

MyDHL+



MyDHL+

QUICK REFERENCE GUIDE

Simply fast. Simply efficient. Simply amazing.

DHL Express – Excellence. Simply delivered.

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LANDING PAGE

This is where your shipping journey begins. To make the most of all the fantastic MyDHL+ features, simply register or – if you have already – just log in.



LOG IN

You don't have to log in to use basic MyDHL+ functionality. But we recommend you do to access the full range of new, intuitive, time-saving features.

1. Registered User

Already have a MyDHL+ account? Great! Just enter your details on the MyDHL+ Homepage to gain access

2. Register

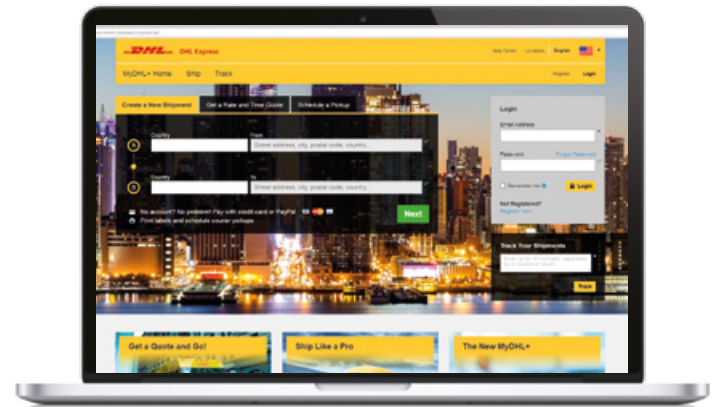
Registration is quick and easy. And once you're set up, you'll only ever have to use one easy-to-remember ID (your email) to log in and handle all of your shipping needs – all in one place

3. No Login? No problem.

Simply click on the MyDHL+ Home tab to access basic DHL shipping features

MyDHL+ HOMEPAGE

Without needing to log in, unregistered first-time users can create an order by clicking on the Create New Shipment tab. However, logging in gives you complete access to the full range of incredibly useful MyDHL+ features.





DASHBOARD

Once you're logged in, you'll not only get all the basic shipping features available on the Homepage, you'll also have access to all the following amazing MyDHL+ account-holder benefits.

Create Shipments

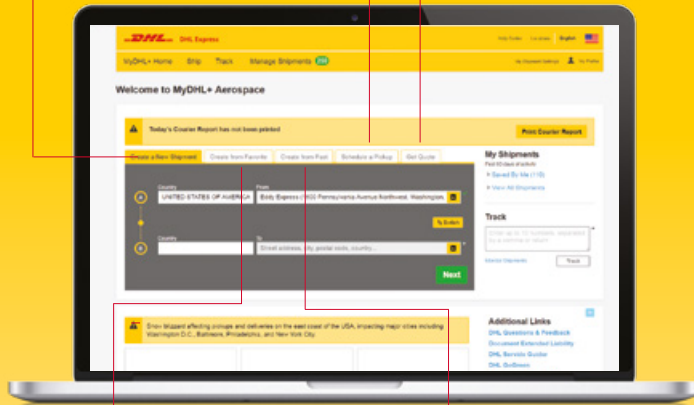
Simply input your shipping data to get started. It's really that easy

Schedule Pickups

See what pickup times are available for your shipment

Get Rate Quotes

Estimated rates and times – all up front, every time



Create From Favorites

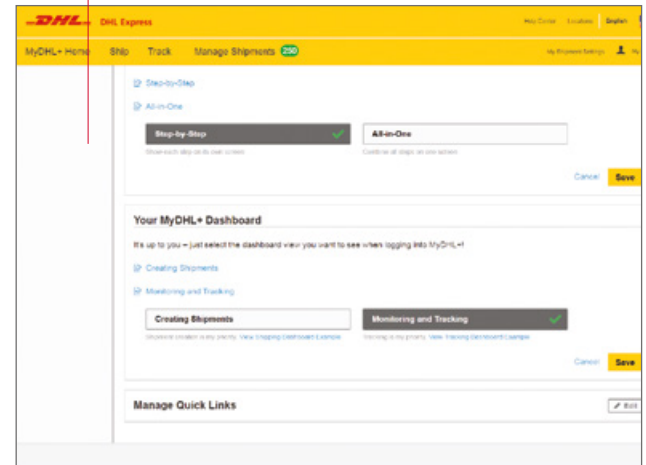
Save your favorites and make it quicker next time you ship

