

MyDHL⁺



MyDHL⁺ QUICK REFERENCE GUIDE

Simply fast. Simply efficient. Simply amazing.

DHL Express – Excellence. Simply delivered.

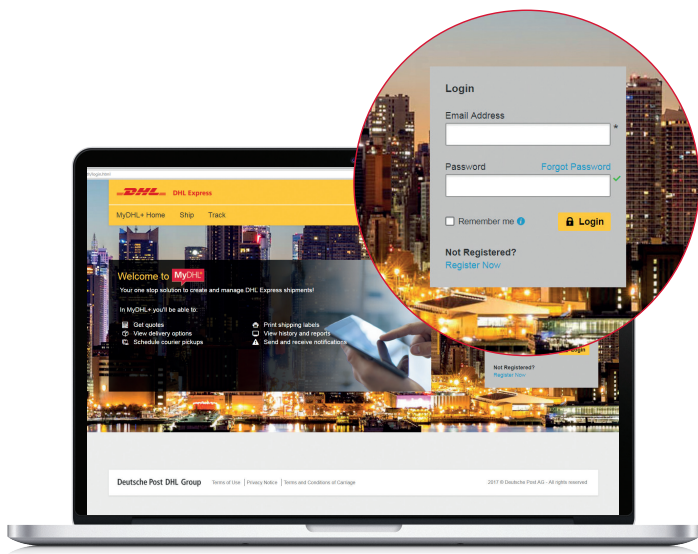


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LANDING PAGE

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

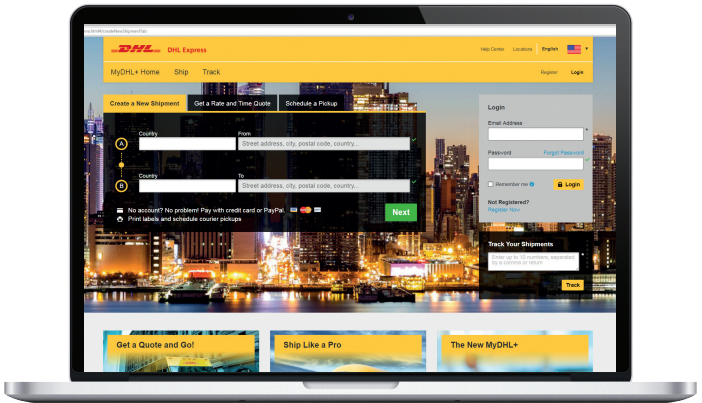
Registration is quick and easy. And once you're set up, you'll only ever have to use one easy-to-remember ID (your email) to log in and handle all of your shipping needs – all in one place

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

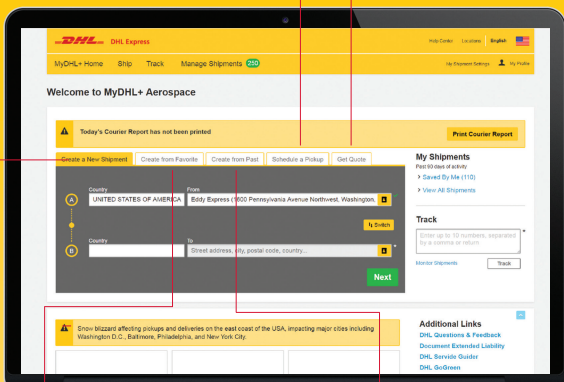
Simply input your shipping data to get started. It's really that easy

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

The screenshot shows the 'Manage MyDHL+' dashboard settings page. At the top, there is a yellow header with the DHL logo and 'DHL Express' on the left, and 'Help Center', 'Locations', and 'English' on the right. Below the header is a navigation bar with 'MyDHL+ Home', 'Ship', 'Track', and 'Manage Shipments 250'. The main content area is divided into three sections:

- Step-by-Step vs All-in-One:** This section allows users to choose between 'Step-by-Step' (selected with a green checkmark) and 'All-in-One'. 'Step-by-Step' is described as 'Show each step on its own screen', while 'All-in-One' is 'Combine all steps on one screen'. There are 'Cancel' and 'Save' buttons at the bottom right.
- Your MyDHL+ Dashboard:** This section is titled 'It's up to you – just select the dashboard view you want to see when logging into MyDHL+!'. It lists 'Creating Shipments' and 'Monitoring and Tracking'. 'Monitoring and Tracking' is selected with a green checkmark. Below each option is a link to 'View [Category] Dashboard Examples'. There are 'Cancel' and 'Save' buttons at the bottom right.
- Manage Quick Links:** This section has an 'Edit' button on the right.

