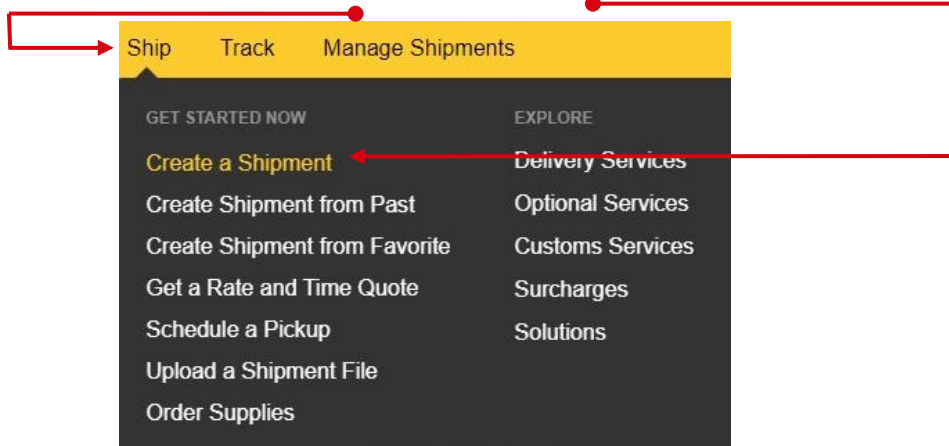


MyDHL - Instructions for preparing a customs shipment to countries outside the EU

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

Remember to add new addresses to the address book:

EORI Number

[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

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

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

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?: Schedule B:

VAT Paid
 Add line item reference

You can add the entered item to the base

You can choose an already entered item from the database

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

✔

I will provide a customs invoice with items detailed

Upload a File with Item Details

Select File Format

CSV ✔

Field Delimiter: ✔ Text Delimiter: Select Character Set: ?

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)	50,00	PLN	
Select Type	<input type="text"/>	PLN	✕

[Add Charges](#)

Total Invoice Value
(for customs purposes)

50,00 PLN

4 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? 00.00 * PLN

Additional charges may apply

- 5 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, VOEK or LVG

Additional Customs Documents







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

Add Another


- 6 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](#) 

7 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](#)

✓

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

October 19 Today | October 20 Tomorrow | October 21 Friday | October 22 Saturday | October 23 Sunday | October 24 Monday | October 25 Tuesday | More +

Delivery Date	Delivered By	Estimated Price	
October 20 Thursday	12:00	PLN 1.752,67	Select
EXPRESS 12:00		Details	
October 20 Thursday	End of Day	PLN 1.724,78	Selected ✓
EXPRESS WORLDWIDE		Details	

9

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.

10

If necessary, select Optional Services

Optional Services

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

- 11 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 1 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

- 12 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](#).

- 13 Approve the attachment of an electronic invoice

Digital Customs Invoice is Complete

Do you want to electronically submit the following documentation to customs now?

14 Select your documents and print them

Print and preview your documents

Shipping labels and customs documents must be printed for the DHL courier

EXPRESS WORLDWIDE WPX DHL

From: 00-275 WARSZAWA, Poland

To: FIRMA, Imię i Nazwisko, hghfhfgh 12

3000 BERN, Switzerland

LAT CH-BSL-ZEN 3003

C

Weight: 1,0 kg, Pieces: 1 / 1

Waybill: (ZL)CH3000+48000001

Ref: (J)J0014600010219316034

Shipment Receipt

Shipment From: WAW

Shipment To: XYZ

Ship From: WARSZAWA, Poland

Ship To: LONDON, United Kingdom

Weight: 1,0 kg

Pieces: 1 / 1

Service: EXPRESS 12:00

Description: Documents - gen...

Created By: lukasz.krawczyk@dhl.com

Label (Waybill)
 Receipt

Print Selected Documents

15 Print your export documents

EXPRESS WORLDWIDE WPX DHL

From: 00-275 WARSZAWA, Poland

To: FIRMA, Imię i Nazwisko, hghfhfgh 12

3000 BERN, Switzerland

LAT CH-BSL-ZEN 3003

C

Weight: 1,0 kg, Pieces: 1 / 1

Waybill: (ZL)CH3000+48000001

Ref: (J)J0014600010219316034

Print
Cancel

16 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 Ready to Ship Future Shipment	Shipment Date September 26, 2022 Delivery Option EXPRESS 12:00 Description Documents - gen...	Ship From TEST FIRST NAME LAST NAME WARSZAWA, Poland	Ship To XYZ John Smith 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