



**MAS ACTIVE**  
**LINEA INTIMO**

Local & international package dispatching  
Process & manual

12<sup>th</sup> November 2015



# Content

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# **1. International courier dispatch procedure**

1. Duly filled BOI sample form should be accompanied with a copy of the AWB. Otherwise the relevant AWB # should be mentioned in the sample pass. (This will help the courier person to identify your pkg against the respective BOI pass which you have provided)
2. Make sure to mention the respective Sender's name in every AWB without fail.
3. Sample pass should be kept in the designated place for weekdays as below.  
➤ LI1 on or before 3.30 pm @ Reception .  
➤ LI 2 Sample pass should be kept at main guard room by 3.00 pm. The courier will collect the same from there and bring to LI 1 for authorization.
4. If you have any pkgs on Saturdays pls make sure to hand over the passes on Friday by 3.00 pm to courier mentioning Saturday as the delivery date. (NVS)
5. On weekdays all the samples should be @ LSO point on or before 6.00 pm with Commercial Invoice , company gate pass with authorized signatures and respective AWB. (Quantity , Address should be tallied on all documents)
6. Before handover the samples pls fill the details in the file @ LSO point as there should be a track for each & every shipment which we are sending from Linea Intimo.
7. With regard to samples which are planning to send on Saturdays, pls arrange the sample pass on Friday evening and keep it @ LSO point and asked them to hand over the same to courier on Friday evening itself. (LI 1)
8. Pick up on Saturdays will be on or around 2.00 pm hence pls keep your pkgs ready @ LSO point on or before that time to have a smooth collection.

## **Note**

- Ø BOI passes should be required for all the garment samples , fabric swatches and other samples except only the documents.
- Ø All the pkgs should be marked with AWB # for easy identification. (mainly when there is more than 01 courier bag per AWB)
- Ø There should be a BOI & Customs approved sample pass for each & every pkg in order to pick up by the courier. If there is no approved pass then the courier will not be picking up the pkg and respective individual should be responsible for the same.
- Ø For imports - when informing shipping details to external parties need to get the weight confirmation from the relevant external party, cross check the cheapest shipping mode from commercial and proceed with the cheapest mode. In case there is a discrepancy need get the management approval for the shipment.

- Please use below DHL A/C no's for all the related transactions pertaining to Import & Exports.
- Also do not disclose this A/C # to any other party as the cost will be allocated department-wise. Since all the **export related AWB's** need to be drawn from DHL Online system following persons have already been given with system access.

Account Number	Acc Type	Account Name
524063347	Export	MAS ACTIVE (PVT) LTD - MARKETING NIKE

Account Number	Acc Type	Account Name
957203293	Import	MAS ACTIVE (PVT) LTD - MARKETING (IMP)

Account Number	Type	Name	Assigned Persons
524063347	Export	MAS ACTIVE (PVT) LTD - MARKETING NIKE	<a href="mailto:SrimalJ@masholdings.com">SrimalJ@masholdings.com</a>
			<a href="mailto:gayanmo@masholdings.com">gayanmo@masholdings.com</a>
			<a href="mailto:osadij@masholdings.com">osadij@masholdings.com</a>
			<a href="mailto:vindhyaw@masholding.com">vindhyaw@masholding.com</a>

- Only for Nike AF and CAM samples need to use customer specified DHL number courier.
- Below courier number is for reference, note these can be changed depending on customer requirement. Need to check with the customer or the order before sending samples.

- CAD - # 965926900
- CAM - # 963116196
- Cost Center - 103271

~~Specified DHL number~~  
~~.com~~

## **2. DHL On-Line courier creation Procedure**

- Site : [www.dhl.com](http://www.dhl.com)
- Eg: - Login Name - ChamaraJ@masholdings.  
Password - dhlxxx



# DHL On-Line Procedure

The screenshot shows the DHL website homepage. At the top right, there is a dropdown menu labeled "DHL Worldwide" with a sub-menu titled "Ship Online" highlighted by a red arrow. The main content area features a banner for the "Delivering Rugby World Cup 2015" and navigation links for Express, Parcel & eCommerce, Logistics, Mail, Press, Careers, and About Us. Below the banner, there are four service categories: Express Services, Parcel & eCommerce, Freight Transportation, and Supply Chain Solutions. A footer section at the bottom left contains icons for various Microsoft applications like Windows, Internet Explorer, and Office.

