

WELCOME TO THE WEB SHIPPING USER GUIDE



webshipping.dhl.com

ON THE GO OR IN THE OFFICE, WEB SHIPPING GETS IT THERE.

Ideal for busy small-business owners, office managers, or anyone on the go. **DHL Web Shipping** makes shipping online easier than ever before. You can print labels, schedule pickups, store contact details, track your shipments and much more—all directly from your computer.

With **DHL Web Shipping's** easy-to-use forms and enhanced functionality, scheduling shipments is made convenient and efficient. From start to finish, the system expertly guides you through the shipping process with everything you need right at your fingertips.

Benefits:

- No software to install
- Make one-time shipments without registering
- Register with or without a DHL account number
- User-friendly navigation with easy-to-fill-out form fields
- Multiple payment options
- Convenient transit and rate quote details
- Tracking visibility at shipment and piece level
- Import address books from other shipping applications
- New DHL product offerings
- Drop-down city and suburb menus to better identify destination locations
- Obtain additional benefits by registering with a DHL account number

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DHL
EXPRESS

GETTING STARTED

There's no software to install, and use of this shipping tool is absolutely free. All you need is a computer with Internet access.

Registration with the system is not mandatory, and you don't even need a DHL account number to get started.

Or, register with a DHL account number and enjoy the benefits of a line of credit opened for payment purposes, personalized customer service, the most reliable shipping network in the industry, and much more.

ACCESSING THE WEB SHIPPING SYSTEM

DHL Global: Choose Your Country

The screenshot shows the DHL Global website homepage. At the top, there are links for Express, Logistics, Mail, Press, Careers, and About Us. A search bar with 'Content Search' and a 'Go' button is also present. The main content area features a large yellow banner with a DHL delivery driver and the text 'OPEN AN ACCOUNT AND SAVE.' Below this, there are sections for 'SAVE NOW', 'EXPRESSWORLDWIDE', and 'Are You New to DHL?'. It also includes 'Industry Sector Solutions' for the energy sector and a 'Discover Maintenance Repairs and Operations' section. On the right side, there are links for 'More about DHL and the Group', 'Logistics Services' (listing Air Freight, Ocean Freight, Road and Rail Freight, Warehousing and Distribution, and Supply Chain Solutions), 'Express Services' (listing Daily delivery tomorrow!, Get Rate and Track, Find a Service, and Find a Driver), 'Mail Services' (listing Daily business mail!, Direct mailing campaign?, and Access Mail Services), and a 'New Virus Alert' section.

Step 1:

Access **Web Shipping** either through your country's DHL Web site at www.dhl.com or bookmark **Web Shipping's** direct link for faster access: <https://webshipping.dhl.com>.

Direct Link: Choose Your Country

The screenshot shows a 'Country Selection' page. At the top, there is a 'Country Selection' header with a 'Close' button. Below it, there is a message: 'To register for DHL Online Shipping, please select your country from the drop down list below:'. A dropdown menu titled 'Select Country' is open, showing a list of countries. The country 'Argentina' is selected. To the right of the dropdown, there is a note: 'For countries for which Online Shipping is currently available. If your country is not listed, please check back for the availability of DHL Online Shipping. In the meantime, we invite you to visit the [DHL Global web site](#).'. There is also a 'Submit' button.

ONE-TIME USERS

Web Shipping users have the option of preparing one-time shipments without going through the registration process.

START SHIPPING

Start Shipping Tab

The screenshot shows the 'Start shipping' tab of the DHL Web Shipping interface. On the left, there are fields for 'From' (Country: Uruguay, City: MONTEVIDEO) and 'To' (Country: United States Of Ameri, City: MONTEVIDEO). Below these are dropdowns for 'Language' (English) and 'Postal Code'. A section titled 'When do you need to ship?' has a dropdown set to 'TODAY'. To the right, a modal window titled 'Login - Register' is displayed, asking for 'Email Address' and 'Password'. It also includes options to 'Remember my E-mail Address', 'Get Password', and 'register your shipping profile'. A tip at the bottom of the modal says: 'You already have a DHL account? Registration doesn't take much time and opens up a most convenient way of shipping. > Sign up now'.

Address Details

The screenshot shows the 'Address Details' tab. It features two columns: 'From:' and 'To:'. The 'From:' column includes fields for 'Country' (Uruguay), 'Contact' (Tomas Silva), 'Company' (Silva's Company), 'Address' (S. Garcia 123), 'Zona Norte', 'Postal Code', 'City' (MONTEVIDEO), 'Suburb' (MONTEVIDEO), 'State/Province', 'Phone' (5985 555-55), 'Mobile', 'Fax', 'Email' (silva@company.com), 'CNPJ/CPF Tax Id', and 'IE Tax Id'. The 'To:' column includes fields for 'Country' (United States Of America), 'Contact' (Juan Carrillo), 'Company' (Carrillo's Company), 'Address' (123 Main Street, Suite 4), 'Postal Code' (33139), 'City' (MIAMI BEACH), 'Suburb', 'State/Province' (FL), 'Phone' (7865555555), 'Mobile', 'Fax', and 'Email' (carrillo@receiver.com). A sidebar on the left contains tips about address books and DHL accounts.

Step 1:

Fill in the form fields under the "Start shipping" tab and click **Next** to advance to the next screen.

Tip

Note that the availability of advanced shipment preparation varies by country. The available ship dates will be listed for you in the "Select shipping date" drop-down menu.

Step 2:

The left column is for the shipper's address, and the right column is for the receiver's address.

Fill in all mandatory address information. Click **Next** to proceed.

Tip

Depending on origin and destination country, you may be required to fill in postal code information.

Note that, at any time, you can cancel the shipment by clicking the **Cancel** button.

*Please check with your local DHL Customer Service Department for availability in your country.

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Shipment Details

DHL

Web Shipping

[Start shipping](#) [Rate quote](#) [Schedule pickup](#) [Login - Register](#)

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

Shipment Details

Packaging Type: **Express Flyer** [Help](#)

Maximum Weight allowed for this Packaging type is 9.999,0

Pieces	Weight kgs *	L cms *	W cms *	H cms *	Piece Contents	Copy	Delete
1	0,5	41	31	1	documents	<input type="checkbox"/>	Add
2	0,5	41	31	1		<input type="checkbox"/>	Add

Total no. of Pieces*: **1** Total Weight*: **0,5 (kgs)** TotalDimWeight*: **0,3 (kgs)**

Description of contents*: blue prints

Shipper reference*: 101-A

Declared Value*: **100,00** **UYU** Dutiable? [Help me if my shipment is dutiable or not](#)

Yes, I would like to create my invoice using DHL Web Shipping for dutiable shipment.

Preferred payment*

How are you going to pay?

