USER GUIDE TO



SIMPLY

INTUITIVE FLEXIBLE TRANSPARENT EFFICIENT

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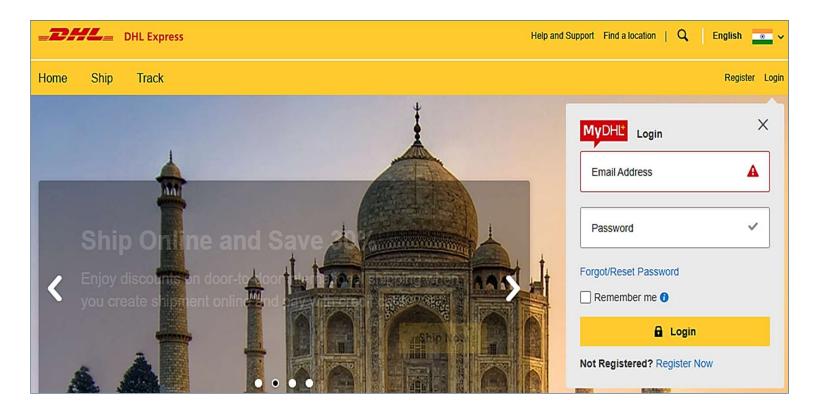
Creating a shipment - Shipment Confirmation

DHL Express 2

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Login to MyDHL+

Login to you MyDHL+ account using registered email id and password.



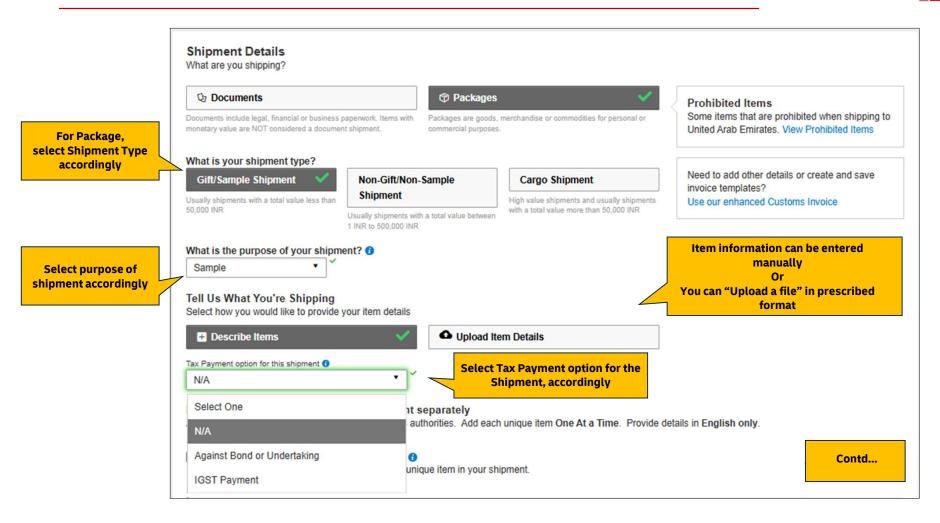
User Guide: Creating a shipment - Address Page



Home Ship Track Manage Shipments 13	View/Pay Bill My Shipment Settings 1 My Profile
Create Shipment —— Pay	○ Cancel
From	То
Processor.	
Name Swi	Name
test	test
☑ Business Contact	☑ Business Contact
Company 0	Company
test	test
Country/Territory	Country/Territory
India	United Arab Emirates
Address	Address Please enter the
test	mandatory details
Address 2	Address 2
test	test
Address 3	Address 3
test	test
Postal Code City State 400099 MUMBAI Maharashtra	DUBAI Province
WOMON Managasina	DODA
Residential Address	Residential Address
Email Address	Email Address
test@dhl.com	DHL will send shipment notifications to this email address
Phone Type Code Phone	Phone Type Code Phone
Mobile • 91 22682 22222	Mobile • 971 22 333 333
SMS Enabled	SMS Enabled
■ Add Another	□ Add Another
IEC/VAT/Tax ID	VAT/Tax ID
Maximum 10 Alpha/Numeric	Enter IOSS in Customs Declaration section
India Tax ID/Personal ID GSTIN	Notes about this contact
32	Clear Address
Number	
33AABCD3811Q1ZP	
Clear Address	Click Next
	Next
DIII E	