http://www.dhl.com/en.html

Linea Intimo SharePoint - Home DHL | Global | English

English Contact Center Country Profile

Express Parcel & eCommerce Logistics Mail Press Careers About Us Content Search

1 2 3 4 5 6 7 8 9 10

Emerging markets are changing the shape of Technology supply chain. Find out how to re-shape your supply chain. Download our free white paper »

DHL Worldwide

Choose a location »

Express Logistics

Track Your Shipment

New! Login – MyDHL Express

Ship Online

Ship Now

Choose Your Country:  
Please choose... »

New Online Shipper – Learn More  
Open a DHL Account

Get Rate and Time Quote

Find a DHL Service Point Location

Find a Service

Country of Origin = Sri Lanka

DHL Services Industry Sector Solutions About Us

Express Services Parcel & eCommerce Freight Transportation Supply Chain Solutions

Excellence. Simply Delivered.

International express deliveries; global freight forwarding by air, sea, road and rail; warehousing solutions from packaging, to repairs, to storage; mail deliveries worldwide; and other customized logistic services – with everything DHL does, we help

8:59 AM 11/2/2015

# Step 03

The screenshot shows the DHL website homepage. At the top, there is a navigation bar with links for Express, Parcel & eCommerce, Logistics, Mail, Press, Careers, and About Us. Below the navigation bar is a large banner featuring a woman holding a smartphone and the text "Shop the World! Consumers attitudes towards global distance selling Download free study". To the right of the banner is a "DHL Worldwide" section with a map and a "Choose a location" dropdown menu. A callout bubble with the text "Click on" points to the "Sri Lanka" option in the dropdown menu. The main content area includes sections for DHL Services, Industry Sector Solutions, and About Us. Under DHL Services, there are four categories: Express Services, Parcel & eCommerce, Freight Transportation, and Supply Chain Solutions.

DHL Worldwide

Choose a location ➤

Express Logistics

+ Track Your Shipment  
+ New! Login – MyDHL Express  
- Ship Online

Ship Now

Choose Your Country:  
Sri Lanka ➤

➤ New Online Shipper – Learn More  
➤ Open a DHL Account

➤ Get Rate and Time Quote  
➤ Find a DHL Service Point Location  
+ Find a Service

