



QUICK GUIDE **MyDHL+** **ASSIGN SHIPMENT**

DHL Express – Excellence. Simply delivered.



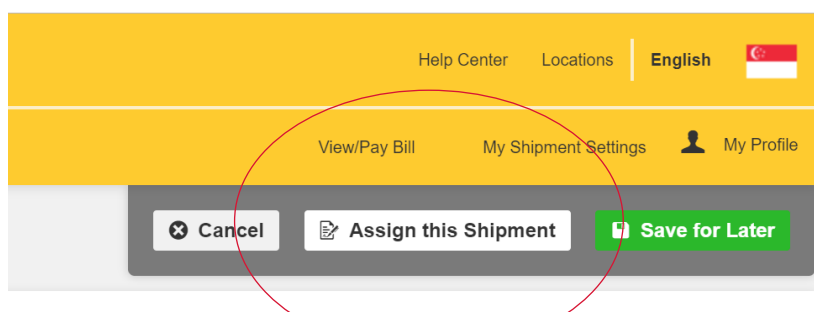
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INTRODUCTION

The Assign Shipment functionality provides the possibility to eliminate shipper's login requirement by choice. On top of the convenience of shipment completion without login, it also provides the following benefits:

- ✓ Assignor decides and sets shipment restrictions.
- ✓ Account number can be masked to provide additional security.
- ✓ Assignor will be notified on assignee's action (or non-action).
- ✓ Pickup booking request will only be sent to DHL upon shipment completion by the assignee.
- ✓ Visibility on all assigned shipments under Manage My Shipment (MMS).



Assign Shipment

Who would you like to assign this shipment to?

Name (Assignee) ⓘ	Nickname ⓘ
Sze Looi Lim ⓘ	61XXX3023 ✓
Email Address	Send Assign email notice to Assignee in
1007325+prod.sg.01@gmail.com *	English ✓
☐ Assignee must login to MyDHL+ to complete the shipment	

💡 Tips and Tricks

- This is an excellent feature for the 'occasional shipper'.

USER JOURNEY: I AM AN ASSIGNOR

After filling-out the 'Ship From' and 'Ship To' information, you (as an assignor) could decide from this point onwards, when you would like to assign the shipment conveniently:

The screenshot shows the DHL Express 'Create Shipment' interface. The top navigation bar includes the DHL logo, 'DHL Express', and links for 'Help Center', 'Locations', 'English', and a Malaysian flag. Below this is a secondary navigation bar with 'MyDHL+ Home', 'Ship', 'Track', 'Manage Shipments' (with a green circle containing '0'), 'View/Pay Bill', 'My Shipment Settings', and 'My Profile'. The main form area has a progress bar with 'Create Shipment', 'Pay', and 'Print' steps. On the right, there are three buttons: 'Cancel', 'Assign this Shipment' (highlighted with a red box), and 'Save for Later'. The form is divided into two columns: 'From' and 'To', separated by a vertical line with a 'Switch' button in the center. Each column contains fields for Name, Company, Country, Address, Address 2, Address 3, Postal Code, City, State/Province, and Email Address, each with a green checkmark indicating successful input. The 'From' column is for Malaysia (Kuala Lumpur) and the 'To' column is for Germany (Frankfurt am Main).

From	To
Name: Prod Ver	Name: Stine Ferse
Company: looi.com	Company: dhl.com
Country: Malaysia	Country: Germany
Address: 234	Address: DHL BONN
Address 2: wer	Address 2:
Address 3:	Address 3:
Postal Code: 52100	Postal Code: 60329
City: KUALA LUMPUR	City: Frankfurt am Mail
State: K. LUMPUR	Province: Hessen
Email Address: 1007325+prod.mv.01@gmail.com	Email Address: 1007325+prod.de.01@gmail.com

There are various options you could choose for this specific shipment assignment, you are in full control of the following:

- (a) Should the assignee be completing the shipment as a registered MyDHL+ user?
- (b) Choose the account to be used as the 'Shipper account' and 'Transportation Charges Account'.
- (c) Decide if you would allow the assignee to see your DHL account number and rates.

DHL Express Help Center Locations English

MyDHL+ Home Ship Track Manage Shipments 1 View/Pay Bill My Shipment Settings My Profile

Who would you like to assign this shipment to?

