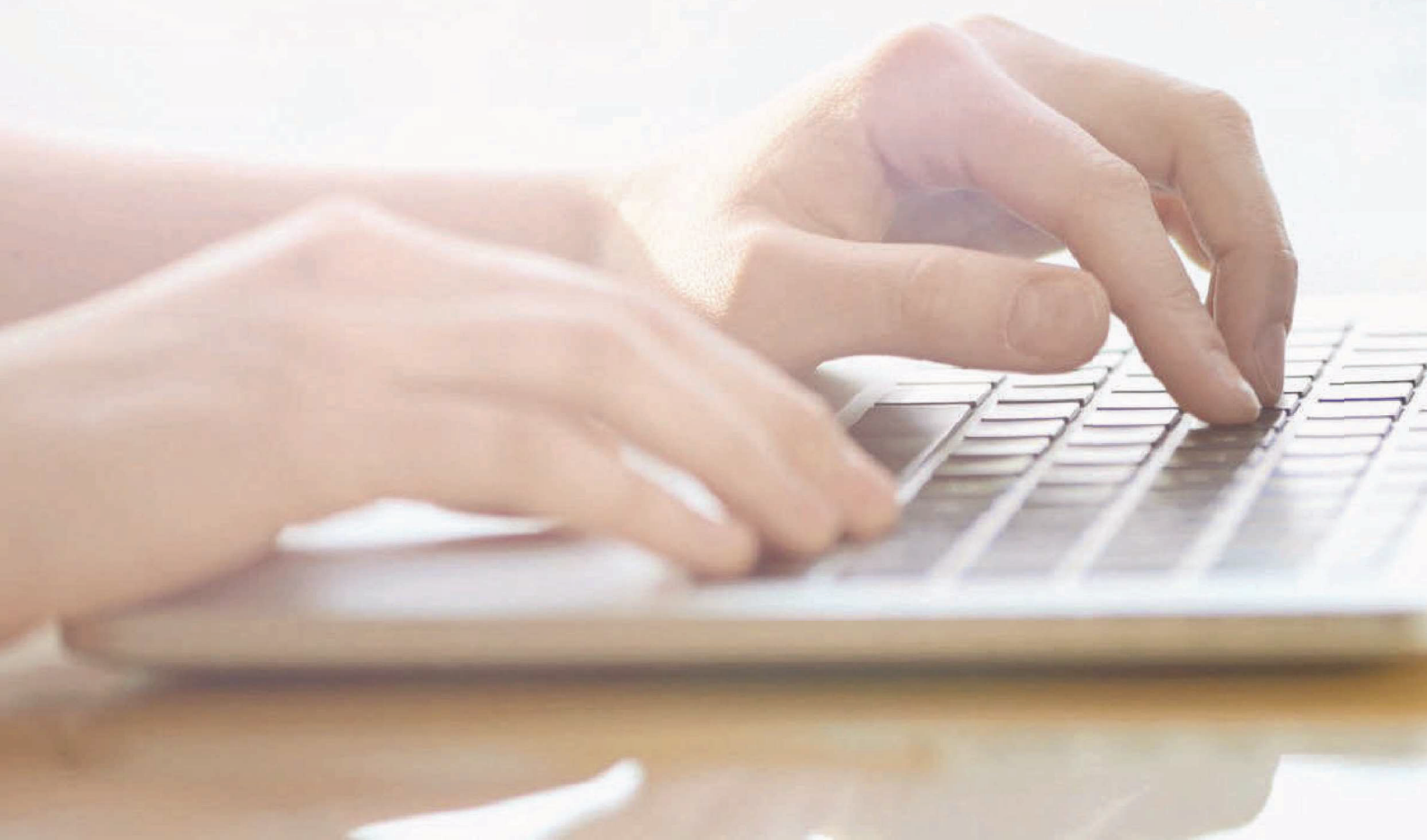




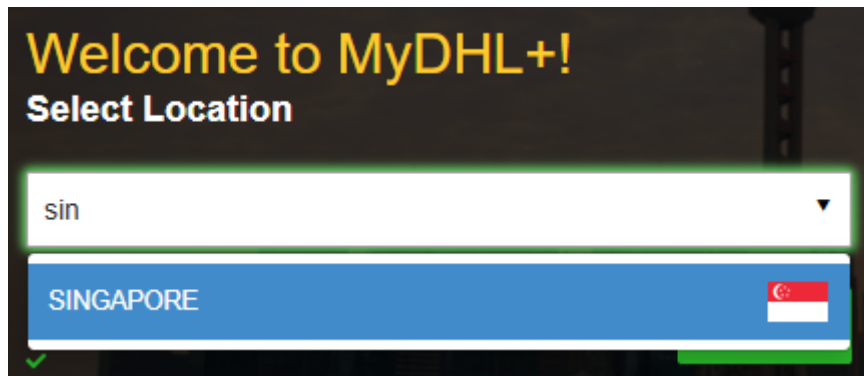
# MYDHL+ SHIPMENT CREATION GUIDE

DHL Express – Excellence. Simply delivered.



