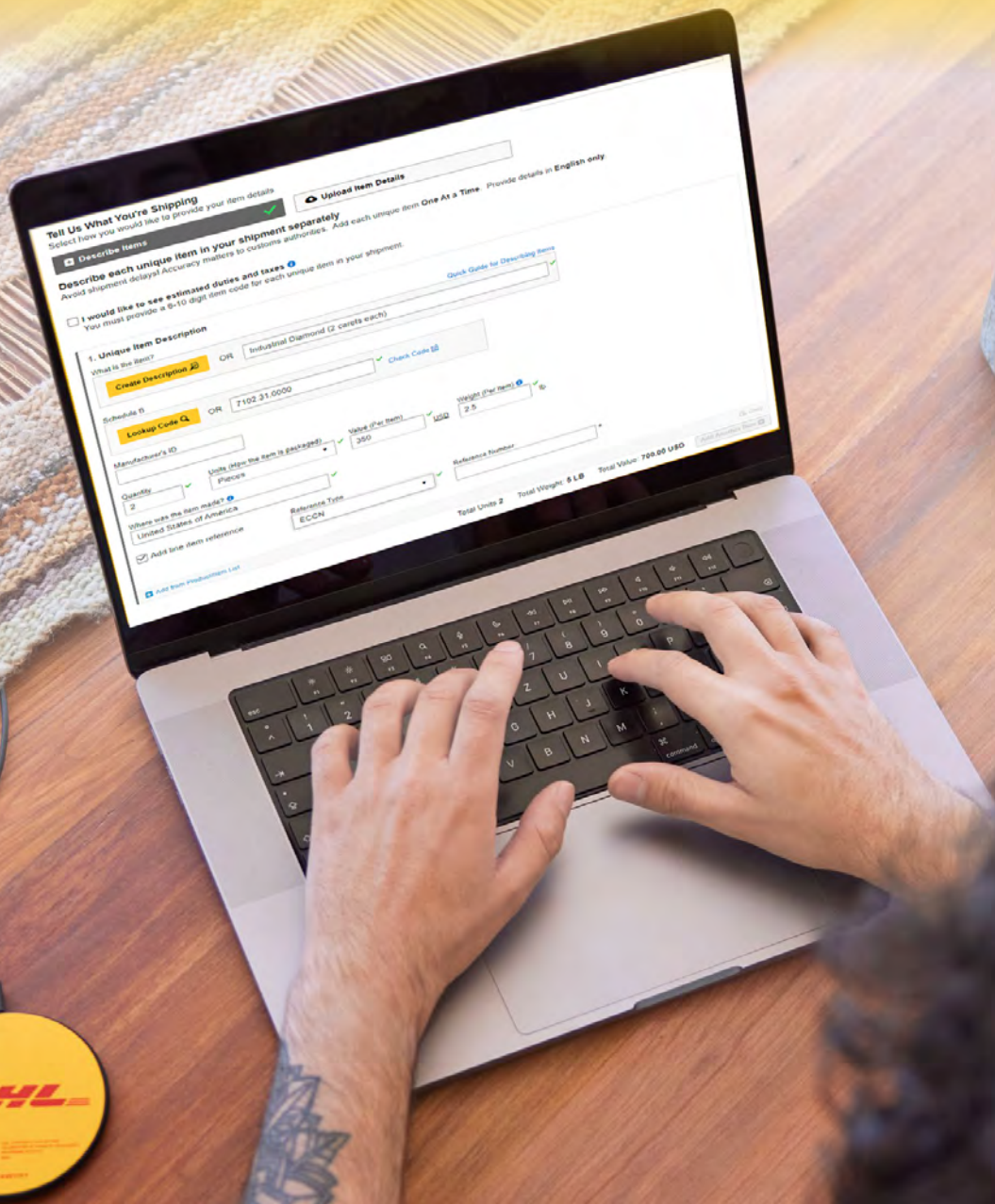




CHANGES TO EEI

ELECTRONIC EXPORT INFORMATION

DHL Express - Excellence. Simply Delivered.



1. CHANGES OF ECCN MANUAL ENTRY

When entering a line item and providing a reference, customers have the option to select an ECCN from the Reference Type field. With this update ECCN will now carry over to the EEI form.

It is important to note that for the ECCN (Export Control Classification Number) to be valid for EEI (Electronic Export Information), it should consist of at least 5 characters.

Tell Us What You're Shipping

Select how you would like to provide your item details

 Describe Items 

 Upload Item Details

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 would like to see estimated duties and taxes 

You must provide a 6-10 digit item code for each unique item in your shipment.

1. Unique Item Description

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

Create Description 

OR

Industrial Diamond (2 carats each) 

Schedule B

Lookup Code 

OR

7102.31.0000 

[Check Code](#) 

Manufacturer's ID

Quantity  Units (How the item is packaged)  Value (Per Item)  Weight (Per Item)  

2 

Pieces 

350 

USD 

2.5 

lb 

Where was the item made? 