User Guide: Creating a shipment - Shipment Details - Package





User Guide: Creating a shipment - Shipment Details - Package



Describe each unique item in your shipment separately Avoid shipment delays! Accuracy matters to customs authorities. Add each unique item One At a Time. Provide details in English only.	
☐ I would like to see estimated duties and taxes You must provide a 6-12 digit item code for each unique item in your shipment.	
1. Unique Item Description What is the item? Detailed Line-Item to be provided Quick Guide for Describing Items	
Create Description ▶ OR 95% Cotton, 5% Nylon Women Kurta Set	
Import Commodity Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code Check Code C	
Quantity Units (How the item is packaged) Value (Per Item) Weight (Per Item) Pieces Value (Per Item) NR Units (How the item is packaged) Value (Per Item) NR Units (How the item is packaged) NR Un	
India Add line item reference	Click add another Item to provide with Additional Line-Item information
■ Save to My Product/Item List Co Con Total Units 3 Total Weight: 1.5 KG Total Value: 60,000.00 INR Add Another Item	
	Contd

User Guide: Creating a shipment - Shipment Details - Package



Add Reference			ence that needs to be AWB can ed. Like Invoice, PO, I		
Protect Your Shipment You value your shipment and so do we – don't for protection options. I would like to insure my shipment	get to protect your shipment! Learn al	bout our shipment	selec	Shipment, please ct and sure value in INR	
Additional charges may apply India Goods and Services Tax (GST)		t	e (HSN), Only 1 code needed	*	
India Goods and Services Tax (GST)	Details Enter GST Detail per shipment	E-Waybill Commodity Code 2 or 4 digit code only	e (HSN), Only 1 code needed ng addresses are the same		
Additional charges may apply India Goods and Services Tax (GST) India Tax ID/Personal ID GSTIN	Details Enter GST Detail per shipment	E-Waybill Commodity Code 2 or 4 digit code only			
Additional charges may apply India Goods and Services Tax (GST) India Tax ID/Personal ID GSTIN Number 33AABCD3611Q1ZP	Details Enter GST Detail per shipment	E-Waybill Commodity Code 2 or 4 digit code only Shipment billing and shippi Select One * Distance from Pickup			
Additional charges may apply India Goods and Services Tax (GST) India Tax ID/Personal ID GSTIN Illumber 33AABCD3611Q1ZP	Details Enter GST Detail per shipment	E-Waybill Commodity Code 2 or 4 digit code only Shipment billing and shippi Select One	ng addresses are the same	*	
Additional charges may apply India Goods and Services Tax (GST) India Tax ID/Personal ID GSTIN Number 33AABCD3611Q1ZP GST Invoice Number	Details Enter GST Detail per shipment	E-Waybill Commodity Code 2 or 4 digit code only Shipment billing and shippi Select One Distance from Pickup Address to DHL facility	ng addresses are the same Export or Import	* Exports	

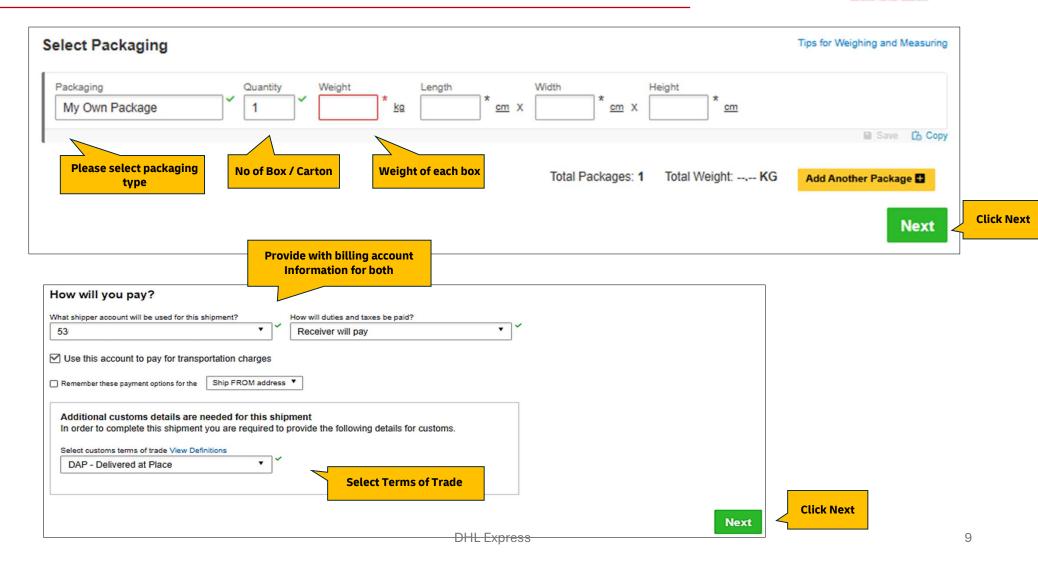
User Guide: Creating a shipment - Shipment Details - Customs Invoice Details



