

# EASY PREPARATION OF YOUR SHIPMENTS WITH THE POST & DHL BUSINESS CUSTOMER PORTAL

#### **THE BENEFITS**

- Preparation of shipments for domestic and international shipping with DHL Paket
- Simple handling of your returns
- Direct import of address, shipment, and eBay data
- Shipment data is archived for up to six months
- Template function for shipment registration as well as data import and export
- Print your logo on the shipment labels
- Overview of all prepared, predated, printed, and predated & printed shipments

## **ONLY FOUR STEPS FOR GENERATING YOUR SHIPMENTS**

#### 1. LOG IN

Log in with your user data to the						
Post & DHL Business Customer Portal at						
https://geschaeftskunden.dhl.de/	Log in	Develop Feel 🗶			Max Mustermann 🗸 📽	
	excension c	Ship		Pick up	Returns	Order
	ASSINGD	Shipment overview	Shipment erchive	Order a pickup	Order a return	Labels, packaging B Co
	Sign in	shipment	Terrolates	Bulk order	Returns overview	Order overview
	Forget password or assessme? Holp for logis?	In orteBay transactions	Address book	Pickup management	Settings	My favorites
		ImortCSV	Dangerous goods 😜	Settings		Shopping cart
		Print by reference	Settings 🗸			
		End of day closing lists				
Then click <b>Ship</b> in the main navigation		-				
to open the shipping function.						

### 2. DISPATCH HANDLING - OPEN THE SHIPMENT REGISTRATION

#### The navigation item Create Shipment will

take you to the input screen.

Parcet & cods Mail Tea	ch ll brace - Invoices il report				
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Create shipment	Templates	<u> </u>	Bulkorder	Returns pervices	Order overview
Import ellay transactions	Address book	÷.	Pickup management	Settings	Ny favoritos
import CSV	Dangerous goods	~	Settings		Shopping cert
Frint by reference	Settings				

# **3. SHIPMENT REGISTRATION**

Click here to reach the <b>online help</b> for the	Shipment Registration ()
shipping software.	
	Select Shipment Template
In the section Select Shipment Template you can select from	Basic Data
	Benefic Remarkers
existing templates, and you can optionally flag your chosen	Sinter     mach mean submit halos       mach mean show     C
template as default.	SAME P
Select a sender stored from the <b>sender address book</b> or	LANK2 GUARDAN GUARDAN
enter an individual <b>sender address</b> here. You can optionally	exer. 24 0
flag your chosen sender address as default.	Ports. coer
	Baccipient       Increase and the second
Enter the individual <b>recipient address</b> here. The system	Control 7 Hallin       Control 7
	NAM 2*
supports you in entering the address data with an automatic	
access to your address book and an address validation. You	<b>4</b> D
can also choose between the address types "Street", "Pack-	Patria care are an ar are an ar are an ar are an ar
station", or "Filiale" (for collection at the post office).	Place note that an accordance with twice 1.1 Gover, your must distain the negligrafic concerns to how additioner or will additioned a work one of the second additioned according to the second additing to the second additioned according to the second additioned
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Enter all the details of your shipment here. In addition to the	material waterial
required field for the shipment weight you can also enter	Los Anter Los Anterena  Nacional  Nacional Nacion
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previous entered data and your contractual conditions.	interfaces C
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You can choose appropriate <b>billing data</b> here. The entries	alling data monomonia 1000 willin - low, metal data
listed relate to your contract details or to specifications	
previously defined by you.	Split Shipment Into Several Parcels (Optional) Parameter of the source to execute quark you will be without to the Yest by follower' you. The describendes will be wall be followed to be use stopped, be used anyone the source of the source
Please be aware, that <b>multiple shipments</b> with the same	faft kildprant (C. *myrnation.
shipment information can be generated simultaneously.	To Charvies Prive and raws Solyment Star
Once you have finished your entries, you can print the	
shipment label or store it for printing later.	

# 4. CREATE END OF DAY RECORD

Under **Shipment Summary**, you will find all shipments that have not yet been completed, sorted according to the shipment status:

- Incomplete
- Complete
- Pre-dated
- Printed
- Printed pre-dated

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At 5.45 pm every day or at the time defined by you, all printed shipments are automatically completed by the end of day record. If you wish to perform this at an earlier time, select the relevant shipments on the "**Printed Shipments"** or "**Printed pre-dated shipments"** tab and complete them individually, for selected shipments or all of them by clicking on "**Complete all**". Thereafter, the completed shipments can all be found in the shipment archive.

It is possible to delete all shipments at once using **"Delete all"** or to cancel all shipments with "Cancel all".

If you have any more questions on the Ship function, our customer service will be happy to help. Please call **+49 (0)228 76 36 76 59 (choice 1)** (Mon – Fri, 8 am – 6 pm)