

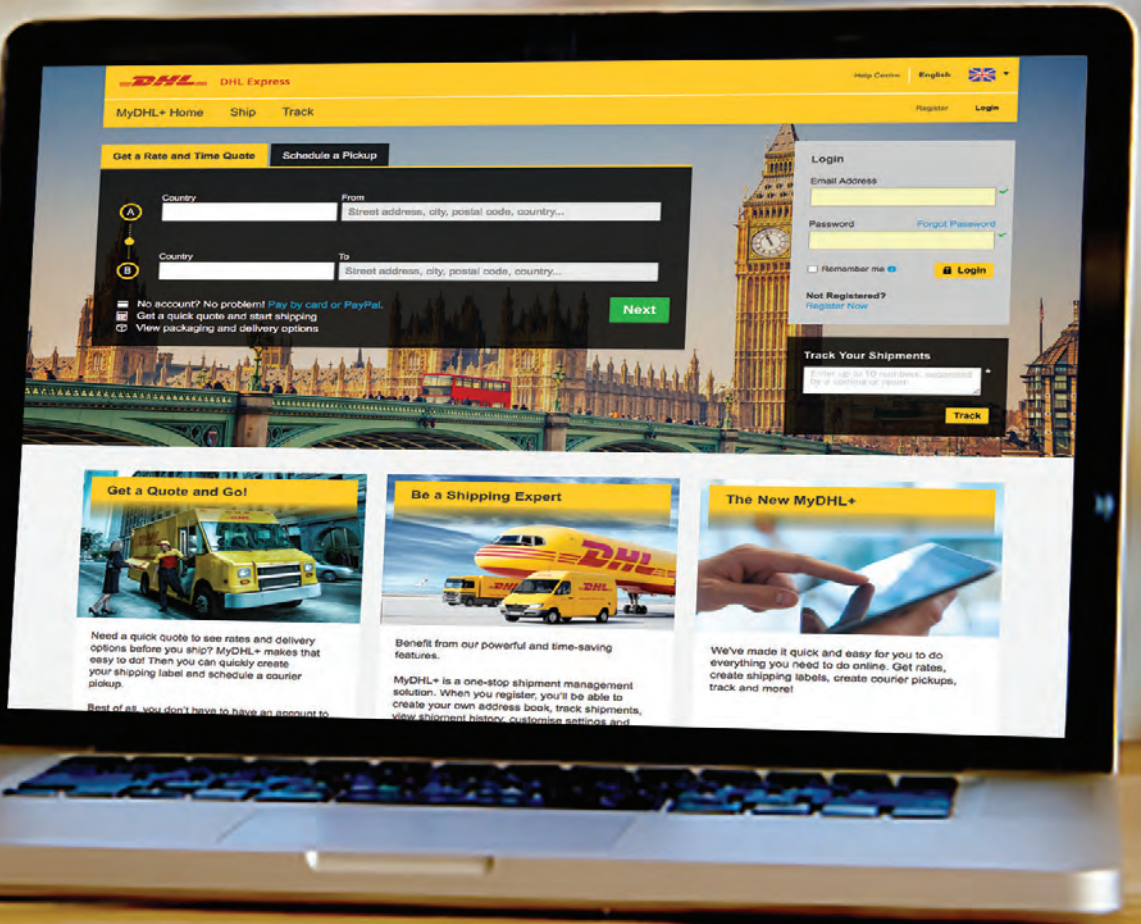
MyDHL+



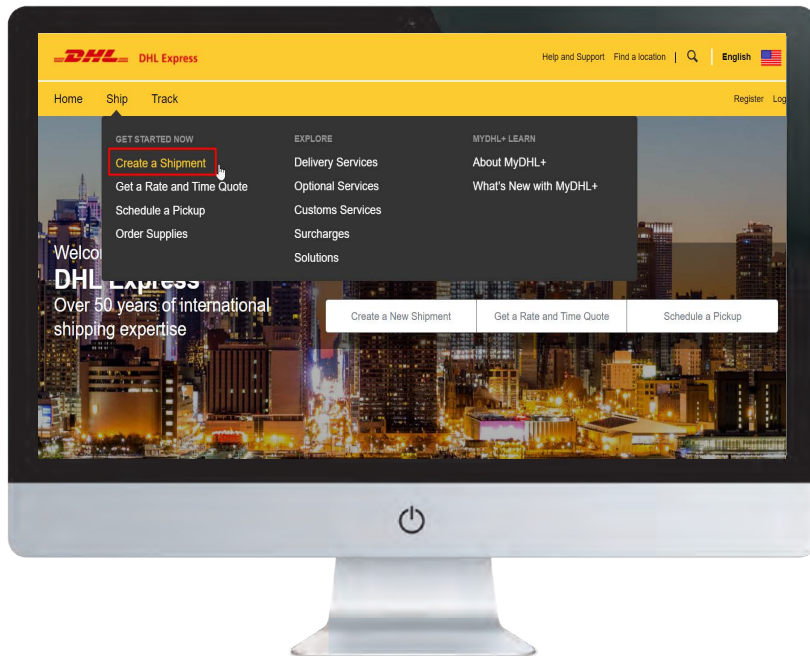
MyDHL+

HOW TO CREATE A SHIPMENT – STEP BY STEP GUIDE

DHL Express – Excellence. Simply delivered.



CREATE A DOCUMENT SHIPMENT



1. Click **'Ship'** then **'Create a Shipment'** on the top menu bar. Alternatively, you can use the dashboard to quickly start the shipment creation process.

2. Fill in the **'From'** section with your details and the **'To'** section with the receiver's details. Once complete click **'Next'**.



HELPFUL TIP

If you have a DHL import account, you can create imports from around the world by simply completing the **'From'** section with where you want the parcel collected from.

You will be provided with handy hints and information to help you complete the sections throughout the shipment creation process.

