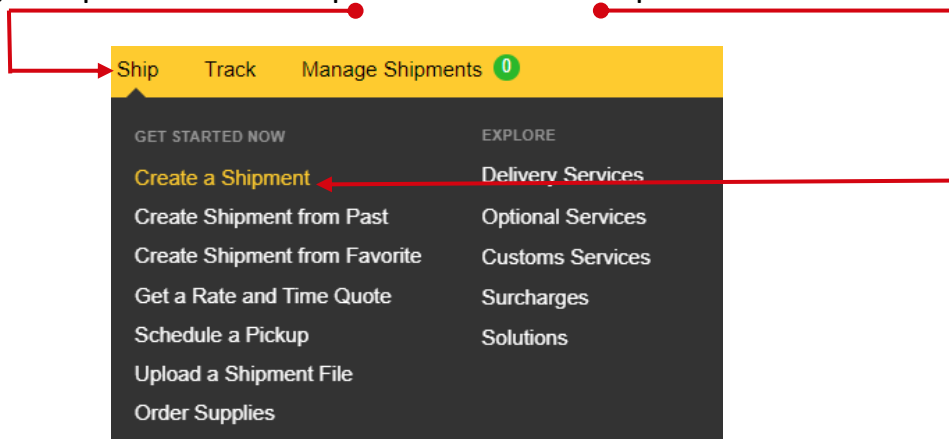


# MyDHL - Instructions for preparing a shipment to the EU countries.

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 FIRST NAME LAST NAME	<input type="checkbox"/> Switch	Name John Smith
<input checked="" type="checkbox"/> Business Contact		<input type="checkbox"/> Business Contact
Company TEST		Company XYZ
Country/Territory Poland		Country/Territory Germany
Address Teststreet1		Address Teststrasse 1
Address 2		Address 2
Address 3		Address 3
Postal Code 00-275	City WARSAW	State
Email Address lukasz.krawczyk@dhl.com		Postal Code 20068
Phone Type Mobile	Code 48	City HAMBURG
	Phone 123 456 789	Province Hamburg
		Email Address DHL will send shipment notifications to this email address
		Phone Type Mobile
		Code 49
		Phone 5555 5555

Remember to add new addresses to the address book:


Residential Address  
[Notes about this contact](#)  
 ←  
[Clear Address](#)

3 Complete the shipment details. Contents DOCUMENTS (yellow) or PACKAGES – GOODS (blue)

When sending documents, select DOCUMENTS.

Select the exact description of the documents you are sending.


**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.

**Describe the documents in your shipment**  
Select a description ⓘ

Documents - general business 

**Add Shipment References**  
Reference (appears on shipping label/waybill)


Reference (appears on shipping label/waybill)

When sending the GOODS, select PACKAGES.

Provide a detailed description of the goods being shipped.

Enter the value and currency of the goods being shipped.


**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.


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

TSHIRT WITH A PRINT  19 / 170

**Add Shipment References**  
Reference (appears on shipping label/waybill)

Reference (appears on shipping label/waybill)

**What is the value of your shipment?**

Value  

4 You can protect (insure) your shipment.

For DOCUMENTS, select "I would like to add shipment protection to my shipment"

**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 add shipment protection to my shipment (Document Extended Liability Service)

For PACKAGES select "I would like to insure my shipment"

**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

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

**Select Packaging** Tips for Weighing and Measuring

Packaging	Quantity	Weight kg	Dimensions cm
My Own Package ✓	1 ✓	1 ✓	10 ✓ X 10 ✓ X 10 ✓
<b>Total</b>	<b>1</b>	<b>1 kg</b>	

6 Select the payment method for transport - change it if it is different than the default one.

**How will you pay?**

How will you pay for transportation charges?  
414XXXXXX - EXPORT ✓

Remember these payment options for the

7

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

September 25 Today | September 26 Tomorrow | September 27 Tuesday | September 28 Wednesday | September 29 Thursday | September 30 Friday | October 1 Saturday | More +

Delivery Date: September 27 Tuesday  
Delivered By: 12:00  
Estimated Price: PLN 107,06  
Details ▾ Select

