



myDHLFreight

User Manual

V1.6

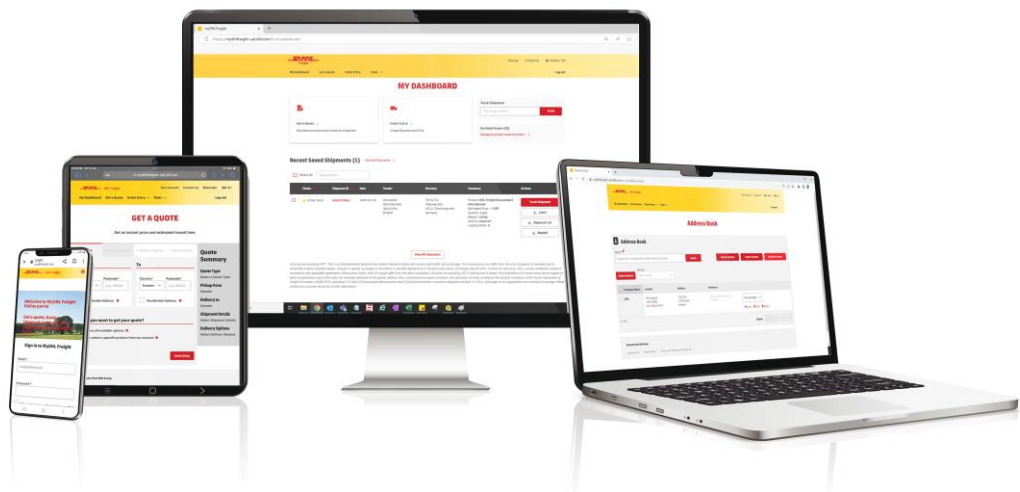


TABLE OF CONTENTS

INTRODUCTION TO MYDHLFREIGHT	2
1. REGISTRATION PAGE	3
2. LOGIN PAGE	4
3. DASHBOARD	4
4. GET A QUOTE	5
5. ORDER ENTRY	6
6. TOOLS	8
6.1. SHIPMENT MANAGER	9
6.2. ADDRESS BOOK	10
6.3. TEMPLATES	10
6.4. CHANGE PASSWORD	11
6.5. ON HOLD ORDERS	11
6.6. BULK BOOKING	13
6.7. INVOICE LIST	14
7. PROFILE	15

INTRODUCTION TO MYDHLFREIGHT

Welcome to **myDHLFreight**, the Freight Customer Portal, a self-service web-based portal for registered business customers of DHL Freight.

myDHLFreight, has been carefully designed to give our **regular shippers** more control and convenience, providing easy access to a range of self-service features that can be accessed anytime, anywhere. Our intuitive and user-friendly booking process enables DHL Freight's customers to create consignments within a few clicks across different standard products and value-added services. Please contact your local DHL Freight Sales representative if you are interested in using myDHLFreight.

The following information are the minimum requirement for a smooth registration:

- Company name and address
- DHL customer account (please provide your local DHL Freight Invoice ID)
- Your contact (incl. email and phone no.)

You will receive two separate emails containing an access link and a temporary password after completing registration and the initial onboarding. Please check your spam folder if you don't receive them.

In case of any uncertainty, please contact your local DHL Freight Sales representative or DHL Freight terminal.

1. Registration Page

To create your profile on myDHLFreight, please follow the link below.

Link: [myDHLFreight - Registration](#)

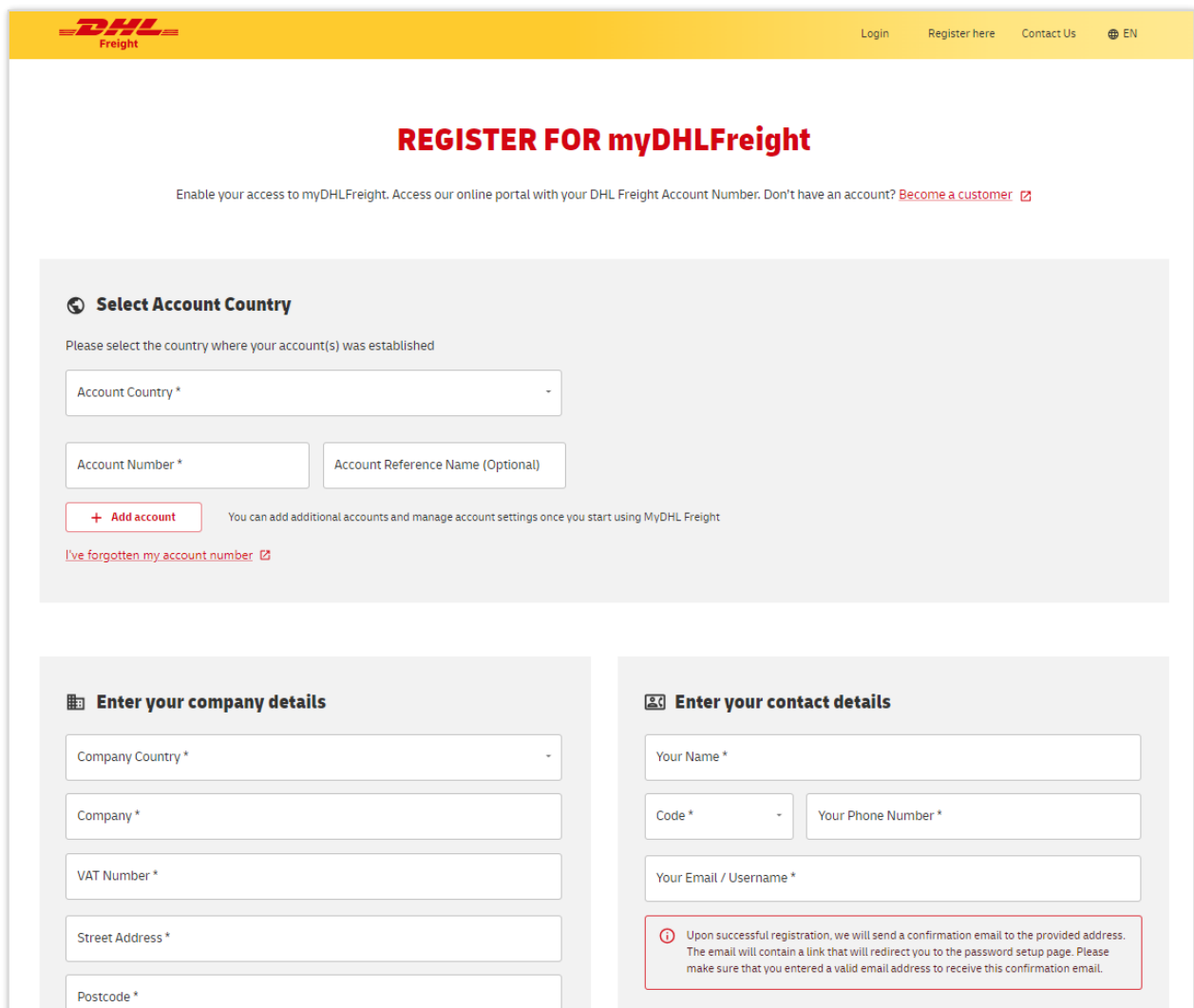
Please fill in all relevant information on the form and click on the “Submit” button.