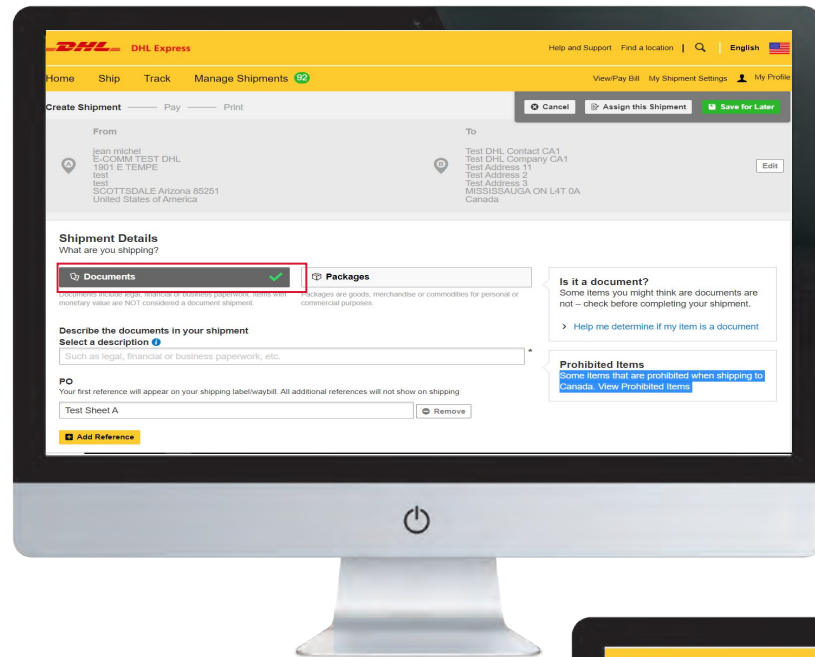
A screenshot of the DHL Express website showing the 'From' and 'To' sections of the shipment creation process. The 'From' section includes fields for Name (First Name and Last Name), Business Contact, Company, Country/Territory (United States of America), Address, Address 2, Address 3, ZIP Code, City, State, Residential Address, Email Address, and Phone Type, Code, Phone, and Extension. The 'To' section includes fields for Name (First Name and Last Name), Business Contact, Company, Country/Territory, Residential Address, Email Address, and Phone Type, Code, Phone, and Extension. A 'Switch' button is located between the two sections. A 'Cancel' button is in the top right corner of the 'To' section. A 'Next' button is highlighted with a red box in the bottom right corner of the form.

3. Select **'Documents'** and complete the **'Shipment Details'** section. Once complete click **'Next'**.

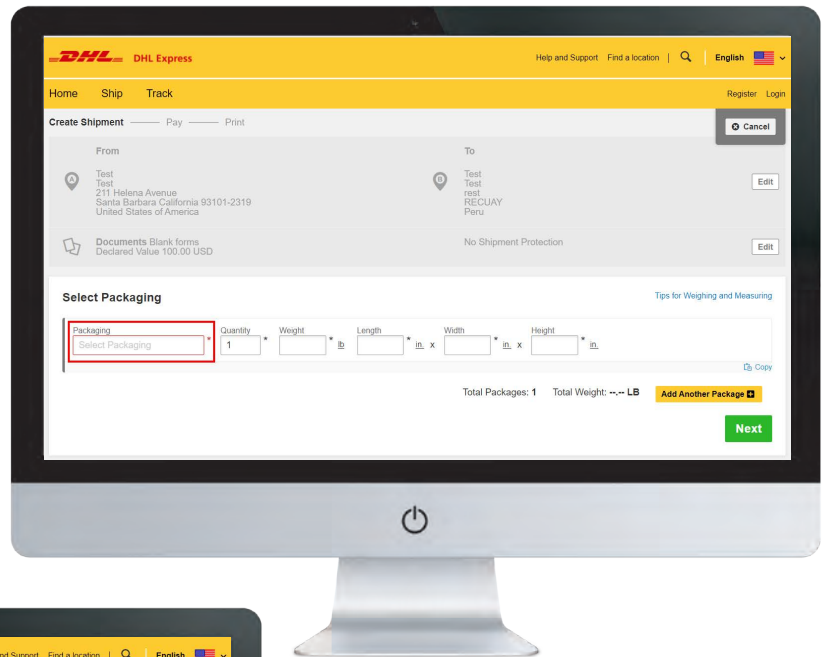


HELPFUL TIP

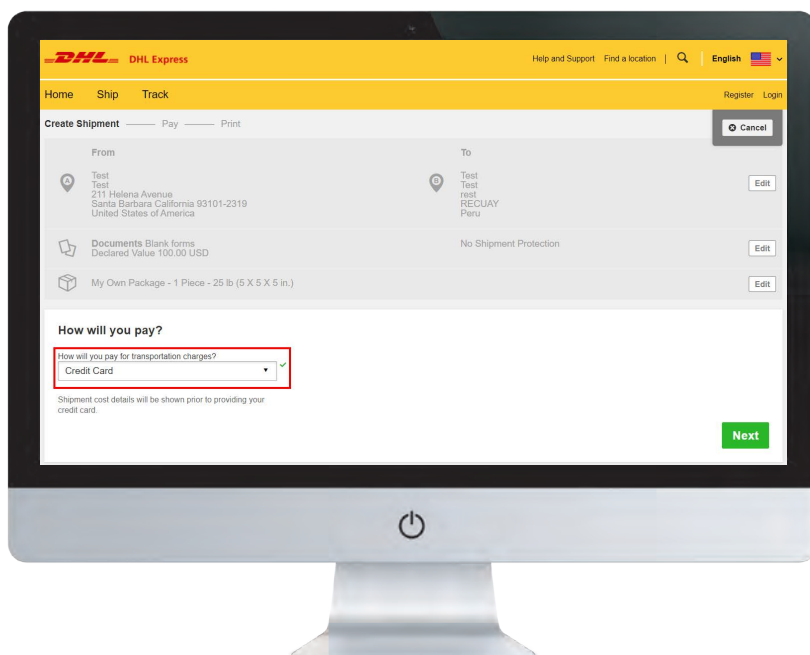
You will always be able to see and amend your previously completed sections, which is displayed in grey at the top.

