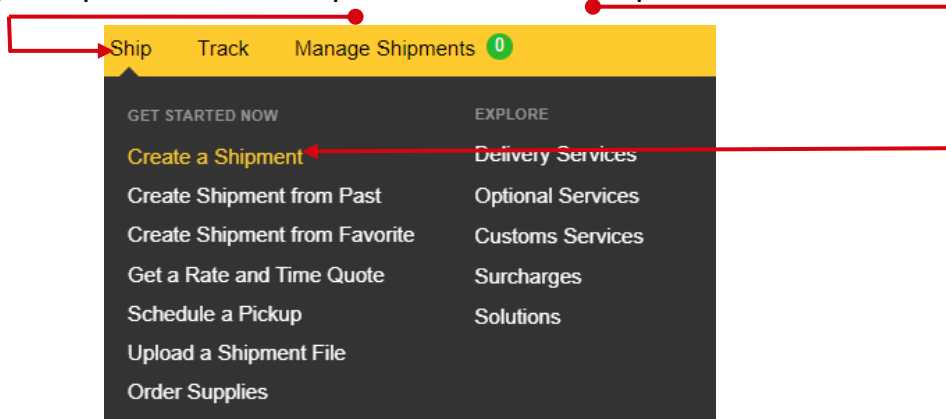


# MyDHL - Instructions for preparing a customs shipment to countries outside the EU (invoice from MyDHL).

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.

<b>From</b>		<b>To</b>
Name FIRST NAME LAST NAME ✓	<input type="button" value="Switch"/>	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 ✓		Postal Code E1 1AB ✓
City WARSAW ✓		City LONDON ✓
State		
Email Address lukasz.krawczyk@dhl.com ✓		Email Address DHL will send shipment notifications to this email address
Phone Type Mobile		Phone Type Mobile
Code 48 ✓		Code 44 ✓
Phone 123 456 789 ✓		Phone 555 555 555 ✓

Remember to add new addresses to the address book:

Residential Address

[Notes about this contact](#)

[Clear Address](#)

**3** Complete the shipment details.  
When sending goods subject to customs clearance, select PACKS (instructions for shipping DOCUMENTS available [HERE](#)).

Then indicate that the invoice will be generated by MyDHL (instructions for creating a shipment with your own invoice - [HERE](#)).

#### Shipment Details

<input type="radio"/> Documents <small>Documents include legal, financial or business paperwork. Items with monetary value are NOT considered a document shipment.</small>	<input checked="" type="radio"/> Packages <small>Packages are goods, merchandise or commodities for personal or commercial purposes.</small>
<b>You'll need a customs invoice for this shipment – DHL can create it for you!</b>	
<input checked="" type="radio"/> Create Invoice <small>Using my shipment information</small>	<input type="radio"/> Use My Own Invoice <small>I have a printed invoice</small>

**4** Create an export invoice in MyDHL

Choose the type of invoice - sales or proforma (samples, patterns).

<input type="radio"/> Commercial <small>Use when commodities ARE being bought or sold.</small>	OR	<input checked="" type="radio"/> Proforma <small>Use when items are NOT being bought or sold – such as gifts, samples and personal belongings.</small>
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**Add items** - enter the detailed name of the item, tariff code (you can search in MyDHL or [HERE](#)), quantity, value, currency, weight and place of origin of the item.

1	Item Description T-SHIRT WITH A PRINT <span>Quick Guide for Describing Items</span> <span>Create Description</span> <span>Schedule B</span>				
Quantity	Units	Item Value	Net Weight	Gross Weight	Where was the item made?
50	Pieces	10,00 PLN	0,5 kg	0,5 kg	Poland
Total Units <b>50</b> Total Net Weight <b>25 KG</b> Total Gross Weight <b>25 KG</b> Number of Pallets <input type="text"/> <input type="button" value="Cancel"/> <input type="button" value="Add Another Item"/>					

If necessary, add another item.

You will see an invoice summary.

<b>Invoice Value</b> Include any additional charges for this shipment.	
Total value for all goods/items only (excluding other charges)	500,00 PLN
<input type="button" value="Add Charges"/>	<b>Total Invoice Value</b> (for customs purposes) <b>500,00 PLN</b>

Select the type of export, the reason for export, and customs terms of trade

**Duties and Taxes**

Type of Export: Permanent ✓

Reason for Export: Sample ✓

Select customs terms of trade: DAP - Delivered at Place ✓

Terms of Payment: Example: 30 days

Named Place of Destination:

Add a reference for this shipment (for example: order number):

**References and Remarks**

Invoice Number:

Carrier: DHL

Add your own reference for this shipment:

Add a Receiver reference for this shipment: REFERENCE ✓

Package Marks:

Other Information:

Save the invoice as a template

Save this Invoice as a Template

**Save Time Next Time!**  
By saving your customs invoice as a template, you can quickly reuse it in the future.

Finish creating the invoice by „Complete Invoice“

Clear Invoice

Preview Draft Invoice

**Complete Invoice**

5

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

**Select Packaging** Tips for Weighing and Measuring

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

6 Choose the payer for customs and tax duties and customs trade terms.

How will you pay?

