

WELCOME TO THE WEB SHIPPING USER GUIDE



webshipping.dhl.com

ON THE GO OR IN THE OFFICE, WEB SHIPPING GETS IT THERE.

Ideal for busy small-business owners, office managers, or anyone on the go. **DHL Web Shipping** makes shipping online easier than ever before. You can print labels, schedule pickups, store contact details, track your shipments and much more—all directly from your computer.

With **DHL Web Shipping's** easy-to-use forms and enhanced functionality, scheduling shipments is made convenient and efficient. From start to finish, the system expertly guides you through the shipping process with everything you need right at your fingertips.

Benefits:

- No software to install
- Make one-time shipments without registering
- Register with or without a DHL account number
- User-friendly navigation with easy-to-fill-out form fields
- Multiple payment options
- Convenient transit and rate quote details
- Tracking visibility at shipment and piece level
- Import address books from other shipping applications
- New DHL product offerings
- Drop-down city and suburb menus to better identify destination locations
- Obtain additional benefits by registering with a DHL account number

GETTING STARTED

There's no software to install, and use of this shipping tool is absolutely free. All you need is a computer with Internet access.

Registration with the system is not mandatory, and you don't even need a DHL account number to get started.

Or, register with a DHL account number and enjoy the benefits of a line of credit opened for payment purposes, personalized customer service, the most reliable shipping network in the industry, and much more.

ACCESSING THE WEB SHIPPING SYSTEM

DHL Global: Choose Your Country

Step 1:

Access **Web Shipping** either through your country's DHL Web site at www.dhl.com or bookmark **Web Shipping's** direct link for faster access: <https://webshipping.dhl.com>.

Direct Link: Choose Your Country

ONE-TIME USERS

Web Shipping users have the option of preparing one-time shipments without going through the registration process.

A DHL account number or site registration is not necessary when you pay with cash or by credit card.*

START SHIPPING

Start Shipping Tab

Step 1:

Fill in the form fields under the “Start shipping” tab and click **Next** to advance to the next screen.

Tip

Note that the availability of advanced shipment preparation varies by country. The available ship dates will be listed for you in the “Select shipping date” drop-down menu.

Address Details

Step 2:

The left column is for the shipper’s address, and the right column is for the receiver’s address.

Fill in all mandatory address information. Click **Next** to proceed.

Tip

Depending on origin and destination country, you may be required to fill in postal code information.

Note that, at any time, you can cancel the shipment by clicking the **Cancel** button.

*Please check with your local DHL Customer Service Department for availability in your country.

Shipment Details

Help: DHL.com

Web Shipping Login - Register

Start shipping Rate quote Schedule pickup

> Address details > Shipment details > Service options > Confirm shipment

Shipment Details > Help

Packaging Type* Express Flyer

Maximum Weight allowed for this Packaging type is 9 999,0

Pieces	Weight kgs *	L cms	W cms	H cms	Piece Contents	> Copy	> Delete
1	0,5	41	31	1	documents		
2	0,5	41	31	1		Add	

Total no. of Pieces* 1 Total Weight* 0,5 (kgs) TotalDimWeight* 0,3 (kgs)

Description of contents*
blue prints

Shipper reference*
101-A

Declared Value *
100,00 UYU Dutiable? > Help me if my shipment is dutiable or not

Yes, I would like to create my invoice using DHL Web Shipping for dutiable shipment.

Preferred payment* > Help

How are you going to pay?
 Bill my credit card
 Pay cash to courier/service station

Previous Cancel Next

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Other Packaging Types

Help: DHL.com

Web Shipping Login - Register

Start shipping Rate quote Schedule pickup

> Address details > Shipment details > Service options > Confirm shipment

Shipment Details > Help

Packaging Type* Other packaging types

Maximum Weight allowed for this Packaging type is 9 999,0

Pieces	Weight kgs *	L cms *	W cms *	H cms *	Piece Contents	> Copy	> Delete
1	0,5	20	16	7	documents		
2	0,5					Add	

Total no. of Pieces* 1 Total Weight* 0,5 (kgs) TotalDimWeight* 0,4 (kgs)

Description of contents*
blueprints

Shipper reference*
101A

Declared Value *
100,00 USD Dutiable? > Help me if my shipment is dutiable or not

Yes, I would like to create my invoice using DHL Web Shipping for dutiable shipment.

Preferred payment* > Help

How are you going to pay?
 Bill my credit card
 Pay cash to courier/service station

Previous Cancel Next

Declared Value *

100,00 USD Dutiable? > Help me if my shipment is dutiable or not

Yes, I would like to create my invoice using DHL Web Shipping for dutiable shipment.

Preferred payment* > Help

How are you going to pay?
 Bill my credit card
 Pay cash to courier/service station

Previous Cancel Next

*Please check with your local DHL Customer Service Department for availability in your country.

Step 3A:

Select a packaging option from the “Package Type” drop-down menu.

For each piece, enter mandatory weight and dimension information and click **Add**. If you chose a DHL package type, the system will gray out the corresponding package dimension fields because the information has been entered for you.

If you select “Other packaging types” as the package type from the drop-down menu, enter the package dimensions for an estimate of shipping charges.

Enter the mandatory content description.