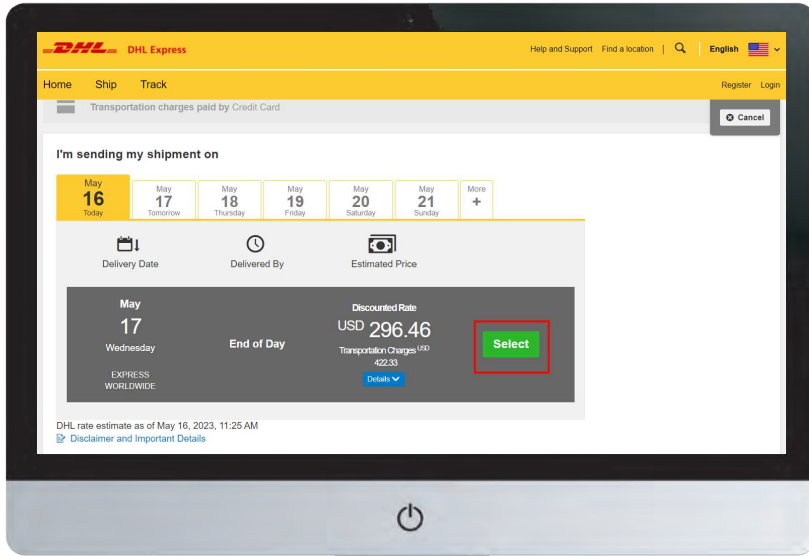


4. Complete the **'Select Packaging'** section ensuring you have selected **'My Own Packaging'** in the red highlighted box. Once complete click **'Next'**.



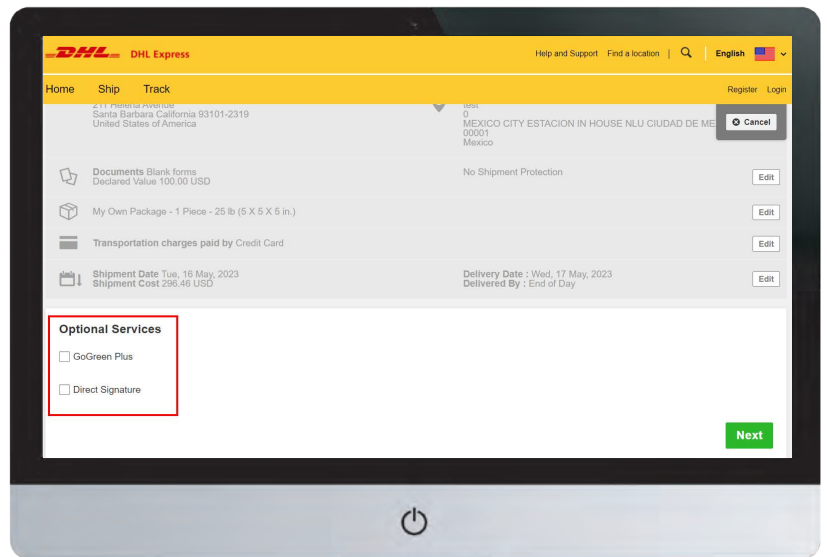
5. Confirm billing details in **'How you would like to pay?'** section. Once complete click **'Next'**.



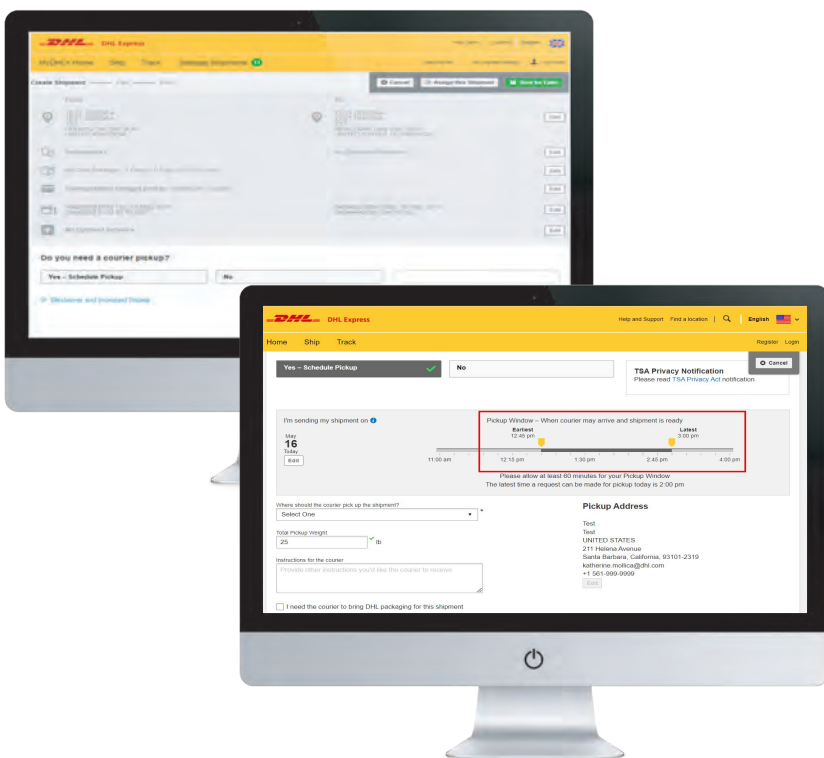


6. Select when you would like your shipment to be delivered by clicking the **'Select'** button next to your desired service.

