MyDHL+

MYDHL⁺ SHIPMENT CREATION GUIDE

DHL Express – Excellence. Simply delivered.
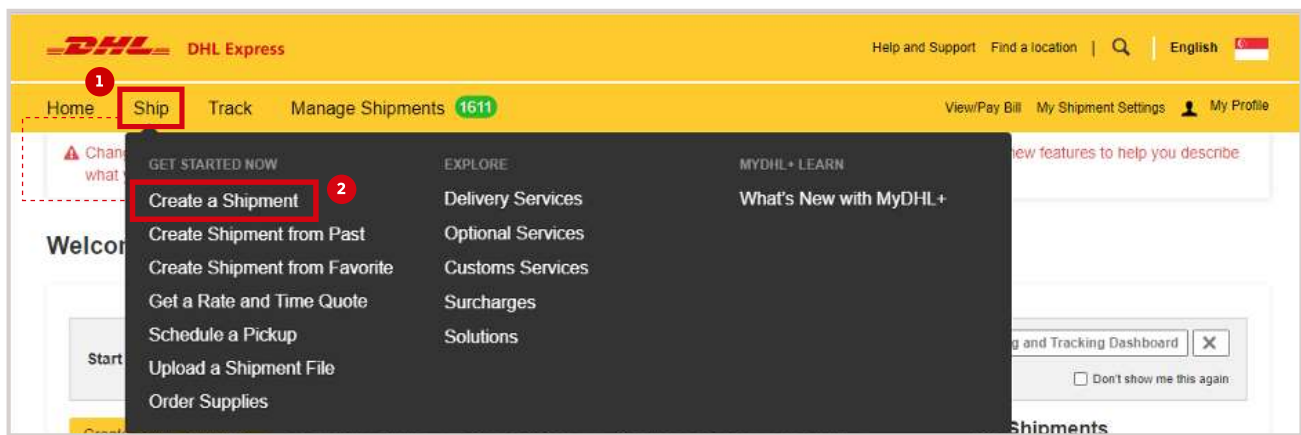
STEP 1:

Login to MyDHL+ at **mydhl.express.dhl/sg/en/auth/login.html**

STEP 2:

Click **Ship** > **Create a Shipment**

STEP 3:

Fill out the Receiver details. All fields with * are <u>mandatory</u> while those without * are <u>optional</u> and can be left blank. Click **Next** to move on.

Click here to save the Receiver Records in Address Book

STEP 4:

Select shipment type and input Customs Invoice Data. It is important to provide Customs Invoice Data digitally to speed up customs clearance and minimize the risk of clearance issues.

STEP 5:

Summarize your shipment description (If multiple items) <u>in detail</u>.
Click **Next** to move on.

Summarize the contents of your shipment (in detail) ℹ
Provide details in English only

Gaming Bundle PC Hardware - Keyboard and Mouse.

47 / 170   **1**

Invoice Value
Include any additional charges for this shipment.

Total value for all goods/items only (excluding other charges)   250.00   USD

Add Charges

Total Invoice Value
(for customs purposes)

250.00 USD

☐ I want to include pre-calculated duties and taxes for this shipment ℹ

Shipment reference is optional

Reference
Reference (appears on shipping label/waybill)

Cost Center 123456

➕

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

Tick this box to buy insurance for your shipment

2   **Next**

STEP 6:

Select **Create Invoice** to create a DHL-generated Invoice (using your provided item data) OR **Use My Own Invoice** to use your own invoice. Click **Next** to move on.

STEP 7:

Select packaging. You can add multiple packaging if you pack your shipment into multiple shipment pieces(boxes). Click **Next** to move on.

STEP 8:

Select your payment options for shipment transportation and for duties and taxes.
Please select **Alternative DHL Account** if you would like to charge the fees to the
receiver or third party's account number. Select your customs term of trade
(Incoterms). Click **Next** move on.

STEP 9:

Select the shipment date and choose your delivery service option.
EXPRESS WORLDWIDE is our standard delivery option. Click **Select** to move on.

STEP 10:

Select **Optional Services** to add to your shipment. The list of available optional services depends on your account agreement (e.g., Dangerous Goods, Sale in Transit, etc.)

STEP 11:

If the destination country supports Paperless Trade (PLT), you will see this page and you can decide to <u>upload the DHL-generated Invoice or your own invoice here</u>. Click **Next** to move on.

STEP 12:

Select **Yes – Schedule Pickup** if you need to arrange a courier pickup job for this shipment. Then select the pickup time window. Click **Next** to move on.

STEP 13:

Click **No** (selected by default) if you don't need to create a return label. Click **Next** to move on.

STEP 14:

Click **Accept and Continue** to <u>confirm the shipment</u> and proceed to the printing page.

STEP 15a:
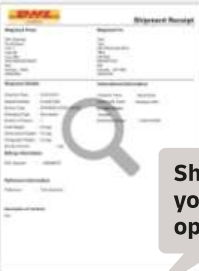
The below page is shown when you upload or use your own invoice. Click the **Print Waybill** to print the shipping label.

STEP 15b:

The below page is shown when you use the DHL-generated Invoice instead of uploading your own. Click the print buttons to print the shipping documents, including the shipping label and Customs Invoice.

STEP 16:

Select your printer and click **Print**.

Print invoice (If applicable).

Connect with us

DHL Express

🌐 Ready to ship? Get a quote from MyDHL⁺

☎ Call Customer Services

📍 Find your nearest DHL Service Point

Valid: 1/2025

The information in this guide is correct as of 10/2025.

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