MyDHL**⁺**

DHL

CONTACT UPLOAD

Simply fast. Simply efficient. Simply amazing.

DHL Express – Excellence. Simply delivered.

INTRODUCTION

MyDHL+ offers several ways to upload your sender and receiver information into your Address Book.

In addition to basic address information, you have the option to upload other defaults for your contacts, including:

- DHL account numbers
- VAT numbers / Tax IDs
- Shipment references
- General notes

GETTING STARTED

The easiest way to upload your contacts into MyDHL+ is to use the MyDHL+ Upload option. For this, you will need to download the template below.

**Download MyDHL+ Contact Upload Template**

- This template contains all the fields that can be uploaded into MyDHL+ and indicates in the column headers which fields are required and which are optional.

|	A	B	C	D
1	Name (Required)	Company (Required)	Nickname (Optional)	Email Address 1 (Optional)
2	John Smith	DHL Express	John at DHL	jsmith@companymail.com
3	Dave Jones	ABC Ltd		djones@abc.com

- Columns must not be deleted and the fields must be kept in exactly the same order to avoid upload errors.

- The template contains sample data and we recommend that you upload the sample file before replacing it with your own data. This will allow you to check how the sample contacts appear in your Address Book and familiarise yourself with the available fields.

- When you save the template, keep it in .csv format. If you change the format, the upload will fail.

UPLOAD CONTACTS

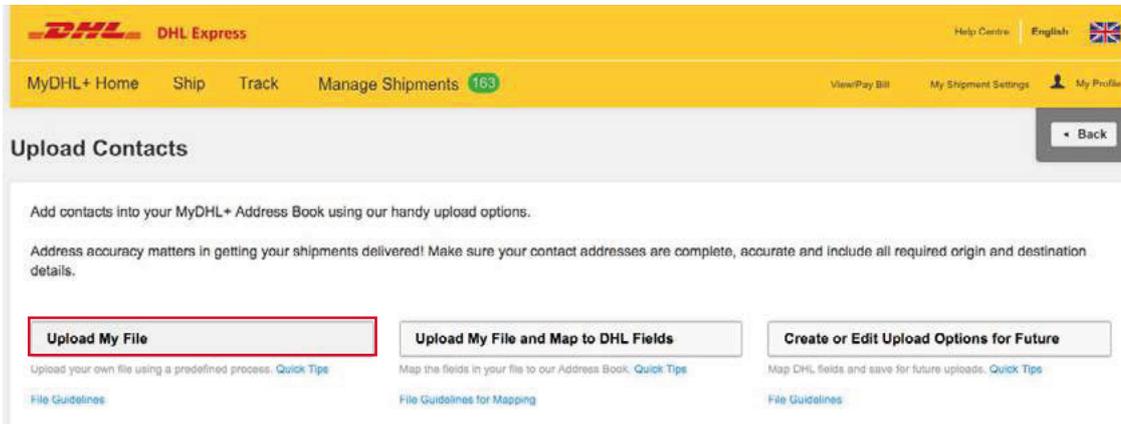1) To use the template provided, log into MyDHL⁺, go to **Manage Shipments** and select **Address Book**.
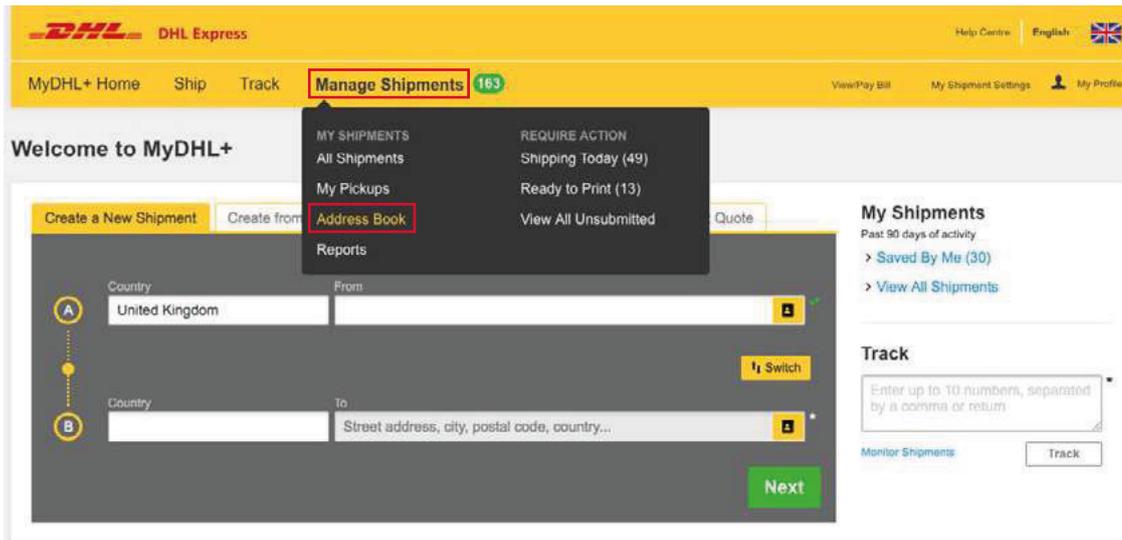
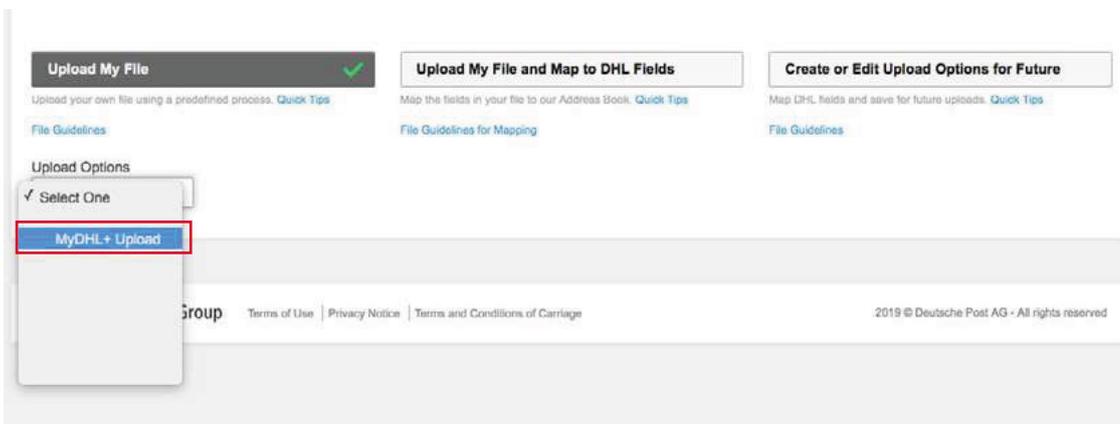

