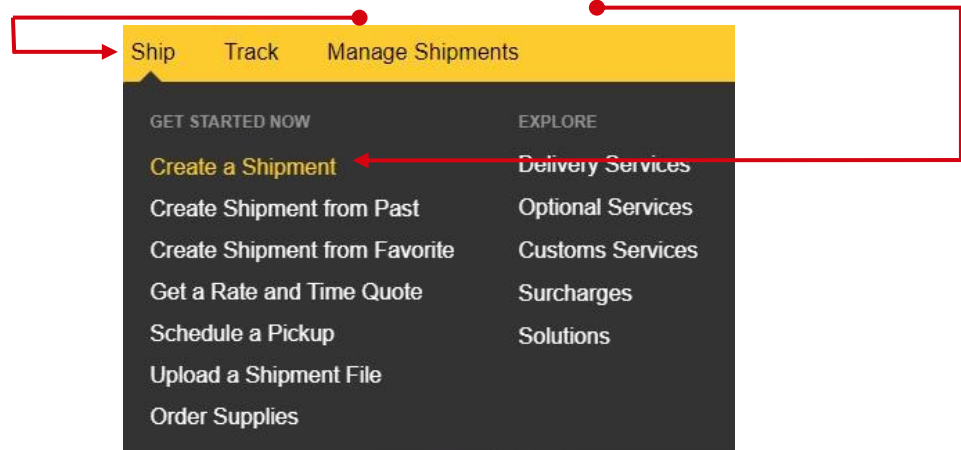


# MyDHL – Instructions for preparing a customs shipment to countries outside the EU from prepared invoice templates..

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.

<b>From</b>	<b>Switch</b>	<b>To</b>
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  Packages

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

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

What is the purpose of your shipment? ⓘ  
Select One

**Prohibited Items**  
Some items that are prohibited when shipping to United Kingdom. [View Prohibited Items](#)

Need to add other details or create and save invoice templates?  
[Use our enhanced Customs Invoice](#)

Select "Use our improved Customs Invoice"

4 Select "Select a Saved Invoice Template".

**Create Invoice**

Select the invoice type that best suits the goods you're shipping.

Commercial  Proforma

Use when commodities ARE being bought or sold. OR Use when Items are NOT being bought or sold – such as gifts, samples and personal belongings.

**Quickly Create this Invoice!**  
Use one of your saved templates – you'll be able to easily add or change details for this shipment as needed.  
[Select a Saved Invoice Template](#)

5 Select a saved invoice template:

Select a Saved Invoice Template

T-SHIRT 1234  
Commercial  
Permanent  
DAP

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

[Select](#)

[View All](#)

The invoice details will be filled in according to the template

**Make changes if necessary** - e.g. name of the item, quantity, value, currency, weight and place of origin of the item and the customs tariff code.

We finish creating an invoice by "Fill out an invoice".

[Clear Invoice](#) [Preview Draft Invoice](#) [Complete Invoice](#)

The invoice will be created and the content of the shipment completed.

**Customs Invoice** (T-SHIRT 1234) Edit

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

**Summarize the contents of your shipment (in detail)** ⓘ  
Provide details in English only

MEN'S COTTON T-SHIRT WITH PRINT - KOSZULKA BAWELNIANA MĘSKA Z NADRUKIEM ✓  
71 / 170

6 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
My Own Package ✓	1 ✓	10 kg ✓	25 cm ✓	25 cm ✓	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 shows a shipping interface with a date selector at the top. The selected date is October 19 (Today). Below the date selector are three columns: Delivery Date, Delivered By, and Estimated Price. The first option shows October 20 (Thursday) at 12:00 with an estimated price of PLN 1.752,67. The second option shows October 20 (Thursday) at End of Day with an estimated price of PLN 1.724,78. The second option is highlighted with a red box and a 'Selected' button with a green checkmark.

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

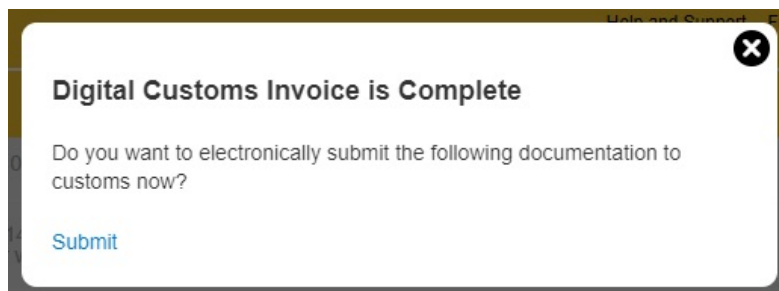
Transportation Charges	PLN	41,52
Fuel Surcharge	PLN	2,91
Extended Liability	PLN	18,00
Emergency Situation	PLN	---
VAT/Tax	PLN	14,36
<b>Total</b>	<b>PLN</b>	<b>76,79</b>

