

MYDHL⁺ IMPORT (REMOTE BOOKING) SHIPMENT CREATION GUIDE

DHL Express – Excellence. Simply delivered.



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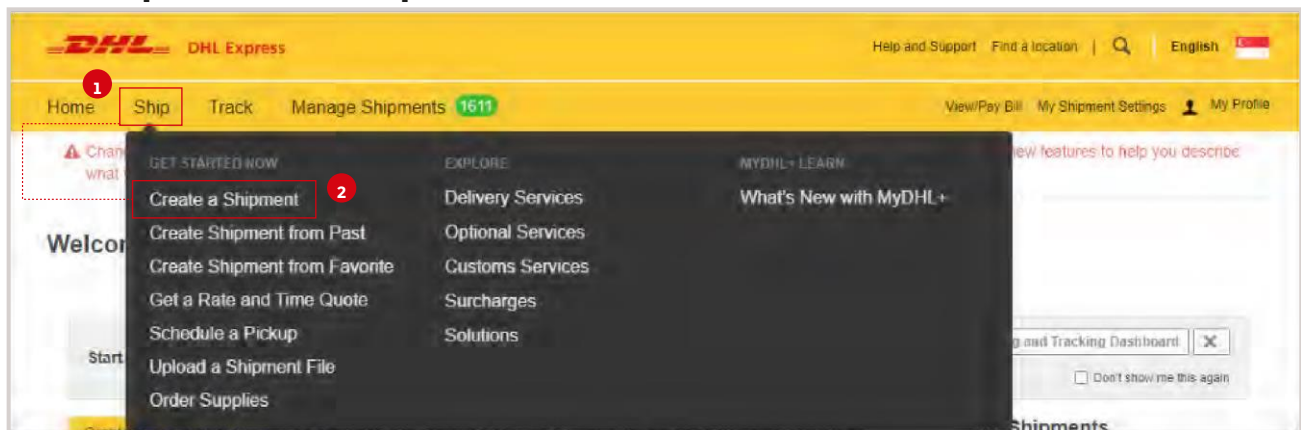
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STEP 1:

Login to MyDHL+ at <https://mydhl.express.dhl/lk/en/auth/login.html>

STEP 2:

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



STEP 3:

Click **Switch** and fill out the shipper details under the **From** section on your screen's left. If the receiver is not in Singapore, you may edit the receiver address under the **To** section.

All fields with the symbol * are mandatory. Those without the symbol * are optional, and can be left blank. Click **Next** to move on.

The screenshot displays the 'Create Shipment' interface with the following details:

- Navigation Bar:** Home, Ship, Track, Manage Shipments (1611), View/Pay Bill, My Shipment Settings, My Profile.
- Buttons:** Cancel, Assign this Shipment, Save for Later.
- From Section (Left):**
 - Name: DEFAULT SHIPPER NAME *
 - Business Contact: ☐
 - Company: DHL Express 2 *
 - Country/Territory: Singapore *
 - Address: 1 Tai Seng Drive *
 - Address 2: Level 2 *
 - Address 3: (blank)
 - Postal Code: 535215 *
 - City: SINGAPORE *
 - State: (blank)
 - Residential Address: ☐
 - Email Address: ecommerce.sg@dhl.com *
 - Phone Type: Office *
 - Code: 65 *
 - Phone: (blank) *
 - Extension: (blank)
 - Add Another
 - VAT/Tax ID: Enter 1055 in Customs Declaration section
 - Updated
 - Clear Address
- Switch Button:** A yellow button with a double-headed arrow and the text 'Switch'.
- To Section (Right):**
 - Name: DEFAULT SHIPPER NAME in MY *
 - Business Contact: ☐
 - Company: Company MY123 Pte Ltd *
 - Country/Territory: Malaysia *
 - Address: Street 1 *
 - Address 2: Block 1, Unit #01-02 *
 - Address 3: (blank)
 - Postal Code: 81400 *
 - City: SENAI *
 - State: JOHOR *
 - Residential Address: ☐
 - Email Address: testshipment@yopmail.com *
 - Phone Type: Office *
 - Code: 60 *
 - Phone: 01-673 89102 *
 - Extension: (blank)
 - Add Another
 - VAT/Tax ID: Enter 1055 in Customs Declaration section
 - Notes about this contact: Save as New Contact, Update Contact
 - Clear Address

Callout Box: Click here to save the Receiver Records in Address Book

STEP 4:

Select shipment type and input Customs Invoice Data which is the whole section of **Tell Us What You're Shipping**. It is important to provide your Customs Invoice Data here to speed up customs clearance and minimize the risk of clearance issues.