Bill my credit card
 Pay cash to courier/service station

[Next](#)

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Other Packaging Types

DHL

Web Shipping

[Start shipping](#) [Rate quote](#) [Schedule pickup](#) [Login - Register](#)

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

Shipment Details

Packaging Type: **Other packaging types** [Help](#)

Maximum Weight allowed for this Packaging type is 9.999,0

Pieces	Weight kgs *	L cms *	W cms *	H cms *	Piece Contents	Copy	Delete
1	0,5	20	16	7	documents	<input type="checkbox"/>	Add
2	0,5					<input type="checkbox"/>	Add

Total no. of Pieces*: **1** Total Weight*: **0,5 (kgs)** TotalDimWeight*: **0,4 (kgs)**

Description of contents*: blueprints

Shipper reference*: 101A

Declared Value*: **100,00** **USD** Dutiable? [Help me if my shipment is dutiable or not](#)

Yes, I would like to create my invoice using DHL Web Shipping for dutiable shipment.

Preferred payment*

How are you going to pay?

Bill my credit card
 Pay cash to courier/service station

[Next](#)

Declared Value*: **100,00** **USD** Dutiable? [Help me if my shipment is dutiable or not](#)

Yes, I would like to create my invoice using DHL Web Shipping for dutiable shipment.

Preferred payment*

How are you going to pay?

Bill my credit card
 Pay cash to courier/service station

[Previous](#) [Cancel](#) [Next](#)

*Please check with your local DHL Customer Service Department for availability in your country.

Step 3A:

Select a packaging option from the “Package Type” drop-down menu.

For each piece, enter mandatory weight and dimension information and click **Add**. If you chose a DHL package type, the system will gray out the corresponding package dimension fields because the information has been entered for you.

If you select “Other packaging types” as the package type from the drop-down menu, enter the package dimensions for an estimate of shipping charges.

Enter the mandatory content description.

If set up as a mandatory field, enter a shipper reference, or choose to enter a shipper reference for your own use.

Tip

If you do not enter package information and click the **Add** button, the piece will not be added to the shipment and an error message will be generated.

If you enter shipper reference information, it will be printed on the waybill generated by placing this shipment.

Step 3B:

Mark if your shipment is dutiable. If it is, enter the declared value and choose the currency used from the available currencies for your country in the drop-down menu. If your shipment is dutiable, the option to create an invoice using **DHL Web Shipping** will be displayed.

Click **Next**.

Tip

To check if your shipment is dutiable or not, click the “Help me if my shipment is dutiable or not” link. This page will allow you to select up to five commodities at a time and give the dutiable status for each item.

Step 4:

As a non-registered one-time user, choose to pay by either cash or credit card.*

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Create an Invoice

The screenshot shows the DHL Web Shipping interface. At the top, there are buttons for "Start shipping", "Rate quote", and "Schedule pickup". Below this, a navigation bar includes "Address details", "Shipment details", "Service options", and "Confirm shipment".

General Invoice Information:

- Invoice Type: Commercial Invoice (selected)
- Invoice Number: [Input field]
- Terms of Trade: DAP - Delivered At Place
- Export Id: [Input field]
- DUNS Number: [Input field]
- Harmonized Commodity Code: [Input field]
- Payer Of GST/VAT: [Input field]
- Terms Of Payment: [Input field]
- Named Destination Port: [Input field]
- Reason for Export: Permanent
- Other Remarks: [Text area]
- Other Charges: USD (included on printed invoice total)

Commodity Information:

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

Description	Qty	Unit	Value	Subtotal	Net Weight(kgs)	Gross Weight(kgs)	Country of Origin	Commodity Code	Action
blue prints	1	Pieces	100,00 USD	100,00	5,00	0	Uruguay		> Remove
Description *: <input type="text"/> Country of Origin *: <input type="button" value="Select From List"/> Quantity *: <input type="text"/> Unit Value *: <input type="text"/> USD Net Weight *: <input type="text"/> Kgs Gross Weight: <input type="text"/> Kgs Commodity Code: <input type="text"/>									

Buttons: Previous, Cancel, Next

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Step 5A:

If you check the box to have **DHL Web Shipping** create an invoice for your dutiable shipment, enter the required information here.

Select an invoice type from the drop-down menu and enter the mandatory information.

Commodity Information

The screenshot shows the DHL Web Shipping interface. At the top, there are buttons for "Start shipping", "Rate quote", and "Schedule pickup". Below this, a navigation bar includes "Address details", "Shipment details", "Service options", and "Confirm shipment".

Commodity Information:

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

Description	Qty	Unit Value	Subtotal	Net Weight(kgs)	Gross Weight(kgs)	Country of Origin	Commodity Action Code	Action
blue prints	1	100,00 USD	100,00	5,00	0	Uruguay		> Remove
Description *: <input type="text"/> Country of Origin *: <input type="button" value="Select From List"/> Quantity *: <input type="text"/> Unit Value *: <input type="text"/> USD Net Weight *: <input type="text"/> Kgs Gross Weight: <input type="text"/> Kgs Commodity Code: <input type="text"/>								

Buttons: Previous, Cancel, Next

Step 5B:

Enter all commodity information. Click **Add**. Multiple listings of commodity information can be entered.

Click **Next** when finished.

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Service Options

DHL

Web Shipping

[Start shipping](#) [Rate quote](#) [Schedule pickup](#) [Login - Register](#)

> Address details > Shipment details > **Service options** > Confirm shipment [Help](#)

Delivery Options

Product Name	Delivery by	Latest booking time	Price
EXPRESS 10:30	09-May-2011, 10:30	14:30	95.29 USD
EXPRESS 12:00	09-May-2011, 12:00	14:30	97.66 USD
<input checked="" type="radio"/> EXPRESS WORLDWIDE	09-May-2011, 23:59	14:30	76.23 USD

The latest pickup time for the selected delivery option is: 15:00

Extra Service Options

Schedule a Pickup (not available)
 Cash Payment
 Insured value cannot exceed 100% of the declared value. Shipment with declared value at or above US\$ 10,000, please call DHL at (02) 6041331 for details

DHL Rate Estimate as of May 3, 2011, 1:59 pm Total estimate **76.23 USD**

Destination Country Shipping Information

Payment Options

Shipping Payment [Cash Payment](#)
Bill Duties and Taxes to [Receiver DTU](#)

Notification

E-mail upon Shipping
[Add additional email addresses or message](#)

[Previous](#) [Cancel Shipment](#) [Next](#)

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Step 6A:

Click the circle beside the product that best fits your needs.

Use the “Extra Service Options” section to schedule a pickup and add insurance for up to 100% of the value of your shipment, if available.

Tip

If the specified destination country has shipping information available, it can be viewed on this screen.

Step 6B:

Verify your “Payment Options.” This information will reflect the options you entered on the “Shipment details” pages.

Click [Next](#) to proceed.

Tip

To change the payment information, click the [Previous](#) button to go back to the “Shipment details” pages.

