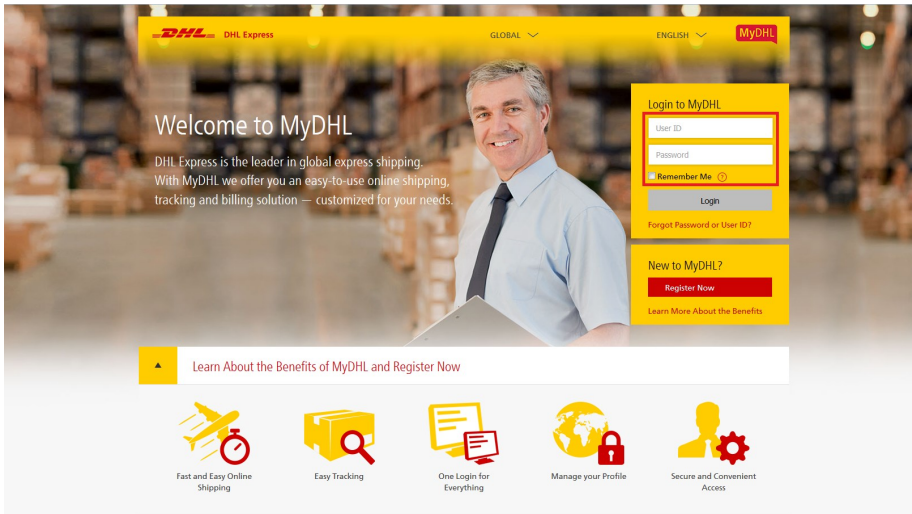


# DHL Intraship - Booking shipment

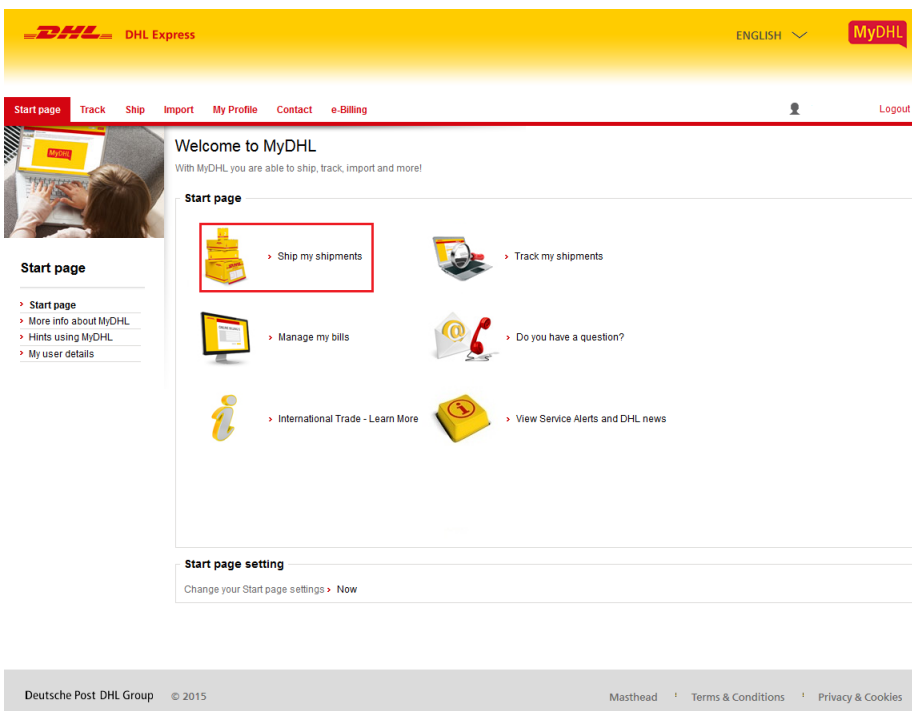
DHL Express



## 1 Login

Go to [www.mydhl.com](http://www.mydhl.com) and enter your user ID and password.

Click on "Login".



## 2 Go to Intraship

On the start page click on "Ship my shipments" with the Intraship icon.



**DHL**  
EXPRESS

# DHL Intraship - Booking shipment

DHL Express

**DHL INTRASHIP** English

Help & advice  
Client ID:100  
You are logged in as:  
>Logout  
Logout in 12 min  
DHL Parcel/DHL  
Freight: 026-324 6700  
DHL Express:  
Support: 088-055 2828  
Customer Service:  
0800-0552

Shipment Date from \* 03/11/15  
Status All  
Account number  
Show all unprinted orders Search

Shipment Date to \* 03/11/15  
Shipment No.  
Shipment Reference  
Piece Reference  
 Show Deleted Shipments only

**More Search Options**  
Select All Deselect All Track Print Delete

ID	Account number shipper	Shipment Date	Status	Service	Receiver	User	Shipment No.	#Pcs	Options
----	------------------------	---------------	--------	---------	----------	------	--------------	------	---------

Page 0 of 0 View 0 - 0 of 0

## 3 Create shipment

In the left menu, click on "Create shipment".

