**HOW TO COMPLETE THE DHL INTERNATIONAL WAYBILL.**

The international waybill is used for international shipments, including Puerto Rico and all U.S. territories. Fill out the international waybill. Keep the bottom copy and attach the waybill to your shipment. Be sure to fill out each section completely and accurately to ensure correct shipment and billing processing. For details about our web-based shipping products, DHL WebShip and DHL CorporateShip, visit www.dhl-usa.com.

### 1. SHIPPER’S ACCOUNT NUMBER AND SHIPMENT VALUE PROTECTION DETAILS
- Select who pays for the shipment (shipper, receiver, third party).
- Select payment option (cash, check, credit card).
- Enter the payer’s account number.
- To arrange Shipment Value Protection, check the box and enter the shipment’s declared value.

### 2. SHIPPER’S INFORMATION
- **SHIPPER’S ACCOUNT NUMBER**
- **CONTACT NAME**
- **SHIPPER’S REFERENCE**
- **COMPANY NAME**
- **ADDRESS**
- **POSTAL / ZIP CODES (required)**
- **PHONE / FAX NUMBER / EMAIL ADDRESS (required)**

### 3. ENTER THE RECEIVER’S INFORMATION
- **COMPANY NAME**
- **CONTACT NAME**
- **DELIVERY ADDRESS**
- **COUNTRY / POSTAL / ZIP CODES**
- **PHONE / FAX NUMBER / EMAIL ADDRESS**

Note: DHL does not deliver to domestic P.O. Boxes. For P.O. Boxes to international destinations, DHL can deliver, but the shipper must include a phone/fax number, or email address for the recipient.

### 4. SHIPMENT DETAILS
- **TOTAL NUMBER OF PACKAGES**: Enter the total number of packages in the shipment.
- **TOTAL WEIGHT**: Enter the total (sum) weight of the shipment.
- **DIMENSIONS**: Enter the shipment’s dimensions, “L x W x H” (in inches). If the shipment includes multiple pieces, specify how many pieces exist at each set of dimensions. Note: Round the dimensions of each piece of a shipment upward to the nearest whole inch.

*Failure to enter a weight and/or dimensions may result in a default weight or additional service charge being applied.*

### 5. PRODUCTS & SERVICES
- Select the box for the product type.
- Select the box for any Service Options. Note: Saturday delivery may not be available for international shipments.

### 6. SHIPMENT VALUE PROTECTION (SIGNATURE REQUIRED)
- The shipper must sign and date the waybill.

### 7. FULL DESCRIPTION OF CONTENTS
- Provide a description of the contents and their quantities.

### 8. PAYMENT DETAILS (Check, Card No.)
- Enter the payer’s account number.
- Select payment option (cash, check, credit card).
- Select who pays for the shipment (shipper, receiver, third party).

### 9. NON DOCUMENT SHIPMENTS ONLY (CUSTOMS REQUIRED)
- Write the Export License No./Symbol.
- Enter the receiver’s VAT/GST or the shipper’s Employer Identification Number (EIN). Individual shippers may use a Social Security Number.
- Value for Customs (in USS): Value of the items shipped. It must match the value indicated on the Commercial Invoice.
- AES TRANSACTION NUMBER (ITN): only applicable for EDB/SED-eligible shipments (required for any single item valued at US $2,500 or more, including shipments destined to Puerto Rico and US Virgin Islands, except Canada, and shipments requiring a Validated Export License).
- TYPE OF EXPORT: Select permanent, repair/return or temporary.
- DESTINATION DUTIES/TAXES: Indicate who is responsible for payment of any duties and taxes levied by Customs at the destination. If duties are to be paid by a third party, the account number must be provided. If left blank or if the recipient refuses or neglects to pay the import duties and taxes levied by local Customs, the shipper remains responsible for payment.

For more information see DHL Web Site or call your local DHL office.