Customs Invoice Details You can provide additional information to appear on your DHL customs invoice or you can use your own customs invoice. You can also provide any additional customs related documents for this shipment.	
You'll need a customs invoice India Goods and Services Tax (GST) system requires you to provide DHL details about your shipment. We will create a customs invoice from the information you provide.	de.
Create Invoice Use My Own Invoice If you would like to print with your own Invoice, please sele	
Invoice Details	et accordingty
Invoice Number If you number your invoices, provide the number exactly the same. My Invoice Number test Invoice information to be provided like Invoice Number and Additional Invoice Information If any additional parties involved, like Remarks	
Additional Parties	
Are there other parties involved in the shipment? Yes No If any additional parties involved, please select accordingly. And if you have Selected "Yes" provide with Parties information	
Identify any additional customs documentation you are including with this shipment.	
Add Another	
Ne	Click Next

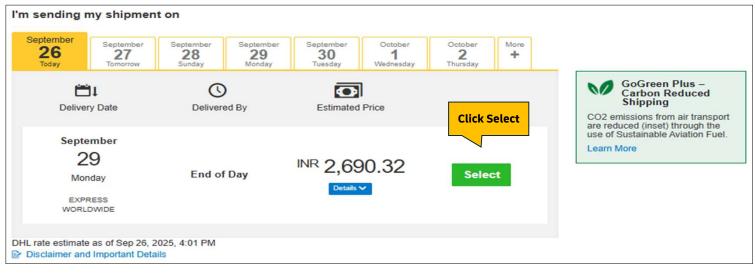
User Guide: Creating a shipment - Shipment Details - Packaging & Payment

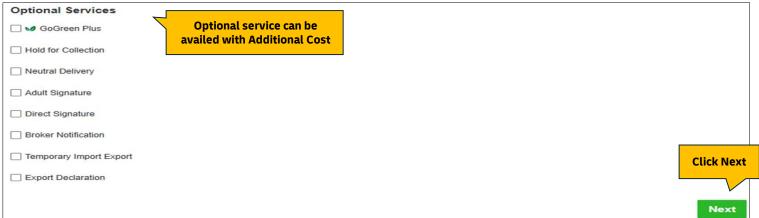




User Guide: Creating a shipment - Shipment date & Optional service

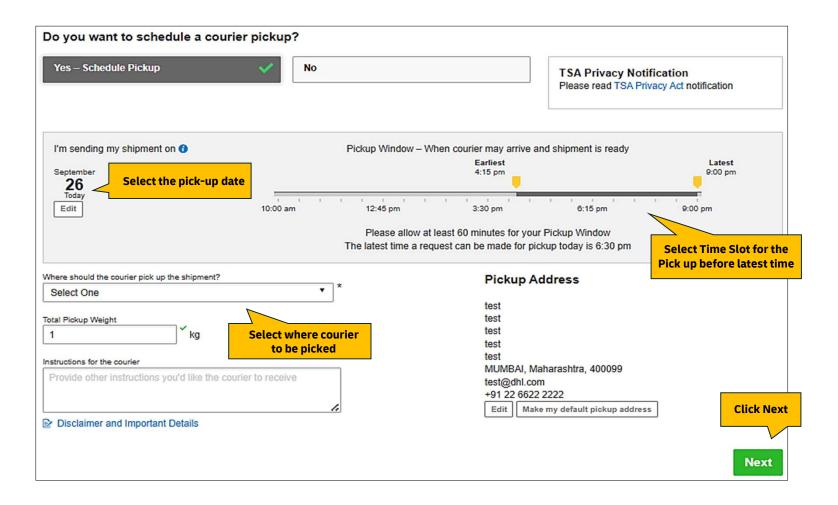






User Guide: Creating a shipment - Schedule Pickup





User Guide: Creating a shipment - Summary



India Goods and Services Tax (GST) Details

Please review the GST detail below for accuracy before finalizing your shipment.

