

QUICK START GUIDE TO SERVER-BASED POLLING SOFTWARE

Polling Software lays the groundwork for automated, server-based control of your shipment via DHL Paket. It is managed via the "Ship" function in the DHL Business Customer Portal.

REQUIREMENTS

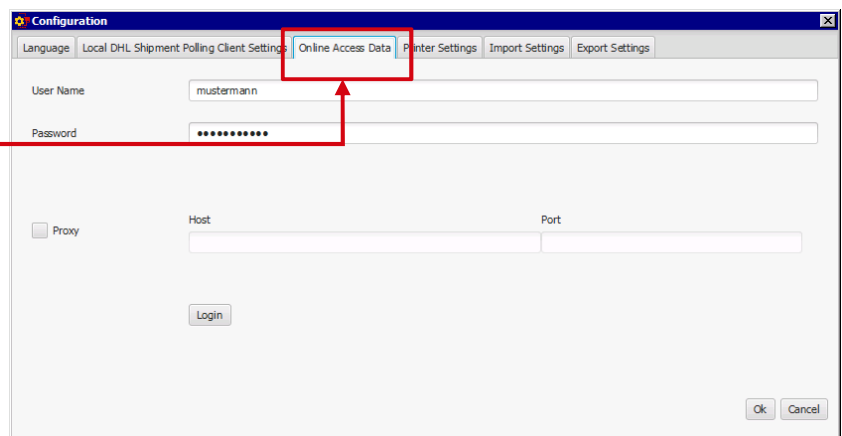
- Windows Operating System (Windows XP and newer)
- At least 512 MB RAM
- Internet access
- A CSV or TXT file based on comma (,), semicolon (;) – tab stop – Pipe (|) or colon (:)

1. ONE-TIME REGISTRATION

After starting the Polling Software, please enter your access data for the DHL Business Customer Portal into the "Online Access Data" tab.

Note:

Once installed, the Polling Software CANNOT be used by more than ONE DHL customer number (EKP) in the DHL Business Customer Portal, regardless of how the user name is changed. Attempting to run with more than one user causes the polling process to abort. If the software aborts in this way, it must be un-installed, re-installed and then re-configured.



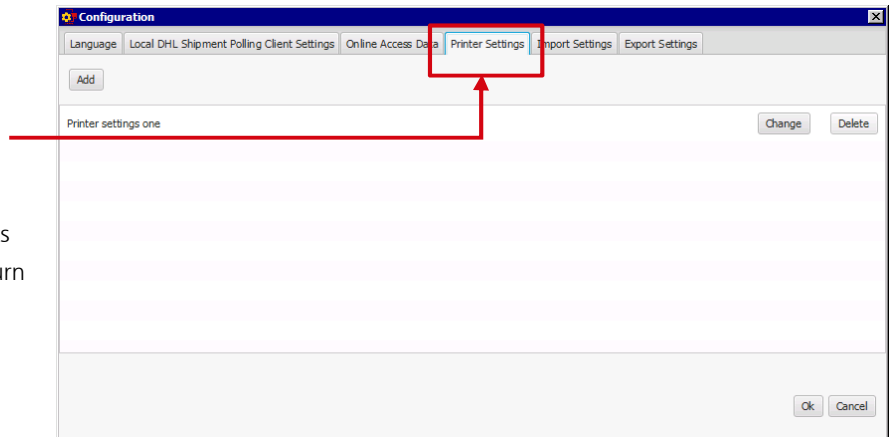
The screenshot shows a 'Configuration' window with several tabs: Language, Local DHL Shipment Polling Client Settings, Online Access Data (highlighted with a red box), Printer Settings, Import Settings, and Export Settings. The 'Online Access Data' tab is active, showing a 'User Name' field with the text 'mustermann' and a 'Password' field with masked characters. Below these fields are 'Host' and 'Port' input fields, a 'Proxy' checkbox, and a 'Login' button. 'Ok' and 'Cancel' buttons are located at the bottom right of the window.

2. CREATION OF DESIRED PRINTER CONFIGURATION FOR EACH NETWORK PRINTER

On the "Printer settings" tab, you can create a printer configuration setup for each network printer available on the server.