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 Malaysia. [View Prohibited Items](#)

What is the purpose of your shipment? [?](#)
Commercial ✓

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

Describe Items ✓ **Upload Item Details**

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 want DHL to estimate duties and taxes based on items in my shipment [?](#)

☐ [Add more...](#)

Item Description	Quantity	Total Item Value	
1. AAA GK 123 Metal Blue Mechanical Gaming Keyboard	1	200.00 USD	Edit Copy Remove
2. Unique Item Description			
What is the item?			
Create Description OR <input type="text" value="AAA FV456 Silver Plastic Red Laser Gaming Mouse"/>			
Quantity	Units (How the item is packaged)	Value (Per Item)	Weight (Per Item) ?
<input type="text" value="1"/> ✓	<input type="text" value="Pieces"/> ✓	<input type="text" value="50"/> USD ✓	<input type="text" value="0.3"/> kg ✓
Where was the item made? ?		Commodity Code ?	
<input type="text" value="Taiwan"/> ✓		<input type="text" value=""/> Q	
<input type="checkbox"/> Add line item reference			
Add from Product/Item List			
Save to My Product/Item List Remove Copy			
Total Units: 2 Total Weight: 1.8 KG Total Value: 250.00 USD Add Another Item ?			

Click here if you want to add and describe another Item

Click here if you want to retrieve the Item in your saved Product/Item List

STEP 5:

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

Summarize the contents of your shipment (in detail) ⓘ
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 ⓘ

Reference
Reference (appears on shipping label/waybill)

Cost Center 123456 ✓

Shipments reference is optional

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

2

Next

Tick this box to buy insurance for your shipment

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.

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.

Create Invoice **Use My Own Invoice**

Invoice Details

Invoice Number
You can provide a number that is helpful for you and customs to refer to.
☐ I would like to include an invoice number

Additional Invoice Information (Remarks)

Additional Parties
Are there other parties involved in the shipment?
☐ Yes ☒ No

Next

STEP 7:

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

Select Packaging

Tips for Weighing and Measuring

Packaging **Quantity** **Weight** **kg** **Length** **cm** **Width** **cm** **Height** **cm**

Total Packages: 1 **Total Weight: 1 KG** **Add Another Package**

Click here if you want to add another packaging

Next

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.

The screenshot shows the 'How will you pay?' form. It has two main sections. The first section, 'What shipper account will be used for this shipment?' (callout 1), has a dropdown menu showing '61XXX8005 - My Own Account'. The second section, 'How will duties and taxes be paid?' (callout 2), has a dropdown menu showing 'Receiver will pay'. Below these are two checkboxes: 'Use this account to pay for transportation charges' (checked) and 'Remember these payment options for the Ship FROM address'. A third section, 'Additional customs details are needed for this shipment', contains a dropdown menu for 'Select customs terms of trade' (callout 3) showing 'DAP - Delivered at Place'. A 'View Definitions' link is next to it. At the bottom right is a green 'Next' button (callout 4).

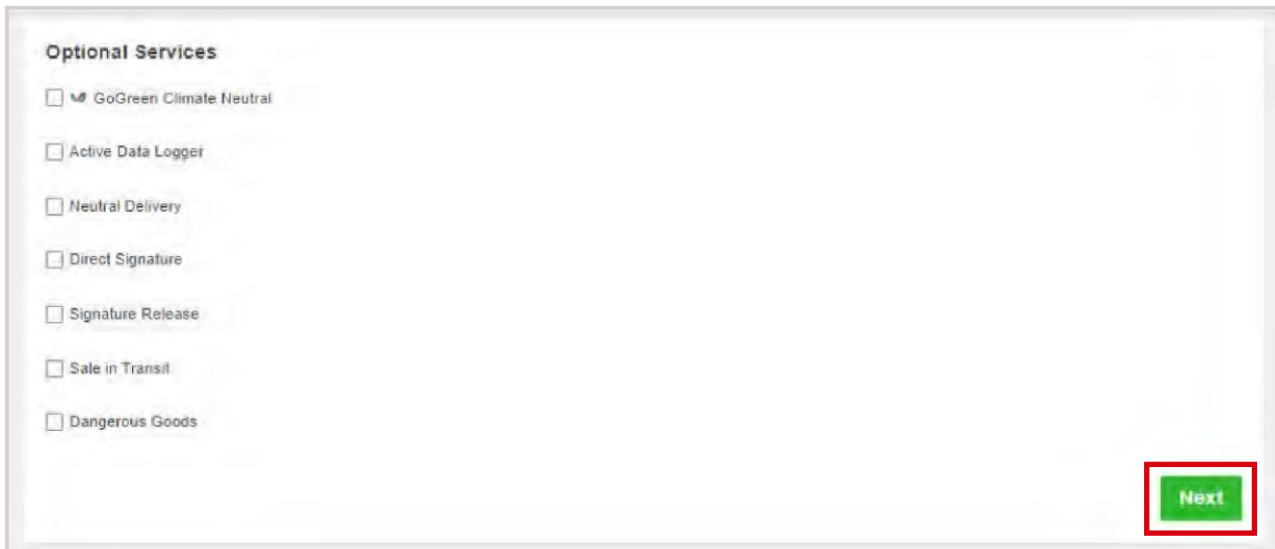
STEP 9:

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

The screenshot shows the 'I'm sending my shipment on' form. It features a calendar for November with dates 4 through 10. Below the calendar are three columns: 'Delivery Date', 'Delivered By', and 'Estimated Price'. The 'Delivery Date' column shows 'November 7 Monday'. The 'Delivered By' column shows 'End of Day'. The 'Estimated Price' column shows 'SGD 77.06'. A green 'Select' button is highlighted. To the right is a promotional box for 'EXPRESS WORLDWIDE' and a 'GoGreen Climate Neutral Shipping' logo.

