MYDHL+

FIRST STEPS

Content:

The changes proposed below are not mandatory and are intended to simplify the entire shipment preparation process.

1.   My data updating

[This change will eliminate the need to update and change the address later when preparing the shipment and ordering the courier.]

Go to Update my information (2.) in the My profile tab (1.).
Enter the required fields: Address 1 (3.), Postal code and choose City (4.).
Click Update to save the changes (5.).

2.   Changing the appearance of a shipment creating.

[Thanks to this change, the process of preparing the shipment will take place in one, not in many windows.]

Go to Manage MyDHL + (2.), in the My Profile tab (1.), click Edit (3.) in Your Shipment Creation Process field, select All in One (4.) and click Save (5.).

3.   Default package (weight and dimensions)

[By adding your own packaging, we will eliminate the need for replenishing the weight and dimensions of the shipment.]

Select Packaging Settings (2.) in My Shipment Settings tab (1.), then Add my own packaging (3.).
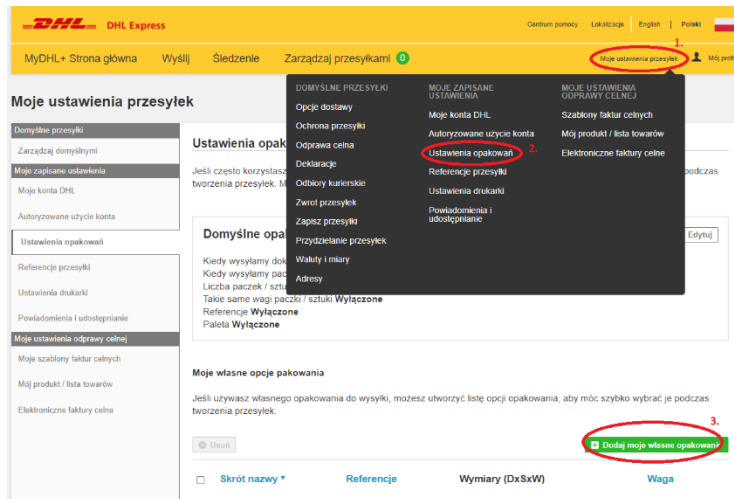

In the window that appeared, enter the abbreviation of the name (it will be displayed when selecting the packaging), select whether you want the packaging to appear after selecting Documents/Parcels, enter the weight and dimensions. Click Save (4.). An example below:
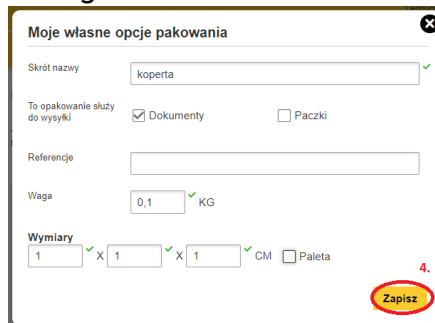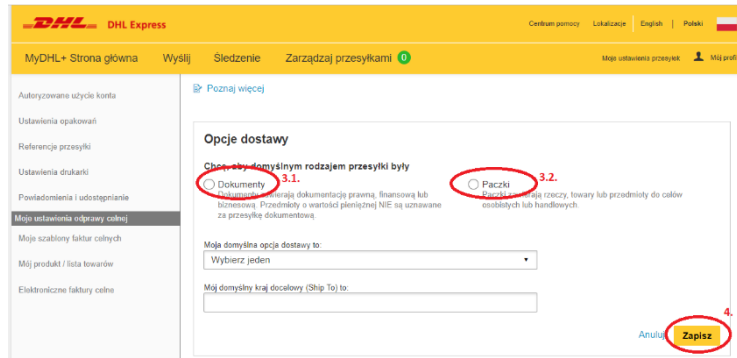

4.   First choice setting (package/documents)

[We define the default what kind of shipment we will send (which is to be the default)]

Select Delivery Options (2.), in My Shipment Settings tab (1.).
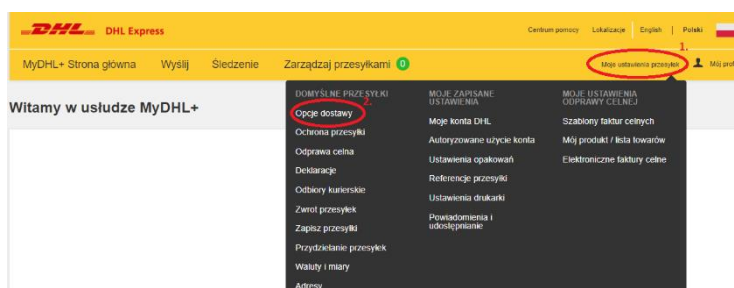
Select whether the MyDHL+ application should suggest the first selection as Documents (3.1) or as a Package (3.2). Click Save (4.).

