

USER GUIDE TO



MyDHL⁺

SIMPLY

INTUITIVE
FLEXIBLE
TRANSPARENT
EFFICIENT



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Login to MyDHL+



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

The screenshot shows the DHL Express website interface. At the top, there is a yellow header bar with the DHL logo, "DHL Express", and navigation links: "Help and Support", "Find a location", a search icon, "English", and a dropdown menu with the Indian flag. Below the header, a secondary yellow bar contains "Home", "Ship", "Track", "Register", and "Login" links. The main content area features a large banner image of the Taj Mahal. Overlaid on the right side of the banner is a "MyDHL+ Login" modal window. This modal contains two input fields: "Email Address" (with a red warning icon) and "Password" (with a green checkmark icon). Below these fields are links for "Forgot/Reset Password", a "Remember me" checkbox with an information icon, a yellow "Login" button with a lock icon, and a link for "Not Registered? Register Now".

MyDHL+ Login

Email Address

Password

[Forgot/Reset Password](#)

☐ Remember me

Login

Not Registered? [Register Now](#)

User Guide: Creating a shipment - Address Page



HomeShipTrackManage Shipments 13View/Pay BillMy Shipment SettingsMy Profile

Create ShipmentPayCancelAssign this ShipmentSave for Later

From

Name

test

Business Contact

Company

test

Country/Territory

India

Address

test

Address 2

test

Address 3

test

Postal Code

400099

City

MUMBAI

State

Maharashtra

Residential Address

Email Address

test@dhl.com

Phone Type

Mobile

Code

91

Phone

22882 22222

SMS Enabled

Add Another

IEC/VAT/Tax ID

Maximum 10 Alpha/Numeric

India Tax ID/Personal ID

GSTIN

Number

33AABCD3811Q1ZP

Clear Address

To

Name

test

Business Contact

Company

test

Country/Territory

United Arab Emirates

Address

test

Address 2

test

Address 3

test

City

DUBAI

Province

Residential Address

Email Address

DHL will send shipment notifications to this email address

Phone Type

Mobile

Code

971

Phone

22 333 333

SMS Enabled

Add Another

VAT/Tax ID

Enter IOSS in Customs Declaration section

Notes about this contact

Clear Address

Switch

Next

Please enter the mandatory details

Click Next

DHL Express

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User Guide: Creating a shipment - Shipment Details - Package



Shipment Details

What are you shipping?

Documents

Documents include legal, financial or business paperwork. Items with monetary value are NOT considered a document shipment.

Packages

Packages are goods, merchandise or commodities for personal or commercial purposes.

Prohibited Items
Some items that are prohibited when shipping to United Arab Emirates. [View Prohibited Items](#)

Need to add other details or create and save invoice templates?
[Use our enhanced Customs Invoice](#)

What is your shipment type?

Gift/Sample Shipment

Usually shipments with a total value less than 50,000 INR

Non-Gift/Non-Sample Shipment

Usually shipments with a total value between 1 INR to 500,000 INR

Cargo Shipment

High value shipments and usually shipments with a total value more than 50,000 INR

What is the purpose of your shipment?

Sample

Tell Us What You're Shipping
Select how you would like to provide your item details

Describe Items

Tax Payment option for this shipment

N/A

Select One

N/A

Against Bond or Undertaking

IGST Payment

Upload Item Details

at separately
authorities. Add each unique item One At a Time. Provide details in English only.

unique item in your shipment.

Item information can be entered manually Or You can "Upload a file" in prescribed format

Select Tax Payment option for the Shipment, accordingly

Contd...

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

Detailed Line-Item to be provided

What is the item?

[Quick Guide for Describing Items](#)

Create Description ⓘ

OR

95% Cotton, 5% Nylon Women Kurta Set ✓

Import Commodity Code ⓘ

Lookup Code 🔍

OR

43.03.10.90 ✓

[Check Code](#) ⓘ

Quantity

3 ✓

Units (How the item is packaged)

Pieces ✓

Value (Per Item)

20,000 ✓

INR

Weight (Per Item) ⓘ

0.5 ✓

kg

Where was the item made? ⓘ

India ✓

☐ Add line item reference

[+ Add from Product/Item List](#)

[Save to My Product/Item List](#) [Copy](#)

Total Units 3 Total Weight: 1.5 KG Total Value: 60,000.00 INR

[Add Another Item](#) ⓘ

Click add another Item to provide with Additional Line-Item information

Contd...

User Guide: Creating a shipment - Shipment Details - Package



Add Shipment References

Your first reference will appear on your shipping label/waybill. All additional references will not show on shipping

Add Reference

Protect Your Shipment

You value your shipment and so do we – don't forget to protect your shipment! [Learn about our shipment protection options.](#)

☒ I would like to insure my shipment

What is the value you want to insure? * INR

Additional charges may apply

India Goods and Services Tax (GST) Details

India Tax ID/Personal ID ⓘ

Number

GST Invoice Number ⓘ
 *

Invoice Number
 *

GST Invoice Date
 ⓘ

Invoice Date
 ⓘ

E-Waybill Commodity Code (HSN). Only 1 code needed
 *

Shipment billing and shipping addresses are the same
 *

Distance from Pickup Address to DHL facility
 *

Export or Import

Exports

Shipment Type

Outward

Package Type

Export

Transportation Mode

Road

Next

Click Next

DHL Express

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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.

Create Invoice

Use My Own Invoice

Invoice Details

Invoice Number

If you number your invoices, provide the number exactly the same.

My Invoice Number

test

Additional Parties

Are there other parties involved in the shipment?

Yes

No

Additional Customs Documents

Identify any additional customs documentation you are including with this shipment.

