



B2L User Guide

Booking to Label



EXTREMELY
URGENT

REFRIGERATE
UPON
ARRIVAL

DHL Exp

B2L Shipment creation process (Booking to Label)

B2L is a shipment creation link that CS staff will create booking and email to you with instruction

From this link you can create shipment without MyDHL+ login and you can also pay by QR code , bank transfer, credit card or by account as well

Please inform CS staff while call for booking

Steps to create B2L

1. Call to CS at 02-345-5000 to request the link

**** If you need different pickup address from airwaybill, please inform them in thoroughly detail ****

2. You will get email from **NOREPLY@DHL.COM**

Please read the content and will see the message

[You can review the labels for your shipment by simply clicking here](#)



Dear Customer,

In order to ensure that your shipment is transferred as quickly as possible through our logistics network, each package needs a unique label.

The details which you have provided via phone to our Customer Service team have already been captured in this electronic label.

1. Please take a moment to validate these details
2. Then print out the labels
3. Please have the labels ready to give to the courier along with the shipments

[You can review the labels for your shipment by simply clicking here](#)

If you have any issues or questions, please do not hesitate to contact our local Customer Service team on 02-345-5000 for assistance. Thank you for shipping with DHL Express!

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[Terms & Conditions](#) | [Privacy Statement](#)

3. Click **Start** button to begin the process

Shipment Details	Ship From	Ship To	
 Shipment Date 2022-10-31 Total Weight Shipment Type PACKAGE Total Weight 0.5 KG Declared Value 1 THB Insured Value Pieces 1 Waybill Number	K.CHAYADA TEST 90 EKKAMAI SOI 6 SUKHUMVIT 63 BANGKOK 10110 Thailand	HONG KONG Hong Kong SAR, China	Start

4. Complete the shipper and receiver details in English only

If you are already registered in MyDHL+, [Login Now](#).

From	To
Name Test by Anu ✓	Name Test by Anu ✓
<input checked="" type="checkbox"/> Business Contact	<input checked="" type="checkbox"/> Business Contact
Company ⓘ TEST ✓	Company ⓘ Test by Anu ✓
Country/Territory Thailand ✓	Country/Territory Hong Kong SAR, China ✓
Address 90 EKKAMAI SOI 6 SUKHUMMIT 63 ✓	Address Test by Anu ✓
Address 2 PHAKANONG NUA WATTANA ✓	Address 2 Test by Anu ✓
Address 3 	Address 3
Postal Code 10110 ✓	City HONG KONG ✓
City BANGKOK ✓	State
State 	Residential Address <input type="checkbox"/>
<input type="checkbox"/> Residential Address	Email Address DHL will send shipment notifications to this email address
Email Address CHAYADA.THONGTHAVORNWONG@DHL.COM ✓	Phone Type Mobile ✓
Phone Type Office	Code 852 ✓
Code 66 ✓	Phone 2365 6566 ✓
Phone 08 879 36944 ✓	Extension
Extension 	<input type="checkbox"/> SMS Enabled
Add Another	Add Another
VAT/Tax ID Enter IOSS in Customs Declaration section	VAT/Tax ID Enter IOSS in Customs Declaration section

“**Business contact**” for send the type of customer to customs (Trader Type show on invoice)

If you fill “**Address 1**” not enough, you can continue with “**Address 2 and 3**” (System will alert if over)

Do not fill the country code again or + and () in “**Phone**” blank

“**Residential address**” is an optional service that add charge

No need SMS Enable

Vat/Tax ID available to fill and send to customs (**will not show on invoice**)

WARNING

There will be some details that the staff have already specified. Therefore, be careful as follows:

Do not press the link again because it will cause the session error

Do not change the language while creating the shipment

Do not click “**Ship, Login now, Register**” or refresh the page. This will cause the session error

If you are already registered in MyDHL+, [Login Now](#).

5. Select your shipment details (The staff will input some details at first)

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)

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)

Is it a document?
Some items you might think are documents are not – check before completing your shipment.

> [Help me determine if my item is a document](#)

Prohibited Items
Some items that are prohibited when shipping to Hong Kong Sar, China. [View Prohibited Items](#)

Next

“Documents”



Select **“Documents”** and **“Describe the documents in your shipment”** for general document, select **Documents – general business**

You can fill a **“References”** for your shipment (only Ref.1 will show on the waybill)

You can click **“I would like to add shipment protection”** as documents insurance

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)



Do I have to attach invoice for document shipment?

