

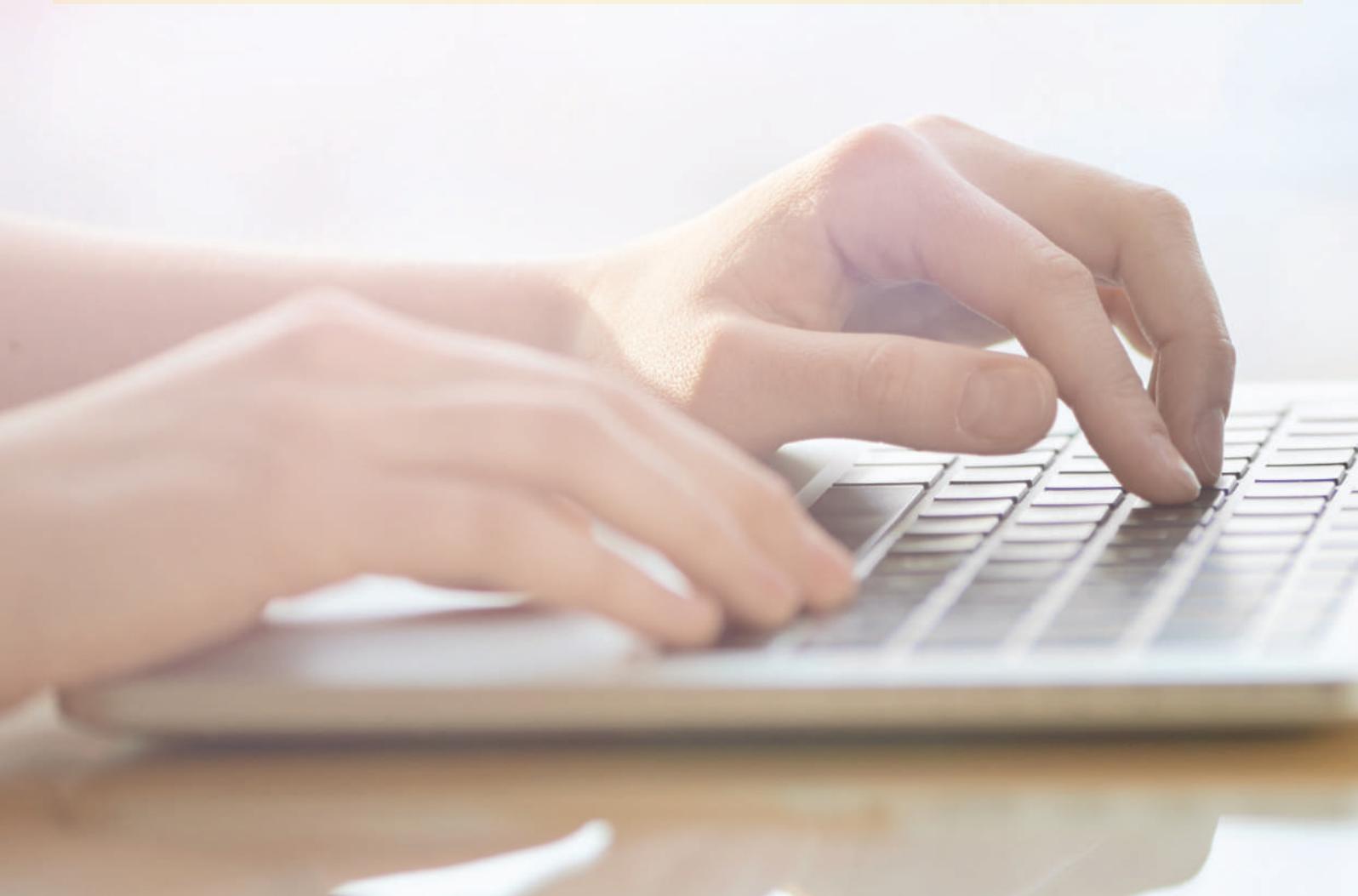
MyDHL⁺



DIGITAL CUSTOMS INVOICES

Simply fast. Simply efficient. Simply amazing.

DHL Express – Excellence. Simply delivered.

