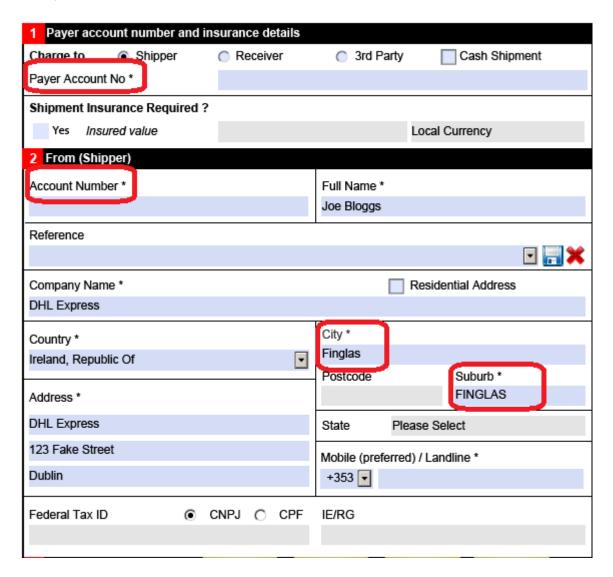
Completing The Emailship Form

Step 1 & 2: Fill in the Account and Shipper details.

NB: Please ensure to enter the same account number anywhere you see the field "Account Number".



If you are shipping from / to an Irish address, the city and suburb fields MUST BE the same.

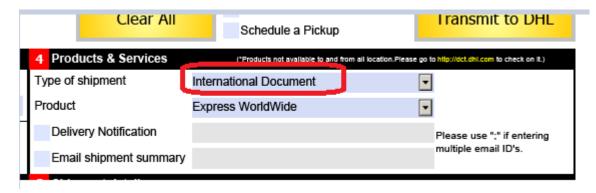
Step 3: Fill in the receiver details. All fields with a * are mandatory.

| 3 To (Receiver) | Save | | List | Delete | Clea | ar | |
|-----------------|---------|-----|-------------|-----------------|---------------|----|--|
| Company Name * | | | | Resider | ntial Address | | |
| | | | | | | | |
| Country * | | | City * | | | | |
| Please Select | | - | | | | | |
| | | | Postcode | | Suburb | | |
| Address * | | | | | | | |
| | | | State | Please Sele | ect | | |
| | | | Mobile (pre | eferred) / Land | dline * | | |
| | | | V | | | | |
| Full Name * | | | Email | | | | |
| | | | | | | | |
| Federal Tax ID | CNPJ () | CPF | IE/RG | | | | |
| | | | | | | | |

\/---:-- 05 00 00

Step 4: Choose your shipment type and product.

Please note, for anything going within the EU, the shipment type should be selected as "International Document". You will only need to select "International Non-Document" if it is goods going outside of the EU.



Step 5: Enter the Shipment Details

| 5 Shipment details | | | | | | |
|------------------------------|----------------|-----|--------------|------------|------------|--|
| Pieces* | Piece Weight * | KGS | Length(CM) | Width (CM) | Height(CM) | |
| 1 | 0.5 | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total number of Packages : 1 | | | Total Weight | : 0.5 Kg | (s) More | |

Please note: you should enter ONE piece per line.

Step 6: Enter a brief description of the contents of the parcel.

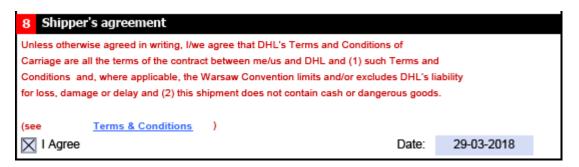
| 6 | Full description of contents |
|----|--|
| Ρl | ease describe the content and quantity * |
| E | G: props for an event |
| | |
| | |

Step 7: Enter customs information.

NB: This is only required for goods going outside the EU.

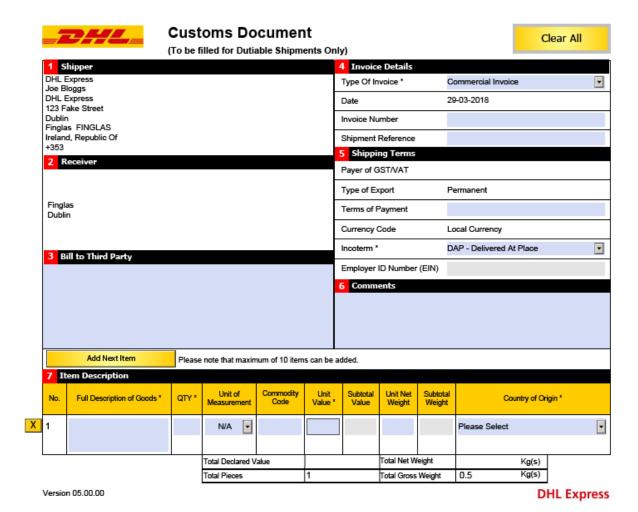
| 7 Non Document shipment only (Customs Requirements) | | | | | | |
|---|---------------------------------|--|--|--|--|--|
| Shipper's VAT/GST number | Receiver's VAT/GST number | | | | | |
| | | | | | | |
| Declared Value for Customs | Harmonised Commodity Code | | | | | |
| (as on commercial/profoma invoice) | (if applicable) | | | | | |
| Local Currency 🔻 | | | | | | |
| (FTR) Exemption: Please Select | ITN: | | | | | |
| TYPE OF EXPORT Permanent | C Temporary C Repair/Return | | | | | |
| Destination duties/taxes | | | | | | |
| Receiver Shipper Others | | | | | | |
| | specify approved account number | | | | | |

Step 8: The only thing you need to do here is ensure the box is ticked to accept terms and conditions.

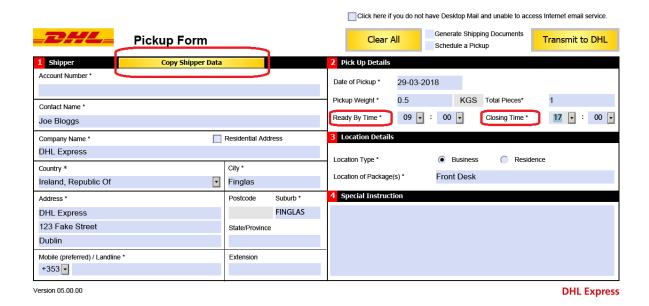


On the next page you will find a Customs Document to be completed. This should only be completed if it is goods going outside the EU. Once again, all fields with * are mandatory.

If this is going within the EU or is documents, you do not need to fill in this page.



On the next page, you will find your Pickup Form. On this page, you should click "Copy Shipper Data". Then you should just need to fill in the "Ready By" and "Closing Times".



Once you have completed all of these sections, tick "Generate Shipping Documents", "Schedule a Pickup" and then click "Transmit to DHL".



Once you've done this, you will be prompted to send an email. Simply click "Send".

You will then receive an email back from dhlemailship@dhl.com with your documents and a pickup reference number.