Create From Past Orders

We remember previous shipment details so you don't have to – making shipping faster and simpler than ever

Customize Your Dashboard

Choose which features are most useful to you, and then populate your Dashboard to best suit your needs



Shipments Requiring Action

Click on Edit to complete shipments that were created but remain incomplete or unassigned

The screenshot shows the 'Manage My Shipments' dashboard with a yellow header. The main content area is divided into several sections:

- Shipments Requiring Action:** A table listing shipments that need attention. Each row includes a shipment ID (e.g., MVQAEV, AUZKD, XZLH02), the shipper's name and address, and the status 'Saved By Me'. To the right of each row are 'Quick View' and 'Edit' links.
- My Pickups:** A section for upcoming and previous pickups, listing dates and times (e.g., 'Friday, Sep 1 11:00 - 10:00').
- In Transit and Ready to Ship:** A section for shipments that are ready to be shipped, with a 'Ready to Ship Shipping Today' status.

A red circle highlights the 'Edit' link for the first shipment in the 'Shipments Requiring Action' table.

Every Shipment Status, at a Glance

Quickly view details for every one of your shipments from the past 90 days

The screenshot shows the 'Manage My Shipments' dashboard with a yellow header. The main content area is divided into several sections:

- Manage My Shipments:** A section with filters for 'Shipment Type' (set to 'My Shipments') and 'Shipment Date' (set to 'All Dates'). It also includes a 'Status' filter (set to 'Unsubmitted') and a 'View All Unsubmitted Shipments' link.
- Shipments Pending Action:** A section with a 'Today's Completed' status and a 'Print Courier Report' button. Below it, a message states: 'You do not have a Courier Report to Print. You do not have any shipments to Consolidate.'
- Shipments List:** A table listing shipments with columns for 'Shipment ID', 'Status', 'Ship From', 'Ship To', and 'Created By'. The table shows two shipments: 'MVQAEV' and 'AUZKD', both with a status of 'Unsubmitted' and 'Saved By Me'.

A red circle highlights the 'Edit' link for the first shipment in the 'Shipments List' table.

See Your Pickups

View the status of every pickup – whether your items have already been collected, they're ready for the courier or you have requested a pickup for a future date

The screenshot shows the DHL Express 'Manage Pickups' interface. The page has a yellow header with the DHL logo and navigation links. Below the header, there are filters for 'Pickup Type' and 'By Date'. The main content area is a table of pickups. A red circle highlights a specific pickup entry.

Confirmation Number	Status	Pickup Date	Pickup Window	Address
DLU7001100027	comple	Friday, September 1, 2017	11:30 - 18:00	Fuerza Area Industriale S&D LOS DE CHAPULTEPEC 15000-41 HUALQUIL OTOFEDERAL 11300 Reception
DLU7001100016	comple	Thursday, August 31, 2017	11:30 - 18:00	Fuerza Area Industriale S&D LOS DE CHAPULTEPEC 15000-41 HUALQUIL OTOFEDERAL 11300 Reception
DLU7001100015	comple	Friday, September 1, 2017	11:30 - 18:00	1620 Pennsylvania Avenue NW New York, New York 10033 Reception
DLU7001100014	comple	Thursday, August 31, 2017	10:00 - 19:00	Fuerza Area Industriale S&D LOS DE CHAPULTEPEC 15000-41 HUALQUIL OTOFEDERAL 11300 Reception
DLU7001100013	comple	Wednesday, August 30, 2017	11:30 - 18:00	



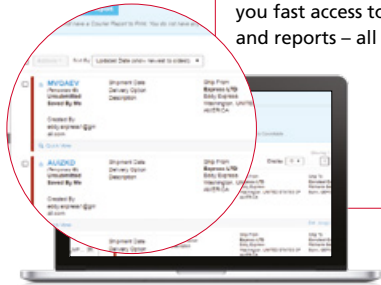


TOOLBAR

Always here, always ready – the Toolbar is your ever-present shortcut to Manage and Track Shipments, change your Shipping Settings and/or update your Profile.