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.) Click **Next**.



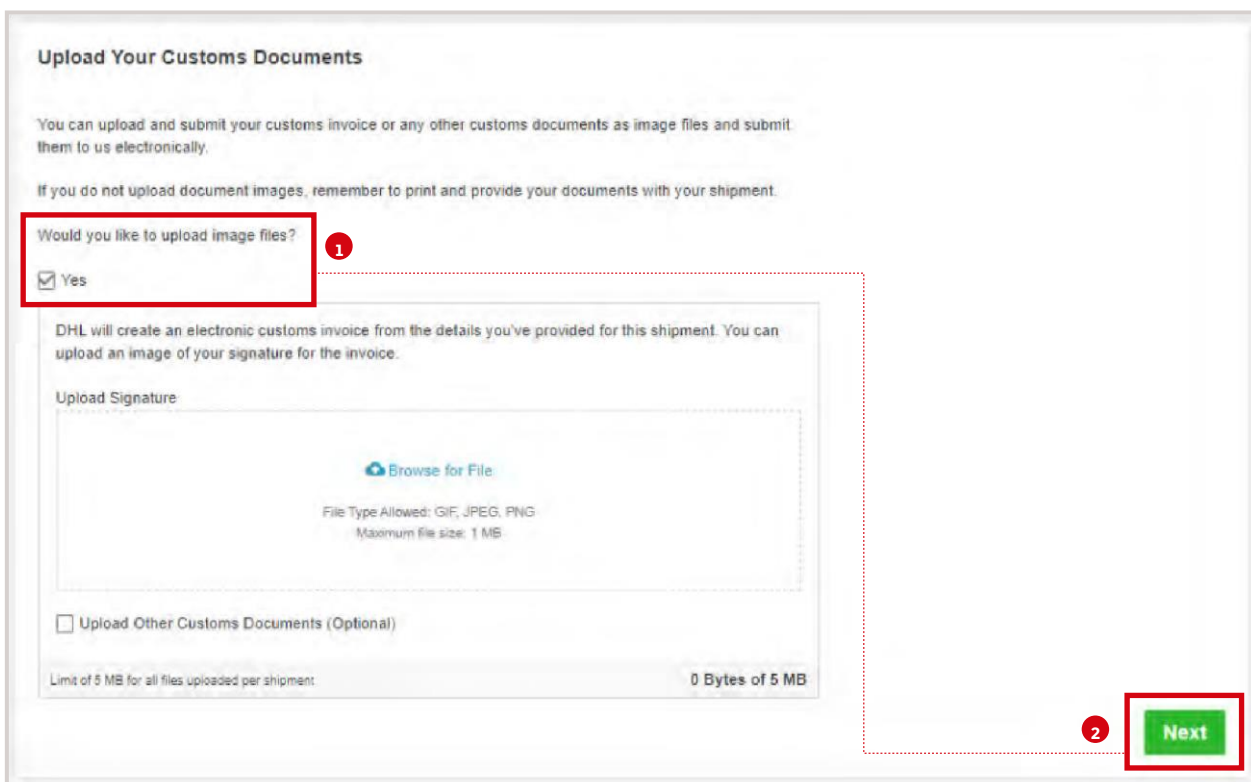
Optional Services

- ☐ GoGreen Climate Neutral
- ☐ Active Data Logger
- ☐ Neutral Delivery
- ☐ Direct Signature
- ☐ Signature Release
- ☐ Sale in Transit
- ☐ Dangerous Goods

Next

STEP 11:

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



Upload Your Customs Documents

You can upload and submit your customs invoice or any other customs documents as image files and submit them to us electronically.

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

Would you like to upload image files?

☒ Yes

DHL will create an electronic customs invoice from the details you've provided for this shipment. You can upload an image of your signature for the invoice.

Upload Signature

[Browse for File](#)

File Type Allowed: GIF, JPEG, PNG
Maximum file size: 1 MB

☐ Upload Other Customs Documents (Optional)

Limit of 5 MB for all files uploaded per shipment

0 Bytes of 5 MB

Next

STEP 12a:

Select **Shipper will schedule pickup** if the shipper needs to arrange a courier pickup for this shipment. Click **Next** to move on.

Do you want to schedule a courier pickup?

1 **Shipper will schedule pickup** ✓

I will propose pickup date and time

DHL will email shipper to confirm date, time and readiness

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

The shipper will be notified to schedule a pickup when you send your shipment instructions.
☐ Don't show me this again

Assign this shipment to shipper to complete
[Assign this Shipment](#)

2 **Next**

Proceed to **page 17** for the necessary steps to complete pickup request.

STEP 12b:

Select **I will propose pickup date and time** if you need to arrange a courier pickup for this shipment. Then select the pickup time window. Click **Next** to move on.

