

MyDHL+



HOW TO SEND DHL GLOBALMAIL SHIPMENTS USING MYDHL+

Simply fast. Simply efficient. Simply amazing.

DHL Express – Excellence. Simply delivered.



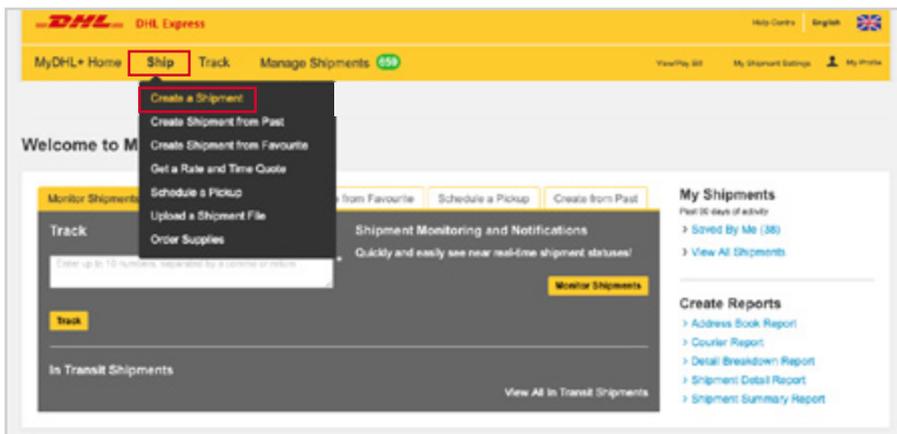
SENDING GLOBALMAIL

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

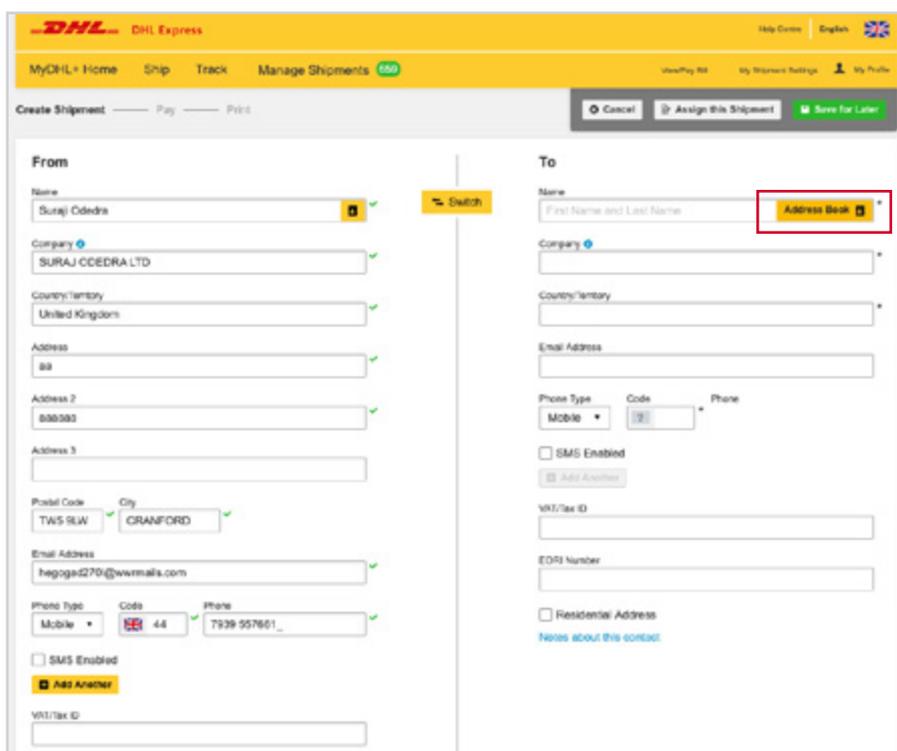
! **Please Note:** MyDHL+ should only be used to prepare DHL Globalmail shipments if you are sending mail items containing documents only.

If the mail items you are sending contain goods/non-documents, you will need to use a Deutsche Post shipping solution to create your item labels and create their Globalmail Waybills. This is because Electronic Advance Data (EAD) must be captured and submitted for all mail items containing goods for security and customs purposes. Shipments containing goods without the required EAD cannot be forwarded to the destination country and will be returned to the sender. For further information about the Deutsche Post shipping solutions available, please contact your DHL Express Account Manager.

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.



