



QUICK GUIDE **MyDHL+** **ASSIGN SHIPMENT**

DHL Express – Excellence. Simply delivered.



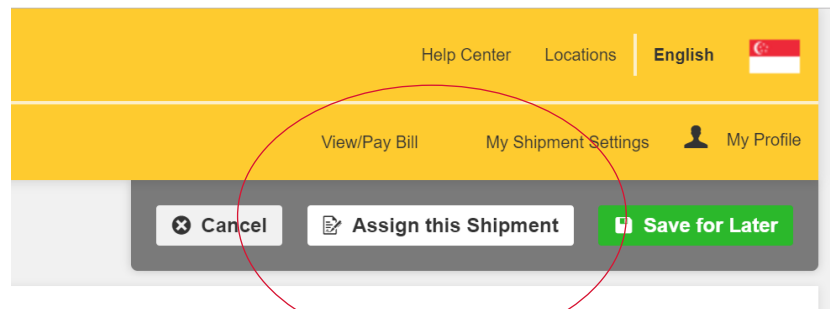
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INTRODUCTION

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 navigation bar with the DHL logo and 'DHL Express' on the left, and 'Help Center', 'Locations', 'English', and a Malaysian flag on the right. Below this is a secondary navigation bar with 'MyDHL+ Home', 'Ship', 'Track', 'Manage Shipments 0', 'View/Pay Bill', 'My Shipment Settings', and 'My Profile'. A progress bar below the navigation shows 'Create Shipment' as the active step, with 'Pay' and 'Print' as subsequent steps. On the right side of the progress bar, 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 center. Each column contains several input fields with green checkmarks indicating they are filled or valid. The 'From' column includes fields for Name (Prod Ver), Company (looi.com), Country (Malaysia), Address (234), Address 2 (wer), Address 3, Postal Code (52100), City (KUALA LUMPUR), State (K. LUMPUR), and Email Address (1007325+prod.mv.01@gmail.com). The 'To' column includes fields for Name (Stine Ferse), Company (dhl.com), Country (Germany), Address (DHL BONN), Address 2, Address 3, Postal Code (60329), City (Frankfurt am Mai), Province (Hessen), and Email Address (1007325+prod.de.01@gmail.com).

From

Name: Prod Ver ✓

Company: looi.com ✓

Country: Malaysia ✓

Address: 234 ✓

Address 2: wer ✓

Address 3: ✓

Postal Code: 52100 ✓

City: KUALA LUMPUR ✓

State: K. LUMPUR ✓

Email Address: 1007325+prod.mv.01@gmail.com ✓

To

Name: Stine Ferse ✓

Company: dhl.com ✓

Country: Germany ✓

Address: DHL BONN ✓

Address 2: ✓

Address 3: ✓

Postal Code: 60329 ✓

City: Frankfurt am Mai ✓

Province: Hessen ✓

Email Address: 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

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!

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 Total Weight 2 kg	Fuel Surcharge:	MYR	--
	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	9:00 am	MYR --.---	Details 
MEDICAL EXPRESS			Select
July 1 Monday	12:00 pm	MYR --.---	Details 
EXPRESS 12:00			Select
July 1 Monday	End of Day	MYR --.---	Details 
EXPRESS WORLDWIDE			Select
July 1 Monday	End of Day	MYR --.---	Details 
EXPRESS EASY			Select
July 1 Monday	End of Day	MYR --.---	Details 
EXPRESS JUMBO			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.

Assign Shipment – Without Restrictions ✔
Assign Shipment – With Restrictions

Delivery Option

No delivery option selected
Fastest delivery option will be selected

Requested Shipment Date

Assign Shipment – Without Restrictions
Assign Shipment – With Restrictions ✔

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 ✔	Save Package Copy
Total	1	65 kg				ⓘ		

! Total weight exceeds maximum allowed (50 KG)

Next

Select Packaging Tips for Weighing and Measuring

Packaging	Quantity	Weight kg	Dimensions cm					
Your Own Package ✔	1 ✔	44 ✔	2 ✔	X	5 ✔	X	2 ✔	Save Package Delete Copy
Select Packaging *	1 *	* * *	Length *	X	Width *	X	Height *	Save Package Delete Copy
Select Packaging *	1 *	* * *	Length *	X	Width *	X	Height *	Save Package Delete Copy
Total	3	44 kg				ⓘ		