United States of America 

☒ Add line item reference

Reference Type 

ECCN 

Reference Number 

 Add from Product/Item List

 Copy

Total Units **2**

Total Weight: **5 LB**

Total Value: **700.00 USD**

Add Another Item 

2. UPLOAD ECCN

Below is an example of a single line entry:

1|INV_ITEM|DISCHARGE LAMP invalid scheduleB|1234.56.7890|20|EA|50|USD|2||CN|AFE|EAR99|N|

Once the user uploads the file, they can click on **'View Items'** to open the template and review the entered details, as shown in the example below.

Tell Us What You're Shipping

Select how you would like to provide your item details

Describe Items

Upload Item Details

Upload a File with Item Details

This option is ideal if you have multiple items and have the item details in a supported file format.

- Item details only
- Supported file formats are: CSV, TXT, XML
- No PDFs, image files or other file types
- Before uploading, ensure your file follows our [File Guidelines](#)

Select File Format

TXT

Field Delimiter

|

Text Delimiter

"

Character Set:

UTF-8

First time uploading a file?

Uploading item details using a file is the fastest way to provide information for many unique goods in your shipment.

[TXT Sample File](#)

[CSV Sample File](#)

[XML Sample File](#)

[Upload Tips and File Guidelines](#)

View Items

MyDHL_Upload_Sample_TXT (1).txt

Delete

View Items

Additionally, it is important to note that the ECCN will now carry over to the EEI form.

Preview Uploaded Items

The following items were uploaded from your file

File Name: MyDHL_Upload_Sample_TXT (1).txt

File Type: TXT

Field Delimiter: |

Character Set: UTF-8

* Required

Item	Item Description *	Schedule B	Quantity *	Units *	Item Value *	Currency Code *	Weight *	Where was the item made? *	Reference Type	Reference Details
1	DISCHARGE LAMP invalid scheduleB	1234.56.7890	20	EA	50	USD	2	China	AFE	EAR99
2	DISCHARGE LAMP blank		20	EA	50	USD	2	China	AFE	12AB
3	DISCHARGE LAMP	9006.91.0002	20	EA	50	USD	2	China	AFE	12AB

[Download File Copy](#)

Close

3. EEI CHANGES

In the latest update, line items will no longer be combined if the same Schedule B is used, as shown below. If a customer makes any changes to the Item Description, Schedule B, ECCN, Total Weight, or Total on the EEI form, these changes will be reflected in the invoice generated by MYDHL+. Users will be able to see these changes with a message displayed on each line item, and updated item details will be shown on the commercial invoice.

3. Unique Item Description

Item Description

DISCHARGE LAMP blank ✓

Schedule B

Lookup Code 🔍 OR 9006.91.0002 ✓ [Check Code](#)

License Type

NLR ▼

License Number

ECCN

Quantity

 * NO

Export Code

OS ▼ ✓

Commodity Origin

Foreign ▼ ✓

Total Weight

40 ✓

 lb

Total

1,000 ✓

 USD

⚠

 Updated items details will show on commercial invoice.

Include in EEI ☒

4. Unique Item Description

Item Description

DISCHARGE LAMP ✓

Schedule B

Lookup Code 🔍 OR 9006.91.0002 ✓ [Check Code](#)

License Type

NLR ▼

License Number

ECCN

Quantity

 * NO

Export Code

OS ▼ ✓

Commodity Origin

Foreign ▼ ✓

Total Weight

40 ✓

 lb

Total

1,000 ✓

 USD

⚠

 Updated items details will show on commercial invoice.

Include in EEI ☒

If you are familiar with the rules and do not want to include the data in the file for an ITN on a line item that does not require filling, you can use the toggles in the include in EEI field to disable the field. This way, the line-item data will not be passed.

Item Description

DISCHARGE LAMP blank ✓

Schedule B

Lookup Code 🔍 OR 9006.91.0002 [Check Code](#)

License Type

NLR ▼

License Number

ECCN

Quantity

1 ✓

 NO

Export Code

OS ▼ ✓

Commodity Origin

Foreign ▼ ✓

Total Weight

40 ✓

 lb

Total

1,000 ✓

 USD

⚠

 Updated items details will show on commercial invoice.

Include in EEI ☐

Include in EEI

☐

We have also introduced new error messaging regarding ECCN. If you encounter any difficulties with this item, we have added a link to the Bureau of Industry and Security for further assistance. Please note that the other functions of DHL as your filing agent will remain the same.

Industrial Diamond (2 carats each)		Lookup Code OR 7102.31.0000		Check Code
License Type	License Number *	ECCN *		
KPC		1		
Quantity *	Export Code	Commodity Origin	Total Weight	Total
CAR	OS	Domestic	5 lb	700 USD
 ECCN invalid. For additional information visit Bureau of Industry and Security.				
Include in EEI ☒				

This concludes the changes to the EEI process for MyDHL+. If you have any further questions or need clarification, please contact your local MyDHL+ Technical Support Team for assistance.

DHL Express
www.dhl.com
<https://mydhl.express.dhl>

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