Once you submit a registration request, our Customer Service team will be notified to approve it.

If you forget your password, simply click on “Forgot password?” on the login page and enter your email address.

You will receive a link via email to reset your password.

In case of any uncertainty, please contact your local DHL Freight Sales representative or DHL Freight terminal.



The screenshot shows the myDHLFreight registration page. At the top, there is a yellow header with the DHL Freight logo on the left and links for Login, Register here, Contact Us, and a language selector (EN) on the right. The main heading is "REGISTER FOR myDHLFreight" in red. Below this, a sub-header says "Enable your access to myDHLFreight. Access our online portal with your DHL Freight Account Number. Don't have an account? [Become a customer](#)." The registration form is divided into two main sections: "Select Account Country" and "Enter your company details" / "Enter your contact details".

Select Account Country

Please select the country where your account(s) was established

Account Country *

Account Number *

Account Reference Name (Optional)

[+ Add account](#) You can add additional accounts and manage account settings once you start using MyDHL Freight

[I've forgotten my account number](#)

Enter your company details

Company Country *

Company *

VAT Number *

Street Address *

Postcode *

Enter your contact details

Your Name *

Code * Your Phone Number *

Your Email / Username *

Upon successful registration, we will send a confirmation email to the provided address. The email will contain a link that will redirect you to the password setup page. Please make sure that you entered a valid email address to receive this confirmation email.

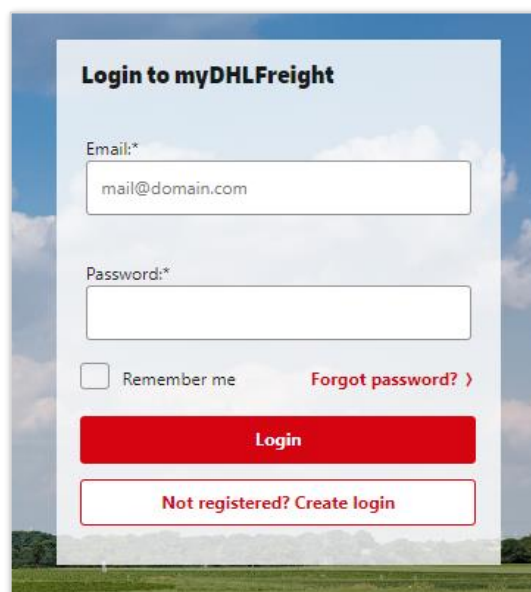
2. Login Page

To login to the myDHLFreight portal, please follow the link below and enter your username and password.

Link: [myDHLFreight - Login](#)

Following menus are available for all customers:

- Login
- Register here
- Contact Us
- Language Change
- Forgot Password
- Not registered? Create login



Login to myDHLFreight

Email:*
mail@domain.com

Password:*

☐ Remember me [Forgot password? >](#)

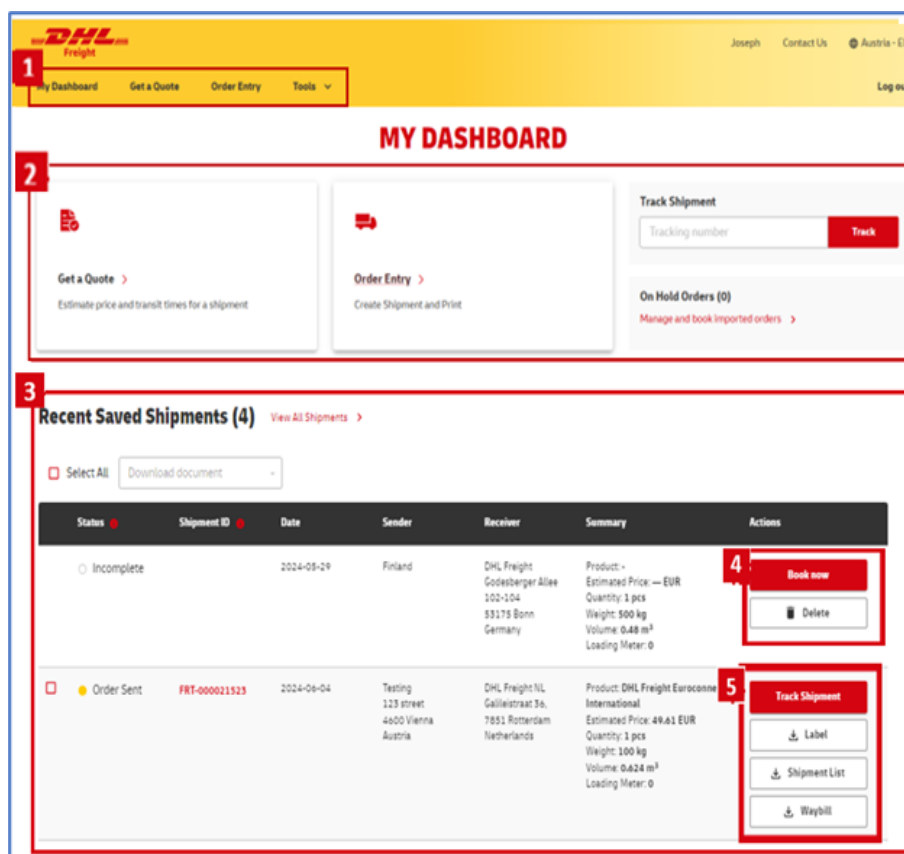
Login

[Not registered? Create login](#)

3. Dashboard

Upon logging in, you'll land on the “dashboard”. The dashboard provides you with various functionalities available in the portal and will be explained in detail in upcoming chapters.