< Back Cancel Save for Later

Name (Assignee) ✓

Nickname ✓

Email Address ✓

Send Assign email notice to Assignee in ✓

☐ Assignee must login to MyDHL+ to complete the shipment

What shipper account will be used for this shipment? ✓

☐ Use this account to pay for transportation charges

How will you pay for transportation charges? ✓

OK

Display DHL accounts as ✓

☐ Do not show my account-based rates to the Assignee

Number and Nickname

Mask account numbers

Nickname

Who Can You Assign To?

Someone in your warehouse, the mailroom or even another facility. And if you are importing, assign to your shipper to complete the shipment.

Need to Allow Others to Ship with Your Account?

It's convenient and easy to authorize use of your account! Check out My Saved Settings to learn more and get started!

Duties and taxes paid with

Receiver will pay

Account-based rates will be hidden if this option is selected:

☒ Do not show my account-based rates to the Assignee 

Shipment Cost Summary

EXPRESS WORLDWIDE

Mon, 1 Jul, 2019 - End of Day

Volumetric Weight  2.17 kg

Total Weight 2 kg

Transportation Charges: MYR --.---

Fuel Surcharge: MYR --.---

Total  **MYR --.---**

Terms and Conditions

By clicking on ACCEPT – I accept DHL's [Terms and Conditions of Carriage](#) and declare that this shipment does not include any [Prohibited Items](#).

Accept and Continue

I'm sending my shipment on

June
27
Today

June
28
Tomorrow

June
29
Saturday

June
30
Sunday

July
1
Monday

July
2
Tuesday

July
3
Wednesday

More
+



Delivery Date



Delivered By



Estimated Price 

July

1

Monday

9:00 am

MYR --.---

[Details](#) ▾

Select

MEDICAL EXPRESS

July

1

Monday

12:00 pm

MYR --.---

[Details](#) ▾

Select

EXPRESS 12:00

July

1

Monday

End of Day

MYR --.---

[Details](#) ▾

Select

EXPRESS WORLDWIDE

July

1

Monday

End of Day

MYR --.---

[Details](#) ▾

Select

EXPRESS EASY

July

1

Monday

End of Day

MYR --.---

[Details](#) ▾

Select

EXPRESS JUMBO

[Find a location](#)

(d) Shipment restriction will be applicable when assignee attempts for shipment completion.

What do you want the Assignee (person you are assigning) to do?

From

Prod Ver
1007325+prod.my.01@gmail.com
looi.com
234
wer
KUALA LUMPUR
K. LUMPUR
52100
Malaysia

To

Stine Ferse
1007325+prod.de.01@gmail.com
dhl.com
DHL BONN
Frankfurt am Main
Hessen
60329

Shipment Details

No Pieces

Assign Shipment – Without Restrictions

Assign Shipment – With Restrictions

Double Check Before You Assign!

Ensure your shipment details are accurate and it's ready to be assigned to someone else.

Delivery Option

No delivery option selected
Fastest delivery option will be selected

Requested Shipment Date

Assign Shipment – Without Restrictions

Assign Shipment – With Restrictions

Apply these per shipment limits

Maximum shipment weight

kg

Maximum number of packages

Shipment References

☒ Allow Any

☐ Restrict

Delivery Option

No delivery option selected
Fastest delivery option will be selected

Requested Shipment Date

No date selected
Assignee will provide shipment date

Select Packaging

Tips for Weighing and Measuring

Packaging

Quantity

Weight kg

Dimensions cm

Your Own Package

1

65

4

X

4

X

4

Save Package

Copy

Total

1

65 kg

Total weight exceeds maximum allowed (50 KG)

Next

Select Packaging

Tips for Weighing and Measuring

Packaging

Quantity

Weight kg

Dimensions cm

Your Own Package

1

44

2

X

5

X

2

Save Package

Delete

Copy

Select Packaging

1

Length

X

Width

X

Height

Save Package

Delete

Copy

Select Packaging

1

Length

X

Width

X

Height

Save Package

Delete

Copy

Total

3

44 kg

Exceeds maximum number of packages (2) allowed per shipment

Next

- (e) When would you like to be notified?
- (f) Customize your shipping instruction.

What notifications do you want?

☐ If no action has been taken within Select One ▼

☐ If the shipment is declined

☐ When the shipment is complete

☐ When courier pickup has been scheduled

☐ When the shipment has been picked up by a courier

Additional shipping instructions for the Assignee

Include any instruction to your assignee so it will appear in the email notification sent to the assignee's email address

Additional Documents ?

Browse
Maximum file size: 4 MB

Assign Shipment

'Manage My Shipments' gives you full visibility of your shipping activities.

