




DHL Express Commerce (DEC) Manual Guide

Heri Maulana

DHL EXPRESS COMMERCE / DEC

Link : <https://dhlexpresscommerce.com/Account/MemberLogin.aspx>



Welcome to DHL

Username

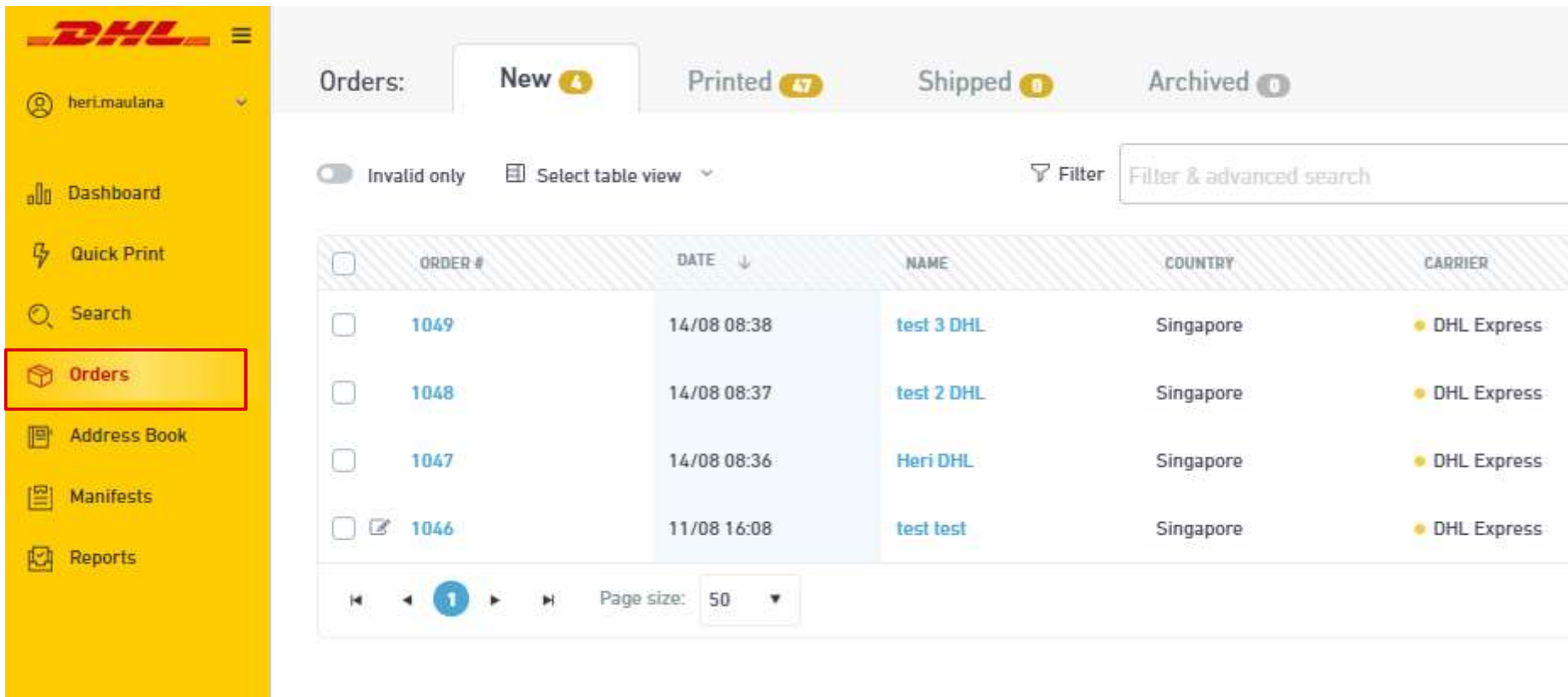
Password

☐ Remember [Forgot Password?](#)

Login menggunakan username dan password yang sudah diregisterkan.