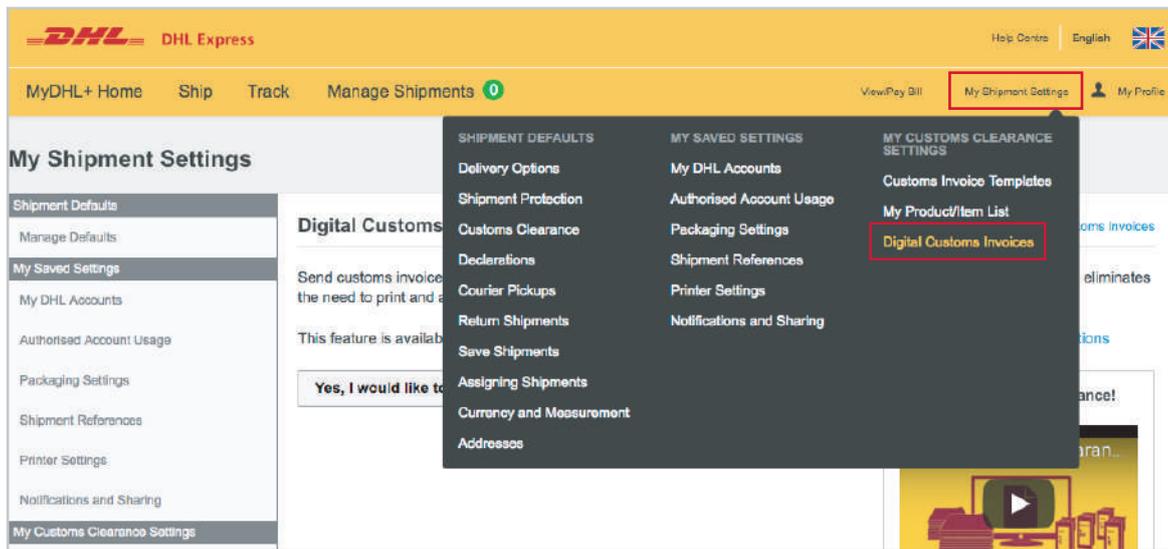


DHL's Paperless Trade service allows you to electronically transmit customs documents, eliminating the need to print and attach them to your shipments. This free service also helps to speed up the customs clearance process.

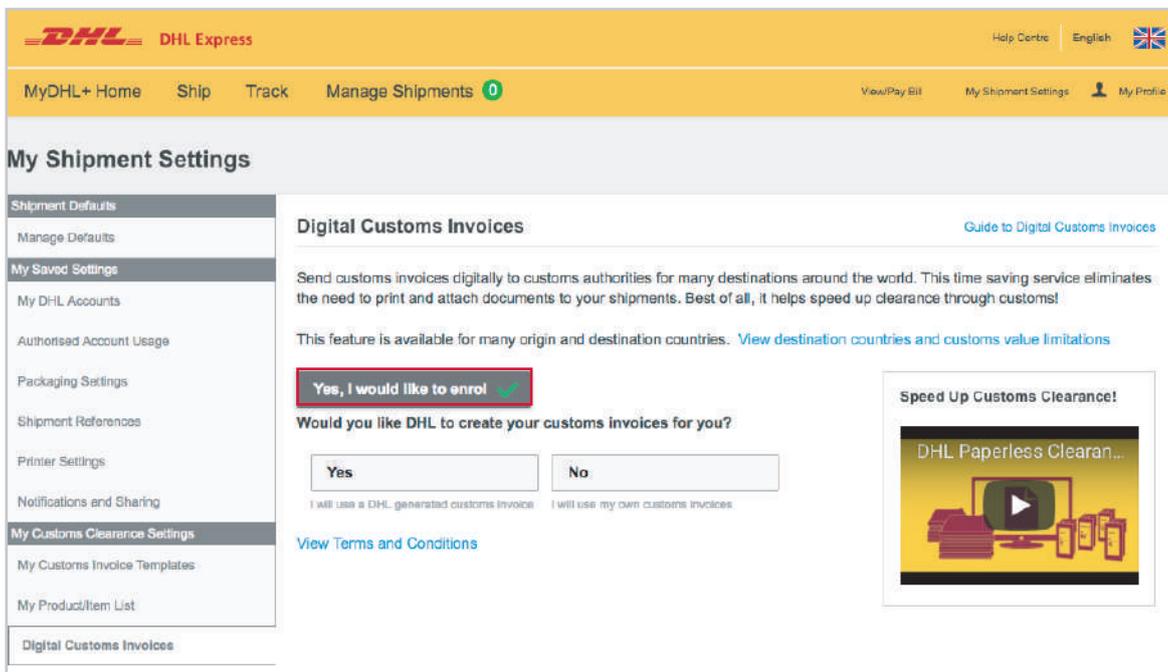
DIGITAL CUSTOMS INVOICES

To create digital customs invoices, you must first enrol for the service.

