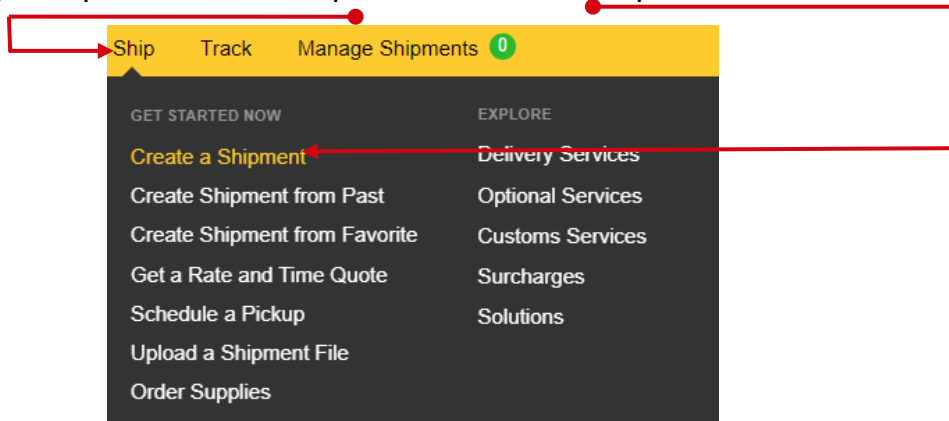


MyDHL - Instructions for preparing a document shipment to countries outside the EU

1 Start creating a shipment from "Ship" and "Create a Shipment" from the main menu:



2 First, select the sender and recipient from the address book or enter the data.

From		To
Name FIRST NAME LAST NAME ✓		Name John Smith ✓
<input checked="" type="checkbox"/> Business Contact		<input type="checkbox"/> Business Contact
Company TEST ✓		Company XYZ ✓
Country/Territory Poland ✓		Country/Territory United Kingdom ✓
Address Teststreet 1 ✓		Address Teststreet 1 ✓
Address 2		Address 2
Address 3		Address 3
Postal Code 00-275 ✓	City WARSAW ✓	State
Email Address lukasz.krawczyk@dhl.com ✓		Postal Code E1 1AB ✓
Phone Type Mobile	Code 48 ✓	City LONDON ✓
Phone 123 456 789 ✓		Email Address DHL will send shipment notifications to this email address
		Phone Type Mobile
		Code 44 ✓
		Phone 555 555 555 ✓

Remember to add new addresses to the address book:

Residential Address
[Notes about this contact](#)
Save as New Contact ←
[Clear Address](#)

3 Complete the shipment details.

When sending documents, mark DOCUMENTS (instructions for shipping goods with your own invoice [HERE](#), with MyDHL invoice - [HERE](#)).
Select the exact description of the documents you are sending.

Shipment Details

Documents ✓	Packages
Documents include legal, financial or business paperwork. Items with monetary value are NOT considered a document shipment.	Packages are goods, merchandise or commodities for personal or commercial purposes.

Describe the documents in your shipment

Select a description ⓘ

Documents - general business ✓

Add Shipment References

Reference (appears on shipping label/waybill)

Reference (appears on shipping label/waybill)

4 You can protect your shipment. To do this, select "I would like to receive shipment protection to my shipment":

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 add shipment protection to my shipment (Document Extended Liability Service)

5 Then fill in the packing method (weight, dimensions and number of packages).

Select Packaging Tips for Weighing and Measuring

Packaging	Quantity	Weight <small>kg</small>	Dimensions <small>cm</small>
My Own Package ✓	1 ✓	1 ✓	10 ✓ X 10 ✓ X 10 ✓
Total	1	1 kg	

6 Select the payment method for transport - change it if it is different than the default one.

How will you pay?

How will you pay for transportation charges?

414XXXXXX - EXPORT ✓

Remember these payment options for the

7

Choose the type of transport. If the shipment is to your account, the system will show the suggested price according to the price list

September 25 Today | September 26 Tomorrow | September 27 Tuesday | September 28 Wednesday | September 29 Thursday | September 30 Friday | October 1 Saturday | More +

Delivery Date: September 27 Tuesday | Delivered By: 12:00 | Estimated Price: PLN 107,06

EXPRESS 12:00 | Details ▾ | Select

September 27 Tuesday | Delivered By: End of Day | Estimated Price: PLN 76,79

EXPRESS WORLDWIDE | Details ▾ | Selected ✓

8

If necessary, select additional services

Optional Services

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

9

If you do not have a permanent pickup order - **Order a courier**. Set the hours and place of pickup. Check that the address is correct.

Do you want to schedule a courier pickup?