1. Banner shows the menu bar, which can be accessed to see more functions.
2. Quick access to Quote, Order Entry, Tracking shipment and On Hold Orders
3. List of the latest shipments along with all the shipment details
4. Option to finalize incomplete shipments.
5. Option to Track & Reprint, labels, shipment lists or waybills.



MY DASHBOARD

1 Banner shows the menu bar, which can be accessed to see more functions.

2 Quick access to Quote, Order Entry, Tracking shipment and On Hold Orders

3 List of the latest shipments along with all the shipment details

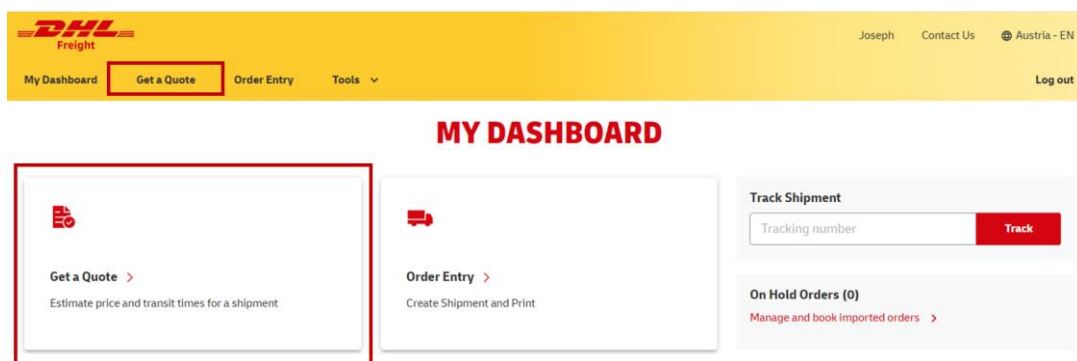
4 Option to finalize incomplete shipments.

5 Option to Track & Reprint, labels, shipment lists or waybills.

States	Shipment ID	Date	Sender	Receiver	Summary	Actions
Incomplete		2024-05-29	Finland	DHL Freight Godesberger Allee 102-104 53175 Bonn Germany	Product: - Estimated Price: — EUR Quantity: 1 pcs Weight: 500 kg Volume: 0.48 m³ Loading Meter: 0	4 Book now Delete
Order Sent	FRT-000021523	2024-06-04	Testing 123 street 4000 Vienna Austria	DHL Freight NL Galleistraat 36 7851 Rotterdam Netherlands	Product: DHL Freight Euroconex International Estimated Price: 49.61 EUR Quantity: 1 pcs Weight: 100 kg Volume: 0.624 m³ Loading Meter: 0	5 Track Shipment Label Shipment List Waybill

4. Get a Quote

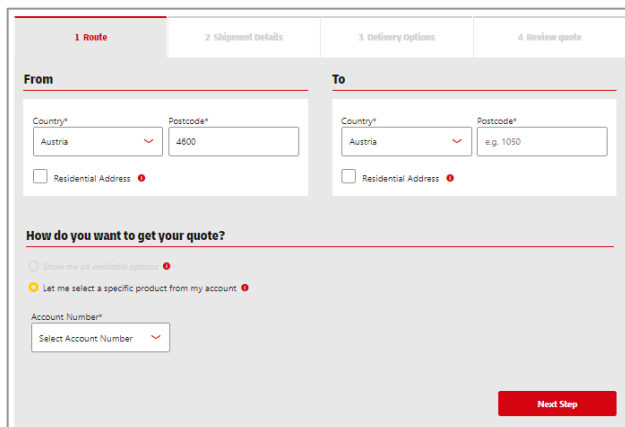
Access the Get a Quote option by clicking on the banner or dashboard screen to get an instant estimated shipment price and transit time.



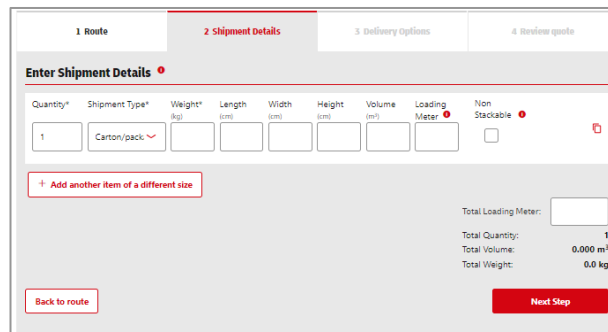
The screenshot shows the myDHLFreight dashboard. The top navigation bar includes the DHL Freight logo, user name 'Joseph', 'Contact Us', 'Austria - EN', and 'Log out'. The main navigation bar has 'My Dashboard', 'Get a Quote' (highlighted with a red box), 'Order Entry', and 'Tools'. The dashboard itself is titled 'MY DASHBOARD' and contains three main sections: 'Get a Quote' (with a red box around it and a description 'Estimate price and transit times for a shipment'), 'Order Entry' (with a description 'Create Shipment and Print'), and 'Track Shipment' (with a 'Tracking number' input field and a 'Track' button). Below the 'Track Shipment' section, there is a section for 'On Hold Orders (0)' with a link to 'Manage and book imported orders'.

You will need to update few details for the system to show the desired output.

- 1) **ROUTE:** Enter the Pickup and Destination country and post code, select your account number.
- 2) **SHIPMENT DETAILS:** Fill in the mandatory fields regarding the shipment i.e., Quantity, Packaging type and Weight etc.



The screenshot shows the '1 Route' step of the quote process. It has four tabs: '1 Route', '2 Shipment Details', '3 Delivery Options', and '4 Review quote'. The 'From' section includes 'Country*' (Austria) and 'Postcode*' (4600). The 'To' section includes 'Country*' (Austria) and 'Postcode*' (e.g. 1050). There are checkboxes for 'Residential Address' in both sections. Below this, a section titled 'How do you want to get your quote?' has two radio buttons: 'Show me all available options' (selected) and 'Let me select a specific product from my account'. An 'Account Number*' dropdown menu is also present. A 'Next Step' button is at the bottom right.



The screenshot shows the '2 Shipment Details' step of the quote process. It has four tabs: '1 Route', '2 Shipment Details', '3 Delivery Options', and '4 Review quote'. The 'Enter Shipment Details' section has a table with the following columns: Quantity*, Shipment Type*, Weight* (kg), Length (cm), Width (cm), Height (cm), Volume (m³), Loading Meter*, and Non Stackable*. The table contains one row with values: 1, Carton/pack, and empty fields for the rest. Below the table is a link '+ Add another item of a different size'. On the right, there are summary fields: 'Total Loading Meter:', 'Total Quantity: 1', 'Total Volume: 0.000 m³', and 'Total Weight: 0.0 kg'. There are 'Back to route' and 'Next Step' buttons at the bottom.