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- Masuk ke menu orders, semua orders dari website akan otomatis masuk/link ke DHL Express commerce

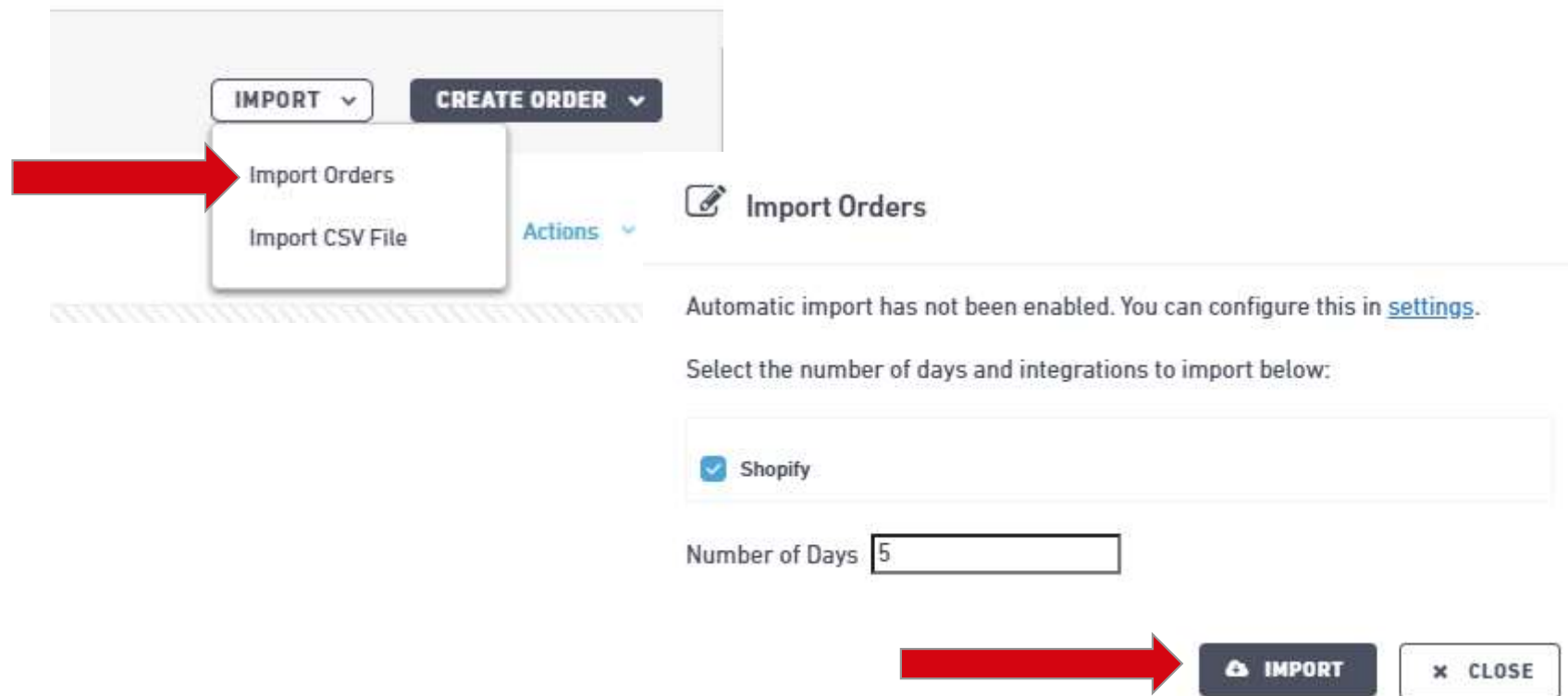


The screenshot displays the DHL Express Commerce web application. On the left is a yellow sidebar with the DHL logo and a menu. The 'Orders' menu item is highlighted with a red box. The main content area shows a header with tabs for 'Orders: New', 'Printed 47', 'Shipped 0', and 'Archived 0'. Below the header are filters for 'Invalid only' and 'Select table view', along with a search bar. A table lists four orders, all from Singapore and carried by DHL Express. The table has columns for checkboxes, ORDER #, DATE, NAME, COUNTRY, and CARRIER. The bottom of the interface shows pagination controls indicating page 1 of 1 and a page size of 50.

