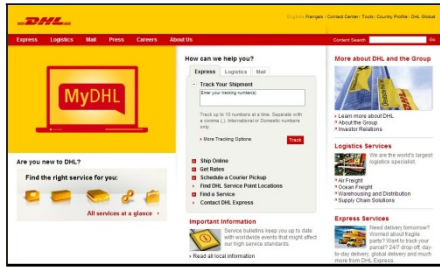
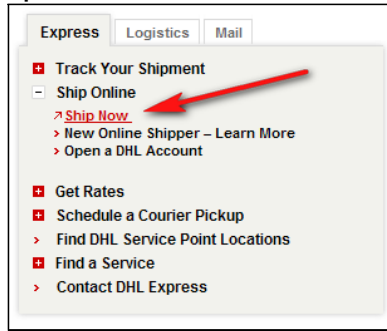




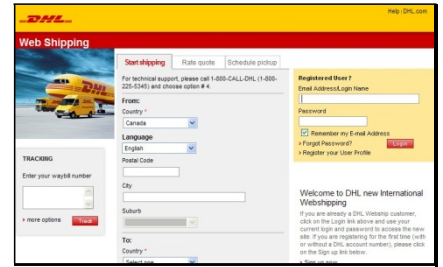
1. Go to www.DHL.ca



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

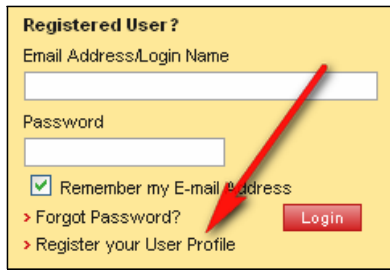


3. Bookmark Page



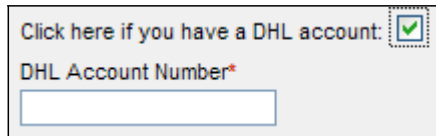
Register

1. Choose "Register Your User Profile"



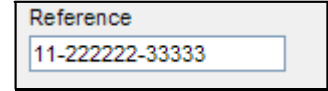
2. Fill Out All the Fields Including:

Account Number
(970674553)

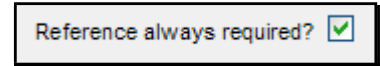


Reference Field
You Must Always Add Your Departmental Account/Grant Number

(Can be changed when shipping)

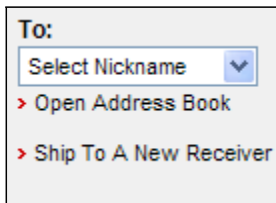


Reference Always Required
Must be Checked



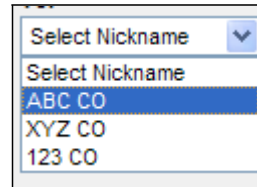
Ship

1. Choose a Receiver by Either...

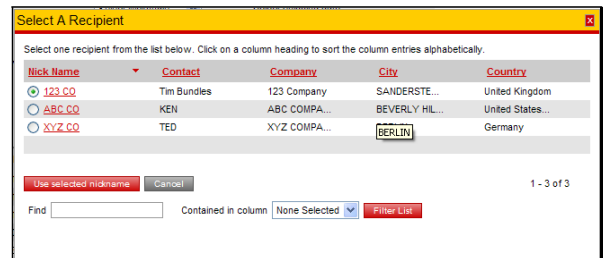


A) The Drop Down Menu

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

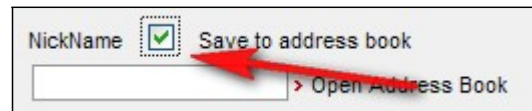


B) Opening the Address Book



C) Creating a New Receiver

**Make sure you check "Save to address book"



2. Fill in Shipment Details.

A) Choose Package Type

*Note that a "Flyer" is a DHL Bag.

Packaging Type*
 Your Own Packaging
 DHL Flyer
 Express Envelope
 Your Own Packaging

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*	0.0 (lb)		Total Dim Weight*	0.0 (lb)	

C) Add Description of Contents

****If you are shipping anything other than documents please refer to "Declarable Goods" under "Things to Remember"**

Description of contents*

Documents

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

Declared Value

CAD Dutiable?

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

Print Shipment Paperwork Help using the Print Shipment Paperwork Screen

Checking the "Select All" checkbox will select all documents. After selecting the boxes, press the print button to continue.

Print DHL Transport Label # of Copies: 1

Print Receipt # of Copies: 1

Select All

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



Important Things to Remember

- If you are sending letter that is less than 1kg (2.2 lbs) then enter 1 kg for your weight. It is important to understand that discrepancies in weight or height may result in incorrect estimates of cost.

Declarable Goods

All “declarable goods”, any goods with a value, being shipped to the U.S.A. and/or International, please forward the package to the Customs and Sales Tax Clerk in the Finance Department no later than 11:00 a.m. *****Please note that you cannot ship any declarable good of personal nature.** The Customs Clerk in Finance is not able to provide the appropriate paperwork for such items.

