

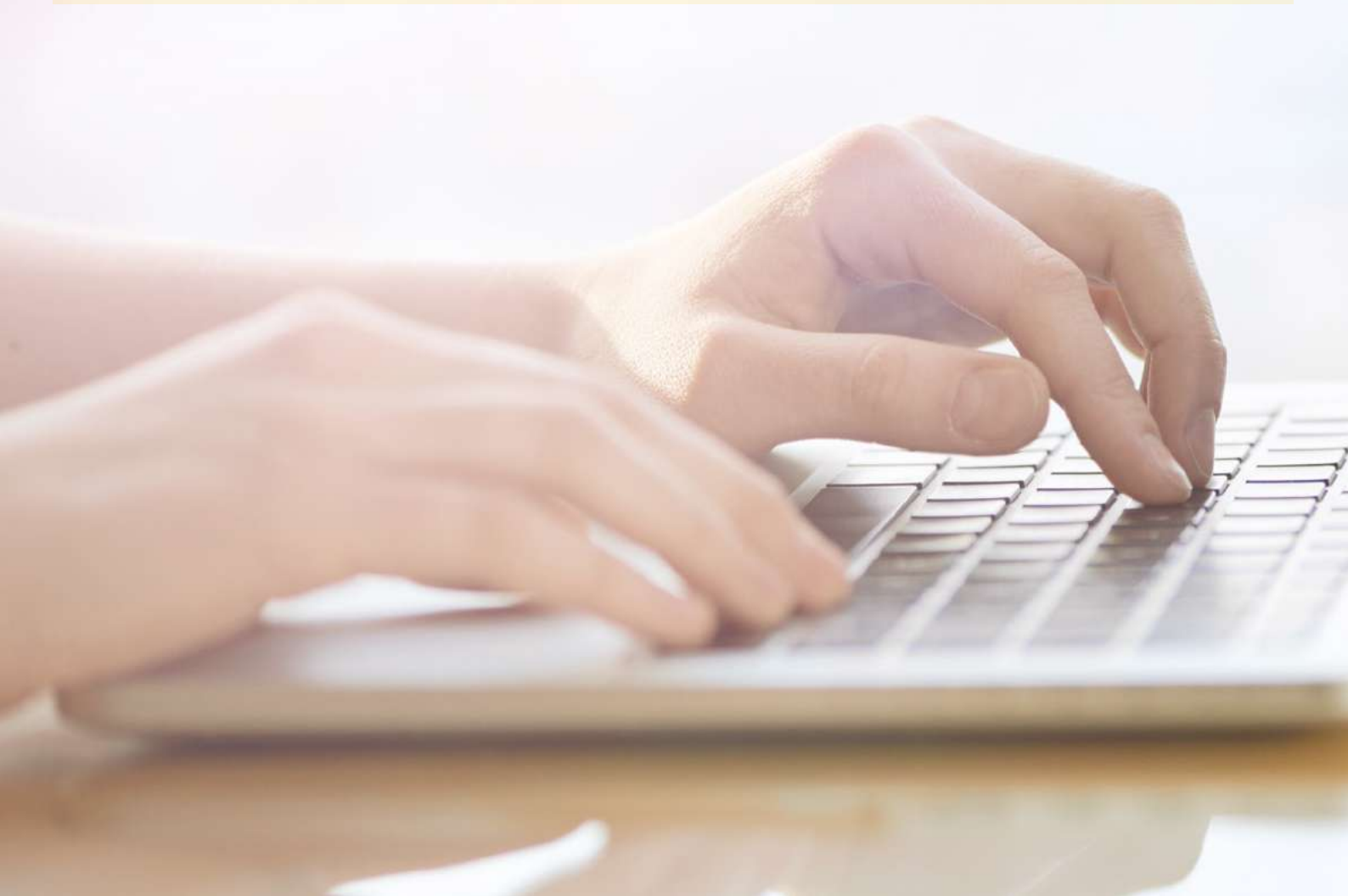
MyDHL+



SENDING DHL GLOBALMAIL

Simply fast. Simply efficient. Simply amazing.

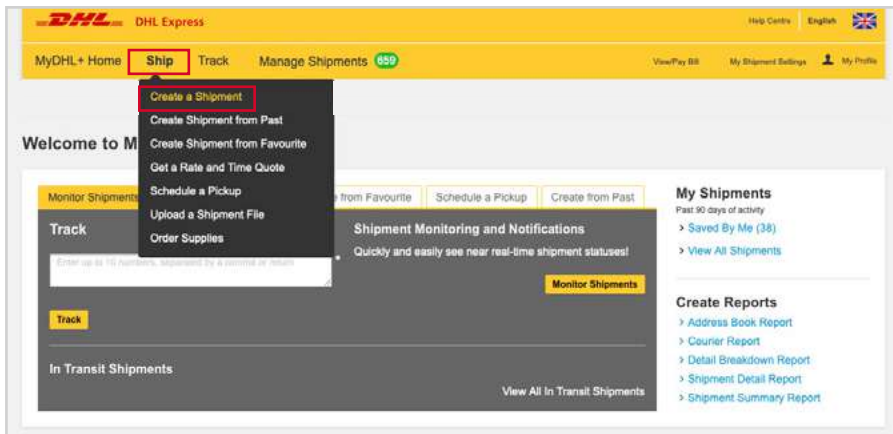
DHL Express – Excellence. Simply delivered.