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

Next

- (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
REQUIRE ACTION

All Shipments
View All Unsubmitted

My Pickups

Address Book

Reports

Shipments Pending Action
↑

[Today's Snapshot](#)

✓ Shipment assigned to Prod Ver with temporary ID 76PUGW

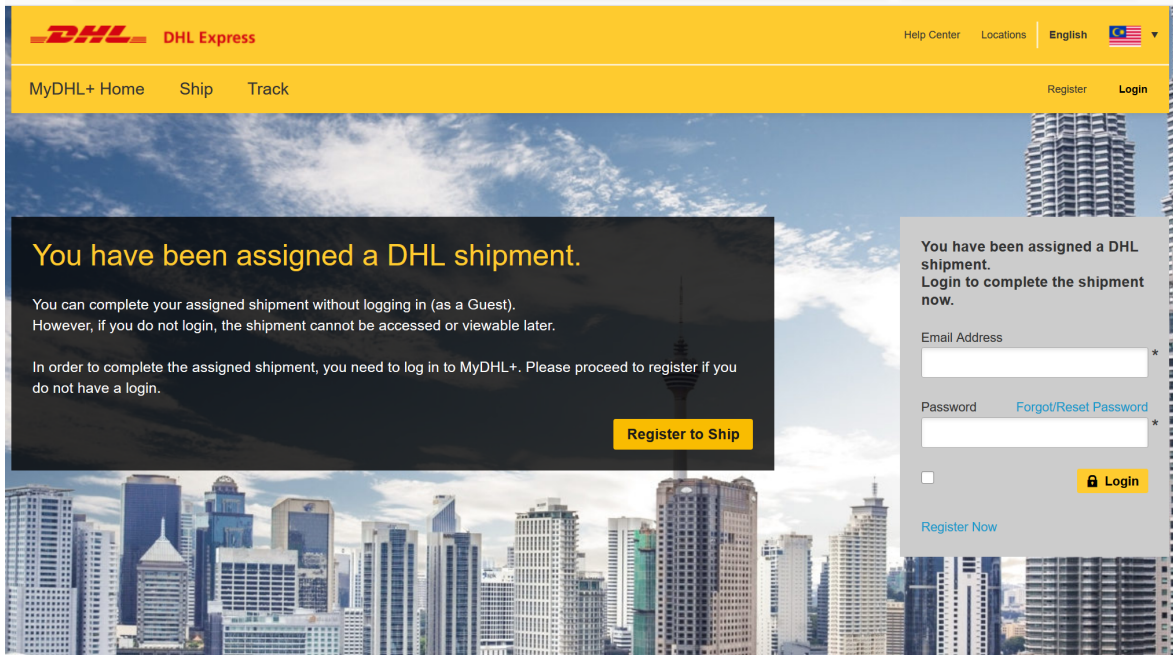
Actions ▼
Sort By Updated Date (show newest to oldest) ▼
Showing 1 - 2 of 2 shipments

