



CONTACT UPLOAD

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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	В	С	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	and the second second second second	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.

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				L Switch	Track	
Country				-1 Switch	Enter up to 10 num	nborn, separated
B		Street address, city	, postal code, country		by a comma or rea	um A
					Monitor Shipments	Track

2) In the Address Book, select Upload Contacts.

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MyDHL+ Home SI	hip Track	Manage Shipments 163	Manuf	ay Bill My Shipmont Settings	1 My Profile
Address Book					
Address Book	Mailing Lists				
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Nickname *	Country	Address	City	Country	٥
My Info	United Kingd	om TEST 100	CRANFORD	United Kingdom	
				Edit Copy Creat	e Shipmont

3) Click Upload My File.



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.

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MyDHL+ Upload	٠]	
File contains colu	umn h	headers	
Do you want to true	ncate	e any details that exceed field maximums? 📀	
UTF-8 •			
Upload			

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

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Favorites	Documents library Address Book	Arrange by: Folder 👻
Downloads	Name	Date modified
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Computer Computer Windows (C:)		
	· · · · · · · · · · · · · · · · · · ·	
File	name: MyDHL+ Contact Upload Template.csv	✓ Custom Files
		Open 🔶 Cancel

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

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and details that success different mentioners 2.0
any details that exceed field maximums?
ect UTF-6 if unsure) 🧿

8) Click Add Contacts to Address Book.

Upload Options			
MyDHL+ Upload 🔻			
File contains column headers			
Do you want to truncate any details that exceed field maximums? \fbox Yes	? 😗		
Select Character Set (select UTF-8 if unsure) 0 UTF-8 •			
MyDHL+ Contact Upload Template.csv 1.87 KB	O Delete		
			Add Contacts to Address Book

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

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An error report will be provided for any unsuccessful uploads, enabling you to correct those contacts and upload them again.

					Help Centre E	ingliah 🔛
MyDHL+ Home Ship Track	Manage Shipments 163			View/Pay Bill	My Shipment Settings	1 My Profile
Upload Contacts						< Back
Successful: 2 of 3 Contacts		0	1 Contact(s) Failed 1 not uploaded View error details, then com Download Details	ect your file and	upload again.	
Add contacts into your MyDHL+ Address Bo Address accuracy matters in getting your sh	ok using our handy upload options.	tact addres	ses are complete, accurate an	d include all req	uired origin and des	stination

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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Hong Kong

Ready to ship? Get a quote from <u>MyDHL</u>*

Call Customer Services on (852) 2400 3388

Q Find your nearest <u>DHL ServicePoint</u>

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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