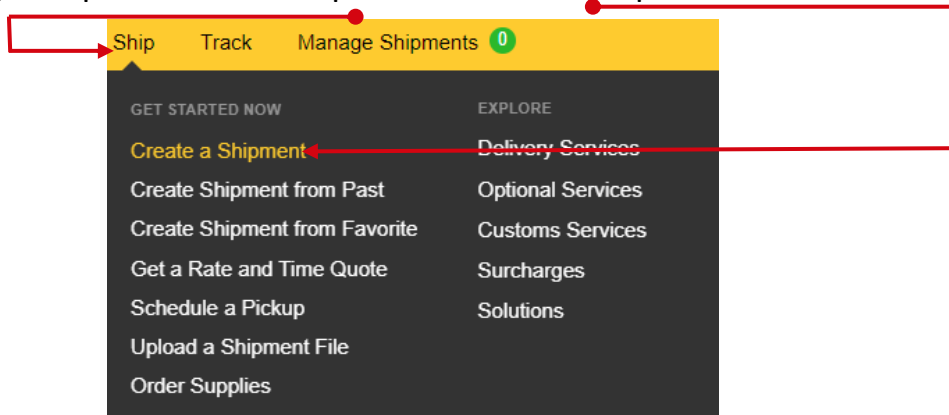


MyDHL - Instructions for preparing a customs shipment to countries outside the EU (customer invoice).

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	City LONDON	
Phone Type Mobile	Code 48	Phone 123 456 789		
		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 goods subject to customs clearance, select PACKS (instructions for shipping DOCUMENTS available [HERE](#)). Then indicate that you have your own invoice (instructions for creating a shipment with an invoice generated in MyDHL - [HERE](#)). Specify the purpose of the shipment and provide a detailed description of the goods being shipped.

Shipment Details

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.

You'll need a customs invoice for this shipment – DHL can create it for you!

Create Invoice
Using my shipment information

Use My Own Invoice
I have a printed invoice

Invoice Number

What is the purpose of your shipment?
Sample

Summarize the contents of your shipment (in detail)
Provide details in English only

T-SHIRT WITH A PRINT

20 / 170

Enter the value and currency that match your invoice.

Invoice Value
Include any additional charges for this shipment.

Total value for all goods/items only (excluding other charges)

[Add Charges](#)

Total Invoice Value
(for customs purposes)
500,00 PLN

4 You can insure your shipment. To do this, select "I would like to insure my shipment" and enter the value and currency:

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

What is the value you want to insure?

Additional charges may apply

- 5 Complete the "**Customs declaration**" tab. Thanks to it, you will speed up the customs clearance of goods.

Indicate other participants of the shipment

Customs Declaration

Additional Parties

Are there other parties involved in the shipment?

Yes No

Enter item details

Item Details

Enter item details to create a digital record of your shipment.

Add Items

→ **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.

Item Description	Quantity	Units	Item Value	Net Weight	Gross Weight	Where was the item made?
T-SHIRT WITH A PRINT	50	Pieces	10,00 PLN	0,5 kg	0,5 kg	Poland

Total Units **50** Total Net Weight **25 KG** Total Gross Weight **25 KG** Number of Pallets

The complete manual describing the **Customs declaration** you can download [HERE](#).

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

Packaging	Quantity	Weight kg	Dimensions cm
My Own Package	1	1	10 X 10 X 10
Total	1	1 kg	

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

How will you pay?

How will you pay for transportation charges? 414XXXXXX ✓

How will duties and taxes be paid? Receiver will pay ✓

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](#)

DAP - Delivered at Place ✓

Next

8 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

EXPRESS 12:00 Details

September 27 Tuesday End of Day PLN 76,79 Selected ✓

EXPRESS WORLDWIDE Details

9 Electronic customs invoice -

- Indicate where your export invoice is located and attach it to the shipment.
- You can also attach other documents

Send digital customs invoice for this shipment

Attach customs invoice (JPG, JPE, JPEG, GIF, PNG, TIFF, TIF, or PDF file)

+ Browse Maximum file size: 5 MB

Include other customs documents for this shipment (optional)

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.

10 If necessary, select Optional Services

Optional Services

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

11 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

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

12 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

Volumetric Weight 0,12 kg
Total Weight 1 kg
Chargeable Weight 1 kg

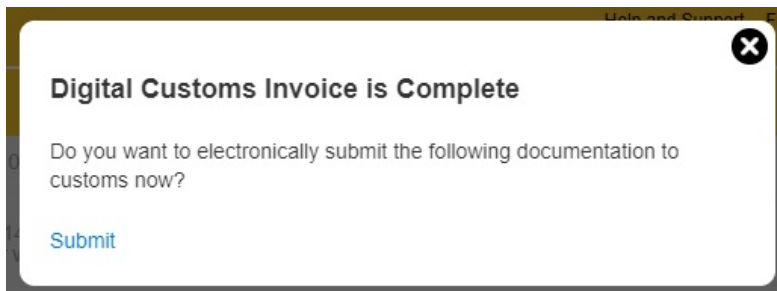
Transportation Charges	PLN	41,52
Fuel Surcharge	PLN	2,91
Extended Liability	PLN	18,00
Emergency Situation	PLN	--,--
VAT/Tax	PLN	14,36
Total	PLN	76,79