- 3) **DELIVERY OPTION:** This page will display the products that can be chosen. If you change Desired Pickup Date you will see the corresponding Delivery Date.

- 4) **REVIEW QUOTE:** You will now be able to see the estimated shipment price based on the details you have entered.

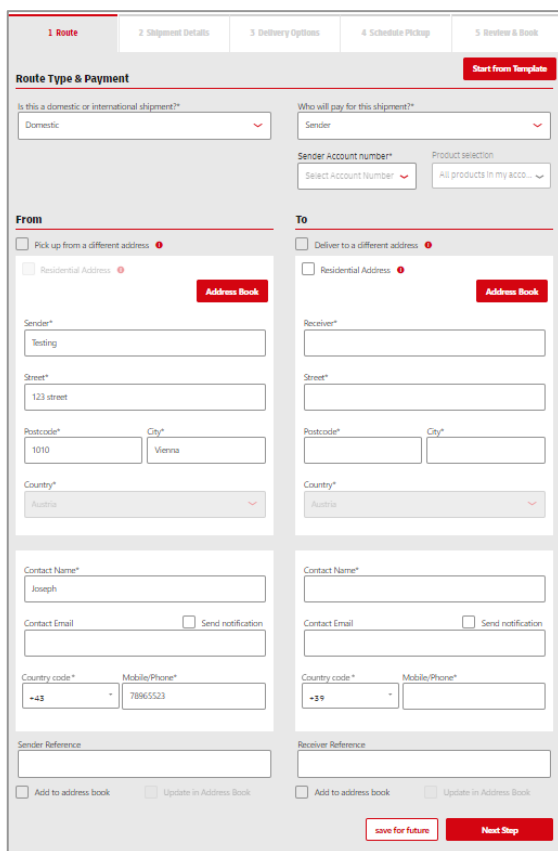
Price Breakdown	
Net price per agreement	202.84 EUR
Surcharges (price per surcharge)	
MARPOL-SURCHARGE	2.0 EUR
MAUT / ROAD TAX	5.92 EUR
HARBOR FEE	14.8 EUR
MOBILITY PACKAGE SURCHARGE	14.81 EUR
ADMINISTRATION FEE	8.0 EUR
FUEL SURCHARGE	73.63 EUR
Total price (excl. VAT)*	322.0 EUR
Markup	...
Markup percentage	...
Total price including markup (excl. VAT)*	322.0 EUR
VAT	...
Total price incl. VAT & markup	...

5. Order Entry

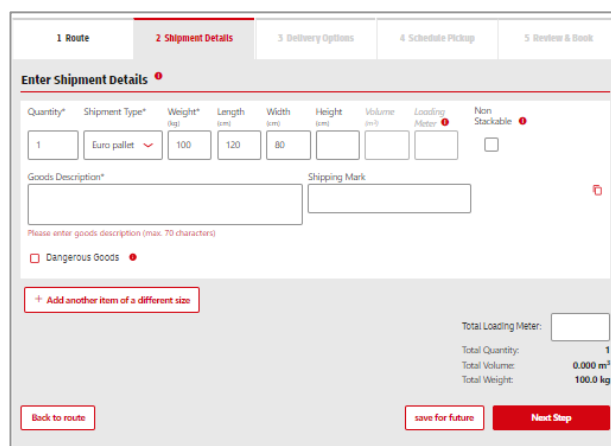
If you want to book a shipment, select an option on the Dashboard page.

You will need to fill in the relevant data in order to book the shipment. See screenshots below for details. For a detailed guide on how to book a shipment, please refer to the tutorial videos available at <https://www.dhl.com/global-en/campaign/mydhlfreight/tutorial-videos.html>

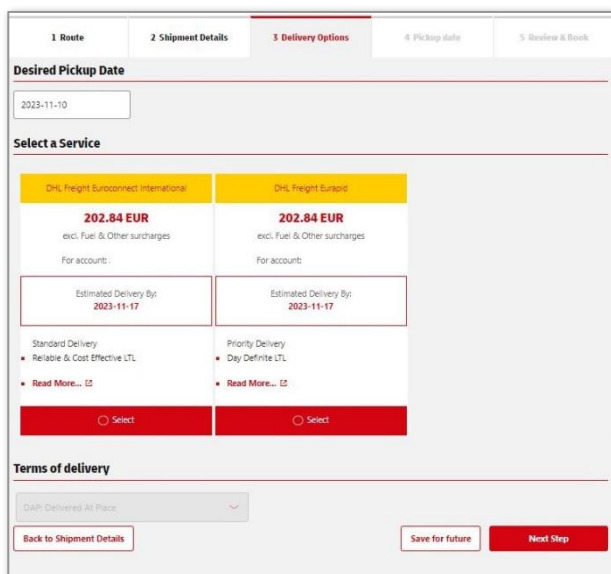
- 1) **ROUTE:** Choose the direction of the shipment, select the relevant account number, enter the address of the receiver.



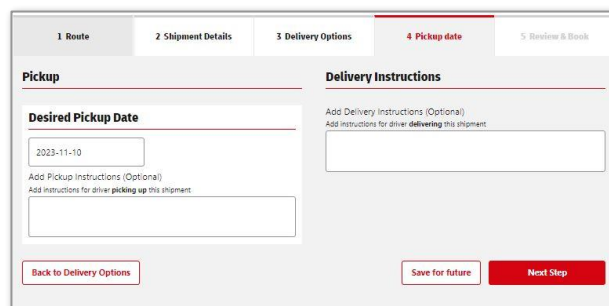
- 2) **SHIPMENT DETAILS:** Update the quantity, packaging type, weight, dimensions and add a description of the goods.