## 5. Setting up an invoice (own/from the application)

Select Customs clearance (2.), in the My Shipment Settings tab (1.),
Select whether the application should prompt the first choice as Create invoice (3.1.) [Generating a proforma/commercial invoice through MyDHL+ applications] or as Use my own invoice (3.2.) [Generating a proforma/commercial invoice from an external application], after selecting, click Save (4.).
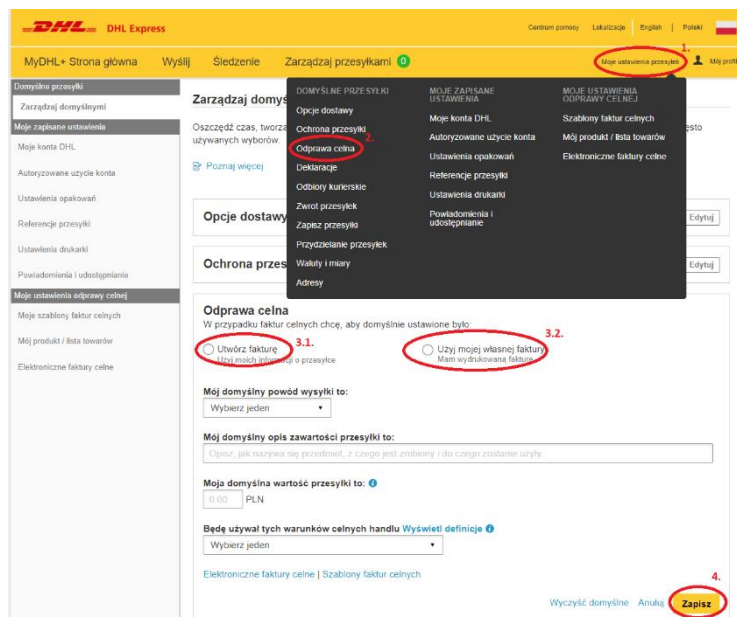
6. Returns of shipment

[If you do not use the return shipment option, you can turn it off. If we do not do this, we will have to specify the need for the return shipment each time we generate the bill of lading.]

Select Return of shipments (2.), in My Shipment Settings tab (1.), select Never (3.) from the drop-down list and click Save (4.).
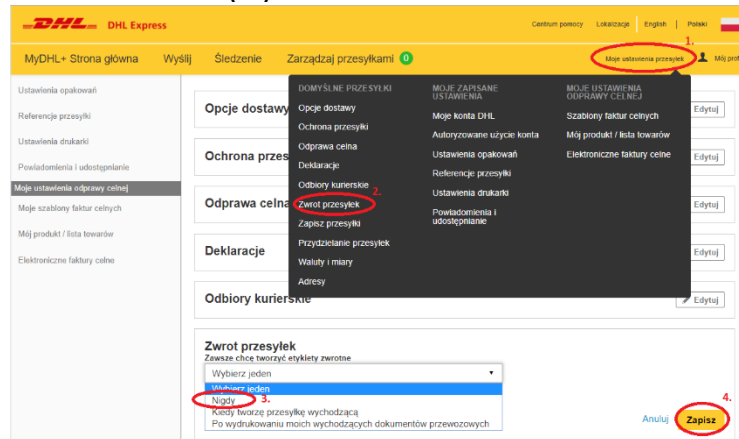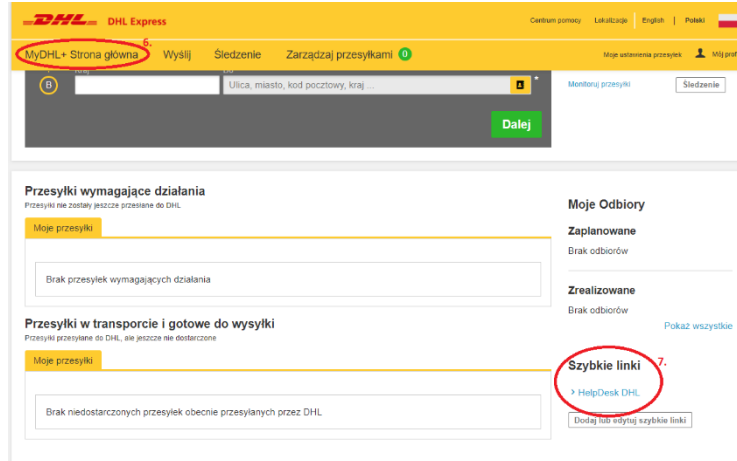

