

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

1-800-CALL DHL
www.dhl-usa.com

1 PAYER 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 ENTER THE 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)

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. Note: Round upward to the nearest whole pound. If the shipment moves in DHL Express document packaging, write XD.*
- 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.

Track this shipment: <http://www.dhl.com>

DHL EXPRESS Shipment Waybill (Non negotiable)

06 2009 00 0000 0000

GREY SECTIONS FOR DHL USE ONLY

ORIGIN DESTINATION CODE

1 Payer account number and Shipment Value Protection details

Charge to Shipper Receiver 3rd party Cash Check Credit Card

Payer Account No. _____

Shipment Value Protection see reverse Yes No (Not all payment options are available in all countries.)

2 From (Shipper)

Shipper's account number _____ Contact name _____

Shipper's reference (up to 32 characters) _____

Company name _____

Address _____

Postcode/Zip Code (required) _____ Phone, Fax or E-mail (required) _____

3 To (Receiver)

Company name _____

Delivery address (DHL cannot deliver to a PO Box) _____

Postcode/Zip Code (required) _____ Country _____

Contact person _____ Phone, Fax or E-mail (required) _____

4 Shipment details *Billed weight is calculated from total weight and dimensions*

Total number of packages	Total Weight	Pieces	Length	Width	Height
lb	oz	@	x	x	x
		@	x	x	x
		@	x	x	x

5 Full description of contents

Give content and quantity _____

6 Non-Document Shipments Only (Customs Requirement)

Attach the original and two copies of a Proforma or Commercial invoice

Shipper's VAT/GST number _____ Receiver's VAT/GST or Shipper's EIN/SSN _____

Declared Value for Customs (as on commercial/proforma invoice) _____ Harmonized Commodity Code if applicable _____

AES Transaction Number _____ TYPE OF EXPORT Permanent Repair/Return Temporary

Destination duties/taxes If left blank receiver pays duties/taxes Receiver Shipper Other _____

7 Shipper's agreement (Signature required)

Signature _____ Date / / _____

8 Products & Services

International Document International Non-Document

Products (not all are available to and from all locations)

EXPRESS 9:00 EXPRESS 10:30 EXPRESS 12:00 EXPRESS / WORLDWIDE ECONOMY SELECT EXPRESS ENVELOPE OTHER _____

Additional Services (extra charges may apply)

Saturday Delivery Non-standard Pickup Delivery Notification Payable Packaging Non-standard Shipment Other _____

Globalmail Business Priority Standard Other _____

DIMENSIONAL/CHARGEABLE WEIGHT

lb _____ oz _____

CHARGES Services _____ Other _____

SHIPMENT VALUE PROTECTION Permanent Repair/Return Temporary

CURRENCY TOTAL _____

PAYMENT DETAILS (Check, Card No.)

No. : _____ Type Expires _____

Picked up by _____ Route No. _____ Time Date _____

8 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 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 US\$): Value of the items shipped. It must match the value indicated on the Commercial Invoice.
- Schedule B Number/Harmonized Code (if applicable): A predetermined unique number for export administered by the United States Census Bureau.
- AES TRANSACTION NUMBER (ITN):** only applicable for EE/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.

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.

7 SHIPPER'S AUTHORIZATION (SIGNATURE REQUIRED)

- The shipper must sign and date the waybill.

5 FULL DESCRIPTION OF CONTENTS

- Provide a description of the contents and their quantities.

