



# DHL Import Express Online – A quick-start guide for shippers.

DHL's new, innovative, online tool allows you to quickly and accurately prepare and manage your shipment – directly, via the Internet. Enjoy completely secure account details and shipment visibility through the entire importing process.

## How do Shippers benefit?

- Receive notification of, and view the shipment instruction from the importer via email
- Quickly prepare shipping documents
- Generate a waybill and pickup request
- Check delivery status







6. Select day and time for the pickup.



7. Confirm the shipment.



8. Print the air waybill and invoice.

**How can I arrange a DHL pick-up?**

DHL's Import Express Online tool makes it quick and easy to schedule a pick up online. The tool will guide you through the steps to schedule your pick up and relay the details directly to the DHL location nearest you.

**How can I create a commercial invoice and SED?**

You can create an invoice or SED if required for U.S. export using DHL's Import Express Online tool. Simply go to the Shipment Detail screen and select the option "Yes, I would like to create my invoice using Import Express."

Import Express Online also gives you the option to create standard invoice formats for your regular customers using the option in the Invoice Templates section.

**How do I change my password?**

To change your password simply access "My Profile" on the homepage. You can also change the default pickup address on this page.

**Where can I find more information about DHL Import Express Online?**

Information about Import Express Online is available on the DHL website: <http://www.dhl-usa.com>.

If you need further help, please call DHL Customer Service on 1-800-CALL-DHL.