1. Log into MyDHL+, go to **My Shipment Settings** and select **Digital Customs Invoices**.



2. On the Digital Customs Invoices page, click **Yes, I would like to enrol** and then choose whether you would like to create invoices in MyDHL+ or use your own.



3. If you choose to create your invoices in MyDHL+, you will need to upload an electronic signature (image of your signature). You can also upload your company logo, but this is optional.

4. Read and accept the Paperless Trade Terms and Conditions to continue.

i If you choose to use your own invoices, you will not be asked to upload a signature or company logo.

Yes, I would like to enrol ✓

Would you like DHL to create your customs invoices for you?

Yes ✓ **No**

I will use a DHL generated customs invoice I will use my own customs invoices

Upload your electronic signature and company logo files

Signature
Customs requires an electronic signature on digital customs invoices. Upload a file of your written signature.
File Types: gif, jpeg, png

+ Browse

Signer's Name * Signer's Title *

Logo
Upload your company logo file so that it appears on your invoice.
File Types: gif, jpeg, png

+ Browse

Please accept Terms and Conditions

Paperless Trade Terms

DHL offers a Paperless Trade ("PLT") service, permitting shippers to send certain documentation accompanying the shipment electronically (eliminating the need for printed copies of documents).

You, as "Shipper", are agreeing on your behalf and on behalf of anyone else with an interest in the shipment, that these Paperless Trade Terms shall apply in relation to all shipments sent using the PLT service.

You further agree that these Paperless Trade Terms apply in addition to DHL's

[View Terms and Conditions](#) **Accept and Continue**

You are now enrolled to use Digital Customs Invoices and the status will be shown as Enabled.

i Please note: You can pause (turn off) Digital Customs Invoices and restart them at any time.

Digital Customs Invoices [Guide to Digital Customs Invoices](#)

Send customs invoices digitally to customs authorities for many destinations around the world. This time saving service eliminates the need to print and attach documents to your shipments. Best of all, it helps speed up clearance through customs!

This feature is available for many origin and destination countries. [View destination countries and customs value limitations](#)

You're enrolled to send digital customs invoices. You may pause (turn off) and restart (turn on) sending invoices digitally at any time.

You may update your electronic signature and company logo file when needed.

Status **Enabled**

Would you like DHL to create your customs invoices for you?

Yes **No**

I will use a DHL generated customs invoice I will use my own customs invoices

Speed Up Customs Clearance!



You can also update the signature and company logo whenever needed.

Upload your electronic signature and company logo files

Signature

Customs requires an electronic signature on digital customs invoices. Upload a file of your written signature.
File Types: gif, jpeg, png

 signature.jpg 1.88 KB

Signer's Name ✓ Signer's Title ✓

Logo

Upload your company logo file so that it appears on your invoice.
File Types: gif, jpeg, png

 logo.jpg 6.81 KB

USING DIGITAL CUSTOMS INVOICES

Begin by creating a shipment, following your usual process.

After selecting **Packages**, select whether you will create your invoice on MyDHL+ or use your own.

DHL Express | Help Centre | English

MyDHL+ Home | Ship | Track | Manage Shipments 0 | View/Pay Bill | My Shipment Settings | My Profile

Create Shipment | Pay | Print | Cancel | Assign this Shipment | Save for Later

From: Mary Robinson, AN Other Ltd, 28 Upper Clevedon Road, Exeter, HOUNSLOW TW4 7NQ, United Kingdom

To: John Smith, ABC Inc, 200 Wall Street, New York New York 10005, United States of America

Shipment Details

Documents | **Packages** (Selected)

Prohibited Items: Some items that are prohibited when shipping to United States Of America include: ANIMALS, FISH, BIRDS (LIVE), Bullion (of any precious metal), Antiques. [View Prohibited Items](#)

You'll need a customs invoice for this shipment – DHL can create it for you!
A complete and accurate invoice (Required for Packages) helps with customs clearance.

Create Invoice (Using my shipment information) | **Use My Own Invoice** (I have a printed invoice)

If you choose to create your customs invoice on MyDHL+, select the purpose of the shipment and then enter the details of each item in your shipment.