Do you want to schedule a courier pickup?

1 **I will propose pickup date and time** ✓

Shipper will schedule pickup

DHL will email shipper to confirm date, time and readiness

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

Important

- DHL will email shipper to confirm date, time and readiness
- Shipper can reschedule or cancel a pickup if there is a conflict with your requested date and time.
- Please ensure your shipper will have the shipment and all the paperwork ready at pickup

Assign this shipment to shipper to complete
[Assign this Shipment](#)

I'm sending my shipment on **May 26** Today [Edit](#)

Pickup Window – When courier may arrive and shipment is ready

Earliest 2:45 pm Latest 4:30 pm

12:00 am 4:00 am 8:15 am 12:15 pm 4:30 pm

Please allow at least 15 minutes for your Pickup Window
Pickup is not available between 12:00 pm - 2:00 pm
The latest time a request can be made for pickup today is 4:15 pm.

Click and drag the yellow tag to select the timing

Where should the courier pick up the shipment?
Reception [Edit](#)

Instructions for the courier
Sample: Please ring the doorbell for access.

Pickup Address

Default Shipper name in Malaysia
ABC company
Block 2, unit #02-02
SENAL, JOHOR, 81400
test@yopmail.com
+60 18-988 8888
[Edit](#)

[Disclaimer and Important Details](#)

2 **Next**

Note: Please refer to Page 14 for detailed steps on Scheduling and Confirming the Pickup

STEP 13:

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

Click **Next** to move on.

Do you need a return label?

Label is valid for 3 Months

Yes - Create Label No

Next

STEP 14:

After checking your cost summary, click **Accept and Continue** to confirm the shipment and proceed to the next page.

Shipment Cost Summary

EXPRESS WORLDWIDE
Mon, 29 May, 2023 - End of Day

Volumetric Weight ⓘ 1.421 kg	Transportation Charges	SGD	63.65
Total Weight 1.5 kg	Fuel Surcharge	SGD	18.57
Chargeable Weight 1.5 kg	Emergency Situation	SGD	2.10
	Total	SGD	84.32

Get your shipment delivered by 10:30 am for just 32.07 SGD more.
Upgrade Now!

Add shipment protection for just 15.00 SGD 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

STEP 15:

You will see this page if you have created the DHL Invoice and not uploaded it. Click **Send Documents** to send the selected documents to the shipper, including the shipping label and Customs Invoice.

Create Shipment
Pay
Print

Send Documents to Shipper

Email your documents now or download and email them later.

☒ Label (Waybill)

☒ Customs Invoice

☐ Receipt

Number of Copies
 Number of Copies

Your shipment is not completed until you have sent your documents to the shipper

Download Documents
 I will download my documents and email them later

Send Documents
I will use MyDHL+ to email my documents now

Your Tracking Number
 4018389152
Piece # 1:
 JD014600010993101168
Pickup Confirmation Number CBJ230527688709
Pickup Details
 Sat, May 27, 2023
 Between 10:00 am and 12:00 pm

Checked it if you would like to send to the shipper (optional)

It is crucial that you click **“Send Documents”** to complete the process.

STEP 16:

Shipment confirmation page. There are many other optional actions that you can do here:

- 1 Set up status notifications so that we will notify you when the shipment reaches certain checkpoints.
- 2 Share shipment details with anyone via email.
- 3 You can **Save as Favorite**, **Reprint Documents**, or **Download Documents** from your shipment.
- 4 Continue creating another shipment by clicking **Create Another Shipment**.

The screenshot shows the 'Shipment Confirmation' page in the DHL MyDHL+ interface. At the top, there are progress indicators for 'Create Shipment', 'Pay', and 'Print', all marked with green checkmarks. The main heading is 'Shipment Confirmation' with a green checkmark icon.

Important

- Your shipping instructions and documents have been sent to your shipper.

Want Status Notifications?

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:

<input checked="" type="checkbox"/> Tracking Number	<input checked="" type="checkbox"/> Label (Waybill)
<input checked="" type="checkbox"/> Pickup Confirmation Number	<input checked="" type="checkbox"/> Shipment Receipt
<input checked="" type="checkbox"/> Shipment Details	<input checked="" type="checkbox"/> Customs Invoice

[Share](#)

Save Shipment Defaults

Save these defaults to use for future shipments.

☐ EXPRESS WORLDWIDE

☐ Box 2 (Shoe)

☐ PACKAGE

[Save](#) [Edit](#)

Your Tracking Number
4018389152

Pickup Confirmation Number
CBJ230527688709

Pickup Details
Sat, May 27, 2023
Between 10:00 am and 12:00 pm
[View all scheduled pickups](#)

[☆ Save as Favorite](#)

[🖨️ Reprint Documents](#)

[📄 Download Documents](#)

[Create Return Label](#)

[Create Another Shipment](#)

Callouts:

- Setup status notification by checkpoint** (points to 'Get and Send Notifications')
- Share shipment details via email** (points to 'Share')

ACTION REQUIRED FOR SHIPPER TO SCHEDULE AND CONFIRM PICKUP

***If the shipper does not act on both selections, no pickup will be notified to the courier.**

Selecting Shipper will schedule pickup:

The shipper will receive a shipment confirmation email as shown in the sample below. The shipper needs to click **Schedule a Pickup** to trigger the pickup request.

