

MyDHL+



CONTACT UPLOAD

Simply fast. Simply efficient. Simply amazing.

DHL Express – Excellence. Simply delivered.



MyDHL+ offers several ways to upload your sender and receiver information into your Address Book.

In addition to basic address information, you have the option to upload other defaults for your contacts, including:

- DHL account numbers
- VAT numbers / Tax IDs
- Shipment references
- General notes

GETTING STARTED

The easiest way to upload your contacts into MyDHL+ is to use the MyDHL+ Upload option. For this, you will need to download the template below.

[Download MyDHL+ Contact Upload Template](#)

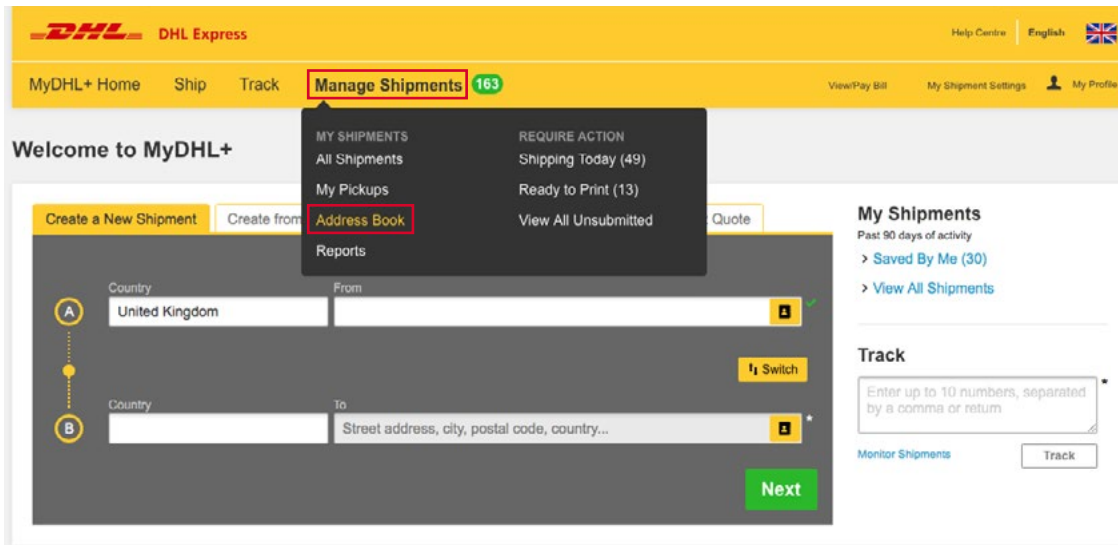
- This template contains all the fields that can be uploaded into MyDHL+ and indicates in the column headers which fields are required and which are optional.

	A	B	C	D
1	Name (Required)	Company (Required)	Nickname (Optional)	Email Address 1 (Optional)
2	John Smith	DHL Express	John at DHL	jsmith@companymail.com
3	Dave Jones	ABC Ltd		djones@abc.com

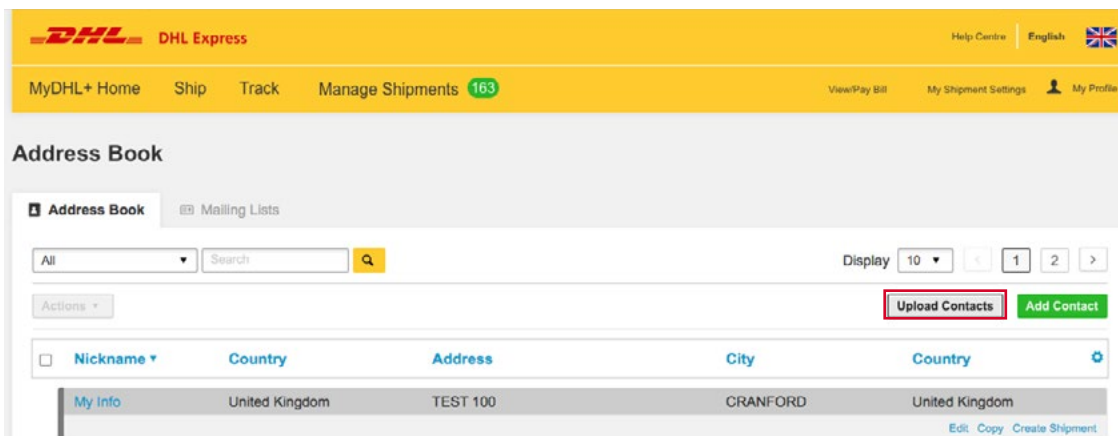
- Columns must not be deleted and the fields must be kept in exactly the same order to avoid upload errors.
- The template contains sample data and we recommend that you upload the sample file before replacing it with your own data. This will allow you to check how the sample contacts appear in your Address Book and familiarise yourself with the available fields.
- When you save the template, keep it in .csv format. If you change the format, the upload will fail.

