MyDHL – instruction of import products / goods database
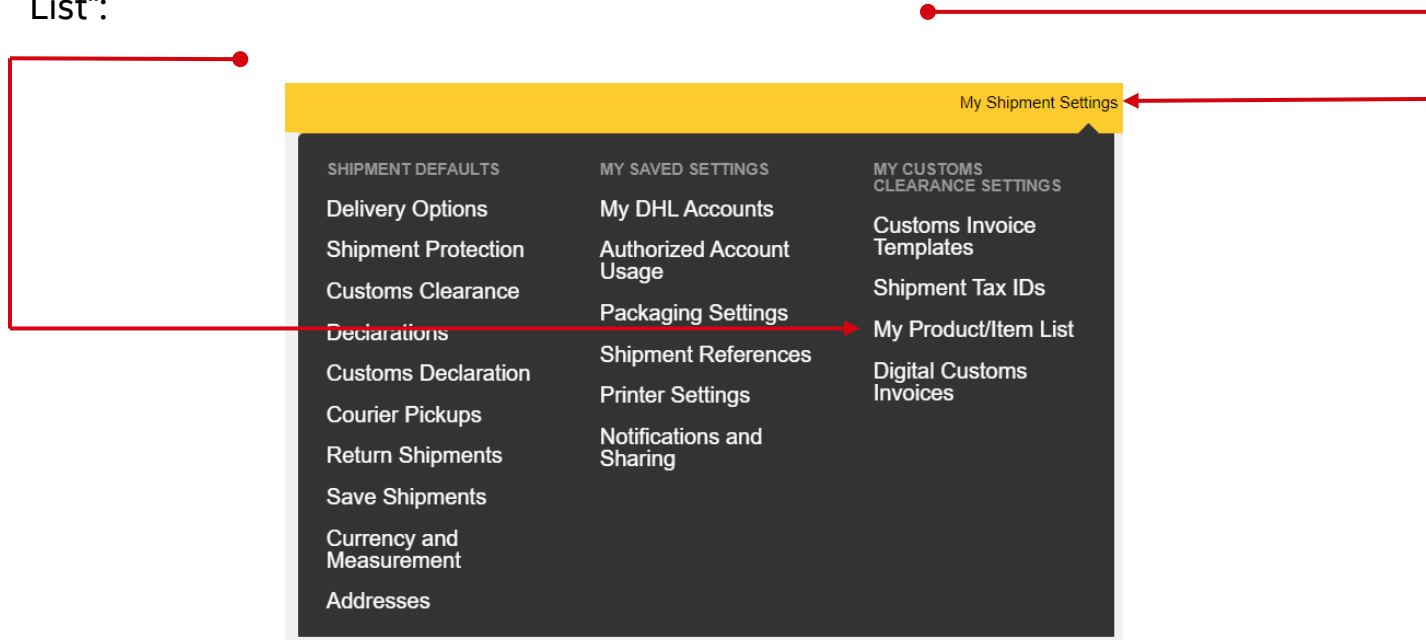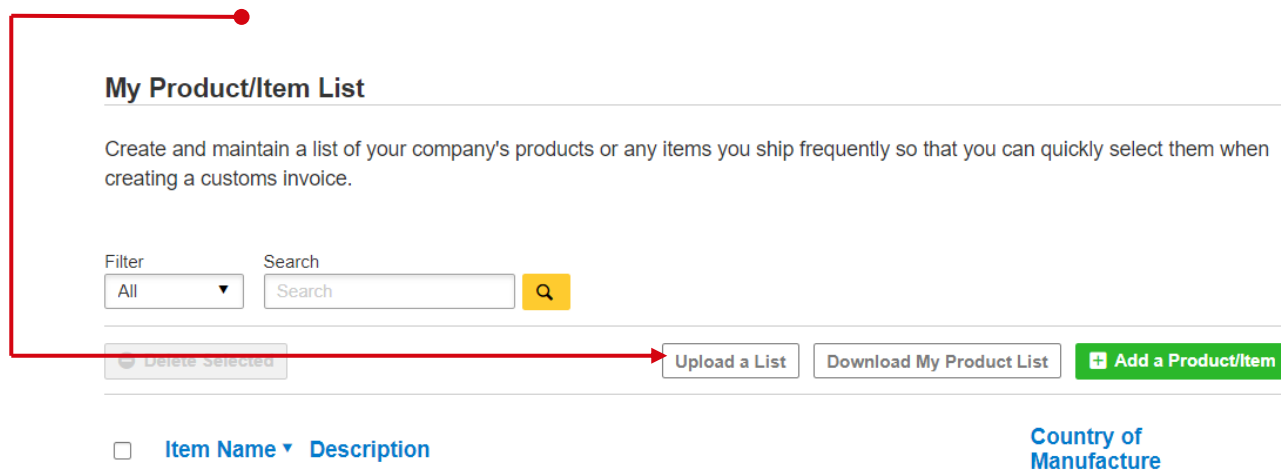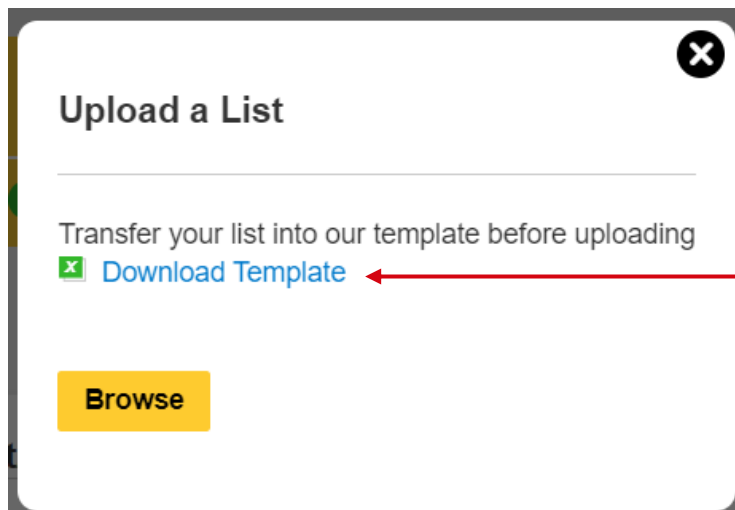
1 To import products, go to "My shipment settings" and then "My product/Item List":