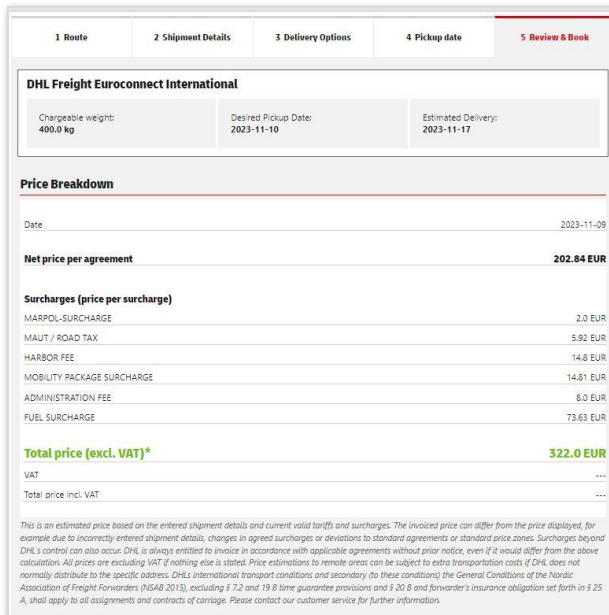
- 3) **DELIVERY OPTION:** Select the product and any value-added services you want to include in your shipment booking.



- 4) **SCHEDULE PICKUP:** Select the desired pickup date and include any additional instructions that you wish to share.



5) **REVIEW & BOOK:** This page allows you to view the total net price of the shipment.



1 Route **2 Shipment Details** **3 Delivery Options** **4 Pickup date** **5 Review & Book**

DHL Freight Euroconnect International

Chargeable weight: 400.0 kg Desired Pickup Date: 2023-11-10 Estimated Delivery: 2023-11-17

Price Breakdown

Date: 2023-11-09

Net price per agreement: 202.84 EUR

Surcharges (price per surcharge)

MARPOL-SURCHARGE	2.0 EUR
MAUT / ROAD TAX	5.92 EUR
HARBOR FEE	14.8 EUR
MOBILITY PACKAGE SURCHARGE	14.81 EUR
ADMINISTRATION FEE	8.0 EUR
FUEL SURCHARGE	73.63 EUR

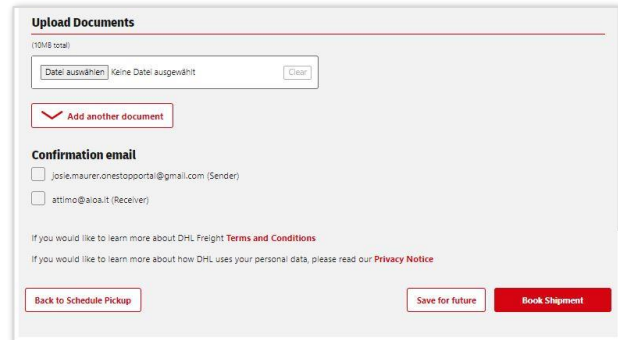
Total price (excl. VAT)*: 322.0 EUR

VAT: ...

Total price incl. VAT: ...

This is an estimated price based on the entered shipment details and current valid tariffs and surcharges. The invoiced price can differ from the price displayed, for example due to incorrectly entered shipment details, changes in agreed surcharges or deviations to standard agreements or standard price zones. Surcharges beyond DHL's control can also occur. DHL is always entitled to invoice in accordance with applicable agreements without prior notice, even if it would differ from the above calculation. All prices are excluding VAT if nothing else is stated. Price estimations to remote areas can be subject to extra transportation costs if DHL does not normally distribute to the specific address. DHL's international transport conditions and secondary (to these conditions) the General Conditions of the Nordic Association of Freight Forwarders (NS40 2013), excluding § 7.2.2 and 19.9 time guarantee provisions and § 20.8 and forwarder's insurance obligation set forth in § 25 A, shall apply to all assignments and contracts of carriage. Please contact our customer service for further information.

6) **REVIEW & BOOK:** On the second half of the page, you have the option to upload the document and select the email for the confirmation.



Upload Documents

(10/18 total)

[Date auswählen] keine Datei ausgewählt [Clear]

Add another document

Confirmation email

☐ josie.maurer.onestopportal@gmail.com (Sender)

☐ attimo@aioa.it (Receiver)

If you would like to learn more about DHL Freight [Terms and Conditions](#)

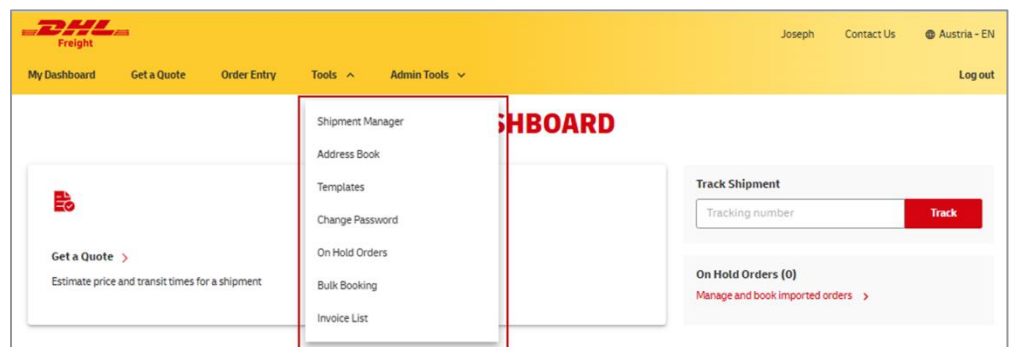
If you would like to learn more about how DHL uses your personal data, please read our [Privacy Notice](#)

Back to Schedule Pickup **Save for future** **Book Shipment**

6. Tools

Under the Tools sections, you will find a list of options:

- Shipment Manager
- Address Book
- Templates
- Change Password
- On Hold Orders
- Bulk Booking
- Invoice List



DHL Freight

Joseph Contact Us Austria - EN Log out

My Dashboard **Get a Quote** **Order Entry** **Tools** **Admin Tools**

SHBOARD

Get a Quote >

Estimate price and transit times for a shipment

Tools

- Shipment Manager
- Address Book
- Templates
- Change Password
- On Hold Orders
- Bulk Booking
- Invoice List

