



How to provide an ARN/ABN to DHL Express For businesses shipping to Australian B2C receivers

Businesses that are shipping to Australian B2C receivers will be required to follow the below procedures in order to comply with this regulation:

1. Register with the Australian Taxation Office (ATO) for a 12-digit ATO Registration Number (ARN).
2. When shipping goods to Australian B2C receivers, the business will need to enter either their 12-digit ARN number or their 11-digit ABN number into the Receiver/Consignee VAT field in their DHL Express electronic shipping solution, as shown below:

Web Shipping:

Receiver Details

Country *	Australia
NickName	
Contact Full Name *	John Smith
Company Name *	Australian Company Pty Ltd
Address 1 *	1 National Circuit
Address 2 *	ACT
Address 3	DHL CANNOT DELIVER TO A PO BOX
Postal Code *	2603
City *	FORREST
Suburb	
State/Province	A C T
Phone *	02 1111 2222
Mobile	Please enter a valid mobile n
Fax	
Email	
Tax ID/VAT Number	651832487932
<input type="checkbox"/> Save to address book	

Next



eMailship:

7 Non Document shipment only (Customs Requirements)	
Shipper's VAT/GST number <input type="text"/>	Receiver's VAT/GST number 651832487932
Declared Value for Customs (as on commercial/proforma invoice) <input type="text"/> Local Currency <input type="button" value="v"/>	Harmonised Commodity Code (if applicable) <input type="text"/>
(FTR) Exemption: Please Select <input type="text"/>	ITN: <input type="text"/>
TYPE OF EXPORT <input checked="" type="radio"/> Permanent <input type="radio"/> Temporary <input type="radio"/> Repair/Return	
Destination duties/taxes <input checked="" type="radio"/> Receiver <input type="radio"/> Shipper <input type="radio"/> Others <input type="text"/> specify approved account number	

EasyShip:

Receiver		Shipper-FOCAUDSCF-DHL Expres-Daniel Bar	
ID:	<input type="text"/>	Postcode/Zip:	2603
* Company:	Australian Company Pty Ltd	State/Province:	<input type="text"/>
* Attention:	John Smith	* Telephone:	02 1111 2222
* Country:	<input type="text"/> Code: <input type="text"/>	Mobile:	<input type="text"/>
* Address 1:	1 National Circuit	Email:	<input type="text"/>
* Address 2:	ACT	Email Notification:	<input type="checkbox"/>
Address 3:	<input type="text"/>		
* City:	FORREST		
Shipment Details		Dutiable Options	
Dutiable Information			
Harmonized Commodity Code:	<input type="text"/>	Shipper VAT/GST No.:	<input type="text"/>
Manufacture Country:	AUSTRALIA	Receiver VAT/GST No.:	651832487932
Type of Export:	Permanent	License Expiry Date:	<input type="text"/>
Invoice Number:	<input type="text"/>	Federal Tax ID:	<input type="text"/>
Exempt From Dept. Of State Licensing:	<input type="checkbox"/>	Export License No.:	<input type="text"/>
Exempt Criteria:	<input type="text"/>	Exempt claimed under 22CFR Section#:	<input type="text"/>
Create Customs Documents: <input type="button" value=""/>			



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Postal Code ✓ City ✓ State

Email Address ✓

Phone Type Country Code ✓ Phone ✓

[+ Add Another](#)

VAT/Tax ID ✓

EORI Number

Residential Address

[Notes about this contact](#)

[Clear Address](#)

[Next](#)

3. Lodge GST returns to the ATO periodically.



How to provide an ARN/ABN to DHL Express For businesses shipping to both Australian B2C and B2B receivers

Businesses that are shipping to both Australian B2C and B2B receivers will be required to follow the below procedures in order to comply with this regulation and claim GST exemption for B2B shipments (to avoid having to collect GST at point of sale for registered Australian businesses):

1. Register with the Australian Taxation Office (ATO) for a 12-digit ATO Registration Number (ARN).
2. Obtain the Australian Business Number (ABN) of the receiving business.
3. Register with DHL Express for a 5-digit Customer ID by completing the Excel form provided by their sales representative or by submitting their details to www.dhl.com.au/customeridregistration (site will be operational from 23 April, 2018).