Add Another

Next

If you would like to print with Invoice or Use your own Invoice, please select accordingly

Invoice information to be provided like Invoice Number and Additional Invoice Information If any additional parties involved, like Remarks

If any additional parties involved, please select accordingly. And if you have Selected "Yes" provide with Parties information

Click Next

DHL Express

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



Select Packaging

Tips for Weighing and Measuring

Packaging

Quantity

Weight

Length

Width

Height

My Own Package

1

kg

cm

X

cm

X

cm

Save

Copy

Please select packaging type

No of Box / Carton

Weight of each box

Total Packages: 1

Total Weight: --- KG

Add Another Package

Next

Click Next

Provide with billing account
Information for both

How will you pay?

What shipper account will be used for this shipment?

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How will duties and taxes be paid?

Receiver will pay

☒ Use this account to pay for transportation charges

☐ Remember these payment options for the

Ship FROM address

Additional customs details are needed for this shipment

In order to complete this shipment you are required to provide the following details for customs.

Select customs terms of trade [View Definitions](#)

DAP - Delivered at Place

Select Terms of Trade

Next

Click Next

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



I'm sending my shipment on

September 26 Today

September 27 Tomorrow

September 28 Sunday

September 29 Monday

September 30 Tuesday

October 1 Wednesday

October 2 Thursday

More +

Delivery Date

September 29 Monday

EXPRESS WORLDWIDE

Delivered By

End of Day

Estimated Price

INR 2,690.32

Details

Click Select

Select

GoGreen Plus – Carbon Reduced Shipping

CO2 emissions from air transport are reduced (inset) through the use of Sustainable Aviation Fuel.

Learn More

DHL rate estimate as of Sep 26, 2025, 4:01 PM

[Disclaimer and Important Details](#)

Optional Services

☐ GoGreen Plus

☐ Hold for Collection

☐ Neutral Delivery

☐ Adult Signature

☐ Direct Signature

☐ Broker Notification

☐ Temporary Import Export

☐ Export Declaration

Optional service can be availed with Additional Cost

Click Next

Next

DHL Express

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User Guide: Creating a shipment - Schedule Pickup



Do you want to schedule a courier pickup?

Yes – Schedule Pickup  **No**

TSA Privacy Notification
Please read [TSA Privacy Act](#) notification

I'm sending my shipment on  **September 26** Today  **Select the pick-up date**

Pickup Window – When courier may arrive and shipment is ready

Earliest 4:15 pm  **Latest** 9:00 pm

10:00 am 12:45 pm 3:30 pm 6:15 pm 9:00 pm

Please allow at least 60 minutes for your Pickup Window
The latest time a request can be made for pickup today is 6:30 pm

Select Time Slot for the Pick up before latest time

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

Total Pickup Weight
1  kg **Select where courier to be picked**

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

[Disclaimer and Important Details](#)

Pickup Address
test
test
test
test
test
MUMBAI, Maharashtra, 400099
test@dhl.com
+91 22 6622 2222
 

Click Next

Next

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

Tax Payment

summary_value-label_tax-payment-not-applicable

E-waybill to be prepared for shipment value more than INR 50K

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
Total	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](#).

Accept and Continue

Click Accept and Continue

User Guide: Creating a shipment - Print Documents



Print and You're Done!

Print and preview your documents

If you do not upload document images, remember to print and provide your documents with your shipment.

Shipping labels and customs documents must be printed for the DHL courier



Additional documents to print

☐ Recipient Address Label

Your Tracking Number
6319146385
Piece # 1:
JD014600012280413137

Pickup Confirmation
Number CBJ250926158491

Pickup Details
Fri, Sep 26, 2025
Between 4:15 pm and 9:00 pm

☆ Save as Favorite

☒ Label (Waybill) ☒ Customs Invoice ☒ Receipt
1 Number of Copies 2 Number of Copies 1 Number of Copies

Print Selected Documents

Click here and print
the electronic airway bill

EXPRESS WORLDWIDE

WPX

DHL

2025-09-26 MYDHL + 1.0 / "30-0821"

From : test
test
test
test
400099 MUMBAI Maharashtra
India

Origin:
BOM

To : test
test
test
test
test
DUBAI
United Arab Emirates

Contact:
test

DXBG AE-DXB-MEY

Day Time

Ref: NA

Pce/Shpt Weight
1.0 kg

Piece
1 / 1

WAYBILL 63 1914 6385

(2L)AE:DXBMEY+48000001

(J) JD01 4600 0122 8041 3137

Contents: 95% Cotton,
5% Nylon Women
Kurta Set

User Guide: Creating a shipment - Shipment Confirmation



Create Shipment

Pay

Print

Shipment Confirmation

Important

- Ensure your packages are packed and labeled correctly to avoid damage or delays. [Follow DHL's Packaging Advice.](#)
- If this is your last shipment of the day, remember to print your end-of-day courier report.

Want Status Notifications?

Shipment status notifications will be sent to [2 Contacts](#) , per your Notify settings.

Set up email or text notifications for this shipment's progress - for you or others!

Get and Send Notifications

Want to Share?

Shipment details have been emailed to [1 Contacts](#) , per your Share settings.

Select shipment details you want to email to others.

☒ Tracking Number	☒ Label (Waybill)
☒ Pickup Confirmation Number	☒ Shipment Receipt
☒ Shipment Details	☒ Customs Invoice

Share

Save Shipment Defaults

Save these defaults to use for future shipments.

☐ EXPRESS WORLDWIDE
☐ PACKAGE

Save

Edit

Your Tracking Number
6319146385

Pickup Confirmation
Number CBJ250926158491

Pickup Details
Fri, Sep 26, 2025
Between 4:15 pm and 9:00 pm
[View all scheduled pickups](#)

☆ Save as Favorite

Reprint Documents

Download Documents

Create Another Shipment

DHL Express

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Thank You

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