The following is a sample list of declarable goods. This is not an exclusive list. If you are not sure whether your package is considered “declarable goods”, please contact the Customs and Sales Tax Clerk at extension 2083.

- Books
- Equipment
- Software, including printed material on discs
- VHS and/or DVD
- Computers
- Chemicals and Biological items (including free samples)
- Sound recordings
- All returns
- The following completed documents are required:
- DHL Waybill
- University of Windsor Shipping Order
- Commercial Invoice
- University of Windsor Letter with the following information:

OR

- Vendor Name
- IRS # - U.S. vendors only
- Full description of goods
- Value
- Country of origin

**DO NOT USE THE MANUAL
BILL OF LADINGS**

DHL Courier / Bill of Lading Instructions

For U.S. and International Destinations ONLY

The following areas **must** be completed **prior** to sending documents via DHL.

The image shows a DHL shipping label form. At the top, it says 'DHL' and 'Bill of Lading'. The tracking number '7301782600' is printed in the top right. A barcode is located in the center. The form is divided into several sections: 'Sender's Name', 'Sender's Reference', 'Sender's Address', 'Recipient's Address', 'Description of Contents', and 'Number of Pieces'. The 'Sender's Name' field contains 'UNIVERSITY OF MEMPHIS'. The 'Sender's Address' field contains '401 SUNSET AVE'. The 'Recipient's Address' field contains 'MEMPHIS, TN'. The 'Description of Contents' field is empty. The 'Number of Pieces' field is empty. The form also includes a 'Weight' section with fields for 'Weight' and 'Volume'.

- #1A: Please print the name of the person from whom the letter/package is being sent in the Sender's Name field.
- #1B: The Departmental or Grant number **must** be printed in the Sender's Reference field.
- #1C: Please print your Department's Name just to the right of "401 Sunset Ave".
- #1D: Please print your Extension Number to the Left of the main "University Phone Number".
- #2: Please fill in the complete address, including company name, destination, contact person, etc. There **must** be a street address. Deliveries are **not** made to P.O. boxes. If at all possible, please include the telephone number in the space provided.
- #3: Please print a description of the contents (e.g., documents/printed material). To ensure that all customs paper work is followed properly, when sending something other than printed materials, you **must** fill out a Shipping Order and send all documents / envelopes/
packages to Evelyn in Finance, ext. 2083.
- #4: Number of pieces being sent.

#5A: Your signature **must** be placed in this box. Please print your name below your signature.

#5B: The Current Date **must** be placed in this box.

Note: All DHL items **must** be in Distribution Services **no later than 2:00 p.m.** Monday Through Friday to be picked up by DHL that same day. DHL items received after the cut off time of 2:00 p.m. will be picked up by DHL the next working day by 2:00 p.m.

Please make a **photocopy** of the Bill of Lading and put it with the item being Sent and **record** the **Bill of Lading Number** for tracking purposes. Tracking of Your letter/package can be done by logging on to www.DHL.com. You should Wait a minimum of 24 hours after the letter/package has gone out from Distribution Services to check the tracking progress.

All letters/packages are automatically signed for at the receiver's end.

Important: Please Do Not Take Apart the DHL Form. The Whole Form **Must** Come To Distrubtion Services. Your copy will be sent to you once the billing has been processed. Affix the Bill of Lading in the Plastic Labelope to the Front of the Item to be Sent. Remember to Record the Tracking Number.

I. Declarable Goods

All "declarable goods", any goods with a value, being shipped to the U.S.A. and/or International, please forward the package to the Customs and Sales Tax Clerk in the Finance Department no later than 11:00 a.m.

The following is a sample list of declarable goods. This is not an exclusive list. If you are not sure whether your package is considered "declarable goods", please contact the Customs and Sales Tax Clerk at extension 2083.

- Books
- Equipment
- Software, including printed material on discs
- VHS and/or DVD
- Computers
- Chemicals and Biological items (including free samples)
- Sound recordings
- All returns

The following completed documents are required:

- DHL Waybill
- University of Windsor Shipping Order
- Commercial Invoice **or**
- University of Windsor Letter with the following information:
 - Vendor Name

- IRS # - U.S. vendors only
- Full description of goods
- Value
- Country of origin

II. General

If the package is too large or over 200 pounds, please send the package to Central Receiving. The above documents are still required to be forwarded to the Customs and Sales Tax Clerk by 11:00 a.m. for declarable goods or to Distribution Services by 2:00 p.m. for mail only.

When completing the DHL Waybill, please **press hard** to ensure that all copies are legible. It is important to fill in **every** area described. If any one of the required fields are missing information, the package/mail will be returned to the department resulting in a delay of shipment.

If you require any assistance, please contact either Distribution Services at extension 2016 or 2017 or the Customs and Sales Tax Clerk at extension 2083.

Please ensure that a photocopy of the Bill of Lading is taken and place it with the item to be sent.