

MyDHL+



IMPORTER OF RECORD

Simply fast. Simply efficient. Simply amazing.

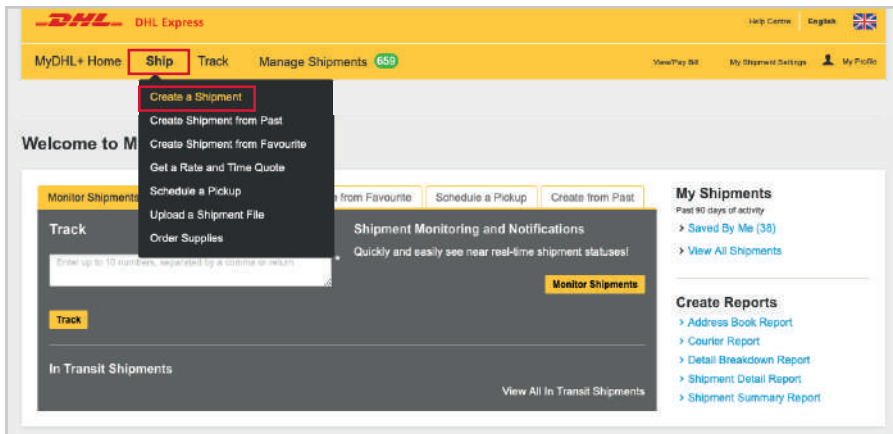
DHL Express – Excellence. Simply delivered.



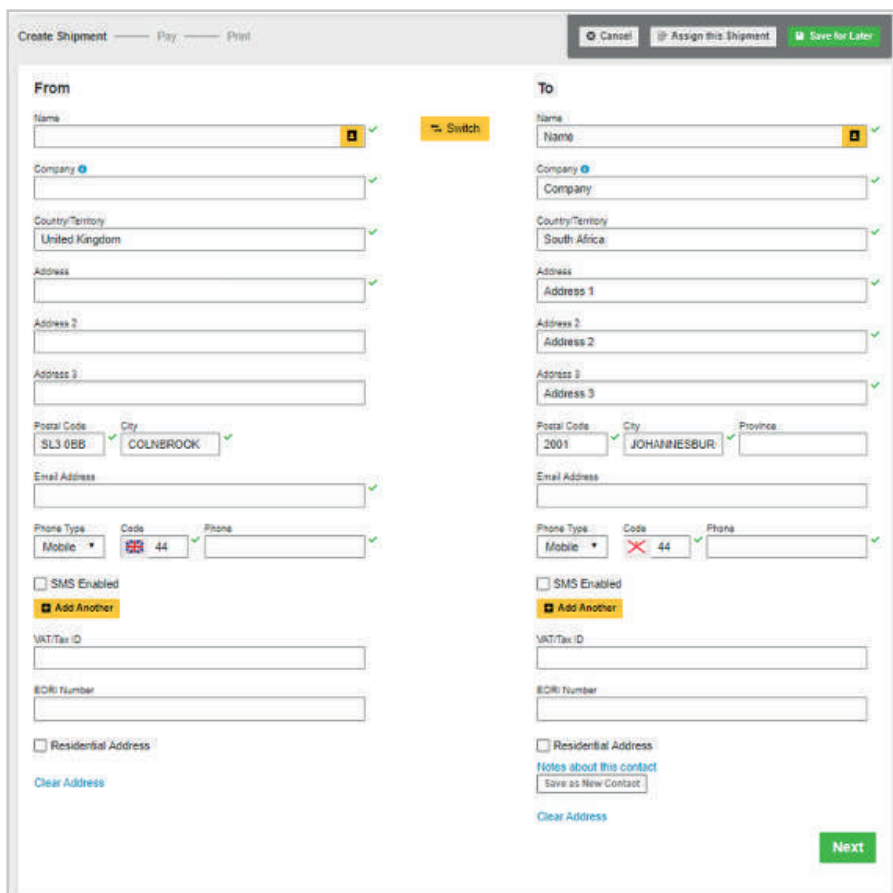
IMPORTER OF RECORD

In MyDHL+, you can nominate a 3rd party in the receiver country to handle all duties and taxes.

i The importer of record or the 3rd party you will be charging to should have a DHL account number starting with a 95/96 account number.



Log into MyDHL+, go to **Ship** and select **Create a Shipment**.



Complete the **Ship From** and **Ship To** Details for your shipment.

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i If you are preparing your own customs invoice, please skip this step until payment methods section of the shipment

The screenshot shows the 'Create Shipment' interface. At the top, there are navigation options: 'Create Shipment', 'Pay', and 'Print'. On the right, there are buttons for 'Cancel', 'Assign this Shipment', and 'Save for Later'. The 'From' address is 'Suraj Odedra, SURAJ ODEDRA LTD, Eastwold, COLNBROOK SL3 0BB, United Kingdom'. The 'To' address is 'DSADSA, DSADSA, DSADSA, JOHANNESBURG INTER AIRPORT, 1627, South Africa'. Under 'Shipment Details', there are tabs for 'Documents' and 'Packages'. A message states: '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.' There are two buttons: 'Create Invoice' (with a green checkmark) and 'Use My Own Invoice'. Below these is a dropdown menu 'What is the purpose of your shipment?' with 'Select One' selected. On the right, a 'Prohibited Items' section lists 'Dangerous goods, flammable liquids, Batteries (of any previous metal), and OTHER'. A red box highlights the 'Use our enhanced Customs Invoice' link. A 'Next' button is at the bottom right.