[Help Center](#)
[Locations](#)
[English](#)

[MyDHL+ Home](#)
[Ship](#)
[Track](#)
[Manage Shipments 1](#)
[View/Pay Bill](#)
[My Shipment Settings](#)
[My Profile](#)

Manage My Shipments

Filter By

Shipment Type

Assigned by Me ▼

Shipment Date (Showing All)

All Dates ▼

Status (Showing All)

☐ Unsubmitted 2

Accounts (Showing All)

☐ 554455445 - EXP_MY 2

Favorites

☐ Show Only Favorites

Don't show hidden shipments ▼

MY SHIPMENTS

[All Shipments](#)

[My Pickups](#)

[Address Book](#)

[Reports](#)

REQUIRE ACTION

[View All Unsubmitted](#)

Search All Shipments Q

[Today's Snapshot](#)

✓ Shipment assigned to Prod Ver with temporary ID 76PUGW

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

☐ ★ 76PUGW (Temporary ID) Unsubmitted Pending Assignee Action	Shipment Date Delivery Option Description	Ship From lool.com Prod Ver KUALA LUMPUR, Malaysia	Ship To dhl.com Stine Ferse Frankfurt am Main, Germany
Created By 1007325+prod.my.01@gmail.com Quick View Edit Assign Cancel Assignment			
☐ ★ YMFQ5N (Temporary ID) Unsubmitted Pending Assignee Action	Shipment Date Delivery Option Description	Ship From lool.com Prod Ver KUALA LUMPUR, Malaysia	Ship To dhl.com Stine Ferse Frankfurt am Main, Germany
Created By 1007325+prod.my.01@gmail.com Quick View Edit Assign Cancel Assignment			

Showing 1 - 2 of 2 shipments

USER JOURNEY: I AM AN ASSIGNEE

If the assignor decides that the assignee must login to MyDHL+ to complete the shipment, a user profile must be registered in order to proceed.

Who would you like to assign this shipment to

Name (Assignee)

Prod Ver

Email Address

1007325+mustlogin@gmail.com

☒ Assignee must login to MyDHL+ to complete the shipment

Visit MyDHL+ to edit and complete this shipment.

[looi.com](#)

1007325+prod.my.01@gmail.com

Regards,

MyDHL+ Team

Please do not reply to this email – inbox is not monitored.

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It is a simple 3-step process:

- (1) Complete the user profile.
- (2) Activate the registration.
- (3) Accept the terms and conditions.

DHL Express Help Center Locations English MY

MyDHL+ Home Ship Track Register Login

Register for MyDHL+

Enjoy the Benefits of MyDHL+

You'll see how shipping online can be fast and easy! Experience time-saving features for creating, managing and monitoring shipments, plus much more – all in one convenient place!

If you've previously registered for MyDHL+ – **Please do not register again in MyDHL+**

- We'll contact you as soon as we set up your profile so that you can start using MyDHL+
- Watch for an update from us coming soon!

Do you have a DHL Express account number?

☐ Yes ☒ No

You'll be able to view your preferential rates and bill shipments to your DHL account.

No account? No problem! Register and pay by credit card or cash.

Your Details

Change Country

Country: MALAYSIA

Title: First Name: Last Name:

Company:

Phone Type: Country Code: Phone: Extension:

Add Another

☐ I would like to receive informational emails and promotional offers from DHL.

Would you like to apply for a DHL account?

If your company ships regularly, having an account offers many benefits – preferential rates, regular billing, shipment monitoring – and more!

