

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

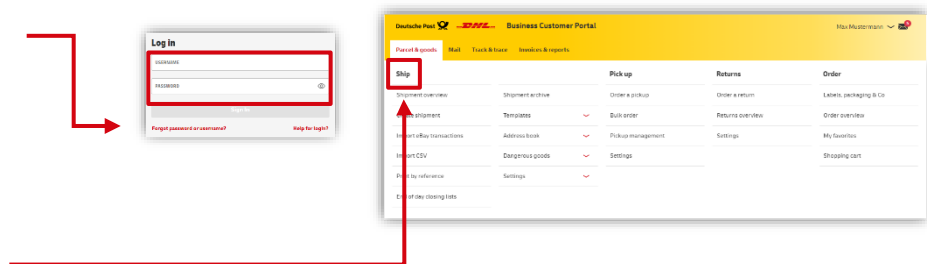
THE BENEFITS

- 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

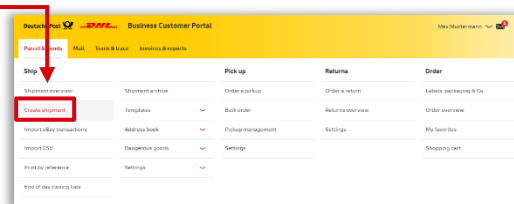
Log in with your user data to the Post & DHL Business Customer Portal at <https://geschaeftskunden.dhl.de/>



Then click **Ship** 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.



3. SHIPMENT REGISTRATION

Click here to reach the **online help** for the shipping software.

In the section **Select Shipment Template** you can select from existing templates, and you can optionally flag your chosen template as default.

Select a sender stored from the **sender address book** or enter an individual **sender address** here. You can optionally flag your chosen sender address as default.

Enter the individual **recipient address** here. The system supports you in entering the address data with an automatic access to your address book and an address validation. You can also choose between the address types “Street”, “Packstation”, or “Filiale” (for collection at the post office).

Enter all the details of your shipment here. In addition to the **required field for the shipment weight** you can also enter the **dimensions**. The listed products and services reflect your previous entered data and your contractual conditions.

You can choose appropriate **billing data** here. The entries listed relate to your contract details or to specifications previously defined by you.

Please be aware, that **multiple shipments** with the same shipment information can be generated simultaneously.

Once you have finished your entries, you can print the **shipment label** or store it for printing later.

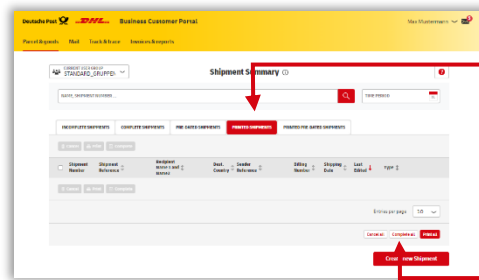
The screenshot shows the 'Shipment Registration' form with several sections highlighted by red boxes and arrows:

- Select Shipment Template:** A dropdown menu for selecting a template, with an arrow pointing to the text 'Click here to reach the online help for the shipping software.'
- Basic Data:** A section containing a 'Recipient address' field and a 'Sender' dropdown menu. An arrow points to the 'Sender' dropdown with the text 'Select a sender stored from the sender address book or enter an individual sender address here.'
- Recipient:** A section for entering the recipient's address, including fields for name, address, and type of address. An arrow points to this section with the text 'Enter the individual recipient address here.'
- Weight & Dimension:** A section for entering shipment weight and dimensions. An arrow points to this section with the text 'Enter all the details of your shipment here.'
- Products and services:** A section with various checkboxes for selecting products and services. An arrow points to this section with the text 'The listed products and services reflect your previous entered data and your contractual conditions.'
- Billing data:** A section for entering billing information, including a dropdown for 'Billing data' and a 'Billing date' field. An arrow points to this section with the text 'You can choose appropriate billing data here.'
- Split Shipment into Several Parcels (Optional):** A section with a 'Split shipment' checkbox. An arrow points to this section with the text 'Please be aware, that multiple shipments with the same shipment information can be generated simultaneously.'
- Buttons:** At the bottom right, there are two buttons: 'Print and save shipment' and 'Save'. An arrow points to these buttons with the text '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



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)