Select **Use our enhanced Customs Invoice**.

The screenshot shows the 'Create Invoice' interface. At the top, there are navigation options: 'Create Shipment', 'Pay', and 'Print'. On the right, there are buttons for 'Back', 'Cancel', and 'Save for Later'. The main heading is 'Create Invoice'. A message states: 'Select the invoice type that best suits the goods you're shipping. Alternatively, use one of your saved templates.' Below this is a section 'Quickly Create this Invoice!' with a link 'Select a Saved Invoice Template'. The 'Involved Parties' section has two columns: 'Shipper' and 'Receiver'. Under 'Shipper', there are input fields for 'VAT Number', 'Exporter ID', 'EORI Number', and 'Ultimate Destination'. Under 'Receiver', there is an input field for 'VAT/Tax ID'. A red box highlights the checkbox 'Bill To address is different to Receiver address'. On the right, a box titled 'It's Easy to Create an Invoice' contains instructions: 'Provide your details for this shipment, including the goods being shipped. Then print it when printing your shipping label/waybill. Remember to sign it before handing your shipment over to DHL.'

Select **Bill to Address is Different to Receiver Address**.

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Bill To address is different to Receiver address

Name
DSADSA ✓

Company
DSADAS ✓

Country/Territory
South Africa ✓

Address
DSADSA ✓

Address 2
✓

Address 3
✓

Postal Code
1627 ✓

City
JOHANNESBURG ✓

Province
✓

Email Address
✓

Phone Type
Mobile ✓

Code
44 ✓

Phone
7939 557661 ✓

SMS Enabled

Add Another

VAT/Tax ID
✓

EORI Number
✓

Residential Address

Clear Address

Here you will specify the address of the Importer of Record in the receiver country.

Once you have completed this section scroll down and complete the remaining fields of the customs invoice and move on to the next step once you select **Complete Invoice**.

Additional Customs Documents (Optional)

Certificate of Origin

Save this Invoice as a Template

Save Time Next Time!
By saving your customs invoice as a template, you can quickly reuse it in the future.

Clear Invoice

Preview Invoice

Complete Invoice

Shipment Details

Documents

Packages

Prohibited Items
Some items that are prohibited when shipping to South Africa include:
Animals, fish, birds (live)
Dangerous goods, hot, or combi, mats
Bullets (of any previous metal)
[View Prohibited Items](#)

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

Use My Own Invoice

Summarise the contents of your shipment
g/pd ✓

What is the value of your shipment?
Invoice Total Value :23 GBP

COST CENTRE**
Reference (appears on shipping label/waybill)
TEST ✓

Protect Your Shipment
You value your shipment and so do we – don't forget to protect your shipment! [Learn about our shipment protection options.](#)

I would like to insure my shipment

Next

Click **Next**.

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Complete the weights and dimensions of your shipment and click **Next**.

Packaging	Quantity	Weight <small>kg</small>	Dimensions <small>cm</small>	Pallet	Piece Reference
My Own Package	1	10	35 X 45 X 10	<input type="checkbox"/>	
Total	1	10 kg			

Next

Select from the drop down the account number or choose **Alternate DHL account number** to freetype the account number for the IOR in the reciever country. This must be a number starting with a 95/96. Then click **Next**.

How would you like to pay?

What shipper account will be used for this shipment?

How will duties and taxes be paid? **Alternate DHL Account Number**

Account Number

Select customs terms of trade **CPT - Carriage Paid To**

Next

I'm sending my shipment on

March 5 Today, March 6 Tomorrow, March 7 Saturday, March 8 Sunday, March 9 Monday, March 10 Tuesday, March 11 Wednesday, More +

Delivery Date: March 9 Monday, Delivered By: End of Day, Estimated Price: GBP

Select

Find a location

DHL rate estimate as of Mar 05, 2020, 4:27 PM
[Disclaimer and Important Details](#)

Select the service you would like to send your shipment on and then click **Select**.

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Send Digital Customs Invoices

Send digital customs invoice for this shipment
 Include other customs documents for this shipment (optional)

Optional Services

GoGreen Climate Neutral
 Hold for Collection
 Neutral Delivery
 Dangerous Goods

Next

Select any optional services you would like with your shipment then click **Next**.

You have now successfully completed your IOR shipment. Click **Accept and Continue** and **Print your labels**.

Shipment Cost Summary

EXPRESS WORLDWIDE
Mon, 9 Mar, 2020 - End of Day

Volumetric Weight 0.04 kg
Total Weight 0.5 kg

Transportation Charges:	GBP
Fuel Surcharge:	GBP
Importer of Record:	GBP
Total	GBP

Terms and Conditions

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

Accept and Continue

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

valid: 07/2020