Confirm Shipment (Cash)*

DHL

Web Shipping

[Start shipping](#) [Rate quote](#) [Schedule pickup](#) [Login - Register](#)

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

Ship From
 Silva's Company
 Tomas Silva
 S. Garcia 123
 Zona Norte
 MONTEVIDEO
 MONTEVIDEO
 Uruguay
 T: 5555555555
 E: t.silva@shippingcompany.com

Ship To
 Carrillo's Company
 Juan Carrillo
 123 Main Street
 Ste 4
 MIAMI
 FL
 33139
 United States Of America
 T: 5555555555
 E: j.carrillo@carrillocompany.com

Shipment Details
 Shipment Date: 05-May-2011
 Packaging Type: Express Flyer
 Number of Pieces: 1
 Total Weight: 0.5 kgs
 Insured Amount: 10,000.00 USD
 Shipper Reference: 101A
 Description of Contents: Blueprints

International Information
 Declared Value: 10,000.00 USD
 Duties and Taxes: Receiver DTU
Estimated Shipping Charge
 EXPRESS WORLDWIDE: 75.11 USD
 INSURANCE: 30.00 USD
 Total Amount: 105.11 USD

I have read and accept the Terms and Conditions [Terms and Conditions](#)
 Send me an email to confirm the shipment

[Previous](#) [Cancel Shipment](#) [Next](#)

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Step 7:

Review the summary of the information you have entered on the previous screens.

Accept the Terms and Conditions.

Click **Next**.

Tip

If paying by credit card, you will see credit card payment fields at the bottom of the "Confirm shipment" screen.*

You will need to fill in the payment information form fields before being directed to the "Print Shipment Paperwork" screen.

Confirm Shipment (Credit Card)*

DHL

Web Shipping

[Start shipping](#) [Rate quote](#) [Schedule pickup](#) [Login - Register](#)

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

Ship From
 Silva's Company
 Tomas Silva
 S. Garcia 123
 Zona Norte
 MONTEVIDEO
 MONTEVIDEO
 Uruguay
 T: 5555555555
 E: t.silva@shippingcompany.com

Ship To
 Carrillo's Company
 Juan Carrillo
 123 Main Street
 Ste 4
 MIAMI
 FL
 33139
 United States Of America
 T: 5555555555
 E: j.carrillo@carrillocompany.com

Shipment Details
 Shipment Date: 22-May-2011
 Packaging Type: Express Flyer
 Number of Pieces: 1
 Total Weight: 0.5 kgs
 Insured Amount: 10,000.00 USD
 Shipper Reference: 101A
 Description of Contents: Blueprints

International Information
 Declared Value: 10,000.00 USD
 Duties and Taxes: Receiver DTU
Estimated Shipping Charge
 EXPRESS WORLDWIDE: 75.11 USD
 INSURANCE: 30.00 USD
 Total Amount: 105.11 USD

I have read and accept the Terms and Conditions [Terms and Conditions](#)
 Send me an email to confirm the shipment

Credit Card Type:
 Card No.: *
 Expiration date: *
 Month Year
 Security code: * [What is a security code?](#)

[American Express Online](#) [American Express Online](#)
[Visa Online](#) [Mastercard Online](#)

[Continue](#)

[Previous](#) [Cancel Shipment](#)

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*Please check with your local DHL Customer Service Department for availability in your country.

Print Shipment Paperwork

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Web Shipping

Print Shipment Papewrk

Select the appropriate checkbox for the item you want to print. Checking the All documents checkbox will select all documents. After selecting the boxes, press the print button to continue.

Print Shipment Label # of Copies: [Help with printing Shipment Label](#)
 Print Commercial Invoice # of Copies: [Help with printing Invoice Label](#)
 Print Receipt # of Copies: [Help with printing Receipt](#)
 Select All

[Get Adobe® READER®](#)

Adobe Reader software is the only PDF viewer that can open all PDF documents. If you don't have Adobe Reader® you can download it by clicking on the image above. This software is free of charge

[Print Preview](#) [Print](#) [Next](#)

Schedule Pickup

Pickup Contact *

Company *

Address 1 *

Address 2

Address 3

Zip/Postal Code

City *

Suburb

State/Province

Country

Phone *

Total pieces in shipment(s) *

Total weight of shipment(s) *

Location Type

Location of Shipment(s)

Special Instructions

Pickup Date

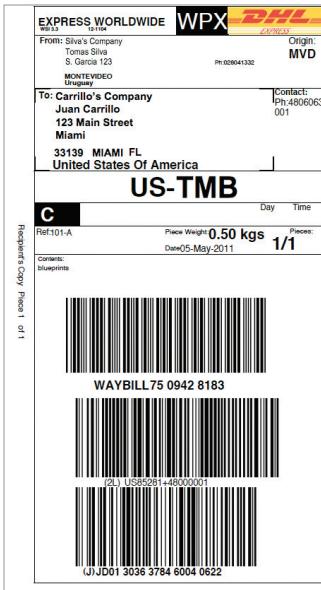
My Shipment will be ready by

Your pickup must be ready by 10:00

Office closes at

[Schedule Pickup](#)

Preview Waybill



*Please check with your local DHL Customer Service Department for availability in your country.

Step 8A:

Check the box next to "Select All" to print all available documents, or manually choose which paperwork to print as well as the quantity for each.

Click the [Print Preview](#) button to review your waybill and click [Print](#) to print all selected paperwork.

Tip

If you chose to pay by credit card, you will see a transaction approval message at the top of the "Print Shipment Paperwork" page.*

Affix the shipping labels to your packages as directed using a DHL plastic pouch.

Step 8B:

Review the pickup information. Make any changes directly to the form fields.

Request a pickup date and time, and click [Schedule Pickup](#) to send your information.

Note

The "Schedule Pickup" form fields will only be seen here if you selected "Schedule a Pickup" from the "Extra Service Options" section of the Service Options screen.

The waybill is aligned with DHL global standards and includes piece ID information, which allows users to track by shipment or piece.

REGISTERED USERS

To take advantage of the auto-complete functions available with **DHL Web Shipping** as well as its Address Book and History log features, you'll need to register your information.

REGISTERING WITH WEB SHIPPING

Web Shipping Landing Page

The screenshot shows the DHL Web Shipping landing page. On the left, there's a 'Start shipping' button, a 'Rate quote' button, and a 'Schedule pickup' button. Below these are fields for 'From:' (Country: Uruguay) and 'To:' (Country: Select one). There are also fields for 'Language' (English), 'Postal Code', 'City', 'Suburb', and a dropdown for 'When do you need to ship?' with 'TODAY' selected. On the right, there's a yellow 'Login - Register' box containing fields for 'Email Address' and 'Password', a 'Remember my E-mail Address' checkbox, and a 'Login' button. Below this box, there are links for 'register your shipping profile', 'Get Password', and 'Sign up now'. At the bottom left, it says '© 2010 DHL International GmbH. All rights reserved.'

Web Shipping allows you to register with or without a DHL account number. If you sign up with a DHL account, you will enjoy the benefits of a line of credit opened for payment purposes, personalized customer service, the most reliable shipping network in the industry, and much more.

Step 1A:

From the **Web Shipping** landing page, register with the system by clicking the “register your shipping profile” link at the bottom of the yellow “Login - Register” box or click the “Sign up now” link under “You already have a DHL account?”

Tip

If you are an already-registered user, enter your e-mail address and password in the form fields of the yellow “Login - Register” box for direct access to **Web Shipping**. If the yellow “Login - Register” box is not already open on the screen, click the “Login - Register” link in the red bar at the top.