If set up as a mandatory field, enter a shipper reference, or choose to enter a shipper reference for your own use.

Tip

If you do not enter package information and click the **Add** button, the piece will not be added to the shipment and an error message will be generated.

If you enter shipper reference information, it will be printed on the waybill generated by placing this shipment.

Step 3B:

Mark if your shipment is dutiable. If it is, enter the declared value and choose the currency used from the available currencies for your country in the drop-down menu. If your shipment is dutiable, the option to create an invoice using **DHL Web Shipping** will be displayed.

Click **Next**.

Tip

To check if your shipment is dutiable or not, click the “Help me if my shipment is dutiable or not” link. This page will allow you to select up to five commodities at a time and give the dutiable status for each item.

Step 4:

As a non-registered one-time user, choose to pay by either cash or credit card.*

Create an Invoice

General Invoice Information

Invoice Type * **Commercial Invoice**

Invoice Number

Terms of Trade

Export Id

Export Code

Harmonized Commodity Code

Payer Of GST/VAT

Terms Of Payment

Named Destination Port

Reason for Export * **Permanent**

Other Remarks

Other Charges USD (included on printed invoice total)

Commodity Information

Description	Qty	Unit Value	Subtotal	Net Weight(kgs)	Gross Weight(kgs)	Country of Origin	Commodity Code	Action
blue prints	1	100,00 USD	100,00	5,00	0	Uruguay		Remove

Step 5A:

If you check the box to have **DHL Web Shipping** create an invoice for your dutiable shipment, enter the required information here.

Select an invoice type from the drop-down menu and enter the mandatory information.

Commodity Information

Commodity Information

To add a commodity, fill out the form at the bottom of table, then select **Add**

Description	Qty	Unit Value	Subtotal	Net Weight(kgs)	Gross Weight(kgs)	Country of Origin	Commodity Code	Action
blue prints	1	100,00 USD	100,00	5,00	0	Uruguay		Remove

Description *

Country of Origin * **Select From List**

Quantity *

Unit Value * **USD**

Net Weight * **Kgs**

Gross Weight **Kgs**

Commodity Code

Add

Previous **Cancel** **Next**

Step 5B:

Enter all commodity information. Click **Add**. Multiple listings of commodity information can be entered.

Click **Next** when finished.

Service Options

Help: DHL.com

Web Shipping Login - Register

Start shipping Rate quote Schedule pickup

> Address details > Shipment details > **Service options** > Confirm shipment > Help

Delivery Options

Product Name	Delivery by	Latest booking time	Price
<input type="radio"/> EXPRESS 10:30	09-May-2011, 10:30	14:30	95,29 USD
<input type="radio"/> EXPRESS 12:00	09-May-2011, 12:00	14:30	87,66 USD
<input checked="" type="radio"/> EXPRESS WORLDWIDE	09-May-2011, 23:59	14:30	76,23 USD

The latest pickup time for the selected delivery option is: 15:00

Extra Service Options

Schedule a Pickup (if available)

Check box to insure this shipment

Shipment insured only if a declared value is entered; extra charges may apply.

Insured value cannot exceed 100% of the declared value. Shipment with declared value at or above US\$ 10,000, please call DHL at: (02) 6041331 for details

DHL Rate Estimate as of May 3, 2011, 1:59 pm **Total estimate 76,23 USD**

Destination Country Shipping Information

Payment Options > Help

Shipping Payment Cash Payment

Bill Duties and Taxes to Receiver DTU

Notification

E-mail upon Shipping

> Add additional email addresses or message

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Step 6A:

Click the circle beside the product that best fits your needs.

Use the “Extra Service Options” section to schedule a pickup and add insurance for up to 100% of the value of your shipment, if available.

Tip

If the specified destination country has shipping information available, it can be viewed on this screen.

Step 6B:

Verify your “Payment Options.” This information will reflect the options you entered on the “Shipment details” pages.

Click to proceed.

Tip

To change the payment information, click the button to go back to the “Shipment details” pages.

Confirm Shipment (Cash)*

Help | DHL.com

Web Shipping Login - Register

Start shipping | Rate quote | Schedule pickup

Address details | Shipment details | Service options | Confirm shipment

Ship From
 Silva's Company
 Tomas Silva
 S. Garcia 123
 Zona Norte
 MONTEVIDEO
 MONTEVIDEO
 Uruguay
 T: 5555555555
 E: t.silva@shippingcompany.com

Ship To
 Carrillo's Company
 Juan Carrillo
 123 Main Street
 Ste 4
 MIAMI
 FL
 33139
 United States Of America
 T: 5555555555
 E: j.carrillo@carrioloccompany.com

Shipment Details
 Shipment Date: 05-May-2011
 Packaging Type: Express Flyer
 Number of Pieces: 1
 Total Weight: 0.5 kgs
 Insured Amount: 10,000.00 USD
 Shipper Reference: 101A
 Description of Contents: Blueprints

International Information
 Declared Value: 10,000.00 USD
 Duties and Taxes: Receiver DTU
Estimated Shipping Charges
 EXPRESS WORLDWIDE: 75.11 USD
 INSURANCE: 30.00 USD
 Total Amount: 105.11 USD

I have read and accept the Terms and Conditions [Terms and Conditions](#)
 Send me an email to confirm the shipment

Previous | Cancel Shipment | Next

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Step 7:

Review the summary of the information you have entered on the previous screens.

