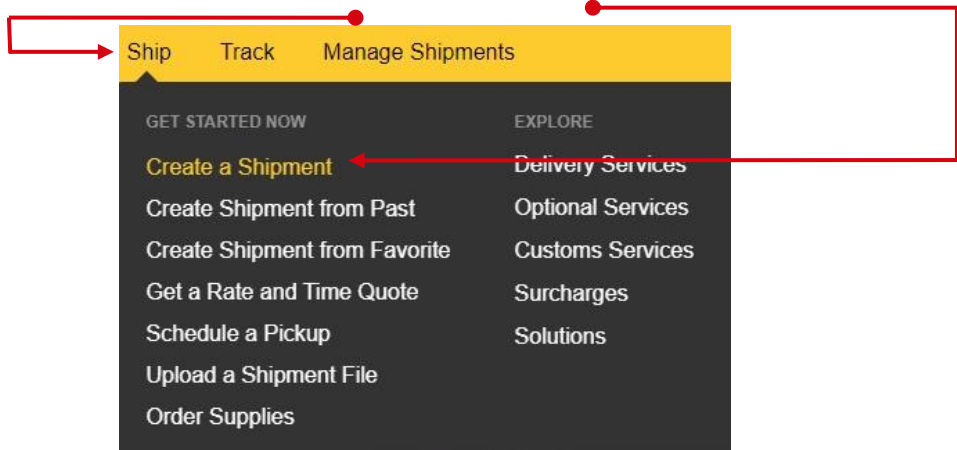


MyDHL - Instructions for preparing a customs shipment to countries outside the EU, customs data added from a file.

1 Start creating a shipment from "Ship" and "Create a Shipment" from the main menu:



2 First, select the sender and recipient from the address book or enter the data.

From	To
Name Contact person ✓	Name Contact person ✓
<input checked="" type="checkbox"/> Business Contact	<input type="checkbox"/> Business Contact
Company DHL Express ✓	Company FIRMA ✓
Country/Territory Poland ✓	Country/Territory United Kingdom ✓
Address SGSDGSDGSDG ✓	Address TEST 1 ✓
Address 2	Address 2
Address 3	Address 3
Postal Code 25-414 ✓	Postal Code E1 1AB ✓
City KIELCE ✓	City LONDON ✓
State	
<input checked="" type="checkbox"/> Residential Address	<input type="checkbox"/> Residential Address
Email Address test@dhl.com ✓	Email Address DHL will send shipment notifications to this email address
Phone Type Mobile	Phone Type Mobile
Code 48 ✓	Code 44 ✓
Phone 222 222 222 ✓	Phone 5555 555555_ ✓

Remember to add new addresses to the address book:

EORI Number
Enter IOSS in Customs Declaration section

Save as New Contact

Clear Address

3 Complete the shipment details.

When sending goods subject to customs clearance, select **PACKAGES** and specify the purpose of the shipment.

Shipment Details

Documents
Documents include legal, financial or business paperwork. Items with monetary value are NOT considered a document shipment.

Packages ✓
Packages are goods, merchandise or commodities for personal or commercial purposes.

What is the purpose of your shipment? ⓘ
Select One *

What is the purpose of your shipment? ⓘ
Select One *
Gift
Commercial
Personal, Not for Resale
Sample
Return for Repair
Return after Repair

4 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

Tell Us What You're Shipping

Select how you would like to provide your item details

Describe Items ✓

Upload a File

I will provide a customs invoice with items detailed

Upload file - Select the file format.

You can also download sample files and a description of the file

Tell Us What You're Shipping
Select how you would like to provide your item details

Describe Items ✓

I will provide a customs invoice with items detailed

Upload a File with Item Details

Select File Format
CSV *
XML
TXT

Field Delimiter | ✓ Text Delimiter [] Select 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](#)

Browse to the file location.

Select File

[Browse for File](#)

File Type Allowed: CSV, TXT, XML
Maximum file size: 6.35 MB

The items from the file will be added.