Login - Register

The screenshot shows the 'Login - Register' form. It has fields for 'Email Address' and 'Password', a 'Remember my E-mail Address' checkbox, and a 'Get Password' link. To the right of the password field is a 'Login' button. Below the form, there's a link to 'register your shipping profile'.

Sign Up Now

You already have a DHL account?

Registration doesn't take much time and opens up a most convenient way of shipping.

[Sign up now](#)

Your Details

DHL

Web Shipping

click here for more details about DHL web shipping

Your Details

Fill in your details in the form below. They will be used as default information each time you use Web Shipping. It means you will not need to re-key this information again. Mandatory fields have an (*) asterisk next to them.

Country: Uruguay
Language: English
Do you have a DHL account?
DHL Account Number:

First Name*:
Last Name*:
Company*:
Job Title:
Address line 1*:
Address line 2:
Address line 3:
Zip/Postal Code:
City*:
Suburb:
State/Province:
Password: 6-20 characters+
Verify Password*:
Reminder Word*: (e.g. Mothers maiden name)
Phone*: (####-####-####)
Mobile Phone: (####-####-####)
Email*:
Confirm email*:
Fax:

Default Shipment Settings > Help
Contact*:
Packaging: Express Flyer
Shipper's Reference:
Reference always required?
CNPJ/CPF Tax Id: CNPJ CPF

Default Billing Options > Help
Please check one of the following:
 I will always use the same account. Do NOT prompt me to check the account each time I prepare a shipment.
 I often use different account numbers. Please prompt me to check the account number each time I prepare a shipment.

Default Courier Pickup Settings > Help
Please check one of the following:
 I want to be prompted to arrange a pickup each time I prepare a shipment.
 I do NOT want to be prompted to arrange a pick-up each time I prepare a shipment.

Default Shipment Settings > Help
Contact*:
Packaging: Express Flyer
Shipper's Reference:
Reference always required?
CNPJ/CPF Tax Id: CNPJ CPF

Default Billing Options > Help
Please check one of the following:
 I will always use the same account. Do NOT prompt me to check the account each time I prepare a shipment.
 I often use different account numbers. Please prompt me to check the account number each time I prepare a shipment.

Default Courier Pickup Settings > Help
Please check one of the following:
 I want to be prompted to arrange a pickup each time I prepare a shipment.
 I do NOT want to be prompted to arrange a pick-up each time I prepare a shipment.

Print Screen | Submit | Clear |

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Step 1B:

Choose to register with or without a DHL account number.

Fill in all required form fields. You will need to create a password to protect access to your information.

Step 1C:

Select your default package, billing, and pickup settings. Designate a pickup location, and enter an optional message to the courier.

Note

The details you enter during registration will be saved as your default information, so you only have to enter your details once!

Step 1D:

Select your preferred e-mail type, and click the box to have your e-mail address remembered.

Choose default printer options for your shipping labels from the drop-down menu.

Click **Submit** to read and accept the Terms and Conditions.

Tip

Users without a DHL account number can get one by clicking the "Get one today" link on the Web Shipping landing page.

Open a DHL Account

DHL

Express Logistics Mail Press Careers About Us

DHL Account for Frequent Shippers

Benefit from opening an account with DHL - preferential rates, monthly billing and extended access to DHL Express services.

To open a DHL account has never been so easy

By having a DHL account, you will be able to process your shipments fast by using any of our different shipping tools.

You can get excellent benefits, like personalized customer service from an account executive, several DHL offices throughout the country, cutting edge technology, and the most reliable network in the industry, that will help you grow your business.

Please fill out the form to open a DHL account, and we will contact you in the next 72 hours.

This service is available to companies or individuals with a minimum monthly shipment frequency that will be charged to their DHL account.

All fields marked with an asterisk (*) are mandatory.

Company Data

Company name*:
Activity:
Full Address*:
Location*:

Ship Online Now

Ship Now | Learn about DHL Web Shipping

Guide to DHL Express Services

International | Services to Another Country | Services to Your Country
Domestic | Services within Your Country

Express Service Point Locations

Locate the nearest DHL Express drop box. Simply enter a location to view opening hours and drop-off deadlines. Then simply drop-off or collect your shipment. | Find Express Service Points

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Web Shipping Landing Page

From:
Country *
Uruguay

To:
Country *
Select one

Suburb
City
Postal Code
When do you need to ship?
Select shipping date
TODAY

Address Book

Login - Register

Email Address: m.thomas@shippingcompany.com
Password
 Remember my E-mail Address
[Get Password](#)
[Login](#)
[register your shipping profile](#)

You already have a DHL account?
Registration doesn't take much time and opens up a most convenient way of shipping.
[Sign up now](#)

You don't have a DHL account?
Learn about the multiple advantages of a DHL account and get one!
[Get one today](#)

Next

Start Shipping Tab

From:
DHL UY
Marcos Thomas
Av. de las Americas 7777 bis
MONTEVIDEO
MONTEVIDEO
Uruguay
[Change Shipping Location](#)

To:
Select Nickname
[Open Address Book](#)
[Ship To A New Receiver](#)

When do you need to ship?
Select shipping date
TODAY

Address Book

Next

RECENT SHIPMENTS

- 7509426183, 05-May-2011, 101-A, Agustin F Arias, TEMPE
- 8141917103, 07-Apr-2011, testtest, VADUZ
- 8135384482, 28-Mar-2011, Prueba, no procesar, Mick Jagger, LOS ANGELES
- 8086996396, 13-Mar-2011, test nonodo - no procesar, Matheven Gegan, BEIJING
- 8086996212, 13-Mar-2011, test doc - no procesar, Matheven Gegan, BEIJING
- 8086996976, 12-Mar-2011

View **copy**

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From: Mandatory fields
Country *
Uruguay
Nickname Save to address book
[Open Address Book](#)

To:
Country *
Afghanistan
Nickname Save to address book
[Open Address Book](#)

Contact *
Marcos Thomas
Company *
DHL UY
Address *
Av. de las Americas 7777 bis
Postal Code
City *
MONTEVIDEO
Suburb
MONTEVIDEO
State/Province

Contact *
Company *
Address *
Postal Code
City *
Suburb
State/Province

If U.S. address, enter two letter state code > State List.

Step 2A:

As a registered user, enter your e-mail address and password in the form fields of the yellow "Login - Register" box.

Click **Login**.

Tip

If you chose to have **DHL Web Shipping** remember your e-mail address for you during the registration process, the e-mail field will already be filled in for you.

Step 2B:

On the "Start shipping" tab, verify the default shipping information is correct for this particular shipment.

To update the shipper information, click on the "Change Shipping Location" link to go to the "Address Details" screen. Fill in the form fields in the "From" column.

Step 2C:

On the "Start shipping" tab, choose an already-entered recipient from the drop-down menu or click the "Open Address Book" link. If the recipient is new, click the "Ship To A New Receiver" link to go to the "Address Details" screen. Fill in the form fields in the "To" column.

Select a ship date.

