

MAS ACTIVE

LINEA INTIMO

Local & international package dispatching
Process & manual

12th November 2015



Content

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2. DHL On-Line courier creation Procedure
3. Local courier dispatch procedure



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 draw 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	Srimall@masholdings.com
			gayanmo@masholdings.com
			osadij@masholdings.com
			vindhya@masholdings.com
			shankar@masholdings.com

- Only for Nike AF and CAM samples need to use customers specified DHL 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

2. DHL On-Line courier creation Procedure

- Site : www.dhl.com
- Eg: - Login Name – ChamaraJ@mashholdings.
Password – dhlxxx



DHL On-Line Procedure

The screenshot displays the DHL website in a web browser window. The address bar shows <http://www.dhl.com/en.html>. The page features a yellow header with the DHL logo and navigation links: Express, Parcel & eCommerce, Logistics, Mail, Press, Careers, and About Us. A search bar is located on the right side of the header.

The main content area includes a large banner for the **Delivering Rugby World Cup 2015**, with text stating: "DHL is working hard behind the scenes to deliver Tournament and team equipment from around the world." A "Find out more >>" button is present.

Below the banner, there are four service categories: Express Services, Parcel & eCommerce, Freight Transportation, and Supply Chain Solutions.

On the right sidebar, the **DHL Worldwide** section includes a "Choose a location" dropdown. Below this, the **Express** and **Logistics** tabs are visible. The **Track Your Shipment** section has a text input field for "Enter tracking number(s)" and a "Track up to 10 numbers at a time" note. A "More Tracking Options" link is also present.

The sidebar also features a "New! Login – MyDHL Express" section with a "Ship Online" button highlighted by an arrow and the text "Click on". Other links in this section include "Get Rate and Time Quote", "Find a DHL Service Point Location", and "Find a Service".

At the bottom, there is an "Important Information" section with a link to "Important Info and Service Alerts".

Browser address bar: <http://www.dhl.com/en.html>

Language: English | Contact Center | Country Profile

Express Parcel & eCommerce Logistics Mail Press Careers About Us

Content Search

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

Important Information
> Important Info and Service Alerts
> USA: New Fraudulent Email Alert
> Shipping Lithium Batteries

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

Windows Taskbar: 8:59 AM 11/2/2015

Country of Origin = Sri Lanka

Step
03

Browser address bar: <http://www.dhl.com/en.html>

Page Title: DHL | Global | English

Navigation: Express Parcel & eCommerce Logistics Mail Press Careers About Us

Search: Content Search

Hero Image: A smiling woman holding a smartphone, with a DHL logo and a "Shop the World!" banner.

Shop the World! Consumers attitudes towards global distance selling Download free study >>

Navigation: DHL Services Industry Sector Solutions About Us

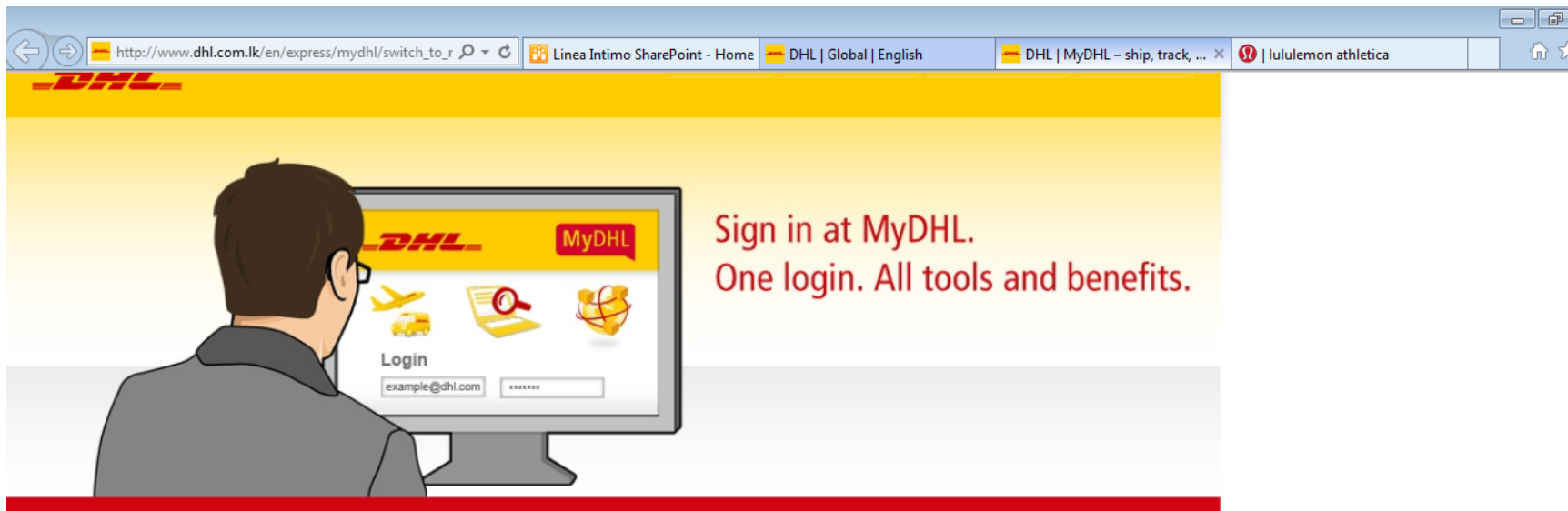
Services: Express Services Parcel & eCommerce Freight Transportation Supply Chain Solutions

Right Sidebar:

- 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

Annotation: Click on (pointing to the red arrow next to Sri Lanka)

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

Browser window showing the DHL Web Shipping login page. The address bar displays <https://webshipping.dhl.com/wsi/SubmitCountryS>. The page header includes the DHL logo and navigation links: Linea Intimo SharePoint - Home, DHL | Global | English, DHL | MyDHL - ship, track, im..., and Web Shipping Login. A "Help: DHL.com" link is also present.