How will you pay for transportation charges?  ✓

How will duties and taxes be paid?  ✓

Additional customs details are needed for this shipment  
In order to complete this shipment you are required to provide the following details for customs.

Select customs terms of trade [View Definitions](#)

✓

Next

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	Delivered By	Estimated Price	
September 27 Tuesday	12:00	PLN 107,06	Select
September 27 Tuesday	End of Day	PLN 76,79	Selected ✓

8 Electronic customs invoice -

- The invoice will be attached in electronic form.
- You can also attach other documents

Send Digital Customs Invoice

Send customs invoices digitally to customs authorities for many destinations around the world. This time saving service eliminates the need to print and attach documents to your shipments. Best of all, it helps speed up clearance through customs! This feature is available for many origin and destination countries.

Send digital customs invoice for this shipment

Attach your digital signature file for this shipment

Attach Signature Maximum file size: 1 MB

Include other customs documents for this shipment (optional)

- Add your signature (photo of the signature) which will be placed on the invoice.

You can download the manual describing the **Electronic Customs Invoice** [HERE](#). If the option is not available, it means that the recipient country does not allow electronic invoicing. You should then provide the documents to the courier in paper form.

9 If necessary, select Optional Services

#### Optional Services

- GoGreen Climate Neutral
- Laptop Box
- Active Data Logger
- Hold for Collection
- Neutral Delivery
- Delivery Signature

10 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.

The screenshot shows a web form for scheduling a courier pickup. At the top, it asks "Do you want to schedule a courier pickup?" with two buttons: "Yes - Schedule Pickup" (highlighted with a red box and a green checkmark) and "No". To the right is a "TSA Privacy Notification" box. Below this is a timeline for the pickup window on September 26. The "Earliest" time is 10:00 and the "Latest" time is 18:15, both marked with yellow shield icons and red boxes. A note below the timeline says "Daj co najmniej 90 minutowe okno czasowe na odbiór." Below the timeline, there is a dropdown menu for "Where should the courier pick up the shipment?" (highlighted with a red box) and a "Total Pickup Weight" field set to "1 kg". To the right is a "Pickup Address" section (highlighted with a red box) containing the name "TEST", address "Teststreet 1, WARSAW, 00-275", email "lukasz.krawczyk@dhl.com", and phone "+48 12 345 67 89". There are "Edit" and "Make my default pickup address" buttons. At the bottom left, there is a text area for "Instructions for the courier" and a link for "Disclaimer and Important Details".

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

The screenshot shows a "Shipment Cost Summary" table and a "Terms and Conditions" section. The table lists various charges in PLN. Below the table is a "Terms and Conditions" section with a green "Accept and Continue" button.

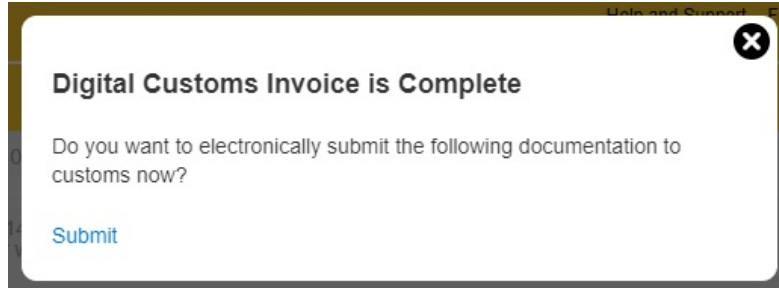
Shipment Cost Summary			
EXPRESS WORLDWIDE	Transportation Charges	PLN	41,52
Tue, 27 Sep, 2022 - End of Day	Fuel Surcharge	PLN	2,91
Volumetric Weight 0,12 kg	Extended Liability	PLN	18,00
Total Weight 1 kg	Emergency Situation	PLN	---
Chargeable Weight 1 kg	VAT/Tax	PLN	14,36
	<b>Total</b>	<b>PLN</b>	<b>76,79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