You'll need a customs invoice for this shipment – DHL can create it for you!
A complete and accurate invoice (Required for Packages) helps with customs clearance.

Create Invoice (Selected) | **Use My Own Invoice**

Using my shipment information | I have a printed invoice

What is the purpose of your shipment?
Commercial

Need to add other details or create and save invoice templates?
[Use our enhanced Customs Invoice](#)

Describe each unique item in your shipment separately [Quick Guide for Describing Items](#)

I would like to see estimated duties and taxes for my shipment

Item Description	View Prohibited Items	Commodity Code	Save
Describe what the item is called, what is it made of and what it will be used for.			Copy
Quantity: 1	Units: Pieces	Item Value: GBP	Net Weight: kg
			Gross Weight: kg
			Where was the item made?

Add Another Item

Total Units1	Total Net Weight ***** KG	Total Gross Weight ***** KG	Total Goods Value ***** GBP
Number of Pallets			Invoice Total Value ***** GBP
Currency Code GBP			Other Charge 1 Example: Freight cost GBP
			Other Charge 2 Example: Insurance cos GBP
			Other Charge 3 Example: Misc. charges GBP

Continue to create your shipment.

Once you have selected your shipping date and delivery service, the Digital Customs Invoice option will be displayed.

As you have enrolled, the option to **Send digital customs invoice for this shipment** will already be ticked. If you created the invoice on MyDHL+, it will automatically be uploaded

Send Digital Customs Invoices

Send digital customs invoice for this shipment

Include other customs documents for this shipment (optional)

If you selected to use your own invoice, upload it here.

Send Digital Customs Invoices

Send digital customs invoice for this shipment

Include other customs documents for this shipment (optional)

Attach other customs documents (JPG, JPE, JPEG, GIF, PNG, TIFF, TIF, or PDF file)

Browse Maximum file size: 1 MB

Complete the rest of the shipment.

If you uploaded your own invoice, you will see a message confirming that the invoice is complete after clicking **Accept and Continue**. Click **Submit** to send the invoice and then continue to print your shipping labels.

Terms and Conditions

By clicking ACCEPT – I accept DHL's [Terms and Conditions of Carriage](#) and declare that this shipment does not include any [Prohibited Items](#) .

Accept and Continue

Digital Customs Invoice is Complete

Do you want to electronically submit the following documentation to customs now?

Submit

After printing, you will see confirmation that your invoice has been transmitted.

The screenshot shows the DHL Express MyDHL+ interface. At the top, there is a navigation bar with the DHL logo, 'DHL Express', and links for 'Help Centre', 'English', and a flag icon. Below this is a secondary navigation bar with 'MyDHL+ Home', 'Ship', 'Track', and 'Manage Shipments' (with a notification badge '2'). On the right of this bar are links for 'View/Pay Bill', 'My Shipment Settings', and 'My Profile'. A progress bar below the navigation shows 'Create Shipment' (checked), 'Pay' (checked), and 'Print' (checked).

The main content area is titled 'Shipment Confirmation' with a green checkmark icon. It contains several sections:

- Information:** A blue box with an 'i' icon stating 'Your shipment has been successfully created and your customs invoice has been transmitted digitally to customs. View Digital Customs Invoice'.
- Your Tracking Number:** A box displaying '7809797892' and a 'Schedule a Pickup' button.
- Important:** A list of instructions: 'Ensure your packages are packed and labelled correctly to avoid damage or delays. Follow DHL's Packaging Advice.' and 'If this is your last shipment of the day, remember to print your end-of-day courier report.'
- Want Status Notifications?:** A section with the text 'Set up email or text notifications on this shipment's progress - for you and/or others!' and a 'Receive and Send Notifications' button.
- Want to Share?:** A section with the text 'Select shipment details you want to email to others.' and checkboxes for 'Tracking Number', 'Label (Waybill)', 'Shipment Receipt', and 'Customs Invoice'. A 'Share' button is at the bottom.
- Save Shipment Defaults:** A section with the text 'Save these defaults to use for future shipments.' and checkboxes for 'EXPRESS WORLDWIDE' and 'PACKAGE'. 'Save' and 'Edit' buttons are at the bottom.

On the right side of the main content area, there are buttons for 'Save as Favourite', 'Reprint Documents', 'Download Documents', 'Create Return Label', and 'Create Another Shipment'.

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