Immediate Action Required: Schedule Pickup for DHL Express Shipment

noreply@dhl.com
To

If there are problems with how this message is displayed, click here to view it in a web browser.

TransportLabel_5378454550.pdf 5 KB
WaybillDoc_5378454550.pdf 5 KB
CustomInvoice_5378454550.pdf 40 KB

DHL Express

Jane Doe From DHL EXPRESS has created a shipment for you!

Prepare your shipment and schedule a courier pickup

Schedule a Pickup

Important

- Do not seal your shipment as the courier must inspect the contents.
- Attach one copy of the label securely to each package and give the other to the courier, along with any other shipping documents.
- You or a representative must be present when the courier arrives. Shipments cannot be left outside or in "safe" places for the courier to pickup.
- Ensure your packages are packed and labeled correctly to avoid damage or delays. [Follow DHL's Packing with Care](#).
- You may also drop off your shipment at a DHL Service Point. [Find a Location](#)

Waybill Tracking Number

JD014600011888691963

[5378454550](#)

Ship To
Jane Doe

Ship From
Jane Doe

Shipper will see the Schedule a Pickup page. Select **No** > select **I have a DHL Waybill Number** > enter the waybill number provided from the email and the shipper's contact number > click **Next**.

The screenshot shows the DHL Express 'Schedule a Pickup' page. The page has a yellow header with the DHL logo and navigation links. The main content area is white and contains a form with the following elements:

- Do you need to create a shipping label?** This section has two buttons: 'Yes - Create Label' and 'No'. The 'No' button is highlighted with a red box and a red circle with the number 1.
- You'll need either a DHL Waybill Number or a DHL account number to schedule a pickup.** This section has a dropdown menu with 'I have a DHL Waybill Number' selected. This dropdown is highlighted with a red box and a red circle with the number 2.
- Waybill Number** This field contains the number '5873361060' and has a green checkmark icon to its right.
- Code** This field contains the code '60' and has a small flag icon to its left.
- Phone** This field contains the number '18-988 88888'.
- Next** A green button with the text 'Next' is located at the bottom right of the form. It is highlighted with a red box and a red circle with the number 3.

Red dashed lines connect the 'No' button to the dropdown menu and the 'Next' button to the phone field.

Fill out the pickup address and click **Next**.

Schedule a Pickup

Waybill Number 5873361060

Edit

Pickup Address

Name

DEFAULT SHIPPER NAME IN MY

✓

Where should the courier pick up the shipment?

Reception

✓

☐ Business Contact

Company ⓘ

COMPANY IN MY

✓

Country/Territory

Malaysia

✓

Address

Street 1

✓

Address 2

Block 2, level 2 -02

✓

Address 3

Postal Code

81400

✓

City

SENAI

✓

State

JOHOR

✓

☐ Residential Address

Email Address

test@yopmail.com


✓

Phone Type

Office

▼

Code

 60

✓

Phone

18-988 8888_

✓

Extension

➕ Add Another

Clear Address

Next

Fill out the packaging details before proceeding to the next page.

Schedule a Pickup

Waybill Number 5873361060 Edit

From :
 DEFAULT SHIPPER NAME IN MY
 COMPANY IN MY
 Street 1
 Block 2, level 2 -02
 SENAI, JOHOR 81400
 Malaysia

Where should the courier pick up the shipment?
 Reception Edit

Instructions for the courier
 Sample: Ring the doorbell

What are we picking up?

Number of Packages	Total Weight (all packages) kg	Largest Package Size cm
1 ✓	0.5 ✓ kg	33.7 ✓ x 32.2 ✓ x 10 ✓

Next

Select the pickup time window.

Schedule a Pickup

Waybill Number 5873361060 Edit

From :
 DEFAULT SHIPPER NAME IN MY
 COMPANY IN MY
 Street 1
 Block 2, level 2 -02
 SENAI, JOHOR 81400
 Malaysia

Where should the courier pick up the shipment?
 Reception Edit

Instructions for the courier
 Sample: Ring the doorbell

Largest Package
 1 Piece - 0.5 kg (33.7 X 32.2 X 10) cm

Packaging No Edit

When should we pickup your shipment?

Pickup Date
 2023-05-30

Pickup Window – When courier may arrive and shipment is ready

Earliest 1:15 pm Latest 4:30 pm

12:00 am 4:00 am 8:15 am 12:15 pm 4:30 pm

Please allow at least 60 minutes for your Pickup Window

Schedule Pickup

Click and drag the yellow tag to select the timing

When the pickup booking is completed, you may refer to the pickup confirmation number and details on your screen's right corner.

Schedule a Pickup

Pickup Confirmation

- Thank you for scheduling a courier pickup!
- You will be receiving a confirmation email with the pickup details.