**Terms and Conditions**

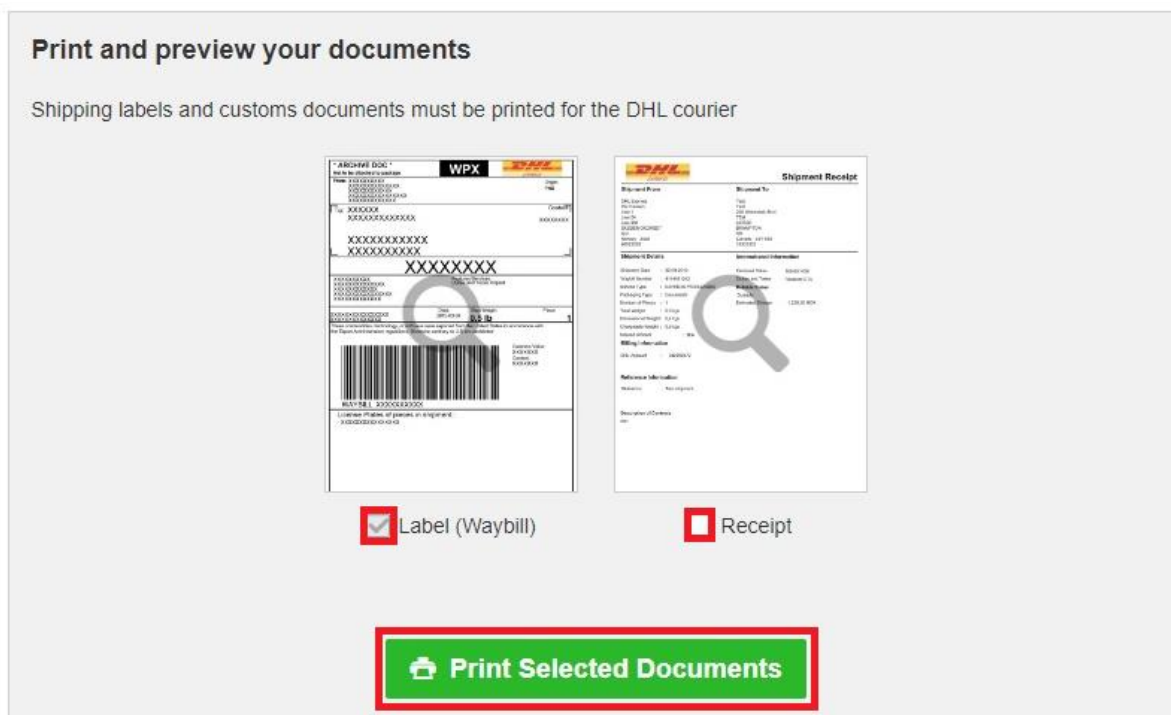
By clicking on **Accept and Continue** I am agreeing to [Terms and Conditions](#), and declare that this shipment does not include any [Prohibited Items](#).

**Accept and Continue**

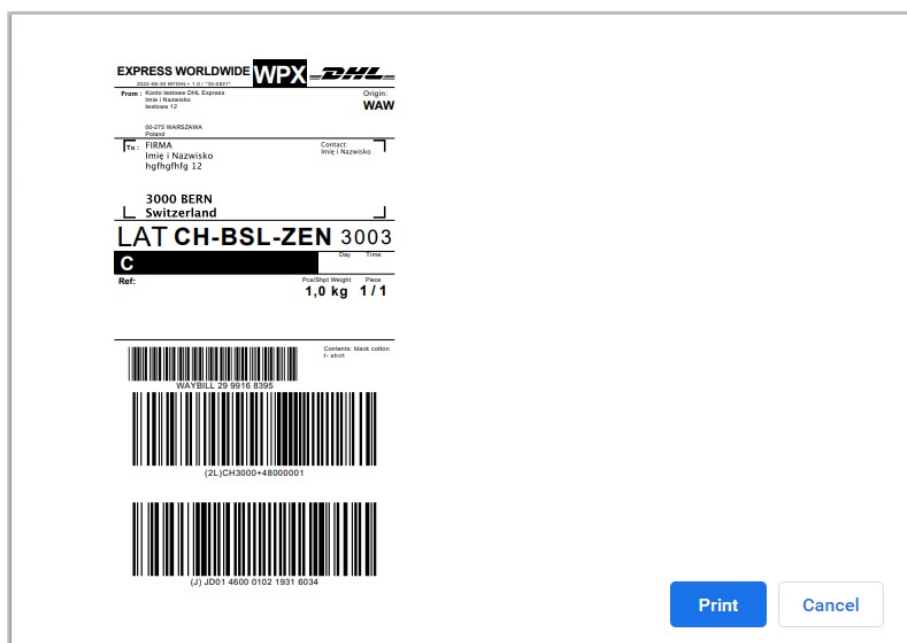
14 Approve the attachment of an electronic invoice



15 Select your documents and print them



16 Print your export documents



17 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

☐ ☆ <b>4888297805</b>	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](mailto:cahelp.int@dhl.com)

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