My Shipment Settings
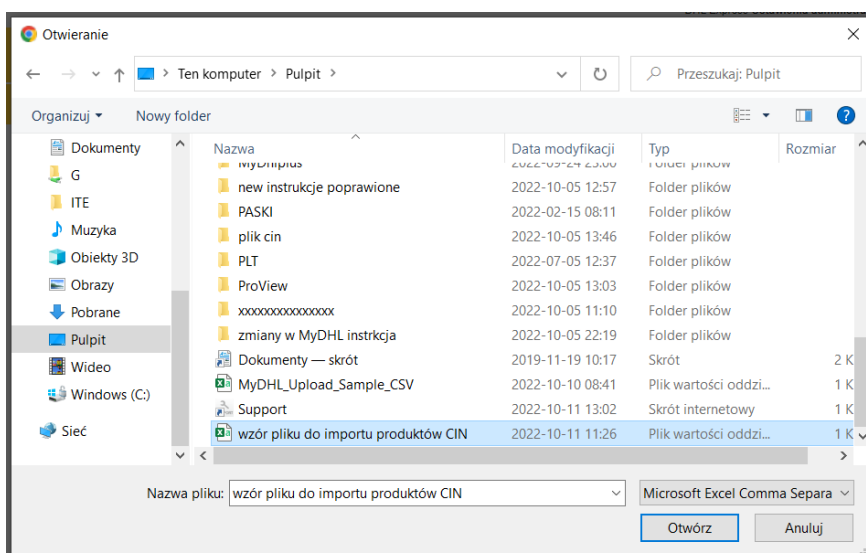
SHIPMENT DEFAULTS	MY SAVED SETTINGS	MY CUSTOMS CLEARANCE SETTINGS
Delivery Options	My DHL Accounts	Customs Invoice Templates
Shipment Protection	Authorized Account Usage	Shipment Tax IDs
Customs Clearance Declarations	Packaging Settings	My Product/Item List
Customs Declaration	Shipment References	Digital Customs Invoices
Courier Pickups	Printer Settings	
Return Shipments	Notifications and Sharing	
Save Shipments		
Currency and Measurement		
Addresses		

2 Choose „Upload a List"

My Product/Item List

Create and maintain a list of your company's products or any items you ship frequently so that you can quickly select them when creating a customs invoice.

Filter
All ▼

Search
[Search] 🔍

~~Delete Selected~~   Upload a List   Download My Product List   ➕ Add a Product/Item