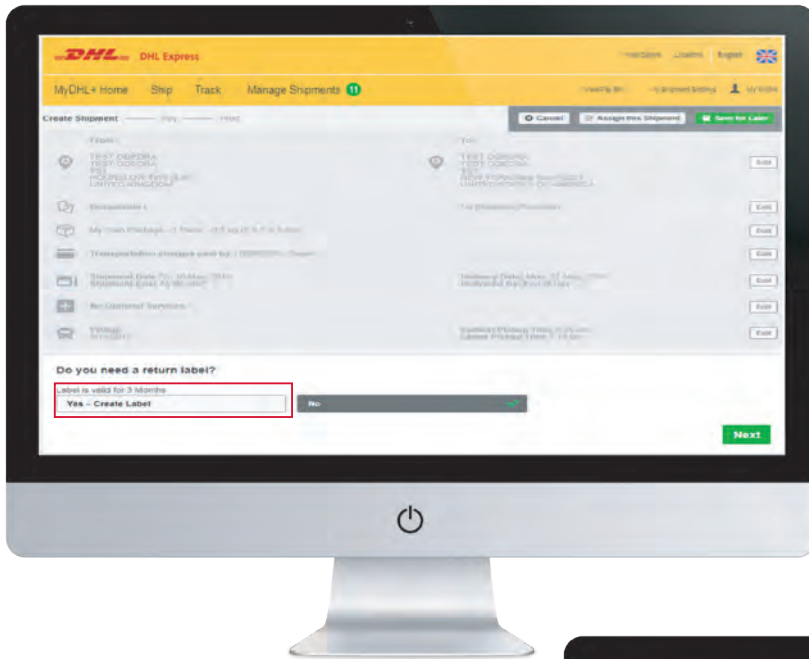
7. You now have the opportunity to select any optional services available on your shipment in the **'Optional Services'** section. Once confirmed click **'Next'**.



8. If you would like to schedule a pickup, select **'Yes – Schedule Pickup'** (if not, skip to step 9). Use the yellow sliders to specify the time a courier will come for collection, then complete the location of package and weight fields. Once complete click **'Next'**.

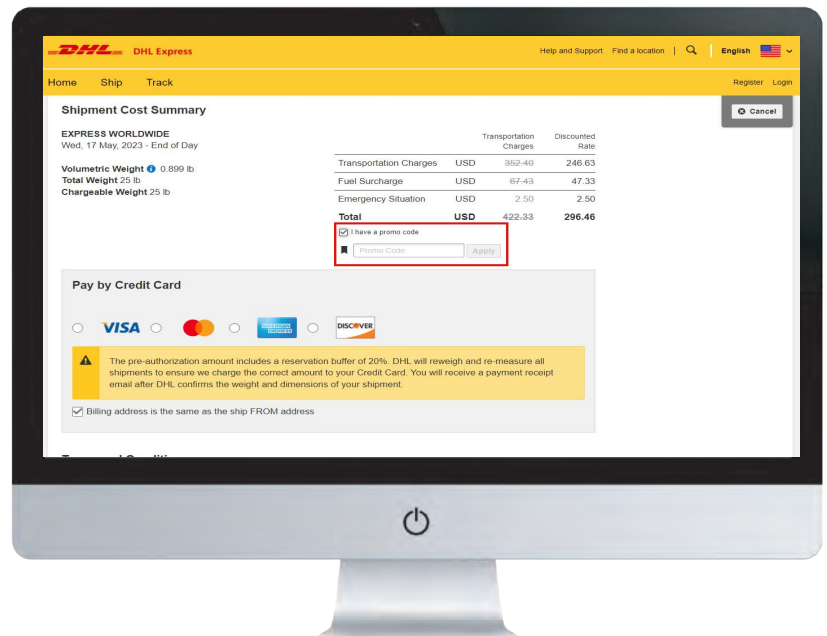


The yellow sliders will only allow you to specify a time that a courier is available to attend your location for a collection.

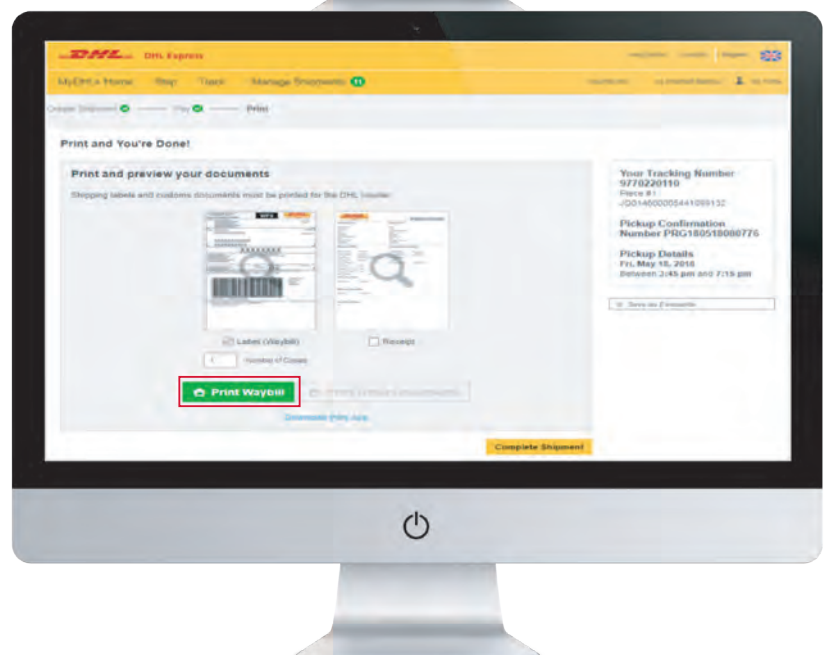


9. If you require a return label select **'Yes – Create Label'** and follow the on screen instructions. If no select **'No'** and then click **'Next'**.

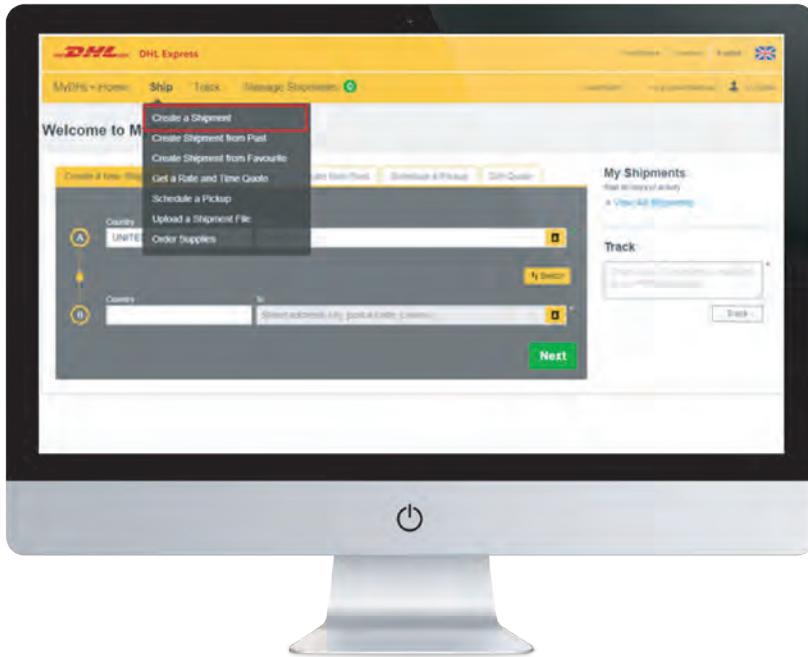
10. Non-Account Holders when processing a shipment with a Credit Card can apply a promo code.



