Deutsche Post AG Headquarters Charles-de-Gaulle-Str. 20 53113 Bonn Germany dhl.com

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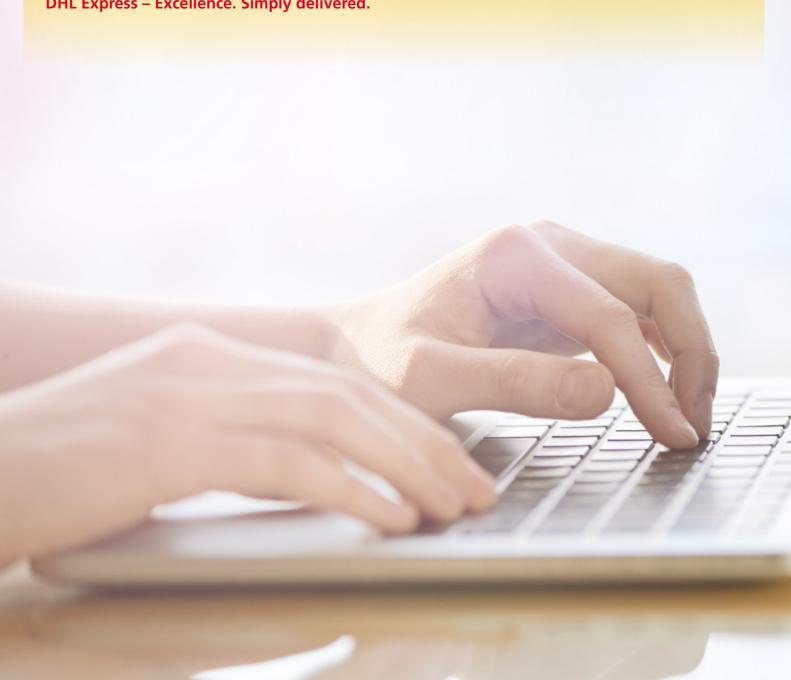


MyDHL+ QUICK REFERENCE GUIDE

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Simply fast. Simply efficient. Simply amazing.

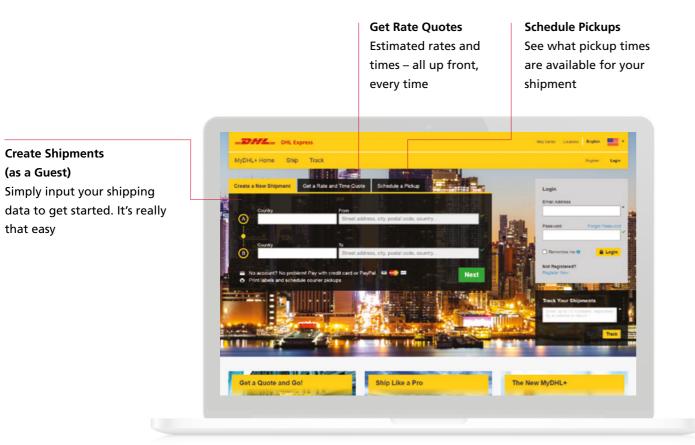
DHL Express – Excellence. Simply delivered.



Whatever your particular shipping needs, MyDHL+ is an intuitive platform designed to help make the process easier than ever before. This is how DHL is delivering all the benefits of the next stage in the evolution of international shipping.

MyDHL+ HOME

You don't have to log in to use MyDHL+. Just begin on the Homepage and click on Create New Shipment to get started. But if you want to take advantage of all the incredible features that this intuitive new shipping experience has to offer – such as instant recall of all your past shipments and addresses - we recommend you log in to (or create) your account.



LOG IN

You don't have to log in to use basic MyDHL+ functionality. But for a faster, more intuitive shipping experience that remembers all your past shipments and addresses, we do recommend it.

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

DASHBOARD

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

Customize Your Dashboard

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

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		Canoel Save
it's up to you - just select the dashboard view you	want to see when logging into MyCHL+!	
Br Creating Shipments		
Monitoring and Tracking		

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

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Every Shipment Status, at a Glance Quickly view details for every one of your shipments from the past 90 days

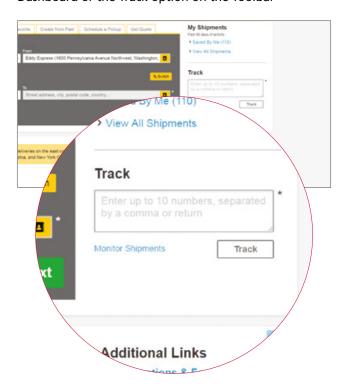
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See Your Pickups

