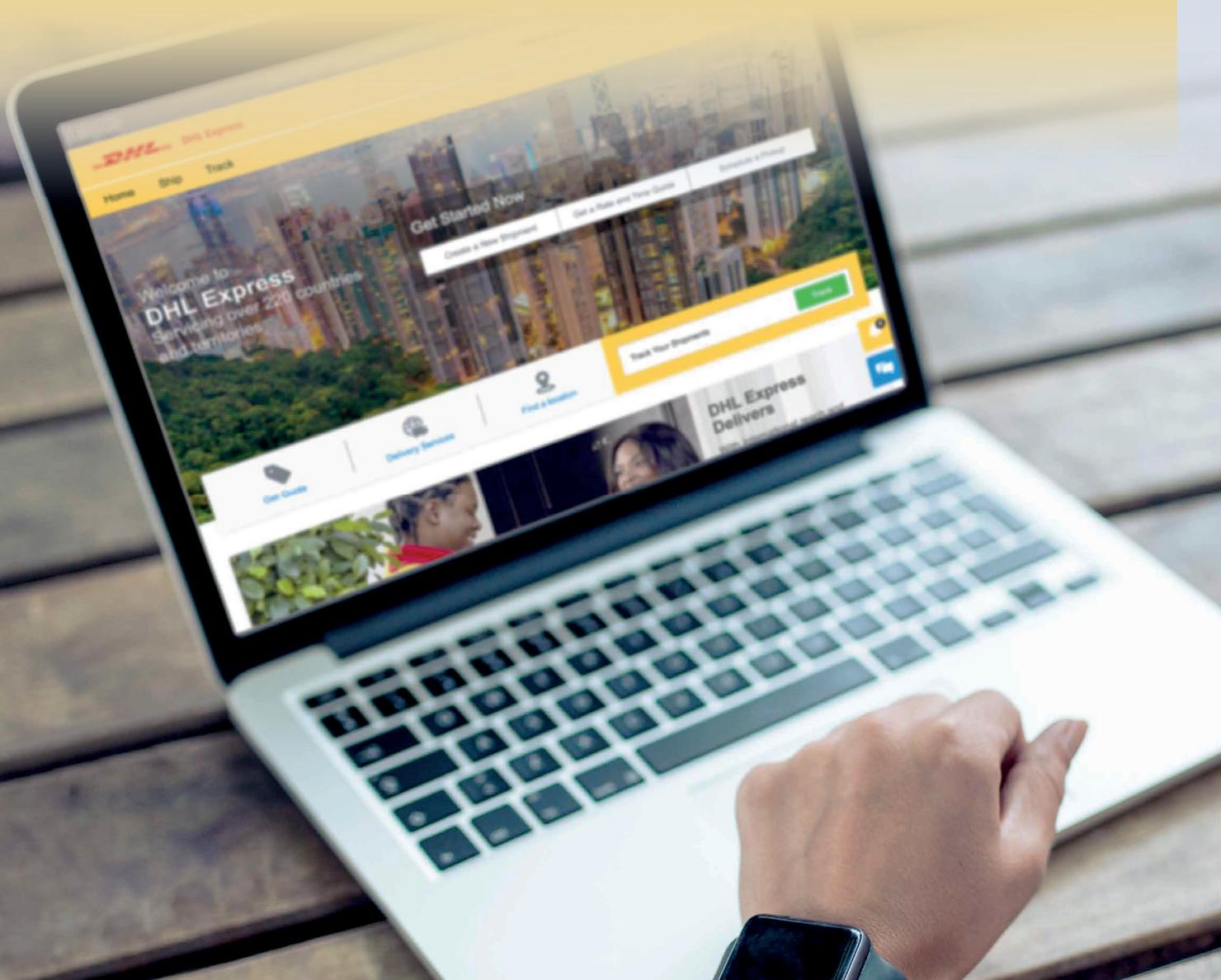




STEP BY STEP GUIDE **HOW TO CREATE A SHIPMENT**

Simply fast. Simply efficient. Simply amazing.