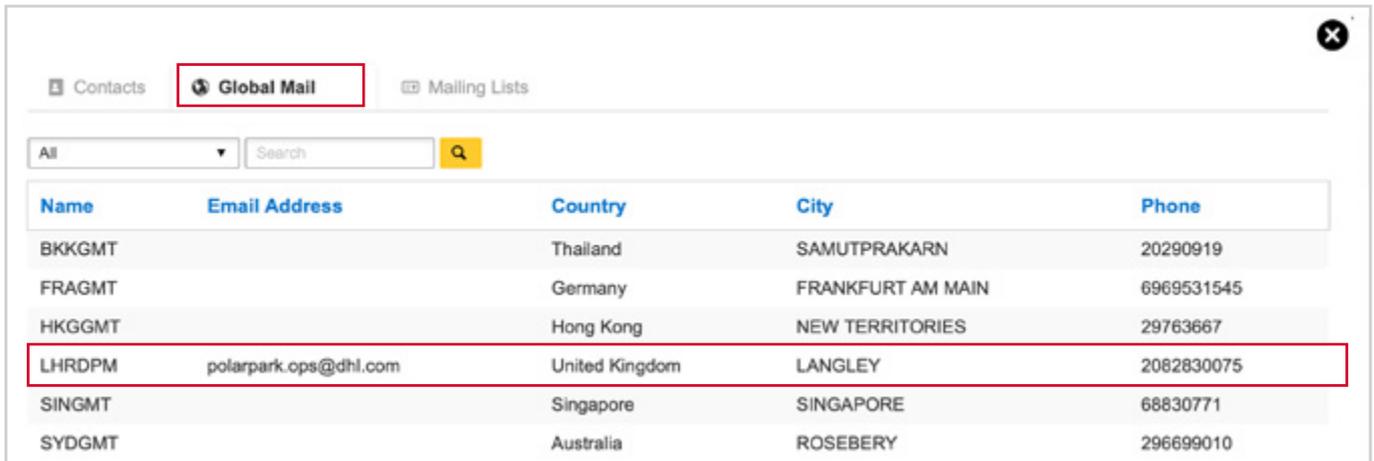
Log into MyDHL+, go to **Ship** and select **Create a Shipment**.



Click on the **Address Book** icon.

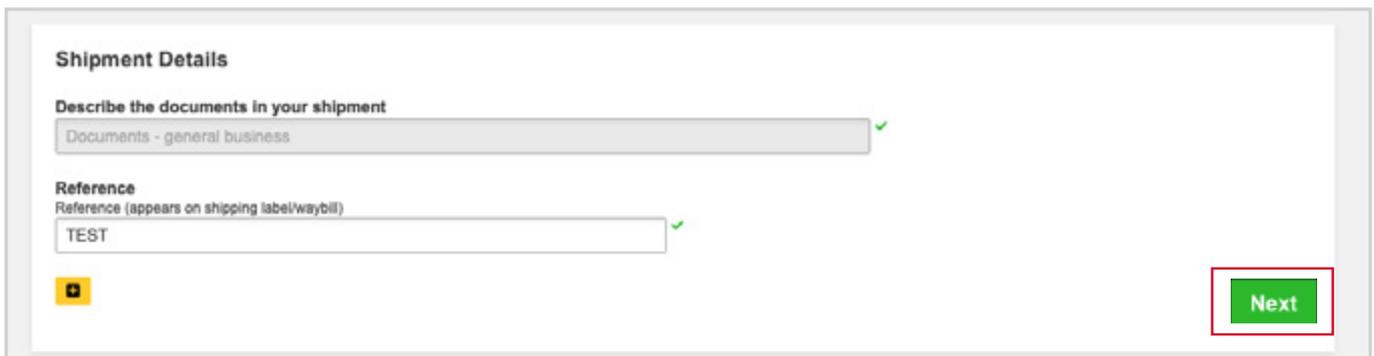
3 MyDHL+ Sending Globalmail

Select **Globalmail Tab** and then select **United Kingdom Langley**. 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	LANGLEY	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

4 MyDHL+ Sending Globalmail

How would you like to pay?

What shipper account will be used for this shipment?
Select One

Use this account to pay for transportation charges

Remember these payment options for the Ship FROM address

Next

Select from the drop down list the DHL account number which has been approved to send Globalmail. Then click **Next**.

I'm sending my shipment on

June 9 Today, June 10 Tomorrow, June 11 Thursday, June 12 Friday, June 13 Saturday, June 14 Sunday, June 15 Monday, More +

Delivery Date, Delivered By, Estimated Price

June 12 Friday, End of Day, --, Select

GLOBALMAIL

Find a location

DHL rate estimate as of Jun 09, 2020, 6:03 PM
[Disclaimer and Important Details](#)

Select your shipping date and the Globalmail product. Click **Select**.

Shipment Cost Summary

GLOBALMAIL Fri, 12 Jun, 2020 - End of Day	Transportation Charges:	€ 0.00
	Total	€ 0.00

Volumetric Weight 12.5 kg
Total Weight 10 kg
Chargeable Weight 10 kg

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

You have now completed your Globalmail shipment. Click **Accept and Continue** to proceed to the print page.

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: 04/2022