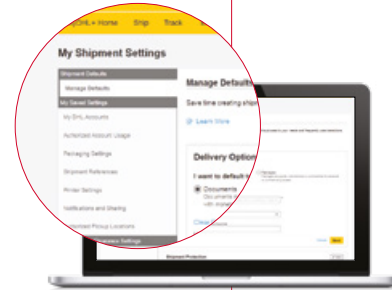
Manage Shipments

This option provides a detailed view of all shipments and gives you fast access to your addresses and reports – all in one place



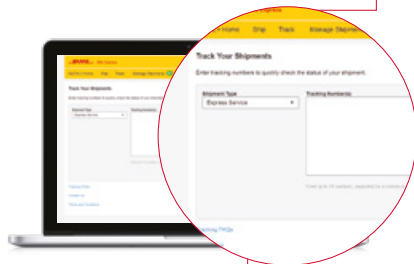
My Shipment Settings

Save time by creating preferred default settings for packaging, pickup times and other critical shipment details



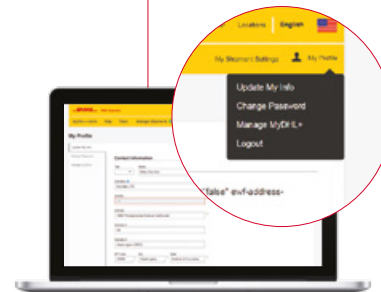
Track

Track the status of your shipment. Anytime, anywhere



My Profile

You are in control of your contact details, password and user profile



EXPORT AND IMPORT

By clicking on Create a Shipment, you can quickly generate an interchangeable export or import shipping order.



Export and Import

With one easy click on the Switch button, you can instantly change your transaction from an export order to an import, or vice versa

The screenshot shows the 'Create Shipment' form in the DHL Express MyDHL+ interface. The 'From' section includes fields for Name (Richard Baker), Company (Consteel Constructions), Country (GERMANY), Address (Rautenstraße 2, 53113 Bonn), and Phone. The 'To' section includes fields for Name (Edly Express), Company (Express LTD), Country (UNITED STATES OF AMERICA), Address (1800 Pennsylvania Avenue Northwest, WA, Washington 20006), and Phone. A yellow 'Switch' button is positioned between the 'From' and 'To' sections, indicating the ability to toggle between export and import directions.

The screenshot shows the 'Create Shipment' form with the 'Shipment Details' section expanded. It includes options for 'Documents' and 'Packages'. A red circle highlights a pop-up window titled 'Is it a document?' which contains the text: 'Some items you might think are documents are not - check before completing your shipment.' Below this, there is a link: '> Help me determine if my item is a document'. Another section titled 'Prohibited Items' lists 'Germany include: FURRY ANIMALS, FISH, ORNLS (LIVE)' and a link to 'View Prohibited Items'.

Categorize Your Goods

MyDHL+ will allow you to select from a list of commonly sent goods to identify the contents of your shipment, which can help prevent delays

DHL Express

MyDHL+ Home Ship Track Manage Shipments 231

Documents, Customs and Trade of Agreement

Card Envelope - 1 Piece - 1.7 lb (13.76 X 10.83 X 0.39 in)

Transportation charges paid by SUCCXK039 - Import for Germany

I'm sending my shipment on

October 12 Today
October 13 Tomorrow
October 14 Today
October 15 Tomorrow
October 16 Tomorrow
October 17 Tomorrow
October 18 Tomorrow
October 19 Tomorrow
October 20 Tomorrow

Delivery Date: **October 14**
Saturday
EXPRESS WORLDWIDE

Delivered By: **End of Day**

October 16
Monday
EXPRESS 900

Delivery

Choose when you'd like your shipment to be sent, and when you'd like it to arrive

Courier Pickups

Choose a time slot for your pickup. You can also include details to help your courier understand exactly where and how to collect your shipment. This information will then be stored for all future shipments

DHL Express

MyDHL+ Home Ship Track Manage Shipments 231

Documents, Customs and Trade of Agreement

Card Envelope - 1 Piece - 1.7 lb (13.76 X 10.83 X 0.39 in)

Transportation charges paid by SUCCXK039 - Import for Germany

Do you need a courier pickup?