UPLOAD CONTACTS

1) To use the template provided, log into MyDHL+, go to **Manage Shipments** and select **Address Book**.

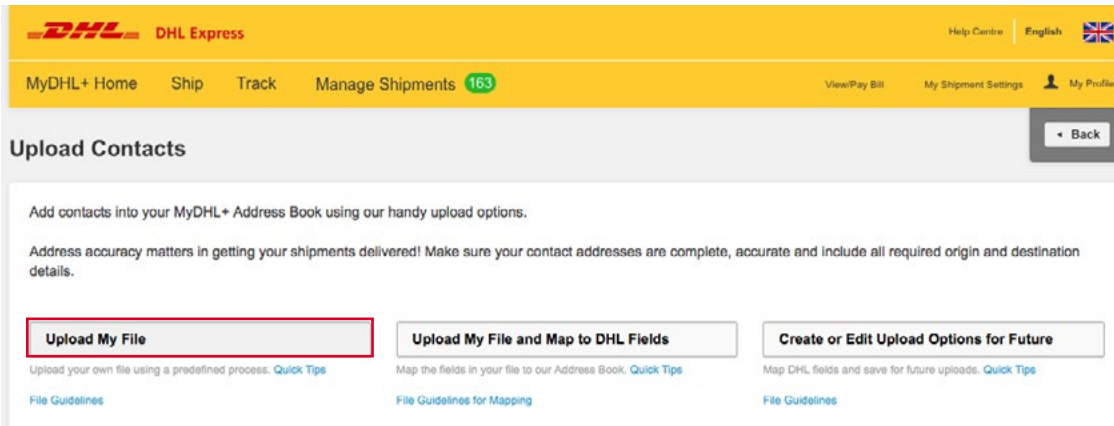


2) In the Address Book, select **Upload Contacts**.



4 MyDHL+ Contact Upload

3) Click Upload My File.



DHL Express Help Centre English

MyDHL+ Home Ship Track Manage Shipments 163 View/Pay Bill My Shipment Settings My Profile

Upload Contacts

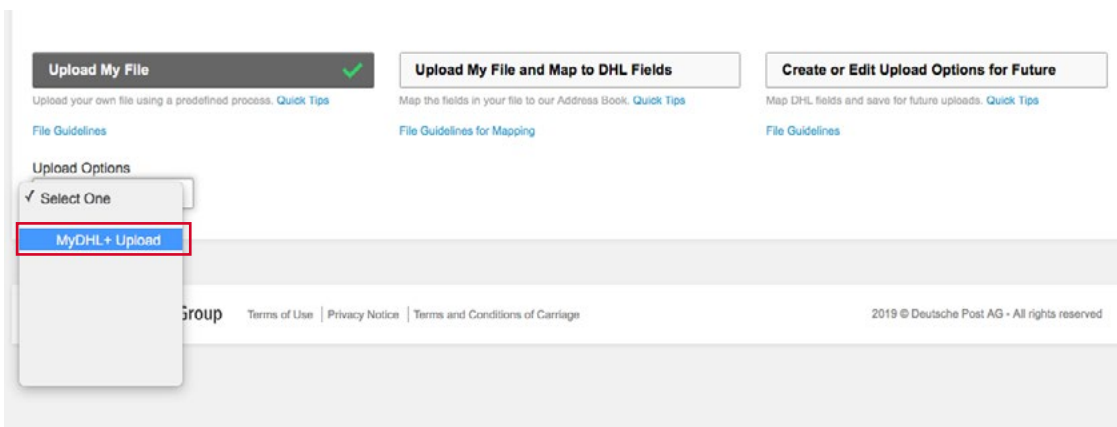
← Back

Add contacts into your MyDHL+ Address Book using our handy upload options.

Address accuracy matters in getting your shipments delivered! Make sure your contact addresses are complete, accurate and include all required origin and destination details.

- Upload My File**
Upload your own file using a predefined process. [Quick Tips](#)
[File Guidelines](#)
- Upload My File and Map to DHL Fields**
Map the fields in your file to our Address Book. [Quick Tips](#)
[File Guidelines for Mapping](#)
- Create or Edit Upload Options for Future**
Map DHL fields and save for future uploads. [Quick Tips](#)
[File Guidelines](#)

4) Select MyDHL+ Upload.