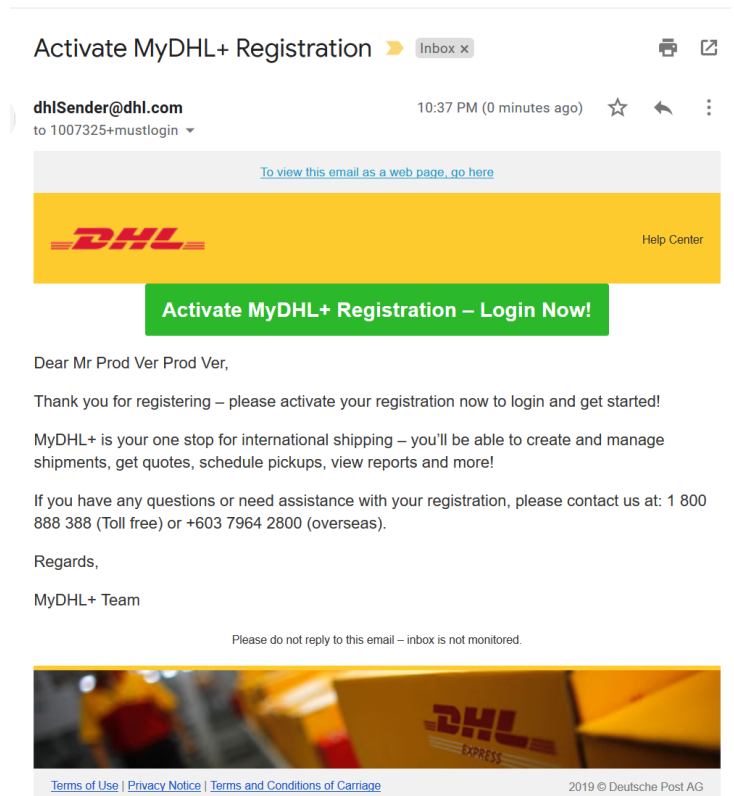
☐ I'd like to apply for a DHL account.

Accept Terms

☒ I accept the DHL Express Terms and Conditions

☒ I accept the DHL Express Privacy and Cookies Policy

Click or select the Chair



DHL

DHL Express

Help Center

Locations

English

MyDHL+ Home

Ship

Track

Manage Shipments 2

View/Pay Bill

My Shipment Settings

My Profile

Manage My Shipments

Filter By

Shipment Type

Assigned to Me

Shipment Date (Showing All)

All Dates

Status

☒ Unsubmitted Clear

Favorites

Show Only Favorites

Don't show hidden shipments

MY SHIPMENTS

All Shipments

My Pickups

Address Book

Reports

REQUIRE ACTION

Assigned to Me (2)

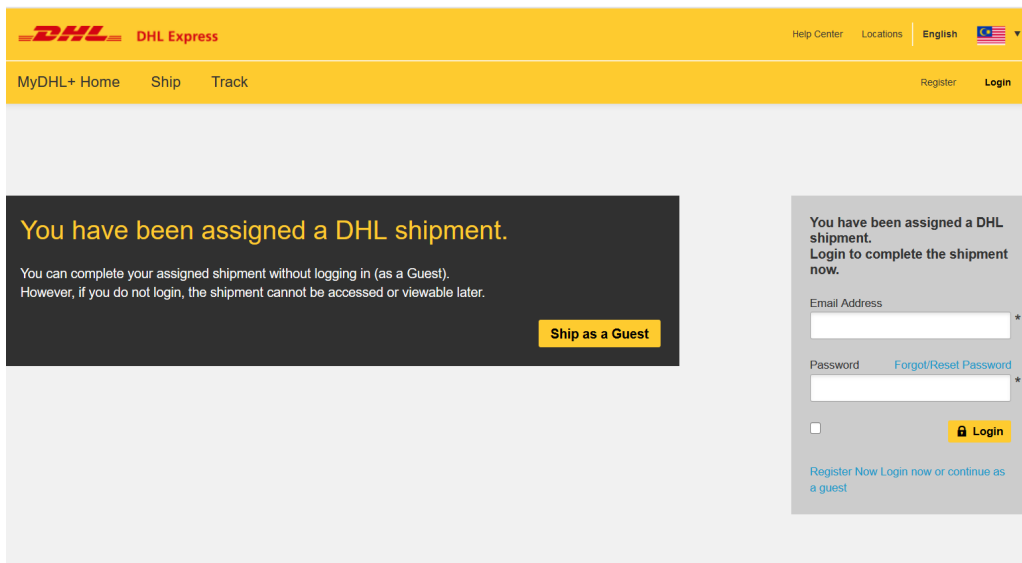
View All Unsubmitted

Today's Snapshot

Showing 1 - 2 of 2 shipments

☐	★ QLF1LQ (Temporary ID) Unsubmitted Assigned to Me Created By 1007325+prod.my.01@gmail.com Quick View	Shipment Date Delivery Option Description	Ship From looi.com Prod Ver KUALA LUMPUR, Malaysia	Ship To dhl.com Stine Ferse Frankfurt am Main, Germany	
☐	★ 9TASEP (Temporary ID) Unsubmitted Assigned to Me Created By 1007325+prod.gb.01@gmail.com Quick View	Shipment Date Delivery Option Description	June 23, 2019 ECONOMY SELECT PRODDVER	Ship From looi.com Prod Ver_GB Hounslow, United Kingdom	Ship To TN BE User BEAUVECHAIN, Belgium

If the assignor decides that the assignee does not require a login to MyDHL+ to complete the shipment, the assignee will only be shipping as a guest.