Click **Next** to proceed to the next screen.

Tip

Click the **Address Book** button to enter recipient information to create timesaving data entry by using the "To" drop-down menu and/or the "Open Address Book" link on the "Start shipping" tab.

Depending on origin and destination country, you may be required to fill in postal code information.

Shipment Details

This screenshot shows the DHL Web Shipping interface for creating a shipment. The user is currently in the 'Shipment details' step. The 'Packaging Type' dropdown is set to 'Express Flyer'. The 'Total no. of Pieces' is 1, with a total weight of 0.5 kg. The dimensions are L: 41 cm, W: 31 cm, H: 1 cm. The 'Description of contents' field contains 'blueprints'. Under 'Shipper reference', the value '101-A' is entered. A 'Declared Value' of 100.00 is specified in USD. The 'Dutiable?' checkbox is checked, and a link 'Help me if my shipment is dutiable or not' is present. A note at the bottom left says: 'If you have a multipiece shipment select the "Add another shipment" button after completing the details for your first shipment.' The page includes standard navigation buttons: Previous, Cancel, and Next.

Step 3A:

Select a packaging option from the “Package Type” drop-down menu.

For each piece, enter mandatory weight and dimension information and click **Add**.

If you chose a DHL package type, the system will gray out the corresponding package dimension fields because the information has been entered for you.

If you select “Other packaging types,” as the package type from the drop-down menu, enter in the package dimensions for an estimate of shipping charges.

Enter the mandatory content description.

If set up as a mandatory field, enter a shipper reference, or choose to enter a shipper reference for your own use.

Other Packaging Types

This screenshot shows the DHL Web Shipping interface for creating a shipment. The user is currently in the 'Shipment details' step. The 'Packaging Type' dropdown is set to 'Other packaging types'. The 'Total no. of Pieces' is 1, with a total weight of 0.5 kg. The dimensions are L: 25 cm, W: 15 cm, H: 9 cm. The 'Description of contents' field contains 'blueprints'. Under 'Shipper reference', the value '101A' is entered. A 'Declared Value' of 100.00 is specified in USD. The 'Dutiable?' checkbox is checked, and a link 'Help me if my shipment is dutiable or not' is present. A note at the bottom left says: 'If you have a multipiece shipment select the "Add another shipment" button after completing the details for your first shipment.' The page includes standard navigation buttons: Previous, Cancel, and Next.

Tip

If you do not enter package information and click the **Add** button, the piece will not be added to the shipment and an error message will be generated.

If you would like to make it mandatory that shipper reference information is entered each time shipment details are entered, set this as a mandatory field during registration. Shipper reference information will be printed on the waybill generated by placing this shipment.

This screenshot shows the DHL Web Shipping interface for declaration of value. It displays a 'Declared Value' field containing '100,00' and a currency dropdown set to 'USD'. The 'Dutiable?' checkbox is checked, and a link 'Help me if my shipment is dutiable or not' is present. A note at the bottom left says: 'Yes, I would like to create my invoice using DHL Web Shipping for dutiable shipment.' The page includes standard navigation buttons: Previous, Cancel, and Next.

Step 3B:

Mark if your shipment is dutiable. If it is, enter the declared value and choose the currency used from the available currencies for your country in the drop-down menu. If your shipment is dutiable, the option to create an invoice using **DHL Web Shipping** will be displayed.

Click **Next**.

Tip

To check if your shipment is dutiable or not, click the “Help me if my shipment is dutiable or not” link. This page will allow you to select up to five commodities at a time and give the dutiable status for each item.

Create an Invoice

General Invoice Information

Invoice Type *

Invoice Number
Terms of Trade
Export Id
Export Code
Harmonized Commodity Code
Payer Of GST/VAT
Terms Of Payment
Named Destination Port
Reason for Export *

DUNS Number

Other Remarks

Other Charges USD (included on printed invoice total)

Commodity Information

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

Description	Qty	Unit	Subtotal	Net Weight(kgs)	Gross Weight(kgs)	Country of Origin	Commodity Code	Action
blue prints	1	Pieces	100,00 USD	100,00	5,00	0	Uruguay	<input type="button" value="Remove"/>

Description *

Quantity *

Unit Value * USD

Net Weight * Kgs

Gross Weight Kgs

Commodity Code

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Step 4A:

If you check the box to have **DHL Web Shipping** create an invoice for your dutiable shipment, enter the required information here.

Select an invoice type from the drop-down menu and enter the mandatory information.

Commodity Information

Commodity Information

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

Description	Qty	Unit	Value	Subtotal	Net Weight(kgs)	Gross Weight(kgs)	Country of Origin	Commodity Action Code	Action
blue prints	1	Pieces	100,00 USD	100,00	5,00	0	Uruguay		<input type="button" value="Remove"/>

Description *

Country of Origin *

Quantity *

Unit Value * USD

Net Weight * Kgs

Gross Weight Kgs

Commodity Code

Previous

Step 4B:

Enter all commodity information. Click . Multiple listings of commodity information can be entered.

Click when finished.

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Service Options

The screenshot shows the DHL Web Shipping interface. At the top, there are links for 'Start shipping', 'Rate quote', 'Schedule pickup', 'Address Book', 'My profile', and 'Shipment History'. The user is logged in as 'Thomas,Marcos'. Below this is a 'Delivery Options' section with three delivery choices:

Product Name	Delivery by	Latest booking time	Price
EXPRESS 10:30	09-May-2011, 10:30	14:30	95.29 USD
EXPRESS 12:00	09-May-2011, 12:00	14:30	87.66 USD
EXPRESS WORLDWIDE	09-May-2011, 23:59	14:30	76.23 USD

A note below says 'The latest pickup time for the selected delivery option is: 15:00'. There is also an 'Extra Service Options' section with checkboxes for 'Schedule a Pickup (if available)' and 'Check for declared value shipment'. A note states: 'Shipment insured only if a declared value is entered; extra charges may apply. Insured value cannot exceed 100% of the declared value. Shipment with declared value at or above USD 10,000, please call DHL at (02) 8041331 for details'. The total estimate is 76.23 USD. The 'Destination Country Shipping Information' section is empty. The 'Payment Options' section shows 'Bill To' set to 'Shipper', 'DHL Account Number' as 123456789, 'Bill Duties and Taxes to' set to 'Recipient & Third F', and 'DHL Account Number' empty. The 'Notification' section has a checkbox for 'E-mail upon Shipping' set to 'carrillo@company.com'. Buttons for 'Previous', 'Cancel Shipment', and 'Next' are at the bottom.

Payment Options (DHL Account)

Payment Options

Bill To	Shipper
* DHL Account Number	123456789
Bill Duties and Taxes to	Recipient & Third F
DHL Account Number	

Payment Options (Credit Card)*

Payment Options

Bill To	Shipper
Shipping Payment	Credit Card Type
Bill Duties and Taxes to	Receiver DTU

Step 5A:

Click the circle beside the product that best fits your needs.

Use the "Extra Service Options" section to schedule a pickup and add insurance for up to 100% of the value of your shipment, if available.