Note:

Within the printer settings, separate assignments can be to different trays for shipping labels, return shipping slips, customs documents and international payment forms.



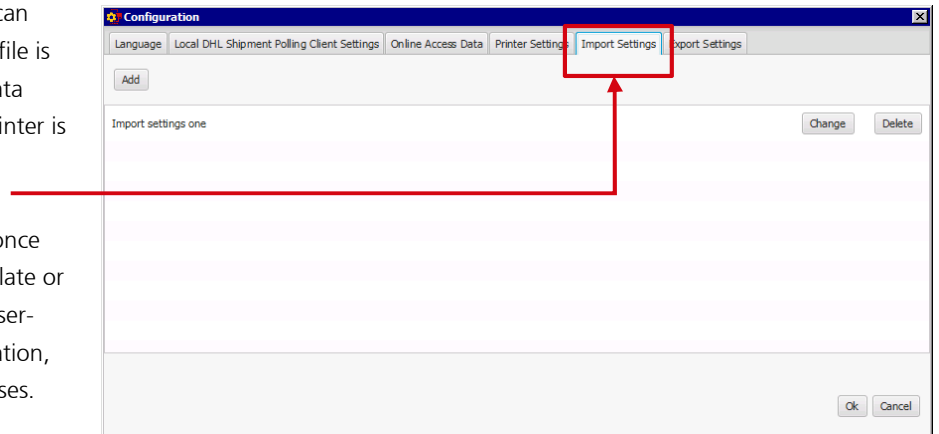
3. CREATING A CUSTOM IMPORT CONFIGURATION, INCLUDING PRINTING VIA NETWORK PRINTER

By activating an import configuration, you can define the location from which the desired file is retrieved for processing, which shipment data import template is to be used and which printer is to be used for printing.

A custom shipment data import template, once combined with a shipment data entry template or through a fixed set of sender, product and services, weight and invoicing number information, then requires only imported send-to addresses.

Note:

To ensure smooth processing, please run a test of the import configuration function using the manual shipment data import option in the "Ship" function of the DHL Business Customer Portal.



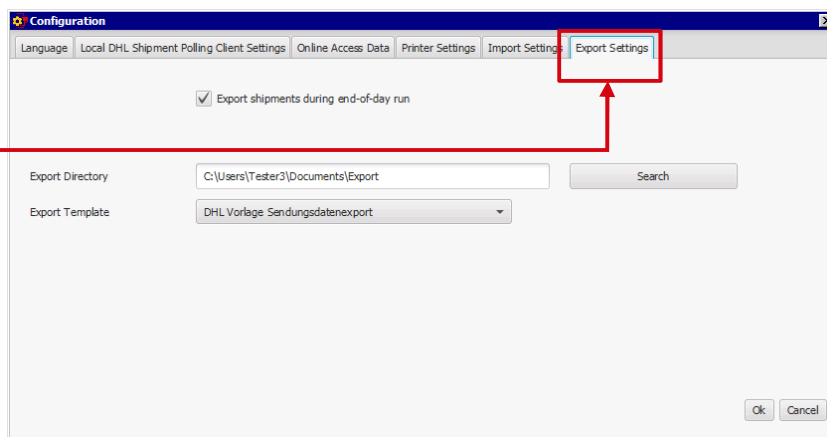
4. CREATING THE DESIRED EXPORT CONFIGURATION

The export configuration function can be used to specify an export directory in which shipment data for completed shipments should be stored as CSV and TXT files in the format "ELSendEx-YYYYMMDDhhmmxxxxx."

Thanks to the automanifest function, the file will be available at 6 p.m. or at regular 30-minute intervals, presuming a manual End of Day Closing is chosen in the "Ship" function of the DHL Business Customer Portal.

Note:

The shipment data export template can also be adjusted in the "Ship" function of the DHL Business Customer Portal, including selection for export.



5. PRINT LOCALLY VIA THE POLLING SOFTWARE IN "SHIP"

You can print shipments via the Polling Software using the "Ship" function. You must first select a print configuration in the Polling Software and select it in the "Ship" section.

Each user can access the saved printer configurations.