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

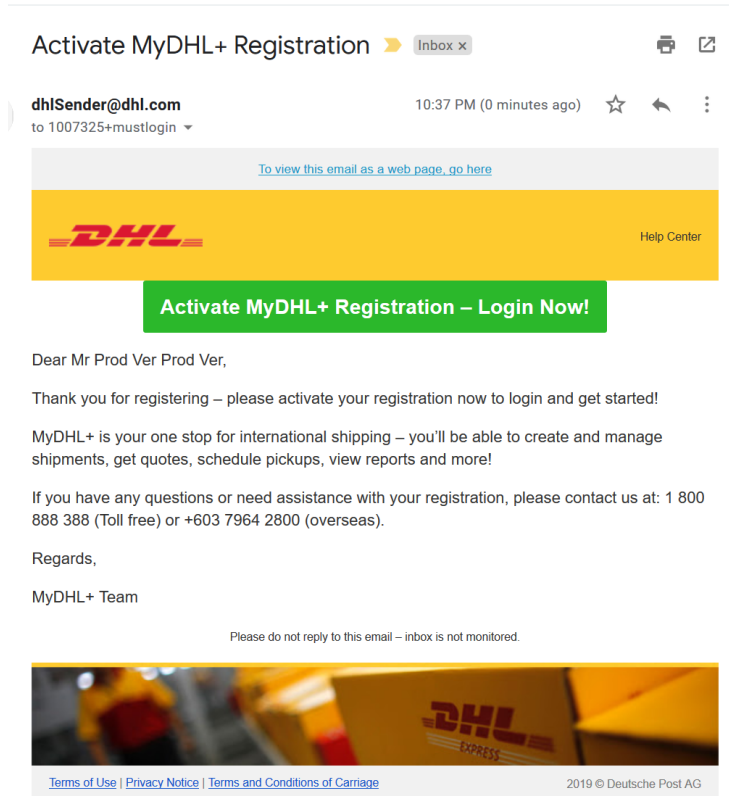
Email Address ✓

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 sub-header 'Enjoy the Benefits of MyDHL+'. Below this, there is a section for 'Do you have a DHL Express account number?' with 'Yes' and 'No' radio buttons. The 'No' button is selected. The main form is divided into two columns: 'Your Details' and 'Create Your Login'. The 'Your Details' section includes fields for Title (Mr), First Name (Prod Ver), Last Name (Prod Ver), Company (doo.com), Phone Type (Office), Country Code (60), Phone (12-445 5334), and Extension. The 'Create Your Login' section includes Email Address (1007325+mustlogin@gmail.com), Password, and Confirm Password. There are checkboxes for 'I would like to receive informational emails and promotional offers from DHL.' and 'Would you like to apply for a DHL account?'. At the bottom, there is an 'Accept Terms' section with checkboxes for '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.



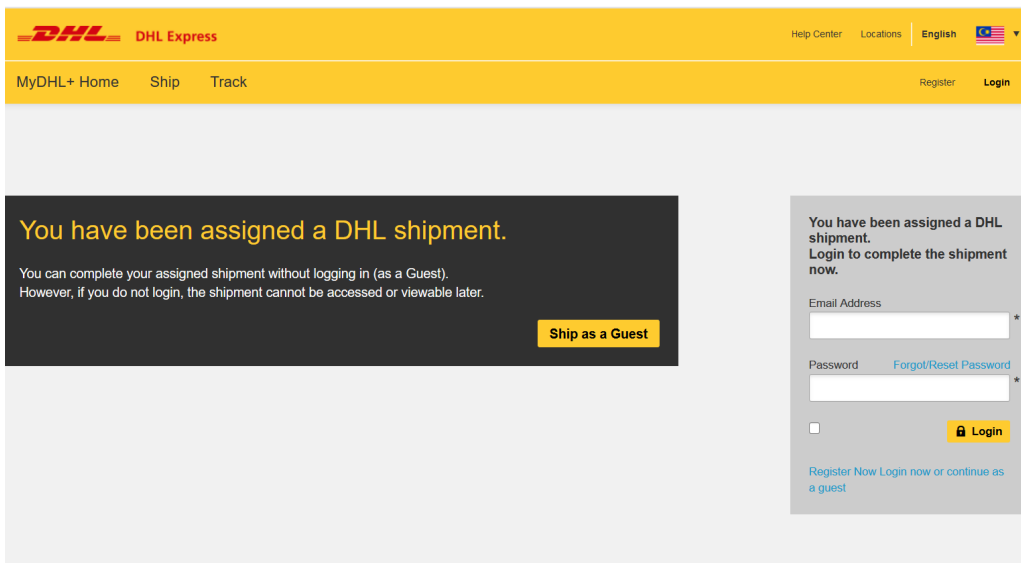
Assignee can access the shipment assigned to him via 'Manage My Shipment'.

The screenshot shows the DHL Express 'Manage My Shipments' page. The top navigation bar includes 'MyDHL+ Home', 'Ship', 'Track', and 'Manage Shipments' (highlighted with a red box). A dropdown menu is open over 'Manage Shipments', showing 'MY SHIPMENTS' (All Shipments, My Pickups, Address Book, Reports) and 'REQUIRE ACTION' (Assigned to Me (2), View All Unsubmitted). The main content area has a filter sidebar on the left with options for 'Assigned to Me', 'All Dates', 'Unsubmitted' (with a red '2' badge), and 'Show Only Favorites'. The main area displays two shipments:

Shipment ID	Temporary ID	Status	Assigned to Me	Ship Date	Delivery Option	Ship From	Ship To
QLF1LQ	(Temporary ID)	Unsubmitted	Assigned to Me			looi.com KUALA LUMPUR, Malaysia	dhl.com Frankfurt am Main, Germany
9TASEP	(Temporary ID)	Unsubmitted	Assigned to Me	June 23, 2019	ECONOMY SELECT PRODVER	looi.com Hounslow, United Kingdom	TN BE User BEAUVECHAIN, Belgium

The 'Edit/Complete' button for the '9TASEP' shipment is highlighted with a red box. The page also includes a search bar, a 'Sort By' dropdown (set to 'Updated Date'), and a 'Showing 1 - 2 of 2 shipments' indicator.