Tip

If the specified destination country has shipping information available, it can be viewed on this screen.

Step 5B:

Verify your "Payment Options."

For registered users *with* a DHL account number, this information will default to the options set during registration.

From the drop-down menus, choose who the shipment will be billed to as well as who will pay the duties and taxes.

For registered users *without* a DHL account number, the payment information displayed will be the options you chose on the "Shipment details" screen under "Preferred payment."

Step 5C:

Optionally, use the Notifications section to send e-mail notifications to recipients or others.

Click **Next** to proceed.

Tip

You can enter up to five e-mail addresses along with additional message text.

*Please check with your local DHL Customer Service Department for availability in your country.

Confirm Shipment (DHL Account or Cash)*

I have read and accept the Terms and Conditions [Terms and Conditions](#)

Send me an email to confirm the shipment

[Previous](#) [Cancel Shipment](#) [Next](#)

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Step 6:

Review the summary of the information you have entered on the previous screens.

Accept the Terms and Conditions.

If you registered without a DHL account number and chose to pay by credit card, there will be credit card payment fields at the bottom of this screen. Fill in the credit card information form fields.*

Click [Next](#).

Confirm Shipment (Credit Card)*

I have read and accept the Terms and Conditions [Terms and Conditions](#)

Send me an email to confirm the shipment

Credit Card Type : [American Express Online](#) [American Express Online](#) [Visa Online](#) [Mastercard Online](#)

Card No.:

Expiration date: *

Month Year

Security code: * [What is a security code?](#)

[Continue](#)

[Previous](#) [Cancel Shipment](#)

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*Please check with your local DHL Customer Service Department for availability in your country.

Print Shipment Paperwork (Laser Printing Options)

Print Shipment Paperwork

Select the appropriate checkbox for the item you want to print. Checking the All documents checkbox will select all documents. After selecting the boxes, press the print button to continue.

Print Shipment Label # of Copies: > Help with printing Shipment Label
 Print Commercial Invoice # of Copies: > Help with printing Invoice Label
 Print Receipt # of Copies:
 Select All

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[Print Preview](#) [Print](#) [Next](#)

Note

Depending on the printer options you chose during registration, the "Print Shipment Paperwork" screen you see will be set up for laser printing or thermal printing.

Step 7A:

For laser printing of labels, check the box next to "Select All" to print all available documents or manually choose which paperwork to print as well as the quantity for each.

Click the [Print Preview](#) button to review your waybill and click [Print](#) to print all selected paperwork.

Print Shipment Paperwork (Thermal Printing Options)

Print Shipment Paperwork

> Help using the Print Shipment Paperwork Screen

Print Shipment label(Thermal printer) # of Copies: > Help with printing Shipment Label
 Select Printer
 Available Printers

[Print](#)

Checking the All documents checkbox will select all documents. After selecting the boxes, press the print button to continue.

Print Commercial Invoice # of Copies: > Help with printing Invoice Label
 Print Receipt # of Copies:
 Select All

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Step 7B:

For thermal printing of labels, in the top section select your printer and the number of copies. Click [Print](#).

To print all available invoice labels and receipts, check the box in the bottom section next to "Select All" or manually choose which paperwork to print and the quantity.

Click the [Print Preview](#) button to review the documents and click [Print](#) to print all selected paperwork.

Note

If you chose to pay by credit card, you will see a transaction approval message at the top of the "Print Shipment Paperwork" page.*

Affix the shipping labels to your packages as directed using a DHL plastic pouch.

*Please check with your local DHL Customer Service Department for availability in your country.

Schedule a Pickup

Schedule Pickup

Pickup Contact *

Tomas Silva

Company *

Silva's Company

Address 1 *

S. Garcia 123

Address 2 *

Zona Norte

Address 3

City *

DEL VISO

State/Province

Buenos Aires

Zip/Postal Code *

1669

Country

Argentina

Phone *

55555-555555

Total pieces in shipment(s) *

1

Total weight of shipment(s) *

0.5

Location Type*

Business

Location of Shipment(s)*

Reception

Special Instructions

Open immediately

Pickup Date

TOMORROW

My Shipment will be ready by

01 00 PM

Your pickup must be ready by 13:00

Office closes at

05 30 PM

Schedule Pickup

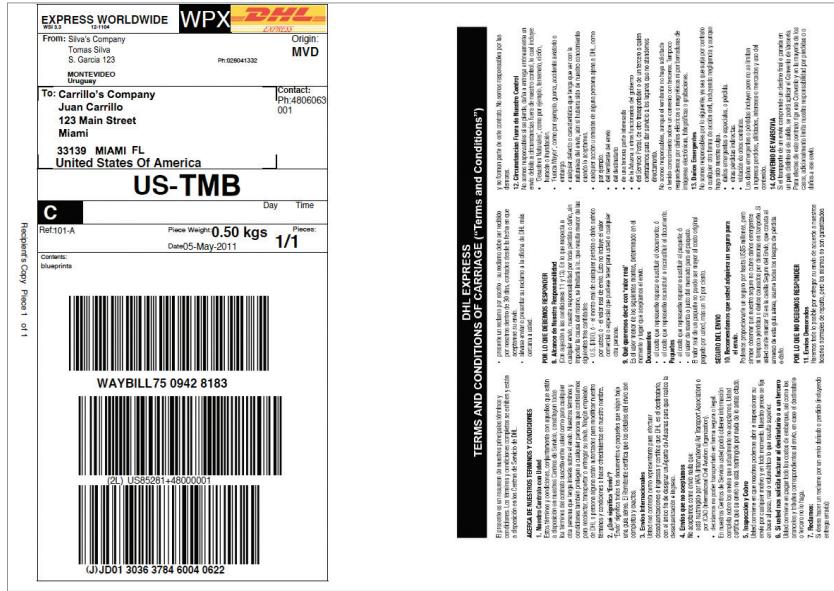
Step 7C:

Review the pickup information. Make any changes directly to the form fields. Request a pickup date and time, and click **Schedule Pickup** to send your information.

Note

The "Schedule Pickup" form fields will only be seen here if, during registration, you selected the option to be prompted to arrange a pickup each time you prepare a shipment and if you checked the "Schedule a Pickup" box in the "Extra Service Options" section of the Service Options screen.

Preview Waybill



The waybill is aligned with DHL global standards and includes piece ID information, which allows users to track by shipment or piece.

TOOLS

SCHEDULE A PICKUP

Whether you're a registered or one-time user of **Web Shipping**, if you do not have a regularly scheduled pickup on a given day, you can easily request one using the "Schedule pickup" tab. Multiple shipments can be picked up at one time.

One-Time Users: Schedule a Pickup Tab

The screenshot shows the 'Schedule Pickup' form for a one-time user. It includes fields for Contact, Company, Address, Postal Code, City, Suburb, State/Province, Phone, Total pieces in shipment(s), Pickup Date (set to TODAY), Total weight of shipment(s), Special Instructions, Your pickup must be ready by (time 10:00), Office closes at (time 18:00), Location Type (Residence), and Location of Shipment(s). A tracking section is also present. At the bottom, there are 'Cancel' and 'Schedule Pickup' buttons.