DHL Services

Industry Sector Solutions

About Us

Express Services

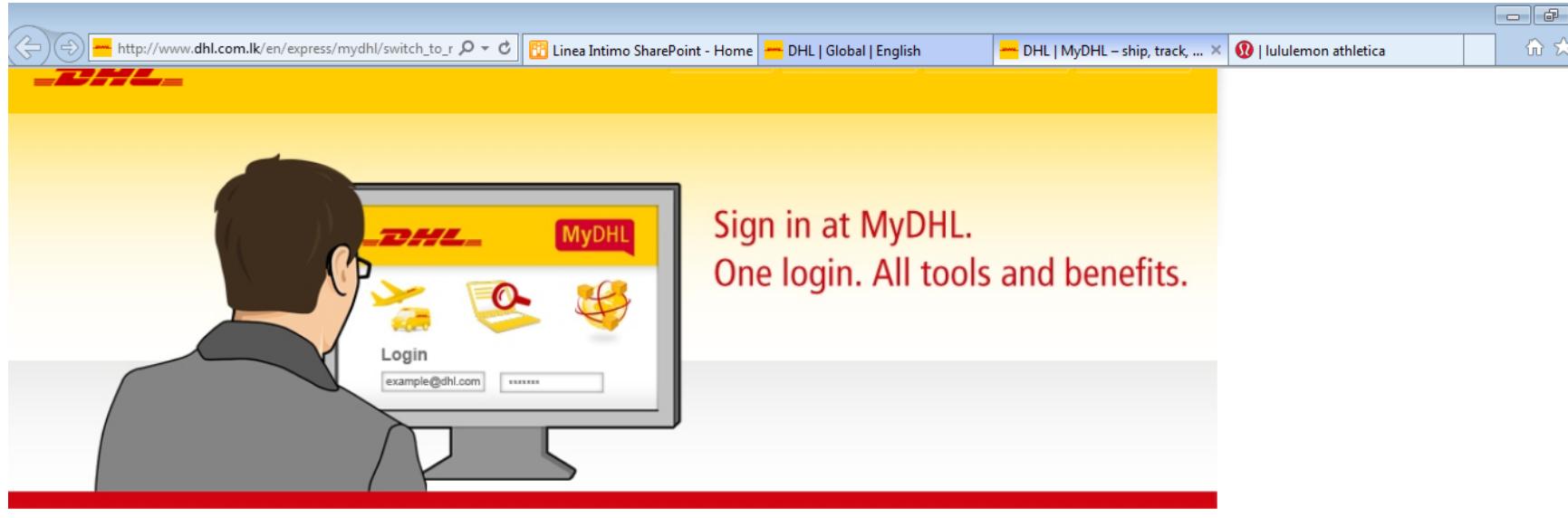
Parcel & eCommerce

Freight Transportation

Supply Chain Solutions

Click on

## Step 05



› Register and Login Now

### Make the Switch to MyDHL – our tailored shipment management solution!

Get your parcels, products and documents to their destination as quickly and easily as possible! Whether you are a new customer or existing customer, you are just a click away from shipping, tracking, importing online and more!

And to help you arrange your DHL shipments and schedule pickups quickly and efficiently, MyDHL is optimized for speed! Guaranteeing improved performance by providing faster connectivity and download times for DHL Web Shipping.

MyDHL Features

› Switch Later, Go to DHL Web Shipping

### Customers Already Using DHL Web Shipping

Register for MyDHL today! You still get all the shipping capabilities you use already, plus the benefit of additional DHL online services (shipment monitoring, proactive tracking notifications, tracking history, electronic proof of delivery and much more). It's the one place to do everything you need to do with DHL!

Click on tab

The screenshot shows the DHL Web Shipping login page. The URL in the address bar is <https://webshipping.dhl.com/wsi/SubmitCountryS>. The page has a yellow header with the DHL logo and a red banner below it that says "Web Shipping". A sub-header asks "How would you like to Ship with us?". Below this, there's a section for "Export Online" and another for "Import Online". On the right side, there's a "What's New?" section with a yellow starburst icon, a "What are the benefits of having a user profile?" section with a small profile picture, and a "Take full control of your Imports" section with a small image of a person. Arrows point from the text labels to specific elements on the page:

- An arrow points from the text "Step 01 – Enter login name." to the "Login name (Your email address)" input field containing "chamaraJ@masholdings.com".
- An arrow points from the text "Step 02 – Enter password" to the "Password" input field containing "\*\*\*\*\*".
- An arrow points from the text "Click on tab" to the "Next" button in the "Import Online" section.

**Export Online**  
Ship Domestic or International shipments from your location.  
**Language**  
English  
**I have a login**  
Login to your user profile and make use of your personal address book and shipment history.  
Login name (Your email address)  
chamaraJ@masholdings.com  Remember my E-mail Address  
Password  
\*\*\*\*\*  I forgot my password  
[Not yet registered? Register Now](#)

**Import Online**  
I have a login and a DHL Import Express account number.  
Initiate a Shipment Import from a foreign country sent to you or third party.  
[Next](#)

**MyDHL**  
Need more than shipping?  
You're one click away from shipping, tracking, importing online and more!  
Register for MyDHL today to benefit from additional DHL Solutions.

## **To copy details from previous sent package.**

- \* Step 03 - Select “Display shipment for past” - ‘50’ days.
- \* Step 04 - Select “Contained in Column” – Recipient contact.
- \* Step 05 - Select “Find” - enter required contact

DHL

Web Shipping      Welcome Jayasinghe,Chamara      Logout

Start shipping      Rate quote      Schedule pickup      Address Book      My profile      Shipment History