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.



 **dhlSender@dhl.com** 10:32 PM (2 minutes ago) ☆ ↩ ⋮
to 1007325+nologin ▾

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



Dear Prod Ver,

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

YMFQ5N



Visit [MyDHL+](#) to edit and complete this shipment.

[Edit Shipment](#)

Contact Prod Ver, if you have any questions.

[looi.com](#)

1007325+prod.my.01@gmail.com

Regards,

MyDHL+ Team



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Who would you like to assign this shipment to?

Name (Assignee)   N

Email Address  S

Assignee must login to MyDHL+ to complete the shipment

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

Shipment Details

Temporary ID YMFQ5N
Status Unsubmitted
Assigned to Me

Ship From
Prod Ver
looi.com
234 wer
KUALA LUMPUR
52100
Malaysia
+60 12-346 5848
1007325+prod.my.01@gmail.com
VAT/Tax ID

Ship To
Stine Ferse
dhl.com
DHL BONN
Frankfurt am Main
60329
Germany
+49 8800 8800
1007325+prod.de.01@gmail.com
VAT/Tax ID

Shipment Details
Shipper's Reference
Additional Reference
Delivery Option
Shipment Type
Number of Pieces 0
Piece ID
Total Weight
Volumetric Weight
Chargeable Weight

Customs Information
Dutiable Status
Total Charge
Digital Customs Invoice No

Description of Contents

Billing Information
Payment Method DHL Account
DHL Account 550000055 - EXP_MY
Duties and Taxes Receiver will pay

Assignee Authorizations
Pickup Address
Maximum shipment weight
Maximum number of packages

Assignee Instructions
Do not require assignee to login.

Shipment Modification Log

06/26/2019 04:32 AM GMT +08:00	Assigned To 1007325+nologin@gmail.com	1007325+prod.my.01@gmail.com looi.com	Prod Ver
06/26/2019 04:32 AM GMT +08:00	Created	1007325+prod.my.01@gmail.com looi.com	Prod Ver

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

Do you need a courier pickup?

Yes - Schedule Pickup No

I'm sending my shipment on **June 27 Today**

Pickup Window - When courier may arrive and shipment is ready

Earliest: 9:30 am | Latest: 4:30 pm

Please allow at least 15 minutes for your Pickup Window
The latest time a request can be made for pickup today is 4:15 pm

Where should the courier pick up the shipment?
Select One *

Total Pickup Weight: 2 kg

Instructions for the courier
Provide other instructions you'd like the courier to receive

[Disclaimer and Important Details](#)

Pickup Address
Prod Ver
looi.com
234
wer
KUALA LUMPUR, K. LUMPUR, 52100
1007325+prod.my.01@gmail.com
+60 12-346 5848

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 navigation bar with the DHL logo, 'DHL Express', and links for 'Help Center', 'Locations', 'English', and 'Português'. Below this is a secondary bar with 'MyDHL+ Home', 'Ship', and 'Track' options, along with 'Register' and 'Login' links.

The main content area is titled 'Shipment Confirmation' and includes a progress bar with 'Create Shipment', 'Pay', and 'Print' steps. An 'Important' section advises users to ensure packages are packed correctly. A 'Your Tracking Number' box displays '1032928831'. Below this are buttons for 'Reprint Documents', 'Download Documents', and 'Create Another Shipment'.

Two sections, 'Want Status Notifications?' and 'Want to Share?', allow users to manage their preferences. The 'Want to Share?' section includes checkboxes for 'Tracking Number', 'Label (Waybill)', 'Shipment Details', and 'Shipment Receipt', along with a 'Share' button.

The 'Enjoy Time Saving Benefits' section encourages users to register for MyDHL+ to save time and access shipment history. It features a registration form with fields for 'Title', 'First Name', 'Last Name', 'Email Address' (pre-filled with 'SZE.LOOI.LIM@DHL.COM'), 'Password', and 'Confirm Password'. There are also checkboxes for receiving emails, accepting terms and conditions, and privacy policies.

At the bottom of the registration section, there is a 'Click or select the Man' area with various icons representing different services or features. A yellow 'Register Now' button is located at the bottom right of the page.

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www.mydhl.express.dhl

valid: 00/0000
Mat. Mo. 123-456-789