11. You will now see the **'Shipment Cost Summary'**, if you are happy with the summary click **'Accept and Continue'**. Your shipment has now been created, click **'Print Waybill'** and attach to your shipment.



CREATE A PACKAGE SHIPMENT



1. Click **'Ship'** then **'Create a Shipment'** on the top menu bar. Alternatively, you can use the dashboard to quickly start the shipment creation process.

2. Fill in the **'From'** section with your details and the **'To'** section with the receiver's details. Once complete click **'Next'**.



HELPFUL TIP

If you have a DHL import account, you can create imports from around the world by simply completing the **'From'** section with where you want the parcel collected from.

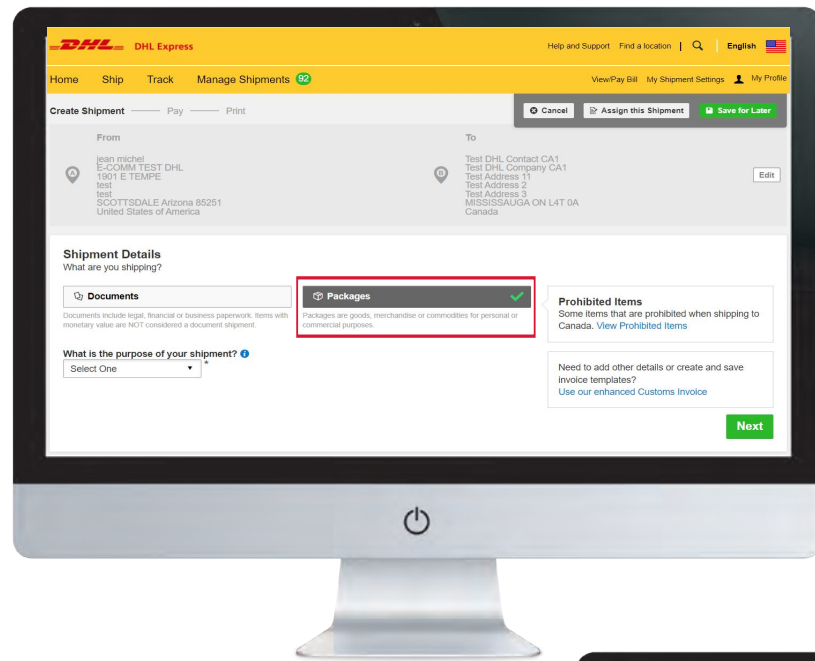
A screenshot of the 'Create Shipment' form. The form is divided into two main sections: 'From' and 'To'. The 'From' section includes fields for Name (Suraj Oodra), Company (SURAJ OODRA LTD), Country (United Kingdom), Address (TEST 100), Address 2, Address 3, Postal Code (TW5 9LW) and City (hounslow), Email Address (SODEDRALTD@YOPMAIL.COM), Phone Type (Mobile), Country Code (44), and Phone (7939 557661). There are checkboxes for 'SMS Enabled' and 'Residential Address' (checked). An 'Add Another' button is present. The 'To' section includes fields for Name, Company, Country, Email Address, Phone Type (Mobile), Country Code, and Phone. There are checkboxes for 'SMS Enabled', 'Residential Address', and 'Notes about this contact'. A 'Switch' button is located between the two sections. At the bottom right, there is a green 'Next' button. The top of the form has 'Cancel', 'Assign this Shipment', and 'Save for Later' buttons.

- 3. Select **'Packages'** and complete the **'Shipment Details'** section. Once complete click **'Next'**.