Tip

As a one-time **Web Shipping** user, click the "Schedule pickup" tab. You will need to enter all your shipping details.

If you are a registered user, the information already provided in the fields will be the default shipper details.

Registered Users: Schedule a Pickup Tab

The screenshot shows the 'Schedule Pickup' form for a registered user, Thomas Marcos. It displays his account information (Name, Address, Phone, etc.) above the form. The rest of the fields are identical to the one-time user version, including tracking, pickup details, and location selection. The bottom includes a 'Cancel' and 'Schedule Pickup' button.

GET A RATE QUOTE

To request a rate quote, you don't need to be registered with **Web Shipping** or have a DHL account number.

Click the "Rate quote" tab and enter the required "From" and "To" information as well as the "Package details."

One-Time Users: Rate Quote Tab

The screenshot shows the DHL Web Shipping interface. At the top, there are tabs for "Start shipping", "Rate quote" (which is highlighted in red), and "Schedule pickup". Below the tabs, there are fields for "From" and "To" addresses. The "From" section includes dropdowns for "Select Country" (set to Uruguay) and "Suburb" (set to Montevideo). The "To" section includes a dropdown for "Select one". There is also a "Tracking" sidebar on the left where users can enter their waybill number and track their package.

Tip

For registered users, the country, city, and postal code, if used for the country, will be entered for you using the default information entered during registration.

Registered Users: Rate Quote Tab

This screenshot shows the same DHL Web Shipping interface as above, but for a registered user named Thomas, Marcos. The "Address Book" tab is now active, showing "Welcome Thomas, Marcos" and "Logout". The "From" and "To" address fields are populated with the user's registered information: Uruguay, Montevideo, and Uruguay, Montevideo respectively. The tracking sidebar remains the same.

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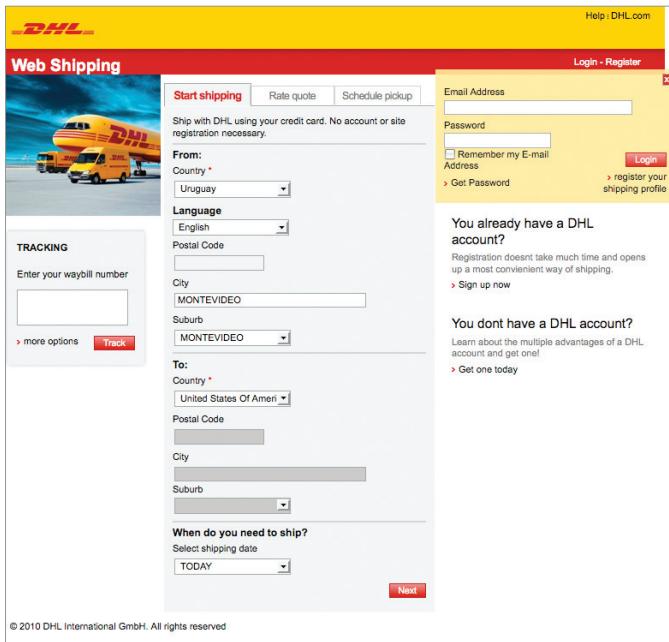


TRACKING/SHIPMENT HISTORY

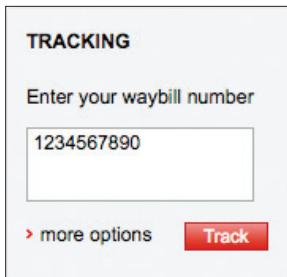
Track shipments quickly by entering a waybill number or piece code in the field and clicking **Track**.

Or, if you're a registered user, access and track your past and present shipments, view pickup details, and even download a spreadsheet of your shipments using the **Shipment History** button.

Tracking Field



The screenshot shows the DHL Web Shipping interface for tracking. It features a sidebar on the left with options like 'Start shipping', 'Rate quote', 'Schedule pickup', and 'Address Book'. The main area has sections for 'From' (Uruguay, Montevideo) and 'To' (United States Of Ameri, Montevideo). A 'When do you need to ship?' section includes a date selector set to 'TODAY'. On the right, there's a 'Login - Register' panel and a 'Tip' section about account benefits.



This screenshot shows a simplified tracking interface for registered users. It has a 'TRACKING' header, a 'Enter your waybill number' input field containing '1234567890', and a 'Track' button. Below the input field are 'more options' and a link to the 'Shipment History' button.

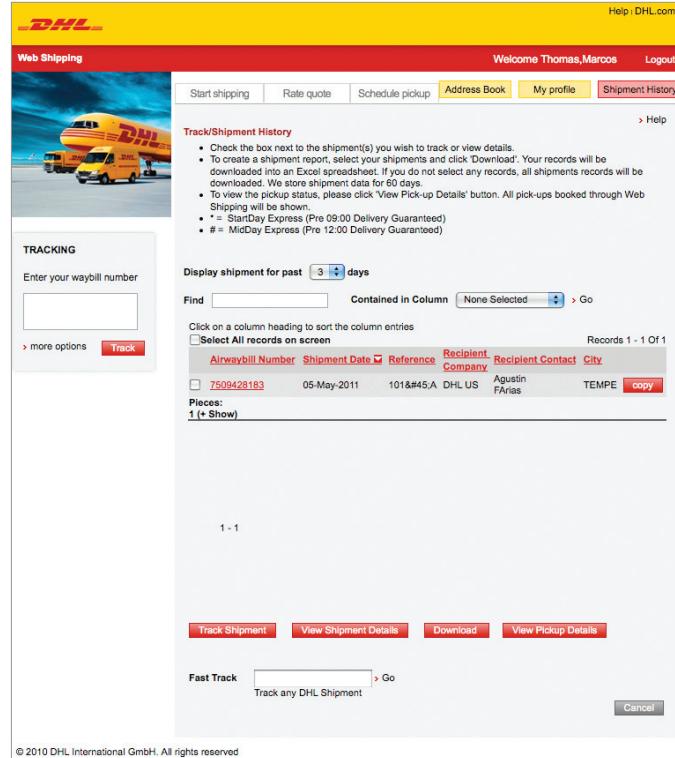
On the Shipment History page, type text or numbers into the “Find” field to search for a particular shipment, or view and track your shipments using a variety of sorting options available in the “Contained in Column” drop-down list.

You can also sort by clicking on any of the headings in the red bar—click once to arrange information in ascending order and twice for descending order.

Tip

On the Shipment History page, select a record and click the **copy** button to copy the record's information for a new shipment being sent to the same recipient.

Shipment History button (for registered users)



This screenshot shows the 'Shipment History' page for registered users. It includes a 'Track/Shipmet History' section with instructions for creating reports and downloading data. Below it is a 'Display shipment for past 3 + days' section with a 'Find' input field and a 'Contained in Column' dropdown. A table lists a single shipment entry: '7509428183' from '05-May-2011' to '101-A DHL US' with recipient 'Agustin Farias' and contact 'TEMPE'. There are buttons for 'copy', 'View Shipment Details', 'Download', and 'View Pickup Details'. At the bottom, there's a 'Fast Track' input field and a 'Cancel' button.