DHL Express Help Center Locations English 

MyDHL+ Home Ship Track Register Login

You have been assigned a DHL shipment.

You can complete your assigned shipment without logging in (as a Guest). However, if you do not login, the shipment cannot be accessed or viewable later.

[Ship as a Guest](#)

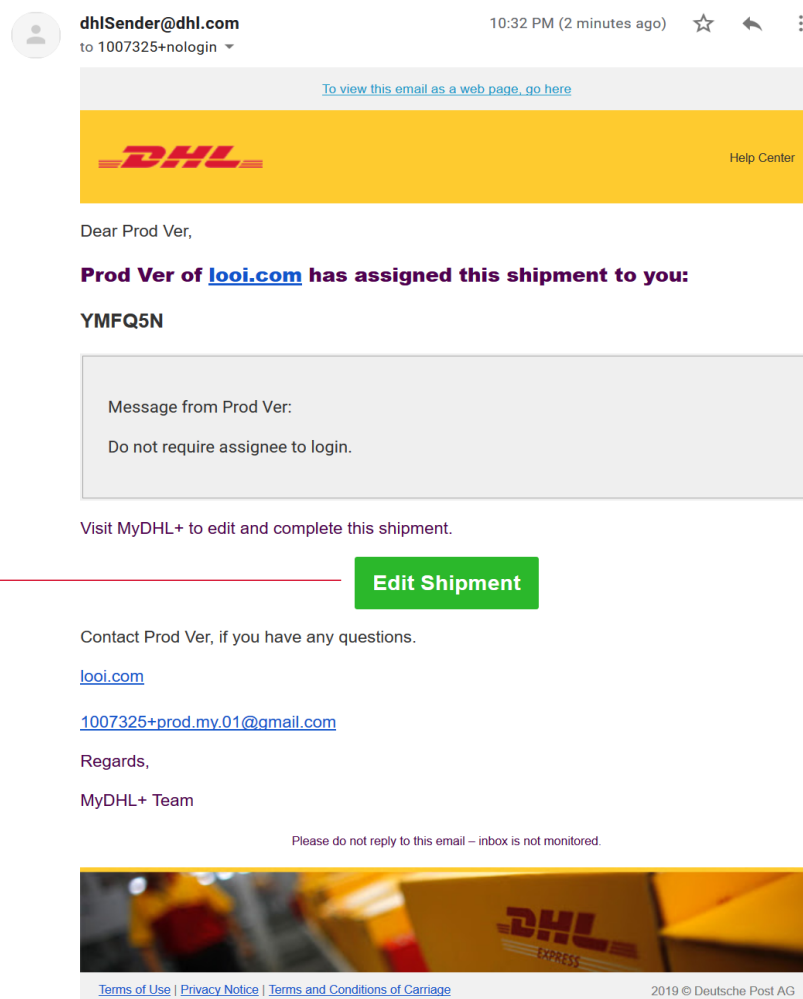
You have been assigned a DHL shipment. Login to complete the shipment now.

Email Address

Password [Forgot/Reset Password](#)

☐ [Login](#)

[Register Now Login now or continue as a guest](#)



 **dhlSender@dhl.com** 10:32 PM (2 minutes ago) ☆ ↩ ⋮
to 1007325+nologin ▼

[To view this email as a web page, go here](#)

DHL Help Center

Dear Prod Ver,

Prod Ver of [looi.com](#) has assigned this shipment to you:

YMFQ5N

Message from Prod Ver:

Do not require assignee to login.

Visit MyDHL+ to edit and complete this shipment.

[Edit Shipment](#)

Contact Prod Ver, if you have any questions.

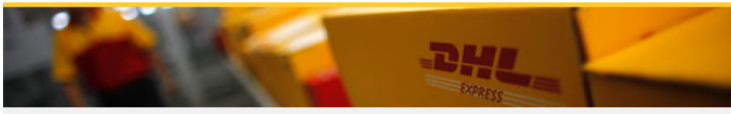
[looi.com](#)

[1007325+prod.my.01@gmail.com](#)

Regards,

MyDHL+ Team

Please do not reply to this email – inbox is not monitored.



