



MyDHL+ QUICK REFERENCE GUIDE

Simply fast. Simply efficient. Simply amazing.

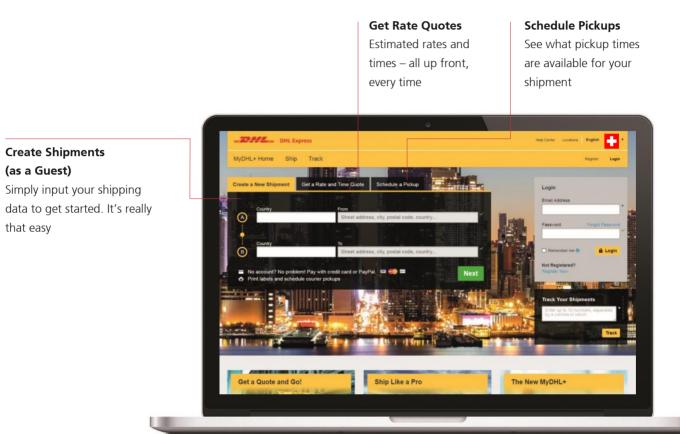
DHL Express – Excellence. Simply delivered.



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



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

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.

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

12	All-in-One			
	Step-by-Step	All-in-One		
	Show each step on its own screen	Combine all steps on one screen		
			Cancel	Save
Yo	ur MyDHL+ Dashboard			
	ur MyDHL+ Dashboard	u want to see when logging into MyDHL+!		
lt's	-	i want to see when logging into MyDHL+I		
It's	up to you - just select the dashboard view you	i want to see when logging into MyCHL+I		
It's	up to you – just select the dashboard view you Creating Shipments	i want to see when logging into MyDHL+I Monitoring and Tracking		

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

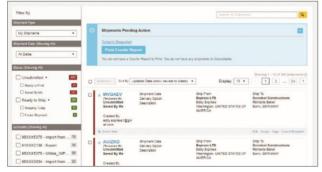


Shipments Requiring Action Click on Edit to complete shipments that were created but remain incomplete or unassigned

Shipmants not yes submitted to CHL			My Pickups	
Q: MYCAEV Risbards Baker at Consteel Constructions Reuterstraße 2 Born	Baved By Ma	Q, Quick Vew Edit	Upcoming No Pickups	
GERMANY			Previous Pickups	
AUEXO Richards Baker at Consteel Constructions Reuterstraße 2	Saved By Me	Q, Quick Vew	Friday, Sep 1 11:30 - 18:00	
GERMANY GERMANY			Thursday, Aug 31 11:30 - 18:00	
X2LHD2 Eddy Express at Express LTD 1800 Pennsylvania Avenue Northwest	Saved By Me	Q, Quick View Edit	Thursday, Aug 31 10:00 - 18:00	
UNITED STATES OF AMERICA				View A
Statewards 3 of 242		View All Unsubmitted Engenents	Quick Links	
In Transit and Ready to Ship			Add or Edit Quick Links	
Shipments submitted to DHL, but not yet delivered			Abil of Edit Quick Links	
Qr 1220105824 Eddy Express at Express LTD 1600 Pennsylvania Avenue Northwest	Ready to Ship Shipping Today	Q. Quick Vev		

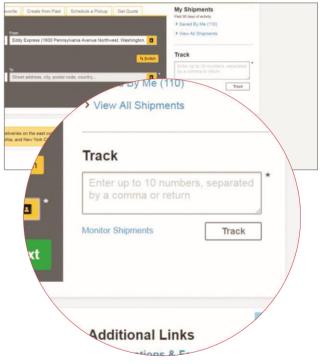
Every Shipment Status, at a Glance Quickly