Shipments Requiring Action

Shipments requiring action can be viewed on your Dashboard. Click on Edit to complete shipments that were created but remain incomplete or unassigned

The screenshot displays the DHL Express dashboard interface. At the top, there is a yellow navigation bar with the DHL logo and 'DHL Express' text on the left, and 'Help Center' on the right. Below this, a secondary navigation bar contains 'MyDHL+ Home', 'Ship', 'Track', 'Manage Shipments' (with a green badge showing '250'), and 'My Shipments'.

The main content area is divided into several sections:

- Shipments Requiring Action:** This section is titled 'Shipments not yet submitted to DHL'. It contains a list of three shipments, each with a tracking ID, recipient name, address, and country. Each entry has a 'Saved By Me' status, a magnifying glass icon for 'Quick View', and an 'Edit' button. A red line connects the 'Edit' button of the first shipment to the red circle in the lower section.
- In Transit and Ready to Ship:** This section is titled 'Shipments submitted to DHL, but not yet delivered'. It shows a single shipment with tracking ID '1220105924', recipient 'Eddy Express at Express LTD', and address '1800 Pennsylvania Avenue Northwest, NEW YORK, UNITED STATES OF AMERICA'. The status is 'Ready to Ship Shipping Today'. It also features 'Quick View' and 'Edit' buttons.
- My Pickups:** This section on the right side shows 'Upcoming' and 'Previous Pickups' with specific dates and times.
- Quick Links:** A section at the bottom right with an 'Add or Edit Quick Link' button.

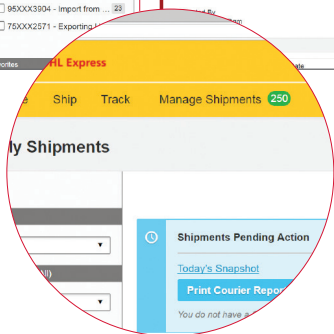
A red circle highlights the 'Quick View' and 'Edit' buttons for the shipment in the 'In Transit and Ready to Ship' section.

Every Shipment Status, at a Glance

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

The screenshot displays the DHL Express 'Manage My Shipments' interface. At the top, the navigation bar includes 'MyDHL+ Home', 'Ship', 'Track', and 'Manage Shipments 250'. The sidebar on the left provides filters for 'Filter By', 'Shipment Type' (My Shipments), 'Shipment Date (Showing All)' (All Dates), 'Status (Showing All)' (Unsubmitted: 300, Ready to Print: 247, Ready to Ship: 33, Shipping Today: 20, Future Shipment: 1), and 'Accounts (Showing All)' (95XXX5375: 75, 81XXX2108: 30, 95XXX5375 - Miklos_IMP: 25, 95XXX3904: 23, 75XXX2571: Exporting). The main content area features a 'Shipments Pending Action' section with a 'Print Courier Report' button and a message: 'You do not have a Courier Report to Print. You do not have any shipments to Consolidate.' Below this is a table of shipments:

Actions	Sort By	Updated Date (show newest to oldest)	Display	Showing 1 - 10 of 340 (shipments-2)	
<input type="checkbox"/>			10	1 2 ... 34	
<input type="checkbox"/>	★	MVQAEV (Temporary ID) Unsubmitted Saved By Me	Shipment Date Delivery Option Description	Ship From Express LTD Eddy Express Washington, UNITED STATES OF AMERICA	Ship To Consteel Constructions Richards Baker Born, GERMANY
		Created By eddy.express1@gm all.com		Fill Assign Copy Cancel Shipment	
<input type="checkbox"/>	★	AUIZKD (Temporary ID) Unsubmitted Saved By Me	Shipment Date Delivery Option Description	Ship From Express LTD Eddy Express Washington, UNITED STATES OF AMERICA	Ship To Consteel Constructions Richards Baker Born, GERMANY
				Fill Assign Copy Cancel Shipment	