Accept the Terms and Conditions.

Click **Next**.

Tip

If paying by credit card, you will see credit card payment fields at the bottom of the "Confirm shipment" screen.*

You will need to fill in the payment information form fields before being directed to the "Print Shipment Paperwork" screen.

Confirm Shipment (Credit Card)*

Help | DHL.com

Web Shipping Login - Register

Start shipping | Rate quote | Schedule pickup

Address details | Shipment details | Service options | Confirm shipment

Ship From
 Silva's Company
 Tomas Silva
 S. Garcia 123
 Zona Norte
 MONTEVIDEO
 MONTEVIDEO
 Uruguay
 T: 5555555555
 E: t.silva@shippingcompany.com

Ship To
 Carrillo's Company
 Juan Carrillo
 123 Main Street
 Ste 4
 MIAMI
 FL
 33139
 United States Of America
 T: 5555555555
 E: j.carrillo@receivercompany.com

Shipment Details
 Shipment Date: 22-May-2011
 Packaging Type: Express Flyer
 Number of Pieces: 1
 Total Weight: 0.5 kgs
 Insured Amount: 10,000.00 USD
 Shipper Reference: 101A
 Description of Contents: Blueprints

International Information
 Declared Value: 10,000.00 USD
 Duties and Taxes: Receiver DTU
Estimated Shipping Charges
 EXPRESS WORLDWIDE: 75.11 USD
 INSURANCE: 30.00 USD
 Total Amount: 105.11 USD

I have read and accept the Terms and Conditions [Terms and Conditions](#)
 Send me an email to confirm the shipment

Credit Card Type:
 Card No.: *
 Expiration date: *
 Month | Year
 Security code: * [What is a security code?](#)

American Express Online
 American Express Online
 Visa Online
 Mastercard Online

Continue

Previous | Cancel Shipment

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*Please check with your local DHL Customer Service Department for availability in your country.

Print Shipment Paperwork

Step 8A:

Check the box next to “Select All” to print all available documents, or manually choose which paperwork to print as well as the quantity for each.

Click the **Print Preview** button to review your waybill and click **Print** to print all selected paperwork.

Tip

If you chose to pay by credit card, you will see a transaction approval message at the top of the “Print Shipment Paperwork” page.*

Affix the shipping labels to your packages as directed using a DHL plastic pouch.

Preview Waybill

*Please check with your local DHL Customer Service Department for availability in your country.

Step 8B:

Review the pickup information. Make any changes directly to the form fields.

Request a pickup date and time, and click **Schedule Pickup** to send your information.

Note

The “Schedule Pickup” form fields will only be seen here if you selected “Schedule a Pickup” from the “Extra Service Options” section of the Service Options screen.

The waybill is aligned with DHL global standards and includes piece ID information, which allows users to track by shipment or piece.

REGISTERED USERS

To take advantage of the auto-complete functions available with **DHL Web Shipping** as well as its Address Book and History log features, you'll need to register your information.

Web Shipping allows you to register with or without a DHL account number. If you sign up with a DHL account, you will enjoy the benefits of a line of credit opened for payment purposes, personalized customer service, the most reliable shipping network in the industry, and much more.

REGISTERING WITH WEB SHIPPING

Web Shipping Landing Page

The screenshot shows the DHL Web Shipping landing page. At the top, there's a navigation bar with 'DHL' logo and 'Web Shipping' text. Below this, there are tabs for 'Start shipping', 'Rate quote', and 'Schedule pickup'. The main content area is divided into several sections: 'TRACKING' with a waybill number input field, 'From:' section with dropdowns for Country (Uruguay), Language (English), and Postal Code, City, Suburb; 'To:' section with similar dropdowns; and 'When do you need to ship?' with a 'TODAY' selection. On the right, there's a 'Login - Register' box with fields for Email Address and Password, a 'Remember my E-mail Address' checkbox, and a 'Login' button. Below this box, there are two sections: 'You already have a DHL account?' with a 'Sign up now' link, and 'You dont have a DHL account?' with a 'Get one today' link. A 'Next' button is at the bottom right.

Step 1A:

From the **Web Shipping** landing page, register with the system by clicking the “register your shipping profile” link at the bottom of the yellow “Login - Register” box or click the “Sign up now” link under “You already have a DHL account?”

Tip

If you are an already-registered user, enter your e-mail address and password in the form fields of the yellow “Login - Register” box for direct access to **Web Shipping**. If the yellow “Login - Register” box is not already open on the screen, click the “Login - Register” link in the red bar at the top.

Login - Register

This is a close-up of the 'Login - Register' form. It features two input fields: 'Email Address' and 'Password'. Below the password field is a checkbox labeled 'Remember my E-mail Address'. To the right of the form is a red 'Login' button. At the bottom left, there is a link '> Get Password', and at the bottom right, there is a link '> register your shipping profile'.

Sign Up Now

You already have a DHL account?

Registration doesnt take much time and opens up a most convenient way of shipping.

> Sign up now

Your Details

Step 1B:

Choose to register with or without a DHL account number.