**DHL INTRASHIP** English

Help & advice  
Client ID:100  
You are logged in as:  
>Logout  
Logout in 13 min  
DHL Parcel/DHL  
Freight: 026-324 6700  
DHL Express:  
Support: 088-055 2828  
Customer Service:  
0800-0552

Addresses Services

Shipper Receiver

\* indicates required field

Shipper ID DHL  
Company Name \* eCom  
Street \* / House No Street 1  
Address 2  
Address 3  
Country \* Netherlands, The  
Zip Code \* 1234 City Zip Lookup  
City \* City  
Suburb

Contact \* Contact  
Phone \* Phone  
Mobile Phone  
Email Address \* email@email.com  
Account number \* 19 EXPORT  
 Email Notification to Shipper  
Configure Notifications

Lookup Address Clear Fields

**Optional Information**  
Shipper reference  
VAT No  
EORI No  
Save Address

Print Save & Exit Next Step

## 4 Shipper / Receiver

Enter the needed information within Shipper and Receiver.

### Tip

If you want to use an address from your address book, click on "Lookup address".

If you want to add an address to your address book, click on "Save address".

## 5 Services

Select here if your shipment is non-dutiable or dutiable (1).

Select the shipping date and fill in your shipper reference and description (2).

Choose the preferred service for your shipment (3).

For every item, fill in the weight and dimensions (4).

### Tip

If you use standard packaging, you can add these packages as standards at "Action".

This way, you don't have to fill in the weight and dimensions at every shipment.

## 6 Services optional information

You can use the "Piece Generator" to add multiple pieces with the same weight quick and easy (1).

Choose the wanted extra service options (2).

Select a billing option (3).

When you are ready click "Print" or "Save & exit".

If you want to create export documents or book a pick-up, click Next".

**Export Document Details**

Invoice Type \* Proforma Invoice 1

Invoice Date \* 03/11/15

Invoice No.

Export Type \* P - permanent

Export Reason \*

Print at the invoice a Preferential Origin Declaration

Print at the invoice a CITIES Declaration

Description *	Commodity Code	Quant. *	Unit Value *	Net Weight (kg)	Gross Weight (kg)	Country of Origin *	Action
1 0		1				Netherlands, The	▼

Add Item 2

**Change Invoice Address**

Search Address >> Test Bedrijf

Totals: No. of Pieces: 1, No. of Pallets: 0  
 Shipment No.: Physical Weight: 10.0 kg, Billing Weight: 10.0

« Vorige
Print Export Document >>
Print >>
Save & Exit >>

## 7 Export document

Select an invoice type (1) and fill in all the necessary information.

Click on "Add item" to add a description (2).

Click on "Print".

After printing click on "Save & exit" when you are done or click on "Next" to book a pick-up.

### Tip

If you have standard export items, you can add your standard items by clicking on "Action".

This way you wont have to fill in all the item values in the future.

**Book a Pickup**

Set Pickup Defaults

Pickup Date (dd/mm/yy) \* 03.11.15

Ready-by Time (hh:mm) \* 11:14

Closing Time (hh:mm) \* 20:00

Special Instructions for DHL:

Location of Package(s) \*

Pickup History >>

**Select Pickup Address**

Search Address >>

« Vorige
Print >>
Book Pickup >>
Continue Without Booking >>

## 8 Booking the pick-up

Click on "Search address" and select the pick-up address.

Fill in all needed information an click on "Book pickup".

The screenshot shows the DHL Intraship web interface. On the left, a navigation menu has 'End-Of-Day Manifest' highlighted with a red box and the number 1. The main content area is titled 'Print End-of-Day manifest'. It features a date range selector with 'Date from (DD/MM/YY):' set to '2015' and 'to:' set to '15'. A red box with the number 2 highlights the 'Load' button. Below the date selector, there is a checkbox for 'Remote Order Loadlist' and a dropdown menu for 'Origin' set to 'AMS'. A red box with the number 3 highlights the 'Create end-of-day manifest' button.

## 9 End of day

When you are finished making Shipments, you can print the end of Day manifest.

Click on "End-of day manifest" in the left menu and then click on "Print EOD-report" (1).

Select the date range of which you wish to get the Manifest and click on "Load" (1).

Next click on "Create end-of day manifest" (3).