Yes - Schedule Pickup No

Additional charges may apply

TSA Privacy Notification
Please read TSA Privacy Act Notification

I'm sending my shipment on

Pickup Window - When courier may arrive and shipment is ready

October 12 Today
October 13 Tomorrow
October 14 Today
October 15 Tomorrow
October 16 Tomorrow
October 17 Tomorrow
October 18 Tomorrow
October 19 Tomorrow
October 20 Tomorrow

18:00

Please allow at least 60 minutes for your Pickup Window
The latest time a request can be made for pickup today is 18:00

Where should the courier pick up the shipment?
Residence

What pickup charge?
\$ 0

Instructions for the courier
Ask for either or Rita or Sue, or Bob after 6pm

Pickup Address
Eddy Express
Express LTD
UNITED STATES OF AMERICA
700 South Florida Avenue
Tampa Florida 33602
Tampa, Florida, 33602
eddy_express1@gmail.com
+1 702-999-9999

Save Use my default pickup address

Disclaimer and Important Details

Next

SHIPMENT SETTINGS

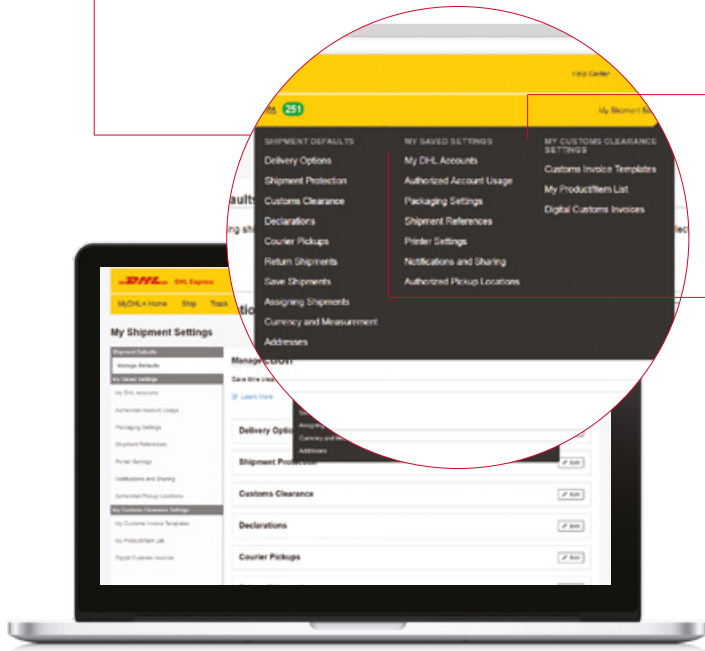
MyDHL+ is our most flexible shipping platform yet. Choose from three time-saving options to set your personalized default settings.



Shipment Defaults

Built to save you time, with this feature you can choose to set your Shipping Defaults – so you don't need to input all of your details again every time you place an order

- Set your default shipment type as Package or Document
- Set your default value for insurance coverage
- Set your regular courier pickup details



My Customs Clearance

Review and save all of your Customs defaults and regularly used forms and documents. Everything is in one place, creating a faster, more efficient shipping experience

- Create invoice templates
- Upload a list of all your company's products
- Opt for paperless invoicing

My Saved Settings

Input specific default settings for each different user on the account, making the MyDHL+ experience faster and more personal at every turn

- Set up online billing and save card details
- Nominate authorized account users
- Set status notifications and who can see them

TRACK SHIPMENTS

There are two ways to track your Shipments with MyDHL+.

Both are simple, transparent and flexible.



Waybill Number

- Track up to 10 shipments at once using the waybill number of each
- View a breakdown detailing every checkpoint your shipment passes through on its journey – including individual time codes for each

The screenshot displays the MyDHL+ web interface. At the top, there's a navigation bar with 'MyDHL+ Home', 'SHIP', 'Track', and 'Manage Shipments'. A 'Welcome to MyDHL+' message is visible. Below this, there are several sections: 'Today's Courier Report has not been printed', 'Monitor Shipments' (with options like 'Create a New Shipment'), 'Track' (with a search bar and 'Track' button), 'My Shipments' (with links like 'Saved By Me'), and 'Create Reports' (with links like 'Address Book Report').

The 'Tracking Results' section is highlighted, showing a 'Summary' for a shipment. The summary includes the Waybill Number 2926391454, the date and time of receipt (Tuesday, October 10, 2017 at 09:49), the Origin Service Area (SINGAPORE - SINGAPORE), and the Destination Service Area (KUALA LUMPUR - MALAYSIA). Below the summary is a table of tracking events:

Tuesday, October 10, 2017	Location	Time	Pieces
1	Shipment information received	SINGAPORE - SINGAPORE	09:49

A 'Print' button is located at the bottom right of the tracking results section.

Reference Number

- Choose the shipment type and enter the tracking/reference number to find your shipment

MyDHL+

Designed to be faster, simpler and more efficient for all different users, MyDHL+ is more than just a new, fully optimized, streamlined platform. It's the next step in the evolution of international shipping. For more information, visit www.info.mydhl.express.dhl