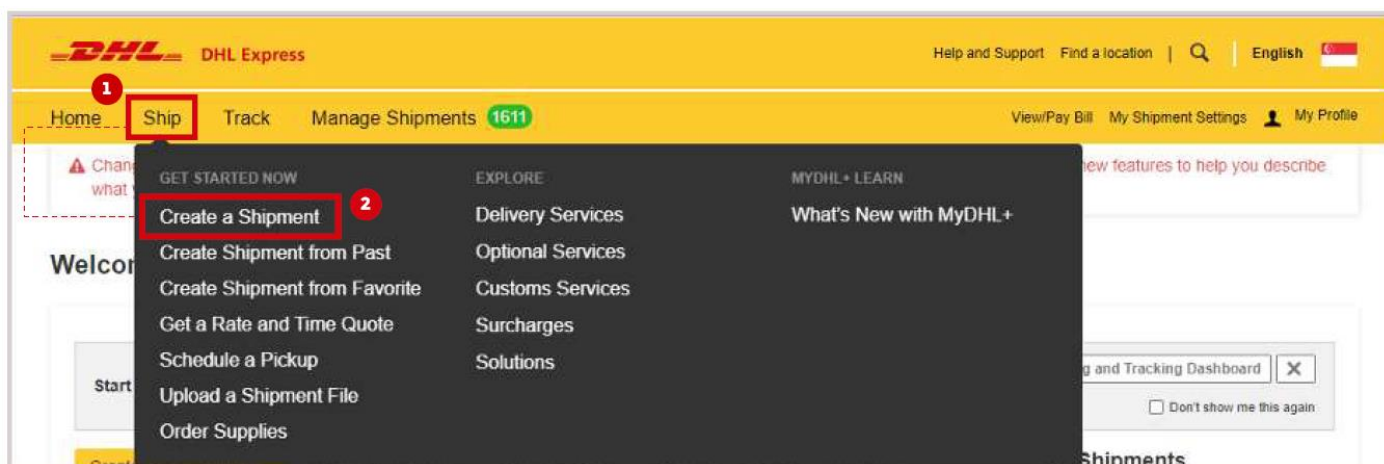
## STEP 1:

Go to [mydhl.express.dhl](https://mydhl.express.dhl), select your country where you have registered your MyDHL+ and login with your credential



## STEP 2:

Click **Ship> Create a Shipment**



## STEP 3:

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

The screenshot shows the 'Create Shipment' form with the 'To' section highlighted. The 'From' section contains details for the sender (DHL Express 2, Singapore). The 'To' section contains details for the receiver (Company MY123 Pte Ltd, Malaysia). The 'To' section is highlighted with a red box. A callout points to the 'To' section with the text: 'Click here to save the Receiver Records in Address Book'.

**From**

Name: DEFAULT SHIPPER NAME

☐ Business Contact

Company: DHL Express 2

Country/Territory: Singapore

Address: 1 Tai Seng Drive

Address 2: Level 2

Address 3:

Postal Code: 535215, City: SINGAPORE, State:

☐ Residential Address

Email Address: ecommerce.sg@dhl.com

Phone Type: Office, Code: 65, Phone: 6389 7600, Extension:

[Add Another](#)

VAT/Tax ID: Enter IOSS in Customs Declaration section

☒ Updated

[Clear Address](#)

**To**

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:

Postal Code: 81400, City: SENAI, State: JOHOR

☐ Residential Address

Email Address: testshipment@yopmail.com

Phone Type: Office, Code: 60, Phone: 01-673 89102, Extension:

[Add Another](#)

VAT/Tax ID: Enter IOSS in Customs Declaration section

[Notes about this contact](#)

[Save as New Contact](#) [Update Contact](#)

[Clear Address](#)

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.

### 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](#)

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

**1**

**2**

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

**3**

**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 \*

**4**

	Item Description	Quantity	Total Item Value	
<input type="checkbox"/> 1.	AAA GK 123 Metal Blue Mechanical Gaming Keyboard	1	200.00	USD

☐ 2. Unique Item Description

What is the item?