12 Toolbar > Manage Shipments > My Shipments > My Pickups

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 displays the DHL Express 'Manage Pickups' interface. The top navigation bar includes 'MyDHL+ Home', 'Ship', 'Track', and 'Manage Shipments 250'. The left sidebar contains filters for 'Pickup Type', 'By Date', 'Shipment Type', and 'Accounts'. The main content area shows a table of pickups with the following data:

Confirmation Number	Status	Pickup Date	Pickup Window	Address
<input type="checkbox"/> CBJ170901500027	completed	Friday, September 1, 2017	11:30 - 18:00	Fuerza Aerea Mexicana 540 LOM DE CHAPULTEPEC II SECC-M HIDALGO, DTOFEDERAL, 11000 Reception
<input type="checkbox"/> CBJ170831500016	completed	Thursday, August 31, 2017	11:30 - 18:00	Fuerza Aerea Mexicana 540 LOM DE CHAPULTEPEC II SECC-M HIDALGO, DTOFEDERAL, 11000 Reception
<input type="checkbox"/> 95XXX5375 - Import from DE	completed	Friday, September 1, 2017	11:30 - 18:00	1600 Pennsylvania Avenue Northwest NEW YORK, New York 10000 Reception
<input type="checkbox"/> 95XXX5375 - Miklos_IMP_Test	completed	Thursday, August 31, 2017	11:30 - 18:00	Fuerza Aerea Mexicana 540 LOM DE CHAPULTEPEC II SECC-M HIDALGO, DTOFEDERAL, 11000 Reception
<input type="checkbox"/> 75XXX2571 - Exporting Urgent	completed	Thursday, August 31, 2017	10:00 - 18:00	1600 Pennsylvania Avenue Northwest NEW YORK, New York 10000 Reception
<input type="checkbox"/> 95XXX5375	completed	Wednesday, August 30, 2017	11:30 - 18:00	Fuerza Aerea Mexicana 540 LOM DE CHAPULTEPEC II SECC-M HIDALGO, DTOFEDERAL, 11000 Reception



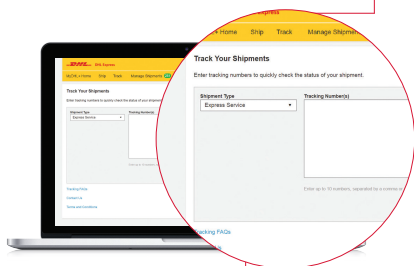
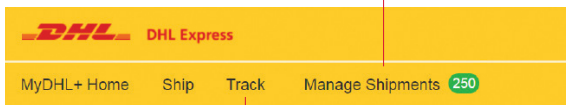
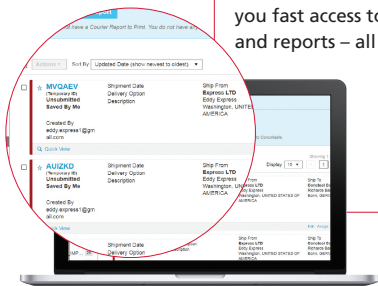


TOOLBAR

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.