☐ **Want to Notify Others?**
Send an email or SMS text message about this pickup.

Enjoy Time Saving Benefits

Make shipping internationally quick and easy! Save addresses, access shipment history, track shipment status and more. Register for MyDHL+ now!

Pickup Confirmation
Number CBJ230530005527

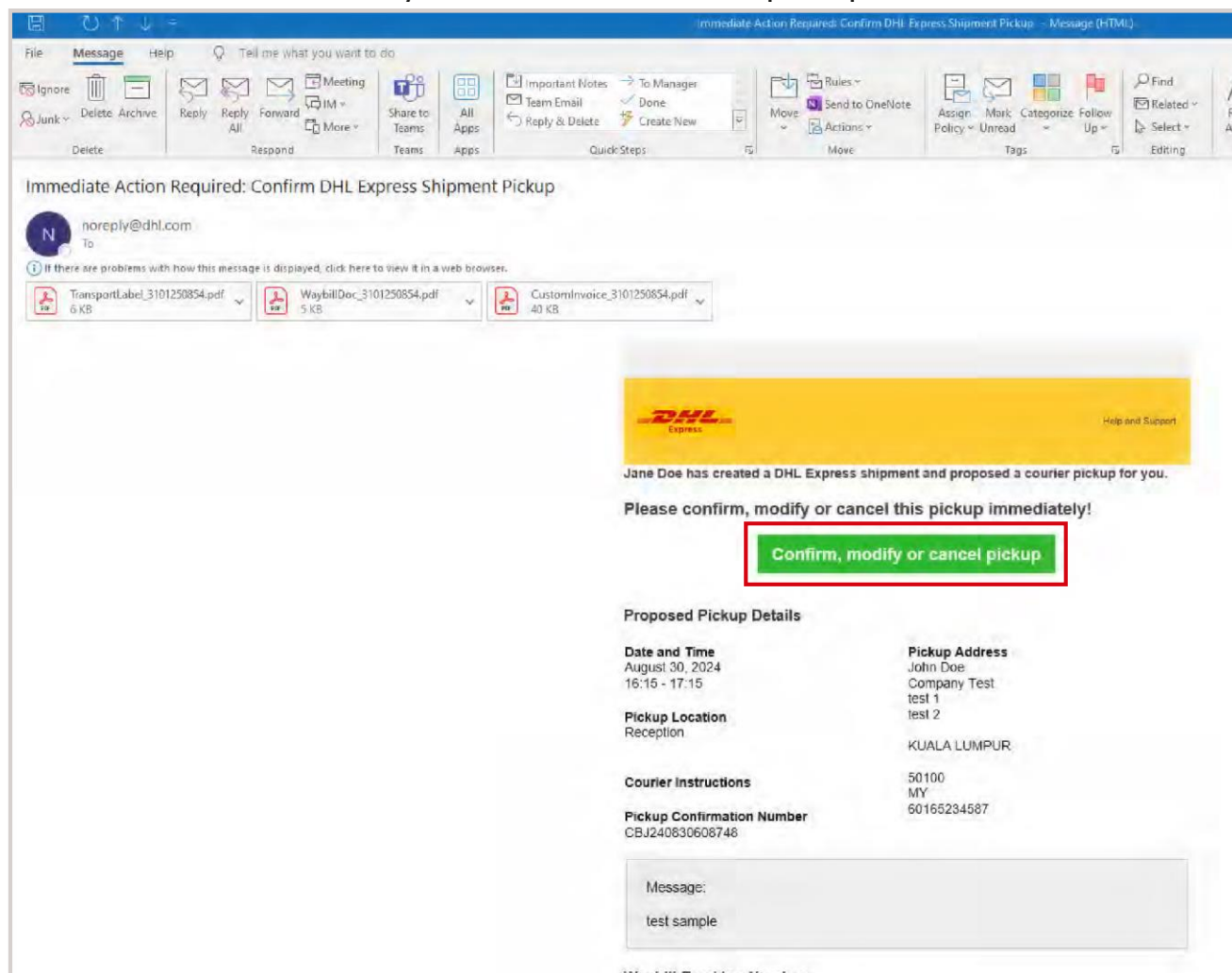
Scheduled Pickup Time
05/30/2023 1:15 pm - 4:30 pm

Pickup Address
DEFAULT SHIPPER NAME IN MY
COMPANY IN MY
test@yopmail.com
+60 18-988 8888
SENAI, 81400
Malaysia

If you need to modify or cancel your pickup, please contact Customer Service at 1 800 888 388 (Toll free) or +603 7964 2800 (overseas).

Selecting I Will Propose Pickup Date and Time:

Contact the shipper and inform them to click **Confirm, modify or cancel pickup** from the email received if you have scheduled the pickup on their behalf.



The shipper will see this page after clicking **Confirm, modify or cancel pickup**. They must click **Confirm Pickup** to trigger courier pickup.