**Prepare New Shipment**  
Ship with DHL using your credit card. No account or site registration necessary.

**Ship From**  
Default (MAS ACTIVE LINEA INTIMO) ▾  
► Open Address Book  
► Change Shipping Location

**Ship To**  
Select Nickname ▾  
► Open Address Book  
► Ship To A New Receiver

**When do you need to ship?**  
TODAY ▾  
Select shipping date

**Chamara Jayasinghe**  
MAS ACTIVE LINEA INTIMO PVT LTD  
LOT 89A, WALGAMA,  
MALWANA  
BIYAGAMA  
Sri Lanka  
114828555  
ChamaraJ@masholdings.com

**TRACKING**  
Enter your waybill number  
  
► more options      Track

**Step 05      Step 04      Step 03** Next

**- RECENT SHIPMENTS**

Find  Contained in Column  ► Find      Display shipment for past  days

Sort list by: Shipment Date      Page 1 of 2 ► Go      1 - 5 of 7

Airwaybill Number	Reference	Recipient Contact	Recipient Company	City	Shipment Date	Status
<input type="radio"/> ► 4598079732	Chamara J	Emily Johnson	Nike Inc.	BEAVERTON	11-Nov-2015	► Track
Pieces: 1 (+ Show)						
<input type="radio"/> ► 4598045480	Chamara J	Emily Johnson	Nike Inc.	BEAVERTON	11-Nov-2015	► Track

https://webshipping.dhl.com/wsi/SessionManager

IRP | Intimo Resource Plan

DHL | Global | English

DHL | MyDHL – ship, track, im...

Prepare Shipment

TRACKING

Enter your waybill number

MALWANA  
BIYAGAMA  
Sri Lanka  
114828555  
ChamaraJ@masholdings.com

Next

more options

Track

**Step 06 - Eg: Selected.**  
**\* Select a record which needs to be copied and click on circle.**

**Step 07 - Once selected Click on**

**RECENT SHIPMENTS**

Find emily Contained in Column Recipient Contact > Find Display shipment for past 50 days

Sort list by: Shipment Date Page 1 of 2 Go 1 - 5 of 7

Airwaybill Number	Reference	Recipient Contact	Recipient Company	City	Shipment Date	Status
4598079732	Chamara J	Emily Johnson	Nike Inc.	BEAVERTON	11-Nov-2015	> Track
Pieces: 1 (+ Show)						
4598045480	Chamara J	Emily Johnson	Nike Inc.	BEAVERTON	11-Nov-2015	> Track
Pieces: 1 (+ Show)						
5100109545	Chamara J	Emily Johnson	Nike Inc.	BEAVERTON	29-Oct-2015	> Track
Pieces: 1 (+ Show)						
1963312816	Chamara J	Emily Johnson	Nike Inc.	BEAVERTON	14-Oct-2015	> Track
Pieces: 1 (+ Show)						
5769719465	Chamara J	Emily Johnson	Nike Inc.	BEAVERTON	13-Oct-2015	> Track
Pieces: 1 (+ Show)						
<b>View</b> <b>copy</b>						



 Address details > Shipment details > Service options > Commit shipment

**Delivery Options**

Product Name	Delivery by	Latest booking time	Price
<input type="radio"/> EXPRESS 10:30	16-Nov-2015, 10:30	17:00	N/A
<input type="radio"/> EXPRESS 12:00	16-Nov-2015, 12:00	18:30	N/A
<input checked="" type="radio"/> EXPRESS WORLDWIDE	16-Nov-2015, End Of Day	18:30	N/A

The latest pickup time for the selected delivery option is: 19:30

**Extra Service Options**

Schedule a Pickup **\*\*Only one pickup request required per day!\*\***

**Check box to insure this shipment**  
We could not apply the Shipment Insurance to your shipment. We apologize for the inconvenience. Please call DHL for further information  
N/A

Shipment insured only if a declared value is entered; extra charges may apply.  
Insurance value cannot exceed 100% of the declared value. (Insurance charge is 2% of the declared value or minimum charge US\$ 10, whichever is the higher) For further details, please contact our Customer Service Hotline 011 2304304.

Total estimate N/A

**Destination Country Shipping Information**

DHL Rate Estimate as of November 12, 2015, 11:59 am  
The prices quoted are ESTIMATES based on the information you have supplied.  
Prices quoted may not include all surcharges, fees, optional services, duties, taxes and customs charges.  
DHL's Shipment charges are calculated according to the higher of actual or volumetric weight and any Shipment may be re-weighed and re-measured by DHL to confirm this calculation.