Absolutely not.

For document shipment has no duty

But if there is any product in the shipment

This will subject to packages shipment at all



“Packages”

Select “Packages” and then select your purpose of the shipment

This will be selected by CS staff

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.

Prohibited Items

Some items that are prohibited when shipping to Hong Kong Sar, China. [View Prohibited Items](#)

? Shipment is subject to customs duty and taxes.

What is the purpose of your shipment? ?

Sample ✓

* LATEST NEW TOPIC *

Describe each unique item in your shipment separately

to input shipment details separately

Input shipment details separately and if there are more details, press **Add Another Item**

In English only

Describe each unique item in your shipment separately

Avoid shipment delays! Accuracy matters to customs authorities. Add each unique item One At a Time. Provide details in English only.

I want DHL to estimate duties and taxes based on items in my shipment ?

Actions ▾

1 Unique Item Description

What is the item? [Quick Guide for Describing Items](#)

Create Description OR ✓

Quantity	Units (How the item is packaged)	Value (Per Item)	Weight (Per Item) ?
<input type="text" value="1"/> ✓	<input type="text" value="Pieces"/> ✓	<input type="text" value="100"/> THB ✓	<input type="text" value="1"/> kg ✓

Where was the item made? ? ✓

Commodity Code ? Q

[Save to My Product/Item List](#) [Copy](#)

Total Units 1 Total Weight: 1 KG Total Value: 100.00 THB Add Another Item

“More feature”

Create Description 

For more accurately description

Describe Your Items

Be sure to accurately describe items with precise details. Accurate descriptions are used to evaluate each shipment for transit and can help keep your shipment moving!

What is the item? <input type="text" value="Shoes"/> ✓	Brand or Manufacturer <input type="text" value="Nike"/> ✓
Which type, style or model is it? <input type="text" value="Zoom"/> ✓	What is it made of? <input type="text" value="Fabric"/> ✓

How will it be used?
Example: Athletic activity or children's play

Item Description
 ✓

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- You can click **“I would like to add shipment protection”** as packages insurance

- You can fill a **“References”** for your shipment (only Ref.1 will show on the waybill)

*** LATEST NEW TOPIC ***

5. Customs Invoice Details (Change from Customs Declaration)

- **Invoice Number** is an optional
- **Additional Invoice Information (Remarks)** is an optional
- **Additional Parties** For 3rd Party Shipment you can apply other details here

Customs Invoice Details
You can provide additional information to appear on your DHL customs invoice or you can use your own customs invoice. You can also provide any additional customs related documents for this shipment.

Invoice Details

Invoice Number
You can provide a number that is helpful for you and customs to refer to.

I would like to include an invoice number

My Invoice Number

✓

Additional Invoice Information (Remarks)

Additional Parties
Are there other parties involved in the shipment?

Yes No

6. Select Packaging

CS staff will select **My Own Package** and put dimension details for first

- * For Cash customer could not be edit
- * For Account customer can edit the dimension as well

Select Packaging [Tips for Weighing and Measuring](#)

Packaging	Quantity	Weight	Length	Width	Height
<input type="text" value="My Own Package"/> ✓	<input type="text" value="1"/> ✓	<input type="text" value="0.5"/> kg ✓	<input type="text" value="1"/> cm x ✓	<input type="text" value="1"/> cm x ✓	<input type="text" value="1"/> cm ✓

[Copy](#)

Total Packages: 1 Total Weight: 0.5 KG

7. Choose Account Number for transportation charges and INCOTERMS

How will you pay?

How will you pay for transportation charges? ✓

How will duties and taxes be paid? ✓

“How will you pay for transportation charges ?” CS Agent will select this option to you

For the shipment that receiver or 3rd Party will pay

Please provide the Account Number that start with 95 or 96

(The Notification Message will appear that means the shipper must get approval from the owner account number otherwise will unable to continue the shipment)

Account Number *

Required
The use of this account for this shipment requires approval by account administrator. For an urgent shipment, we have sent you an email with approval instructions.

How will you pay?