7. Adding a support page in quick links

In My Profile tab (1.), go to Manage MyDHL+ (2.), click Edit (3.). Click Add quick link (4.) in Quick links management field, enter the website address: http://ecom.dhlexpress.pl/ in the window. Click Save (5.).
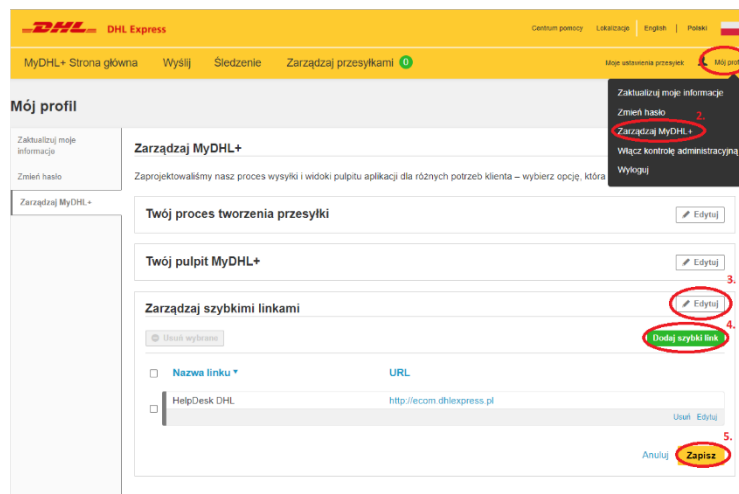
Quick links visible on the Home Page (6.) under Quick Links (7.).

8.   Courier pickups (permanent collection)

[If you have the option of a permanent collection by courier, you can disable courier orders in this tab. If you do not do this, each time you generate the bill of lading, you must decide whether to order a courier or not.]

If you have an agreed permanent pickup:
In the My Shipment Settings tab (1.) select Courier pickups (2.), from the drop-down list select No (I already have a pickup scheduled) (3.) and save (4.) the settings.
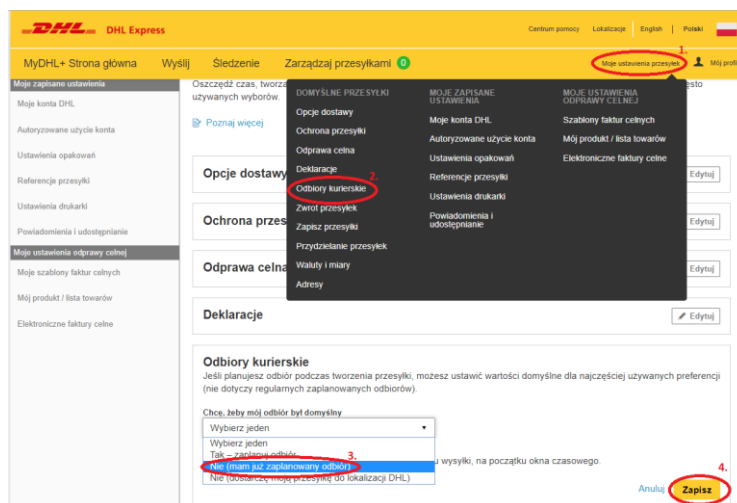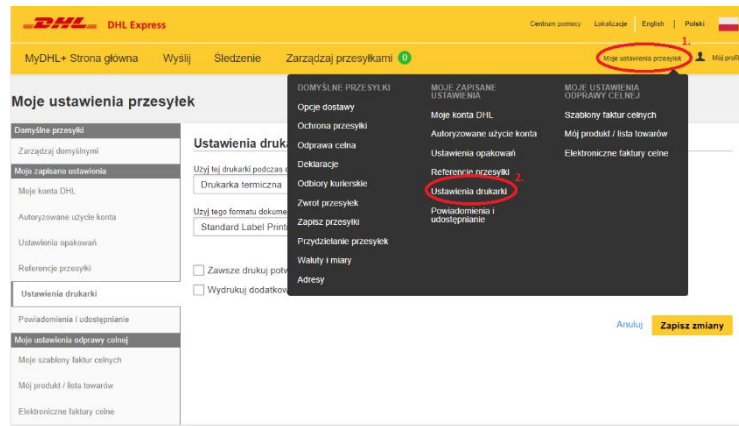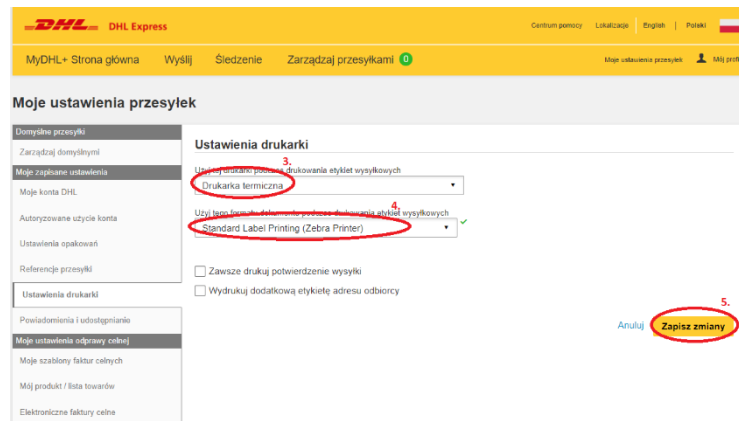
9.   Printer setting

[In this tab, we set the print format and printer type.]

If you are using a thermal printer:
In the My Shipment Settings tab (1.), select Printer Settings (2.)

Select Thermal printer (3.) from the drop-down list and in the format: Standard Label Printing (Zebra Printer) (4.). Save the changes (5.).

If the customer uses a laser printer:
Select Laser printer (6.) and select the PDF format (7.) and click Save changes (8).