Web Shipping

How would you like to Ship with us?
DHL's comprehensive Express shipping support area for both new and existing customers: Ship now, learn about DHL shipping; prepare and manage your Export or Import shipments - all Online.



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)
 ☐ Remember my E-mail Address

Password
 [Forgot my password](#)

[Not yet registered? Register Now](#)

[Login](#)

What's New?
You will notice that we have made some changes that will reduce the time it takes to process a shipment. You can learn more by clicking on the link below.
[Learn more about the new improvements](#)

What are the benefits of having a user profile?
Save time and get better control

Manage an Address Book
(up to 2000 addresses) Shipment History
Manage your user profile and make default selections
Your account specific rates displayed.

Take full control of your Imports
Import Express Online is designed to coordinate effective communications between Importers and Shippers wherever you are, directly via the Internet.
It gives importers full control of their imports while enabling Shippers to prepare and manage their shipments.

TRACKING
Enter your waybill number

[more options](#) [Track](#)

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](#)

I don't have a login but I import occasionally
Would you like to register a user profile and save time?
[Register here](#)

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.


Annotations on the right side of the page:

- Step 01 – Enter login name. (points to the login name input field)
- Step 02 – Enter password (points to the password input field)
- Click on tab (points to the "Login" button)

Windows taskbar at the bottom shows icons for Internet Explorer, File Explorer, VLC, Google Chrome, Mail, and PowerPoint. The system clock indicates 12:15 PM on 11/5/2015.


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

Help : DHL.com

Web ShippingWelcome Jayasinghe, ChamaraLogout

Start shippingRate quoteSchedule pickupAddress BookMy profileShipment History



TRACKING
Enter your waybill number

[more options](#)
Track

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

Step 05

Step 04

Step 03 Next

RECENT SHIPMENTS
Find 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
<input type="radio"/>	4598079732	Chamara J	Emily Johnson	Nike Inc.	BEAVERTO N	11-Nov-2015	Track
Pieces: 1 (Show)							
<input type="radio"/>	4598045480	Chamara J	Emily Johnson	Nike Inc.	BEAVERTO	11-Nov-2015	Track

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

IRP | Intimo Resource Plan

DHL | Global | English

DHL | MyDHL – ship, track, im...

Prepare Shipment

MALWANA
BIYAGAMA
Sri Lanka
114828555
ChamaraJ@masholdings.com

Next

TRACKING

Enter your waybill number

> more options

Track

RECENT SHIPMENTS

Find Contained in Column > Find Display shipment for past days

Sort list by: Shipment Date Page 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.	BEAVERTO N	11-Nov-2015	> Track
Pieces: 1 (+ Show)							
<input checked="" type="radio"/>	> 4598045480	Chamara J	Emily Johnson	Nike Inc.	BEAVERTO N	11-Nov-2015	> Track
Pieces: 1 (+ Show)							
<input type="radio"/>	> 5100109545	Chamara J	Emily Johnson	Nike Inc.	BEAVERTO N	29-Oct-2015	> Track
Pieces: 1 (+ Show)							
<input type="radio"/>	> 1963312816	Chamara J	Emily Johnson	Nike Inc.	BEAVERTO N	14-Oct-2015	> Track
Pieces: 1 (+ Show)							
<input type="radio"/>	> 5769719465	Chamara J	Emily Johnson	Nike Inc.	BEAVERTO N	13-Oct-2015	> Track
Pieces: 1 (+ Show)							

View copy

Step 06 -

Eg: Selected.

* Select a record
which needs to be
copied and click on
circle.

Step 07 -

Once selected
Click on



*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](#)

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

IRP | Intimo Resource Plan

DHL | Global | English

DHL | MyDHL – ship, track, im...

Prepare Shipment: Service ...

Address details

Shipment details

Service options

Commit shipment

Delivery Options

> Help

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
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 ☐ 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

12:00 PM
11/12/2015

- 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 Invoice Number Terms of Trade CIP - Carriage and Insurance Paid Export Id DUNS Number Payer Of GST/VAT


Harmonized Commodity Code Terms Of Payment Reason for Export * Permanent Export Code Named Destination Port

Other Remarks Other Charges USD (included on printed invoice total)

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 * Gross Weight Unit of Measure * Grams

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

Add / Save

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

Previous Cancel Next

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

© 2013 | DHL International GmbH | All Rights Reserved
Registered Office: Carl-Neuberg-Str. 20, 53113 Bonn, Germany, Tel. +49(0)228 18 20
Terms & Conditions Privacy


12:09 PM 11/12/2015

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.

← → <https://webshipping.dhl.com/wsi/ShipmentServlet> IRP | Intimo Resource Plan DHL | Global | English DHL | MyDHL – ship, track, im... Prepare Shipment: Service ...

➤ Address details ➤ ➤ Shipment details ➤ **Service options** ➤ Confirm shipment



AAA 5710 DHL

Delivery Options

➤ Help

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

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, 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 ☐ Receiver ➤ Add additional email addresses or message

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

☐ I would like to view the Summary page

*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](#)

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



Thank you