Create Description OR

Quantity  Units (How the item is packaged)  Value (Per Item)  USD 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](#)

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

Click here if you want to save this item into your Product/Item List for future use

## 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

**Shipment 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

**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.

**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.

**1**

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

**2**

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

**1**

Packaging: Your Own Package ☒ Quantity: 1 ☒ Weight: 1 ☒ kg Length: 10 ☒ cm x Width: 20 ☒ cm x Height: 30 ☒ cm

Save Copy

Total Packages: 1 Total Weight: 1 KG

Add Another Package

**2**

Next

Click here if you want to add another packaging

## 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.

**How will you pay?**

1 What shipper account will be used for this shipment?  
61XXX8005 - My Own Account

2 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.

3 Select customs terms of trade [View Definitions](#)  
DAP - Delivered at Place

4 **Next**

## STEP 9:

Select the shipment date and choose your delivery service option.

**EXPRESS WORLDWIDE** is our standard delivery option. Click **Select** to move on.

I'm sending my shipment on

November 4 Today, November 5 Tomorrow, November 6 Sunday, November 7 Monday, November 8 Tuesday, November 9 Wednesday, November 10 Thursday, More +

Delivery Date: November 7 Monday, Delivered By: End of Day, Estimated Price: SGD 77.06

**Select**

Get it there faster! With EXPRESS WORLDWIDE, you can get your shipment delivered faster.

GoGreen Climate Neutral Shipping

## 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.)

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 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.

Do you want to schedule a courier pickup?

**Yes – Schedule Pickup** ✓ No

Drop off at DHL Service Point

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

QR code option is available at select locations.

I'm sending my shipment on [i](#)

November 4 Today [Edit](#)

Pickup Window – When courier may arrive and shipment is ready

Earliest 4:00 pm Latest 6:00 pm

9:30 am 12:15 pm 3:15 pm 6:00 pm 8:00 pm

Please allow at least 120 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 7:00 pm

Where should the courier pick up the shipment?

Reception ✓

Total Pickup Weight

1 kg ✓

Instructions for the courier

Sample: Please ring the doorbell for access.

[Disclaimer and Important Details](#)

**Pickup Address**

DEFAULT SHIPPER NAME  
DHL Express 2  
1 Tai Seng Drive  
Level 2  
SINGAPORE, 535215  
ecommerce.sg@dhl.com  
+65 6389 7600

[Edit](#) [Make my default pickup address](#)

**Next**

## 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:

Click **Accept and Continue** to confirm the shipment and proceed to the printing page.

### Shipment Cost Summary

EXPRESS WORLDWIDE  
Mon, 7 Nov, 2022 - End of Day

Volumetric Weight 1.2 kg  
Total Weight 1 kg  
Chargeable Weight 1.5 kg

Transportation Charges	SGD	56.17
Fuel Surcharge	SGD	18.79
Emergency Situation	SGD	2.10
<b>Total</b>	<b>SGD</b>	<b>77.06</b>

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 15a:

The below page is shown when you upload or use your own invoice. Click the **Print Waybill** to print the shipping 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**  
7856845135  
Piece # 1:  
JD014600010434718437

**Pickup Confirmation Number**  
CBJ221104065434

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

☆ Save as Favorite

# 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.

Create Shipment

Pay

Print

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

Address label

Commercial Invoice

Receipt

☒ Label (Waybill)

☒ Customs Invoice

☐ Receipt

1

Number of Copies

2

Number of Copies

Print Waybill

Print Other Documents

[Download Print App](#)

Your Tracking Number  
6607547332  
Piece # 1:  
JD014600010400800114

☆ Save as Favorite

# STEP 16:

Select your printer and click **Print**.

EXPRESS WORLDWIDE

WPX

DHL

2022-11-24 MYDHL+ 1.0 / \*30-5821\*

From : DHL Express 2  
DEFAULT SHIPPER NAME  
1 Tai Seng Drive  
Level 2  
535215 SINGAPORE  
Singapore

Origin:  
**SIN**

To : Company MY123 Pte LTd  
DEFAULT SHIPPER NAME in MY  
Street 1  
Block 1, Unit #01-02

Contact:  
DEFAULT SHIPPER NAME in MY

81400 SENAI JOHOR  
Malaysia

MY-JHB-GTW

C-PLT

Day Time

Ref: Cost Center 123456

Pce/Shpt Weight Piece  
1.0 kg 1 / 1

Contents: Gaming  
Bundle P.C Hardware -  
Keyboard and Mouse.

WAYBILL 78 5684 5135

(2L)MY81400+48000001

(J) JD01 4600 0104 3471 8437

Print

1 sheet of paper

Destination

ZDesigner for DHL ZP

Pages

All

Copies

1

Paper size

User defined

Pages per sheet

1

Scale

Default

Print using system dialog... (Ctrl+Shift+P)

☒

Print

Cancel



## Connect with us

### DHL Express



Ready to ship? Get a quote from [MyDHL<sup>+</sup>](#)



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.