

GUIDE TO SHIPPING NOTES



Waybill when you fill in by hand.

Applies to DHL Swednet, DHL Piece and DHL Parti.

Always fill in these details:

1. Consignor

The consignor's customer number must always be entered. In addition, the postal address must be entered, i.e. company name, street address as well as postcode and city. **Remember to check point 9.**

2. Consignee of goods

The delivery address must always be specified. Street address with associated postcode and place.

Note! We cannot deliver to Box, Box or PO Box addresses. If the recipient pays the shipping, his customer number must be entered here.

Remember to check point 9.

3. Barcode

The shipment number must be expressed in readable barcode (Code 39 or Code 128).

4. Collision number

Number of packages in the shipment.

5. Package impact

E.g. cartons or pallets. Non-current assets are also specified here, see point 8.

6. Law of goods

The type of goods concerned is stated here. Note its length, width and height. If the goods are delivered in a container or on a flatbed, their number, size (20' or 40'), length and owner must also be stated.

7. Gross weight

The actual weight of the shipment is stated here, including packaging and any pallets etc.

8. Volume and long-term goods

Volume

The volume of the goods is stated in m3 (cubic meters) or flm (flat meters), as well as if the goods are bulky.

See assignment conditions DHL Freight (Sweden) AB.

Consignment

For long goods, i.e. goods that are 3–12 meters long, the length and width of the goods must be stated.

9. Payment

For all payments, the sender's customer number must be entered.

The sender pays

Tick the Sender pays and enter the sender's customer number under point 1.

The recipient pays

Tick Recipient pays and write the recipient's customer number under point 2.

Other payer

Tick the Other payer box and fill in the payer's customer number in the box next to it.

Note the delivery conditions in the delivery instruction. The payer must always be stated on the waybill and have a DHL customer number.

If the customer number is missing, contact DHL Customer Service phone 0771-345 345.

The following is filled in optionally and as needed:

10. Reference

Here you fill in the name (max. 18 characters) of the person to be specified as a reference on the invoice or debit document.

11. Marking of goods

If the goods have any markings, fill them in here, e.g. order-number.

12. Item number for transport support

If transport support is used, write "STÖD" and enter the four-digit product code from SJ's product list.

13. Delivery instructions

Here you write things like facilitates the delivery, e.g. the recipient's port code, etc.

Here you also make notes, if any collection and recipient's telephone number.

Notification

Tick the box and enter the telephone number if the recipient is to be notified.

14. Special transport instructions

Note! Options are ordered when booking ning occasion, phone 0771-345 345.

In this box you make notes following:

Goods insurance

Enter how much the goods are insured for. You will receive confirmation that the goods are insured at the time of booking.

Dangerous

goods Then the goods must also be marked. User certificate and transport card must be attached to the goods.

Thermo, Cooling or Heating

For cooling, the agreed temperature range must also apply specified.

Container is written in the box.

Kombi is written in the box.

15. Pallet system

In this box, the pallet customer number for the sender and recipient and the number of approved EUR pallets in the shipment are entered.

16. Cash on delivery

Write in the amount in SEK as well as the postal or bank giro number and any reference. The phone number of the payment recipient is stated under delivery instructions, point 13.

17. Warranty transport

Note! This option is ordered from us on tel. 0771-345 345 or booked via www.dhl.se. Applies domestic transport only.

Each package is marked with A5 black/white G-label so that it is clearly visible.

A5 black/white G label is printed via www.dhl.se. The booking number must be entered on an A5 black/white G-label. When manually written waybill, G7, G10, or G12 and booking number must be written on the waybill. The consignment is placed at the unloading point so that it is clearly visible during collection.

18. Code field

If you have a SORT or QUANTITY agreement with DHL, you must fill in code 5-6.

19. Product

Enter the product you ordered.