How will you pay for transportation charges? ✓

How will duties and taxes be paid? ✓

“How will duties and taxes be paid” Selecting the account number or the person to make a payment for Import Duties and/or Taxes that match the INCOTERMS of DHL. Please see the information below

INCOTERMS : DAP

How will you pay?

What shipper account will be used for this shipment? ✓

How will duties and taxes be paid? ✓

Use this account to pay for transportation charges

Remember these payment options for the

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](#)

✓

The shipper paid for the transportation charge and receiver will pay for Duty/TAX

Please select : DAP – Delivered at Place

INCOTERMS : DDP

How will you pay?

What shipper account will be used for this shipment? ✓

How will duties and taxes be paid? ✓

Use this account to pay for transportation charges

Remember these payment options for the

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](#)

✓

The shipper paid for the transportation charge And Duty/TAX

Please select : DDP – Delivered Duty Paid

(This option will be charged the fee for 690THB)

INCOTERMS : EXW

How will you pay for transportation charges?

✓

Account Number ✓

Remember these payment options for the

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](#)

✓

The receiver paid for the transportation charge And Duty/TAX

Please select : EXW – Ex Works

8. Select Delivery Date

Click **Select** to continue the process. This page will not show the shipment cost, CS agent will provide before you get the link

I'm sending my shipment on

October 31 Today

Delivery Date Delivered By Estimated Price

November 1 Tuesday End of Day THB --.-- Select

EXPRESS WORLDWIDE

DHL rate estimate as of Oct 31, 2022, 3:07 PM
[Disclaimer and Important Details](#)

GoGreen Climate Neutral Shipping
Climate neutral shipping works to offset the emissions emitted during transporting shipments.
[Learn More](#)

“Delivered By” system will show the estimate delivery date at The Destination

9. Choosing additional services

From creating shipment, you can choose additional services for your shipment.

There is an additional charges

* Cash customer could not select this option *

Optional Services

- Saturday Pickup
- GoGreen Climate Neutral
- Hold for Collection
- Neutral Delivery
- Direct Signature
- Bonded Transit
- Export Declaration
- Preferential Origin

Please read the explanation of each service before confirm the selection

*** LATEST NEW TOPIC ***

10. Upload Your Customs Documents

Upload invoice feature to be create as **PLT** shipment

Upload Your Customs Documents

You can upload and submit your customs invoice or any other customs documents as image files and submit them to us electronically.

If you do not upload document images, remember to print and provide your documents with your shipment.

Would you like to upload image files?

Yes

Paperless Trade digital Invoices usage

Paperless Trade digital Invoices for submitted the related paperwork directly to The Customs. No need to submit the actual paperwork to customs agent again. This process can save time and the environment.

- Click **Yes** to attach the signature file and creating **PLT** shipment
- If you select this option, the invoice will be sent to DHL system and no need to print copies of invoice

11. Shipment Cost Summary

Please re-check the information, for any incorrect information, can click edit.

For further process beyond this point will not be able to edit anymore

Once finished recheck information can click

Accept and Continue

Shipment Cost Summary

EXPRESS WORLDWIDE
Tue, 1 Nov, 2022 - End of Day

Total Weight 0.5 kg
Chargeable Weight 0.5 kg

Transportation Charges	THB	--
Fuel Surcharge	THB	--
Emergency Situation	THB	--
Total ⓘ	THB	--

I have a promo code

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. Printing

Print and You're Done!

Print and preview your documents

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



Label (Waybill) Customs Invoice Receipt

1 Number of Copies 2 Number of Copies

Print Selected Documents

Your Tracking Number
9509913372
Piece # 1:
JD014600010376733805

Check at all document and click

Print Selected Documents

System will show the Air Waybill Number. Also, the booking confirmation number will be shown

Check  is not for printing but for see the sample only.

You can review the sample of waybill on next page

SAMPLE OF AIR WAYBILL

Please prepare shipment and print out the needed paper before out courier pickup

Prepared the printout paper as following

For DHL courier 1 copy

EXPRESS WORLDWIDE WPX DHL

2021-04-02 07:00:00+1 0.1 "00"

From: Test DHL, Suchada Ph, Test Address, Test Address2, 10110 BANGKOK, Thailand
Origin: BKK

To: Test company, Test Name, Test Address, Test Address2, 75001 PARIS, France
Contact: Test Name

