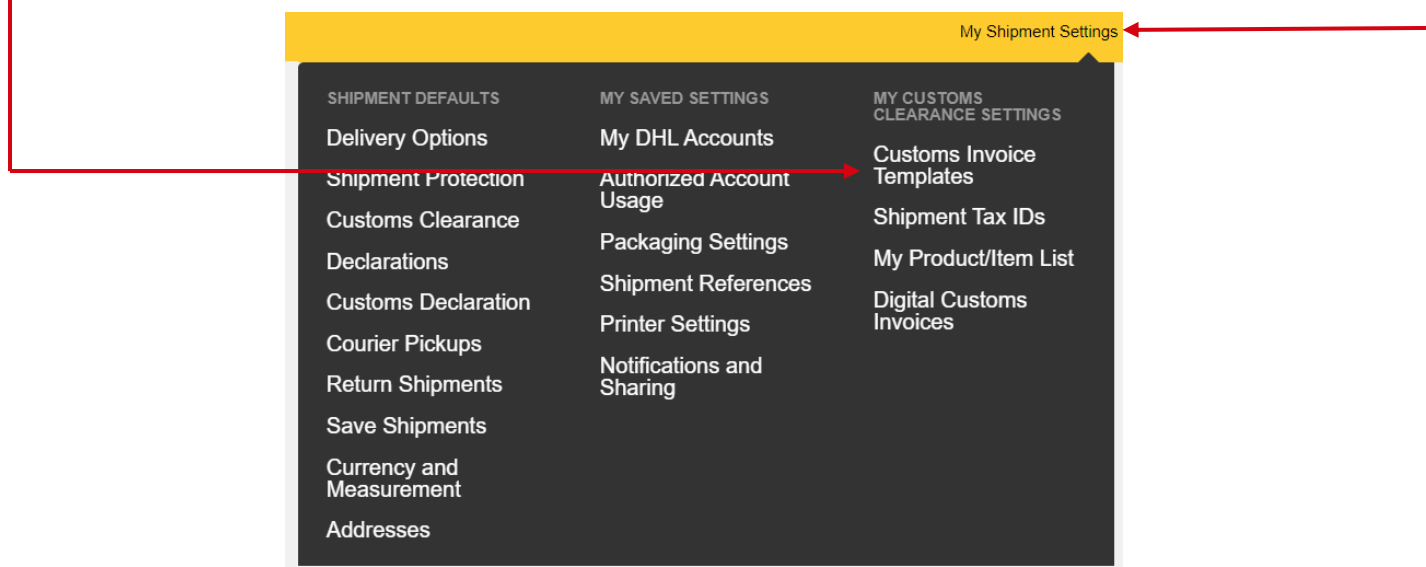


MyDHL - Instruction for creating customs invoice templates

1 To import products, go to "My Shipment Settings" and then "Customs Invoice Templates":



2 Choose "Add a new template"

My Customs Invoice Templates

Creating templates for customs invoices is a handy way to reuse key details and save time when creating shipments.

Search bar with 'All' dropdown, search input, and search icon. Below the search bar is a 'Delete Selected' button and a 'Create New Template' button. Below the buttons are three columns: 'Invoice Name', 'Invoice Type', and 'Type of Export'.

3 Select the template name and invoice type.

Form showing 'Invoice Name' with 't-shirt' entered and a green checkmark. Below it, 'Invoice Type' has two options: 'Commercial Invoice' (selected with a green checkmark) and 'Proforma'.

3 Select the method of forwarding the details of the shipment contents. You can enter the data manually or send it in a csv, txt, xml file

Describe Your Items

Provide details for each unique item in a shipment this invoice would contain. You can modify templates later to add or change item descriptions as needed.

Tell Us What You're Shipping

Select how you would like to provide your item details

4 **Describe items** - enter the detailed name of the item, quantity, value, currency, weight, place of origin of the item and the code of the customs tariff (you can search in MyDHL or HERE)

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?: Commodity Code:

Add line item reference

5 Select the type and reason of export, customs trade terms.

Enter the recipient's credentials for this shipment (e.g., order number)

Duties and Taxes

Type of Export

Terms of Payment

Reason for Export

Select customs terms of trade [View Definitions](#)

Named Place of Destination

References and Remarks

Add your own reference for this shipment

Carrier

DHL

Additional Invoice Information (Remarks)

Add a Receiver reference for this shipment

Package Marks

Other Information

We finish creating a template with "SAVE"



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

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