MyDHL_Upload_Sample_TXT.txt	0.16 KB	Delete	View Items
-----------------------------	---------	------------------------	----------------------------

Total Units **20** Total Weight: **20 KG** Total Value: **1.000,00 EUR**

[Add Another Item](#)

You will see the value of your invoice.

Invoice Value
Include any additional charges for this shipment.

Total value for all goods/items only (excluding other charges)	1.000,00	EUR	Total Invoice Value (for customs purposes)
Add Charges			1.000,00 EUR

5

You can insure your shipment. To do this, select "I would like to insure my shipment" and enter the value and currency:

Protect Your Shipment

You value your shipment and so do we – don't forget to protect your shipment! [Learn about our shipment protection options.](#)

I would like to insure my shipment

What is the value you want to insure? * PLN

Additional charges may apply

6

Select the method in which the export invoice will be generated. You can create it from MyDHL or use your own invoice.

Customs Invoice Details

You can provide additional information to appear on your DHL customs invoice or you can use your own customs invoice. You can also provide any additional customs related documents for this shipment.

Create Invoice

Use My Own Invoice

You can enter the invoice number

Invoice Number

You can provide a number that is helpful for you and customs to refer to.

I would like to include an invoice number

My Invoice Number

Indicate if there are other participants in the shipment and specify what documents will be attached to the shipment

Additional Parties

Are there other parties involved in the shipment?

Yes No

Tax Payment for this Shipment

Tax numbers you used to pay taxes for this shipment (for local customs authorities)

Provide the applicable tax number

Such as: IOSS, VOEC or LVG

Additional Customs Documents

Identify any additional customs documentation you are including with this shipment.

[Add Another](#)

7

Then fill in the packing method (weight, dimensions and number of packages).

Select Packaging

[Tips for Weighing and Measuring](#)

Packaging	Quantity	Weight	Length	Width	Height
<input type="text" value="My Own Package"/>	<input type="text" value="1"/>	<input type="text" value="10"/> kg	<input type="text" value="25"/> cm	<input type="text" value="25"/> cm	<input type="text" value="20"/> cm

[Save](#) [Copy](#)

Total Packages: 1 Total Weight: 10 KG [Add Another Package](#)

8

Choose the payer for customs and tax duties and customs trade terms.

How will you pay?

What shipper account will be used for this shipment?

How will duties and taxes be paid?

Use this account to pay for transportation charges

Remember these payment options for the

Additional customs details are needed for this shipment

In order to complete this shipment you are required to provide the following details for customs.

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

- 9 Choose the type of transport. If the shipment is to your account, the system will show the suggested price according to the price list

The screenshot displays a shipping interface with a date selector at the top showing dates from October 19 to 25. Below this are three filter tabs: 'Delivery Date', 'Delivered By', and 'Estimated Price'. The main content area shows two options for October 20 (Thursday):

- Option 1: Delivery at 12:00 with an estimated price of PLN 1.752,67. A 'Select' button is visible.
- Option 2: Delivery at 'End of Day' with an estimated price of PLN 1.724,78. A 'Selected' button with a green checkmark is highlighted with a red box.

Additional details include 'EXPRESS 12:00' for the first option and 'EXPRESS WORLDWIDE' for the second option. Both options have a 'Details' dropdown menu.

10 **Electronic customs invoice -**

- The invoice will be attached in electronic form.
- You can also attach other documents

Upload Your Customs Documents

You can upload and submit your customs invoice or any other customs documents as image files and submit them to us electronically.

If you do not upload document images, remember to print and provide your documents with your shipment.

Would you like to upload image files?

Yes

DHL will create an electronic customs invoice from the details you've provided for this shipment. You can upload an image of your signature for the invoice.

Upload Signature

[Browse for File](#)

File Type Allowed: GIF, JPEG, PNG
Maximum file size: 1 MB

Upload Other Customs Documents (Optional)

Limit of 6.35 MB for all files uploaded per shipment

0 Bytes of 6.35 MB

If the option is not available, it means that the recipient country does not allow electronic invoicing. You should then provide the documents to the courier in paper form.