Fill in all required form fields. You will need to create a password to protect access to your information.

Step 1C:

Select your default package, billing, and pickup settings. Designate a pickup location, and enter an optional message to the courier.

Note

The details you enter during registration will be saved as your default information, so you only have to enter your details once!

Step 1D:

Select your preferred e-mail type, and click the box to have your e-mail address remembered.

Choose default printer options for your shipping labels from the drop-down menu.

Click **Submit** to read and accept the Terms and Conditions.

Open a DHL Account

Tip

Users without a DHL account number can get one by clicking the "Get one today" link on the Web Shipping landing page.

Web Shipping Landing Page

Step 2A:

As a registered user, enter your e-mail address and password in the form fields of the yellow “Login - Register” box.

Click **Login**.

Tip

If you chose to have **DHL Web Shipping** remember your e-mail address for you during the registration process, the e-mail field will already be filled in for you.

Start Shipping Tab

Address Details

Step 2B:

On the “Start shipping” tab, verify the default shipping information is correct for this particular shipment.

To update the shipper information, click on the “Change Shipping Location” link to go to the “Address Details” screen. Fill in the form fields in the “From” column.

Step 2C:

On the “Start shipping” tab, choose an already-entered recipient from the drop-down menu or click the “Open Address Book” link. If the recipient is new, click the “Ship To A New Receiver” link to go to the “Address Details” screen. Fill in the form fields in the “To” column.

Select a ship date.

Click **Next** to proceed to the next screen.

Tip

Click the **Address Book** button to enter recipient information to create timesaving data entry by using the “To” drop-down menu and/or the “Open Address Book” link on the “Start shipping” tab.

Depending on origin and destination country, you may be required to fill in postal code information.

Shipment Details

Help: DHL.com

Web Shipping Welcome Thomas, Marcos Logout

Start shipping Rate quote Schedule pickup Address Book My profile Shipment History

> Address details > **Shipment details** > Service options > Confirm shipment

Shipment Details > Help

Packaging Type* Express Flyer

Maximum Weight allowed for this Packaging type is 9.999,0

Pieces	Weight kgs *	L cms	W cms	H cms	Piece Contents	> Copy	> Delete
1	0,5	41	31	1	documents		
2	0,5	41	31	1		Add	

Total no. of Pieces* 1 Total Weight* 0,5 (kgs) TotalDimWeight* 0,3 (kgs)

Description of contents*
blueprints

Shipper reference
101-A

Declared Value * 100,00 USD Dutiable? > Help me if my shipment is dutiable or not

Yes, I would like to create my invoice using DHL Web Shipping for dutiable shipment.

Previous Cancel Next

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Step 3A:

Select a packaging option from the “Package Type” drop-down menu.

For each piece, enter mandatory weight and dimension information and click **Add**.

If you chose a DHL package type, the system will gray out the corresponding package dimension fields because the information has been entered for you.

If you select “Other packaging types,” as the package type from the drop-down menu, enter in the package dimensions for an estimate of shipping charges.

Enter the mandatory content description.

If set up as a mandatory field, enter a shipper reference, or choose to enter a shipper reference for your own use.

Other Packaging Types

Help: DHL.com

Web Shipping Welcome Thomas, Marcos Logout

Start shipping Rate quote Schedule pickup Address Book My profile Shipment History

> Address details > **Shipment details** > Service options > Confirm shipment

Shipment Details > Help

Packaging Type* Other packaging types

Maximum Weight allowed for this Packaging type is 9.999,0

Pieces	Weight kgs *	L cms	W cms	H cms	Piece Contents	> Copy	> Delete
1	0,5	25	15	9	documents		
2	0,5					Add	

Total no. of Pieces* 1 Total Weight* 0,5 (kgs) TotalDimWeight* 0,7 (kgs)

Description of contents*
blueprints

Shipper reference
101-A

Declared Value * 100,00 USD Dutiable? > Help me if my shipment is dutiable or not

Yes, I would like to create my invoice using DHL Web Shipping for dutiable shipment.

Previous Cancel Next

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Tip

If you do not enter package information and click the **Add** button, the piece will not be added to the shipment and an error message will be generated.

If you would like to make it mandatory that shipper reference information is entered each time shipment details are entered, set this as a mandatory field during registration. Shipper reference information will be printed on the waybill generated by placing this shipment.

Step 3B:

Mark if your shipment is dutiable. If it is, enter the declared value and choose the currency used from the available currencies for your country in the drop-down menu. If your shipment is dutiable, the option to create an invoice using **DHL Web Shipping** will be displayed.

Click **Next**.

Tip

To check if your shipment is dutiable or not, click the “Help me if my shipment is dutiable or not” link. This page will allow you to select up to five commodities at a time and give the dutiable status for each item.

Declared Value *

100,00 USD Dutiable? > Help me if my shipment is dutiable or not

Yes, I would like to create my invoice using DHL Web Shipping for dutiable shipment.

Previous Cancel Next

Create an Invoice

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Step 4A:

If you check the box to have **DHL Web Shipping** create an invoice for your dutiable shipment, enter the required information here.

Select an invoice type from the drop-down menu and enter the mandatory information.