 **HELPFUL TIP**

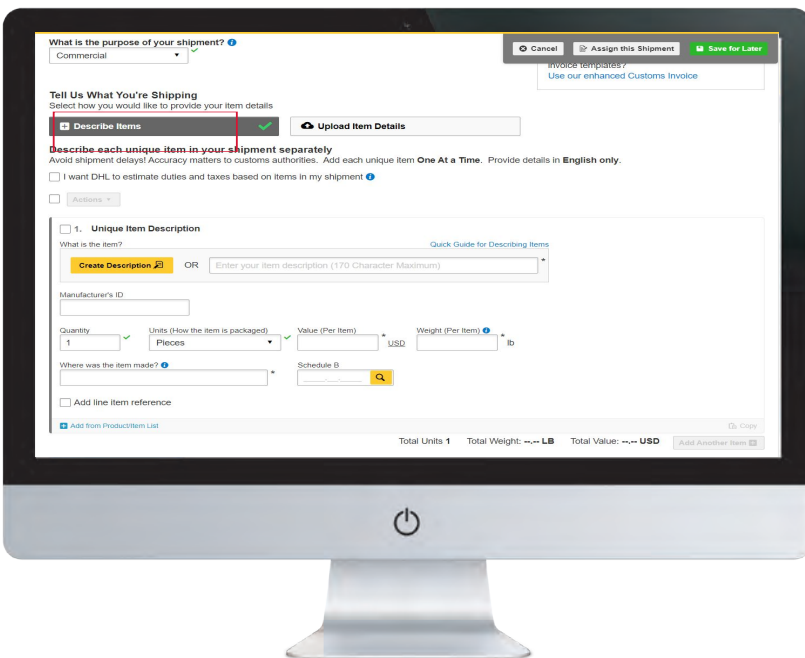
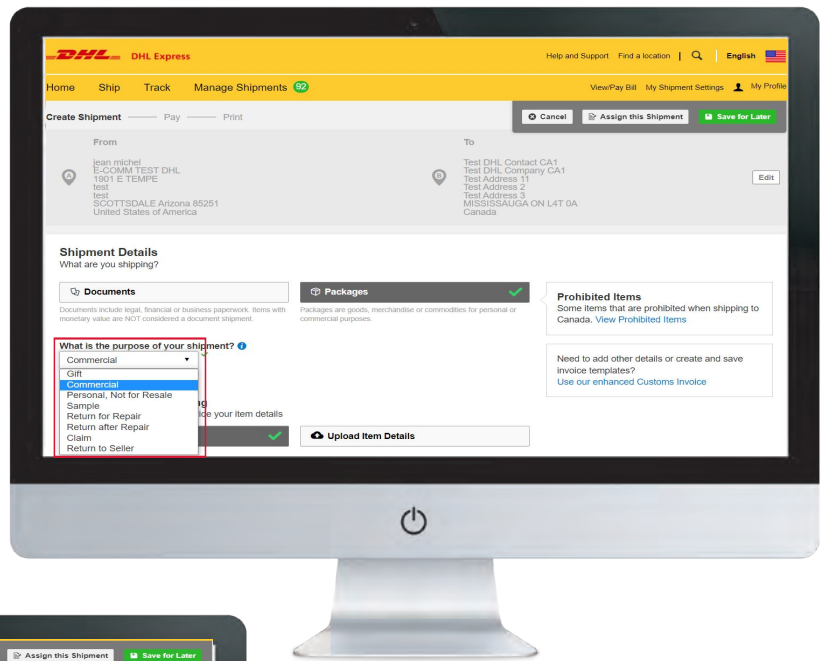
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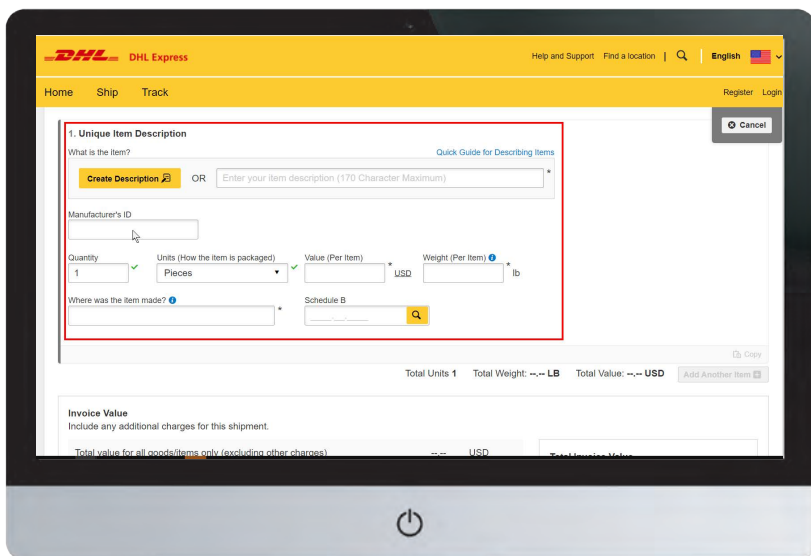
You will be provided with handy hints and information to help you complete the sections throughout the shipment creation process.



- 4. Select if you will **'Create an Invoice'** (continue to follow steps) or **'Use My Own Invoice'** (skip to step 7).

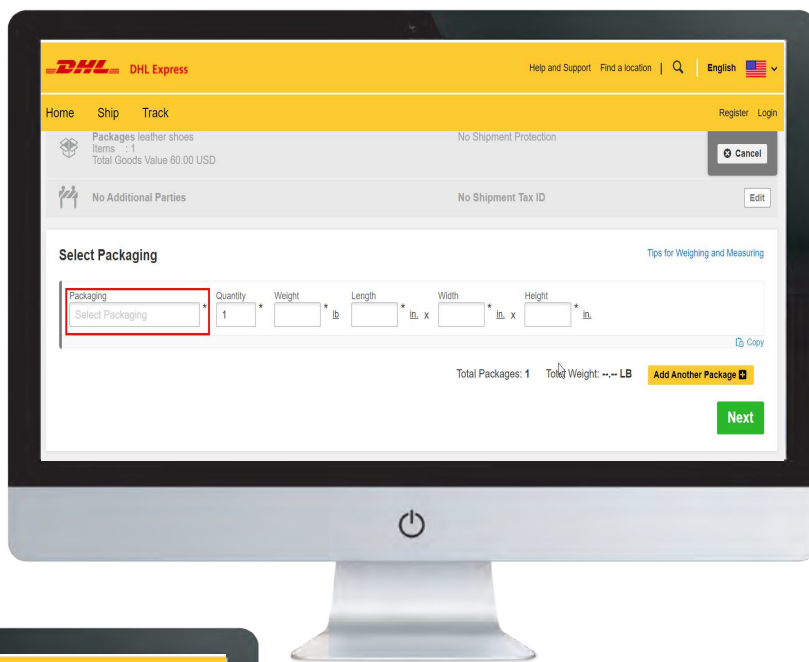
Select the purpose of your shipment and the reason from the dropdown list. Once complete click **'Next'**.