2) In the Address Book, select **Upload Contacts.**
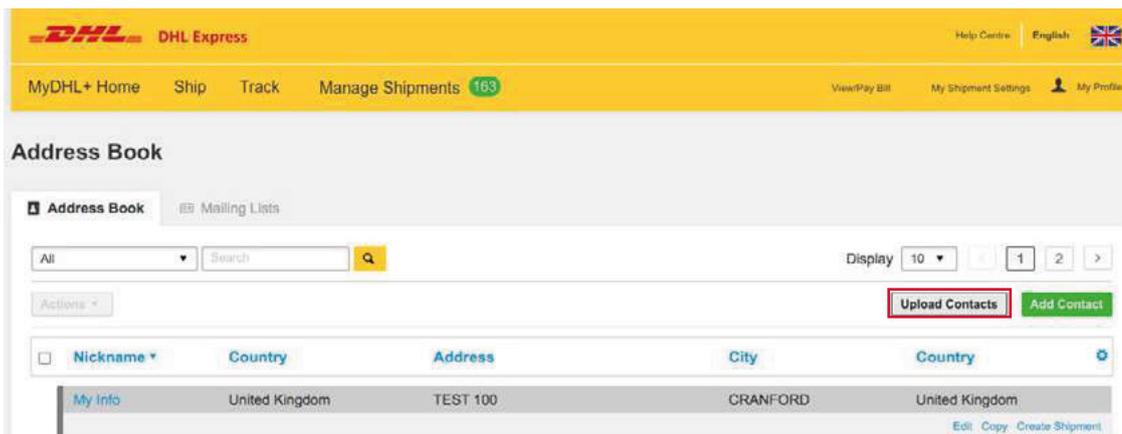
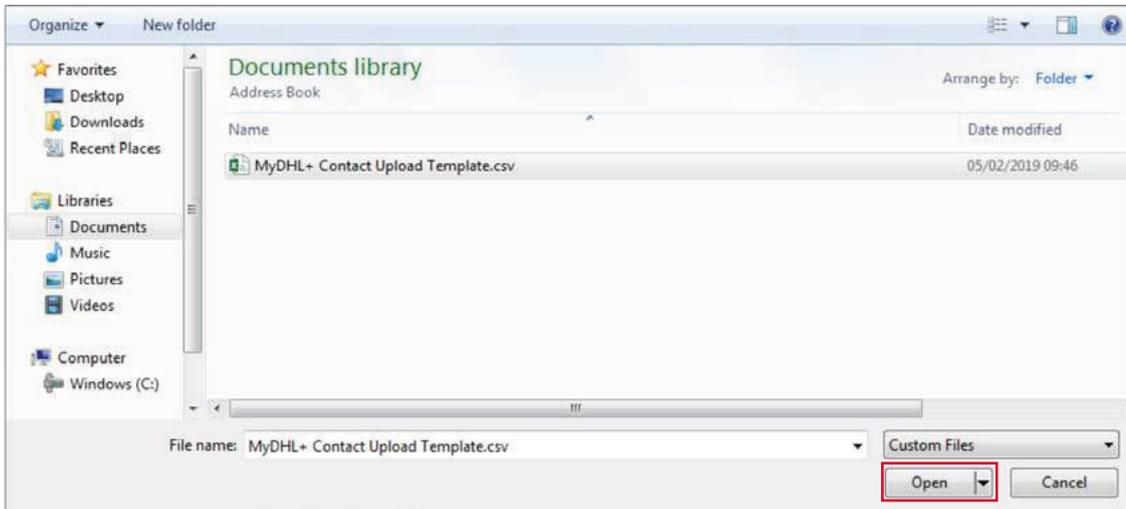3) Click **Upload My File**.

