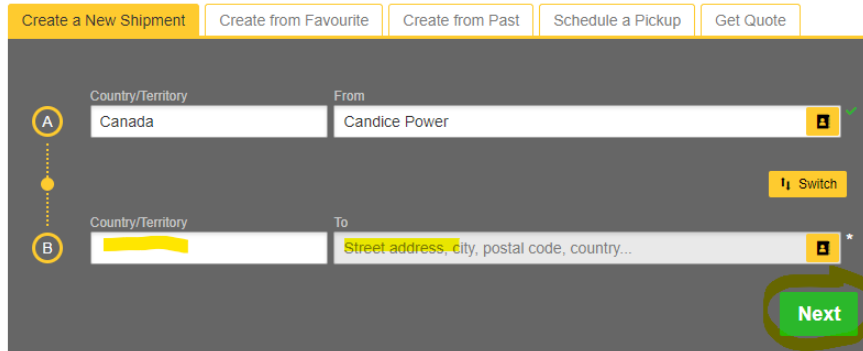


## DHL – How to Ship an Item

**Step 1:** Go to the DHL website at [DHL Shipping](#)

**Step 2:** Login with your username and password, click Login. If you do not have a username and password, please reach out for instructions on how to set up an account.

**Step 3:** Complete B) The Country and Address you are shipping to. Click “Next”.



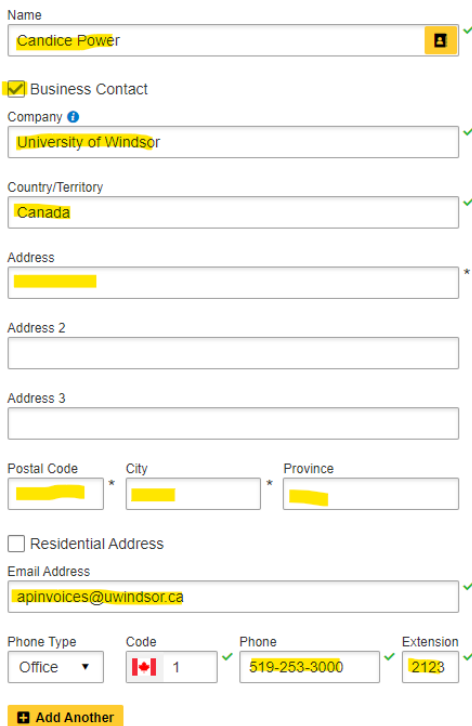
The screenshot shows the DHL shipping form interface. At the top, there are five tabs: "Create a New Shipment", "Create from Favourite", "Create from Past", "Schedule a Pickup", and "Get Quote". The "Create a New Shipment" tab is active. Below the tabs, there are two main sections: "From" and "To". The "From" section has "Country/Territory" set to "Canada" and "From" set to "Candice Power". The "To" section has "Country/Territory" set to a redacted area and "To" set to "Street address, city, postal code, country...". A "Switch" button is located between the two sections. A green circle highlights the "Next" button at the bottom right of the form.

**Step 4:** Complete the details you are shipping from.

Be sure to include your full name, University of Windsor, full address, postal code, province, e-mail address and phone number with extension.

Be sure to check “Business Contact”.

### From



The screenshot shows the "From" section of the DHL shipping form. It includes the following fields and options:

- Name: Candice Power ✓
- Business Contact
- Company: University of Windsor ✓
- Country/Territory: Canada ✓
- Address: [Redacted] \*
- Address 2: [Redacted]
- Address 3: [Redacted]
- Postal Code: [Redacted] \* City: [Redacted] \* Province: [Redacted]
- Residential Address
- Email Address: apinvoices@uwindsor.ca ✓
- Phone Type: Office
- Code: 1 ✓
- Phone: 519-253-3000 ✓
- Extension: 2123 ✓
-

**Step 5:** Enter the “ship to” information, for who and where the item will be shipped to. Click “Update”.

To

Name  
John John ✓

Business Contact

Company  
University of ✓

Country/Territory  
Canada ✓

Address  
13277 Sandwich Street ✓

Address 2

Address 3

Postal Code  
N9C 1A9 ✓

City  
WINDSOR ✓

Province  
ONTARIO ✓

Residential Address

Email Address  
shipment notifications to this email address

Phone Type  
Office

Code  
1

Phone  
555-555-5555

Extension

VAT/Tax ID  
Enter IOSS in Customs Declaration section

Notes about this contact

[Clear Address](#)

**Step 6:** For the shipment details, choose if you are sending either documents or a package. Enter the description of the item you are shipping. Then, click “add reference”.