Commodity Information

Description	Qty	Unit Value	Subtotal	Net Weight(kgs)	Gross Weight(kgs)	Country of Origin	Commodity Code	Action
blue prints	1 Pieces	100,00 USD	100,00	5,00	0	Uruguay		> Remove

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Step 4B:

Enter all commodity information. Click **Add**. Multiple listings of commodity information can be entered.

Click **Next** when finished.

Service Options

The screenshot shows the DHL Web Shipping interface. At the top, there's a navigation bar with 'Web Shipping' and 'Welcome Thomas, Marcos'. Below that, there are tabs for 'Start shipping', 'Rate quote', 'Schedule pickup', 'Address Book', 'My profile', and 'Shipment History'. The main content area is titled 'Service Options' and includes a table of delivery options, a section for 'Extra Service Options' with checkboxes for pickup and insurance, a 'Destination Country Shipping Information' section with a text input field, and a 'Payment Options' section with dropdown menus for 'Bill To' and 'Bill Duties and Taxes to', and input fields for 'DHL Account Number'. A 'Next' button is visible at the bottom right.

Step 5A:

Click the circle beside the product that best fits your needs.

Use the "Extra Service Options" section to schedule a pickup and add insurance for up to 100% of the value of your shipment, if available.

Tip
If the specified destination country has shipping information available, it can be viewed on this screen.

Step 5B:

Verify your "Payment Options."

For registered users *with* a DHL account number, this information will default to the options set during registration.

From the drop-down menus, choose who the shipment will be billed to as well as who will pay the duties and taxes.

For registered users *without* a DHL account number, the payment information displayed will be the options you chose on the "Shipment details" screen under "Preferred payment."

Payment Options (DHL Account)

This close-up shows the 'Payment Options' section for a DHL account. It includes a dropdown menu for 'Bill To' set to 'Shipper', an input field for 'DHL Account Number' containing '123456789', a dropdown menu for 'Bill Duties and Taxes to' set to 'Recipient & Third F', and an empty input field for 'DHL Account Number'.

Payment Options (Credit Card)*

This close-up shows the 'Payment Options' section for a credit card. It includes a dropdown menu for 'Bill To' set to 'Shipper', a dropdown menu for 'Shipping Payment' set to 'Credit Card Type', and a dropdown menu for 'Bill Duties and Taxes to' set to 'Receiver DTU'.

Step 5C:

Optionally, use the Notifications section to send e-mail notifications to recipients or others.

Click **Next** to proceed.

Tip
You can enter up to five e-mail addresses along with additional message text.

*Please check with your local DHL Customer Service Department for availability in your country.

Confirm Shipment (DHL Account or Cash)*

Help | DHL.com

Web Shipping Welcome Thomas, Marcos Logout

Start shipping Rate quote Schedule pickup Address Book My profile Shipment History

> Address details > Shipment details > Service options > Confirm shipment

Ship From
Silva's Company
Marcos Thomas
S. Garcia 123
Av. de las Americas 7777 bis
MONTEVIDEO
MONTEVIDEO
Uruguay
T: 5555555555
E: t.silva@shippingcompany.com

Ship To
Carrillo's Company
Juan Carrillo
123 Main Street
Suite 4
MIAMI
FL
33139
United States Of America
T: 5555555555
E: carrillo@company.com

Shipment Details
Shipment Date: 05-May-2011
Packaging Type: Flyer
Number of Pieces: 1
Total Weight: 0.5 kgs
Insured Amount: N/A
Shipper Reference: 101A
Description of Contents: blueprints

Payment Options
Bill To: Shipper
Account Number: 717070811

International Information
Declared Value: 100.00 USD
Duties and Taxes: Receiver DTU

Estimated Shipping Charges
EXPRESS WORLDWIDE: 76.23 USD
Total Amount: 76.23 USD

I have read and accept the Terms and Conditions [Terms and Conditions](#)
 Send me an email to confirm the shipment

Previous Cancel Shipment Next

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Step 6:

Review the summary of the information you have entered on the previous screens.

Accept the Terms and Conditions.

If you registered without a DHL account number and chose to pay by credit card, there will be credit card payment fields at the bottom of this screen. Fill in the credit card information form fields.*

Click [Next](#).

Confirm Shipment (Credit Card)*

Help | DHL.com

Web Shipping Welcome Thomas, Marcos Logout

Start shipping Rate quote Schedule pickup

> Address details > Shipment details > Service options > Confirm shipment

Ship From
Silva's Company
Marcos Thomas
S. Garcia 123
Av. de las Americas 7777 bis
MONTEVIDEO
MONTEVIDEO
Uruguay
T: 5555555555
E: t.silva@shippingcompany.com

Ship To
Carrillo's Company
Juan Carrillo
123 Main Street
Ste 4
MIAMI
FL
33139
United States Of America
T: 5555555555
E: j.carrillo@receivercompany.com

Shipment Details
Shipment Date: 22-May-2011
Packaging Type: Express Flyer
Number of Pieces: 1
Total Weight: 0.5 kgs
Insured Amount: 10,000.00 USD
Shipper Reference: 101A
Description of Contents: Blueprints

International Information
Declared Value: 10,000.00 USD
Duties and Taxes: Receiver DTU

Estimated Shipping Charges
EXPRESS WORLDWIDE: 75.11 USD
INSURANCE: 30.00 USD
Total Amount: 105.11 USD

I have read and accept the Terms and Conditions [Terms and Conditions](#)
 Send me an email to confirm the shipment

Credit Card Type:
Card No.: * American Express Online
Expiration date: *
Month: Year:
Security code: * [What is a security code?](#)

Previous Cancel Shipment Continue

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*Please check with your local DHL Customer Service Department for availability in your country.