Yes - Schedule Pickup ✓ | No

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

I'm sending my shipment on **September 26 Tomorrow** [Edit]

Pickup Window - When courier may arrive and shipment is ready

Earliest 10:00 | Latest 18:15

Daj co najmniej 90 minutowe okno czasowe na odbiór.

Where should the courier pick up the shipment?
Select One

Total Pickup Weight: 1 kg ✓

Instructions for the courier
Provide other instructions you'd like the courier to receive

Disclaimer and Important Details

Pickup Address

FIRST NAME LAST NAME
TEST
Teststreet 1
WARSAW, 00-275
lukasz.krawczyk@dhl.com
+48 12 345 67 89

[Edit] [Make my default pickup address]

- 10 On the screen you will see a summary of the shipping costs. To start printing documents, click "**Accept and continue**".

Shipment Cost Summary

EXPRESS WORLDWIDE Tue, 27 Sep, 2022 - End of Day	Transportation Charges	PLN	41,52
Volumetric Weight ⓘ 0,12 kg	Fuel Surcharge	PLN	2,91
Total Weight 1 kg	Extended Liability	PLN	18,00
Chargeable Weight 1 kg	Emergency Situation	PLN	--,--
	VAT/Tax	PLN	14,36
	Total	PLN	76,79

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

- 11 Select your documents and print them

Print and preview your documents

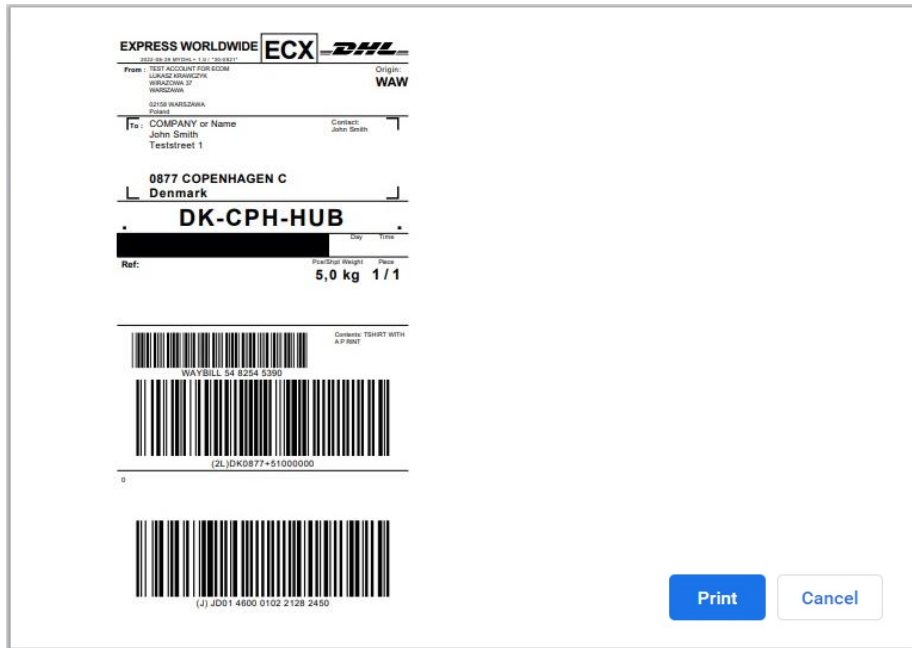
Shipping labels and customs documents must be printed for the DHL courier



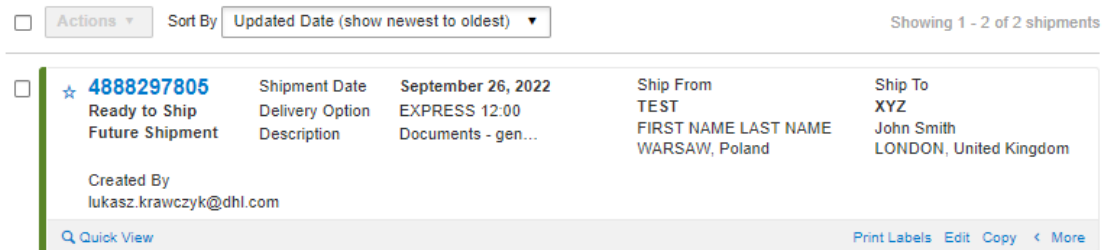
Label (Waybill) Receipt

Print Selected Documents

12 Print your export documents



13 You can find the shipment in the "Manage shipments" "All shipments" tab



More instructions for MyDHL can be found [HERE](#)

Contact:

Email: cahelp.int@dhl.com

Tel. +48 42 6345100 ex. 4