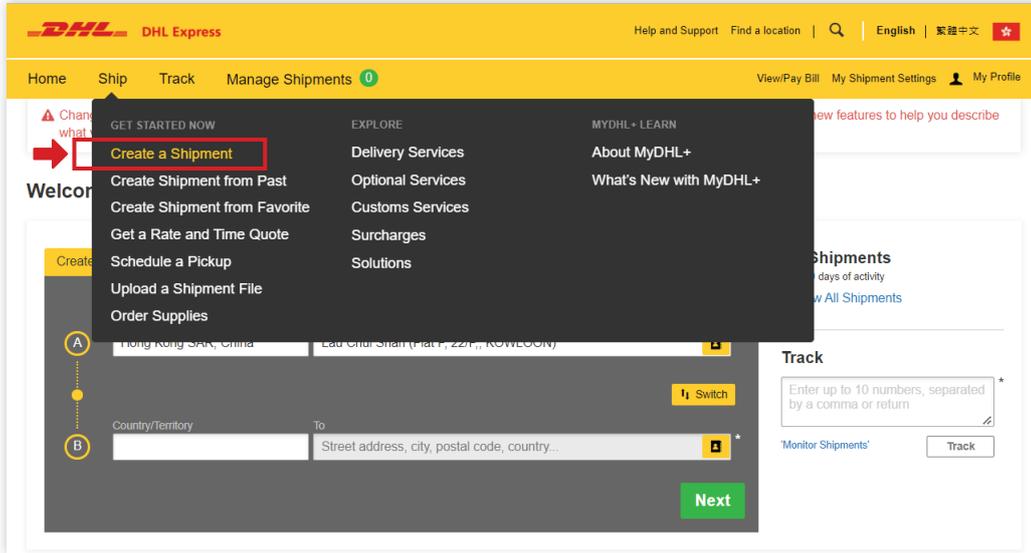
DHL Express – Excellence. Simply delivered.



CREATING A SHIPMENT

Step 1:

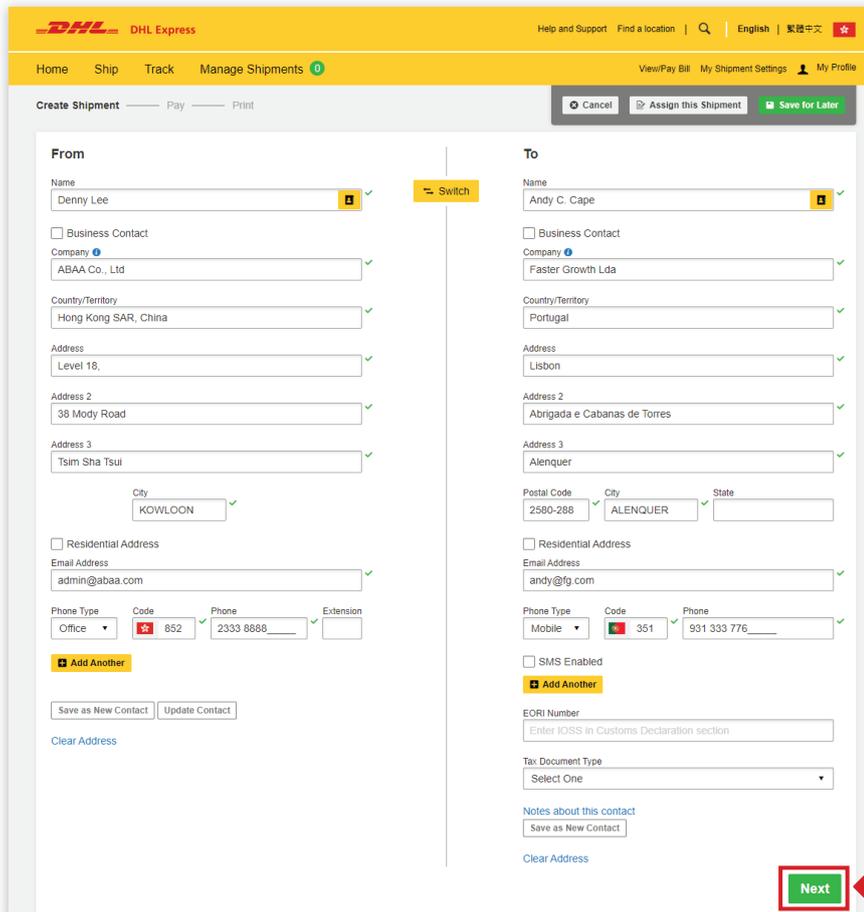
Go to Dashboard > Ship > Create a Shipment



Step 2:

Complete the “From” (Shipper) section with your details and the “To” (Receiver) section with the receiver’s details (Or choose a receiver from the Address Book)

Check that all the details are correct and valid (✓) before clicking “Next” to continue.