11 If necessary, select Optional Services

Optional Services

- GoGreen Climate Neutral
- Laptop Box
- Active Data Logger
- Hold for Collection
- Neutral Delivery
- Delivery Signature

12 If you do not have a permanent pickup order - **Order a courier.**
Set the hours and place of pickup. Check that the address is correct.

Do you want to schedule a courier pickup?

Yes - Schedule Pickup No

TSA Privacy Notification
Please read [TSA Privacy Act](#) notification

I'm sending my shipment on **September 26** Tomorrow

Pickup Window - When courier may arrive and shipment is ready

Earliest 10:00 Latest 18:15

Daj co najmniej 90 minutowe okno czasowe na odbiór.

Where should the courier pick up the shipment?
Select One

Total Pickup Weight kg

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

[Disclaimer and Important Details](#)

Pickup Address

FIRST NAME LAST NAME
TEST
Teststreet 1
WARSAW, 00-275
lukasz.krawczyk@dhl.com
+48 12 345 67 89

13 On the screen you will see a summary of the shipping costs.
To start printing documents, click "**Accept and continue**".

Shipment Cost Summary

EXPRESS WORLDWIDE
Tue, 27 Sep, 2022 - End of Day

Volumetric Weight 0,12 kg
Total Weight 1 kg
Chargeable Weight 1 kg

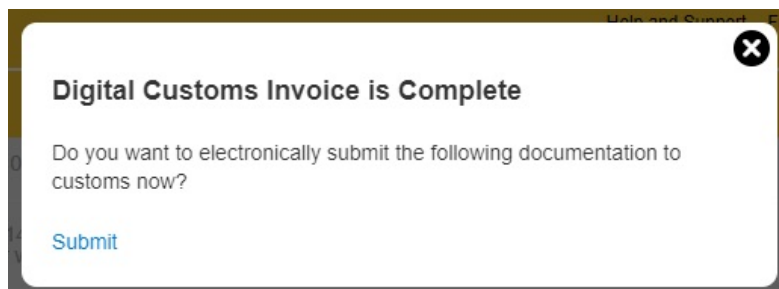
Transportation Charges	PLN	41,52
Fuel Surcharge	PLN	2,91
Extended Liability	PLN	18,00
Emergency Situation	PLN	---
VAT/Tax	PLN	14,36
Total	PLN	76,79

Terms and Conditions

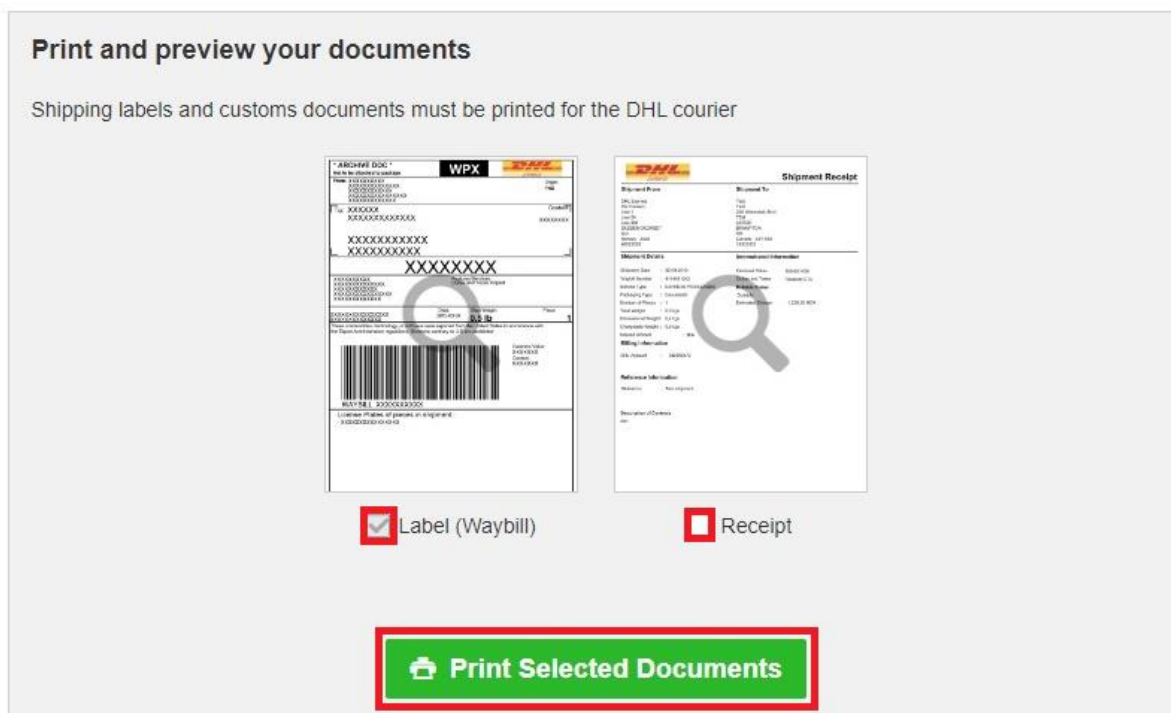
By clicking on **Accept and Continue** I am agreeing to [Terms and Conditions](#), and declare that this shipment does not include any [Prohibited Items](#).