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



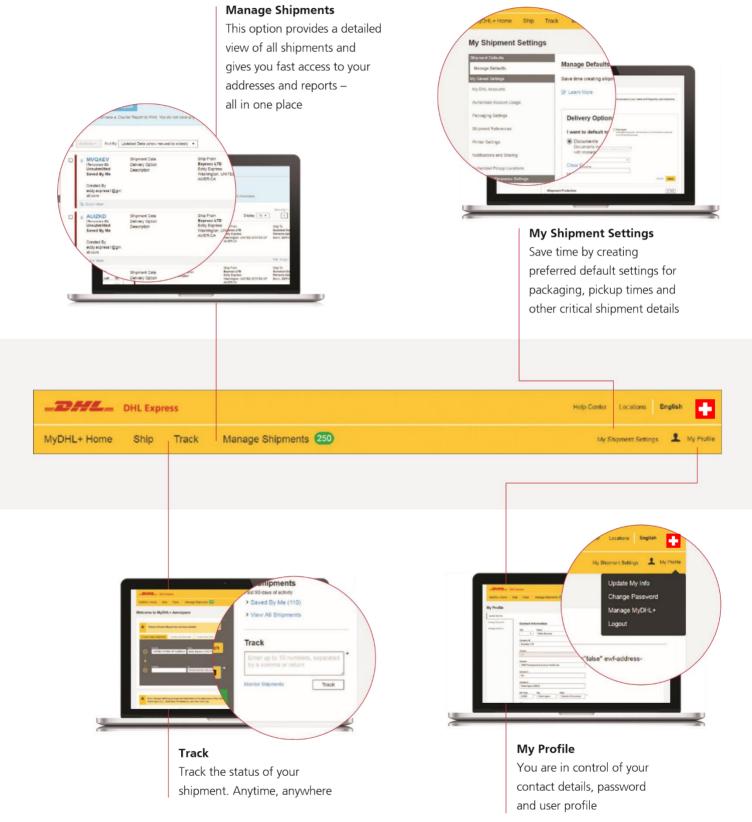
Track Shipments

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.

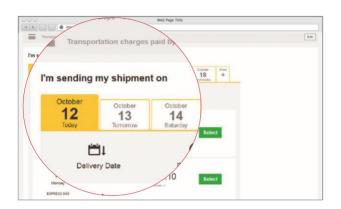


EXPORT AND IMPORT

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

Export and Import

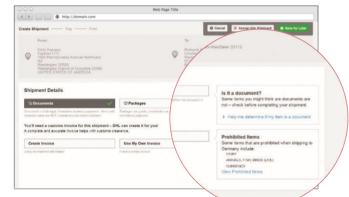
With one easy click on the Switch button, you can instantly change your transaction from an export order to an import, or vice versa



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

MyDHL+ Home Ship Track Manage Shipm		
eate Shipment — Pay — Print		
From	Ĩ	То
Name		Name
Richards Baker	Switch	Eddy Express
Company 0		Company ()
Consteel Constructions	~	Express LTD
Country		Country
GERMANY	~	UNITED STATE
Address		Address
Reuterstraße 2	~	1600 Pennsylva
Address 3		Address 2
53113 Bonn		NA
Postal Code City Province		Address 3
53113 Bonn Nordrhein-Westfalen	1	Washington 205
Email Address		ZIP Code
richardsbaker@consteel.com		ZIP Code 20500
Phone Type Country Code Phone		Email Address
Other	~	eddy.express1@
Add Another		Phone Type
		Other •
VAT/Tax ID		



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

DHL Express	
MyDHL+ Home Ship Track Manage Shipments (25)	
Do you need a courier pickup?	O Cancel
Yes – Schedule Pickup 🔗 No	TS
Additional charges may apply	Ple
October 12 Today Edit Please al	w - When courier may arrive and ship Earliest 15:45 14:30 Iow at least 60 minutes for your Pickup to a request can be made for pickup to
Where should the courier pick up the shipment?	Pickup Addres
Total Pickup Weight	Eddy Express Express LTD
1.1 / Ib	UNITED STATES O
	700 South Florida A Tampa Florida 3360
Instructions for the courier Ask for either or Rita or Sue, or Bob after 8pm	Tampa, Florida, 336 eddy.express1@gm +1 765-999-9999
Disclaimer and Important Details	Edit Make my det

SHIPMENT SETTINGS

MyDHL+ is our most flexible shipping platform yet. Choose from three time-saving options to set your personalized default settings.

My Customs Clearance

All your Customs Defaults and forms saved in one place, to give you a faster, more efficient shipping experience

- Create invoice templates
- Upload a list of all your company's products
- Opt for paperless invoicing

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

My Saved Settings

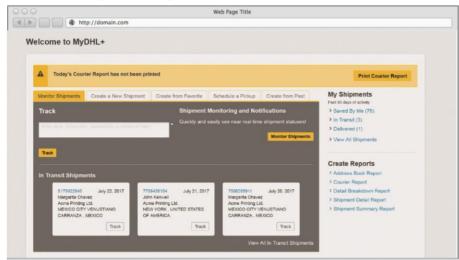
A great place to set your Account Defaults, making your MyDHL+ experience faster and more personal at every turn

- Set up online billing and save card details
- Nominate authorized account users
- Set status notifications and who can see them



TRACKING

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



umm	ary				New Search
	Waybill Number 2926391484 Shipment information received Sign up for shipment notifications	Tuesday, October 10, 2017 at (Origin Service Area: SINGAPORE - SINGAPORE	09:49		
		Destination Service Area: KUALA LUMPUR - MALAYSIA			
Tues	day, October 10, 2017	Location	Time	Pieces	
1	Shipment information received	SINGAPORE - SINGAPORE	09:49		
Hide C	etails				-

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



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

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