

MyDHL⁺



COURIER REPORT

Simply fast. Simply efficient. Simply amazing.

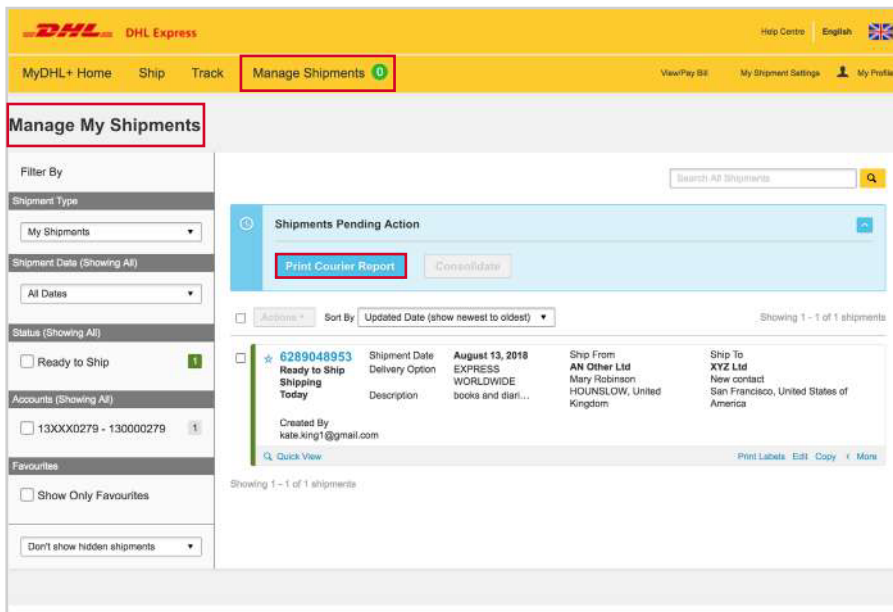
DHL Express – Excellence. Simply delivered.



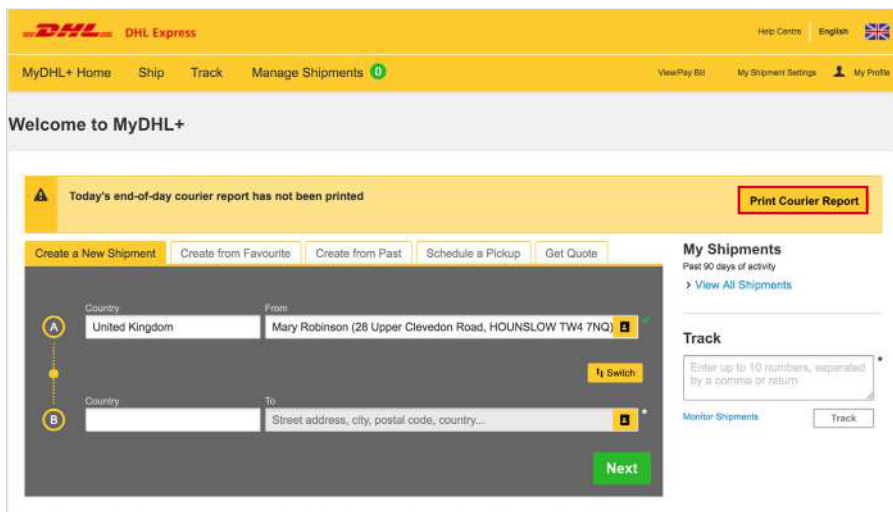
COURIER REPORT

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.



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.

✕

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.
- **Then create and print your Courier Report** when all your shipments are printed.

Go to [Ready to Print](#) to print today's unprinted shipments.

Total Weight 10.00 kg

When you select to print the Courier Report, a message will be displayed showing the total weight of the shipments being picked up today. Click **Print** to generate the report.

✕

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.
- **Then create and print your Courier Report** when all your shipments are printed.

Go to [Ready to Print](#) to print today's unprinted shipments.

Total Weight 0.50 kg
Print report for this Address:

2 Pickup Street, Accrington, United Kingdom ▼

If you are sending shipments from different addresses, a report for each pickup address will be required. Select the relevant address and click **Print** to generate the report.

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**.

✕

Print Today's Courier Report

Last report printed 24/07/2018 07:31 PM

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.

Go to [Ready to Print](#) to print today's unprinted shipments.

Total Weight 1.00 kg
Print report for this Address:

2 Pickup Street, Accrington, United Kingdom ▼


Include shipments printed earlier today


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.


**Connect
with us**

DHL Express (Hong Kong) Limited

Level 20
348 Kwun Tong Road
Kwun Tong, Kowloon
Hong Kong

 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.