other Ltd Mary Robinson | Ship To XYZ Ltd New contact | |
| ocounts (Showing Ail) | | Shipping Today | Description | books and diari | HOUNSLOW, United Kingdom | San Francisco, Unit America | ed States of |
| 33XXX0279 - 130000279 | | Created By kate king1@gmail | Loom | | | 1.01.001.008 | |
| avourites | | Q. Quick View | | | | Print Labeta E | itit Copy (Moni |
| Show Only Favourites | s | howing 1 – 1 of 1 shipments | | | | | |
| Don't show hidden shipments | • | | | | | | |

To print the report, go to Manage My Shipments and select Print Courier Report at the top of the page.



If you have shipments that have been printed and you have not printed today's Courier Report, a reminder will be displayed on the home page.

| IMPORTANT! Courier Report only contains shipments that have already been printed. For shipments you are sending today, print them first. Then create and print your Courier Report when all your shipments are printed. | When you select to print the Courier Report, a message will be displayed showing the total weight of the shipments being |
|--|---|
| Go to Ready to Print to print today's unprinted shipments. | picked up today. Click Print to generate the report. |
| Cancel | |
| | |
| Print Today's Courier Report | |
| • | If you are sending shipments from different addresses, a |
| Print Today's Courier Report IMPORTANT! Courier Report only contains shipments that have already been printed. For shipments you are sending today, print them first. | |

ALREADY PRINTED A COURIER REPORT FOR TODAY?

You can print the Courier Report again, but MyDHL+ will remember that the report for today has already been printed.

(i) If you have created additional shipments since the report was printed, they can be included in the new report by selecting **Include shipments printed earlier today**.

| • | IMPORTANT! |
|--------|--|
| | Courier Report only contains shipments that have already been printed. |
| | For shipments you are sending today, print them first. |
| | Then create and print your Courier Report when all your shipments are printed. |
| | |
| o to | Ready to Print to print today's unprinted shipments. |
| tal V | Weight 1.00 kg |
| | eport for this Address: |
| rint n | eport for this Address. |
| rint n | |

Give the Courier Report to the DHL courier with your shipments. If required, you can print two copies and keep one for your own records.

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