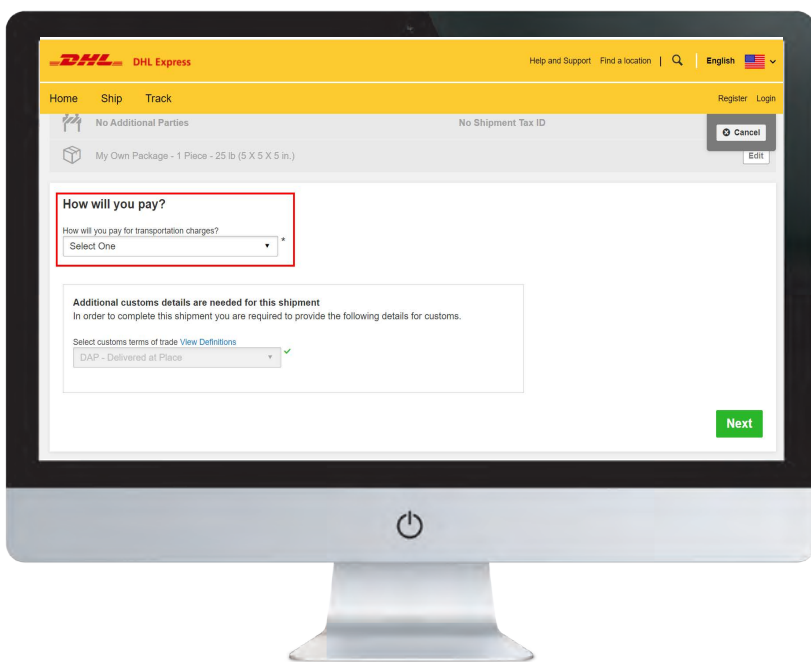


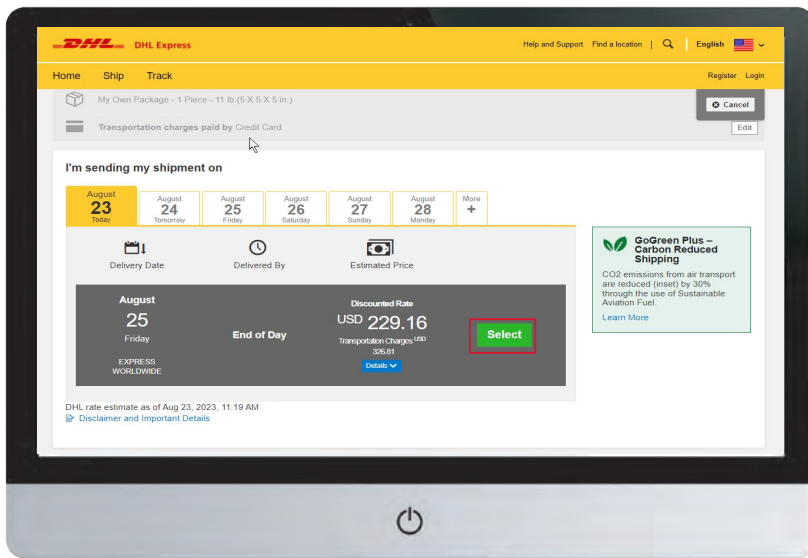
6. Complete the invoice details in the section highlighted in red and then click **'Next'**.

7. Complete the **'Select Packaging'** section ensuring you have selected **'My Own Packaging'** in the red highlighted box. Once complete click **'Next'**.



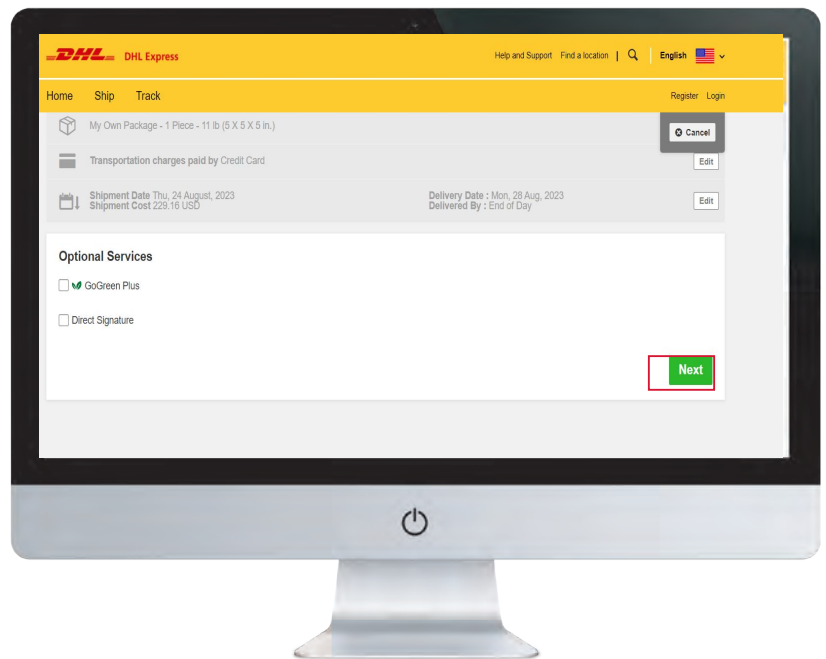
8. Confirm billing details in **'How you would like to pay?'** section. Once complete click **'Next'**.



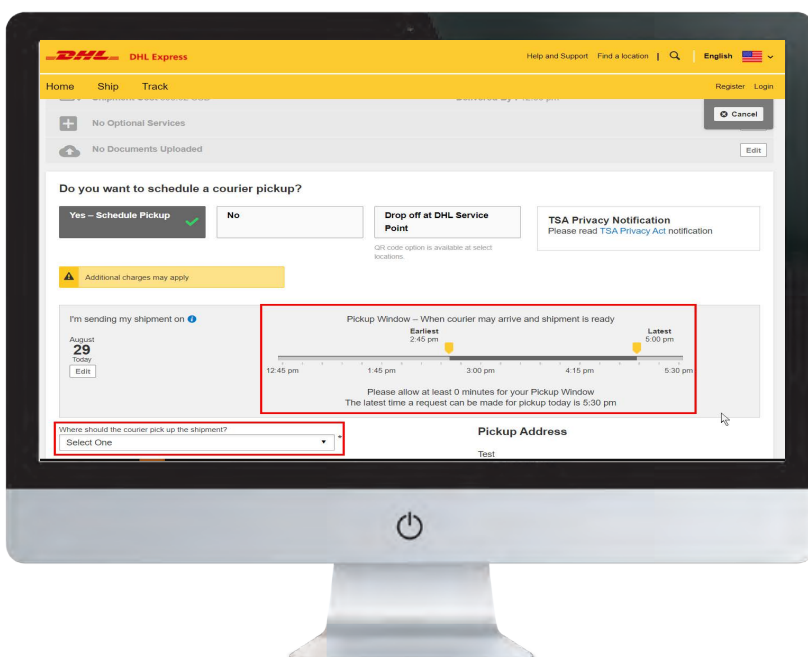


9. Select when you would like your shipment to be delivered by clicking the **'Select'** button next to your desired service.

