

# 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”.

1 Payer account number and insurance details	
Charge to <input checked="" type="radio"/> Shipper <input type="radio"/> Receiver <input type="radio"/> 3rd Party <input type="checkbox"/> Cash Shipment	
Payer Account No *	
Shipment Insurance Required ?	
<input type="checkbox"/> Yes Insured value	Local Currency
2 From (Shipper)	
Account Number *	Full Name * Joe Bloggs
Reference	
Company Name * <input type="checkbox"/> Residential Address DHL Express	
Country * Ireland, Republic Of	City * Finglas
	Postcode
Address * DHL Express 123 Fake Street Dublin	Suburb * FINGLAS
	State Please Select
	Mobile (preferred) / Landline * +353
Federal Tax ID <input checked="" type="radio"/> CNPJ <input type="radio"/> CPF	IE/RG

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.

<b>3 To (Receiver)</b> <input type="button" value="Save"/> <input type="button" value="List"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/>	
Company Name * <input type="checkbox"/> Residential Address	
<input type="text"/>	
Country * Please Select <input type="text"/>	City * <input type="text"/>
Address * <input type="text"/> <input type="text"/> <input type="text"/>	Postcode <input type="text"/> Suburb <input type="text"/>
	State <input type="text"/> Please Select
Full Name * <input type="text"/>	Mobile (preferred) / Landline * <input type="text"/>
	Email <input type="text"/>
Federal Tax ID <input type="radio"/> CNPJ <input type="radio"/> CPF	IE/RG <input type="text"/>

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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.

<input type="button" value="Clear All"/> <input type="button" value="Schedule a Pickup"/> <input type="button" value="Transmit to DHL"/>	
<b>4 Products &amp; Services</b> <small>(*Products not available to and from all location. Please go to <a href="http://dct.dhl.com">http://dct.dhl.com</a> to check on it.)</small>	
Type of shipment	<input type="text" value="International Document"/>
Product	<input type="text" value="Express WorldWide"/>
Delivery Notification	<input type="text"/>
Email shipment summary	<input type="text"/>
<small>Please use ";" if entering multiple email ID's.</small>	



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

**8 Shipper's agreement**

Unless otherwise agreed in writing, I/we agree that DHL's Terms and Conditions of Carriage are all the terms of the contract between me/us and DHL and (1) such Terms and Conditions and, where applicable, the Warsaw Convention limits and/or excludes DHL's liability for loss, damage or delay and (2) this shipment does not contain cash or dangerous goods.

(see [Terms & Conditions](#) )

I Agree Date: 29-03-2018

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.

### Customs Document

(To be filled for Dutiable Shipments Only)

Clear All

<div style="background-color: black; color: white; padding: 2px;"><b>1 Shipper</b></div> <p>DHL Express Joe Bloggs DHL Express 123 Fake Street Dublin Finglas FINGLAS Ireland, Republic Of +353</p>	<div style="background-color: black; color: white; padding: 2px;"><b>4 Invoice Details</b></div> <p>Type Of Invoice * Commercial Invoice</p> <p>Date 29-03-2018</p> <p>Invoice Number</p> <p>Shipment Reference</p>
<div style="background-color: black; color: white; padding: 2px;"><b>2 Receiver</b></div> <p>Finglas Dublin</p>	<div style="background-color: black; color: white; padding: 2px;"><b>5 Shipping Terms</b></div> <p>Payer of GST/VAT</p> <p>Type of Export Permanent</p> <p>Terms of Payment</p> <p>Currency Code Local Currency</p> <p>Incoterm * DAP - Delivered At Place</p> <p>Employer ID Number (EIN)</p>
<div style="background-color: black; color: white; padding: 2px;"><b>3 Bill to Third Party</b></div>	<div style="background-color: black; color: white; padding: 2px;"><b>6 Comments</b></div>

Add Next Item

Please note that maximum of 10 items can be added.

<b>7 Item Description</b>									
No.	Full Description of Goods *	QTY *	Unit of Measurement	Commodity Code	Unit Value *	Subtotal Value	Unit Net Weight	Subtotal Weight	Country of Origin *
X 1			N/A						Please Select
Total Declared Value						Total Net Weight		Kg(s)	
Total Pieces					1	Total Gross Weight		0.5	Kg(s)

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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”.

Click here if you do not have Desktop Mail and unable to access Internet email service.

**DHL** **Pickup Form**

<b>1 Shipper</b> <input type="button" value="Copy Shipper Data"/>		<b>2 Pick Up Details</b>	
Account Number *		Date of Pickup * 29-03-2018	
Contact Name * Joe Bloggs		Pickup Weight * 0.5 KGS Total Pieces* 1	
Company Name * <input type="checkbox"/> Residential Address DHL Express		Ready By Time * 09 : 00 Closing Time * 17 : 00	
Country * Ireland, Republic Of		<b>3 Location Details</b>	
City * Finglas		Location Type * <input checked="" type="radio"/> Business <input type="radio"/> Residence	
Address * DHL Express 123 Fake Street Dublin		Location of Package(s) * Front Desk	
Postcode Suburb * FINGLAS		<b>4 Special Instruction</b>	
State/Province			
Mobile (preferred) / Landline * +353		Extension	

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

Click here if you do not have Desktop Mail and unable to access Internet email service.

Generate Shipping Documents  Schedule a Pickup

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](mailto:dhlemailship@dhl.com) with your documents and a pickup reference number.