Track Shipment

Tracking number [] **Track**

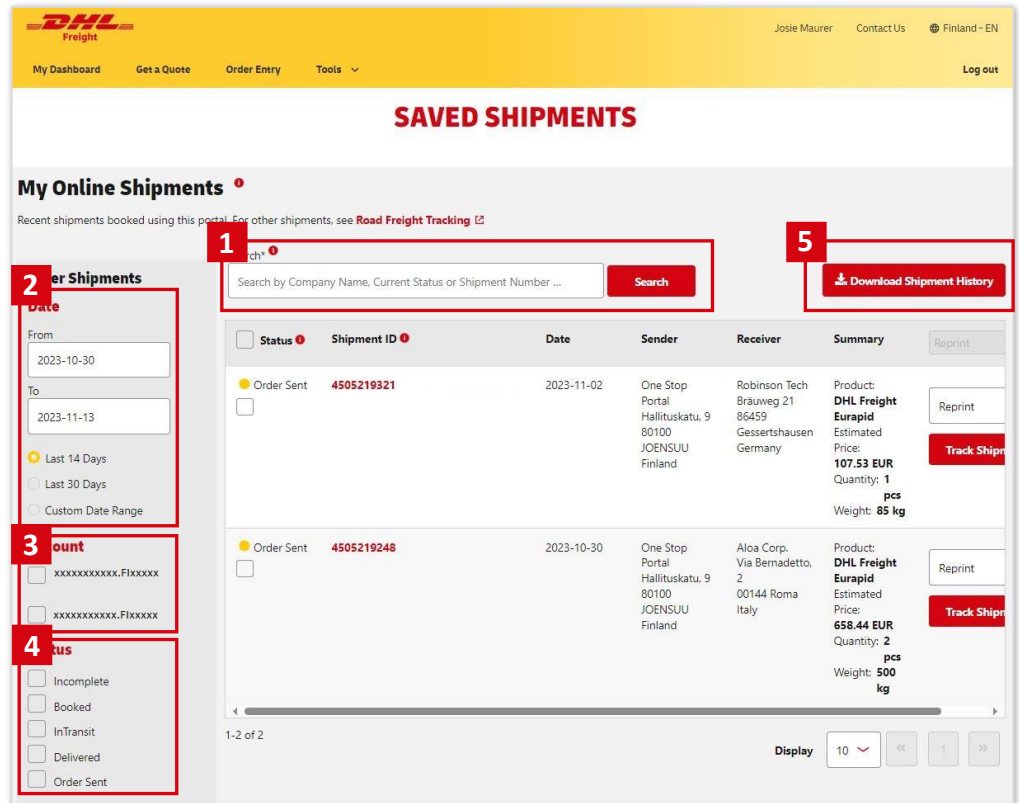
On Hold Orders (0)

Manage and book imported orders >

6.1. Shipment Manager

This section allows you to search for booked shipments using various criteria.

1. It is possible to search for specific customers' booked shipments.
2. You can use the date range to look for previously booked shipments.
3. You can also search for a shipment booked using a specific account number.
4. It is also possible to search for shipments based on their status.
5. Once you have the desired results you can download the data using the download shipment history option.



SAVED SHIPMENTS

My Online Shipments

Recent shipments booked using this portal. For other shipments, see [Road Freight Tracking](#)

1 Search

Search by Company Name, Current Status or Shipment Number ... **Search**

2 Filter Shipments

Date

From: 2023-10-30

To: 2023-11-13

☒ Last 14 Days

☐ Last 30 Days

☐ Custom Date Range

3 Account

☐ xxxxxxxxxxxx.F1xxxxx

☐ xxxxxxxxxxxx.F1xxxxx

4 Status

☐ Incomplete

☐ Booked

☐ In Transit

☐ Delivered

☐ Order Sent

5 Download Shipment History

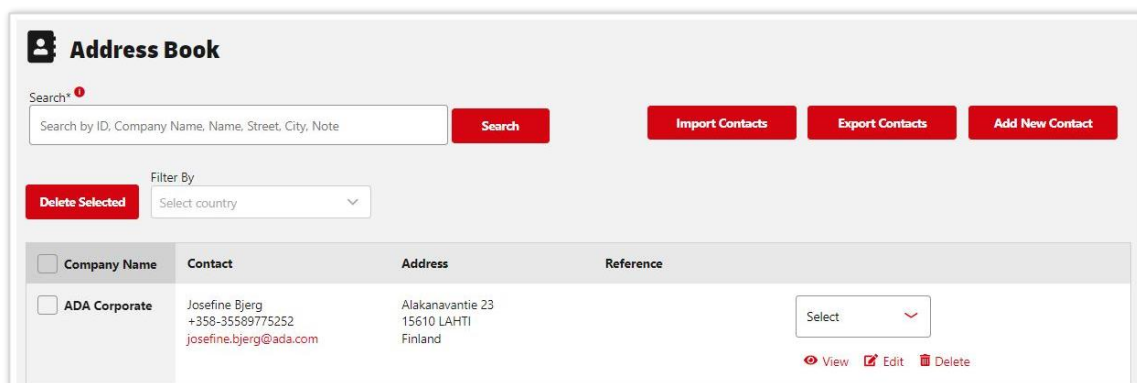
<input type="checkbox"/> Status	Shipment ID	Date	Sender	Receiver	Summary	Reprint
<input checked="" type="checkbox"/> Order Sent	4505219321	2023-11-02	One Stop Portal Hallituskatu, 9 80100 JOENSUU Finland	Robinson Tech Bräuweg 21 86459 Gessertshausen Germany	Product: DHL Freight Eurapid Estimated Price: 107.53 EUR Quantity: 1 pcs Weight: 85 kg	Reprint Track Ship
<input checked="" type="checkbox"/> Order Sent	4505219248	2023-10-30	One Stop Portal Hallituskatu, 9 80100 JOENSUU Finland	Aloa Corp. Via Bernadetto, 2 00144 Roma Italy	Product: DHL Freight Eurapid Estimated Price: 658.44 EUR Quantity: 2 pcs Weight: 500 kg	Reprint Track Ship

1-2 of 2

Display 10 << 1 >>

6.2. Address Book

You can save frequently used addresses in the Address Book. The portal allows importing up to 1000 addresses using a template, exporting data, or manually adding addresses. You can add up to maximum of 5000 addresses.