4) Select **MyDHL+ Upload** .

5) Select **File contains header columns** and select **Yes** to truncate details that exceed field maximums. If any of your data exceeds the field maximums and you don't truncate it, the upload will fail.

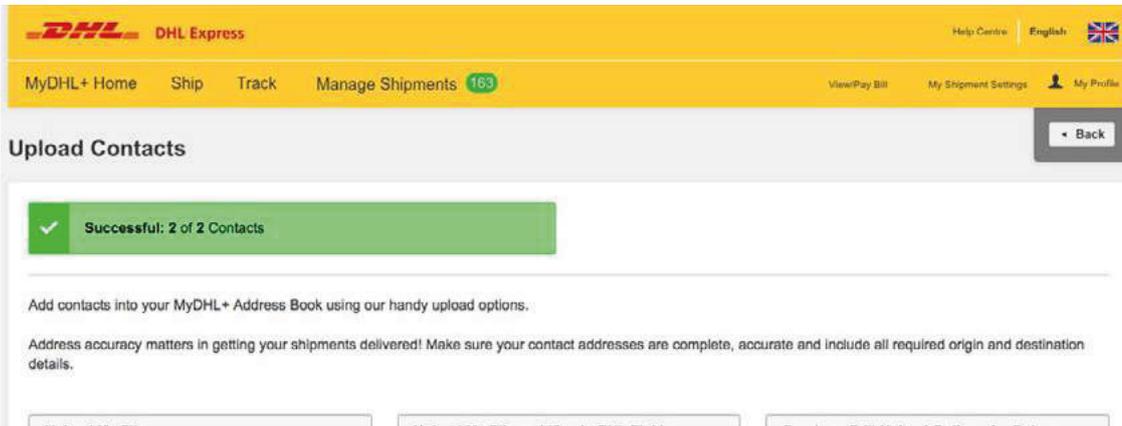6) Click **Upload** and locate the file. Select the file and click **Open**.

7) You will now see the uploaded file. Click **Upload** again.

8) Click **Add Contacts to Address Book**.

You will see confirmation of the number of contacts that have been uploaded successfully.

An error report will be provided for any unsuccessful uploads, enabling you to correct those contacts and upload them again.
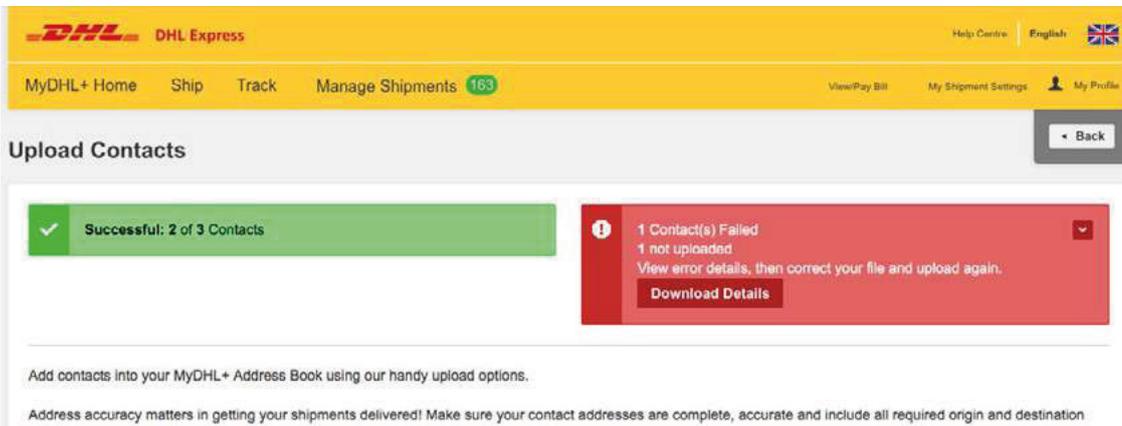
For further guidance and other upload options, please review the **File Guidelines** and **Quick Tips** available in the **Upload Contacts** section of MyDHL⁺.

Connect with us

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🌐 Ready to ship? Get a quote from MyDHL⁺

👤 Call Customer Services on (852) 2400 3388

📍 Find your nearest DHL ServicePoint

Valid: 08/2021

The information in this guide is correct as of 08/2021.

DHL reserves the right to amend or modify any of the information at any time.

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