FR-CDG-PSO REC

C-DTP

Ref: **0.5 kg 1/1**

Contents: The Red Shoes in wood box

WAYBILL 14 3826 5054

(ZL)FR75001+48000001

(J)J0014600054020234819

For DHL courier 1 copy

WAYBILL DOC

Not to be attached to package - Hand to Courier

2021-04-02 07:00:00+1 0.1 "00"

Shipper: Test DHL, Suchada Ph, Test Address, Test Address2, 10110 BANGKOK, Thailand
Contact: +6623455050

Receiver: Test company, Test Name, Test Address, Test Address2, 75001 PARIS, France
Contact: +6623454544

TH-BKK-GDR FR-CDG-PSO REC

Product Details: [P] EXPRESS WORLDWIDE (48)
Features / Services (Service Code): Emergency Situation(CR), Duties & Taxes Paid(DO)

Shipment Details: Ref: Custom Val: 3,000.00 THB, Cost Desc: Net Wgt (SOW) / Gross Wgt (SOW): 0.5 kg, Pieces: 1

Contents: The Red Shoes in wood box

WAYBILL 14 3826 5054

J0014600054020234819

- page 1 of 1 -

For DHL courier 2 copies

Commercial Invoice

AWB No: 1438265054 Invoice Date: 2021-04-02 Invoice No:

SHIP FROM: Test DHL, Suchada Ph, Test Address, Test Address2, BANGKOK, 10110, Thailand, +6623455050, suchada.phetdumdee@dhl.com, Trader Type PRIVATE, VAT No: EOR, TAX ID: J001234560

SHIP TO: Test company, Test Name, Test Address, Test Address2, PARIS, 75001, France, +6623454544, Trader Type PRIVATE, VAT No: EOR

Shipper Reference: Invoice Reference: Remarks:

Item	Description	Commo. qty	GST Code	GST paid	Net Weight	COO	Reference Type & ID	QTY	Unit Value	Sub Total Value
1	The Red Shoes in wood box				0.50 kg 0.60 kg	THAILAND	Serial number: 123456789	100 PCS	1,000.00 THB	3,000.00 THB

Total Goods Value: 3,000.00 THB
Total Invoice Amount: 3,000.00 THB
Currency Code: THB
Terms of Trade: Delivered Duty Paid
Place of Incidence: Commercial
Type of Export: Commercial Purposes/Use
Total Net Weight: 1.50kg
Total Gross Weight: 1.80kg

Total Use Items: 1
Number of Pallets: 0
Total Units: 3.0
Package Marks / Other info:

Payer of GST / VAT, Duty / taxes acct. Required Proforma: No
Duty / tax ruling service: Carrier: DHL
Ultimate Consignee: Exemption Class:

I/We hereby certify that the information contained in the invoice is true and correct and that the contents of this shipment are as stated above.

Name: Anupap Position: EDD Date of Signature: _____ Date of signature: _____ Company Stamp _____

Page 1 of 1

keep as a confirmation and evident shipment

DHL ผู้รับซิปเมนท์

Shipment From
Test DHL, Suchada Ph, Test Address, Test Address2, 10110 BANGKOK, Thailand, +6623455050, suchada.phetdumdee@dhl.com

Shipment To
Test company, Test Name, Test Address, Test Address2, 75001 PARIS, France, +6623454544

Shipment Details
Shipment Date: 2021-04-02
Waybill Number: 1438265054
Service Type: EXPRESS WORLDWIDE
Packaging Type: My Own Package
Number of Pieces: 1
Total Weight: 0.50kg
Dimensional: 1.20kg
Chargeable: 1.50kg
Insured Amount:
Terms of Trade: DDP

International Information
Declared Value: 3,000.00 THB
Duties&taxes acct: Shipper
Dutiable Status: Dutiable
Estimated Del date: Tuesday, 06 Apr, 2021
Promo Code:

Billing Information
Payment Type: DHL Account Number
Billing Account:
Duties&taxes acct: 4,783.24 THB
Charge Breakdown: 4,783.24 THB
Special Services: ค่าธรรมเนียมการนำเข้า/ Duties and Taxes Paid/ Emergency Situation

Reference Information
Reference:
Pickup reference nr: CBJ210402000545

Description of Contents
The Red Shoes in wood box

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More information

Electronics Shipping Solution

02-345-5050

Monday - Friday

08:30 – 17:30

ESS.TH@DHL.COM