ADDRESS BOOK

The Address Book stores both sender and recipient information, allowing you to prepare shipments without repeatedly entering the same contact information.

Import address books from other applications or by directly uploading the respective files (comma-delimited file format [.csv]).

Use the “Find” field to search by name or view your contacts using a variety of sorting options available in the “Contained in column” drop-down list.

You can also sort by clicking on any of the headings in the red bar—click once to arrange information in ascending order and twice for descending order.

Address Book

Nick Name	Contact	Company	City	Country	Type
<input checked="" type="radio"/> Agustin	Agustin Farias	DHL US	TEMPE	United States	Recipient
<input type="radio"/> Angola	John Smith	Test Ltd.	LUANDA	Angola	Recipient
<input type="radio"/> ARG	Mick Jagger	Rolling Stones	CAPITAL FEDE	Argentina	Recipient
<input type="radio"/> Brazil	Joao Lopes	DHL BR	SAO PAULO	Brazil	Recipient
<input type="radio"/> Colombia	Juan Perez	TEST S.A.	BOGOTA	Colombia	Recipient
<input type="radio"/> DharmeshCA	Dharmesh Kela	DHL CA	MISSISSAUGA	Canada	Recipient
<input type="radio"/> Innocent	Kevin Smith	Innocent Drinks	LONDON	United Kingdom	Recipient
<input type="radio"/> JeanLuc	Jean Luc Maitre	La Fontaine	ST ETIENNE	France	Recipient
<input type="radio"/> Juan	Juan Carrillo	Carrillo's Comp	MIAMI	United States	Recipient
<input type="radio"/> JuanCL	Juan Perez	Perez Ltda.	ARICA	Chile	Recipient

Display 1 - 10 of 25 > Next

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Import an Address Book

Start shipping Rate quote Schedule pickup Address Book My Profile

Mandatory fields have an (*) asterisk next to them.

Import Shipper Address

Step 1
If the CSV Has header labels, please select "Yes". Otherwise please select "No"
Is the header label available in the CSV file Yes No

Step 2
Browse and select the CSV file to be imported
Attach a File

Step 3
Click on the following button to import the Shipper Address.
Back Start Importing!

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Tip

Add, edit, copy, and delete your contacts by clicking the circles next to their names, then select the appropriate action button at the bottom of the page.

Click on the **Ship** button to prepare shipment paperwork for the contact you picked.

To download the entire Address Book to a spreadsheet program, simply click the **Download address book** button.

To import address books, click **Import** at the bottom of the table.

- Select whose address book you want to import (Shipper's or Receiver's).
- Indicate whether the file to be imported has headers, attach file, and click **Start Importing**.
- Match the **Web Shipping** field names with those of the CSV file to be imported.
- Click the “Import” button.
- You will receive a confirmation e-mail.

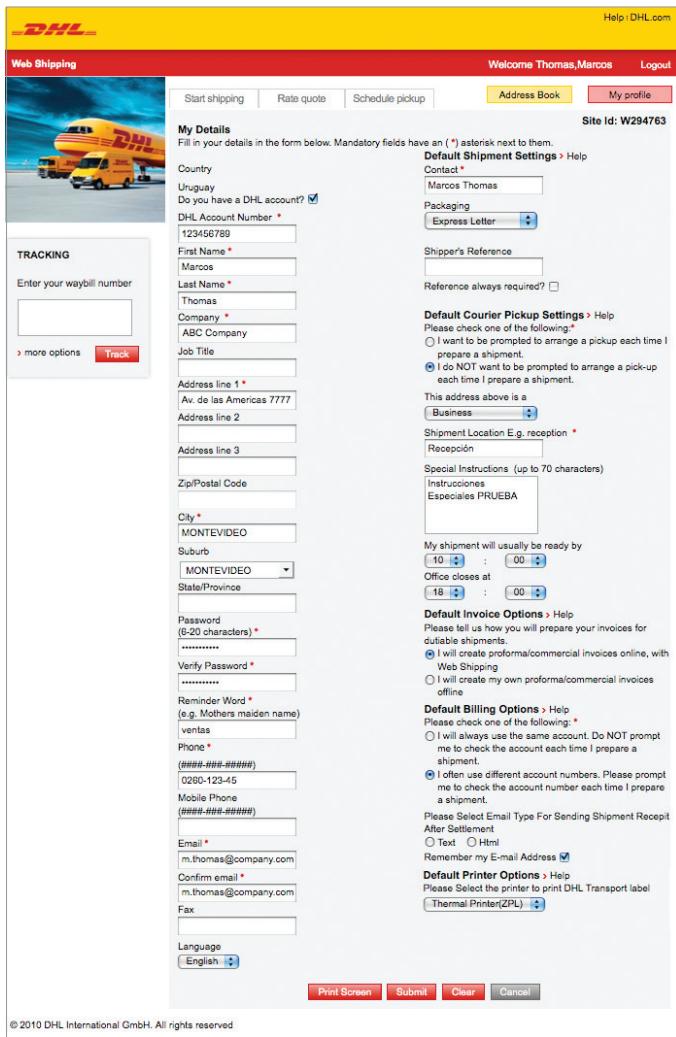
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MY PROFILE

Registered users can click the **My profile** button to modify their profile or change default packaging and courier pickup settings as well as default invoice and billing options.

My Profile



The screenshot shows the DHL Web Shipping interface with the 'My profile' page open. At the top, there's a banner with the DHL logo and navigation links for 'Web Shipping', 'Welcome Thomas,Marcos', 'Logout', 'Address Book', and 'My profile'. Below the banner, the page title is 'My profile'. The main content area is divided into several sections:

- My Details:** Fields include 'Country' (Uruguay), 'DHL Account Number' (123456789), 'First Name' (Marcos), 'Last Name' (Thomas), 'Company' (ABC Company), 'Job Title' (Tracking), 'Address line 1' (Av. de las Americas 7777), 'City' (MONTEVIDEO), 'Zip/Postal Code' (11000-0000), 'Phone' (+598 2000-12345), 'Email' (m.thomas@company.com), and 'Language' (English).
- Default Shipment Settings:** Includes 'Contact' (Marcos Thomas), 'Packaging' (Express Letter), and 'Shipper's Reference'.
- Default Courier Pickup Settings:** Options for pickup frequency and address type (Business).
- Default Invoice Options:** Options for creating invoices online or offline.
- Default Billing Options:** Options for account usage and email preferences.
- Default Printer Options:** Selection for printing DHL Transport label.

At the bottom of the form, there are buttons for 'Print Screen', 'Submit', 'Clear', and 'Cancel'.

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HELPFUL LINKS

Web Shipping Online Tutorial



Click the “Help” link at the top of the **Web Shipping** screen to watch a demonstration on how to use the **Web Shipping** system.

DHL Country Page

Click the “DHL.com” link to go directly to your country’s DHL site.

Contact and Service Links

Click the “Contact Center” link at the top of your country’s DHL page to find various service links listed for your convenience.



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