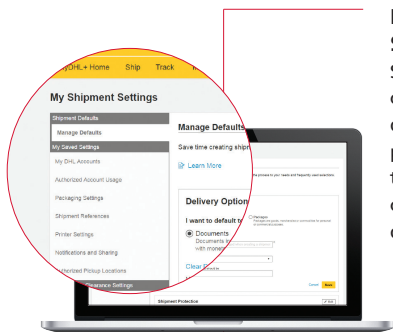
Manage Shipments

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



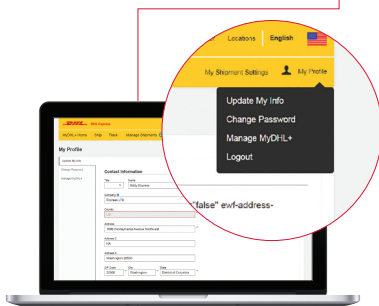
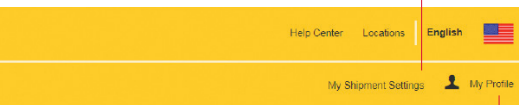
Track

Track the status of your shipment.
Anytime, anywhere



My Shipment Settings

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



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 displays the DHL Express 'Create Shipment' interface. At the top, the DHL logo and 'DHL Express' are visible on the left, and 'Help Center', 'Locations', and 'English' with a flag icon are on the right. Below this, navigation links include 'MyDHL+ Home', 'Ship', 'Track', and 'Manage Shipments' with a '251' notification badge. On the far right of this bar are 'My Shipment Settings' and 'My Profile' with a user icon. The main heading is 'Create Shipment' with sub-links for 'Pay' and 'Print'. To the right of this heading are 'Cancel' and 'Assign this Shipment' buttons. The form is divided into two columns: 'From' and 'To'. The 'From' column contains fields for Name (Richards Baker), Company (Consteel Constructions), Country (GERMANY), Address (Reuterstraße 2), Address 3 (53113 Bonn), Postal Code (53113), City (Bonn), Province (Nordrhein-Westfalen), Email Address (richardsbaker@consteel.com), and Phone Type (Other), Country Code (49), and Phone (6549 68788). The 'To' column contains fields for Name (Eddy Express), Company (Express LTD), Country (UNITED STATES OF AMERICA), Address (1600 Pennsylvania Avenue Northwest), Address 2 (NA), Address 3 (Washington 20500), ZIP Code (20500), City (Washington), State (District of Columbia), and Email Address (eddy.express1@gmail.com). A yellow 'Switch' button is positioned between the two columns, with a red line pointing to it from the text above.

From	To
Name: Richards Baker	Name: Eddy Express
Company: Consteel Constructions	Company: Express LTD
Country: GERMANY	Country: UNITED STATES OF AMERICA
Address: Reuterstraße 2	Address: 1600 Pennsylvania Avenue Northwest
Address 3: 53113 Bonn	Address 2: NA
Postal Code: 53113	Address 3: Washington 20500
City: Bonn	ZIP Code: 20500
Province: Nordrhein-Westfalen	City: Washington
Email Address: richardsbaker@consteel.com	State: District of Columbia
Phone Type: Other	Email Address: eddy.express1@gmail.com
Country Code: 49	
Phone: 6549 68788	

The screenshot shows the DHL Express MyDHL+ interface. At the top, there's a navigation bar with 'MyDHL+ Home', 'Ship', 'Track', and 'Manage Shipments (25)'. Below this, there are buttons for 'Create Shipment', 'Pay', and 'Print', along with 'Cancel', 'Assign this Shipment', and 'Save for Later'. The main content area is divided into 'From' and 'To' sections, with address details for 'Eddy Express' and 'Richards Baker'. A 'Shipment Details' section is visible, with 'Documents' selected and 'Packages' as an alternative. A red circle highlights a dialog box that asks 'Is it a document?' and provides a link to 'Help me determine if my item is a document'. Below this, there's a 'Prohibited Items' section listing 'IVORY', 'ANIMALS, FISH, BIRDS (LIVE)', and 'CURRENCY'.

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

The screenshot shows the DHL Express website interface. At the top, there is a yellow header with the DHL logo and 'DHL Express' text. Below the header, there are navigation links: 'MyDHL+ Home', 'Ship', 'Track', and 'Manage Shipments (251)'. There are also links for 'My Shipment Settings' and 'My Profile'. The main content area shows a shipping summary for a 'Card Envelope - 1 Piece - 1.1 lb (13.78 X 10.83 X 0.39 in)'. Below this, there are buttons for 'Cancel', 'Assign this Shipment', and 'Save for Later'. The 'I'm sending my shipment on' section displays a calendar for October, with the 14th (Saturday) selected. A red circle highlights the 'Delivery Date' and 'Delivered By' sections, which are currently set to 'October 14 Saturday' and 'End of Day' respectively. Below this, there are options for 'October 16 Monday' and 'EXPRESS WORLDWIDE'.