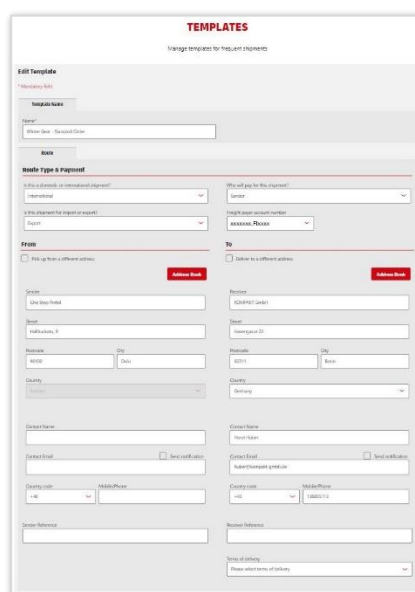


The Address Book interface includes a search bar with a placeholder "Search by ID, Company Name, Name, Street, City, Note" and a "Search" button. To the right are buttons for "Import Contacts", "Export Contacts", and "Add New Contact". Below the search bar is a "Filter By" dropdown menu set to "Select country" and a "Delete Selected" button. The main area displays a table with columns: Company Name, Contact, Address, and Reference. One entry is visible for "ADA Corporate" with contact "Josefine Bjerg" and address "Alakanavantie 23, 15610 LAHTI, Finland". A "Select" dropdown is next to the entry, and "View", "Edit", and "Delete" icons are at the bottom right.

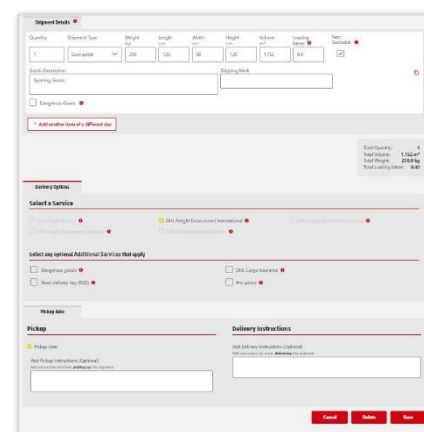
6.3. Templates

If you frequently need to book consignments with the same information, you can save time by using the Template feature.

This is a one-time activity where you need to fill in the form with all relevant details. Afterwards, for booking the shipment, your saved template can be found in the menu bar under Tools → Templates. All you need is to choose the relevant template and change the pickup date or time.



The "Edit Template" form is divided into "From" and "To" sections. The "From" section includes fields for Name, Address, City, Country, and Contact Name. The "To" section includes fields for Name, Address, City, Country, and Contact Name. There are also checkboxes for "Pick up from a different address" and "Deliver to a different address". A "Save Template" button is at the bottom right.

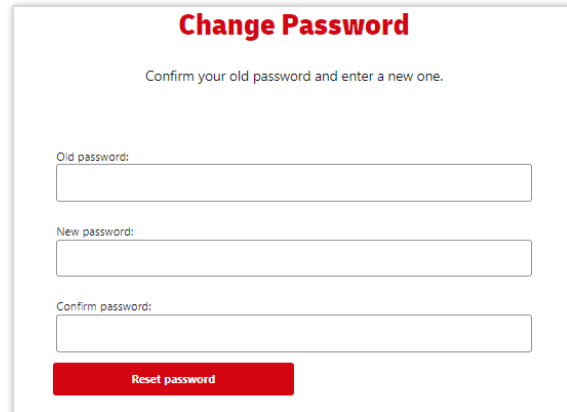


The "Select a Service" form includes a "Select a Service" dropdown menu. Below it, there are checkboxes for "Insurance cover" and "Insurance cover (DHL)". There is also a "Delivery Instructions" section with a text area for "Add delivery instructions (optional)". A "Save" button is at the bottom right.

6.4. Change Password

You can change your profile password anytime you feel the need.

NOTE: Passwords must be at least 8 characters, must contain 1 uppercase letter, 1 lowercase letter, 1 number and 1 special character (@#!)



Change Password

Confirm your old password and enter a new one.

Old password:

New password:

Confirm password:

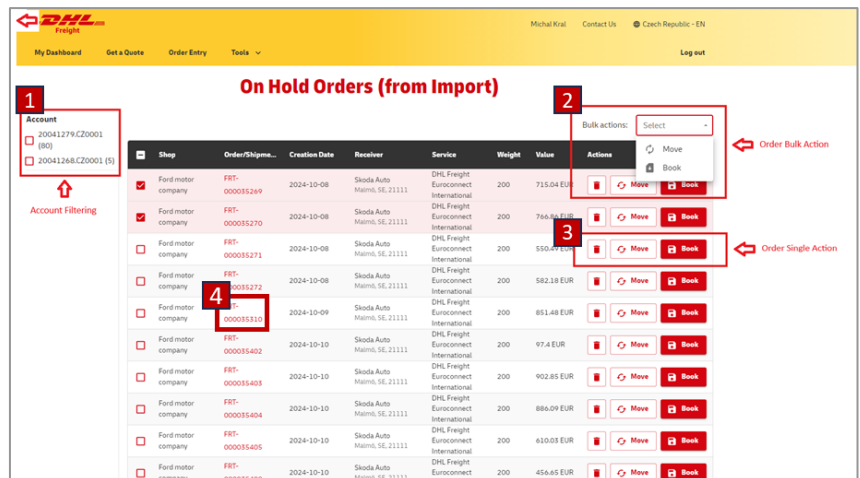
Reset password

6.5. On Hold Orders

This functionality will allow you to import multiple orders to DHL systems through integration in one bulk process.

1. Allows to filter based on account.

2. Bulk operations available for multiple orders. Bulk operations can also be used for single line (faster process of bulk booking)
 - 2a)** Bulk move of all selected (checked) orders into myDHLFreight.
 - 2b)** Orders visible in Dashboard or SavedShipment in status Moved.

