

MYDHL+ QUICK GUIDE: ASSIGN SHIPMENT



Assign Shipment

This feature in MyDHL+ allows users to designate shipments to specific recipients or accounts, streamlining shipment management and tracking for more efficient logistics.

How does it work?

It begins with the receiver initiating the shipment by entering the address details and assigning it to the shipper.

The shipper then completes the process by providing the remaining information, including their preferred pickup date and time.

Assign Shipment: Receiver

To use the "Assign Shipment" feature in MyDHL+, follow these steps:

- 1. Log In:** Access your MyDHL+ account.
- 2. Create Shipment:** Initiate the shipment and fill in the address details
- 3. Assign Shipment:** Ensure the contacts has been saved in address book and click on "Assign this Shipment"
- 4. Confirm Shipment:** Review the details and confirm the assignment.
- 5. Share:** Once assigned, you can track the status of each shipment assignment through the MyDHL+ platform.

This process ensures efficient management and visibility of shipments throughout their journey.

The screenshot displays the DHL Express MyDHL+ interface. At the top, there's a navigation bar with 'Home', 'Ship', 'Track', and 'Manage Shipments'. A 'Create Shipment' dropdown menu is open, showing options like 'Create a Shipment' (highlighted with a red box and number 2), 'Create Shipment from Past', 'Create Shipment from Favorite', 'Get a Rate and Time Quote', 'Schedule a Pickup', 'Upload a Shipment File', and 'Order Supplies'. The 'To' form is filled with details for 'CFIT MY' in Singapore. A confirmation screen titled 'What do you want the Assignee (person you are assigning) to do?' is shown, with a 'Double Check Before You Assign!' warning. The 'Assign Shipment - With Restrictions' option is selected. The 'Delivery Option' and 'Requested Shipment Date' sections are visible. The 'What notifications do you want?' section has several checkboxes. The 'Additional shipping instructions for the Assignee' field is empty. The 'Additional Documents' section has a 'Browse' button. A red box and number 4 highlight the 'Assign Shipment' button at the bottom right.

Assign Shipment: Shipper

Next steps for shipper after receiver sends the assignment:

- 1. Review Shipment Details:** Check the assigned shipment information to ensure all details are accurate – shipper can update this as Guest
- 2. Prepare Shipment:** Edit the shipment and fill up all the required information
- 3. Schedule Pickup:** Choose the preferred pickup date and time if applicable.
- 4. Print Shipping Label:** Generate and print the shipping label from the MyDHL+ platform.

Receiver would also be able to view the shipment and track the status through their MyDHL+ login.