Print Shipment Paperwork (Laser Printing Options)

Help: DHL.com

Web Shipping Welcome Thomas, Marcos Logout

Start shipping Rate quote Schedule pickup Address Book My profile Shipment History

Print Shipment Paperwork > Help using the Print Shipment Paperwork Screen
Select the appropriate checkbox for the item you want to print. Checking the All documents checkbox will select all documents. After selecting the boxes, press the print button to continue.

Print Shipment Label # of Copies: 1 > Help with printing Shipment Label
 Print Commercial Invoice # of Copies: 5 > Help with printing Invoice Label
 Print Receipt # of Copies: 1
 Select All

Get ADOBE® READER®
Adobe Reader software is the only PDF viewer that can open all PDF documents. If you don't have Adobe Reader® you can download it by clicking on the image above. This software is free of charge.

Print Preview Print Next

Note

Depending on the printer options you chose during registration, the "Print Shipment Paperwork" screen you see will be set up for laser printing or thermal printing.

Step 7A:

For laser printing of labels, check the box next to "Select All" to print all available documents or manually choose which paperwork to print as well as the quantity for each.

Click the **Print Preview** button to review your waybill and click **Print** to print all selected paperwork.

Print Shipment Paperwork (Thermal Printing Options)

Help: DHL.com

Web Shipping Welcome Thomas, Marcos Logout

Start shipping Rate quote Schedule pickup Address Book My profile Shipment History

Print Shipment Paperwork > Help using the Print Shipment Paperwork Screen
 Print Shipment label(Thermal printer) # of Copies: 1 > Help with printing Shipment Label

Select Printer
Available Printers [dropdown]
Print

Checking the All documents checkbox will select all documents. After selecting the boxes, press the print button to continue.

Print Commercial Invoice # of Copies: 5 > Help with printing Invoice Label
 Print Receipt # of Copies: 1
 Select All

Print Preview Print Next

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Step 7B:

For thermal printing of labels, in the top section select your printer and the number of copies. Click **Print**.

To print all available invoice labels and receipts, check the box in the bottom section next to "Select All" or manually choose which paperwork to print and the quantity.

Click the **Print Preview** button to review the documents and click **Print** to print all selected paperwork.

Note

If you chose to pay by credit card, you will see a transaction approval message at the top of the "Print Shipment Paperwork" page.*

Affix the shipping labels to your packages as directed using a DHL plastic pouch.

*Please check with your local DHL Customer Service Department for availability in your country.

TOOLS

SCHEDULE A PICKUP

Whether you're a registered or one-time user of **Web Shipping**, if you do not have a regularly scheduled pickup on a given day, you can easily request one using the "Schedule pickup" tab. Multiple shipments can be picked up at one time.

One-Time Users: Schedule a Pickup Tab

The screenshot shows the 'Schedule Pickup' form for one-time users. At the top, there are navigation tabs: 'Start shipping', 'Rate quote', and 'Schedule pickup' (which is selected). Below the tabs is a 'Schedule Pickup' section with the following fields: Contact *, Company *, Address *, Postal Code, City *, Suburb (dropdown), State/Province, and Phone *. There are also fields for 'Total pieces in shipment(s)*' and 'Pickup Date' (set to 'TODAY'). A 'Special Instructions' field (up to 70 characters) and 'Location Type' (set to 'Residence') are also present. A 'TRACKING' section on the left allows entering a waybill number. On the right, there are two informational sections: 'You already have a DHL account?' and 'You dont have a DHL account?'. At the bottom, there are 'Cancel' and 'Schedule Pickup' buttons.

Tip

As a one-time **Web Shipping** user, click the "Schedule pickup" tab. You will need to enter all your shipping details.

If you are a registered user, the information already provided in the fields will be the default shipper details.

Registered Users: Schedule a Pickup Tab

The screenshot shows the 'Schedule Pickup' form for registered users. At the top, there are navigation tabs: 'Start shipping', 'Rate quote', 'Schedule pickup' (selected), 'Address Book', 'My profile', and 'Shipment History'. Below the tabs, the user is logged in as 'Marcos Thomas' with a 'Logout' link. The 'Schedule Pickup' section is pre-filled with user information: 'Marcos Thomas', 'DHL UY', 'Av. de las Americas 7777 bis', 'MONTEVIDEO', 'MONTEVIDEO', 'Uruguay', and '0280-413-32'. There is a 'Change Pickup Location' link. The 'Total pieces in shipment(s)*' is set to '1' and 'Pickup Date' is 'TODAY'. 'Total weight of shipment(s)*' is '0,5'. 'Special Instructions' and 'Location Type' (set to 'Business') are also visible. The 'TRACKING' section is on the left. At the bottom, there are 'Cancel' and 'Schedule Pickup' buttons.