**Terms and Conditions**

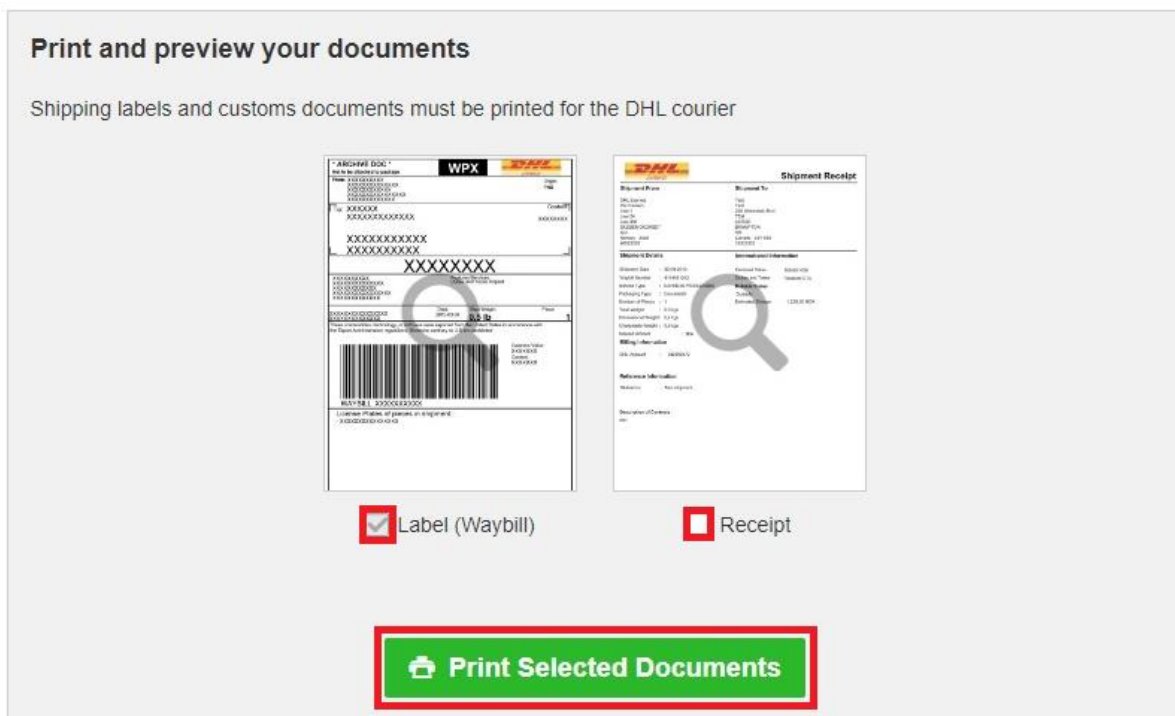
By clicking on **Accept and Continue** I am agreeing to [Terms and Conditions](#), and declare that this shipment does not include any [Prohibited Items](#).

**Accept and Continue**

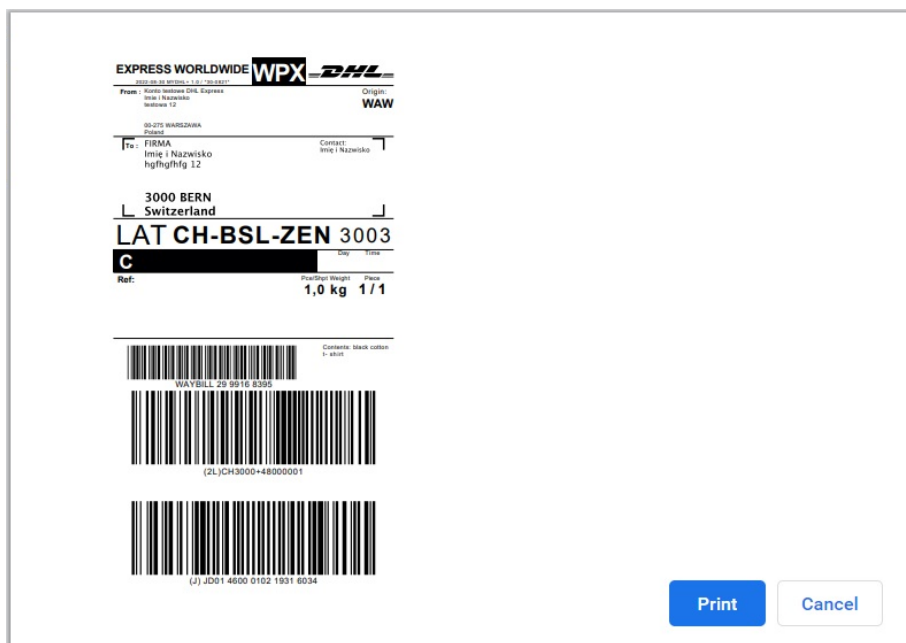
12 Approve the attachment of an electronic invoice



13 Select your documents and print them



14 Print your export documents



15

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

Actions ▾ Sort By Updated Date (show newest to oldest) ▾ Showing 1 - 2 of 2 shipments

<input type="checkbox"/>	★ <b>4888297805</b>	Shipment Date	September 26, 2022	Ship From	Ship To
	Ready to Ship	Delivery Option	EXPRESS 12:00	TEST	XYZ
	Future Shipment	Description	Documents - gen...	FIRST NAME LAST NAME	John Smith
				WARSAW, Poland	LONDON, United Kingdom
	Created By				
	lukasz.krawczyk@dhl.com				
	<a href="#">Quick View</a>			<a href="#">Print Labels</a>	<a href="#">Edit</a> <a href="#">Copy</a> <a href="#">More</a>



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

Contact:

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