Terms and Conditions

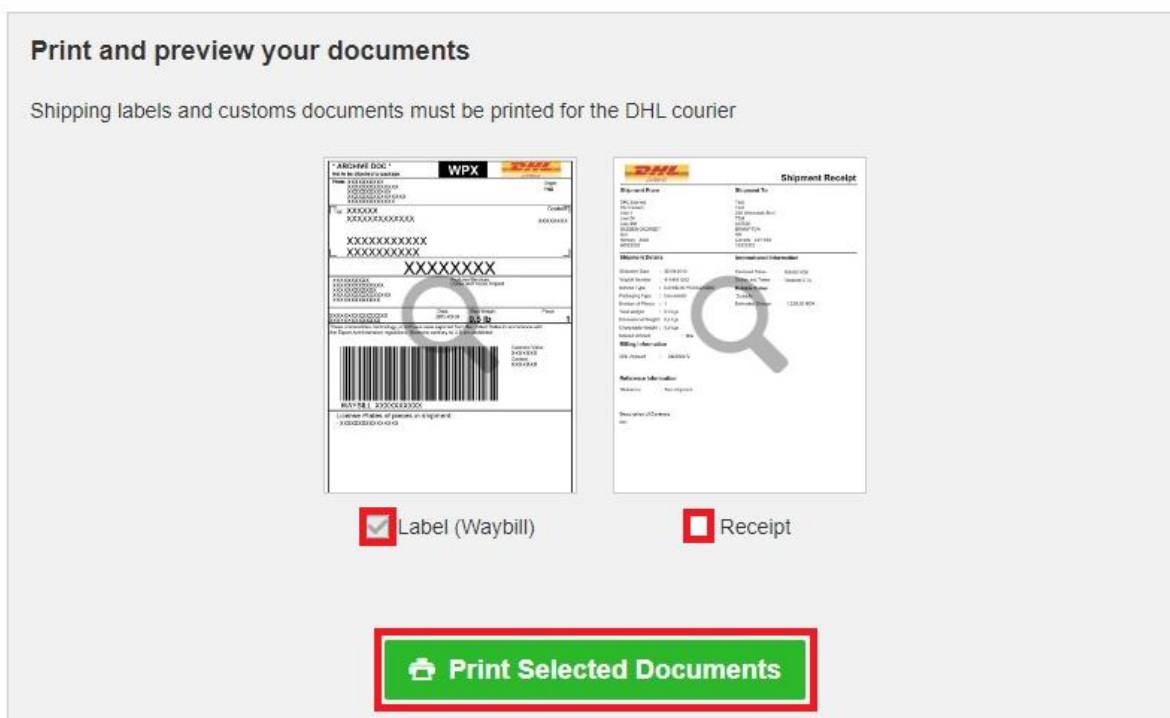
By clicking on **Accept and Continue** I am agreeing to [Terms and Conditions](#), and declare that this shipment does not include any [Prohibited Items](#).

Accept and Continue

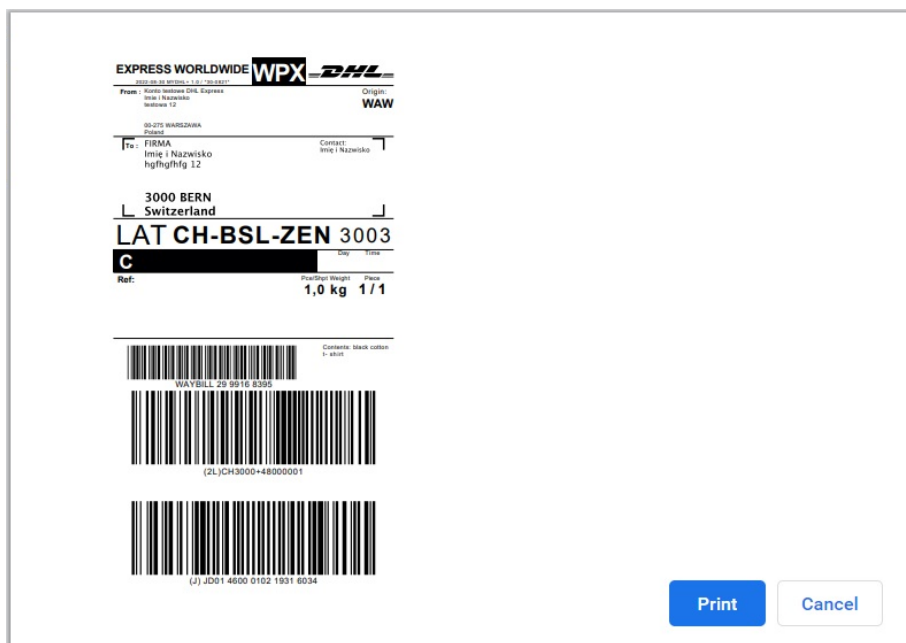
13 Approve the attachment of an electronic invoice



14 Select your documents and print them



15 Print your export documents



16

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"/> ☆ 4888297805	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				
Quick View		Print Labels Edit Copy More		



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

Contact:

Email: cahelp.int@dhl.com

Tel. +48 42 6345100 ex. 4