Manage This Pickup

Pickup Address DEFAULT SHIPPER NAME IN MALAYSIA ABC COMPANY Street 1 Block 2 #02-02 SENAI, JOHOR 81400 Malaysia	Pickup Location Reception Courier Instructions Test Package Size 1 (34 X 19 X 11) cm Total Weight 1.5 kg	<input type="button" value="Edit"/>
Pickup Date 5/31/2023	Earliest Pickup Time 0:00 Latest Pickup Time 16:30	<input type="button" value="Edit"/>

At the bottom right, there are two buttons: "Cancel Pickup" and "Confirm Pickup". The "Confirm Pickup" button is highlighted with a red rectangle.

STEP 17:

Once the shipment is completed,

The screenshot shows the 'Send Documents to Shipper' interface. It includes three document preview thumbnails: 'Label (Waybill)', 'Customs Invoice', and 'Receipt'. Below each thumbnail are checkboxes and a 'Number of Copies' input field. A blue information bar states: 'Your shipment is not completed until you have sent your documents to the shipper'. At the bottom, there are two main buttons: 'Download Documents' (yellow) and 'Send Documents' (green). Callout boxes provide instructions for each button. A red box on the right highlights tracking and pickup details. A 'Save as Favorite' button is also present.

Send Documents to Shipper
Email your documents now or download and email them later.

Document Details:

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

Your shipment is not completed until you have sent your documents to the shipper

Download Documents
I will download my documents and email them later

Send Documents
I will use MyDHL+ to email my documents now

Your Tracking Number
3755541694
Piece # 1:
JD014600011798468974

Pickup Confirmation Number
CBJ241127694981

Pickup Details
Wed, Nov 27, 2024
Between 2:00 pm and 4:00 pm

☆ Save as Favorite

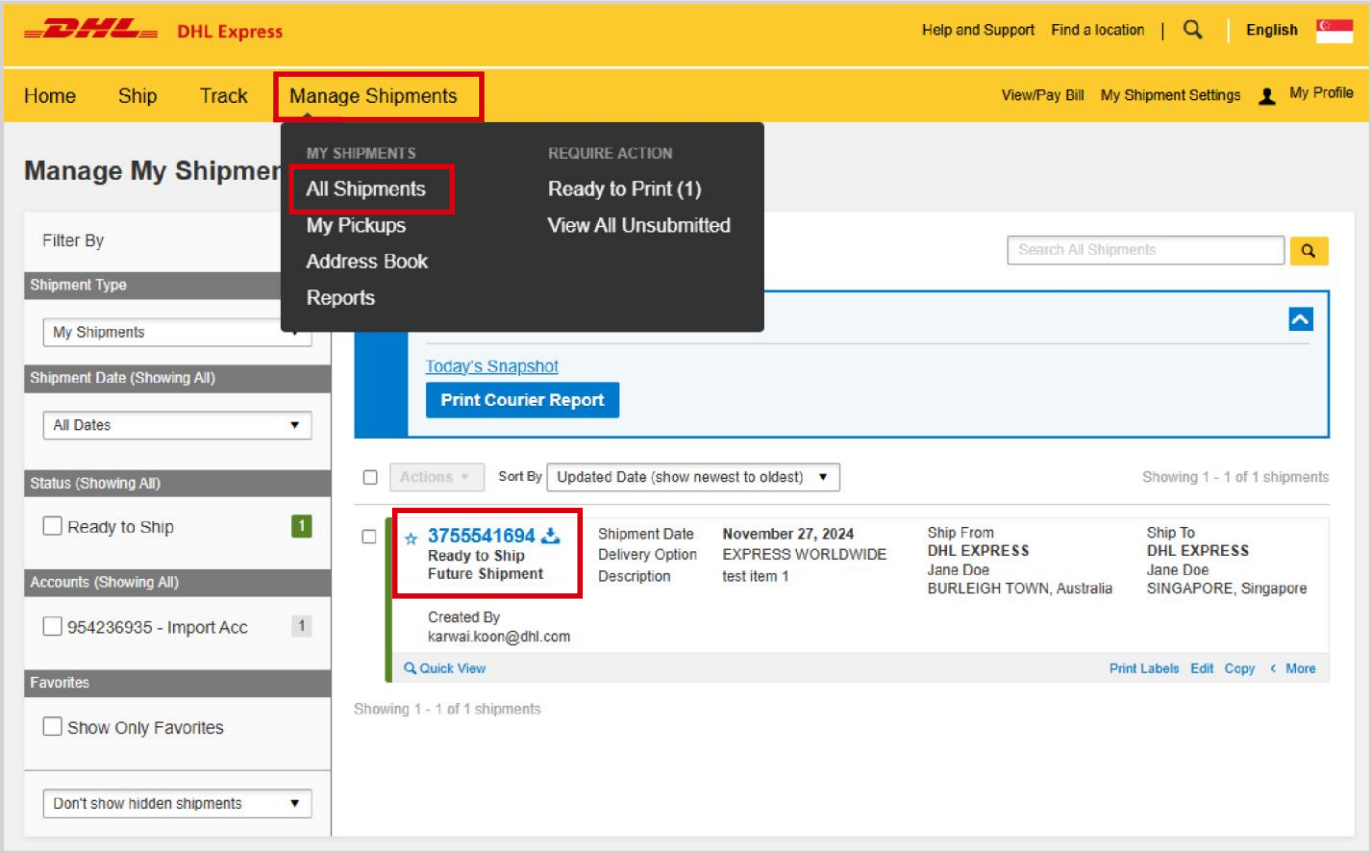
Download Documents to your PC.