CREATING A SHIPMENT

Step 3:

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

Shipment Details

Cancel Assign this Shipment Save for Later

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 Portugal. [View Prohibited Items](#)

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

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 a File

I will provide a customs invoice with items detailed

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 ⓘ

Actions ▾

❑	Item Description	Quantity	Total Item Value	
❑ 1	AAA GK123 Metal Blue Mechanical Gaming Keyboard	1	200.00 HKD	Edit Copy Remove

❑ 2 **Unique Item Description**

What is the item?

+ Create Description 📄

OR

AAA FV456 Silver Plastic Red Laser Gaming Mouse ✓

Quantity

Units (How the item is packaged)

Value (Per Item)
 HKD

Weight (Per Item) ⓘ
 kg

Where was the item made? ⓘ

Commodity Code ⓘ

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 HKD

+ Add Another Item

Click here to save this item in your Product/Item List for future use

Click here to retrieve a previously saved item from Product/Item List

Click here to add and describe another item

CREATING A SHIPMENT

Step 4:

Summarize your **shipment description** (if multiple items) in detail. Click **“Next”** to continue.

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

Gaming Bundle PC Hardware - Keyboard and Mouse ✓ 46 / 170 ←

Invoice Value
Include any additional charges for this shipment.

Total value for all goods/items only (excluding other charges)	250.00	HKD	Total Invoice Value (for customs purposes) 250.00 HKD
Add Charges			

I want to include pre-calculated duties and taxes for this shipment ⓘ Shipment Reference is optional

Add Shipment References
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

← **Next** ←

Tick this box to buy insurance for your shipment

CREATING A SHIPMENT

Step 5:

Select **“Create Invoice”** for DHL to generate one using your provided data or **“Use My Own Invoice”** to upload one. Click **“Next”** to continue.

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

i

- As of July 1 2021, all commercial goods imported to the European Union (EU) will be subject to VAT.
- If the seller of the goods is IOSS registered, the IOSS number must be associated with the shipment.

Tax Payment for this Shipment

Tax numbers you used to pay taxes for this shipment (for local customs authorities)

Provide the applicable tax number

Such as: IOSS, VOEC or LVG

Additional Customs Documents

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

Add Another

Next
←

Step 6:

Select your shipment **packaging**. Click **“Next”** to continue.

Select Packaging

Tips for Weighing and Measuring

Packaging	Quantity	Weight	Dimensions
Card Envelope	1	0.5 kg	35.00 x 27.50 x 2.00 cm

Total Packages: 1 Total Weight: 0.5 KG Add Another Package

- 📦 Box 5 (Jumbo Small)
34 X 33 X 35 cm
- 📦 Box 6
41.7 X 35.9 X 36.9 cm
- 📦 Box 7
48.1 X 40.4 X 38.9 cm
- 📦 Box 8 (Jumbo Large)
55 X 45 X 41 cm
- 📦 Card Envelope
35 X 27.5 X 2 cm
- 📦 Express Flyer
47.5 X 38 X 1 cm

Next
←

CREATING A SHIPMENT

Step 7:

Select your payment option for **shipment transportation** and **duties and taxes**. To charge the receiver or a third-party account number, select **“Alternative DHL Account”**. Select your customs term of trade (Incoterm). Click **“Next”** to continue.

The screenshot shows a form titled "How will you pay?". It contains several sections:

- How will you pay?**: A dropdown menu showing "6324444444444444" with a green checkmark.
- How will duties and taxes be paid?**: A dropdown menu showing "Receiver will pay" with a green checkmark.
- Use this account to pay for transportation charges (highlighted with a red box and arrow).
- How will you pay for transportation charges?**: A dropdown menu showing "Alternate DHL Account Number" with a green checkmark (highlighted with a red box and arrow).
- Account Number**: An empty text input field.
- Remember these payment options for the: **Ship FROM address** (dropdown menu).
- Additional customs details are needed for this shipment**: A section with a link "View Definitions" and a dropdown menu showing "DAP - Delivered at Place" with a green checkmark.
- Next**: A green button at the bottom right (highlighted with a red box and arrow).