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

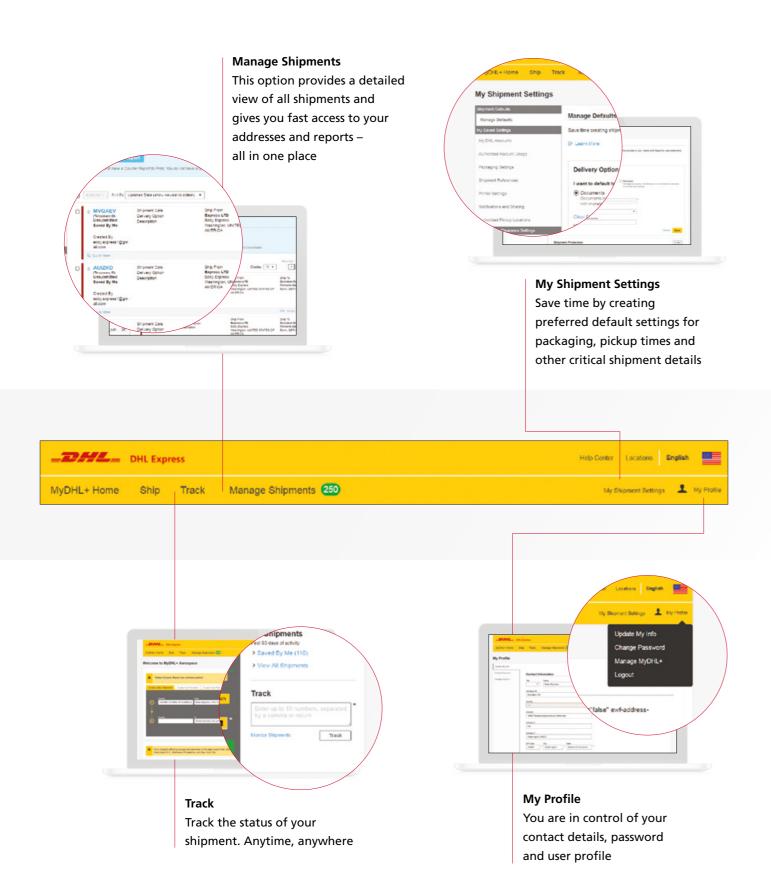
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Track Shipments Choose to track via waybill numbers on your Dashboard or the Track option on the Toolbar



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.

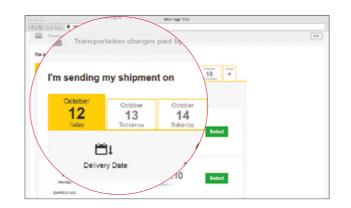


EXPORT AND IMPORT

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

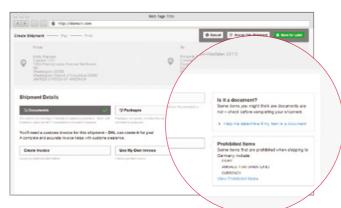
Export and Import

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



Delivery

Choose when you'd like your shipment to be sent, and when you'd like it to arrive. Here, you can also request the estimated delivery cost



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

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



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DHL Express	
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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, this is where you can choose to set your Shipping Defaults, with no re-input needed when you place your orders

- Set Packages or Documents as default
- Set your default value for insurance coverage
- Set your regular courier pickup details

DHL_ DHL Express

My Shipment Settings

Manage Default

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Courier Pickups

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Shipment Defaults

Manage Defaults

My DHL Accounts

Shipment Reference: Printer Settings

Notifications and Sharing

My Product/Item List

Digital Customs Invoices

My Customs Clearance Settings

Authorized Account Usage Peckaging Settings

My Saved Settings

A great place to set your Account Defaults, making your MyDHL+ experience faster and more personal at every turn

- Set up online billing and save card details
- Nominate authorized account users
- Set status notifications

- Create invoice templates
 - Upload a list of all your company's products

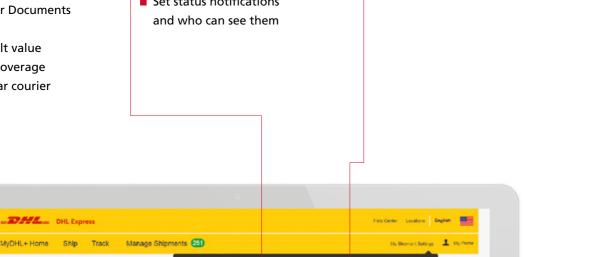
you a faster, more efficient

shipping experience

My Customs Clearance

All your Customs Defaults and forms saved in one place, to give

Opt for paperless invoicing



My Product/Item List

Digital Customs Invoi

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My DHL Account

TRACKING

There are two ways to track your Shipments with MyDHL+. Both are simple, transparent and flexible.

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With a fully optimized, streamlined platform designed to work better for you, MyDHL+ is the next evolutionary step in shipping. For more information, visit www.info.mydhl.express.dhl





Waybill Number

- Choose to track (up to 10) shipments via waybill number at once
- View a breakdown of every checkpoint for your Shipment, including individual timecodes for each

Reference Number

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