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Who would you like to assign this shipment to?

Name (Assignee)  

Email Address 

☐ Assignee must login to MyDHL+ to complete the shipment

The assignee needs to click 'Edit/Complete' to proceed to the shipment creation flow with the restriction set by the assignor.

DHL Express Help Center Locations English

MyDHL+ Home Ship Track Register Login

Shipment Details

Temporary ID YMFQ5N
Shipment Date
Pickup Window -

Status Unsubmitted
Assigned to Me

Ship From
Prod Ver
looi.com
234 wer
KUALA LUMPUR
52100
Malaysia
+60 12-346 5848
1007325+prod.my.01@gmail.com
VAT/Tax ID

Ship To
Stine Ferse
dhl.com
DHL BONN
Frankfurt am Main
60329
Germany
+49 8800 8800
1007325+prod.de.01@gmail.com
VAT/Tax ID

Shipment Details
Shipper's Reference
Additional Reference
Delivery Option
Shipment Type
Number of Pieces 0
Piece ID
Total Weight
Volumetric Weight
Chargeable Weight

Customs Information
Dutiable Status
Total Charge
Digital Customs Invoice No

Description of Contents

Billing Information
Payment Method DHL Account
DHL Account 550000055 - EXP_MY
Duties and Taxes Receiver will pay

All weights are the estimates you provided and are subject to DHL verification and reweight. Upon receipt and reweight of your shipment by DHL, the actual weight will appear as DHL Reweigh.

Assignee Authorizations
Pickup Address
Maximum shipment weight
Maximum number of packages

Assignee Instructions
Do not require assignee to login.

Shipment Modification Log

06/26/2019 04:32 AM GMT +08:00	Assigned To 1007325+nologin@gmail.com	1007325+prod.my.01@gmail.com looi.com	Prod Ver
06/26/2019 04:32 AM GMT +08:00	Created	1007325+prod.my.01@gmail.com looi.com	Prod Ver

Most importantly, the assignee can easily schedule the pickup only when the shipment is ready.

Do you need a courier pickup?

Yes - Schedule Pickup ☒ **No** ☐

I'm sending my shipment on **June 27 Today** [Edit](#)

Pickup Window - When courier may arrive and shipment is ready

Earliest 9:30 am **Latest** 4:30 pm

9:30 am 11:15 am 1:00 pm 2:45 pm 4:30 pm

Please allow at least 15 minutes for your Pickup Window
The latest time a request can be made for pickup today is 4:15 pm

Where should the courier pick up the shipment?
Select One *

Total Pickup Weight
2 kg

Instructions for the courier
Provide other instructions you'd like the courier to receive

[Disclaimer and Important Details](#)

Pickup Address
Prod Ver
looi.com
234
wer
KUALA LUMPUR, K. LUMPUR, 52100
1007325+prod.my.01@gmail.com
+60 12-346 5848
[Edit](#) [Make my default pickup address](#)

Next

Upon shipment completion, the assignee could also easily sign up for a MyDHL+ user profile.



[Help Center](#) | [Locations](#) | [English](#) | [Português](#) 

[MyDHL+ Home](#) | [Ship](#) | [Track](#) | [Register](#) | [Login](#)

Create Shipment  — Pay  — Print 

 **Shipment Confirmation**

Important

- Ensure your packages are packed and labeled correctly to avoid damage or delays. [Follow DHL's Packaging Advice.](#)

Want Status Notifications?

Set up email or text notifications for this shipment's progress - for you or others!

[Get and Send Notifications](#)

Want to Share?

Select shipment details you want to email to others.

☐ Tracking Number

☐ Label (Waybill)

☐ Shipment Details

☐ Shipment Receipt

[Share](#)

Your Tracking Number
1032928831

[Reprint Documents](#)

[Download Documents](#)

[Create Another Shipment](#)

Enjoy Time Saving Benefits

Make shipping internationally quick and easy! Save addresses, access shipment history, track and monitor shipments and more. Register for MyDHL+ now!

Title

First Name

Last Name

Email Address

Password

Confirm Password

☐ I would like to receive informational emails and promotional offers from DHL.

☐ I accept the DHL Express [Terms and Conditions](#)

☐ I accept the DHL Express [Privacy and Cookies Policy](#)

Click or select the **Man**





[Register Now](#)

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Charles-de-Gaulle-Str. 20
53113 Bonn
Germany
www.mydhl.express.dhl

valid: 00/0000
Mat. Mo. 123-456-789