**Shipment Details**  
What are you shipping?

Documents ✓

Packages

Documents include legal, financial or business paperwork. Items with monetary value are NOT considered a document shipment.

Packages are goods, merchandise or commodities for personal or commercial purposes.

Describe the documents in your shipment  
Select a description or provide your own detailed description. ⓘ

Such as legal, financial or business paperwork, etc.

Add Shipment References  
Your first reference will appear on your shipping label/waybill. All additional references will not show on shipping

Protect Your Shipment  
You value your shipment and so do we – don't forget to protect your shipment! [Learn about our shipment protection options.](#)

I would like to add shipment protection to my shipment (Document Extended Liability Service)

Is it a document?  
Some items you might think are documents are not – check before completing your shipment.  
[Help me determine if my item is a document](#)

Prohibited Items  
Some items that are prohibited when shipping to Canada. [View Prohibited Items](#)

**Step 7:** These items **MUST** be included for every shipment under the reference:  
A) your full name

B) your department name

C) your department charge account (ie. 01.2400.24000) and/or project number (ie. 816035)

### Add Shipment References

Your first reference will appear on your shipping label/waybill. All additional references will not show on shipping

Candice Power. Leddy Library. 2400

Remove

+ Add Reference

**Step 8:** Click “Next” at bottom of page.

**Step 9:** Complete the details for your package and click “Next”.

Select Packaging Tips for Weighing and Measuring

Packaging	Quantity	Weight	Length	Width	Height
Select Packaging *	1 *	lb *	in. x *	in. x *	in. *

[Save](#) [Copy](#)

Total Packages: 1   Total Weight: --- LB   [Add Another Package](#) **Next**

**Step 10:** Ensure the business account is chosen for payment. Click “Next”.

How will you pay?

How will you pay for transportation charges?

970674553 ✓

Remember these payment options for the [Ship FROM address](#)

**Next**

**Step 11:** Choose when you would like to deliver your parcel by. Click “Select”.

I'm sending my shipment on

September 11 Today	September 12 Tomorrow	September 13 Friday	September 14 Saturday	September 15 Sunday	September 16 Monday	September 17 Tuesday	More +
Delivery Date	Delivered By	Estimated Price					
September 20 Friday	10:30 am	CAD 26.11	<a href="#">Details</a>	<a href="#">Select</a>			
EXPRESS 10:30							
September 20 Friday	12:00 pm	CAD 20.21	<a href="#">Details</a>	<a href="#">Select</a>			
EXPRESS 12:00							
September 20 Friday	End of Day	CAD 16.67	<a href="#">Details</a>	<a href="#">Select</a>			
EXPRESS WORLDWIDE							

**Step 12:** Click Next.

Do you want to schedule a courier pickup?

Yes – Schedule Pickup  No

[Where can I drop off my shipment?](#)

[Next](#)

**Step 13:** Review the details and click “Accept and Continue”.

<b>Shipment Cost Summary</b>			
EXPRESS 10:30 Fri, 20 Sep, 2024 - 10:30 am	Transportation Charges	CAD	55.74
	Discount Applied	CAD	-41.81
Volumetric Weight 0.429 lb Total Weight 0.9 lb Chargeable Weight 1 lb	10:30 Premium	CAD	8.00
	Demand Surcharge	CAD	0.20
	Fuel Surcharge	CAD	3.98
	<b>Total</b>	<b>CAD</b>	<b>26.11</b>
<b>Terms and Conditions</b>			
By clicking on Accept and Continue I am agreeing to <a href="#">Terms and Conditions</a> , and declare that this shipment does not include any <a href="#">Prohibited Items</a> .			
<a href="#">Accept and Continue</a>			