☐   **Item Name** ▾   **Description**   **Country of Manufacture**

3 Specify the location of the product file

Upload a List

Transfer your list into our template before uploading
Download Template

Browse

You can also download an import template

4 Select file location:

5 Upload a file:

Upload a List

Transfer your list into our template before uploading
Download Template

CIN product_catalog_template.csv

Cancel   **Upload**

6 Import products list:

Upload a List

Transfer your list into our template before uploading

📊 Download Template

WZOR PLIKU 1.csv
0.25 KB
❌ Delete

Browse
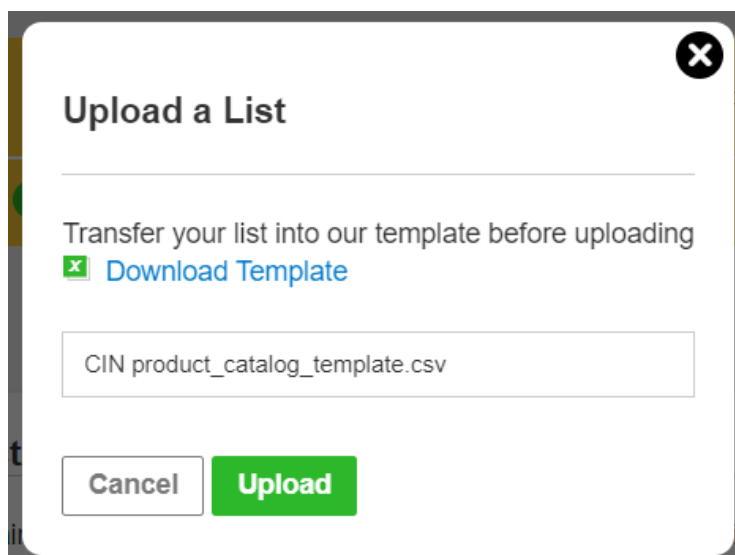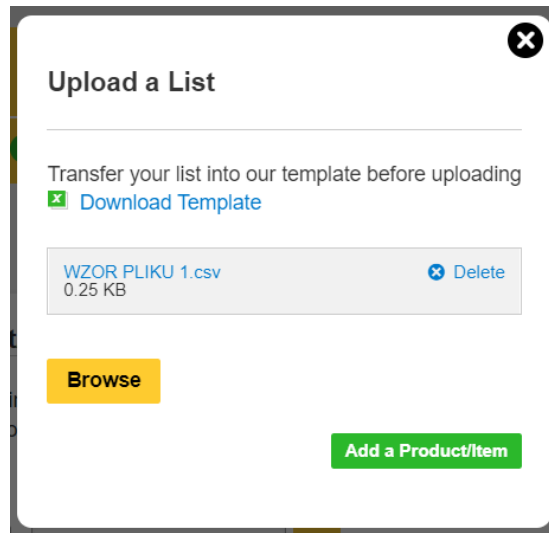
Add a Product/Item

7 The system will confirm that the products have been added:

My Product/Item List

Create and maintain a list of your company's products or any items you ship frequently so that you can quickly select them when creating a customs invoice.

✔ List added

Filter   Search
All ▼   Search 🔍

⊘ Delete Selected   Upload a List   Download My Product List   ➕ Add a Product/Item

	Item Name ▼	Description	Country of Manufacture
☐	t-shirt 1	t-shirt 1	Poland
			Delete Edit
☐	T-SHIRT 1234	MEN'S COTTON T-SHIRT WITH PRINT - KOSZULKA BAWEŁNIANA MĘSKA Z NADRUKIEM	Poland

HOW TO CHOOSE ALREADY ADDED PRODUCTS / ITEMS

To add a product, click on "Add from the list of Product / Item List"

☐ 1 **Unique Item Description**

What is the item?   Quick Guide for Describing Items

Create Description 🗐   OR   Enter your item description (70 Character Maximum) *

Quantity   Units (How the item is packaged)   Value (Per Item) *   Weight (Per Item) ⓘ *
1 ✔   Pieces ▼ ✔   PLN   kg

Where was the item made? ⓘ *   Schedule B
                                      🔍

☐ VAT Paid

☐ Add line item reference

➕ Add from Product/Item List

Total Units **1**   Total Weight: **--,-- KG**   Total Value: **--,-- PLN**   Add Another Item ➕

Select an item in the list of products / items "

Name ▼	Description	Export Commodity Code	Country of Manufacture
T-SHIRT 1234	MEN'S COTTON T-SHIRT WITH PRINT - KOSZULKA BAWEŁNIANA MĘSKA Z NADRUKIEM		Poland

Search 🔍

1 - 1 of 1

The fields will be completed

Value, quantity and weight can be changed if needed

1 Unique Item Description

What is the item?   Quick Guide for Describing Items

Create Description 🖉   OR   MEN'S COTTON T-SHIRT WITH PRINT - KOSZULKA BAWEŁNIANA ✓

Quantity: 1 ✓
Units (How the item is packaged): Pieces ✓
Value (Per Item): 50 ✓ PLN
Weight (Per Item): 0,5 ✓ kg

Where was the item made? Poland ✓
Schedule B 🔍

☐ VAT Paid
☐ Add line item reference

➕ Add from Product/Item List   💾 Save to My Product/Item List 📋 Copy

Total Units 1   Total Weight: 0,5 KG   Total Value: 50,00 PLN   Add Another Item ➕

The edited item can be saved in the database.
More items can be added by clicking "Add another item"

More instructions for MyDHL can be found HERE

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