

MYDHL+

# REQUESTING A PICKUP FOR AN INBOUND (IMPORT) SHIPMENT

To order a courier for an import shipment, we need:

- Address of the MyDHL + application
- Bill of lading numer (AWB)
- The sender's telephone number that was provided when creating the bill of lading

## Sample pages

- Courier order in PL:

<https://mydhl.express.dhl/pl/pl/schedule-pickup.html#/schedule-pickup#label-reference>

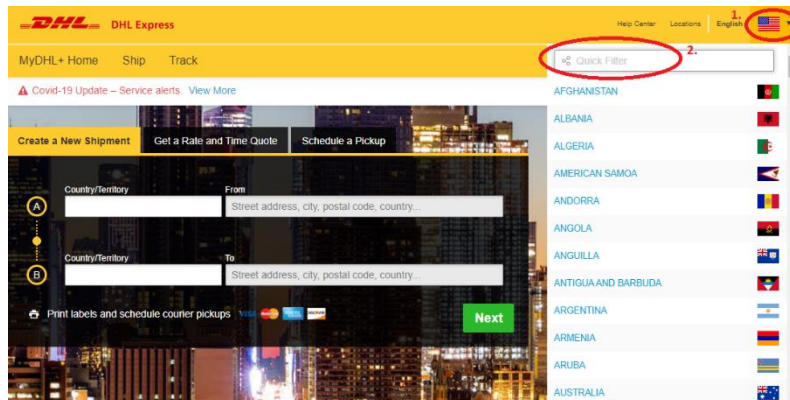
- Courier order in CN:

<https://mydhlplus.dhl.com/cn/en/schedule-pickup.html#/schedule-pickup#label-reference>

- Courier order in DE

<https://mydhl.express.dhl/de/en/schedule-pickup.html#/schedule-pickup#label-reference>

- Another country in which we have to order the courier is selected by clicking on the flag (1.) and entering the appropriate country (2.) in the English version:



After selecting the appropriate location, [DO NOT LOG IN TO THE APPLICATION](#), go to the Ship tab (3.), then select Schedule a Pickup (4.).

We choose the option, we do not want to generate a bill of lading (5). We choose the option that we have an AWB number (6.), enter the Waybill Number (7.), select the country code - we can write the country and choose from the list (8.). We enter the sender's telephone number that was provided when generating the AWB. Click Next (10.)

3. Ship

4. Schedule a Pickup

5. No - Create Label

6. I have a DHL Waybill Number

7. Waybill Number

8. Code

9. Phone

10. Next

In the next step, select the location where the courier should come, e.g. Back Door (11.), click Next (12.)

11. Where should the courier pick up the shipment?

12. Next

Enter the weight (13.) and dimensions of the shipment (14.), click Next (15.)

The date and time of collection are set automatically. Click Schedule Pickup (16.)

In a new window, there is information that the courier has been ordered (17.)