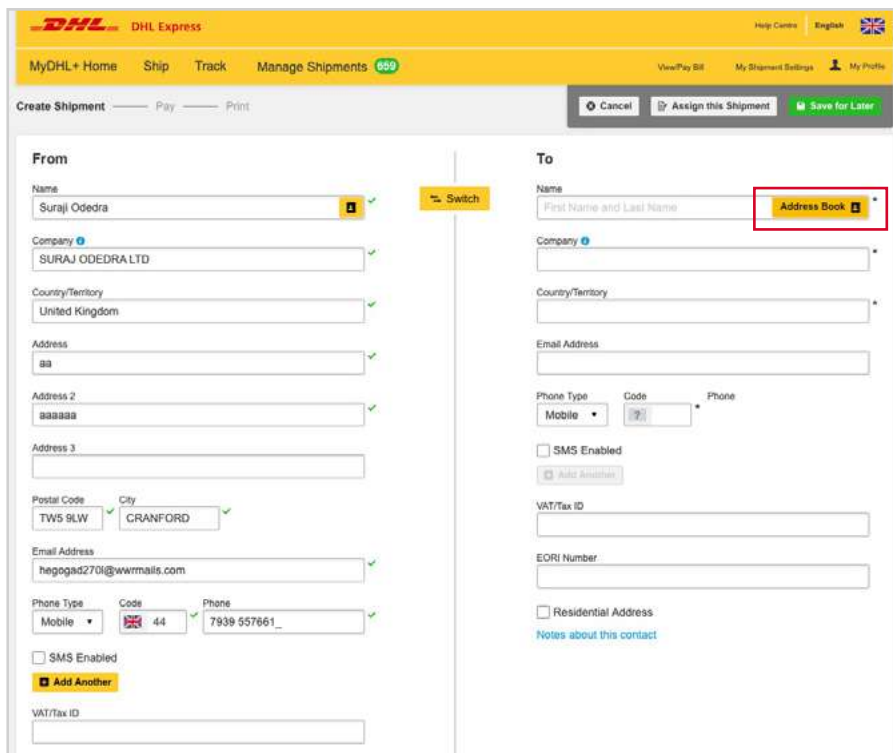
SENDING DHL GLOBALMAIL

In MyDHL+, you can create your Globalmail shipment label following the guide below.

- i** Your DHL account number and user profile should be activated for Globalmail to ensure you are able to successfully create a label. Contact your Account Manager to ensure you are approved to use this product.



Log into MyDHL+, go to **Ship** and select **Create a Shipment**.



Click on the **Address Book** icon.

3 MyDHL+ Sending DHL Globalmail

Select **Globalmail Tab** and then select **Germany Frankfurt**. The address will pre-populate and you can proceed by clicking Next.

Name	Email Address	Country	City	Phone
BKKGMT		Thailand	SAMUTPRAKARN	20290919
FRAGMT		Germany	FRANKFURT AM MAIN	6969531545
HKGGMT		Hong Kong	NEW TERRITORIES	29763667
LHRDPM	polarpark.ops@dhl.com	United Kingdom	WEST DRAYTON	2082830075
SINGMT		Singapore	SINGAPORE	68830771
SYDGMT		Australia	ROSEBERY	296699010

The shipment details screen will be pre-populated with the description and you can specify your own shipment reference. Click **Next** once you have updated the shipment reference.

Shipment Details

Describe the documents in your shipment
Documents - general business ✓

Reference
Reference (appears on shipping label/waybill)
TEST ✓

Next

Enter the number of Globalmail Sacks/Boxes and then click **Next**.

Note: This is just for the overall shipment carrying the individual items to the sort centre.

Select Packaging [Tips for Weighing and Measuring](#)

Packaging	Quantity	Weight kg	Dimensions cm	Pallet	Piece Reference
Box 1 ✓	1 ✓	10 ✓	50 ✓ X 50 ✓ X 50 ✓	<input type="checkbox"/>	

Total 1 10 kg

Next

DHL International (UK) Limited
Southern Hub
Unit 1, Horton Road
Colnbrook, Berkshire
SL3 0BB
United Kingdom
[dhl.co.uk/express](https://www.dhl.co.uk/express)

valid: 05/2020