Upload My File ✓
Upload your own file using a predefined process. [Quick Tips](#)
[File Guidelines](#)

Upload My File and Map to DHL Fields
Map the fields in your file to our Address Book. [Quick Tips](#)
[File Guidelines for Mapping](#)

Create or Edit Upload Options for Future
Map DHL fields and save for future uploads. [Quick Tips](#)
[File Guidelines](#)

Upload Options

- ✓ Select One
- MyDHL+ Upload**

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5) Select File contains header columns and select Yes to truncate details that exceed field maximums. If any of your data exceeds the field maximums and you don't truncate it, the upload will fail.



Upload Options

MyDHL+ Upload

File contains column headers

Do you want to truncate any details that exceed field maximums? ⓘ

Yes

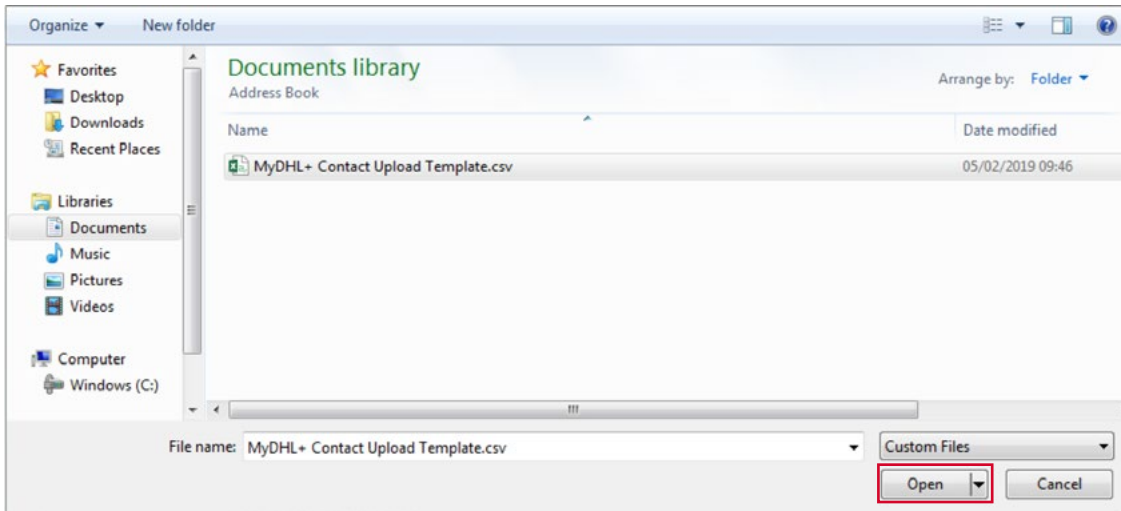
Select Character Set (select UTF-8 if unsure) ⓘ

