

# THE DHL EXPRESS WAYBILL FOR INTERNATIONAL EXPRESS DELIVERY

Transport your shipment quickly and easily – use our guide to prepare for dispatch. Below you find a step-to-step guide on how to get your global documents and merchandise shipments to the recipient easily and securely.

The image displays a DHL Express waybill form with 13 numbered steps indicating completion points. An 'Example' section shows a completed 'Products & Services' form with the following details:

- Products & Services:**
  - Domestic  International Document
  - European Union  International Non-Documents
- Products (not all are available to and from all locations):**
  - EXPRESS 9:00
  - EXPRESS 10:30
  - EXPRESS 12:00
  - EXPRESS /WORLDWIDE
  - EXPRESS ENVELOPE
  - ECONOMY SELECT
  - OTHER.....
- Optional Services (extra charges may apply):**
  - Saturday Delivery  Hold for Collection
  - Delivery Notification  Payable Packaging
  - Other.....
- Globalmail Business:**
  - Priority  Standard  Other.....

Below the form is a photograph of a yellow DHL shipping box with the instruction: "Please affix the completed waybill to your shipment like this!"

Please use a ballpoint pen to complete the DHL Express waybill!

**1. Invoice recipient** – Please check the desired payment type. Note that the shipment must be paid in cash, by credit card or by check if you do not yet have a DHL Express customer number. Before you send a shipment unpaid, please contact the DHL Express Customer Service on +49 (0)180 5 345300-3\* or your sales advisor.

**2. Insurance** – For additional transport insurance, please enter the value of your shipment in euros. The premium is 1% of the value of the goods, but a minimum of EUR 12.50. Please observe our general terms and conditions of transport here.

**3. Sender's customer number** – Please enter your DHL Express customer number here (9-digit International DHL Express customer number).

**4. Sender's name** – Please enter your first name and last name in block capitals here so that we can reach you directly in the event of any queries.

**5. Sender's reference number** – Here you can enter the sender's internal reference number, the cost center, a reference number or similar (maximum of 12 characters).

**6. Sender's details** – Please enter your full sender's details: name, department, street, house number, place, postal code, e-mail address, telephone or fax number (max. 26 characters). No P.O. Box numbers please.

**7. Recipient** – Please enter the following details on the recipient in full: name, street, house number, place, postal code, country, contact. E-mail address, telephone and fax number are mandatory. Please note that we do not deliver to P.O. Box numbers.

**8. Shipment details** – Please enter the number of pieces in the shipment, total weight (incl. packaging) and size of your shipment. These details are the basis for calculating the volumetric weight. Each shipment will be charged according to its volumetric weight as soon as the volumetric weight exceeds the actual weight. The volumetric weight is determined using the following formula:

$$\frac{\text{Length (cm)} \times \text{Width (cm)} \times \text{Height (cm)}}{5.000} = \text{Volumetric weight of shipment in kg}$$

**9. Description of contents** – Please specify the exact content of your shipment in English. The details on the DHL Express waybill must match the details on any accompanying invoice forms. The description of contents as "Sample" is not permitted.

**10. For international goods dispatch (outside the EU)** – For merchandise shipments to non-EU countries, please complete these fields. Important: The declared customs value must match the invoice value. All invoices must indicate at least the material value. The target country and type of export determine which accompanying documents are necessary. Generally, DHL Express requires from you 3 copies of the invoice (1 original and 2 copies). If you have any further questions, please contact the DHL Express Customer Service.

**11. MRN (Movement Reference Number)** – Please enter the movement reference number (MRN) which is assigned by the electronic customs processing system ATLAS for the customs export declaration of merchandise shipments outside the EU. In so doing, we can ensure the proper customs clearance of your shipment.

**12. Services and products** – Please first check the target region, taking into account the customs duty for shipments outside the EU. Then select the desired service and, if required, any further service options. Our offers can be found at: [www.dhl.de/express](http://www.dhl.de/express). If you have any queries please contact our DHL Express Customer Service.

**13. DHL General Terms and Conditions of Transport (signature required)** – The DHL Express waybill must be signed and dated by the sender. Please observe our general terms and conditions on the back of the DHL Express waybill.

If you have any further questions, please contact the DHL Express Customer Service on +49 (0)180 5 345300-3\*.

## DHL Intraship

Send shipments online easily with DHL Intraship. Further information can be found at [www.dhl.de/express/intraship](http://www.dhl.de/express/intraship)

\* 14 cents per minute or part thereof from the German fixed network, max. 42 cents per minute or part thereof from German mobile networks.