



# How to ship the item to your buyer with Direct Shipping?



## 1. Prepare your package

Choose packaging according to the size of your item, and make sure it's well wrapped so the item will be protected.

Check that you have included everything from the online item description in the package (dustbag, certificates, receipts...).



## 2. Print the prepaid shipping label

Print the prepaid shipping label (page 3).

Stick it on a flat surface on your package (the barcode has to be scannable).

Make the most of the space left for you on page 4 and leave a little note for your buyer. Don't forget to enclose the page in your parcel.



## 3. Send your package

Your package will be taken care of by DHL.

You can either drop it off at any DHL store or schedule a pick-up from your home.


For more details on these two options, go to page 2.

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# Send your item with DHL

## Option 1

### You want to drop your parcel to a DHL service centre

- To find the DHL Service Point closest to you click here:  
<https://locator.dhl.com/ServicePointLocator/index.jsp?l=sw&u=km&action=language>
  - Select the "Country" you are sending from.
  - Enter "your location" (Address, postcode, town).
  - Click on  "send a shipment" then on "I have a shipment with a DHL label" and "search".
- > A list of DHL Service Points will come up.

## Option 2

### You want DHL to come and pick the parcel up from you

#### To schedule a collection time for your package online

<https://mydhl.express.dhl/se/sv/home.html#/schedulePickupTab>

- Click on "schedule a pickup".
- When asked "Do you need to create a shipping label?", click on "No, I already have a shipping label attached to my package".
- Click on "I have a DHL waybill number" then enter the WAYBILL number (**this is the WAYBILL number which is indicated under the first barcode on the shipping label**) as well as your telephone number.
- Click on "Next".
- Confirm your pickup address and fill in your email address then click on "Next".
- Fill in the details about your parcel (weight and size), then click on "Next".
- Choose the date and time for your pickup then click on "Schedule this event".

#### To schedule a collection time for your package over the phone

Call DHL at **771 400 345** (€0,18/min + standard network rates)

- Amongst the different options proposed, say "Book a collection".
- When asked "Do you have a nine-digit DHL number account" answer "No".  
(A DHL account number isn't needed to schedule the pickup because you already have the shipping label.)
- Enter the 10-digit DHL tracking reference number (**this is the WAYBILL number which is indicated under the first barcode on the shipping label**).
- Confirm your postcode and your telephone number.
- Choose the date and time of your pickup.
- Take note of your booking reference.

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ECX

From : mahrberg viktoria  
Nobelvägen 85bContact :  
mahrberg viktoriaOrigin:  
**MMA**21433 Malmö  
SwedenTo : Niemelä Venla  
Runoratsunkatu 11 A 107Contact:  
Niemelä Venla**02600 Espoo**  
**Finland****C1LT****FI-HEL-HEL****33H1****RET**

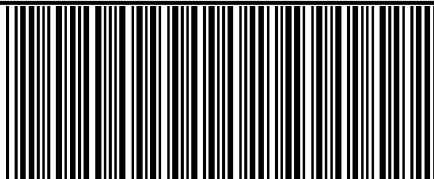
Day Time

Ref. Code: 0.96857800 16459499081630

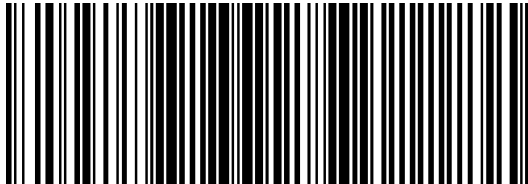
2022-02-27

Piece

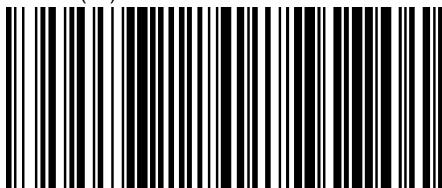
VC RefNo.: 16304124

Piece / Ship Weight  
1.00 / 1.00 kg**1/1**Content:  
Ankle boots

WAYBILL 46 9892 1894



(2L) FI02600+51000000



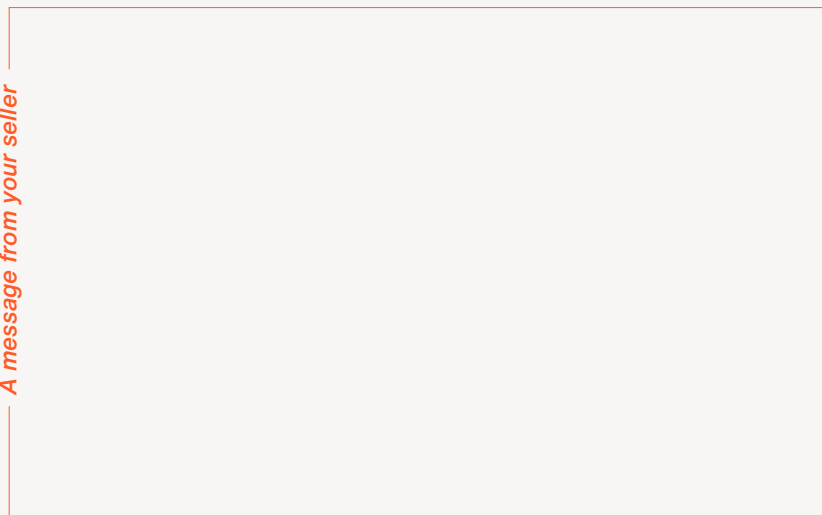
(J) JD 0000 8154 1160 4777

## To our buyer

Thanks for purchasing with us and being an active member of our community!

By buying second hand you are extending the life of pre-owned items. With just 9 extra months of use, you could reduce their carbon, water and waste footprints by around 20-30%\*.

A message from your seller



**If you discover an issue with your item, let us know within 72 hours. Simply visit your Profile, click on My Orders and then on the item's details.**

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