UTF-8

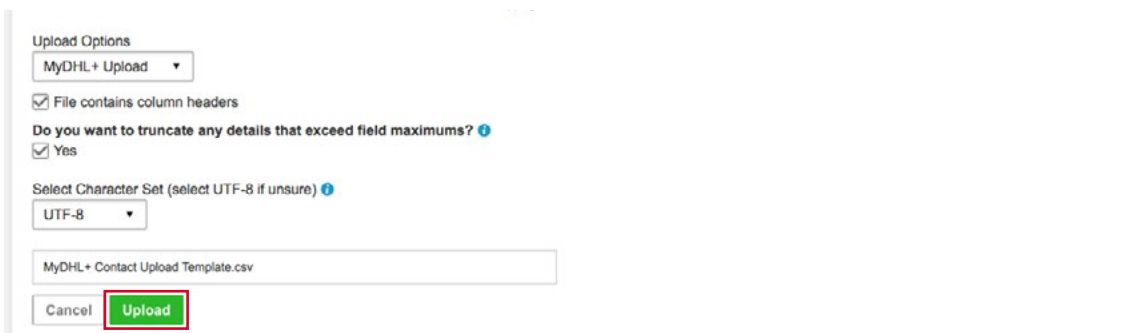
Upload

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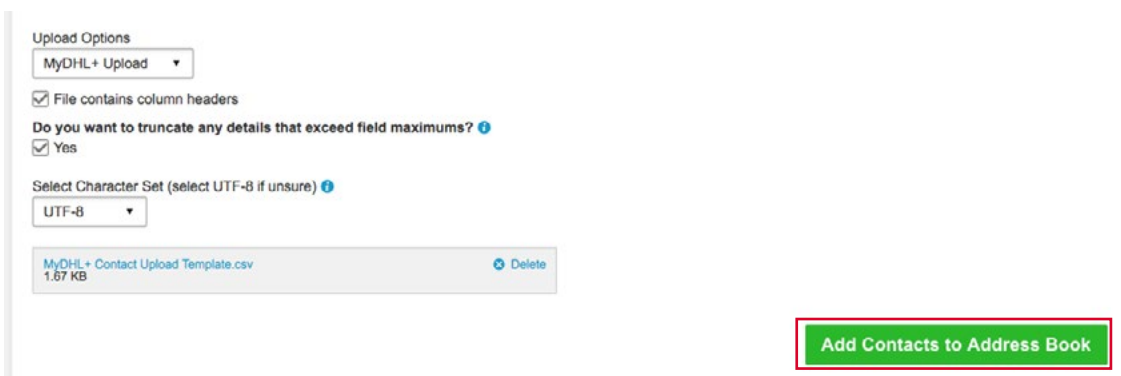
6) Click **Upload** and locate the file. Select the file and click **Open**.



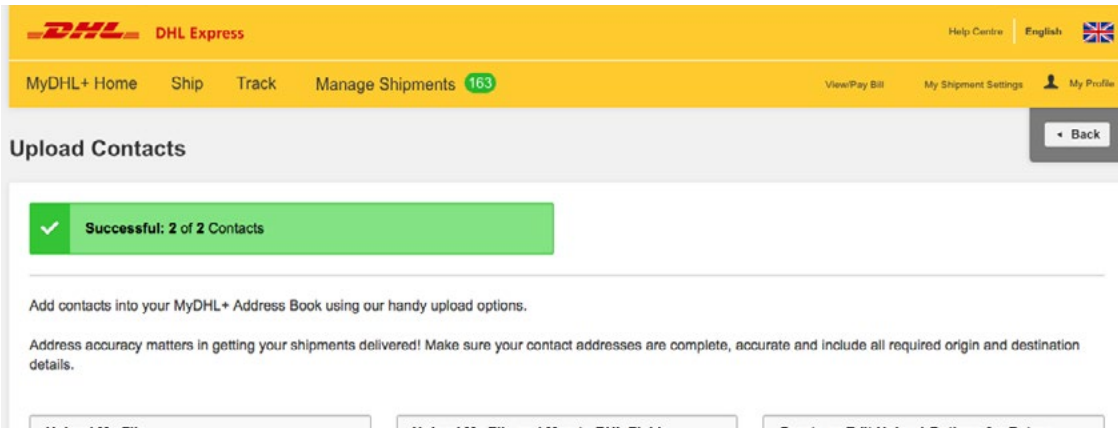
7) You will now see the uploaded file. Click **Upload** again.



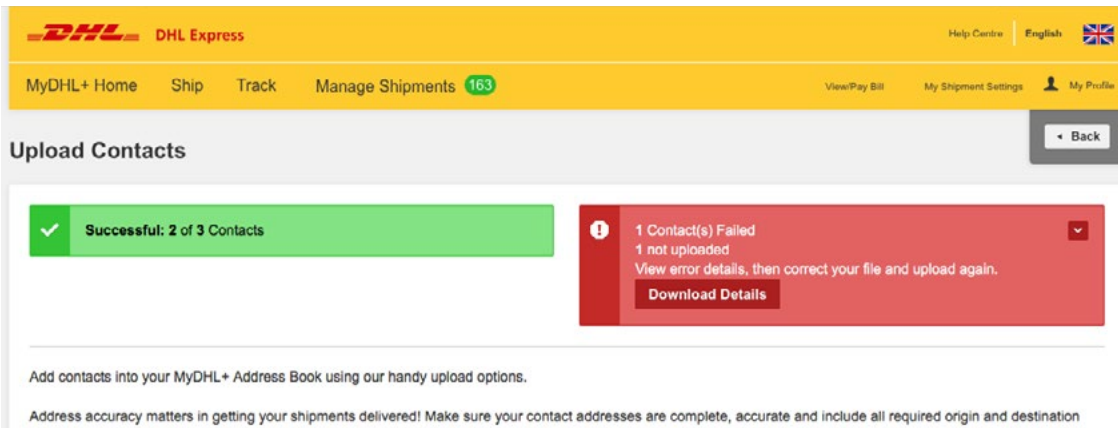
8) Click **Add Contacts to Address Book**.



You will see confirmation of the number of contacts that have been uploaded successfully.



An error report will be provided for any unsuccessful uploads, enabling you to correct those contacts and upload them again.



For further guidance and other upload options, please review the **File Guidelines** and **Quick Tips** available in the **Upload Contacts** section of MyDHL+.

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