Delivery Date	Delivered By
October 14 Saturday	End of Day
October 16 Monday	

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 DHL Express Help Center Locations English

MyDHL+ Home Ship Track Manage Shipments 251
My Shipment Settings My Profile

Do you need a courier pickup?

Yes – Schedule Pickup No

⚠ Additional charges may apply

I'm sending my shipment on October 12 Today Pickup Window – When courier may arrive and shipment is ready

Edit

Earliest 15:45
Latest 18:00

10:00

12:15

14:30

16:45

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? ✓

Reception

Total Pickup Weight ✓ lb

1.1

Instructions for the courier

Ask for either or Rita or Sue, or Bob after 6pm

[Disclaimer and Important Details](#)

Pickup Address

Eddy Express
 Express LTD
 UNITED STATES OF AMERICA
 700 South Florida Avenue
 Tampa Florida 33602
 Tampa, Florida, 33602
 eddy.express1@gmail.com
 +1 785-699-9999



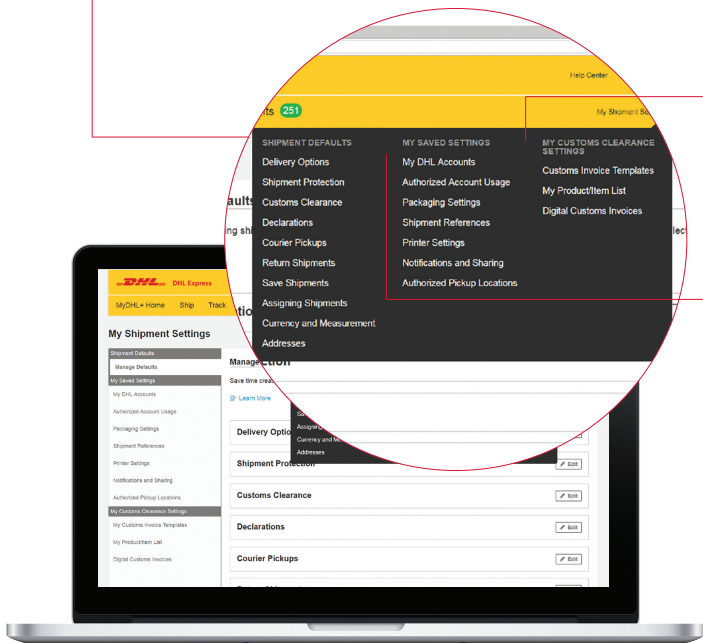
SHIPMENT SETTINGS

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

Reference Number

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

The screenshot shows the DHL Express MyDHL+ web interface. At the top, there's a navigation bar with the DHL logo and links for 'MyDHL+ Home', 'Ship', 'Track', and 'Manage Shipments'. Below this, a 'Welcome to MyDHL+' message is displayed. A central 'Track' section includes a search bar and a 'Monitor Shipments' button. To the right, there are sections for 'My Shipments' (listing 'Saved By Me', 'In Transit', and 'Delivered') and 'Create Reports' (listing 'Address Book Report', 'Courier Report', 'Detail Breakdown Report', 'Shipment Detail Report', and 'Shipment Summary Report').

Tracking Results

Summary New Search

Waybill Number **2926391484** **Tuesday, October 10, 2017 at 09:49**
Shipment information received
 Origin Service Area:
SINGAPORE - SINGAPORE

Destination Service Area:
KUALA LUMPUR - MALAYSIA

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

[Hide Details](#) Print

The logo for MyDHL+ is presented within a red speech bubble shape. The text "MyDHL+" is written in white, with "My" in a bold sans-serif font and "DHL+" in a regular weight. The speech bubble has a tail pointing downwards and to the left.

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

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