10. You now have the opportunity to select any optional services available on your shipment in the **'Optional Services'** section. Once confirmed click **'Next'**.



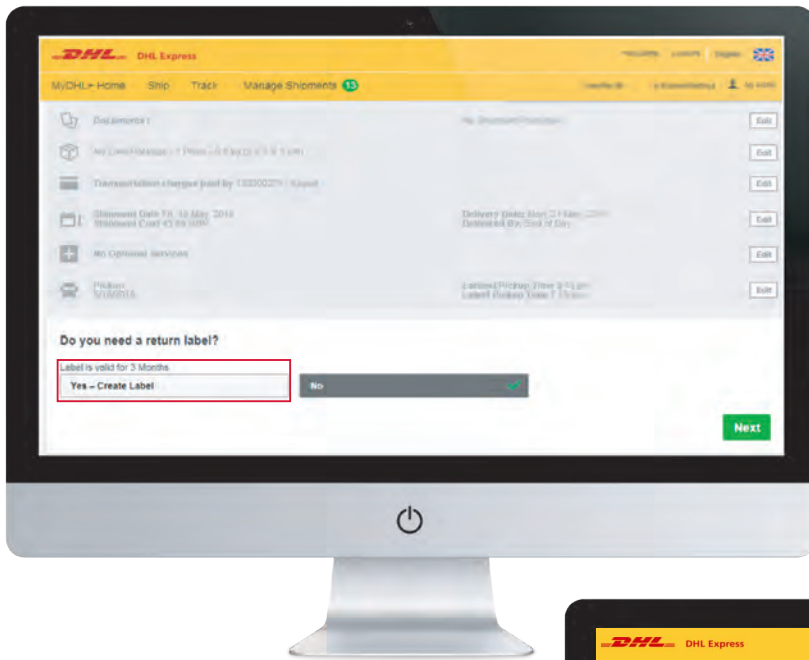
11. If you would like to schedule a pickup, select **'Yes – Schedule Pickup'** (if not, skip to step 12). Use the yellow sliders to specify the time a courier will come for collection, then complete the location of package and weight fields. Once complete click **'Next'**.



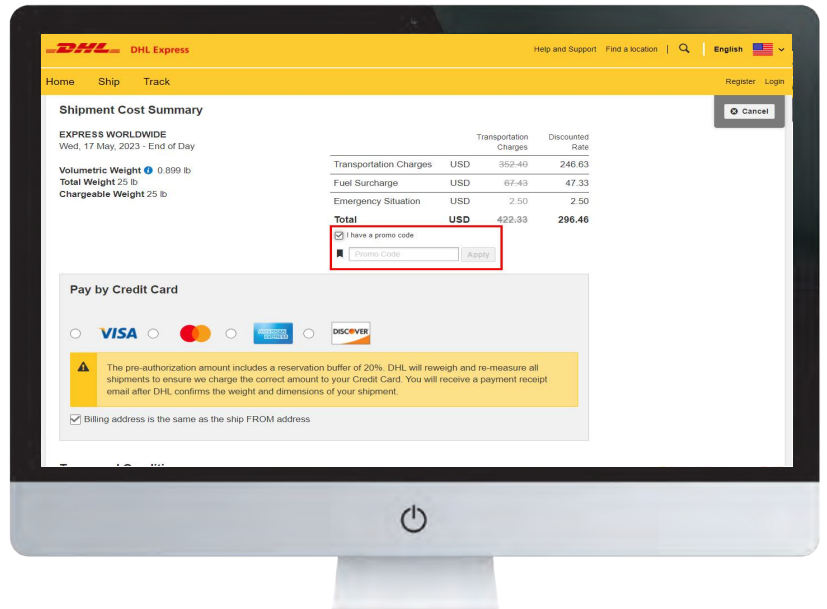
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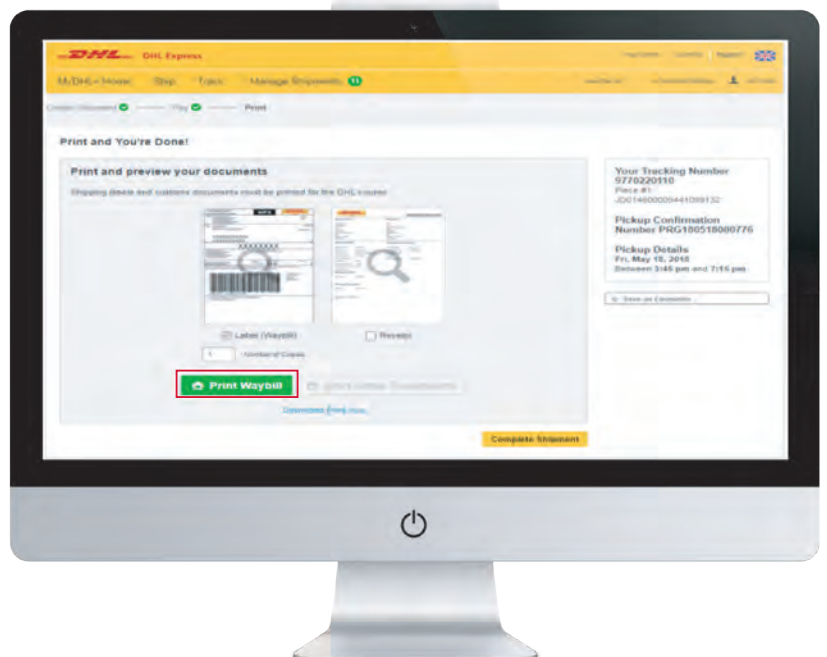
12. If you require a return label select **'Yes – Create Label'** and follow the on screen instructions. If no select **'No'** and then click **'Next'**.



13. Non-Account Holders when processing a shipment with a Credit Card can apply a promo code.



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