Sales representatives will send the completed Excel form for processing to the team at fjlvtcustomer@dhl.com with 'AU LVT Customer ID request' in the subject line.

This Customer ID will capture either:

- the business' 12-digit ARN number
OR
- the business' 11-digit ABN number

4. When shipping goods to Australian B2B receivers, the business will need to enter their 5-digit Customer ID number and receiver's ABN number (separated by a comma) into the Receiver/Consignee VAT field in their DHL Express electronic shipping solution, as shown below:



MyDHL+

Postal Code	City	State
<input type="text" value="2603"/>	<input type="text" value="Forrest"/>	<input type="text"/>
Email Address		
<input type="text" value="john.smith@dhl.com"/>		
Phone Type	Country Code	Phone
<input type="text" value="Other"/>	<input type="text" value="61"/>	<input type="text" value="021 111 2222"/>
<input type="button" value="Add Another"/>		
VAT/Tax ID		
<input type="text" value="56498,651832487932"/>		
EORI Number		
<input type="text"/>		
<input type="checkbox"/> Residential Address		
Notes about this contact		
Clear Address		



eMailship:

7 Non Document shipment only (Customs Requirements)	
Shipper's VAT/GST number <input type="text"/>	Receiver's VAT/GST number 56498,651832487932
Declared Value for Customs (as on commercial/proforma invoice) 500 <input type="text"/> Local Currency <input type="button" value="v"/>	Harmonised Commodity Code (if applicable) <input type="text"/>
(FTR) Exemption: Please Select <input type="text"/>	ITN: <input type="text"/>
TYPE OF EXPORT <input checked="" type="radio"/> Permanent <input type="radio"/> Temporary <input type="radio"/> Repair/Return	
Destination duties/taxes <input checked="" type="radio"/> Receiver <input type="radio"/> Shipper <input type="radio"/> Others <input type="text"/> specify approved account number	

5. Businesses that are also shipping to B2C receivers may wish to use their Customer ID number instead of inputting their ARN/ABN when shipping to B2C receivers.

Web Shipping using ARN:

Receiver Details	
Country *	Australia <input type="button" value="v"/>
NickName	<input type="text"/>
	> Open Address Book
Contact Full Name *	John Smith
Company Name *	Australian Company Pty Ltd
Address 1 *	1 National Circuit
Address 2 *	ACT
Address 3	DHL CANNOT DELIVER TO A PO BOX
Postal Code *	2603 <input type="button" value="v"/> COMPLETE
City *	FORREST
Suburb	<input type="button" value="v"/>
State/Province	A C T
	<i>If U.S. address, enter two letter state code</i>
	> State List
Phone *	02 1111 2222
Mobile	Please enter a valid mobile n
Fax	<input type="text"/>
Email	<input type="text"/>
Tax ID/VAT Number	651832487932
<input type="checkbox"/>	Save to address book
<input type="button" value="Next"/>	



Web Shipping using Customer ID Number:

Receiver Details

Country *	Australia	
NickName		
	> Open Address Book	
Contact Full Name *	John Smith	
Company Name *	Australian Company Pty Ltd	
Address 1 *	1 National Circuit	
Address 2 *	ACT	
Address 3	DHL CANNOT DELIVER TO A PO BOX	
Postal Code *	2603	COMPLETE
City *	FORREST	
Suburb		
State/Province	A C T	
	<i>If U.S. address, enter two letter state code</i>	
	> State List.	
Phone *	02 1111 2222	
Mobile	Please enter a valid mobile n	
Fax		
Email		
Tax ID/VAT Number	56498	
<input type="checkbox"/> Save to address book		

Next

6. Lodge GST returns to the ATO periodically.