GET A RATE QUOTE

To request a rate quote, you don't need to be registered with **Web Shipping** or have a DHL account number.

Click the "Rate quote" tab and enter the required "From" and "To" information as well as the "Package details."

One-Time Users: Rate Quote Tab

Help : DHL.com

Web Shipping Login - Register

Start shipping **Rate quote** Schedule pickup

From:
 Select Country *
 Uruguay
 Postal Code Enter City *
 Suburb

To:
 Select Country *
 Select one
 Postal Code Enter City
 Suburb

Package details
 Shipment Date TODAY
 Package Type * Express Flyer
 Total no of Pieces * 1 Total Weight * 0.5 kgs
 Declared Value UYU Non Document
 Get rate quote

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Tip

For registered users, the country, city, and postal code, if used for the country, will be entered for you using the default information entered during registration.

Registered Users: Rate Quote Tab

Help : DHL.com

Web Shipping Welcome Thomas, Marcos Logout

Start shipping **Rate quote** Schedule pickup Address Book My profile Shipment History

From:
 Select Country *
 Uruguay
 Postal Code Enter City *
 MONTEVIDEO
 Suburb
 MONTEVIDEO

To:
 Select Country *
 Select one
 Postal Code Enter City
 Suburb

Package details
 Shipment Date TODAY
 Package Type * Express Letter
 Total no of Pieces * 1 Total Weight * 0.5 kgs
 Declared Value UYU Non Document
 Get rate quote

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TRACKING/SHIPMENT HISTORY

Track shipments quickly by entering a waybill number or piece code in the field and clicking **Track**.

Or, if you're a registered user, access and track your past and present shipments, view pickup details, and even download a spreadsheet of your shipments using the **Shipment History** button.

Tracking Field

TRACKING

Enter your waybill number

1234567890

[more options](#) **Track**

On the Shipment History page, type text or numbers into the “Find” field to search for a particular shipment, or view and track your shipments using a variety of sorting options available in the “Contained in Column” drop-down list.

You can also sort by clicking on any of the headings in the red bar—click once to arrange information in ascending order and twice for descending order.

Tip

On the Shipment History page, select a record and click the **copy** button to copy the record's information for a new shipment being sent to the same recipient.

Shipment History button (for registered users)

ADDRESS BOOK

The Address Book stores both sender and recipient information, allowing you to prepare shipments without repeatedly entering the same contact information.

Import address books from other applications or by directly uploading the respective files (comma-delimited file format [.csv]).

Use the “Find” field to search by name or view your contacts using a variety of sorting options available in the “Contained in column” drop-down list.

You can also sort by clicking on any of the headings in the red bar—click once to arrange information in ascending order and twice for descending order.

Address Book

Help : DHL.com

Web Shipping Welcome Thomas, Marcos Logout

Start shipping Rate quote Schedule pickup Address Book My Profile

Address Book > Help

To Edit, Copy, Delete your addresses, check the radio button next to the record and click on Edit, Copy or Delete. If you need to add a new address, click on Add.

To use one of the records for a shipment, check the radio button next to the record and click on Ship.

To download your address book into a report, click Download. Your records will be downloaded into an Excel spreadsheet.

Find Contained in column Filter List

ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Include: Recipients Senders

Nick Name	Contact	Company	City	Country	Type
<input checked="" type="radio"/> Austin	Agustin Farias	DHL US	TEMPE	United States C	Recipient
<input type="radio"/> Angola	John Smith	Test Ltd.	LUANDA	Angola	Recipient
<input type="radio"/> ARG	Mick Jagger	Rolling Stones	CAPITAL FEDE	Argentina	Recipient
<input type="radio"/> Brazil	Joao Lopes	DHL BR	SAO PAULO	Brazil	Recipient
<input type="radio"/> Colombia	Juan Perez	TEST S.A.	BOGOTA	Colombia	Recipient
<input type="radio"/> DharmeshCA	Dharmesh Kela	DHL CA	MISSISSAUGA	Canada	Recipient
<input type="radio"/> Innocent	Kevin Smith	Innocent Drinks	LONDON	United Kingdom	Recipient
<input type="radio"/> JeanLuc	Jean Luc Maitre	La Fontaine	ST ETIENNE	France	Recipient
<input type="radio"/> Juan	Juan Carrillo	Carrillo's Comp	MIAMI	United States C	Recipient
<input type="radio"/> JuanCL	Juan Perez	Perez Ltda.	ARICA	Chile	Recipient

Add Edit Copy Delete Ship Cancel Display 1 - 10 of 25 > Next

Download address book Import

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Import an Address Book

Help : DHL.com

Web Shipping Welcome Thomas, Marcos Logout

Start shipping Rate quote Schedule pickup Address Book My Profile

Mandatory fields have an (*) asterisk next to them.

Import Shipper Address > Help

Step 1
If the CSV Has header labels, please select "Yes". Otherwise please select "No"
Is the header label available in the CSV file Yes No

Step 2
Browse and select the CSV file to be imported

Step 3
Click on the following button to import the Shipper Address.

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Tip

Add, edit, copy, and delete your contacts by clicking the circles next to their names, then select the appropriate action button at the bottom of the page.

Click on the button to prepare shipment paperwork for the contact you picked.