Accept and Continue

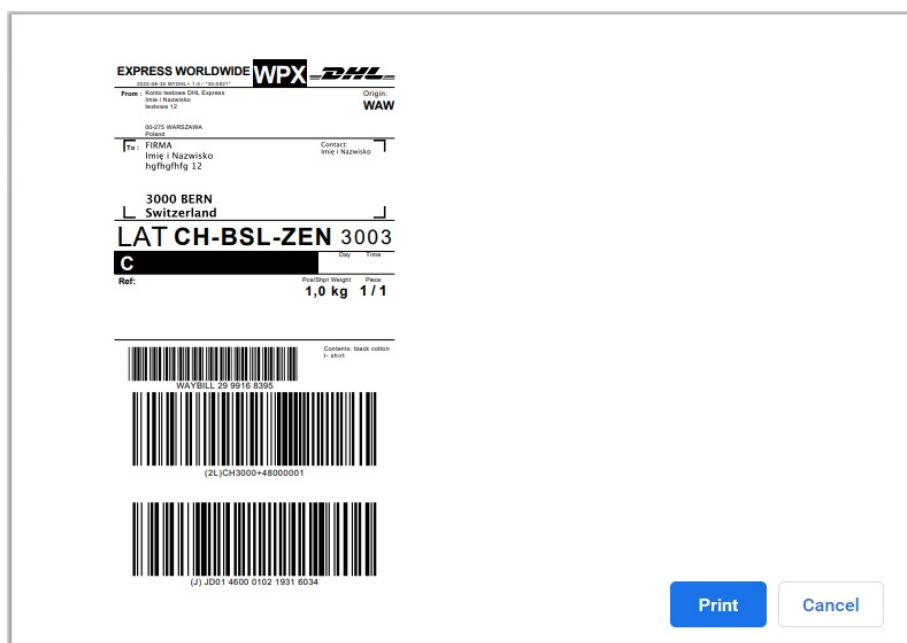
14 Approve the attachment of an electronic invoice



15 Select your documents and print them



16 Print your export documents



You can find the shipment in the **"Manage shipments"** **"All shipments"** tab

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

<input type="checkbox"/>	★ 4888297805	Shipment Date	September 26, 2022	Ship From	Ship To
	Ready to Ship	Delivery Option	EXPRESS 12:00	TEST	XYZ
	Future Shipment	Description	Documents - gen...	FIRST NAME LAST NAME	John Smith
				WARSAW, Poland	LONDON, United Kingdom
	Created By lukasz.krawczyk@dhl.com				
	Quick View		Print Labels Edit Copy < More		



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

Contact:

Email: cahelp.int@dhl.com

Tel. +48 42 6345100 ex. 4