India Tax ID GSTIN 33AABCD3611Q1ZP

Shipment Type Packages (Gift/Sample)

Customs/Declared Value 60,000.00 INR

DHL Invoice Number/Date 1 2025-09-26

GST Invoice Number/Date

E-waybill to be prepared for shipment value

more than INR 50K

Tax Payment summary_value-label_tax-

payment-not-applicable

Shipment Cost Summary

EXPRESS WORLDWIDE

Mon, 29 Sep, 2025 - End of Day

Total Weight 1 kg Chargeable Weight 1 kg
 Transportation Charges
 INR
 1,738.40

 GoGreen Plus - Basic
 INR
 20.00

 Fuel Surcharge
 INR
 521.52

 VAT/Tax
 INR
 410.40

INR

2,690.32

Add shipment protection for just 2,400.00 INR more!

Upgrade Now!

Terms and Conditions

By clicking on Accept and Continue I am agreeing to Terms and Conditions, and declare that this shipment does not include any Prohibited Items.

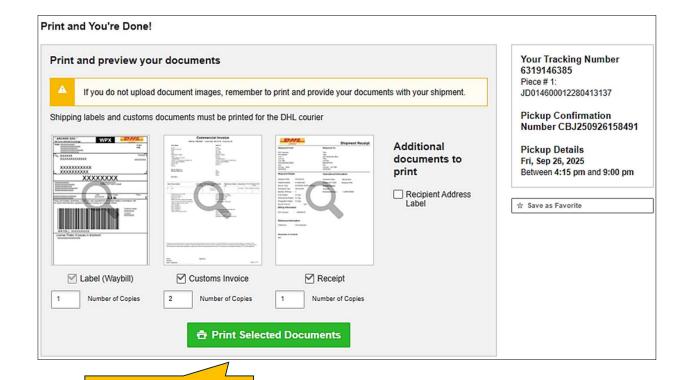
Total

Click Accept and Continue

Accept and Continue

User Guide: Creating a shipment - Print Documents



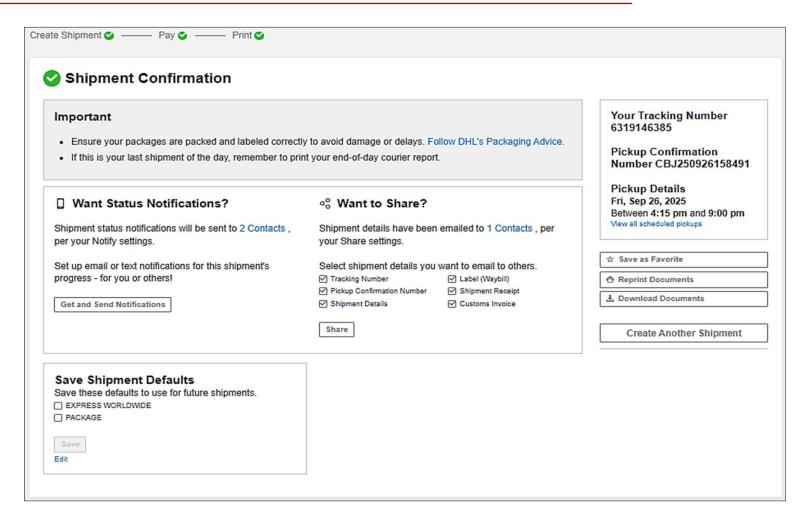


Click here and print the electronic airway bill



User Guide: Creating a shipment - Shipment Confirmation







Thank You

For technical assistance or support feel free to reach us at 18002093345 or drop an email at ecommercehelpdesk@dhl.com