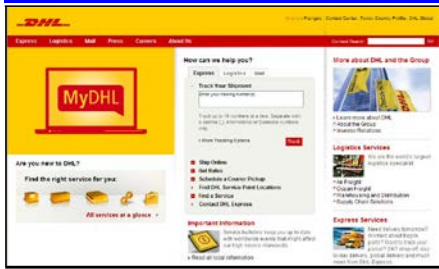


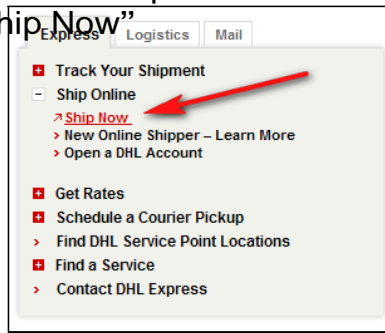
FindWebship



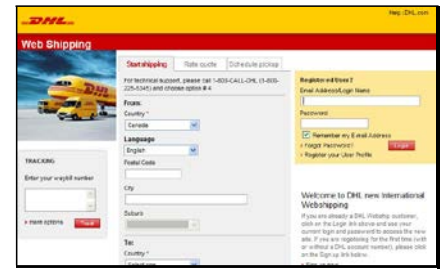
1. Go to www.mydhl.dhl.com



2. Choose "Ship Online" > "Ship Now"



3. Bookmark Page



Register

1. Choose "Register Your User Profile"

Registered User ?

Email Address/Login Name

Password

☒ Remember my E-mail Address

[Forgot Password?](#)

[Register your User Profile](#)

2. Fill Out All the Fields Including:

Account Number
(970674553)

Click here if you have a DHL account ☒

DHL Account Number*

Reference Field
Add your cost code
(Can be changed when shipping)

Reference

11-222222-33333

Reference Always Required
Must be Checked

Reference always required? ☒

Ship

1. Choose a Receiver by Either...

To:

Select Nickname

[Open Address Book](#)

[Ship To A New Receiver](#)

A) The Drop Down Menu

(It holds the last 15 receivers you've shipped to.)

Select Nickname

Select Nickname

ABC CO

XYZ CO

123 CO

B) Opening the Address Book

Select A Recipient

Select one recipient from the list below. Click on a column heading to sort the column entries alphabetically.

Nick Name	Contact	Company	City	Country
123 CO	Tim Bundles	123 Company	SANDERSTE...	United Kingdom
ABC CO	KEN	ABC COMPA...	BEVERLY HIL...	United States...
XYZ CO	TED	XYZ COMPA...	BERLIN	Germany

Use selected nickname Cancel

Find Contained in column None Selected Filter List

1 - 3 of 3

C) Creating a New Receiver

(Make sure you check "Save to address book".)

NickName ☒ Save to address book

[Open Address Book](#)

2. Fill in Shipment Details.

A) Choose Package Type

B) Add Pieces

- Add dimensions and weight
- Then click Add!!

Pieces	Weight lb	L inches	W inches	H inches	Piece Contents	Copy	Delete
1	5.0	10	10	5		Add	

Total no. of Pieces: 1 Total Weight: 5.0 (lb) Total Dim Weight: 0.0 (lb)

C) Add Description of Contents

D) Choose (or Not Choose) Dutiable/Declared Value

- If your shipment is a document, leave blank.

3. Fill in the Service Options

A) Choose the Delivery Product

Product Name	Delivery by	Latest booking time	Price
<input type="radio"/> EXPRESS 10:30	30-Apr-2012, 10:30	15:00	CAD
<input type="radio"/> EXPRESS 12:00	30-Apr-2012, 12:00	15:00	CAD
<input checked="" type="radio"/> EXPRESS WORLDWIDE	30-Apr-2012, End Of Day	15:00	CAD

4. Print the Waybill

A) Click on Print

B) Place Label

Transport Label
(With 3 barcodes)
Goes on Package



Archive Label
(with 1 barcode)
Goes with driver



Shipment Receipt
Goes to the department's shipment record holder

