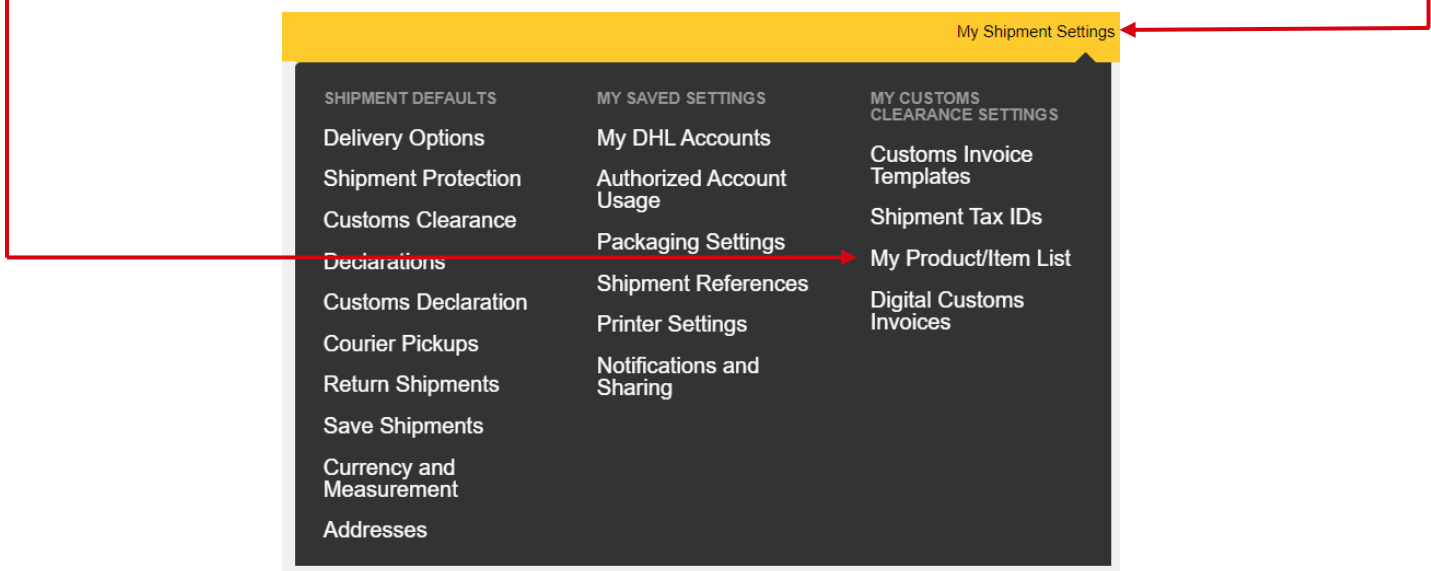


MyDHL - Instructions for adding products / goods

1 To import products, go to "My shipment settings" and then "My product/Item List":



2 Choose "Add product / Item"

My Product/Item List

Create and maintain a list of your company's products or any items you ship frequently so that you can quickly select them when creating a customs invoice.

Filter: All | Search: Search

<input type="checkbox"/>	Item Name	Description	Country of Manufacture
--------------------------	-----------	-------------	------------------------

3 Fill in the details of the item / product.

Enter - Abbreviation of name, Name (in English), Customs tariff code (if known), Country of origin, Quantity, Value, Currency and Weight.

Add a Product/Item

[< Back](#)

Item Name

T-SHIRT 1234 ✓

Item Description

MEN'S COTTON T-SHIRT WITH PRINT - KOSZULKA BAWELNIANA MĘSKA Z NADRUKIEM ✓

[Quick Guide for Describing Items](#)

Export Commodity Code ⓘ

Where was the item made? ⓘ

Poland ✓

Quantity

1 ✓

Units

Pieces ▼ ✓

Item Value

50 ✓

PLN

Weight

0,5 ✓

KG

Add line item reference

Notes

[Cancel](#)

Add

Confirm with "Add"

HOW TO CHOOSE ALREADY ADDED PRODUCTS / ITEMS

To add a product, click on "Add from the list of products / items"

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) * PLN

Weight (Per Item) * kg

Where was the item made? ⓘ *

Schedule B **Q**

VAT Paid

Add line item reference

+ Add from Product/Item List

Total Units 1 Total Weight: --,-- KG Total Value: --,-- PLN [Add Another Item](#)

Select an item in the list of products / items "

Name	Description	Export Commodity Code	Country of Manufacture
T-SHIRT 1234	MEN'S COTTON T-SHIRT WITH PRINT - KOSZULKA BAWELNIANA MĘSKA Z NADRUKIEM		Poland

The fields will be completed

Value, quantity and weight can be changed if needed

1 Unique Item Description

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

OR

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

Where was the item made?: Schedule B:

VAT Paid
 Add line item reference

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

Total Units 1 Total Weight: 0,5 KG Total Value: 50,00 PLN

The edited item can be saved in the database.

More items can be added by clicking "Add another item"



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

Contact:

Email: cahelp.int@dhl.com

Tel. +48 42 6345100 ex. 4