Step 8:

Choose your **Shipment Date** and select when you would like your shipment to be delivered by clicking the **“Select”** button next to your desired service.

The screenshot shows a date selection interface titled "I'm sending my shipment on". It features a calendar for November with dates 9 through 15. Below the calendar is a table of shipping options:

Delivery Date	Delivered By	Estimated Price	Action
November 10 Thursday	9:00 am	HKD *****	Select
November 10 Thursday	12:00 pm	HKD *****	Select
November 10 Thursday	End of Day	HKD *****	Select

Red boxes and arrows highlight the date "November 10" in the calendar, the "EXPRESS 9:00" service, the "EXPRESS 12:00" service, and the "Select" button for the 12:00 pm service.

DHL rate estimate as of Nov 09, 2022, 11:49 AM
[Disclaimer and Important Details](#)

CREATING A SHIPMENT

Step 9:

Select **optional services** to add onto your shipment. The optional services available depends on your account's terms of agreement (e.g. *Dangerous Good, Sale in Transit, etc..*). Click "**Next**" to continue.

Optional Services

- GoGreen Climate Neutral
- Hold for Collection
- Neutral Delivery
- Direct Signature
- Dangerous Goods

Next

Step 10:

If your destination country supports **Paperless Trade (PLT)**, you may also upload the DHL-generated Invoice or your own invoice here. Click "**Next**" to continue.

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

CREATING A SHIPMENT

Step 11:

To schedule a pickup, select “**Yes – Schedule Pickup**”. Use the yellow sliders to specify when our courier should collect your shipment, then complete the location of package and weight fields. Click “**Next**” to continue.

Do you want to schedule a courier pickup?

Yes – Schedule Pickup ✓ **No** **Drop off at DHL Service Point**

QR code option is available at select locations.

I'm sending my shipment on **November 9 Today**

Pickup Window – When courier may arrive and shipment is ready

Earliest 3:30 pm Latest 5:00 pm

10:30 am 1:15 pm 4:15 pm 7:00 pm 10:00 pm

Please allow at least 45 minutes for your Pickup Window
The latest time a request can be made for pickup today is 9:15 pm

Where should the courier pick up the shipment?
 ✓

Total Pickup Weight
 kg ✓

Instructions for the courier

[Disclaimer and Important Details](#)

Pickup Address

Denny Lee
ABAA Co., Ltd
Level 18,
38 Mody Road
Tsim Sha Tsui
KOWLOON,
admin@abaa.com
+852 2333 8888

Step 12:

Click “**No**” (by default) if you do not need to create a **return label**. Click “**Next**” to continue.

Do you need a return label?

Label is valid for 3 Months

Yes – Create Label **No** ✓

CREATING A SHIPMENT

Step 13:

Click “Accept and Continue”

Shipment Cost Summary

EXPRESS WORLDWIDE Thu, 10 Nov, 2022 - End of Day	Transportation Charges	HKD	*****
	Fuel Surcharge	HKD	*****
Volumetric Weight 0.66 kg	Shipment Protection	HKD	*****
Total Weight 0.5 kg	Emergency Situation	HKD	*****
Chargeable Weight 1 kg	Total	HKD	*****

Get your shipment delivered by 9:00 am for just **** HKD 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 14:

Once your invoice is uploaded, the page below will be shown. Click “**Print Waybill**” to print your shipment label.

Create Shipment — Pay — Print

Print and You're Done!

Print and preview your documents

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



Label (Waybill)



Receipt

Print Waybill

Print Other Documents

[Download Print App](#)

Your Tracking Number

Piece # 1:

Pickup Confirmation Number

Pickup Details
Fri, Nov 4, 2022
Between 4:00 pm and 6:00 pm

☆ Save as Favorite

Shipment Receipt is for your own record. It is optional to be printed.

**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: December 2022

The information in this guide is correct as of
December 2022.

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