Send Documents to your Sender's email.

Your Tracking details will be displayed.

STEP 18:

You can trace back your shipment Records by clicking on Manage Shipments > All Shipments.



STEP 18a:

Another sample will display the multiple shipments and its statuses shown.

- Maroon:** Unsubmitted / Saved
- Yellow:** In Transit
- Blue:** Delivered
- Orange:** Cancelled

States (Showing All)

☐ Unsubmitted

☐ In Transit

☐ Delivered

☐ Canceled

Accounts (Showing All)

☐ - Import

☐ -

☐ - Export

Favorites

☐ Show Only Favorites

Don't show hidden shipments

Created By

Quick View

test

(Temporary ID)

Unsubmitted

Saved By Me

Shipment Date

Delivery Option

Description

November 22, 2024

EXPRESS

WORLDWIDE

server accessor...

Ship From

Ship To

Created By

Quick View

Edit

Assign

Copy

Cancel Shipment

14

In Transit

In Transit

Shipment Date

Delivery Option

Description

November 22, 2024

EXPRESS

WORLDWIDE

IC AMP CDMA 450...

Ship From

Ship To

Created By

Quick View

Print Labels

Copy

Create Return Label

Track

VUIHA7

(Temporary ID)

Canceled

Canceled

Shipment Date

Delivery Option

Description

November 21, 2024

server accessor...

Ship From

Ship To

Created By

Quick View

Copy

72

Delivered

Shipment Date

Delivery Option

Description

November 13, 2024

EXPRESS

WORLDWIDE

TRANSMITTER, FI...

Ship From

Ship To

Created By

Quick View

Print Labels

Copy

Create Return Label

Track

40

Delivered

Shipment Date

Delivery Option

Description

November 5, 2024

EXPRESS

WORLDWIDE

TRANSMITTER, FI...

Ship From

Ship To

Created By

Quick View

Print Labels

Copy

Create Return Label

Track

STEP 19:

You can click on the WayBill Number to further view details of shipment.

- Indicating WayBill & Pick Up Confirmation with courier.
- If you notice that the Pick Up Confirmation is empty, it means the Pick Up is not yet been arranged

Shipment Details

◀ Back

Edit

Copy

Download

Cancel Shipment

Create Return Label

✚ Outbound

☆ Make Favorite

👁 Hide (from Manage Shipments list)

Waybill Number 3755541694

Shipment Date 11/27/2024

Pickup Confirmation **CBJ241127694981**

Pickup Window 2:00 pm - 4:00 pm

Status Ready to Ship

Future Shipment

Ship From

Jane Doe (Business Address)

DHL EXPRESS

test address 1

BURLEIGH TOWN

4220

Australia

test1@dhl.com

VAT/Tax ID

Ship To

Jane Doe (Business Address)

DHL EXPRESS

test address 1 test address 2

SINGAPORE

532987

Singapore

VAT/Tax ID

Shipment Details

Shipper's Reference

Additional Reference

Delivery Option

Shipment Type

Number of Pieces

Piece ID

Total Weight

Volumetric Weight

Chargeable Weight

EXPRESS WORLDWIDE

Packages

1

JD014600011798468974 (2 kg)

2 kg

0.2 kg

2 kg

Customs Information

Declared Value

Dutiable Status

Total Charge ⓘ

Digital Customs Invoice

MRN

100 SGD

Dutiable

185.58 SGD

No

Description of Contents

test item 1

Billing Information

Payment Method

Duties and Taxes

Terms of Trade

DHL Account

Receiver will pay

Delivered at Place

This box will show you the Billing Account Number being used.

STEP 20:

As you scroll down, you can still Re-send Documents if the Shipper did not receive it. You can also Print or Download the documents to your PC.

Shipment Documents

← Back Edit Copy Download Cancel Shipment Create Return Label

Document 1: WPX
Document 2: Commercial Invoice
Document 3: Receipt

☒ Label (Waybill) ☒ Customs Invoice ☐ Receipt

1 Number of Copies 2 Number of Copies

Send Selected Documents

[Print Selected Documents](#) | [Print Downloaded Documents](#)

Notifications

Status notifications not sent

Set Up Notifications

Share

Shipment details not shared with others

Share Shipment Details

STEP 4a:

You can set up notification as well to be notified via email.

Connect with us

DHL Keells Pvt Ltd – Sri Lanka



Ready to ship? Get a quote from [MyDHL+](#)



Call Customer Services on **+94 114 798 600** or Technical Support Helpdesk on **+94 114 798 620**



Find your nearest [DHL Service Point](#)

The information in this guide is correct as of 07/2025.

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