September 27 Tuesday  
Delivered By: End of Day  
Estimated Price: PLN 76,79  
Details ▾ Selected ✓

EXPRESS 12:00 | EXPRESS WORLDWIDE

8

If necessary, select additional services

### Optional Services

- GoGreen Climate Neutral
- Hold for Collection
- Delivery Signature
- Direct Signature

9

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** [Edit]

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

[Edit] [Make my default pickup address]

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

### Shipment Cost Summary

<p>EXPRESS WORLDWIDE Tue, 27 Sep, 2022 - End of Day</p> <p>Volumetric Weight ⓘ 0,12 kg Total Weight 1 kg Chargeable Weight 1 kg</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Transportation Charges</td> <td style="width: 10%; text-align: right;">PLN</td> <td style="width: 30%; text-align: right;">41,52</td> </tr> <tr> <td>Fuel Surcharge</td> <td style="text-align: right;">PLN</td> <td style="text-align: right;">2,91</td> </tr> <tr> <td>Extended Liability</td> <td style="text-align: right;">PLN</td> <td style="text-align: right;">18,00</td> </tr> <tr> <td>Emergency Situation</td> <td style="text-align: right;">PLN</td> <td style="text-align: right;">--,-</td> </tr> <tr> <td>VAT/Tax</td> <td style="text-align: right;">PLN</td> <td style="text-align: right;">14,36</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>PLN</b></td> <td style="text-align: right;"><b>76,79</b></td> </tr> </table>	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>
Transportation Charges	PLN	41,52																	
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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


- 11 Select your documents and print them

### Print and preview your documents

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



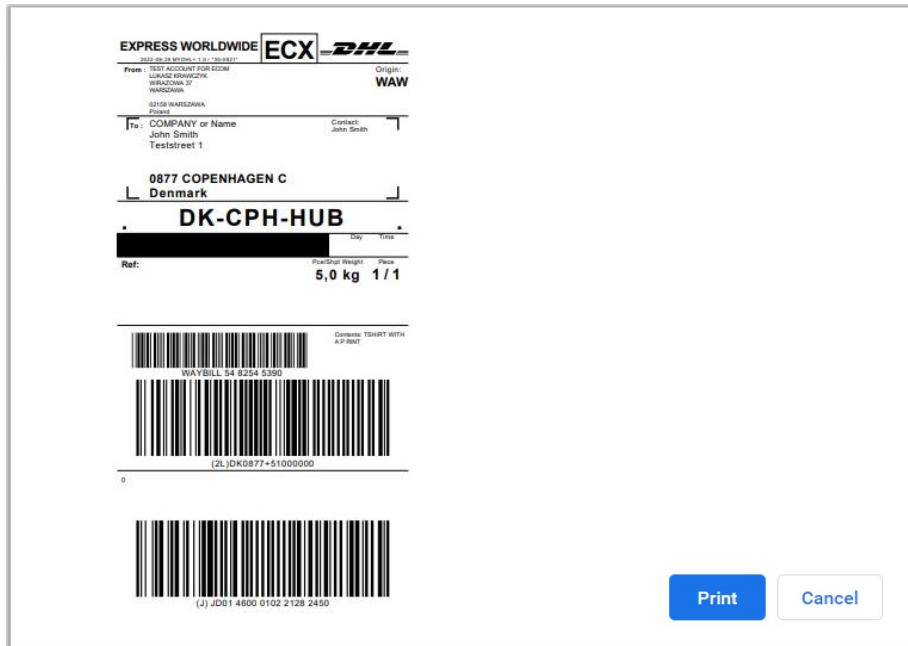
Label (Waybill)



Receipt

Print Selected Documents

12 Print your export documents



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

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

☆ 4888297142	Shipment Date	September 26, 2022	Ship From	Ship To
Ready to Ship	Delivery Option	EXPRESS WORLDWIDE	TEST	XYZ
Future Shipment	Description	Documents - gen...	FIRST NAME LAST NAME	John Smith
			WARSAW, Poland	HAMBURG, Germany

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)

Tel. +48 42 6345100 ex. 4