| | ORDER # | DATE ↓ | NAME | COUNTRY | CARRIER |
|--------------------------|---------|-------------|------------|-----------|-------------|
| <input type="checkbox"/> | 1049 | 14/08 08:38 | test 3 DHL | Singapore | DHL Express |
| <input type="checkbox"/> | 1048 | 14/08 08:37 | test 2 DHL | Singapore | DHL Express |
| <input type="checkbox"/> | 1047 | 14/08 08:36 | Heri DHL | Singapore | DHL Express |
| <input type="checkbox"/> | 1046 | 11/08 16:08 | test test | Singapore | DHL Express |

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- Jika tidak masuk otomatis, bisa juga dengan cara import order melalui menu berikut
- Klik menu import, kemudian klik import orders :



The screenshot displays the DHL Express Commerce interface for importing orders. At the top, there are two buttons: 'IMPORT' (with a dropdown arrow) and 'CREATE ORDER' (with a dropdown arrow). A red arrow points to the 'IMPORT' dropdown menu, which is open, showing two options: 'Import Orders' and 'Import CSV File'. Below the dropdown menu, there is a section titled 'Import Orders' with a pencil icon. This section contains a message: 'Automatic import has not been enabled. You can configure this in [settings](#).' Below this message, there is a label 'Select the number of days and integrations to import below:'. Underneath, there is a checkbox labeled 'Shopify' which is checked. Below the checkbox, there is a label 'Number of Days' followed by a text input field containing the number '5'. At the bottom right of the form, there are two buttons: 'IMPORT' (with a cloud icon) and 'CLOSE' (with an 'x' icon). A red arrow points to the 'IMPORT' button.

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- Klik order No yang ingin di proses jadi AWB DHL, pastikan sudah muncul biaya kirimnya.
- Kemudian klik print labels

< Back Order 1047 Shipping Method: WPX Shipping Description: DHL

NEW ORDER NUMBER 1047 REFERENCE NUMBER 2393374687370 SOURCE Shopify IMPORTED 08:36 14 Aug

SENDER Heri, Mulia Bisnis Park, Building F, JL MT Haryono Kav.58-60, Jakarta, 12780, Indonesia [Expand](#)

RECEIVER Heri DHL, test, test, singapore, 110002, Singapore [Valid Address](#) [Expand](#)

ITEMS 1x Palugada001 [Expand](#)

PACKAGES

1 package

TOTAL ACTUAL WGT 0.50 kg

QTY 1 x Package

L 10 W 5 H 1 cm ACTUAL WGT, KG 0.500 kg

[Add new package](#)

[Refresh Products](#)

PRODUCT

DHL Express EXPRESS WORLDWIDE NONDOC **IDR**

SERVICES

☐ Duties & Taxes Paid ☐ Shipment Value Protection

☐ Signature Required ☐ Authority to Leave

☐ Dangerous Goods ☐ Saturday Delivery

Contents: Bag

CLOSE **SAVE ORDER** **PRINT LABELS**

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- AWB Print out akan terdownload dalam bentuk PDF File
- Buka PDF tsb dan print kemudian tempel di barang
- Commercial Invoice tidak perlu di print karena sudah otomatis terkirim ke DHL.

The screenshot displays the DHL Express Commerce web application. On the left is a yellow sidebar with navigation links: Dashboard, Quick Print, Search, Orders (highlighted), Address Book, Manifests, Reports, Logs, Settings, Admin, and Support. The main content area shows a table of orders with columns for ORDER #, DATE, NAME, and COUNTRY. The table contains three rows of data. Above the table are controls for 'Invalid only', 'Select table view', and a 'Filter' button. Below the table is a pagination bar showing 'Page size: 50' and a '1' button. At the bottom of the interface, there is a footer with 'Deutsche Post DHL Group' and links for 'Terms of Use', 'Privacy Notice', and 'Terms and Conditions of Carriage'. A red arrow points to a download button labeled '1047.pdf' in the bottom left corner of the interface.

| ORDER # | DATE | NAME | COUNTRY |
|---------|-------------|------------|-----------|
| 1049 | 14/08 08:38 | test 3 DHL | Singapore |
| 1048 | 14/08 08:37 | test 2 DHL | Singapore |
| 1046 | 11/08 16:08 | test test | Singapore |

Deutsche Post DHL Group | Terms of Use | Privacy Notice | Terms and Conditions of Carriage

1047.pdf

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- Hasil Print out AWB hanya 1 lembar saja..

| | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------|--------------|
| EXPRESS WORLDWIDE | | WPX | DHL |
| 000-00-04 XDLPL B 2 / "MS-100" | | | |
| From : | Heli Heri Mulia Biznis Park, Building F JL MT Haryono Kav.58-60 12780 Jakarta Indonesia | Origin: | JKT |
| To : | Heri DHL Heri DHL test test 110002 singapore test Singapore | Contact: | |
| SG-SIN-WSC W021 | | | |
| C-PLT | | Day | Time |
| Ref: 1047 | | Pcs/Shpt Weight | Pace |
| | | 0.5 kg | 1 / 1 |
|  WAYBILL 17 0532 6792  (ZL)SG110002+48000001  | | | |
| (J) JD01 4600 0081 7023 9360 | | | |

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- Orders yang sudah diprint out akan otomatis writeback ke website.

Orders:

New 3

Printed 47

Shipped 0

Archived 1

IMPORT

CREATE ORDER

Select table view

Filter Filter & advanced search

Re-print

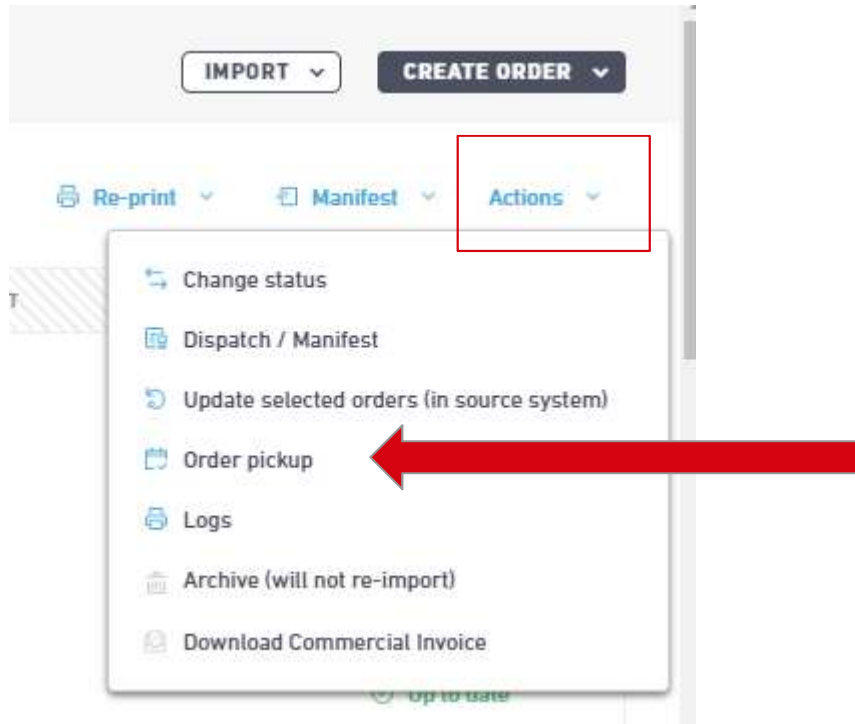
Manifest

Actions

| | ORDER # | SHIPPED ↓ | NAME | COUNTRY | CARRIER | PRODUCT | STATUS | WRITEBACK |
|--------------------------|---------|-------------|------------|-----------|-------------|---------|--------|------------|
| <input type="checkbox"/> | 1047 | 04/09 16:33 | Heri DHL | Singapore | DHL Express | WPX | | Up to date |
| <input type="checkbox"/> | 1050 | 01/09 10:55 | test 4 DHL | Singapore | DHL Express | WPX | | Up to date |

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- Jika sudah berhasil print out, bisa melakukan pickup request di menu Actions :





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- Sesuaikan Ready timenya, kemudian klik order.
- Jika berhasil, akan mendapatkan kode booking pickup.

PICKUP TIME

Pickup Date 

Ready Time 

Closing Time 

Number of packages

Total Weight(Kgs)

Contact Name

Contact Name

Email

Telephone

Company

Building


Street

Locality


City

Post Code

State

Country 

Instructions



THANK YOU FOR YOUR ATTENTION

Contact:
Integration.id@dhl.com
021-29537200