**Schedule Pickup**

**Notification**

E-mail upon Shipping  
 Shipper ChamaraJ@masholdings.com  Receiver  Add additional email addresses or message

Please review [DHL's Terms & Conditions of carriage](#)

I would like to view the Summary page

**Previous** **Cancel Shipment** **I accept DHL's Terms & Conditions**

Click on



- Proceed with required changes on style/ Description/ quantity etc.
- Once completed Click on “Next”

Start shipping      Rate quote      Schedule pickup      Address Book      My profile      Shipment History

Address details → Shipment details → Service options → Confirm shipment

Select an Invoice Template: None Selected

**General Invoice Information**

Invoice Type: Commercial Invoice	Harmonized Commodity Code
Invoice Number	Terms Of Payment
Terms of Trade: CIP - Carriage and Insurance Paid	Reason for Export*: Permanent
Export Id: DUNS Number	Export Code
Payer Of GST/VAT	Named Destination Port

**Things to know...**  
If you have a multipiece shipment select the "Add another shipment" button after completing the details for your first shipment.

**Commodity Information**

To add a commodity, fill out the form at the bottom of table, then select Add

Description*	Unit Value*
Country of Origin*: Select From List	Net Weight*
Quantity*	Gross Weight
Unit of Measure*: Grams	Add / Save

Description	Qty	Unit Value	Subtotal	Net Weight(gms)	Gross Weight(kgs)	Country of Origin	Action
test samples	10 Grams	0.01 USD	0.10	0.200		Sri Lanka	

Add/Update this as a Invoice Template with Name/File as:

Previous      Cancel      Next

© 2013 | DHL International GmbH | All Rights Reserved  
Registered Office: Berlin, Germany, Gewerbeplatz 20, D-13345 Berlin, Germany Tel. +49(0)30 48 60 00  
Terms & Conditions, Privacy

**To Edit information highlighted in Blue  
Click on Red highlight and proceed to update the details.**

- \* Click on “Update declared value”
- \* Once completed proceed as below.



The Money Back Guarantee Terms and Conditions apply to EXPRESS 9:00, EXPRESS 10:30 and EXPRESS 12:00 Services. To view them, click the [Money Back Guarantee Terms & Conditions](#)

DHL Rate Estimate as of November 12, 2015, 12:13 pm  
The prices quoted are ESTIMATES based on the information you have supplied.  
Prices quoted may not include all surcharges, fees, optional services, duties, taxes and customs charges.  
DHL's Shipment charges are calculated according to the higher of actual or volumetric weight and any Shipment may be re-weighed and re-measured by DHL to confirm this calculation.

**Schedule Pickup**

**Notification**

E-mail upon Shipping  
 Shipper ChamaraJ@masholdings.com  Receiver \_\_\_\_\_ > Add additional email addresses or message

Please review [DHL's Terms & Conditions of carriage](#)

I would like to view the Summary page

Previous Cancel Shipment **I accept DHL's Terms & Conditions**

**Click on** 

- Get a print out of the DHL way bill.
- Attach the way bill and the gate pass with necessary approvals for each & every package in order to pick up by the courier
  - LI1 - Packages will be taken by the LSO.
  - LI2 - Packages will need to be handed over to the guard room.



### **3. Local courier dispatch procedure**

#### **Procedure 01**

##### **If sending samples/documents through internal courier**

• Any sample which needs to be sent to local parties make sure to submit the BOI pass request to Commercial team at LI1 on following time slots as they have allocated ONLY 02 time slots per day.

- **Morning - Passes need to handover before 10.30am to Commercial at LI1**
  - Will get the approved passes before 1.00 pm
  
- **Evening - Passes need to handover before 02.30 pm to Commercial at LI1**
  - Will get the approved passes before 5.00 pm

## **Procedure 02**

### **If sending samples/documents through external courier**

- When handing over the package need to handover the courier slip, gate pass, package along with the BOI pass to the courier. Generally through Citi pack.
- For an urgent package need to adhere to the above process and can send the package through On duty with prior approval from HR.
- Need to use Intimo polybag for local deliveries. Please refrain from using DHL bags for local d



Thank you