To download the entire Address Book to a spreadsheet program, simply click the button.


To import address books, click at the bottom of the table.

- Select whose address book you want to import (Shipper's or Receiver's).
- Indicate whether the file to be imported has headers, attach file, and click .
- Match the **Web Shipping** field names with those of the CSV file to be imported.
- Click the "Import" button.
- You will receive a confirmation e-mail.

MY PROFILE

Registered users can click the **My profile** button to modify their profile or change default packaging and courier pickup settings as well as default invoice and billing options.

My Profile


Help | DHL.com

Web Shipping
Welcome Thomas, Marcos Logout

Start shipping
Rate quote
Schedule pickup
Address Book
My profile

Site Id: W294763

TRACKING

Enter your waybill number

[more options](#) Track

My Details

Fill in your details in the form below. Mandatory fields have an (*) asterisk next to them.

Default Shipment Settings > Help

Country
Uruguay

Do you have a DHL account?

DHL Account Number *
123456789

First Name *
Marcos

Last Name *
Thomas

Company *
ABC Company

Job Title

Address line 1 *
Av. de las Americas 7777

Address line 2

Address line 3

Zip/Postal Code

City *
MONTEVIDEO

Suburb
MONTEVIDEO

State/Province

Password
(6-20 characters) *

Verify Password *

Reminder Word *
(e.g. Mothers maiden name)
ventas

Phone *
(###-###-####)
0290-123-45

Mobile Phone
(###-###-####)

Email *
m.thomas@company.com

Confirm email *
m.thomas@company.com

Fax

Language
English

Print Screen
Submit
Clear
Cancel

Contact *
Marcos Thomas

Packaging
Express Letter

Shipper's Reference

Reference always required?

Default Courier Pickup Settings > Help

Please check one of the following:*

I want to be prompted to arrange a pickup each time I prepare a shipment.

I do NOT want to be prompted to arrange a pickup each time I prepare a shipment.

This address above is a
Business

Shipment Location E.g. reception *
Recepción

Special Instructions (up to 70 characters)
Instrucciones Especiales PRUEBA

My shipment will usually be ready by
10 : 00

Office closes at
18 : 00

Default Invoice Options > Help

Please tell us how you will prepare your invoices for outable shipments.

I will create proforma/commercial invoices online, with Web Shipping

I will create my own proforma/commercial invoices offline

Default Billing Options > Help

Please check one of the following:*

I will always use the same account. Do NOT prompt me to check the account each time I prepare a shipment.

I often use different account numbers. Please prompt me to check the account number each time I prepare a shipment.

Please Select Email Type For Sending Shipment Receipt After Settlement.

Text HTML

Remember my E-mail Address

Default Printer Options > Help

Please Select the printer to print DHL Transport label
Thermal Printer(ZPL)

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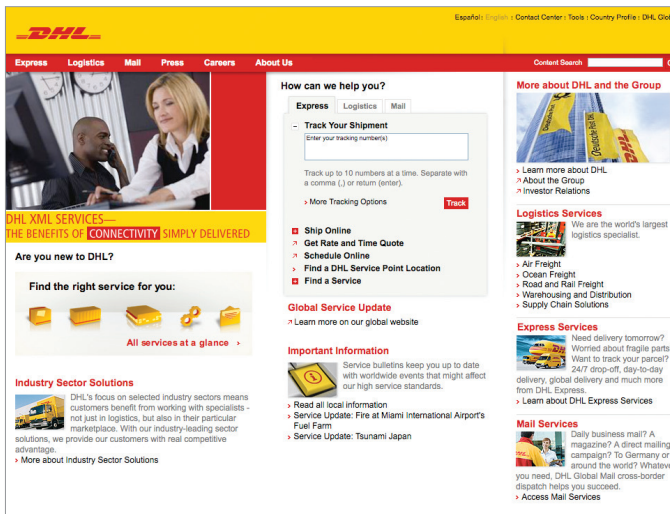
HELPFUL LINKS

Web Shipping Online Tutorial



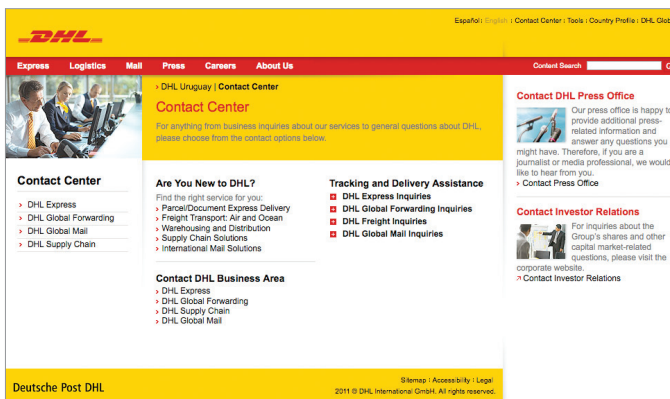
Click the “Help” link at the top of the **Web Shipping** screen to watch a demonstration on how to use the **Web Shipping** system.

DHL Country Page



Click the “DHL.com” link to go directly to your country’s DHL site.

Contact and Service Links



Click the “Contact Center” link at the top of your country’s DHL page to find various service links listed for your convenience.



DHL Express

www.dhl.com