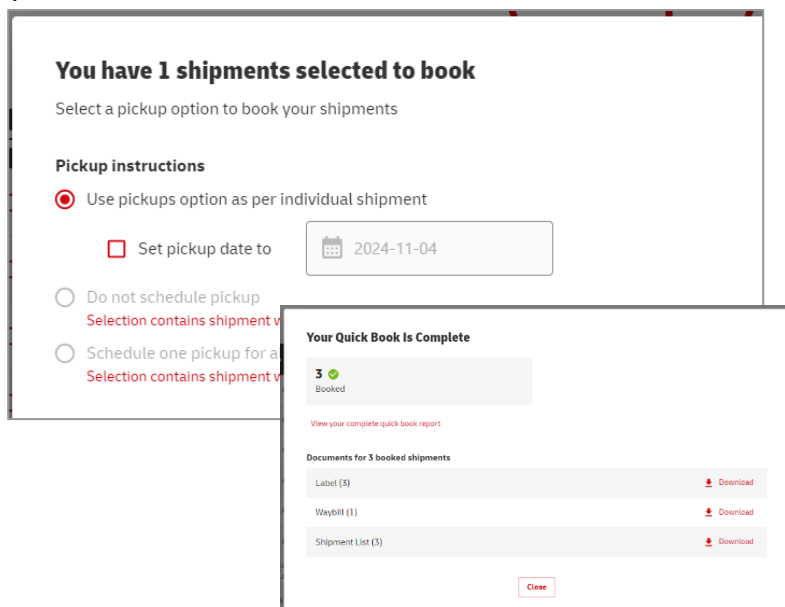


Shop	Order/Shipment	Creation Date	Receiver	Service	Weight	Value	Actions
Ford motor company	FRT-000051269	2024-10-08	Skoda Auto Hainn, SE, 21111	DHL Freight Euroconnect International	200	715.04 EUR	<input checked="" type="checkbox"/> Move Book
Ford motor company	FRT-000051270	2024-10-08	Skoda Auto Hainn, SE, 21111	DHL Freight Euroconnect International	200	766.94 EUR	<input checked="" type="checkbox"/> Move Book
Ford motor company	FRT-000051271	2024-10-08	Skoda Auto Hainn, SE, 21111	DHL Freight Euroconnect International	200	550.47 EUR	<input checked="" type="checkbox"/> Move Book
Ford motor company	FRT-000051372	2024-10-08	Skoda Auto Hainn, SE, 21111	DHL Freight Euroconnect International	200	582.18 EUR	<input checked="" type="checkbox"/> Move Book
Ford motor company	FRT-000051510	2024-10-09	Skoda Auto Hainn, SE, 21111	DHL Freight Euroconnect International	200	851.48 EUR	<input checked="" type="checkbox"/> Move Book
Ford motor company	FRT-000051402	2024-10-10	Skoda Auto Hainn, SE, 21111	DHL Freight Euroconnect International	200	97.4 EUR	<input checked="" type="checkbox"/> Move Book
Ford motor company	FRT-000051403	2024-10-10	Skoda Auto Hainn, SE, 21111	DHL Freight Euroconnect International	200	902.85 EUR	<input checked="" type="checkbox"/> Move Book
Ford motor company	FRT-000051404	2024-10-10	Skoda Auto Hainn, SE, 21111	DHL Freight Euroconnect International	200	886.09 EUR	<input checked="" type="checkbox"/> Move Book
Ford motor company	FRT-000051405	2024-10-10	Skoda Auto Hainn, SE, 21111	DHL Freight Euroconnect International	200	610.03 EUR	<input checked="" type="checkbox"/> Move Book
Ford motor company	FRT-000051408	2024-10-10	Skoda Auto Hainn, SE, 21111	DHL Freight Euroconnect International	200	456.65 EUR	<input checked="" type="checkbox"/> Move Book

3. Single line actions available for each order
 - 3a)** Delete order from DHL systems completely.
 - 3b.** Download order to myDHLFreight (available in dashboard or saved shipments) in status Moved.
 - 3c)** Download order to myDHLFreight and open Order Entry flow directly
4. You can click on the order id to view the shipment details.

Book button in Bulk action and single line entry:

- Process allows to select pick up dates for bulk booked orders.
- Results of bulk booking visible for customer (Booked or Error)
- Orders visible in myDHLFreight for further actions



You have 1 shipments selected to book

Select a pickup option to book your shipments

Pickup instructions

- ☒ Use pickups option as per individual shipment
- ☐ Set pickup date to
- ☐ Do not schedule pickup
Selection contains shipment v
- ☐ Schedule one pickup for a
Selection contains shipment v

Your Quick Book Is Complete

3 Booked

[View your complete quick book report](#)

Documents for 3 booked shipments

Label (3)	Download
Waybill (1)	Download
Shipment List (3)	Download

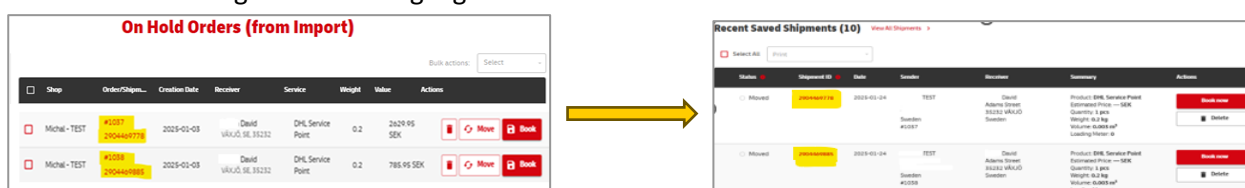
[Close](#)

****NOTE****

- To be able to use this functionality, you must be able to understand basic principles of API calls and integration concept.
- The shipments reflected in the system are arranged from Oldest to Newest order.
- You can use the dropdown to display more records on the screen. The system will allow you to only view the 100 records at a time.
- The portal will allow you to book maximum of 100 orders at a time. E.g. in case if you have 150 orders to be booked this needs to be made in two batches first the 100 orders and the rest of 50 orders to be booked in second batch (this can be done without any time delay)
- All account users can view the orders on the On Hold Orders page, until they are moved by an individual user to action. And those moved order will reflect on the individual dashboard. E.g. the below highlighted order ID once Moved will reflect on the user dashboard.



Display: 100 1-3 of 3



On Hold Orders (from Import)

Ship	Order/Ship...	Creation Date	Receiver	Service	Weight	Value	Actions
<input type="checkbox"/>	Michel-TEST #1237 2004447778	2025-02-03	David VUKO SE 33232	DHL Service Point	0.2	2629.95 SEK	Move Book
<input type="checkbox"/>	Michel-TEST #1238 2004447778	2025-02-03	David VUKO SE 33232	DHL Service Point	0.2	785.95 SEK	Move Book

Recent Saved Shipments (10)

Status	Shipment ID	Date	Sender	Receiver	Summary	Actions
Moved	#1237	2025-02-04	TEST	David Adams Street 81232 VUKO Sunden	Product BML Service Point Estimated Price ---SEK Quantity: 1 pc Weight: 0.2 kg Volume: 0.000000 m³ Loading: 0.000000 m³	Book now Delete
Moved	#1238	2025-02-04	TEST	David Adams Street 81232 VUKO Sunden	Product BML Service Point Estimated Price ---SEK Quantity: 1 pc Weight: 0.2 kg Volume: 0.000000 m³ Loading: 0.000000 m³	Book now Delete

6.6. Bulk Booking

This functionality will allow you book multiple shipments by uploading the excel (data to be updated in the pre-defined template) on the portal., Bulk Booking feature will allow you to do so.

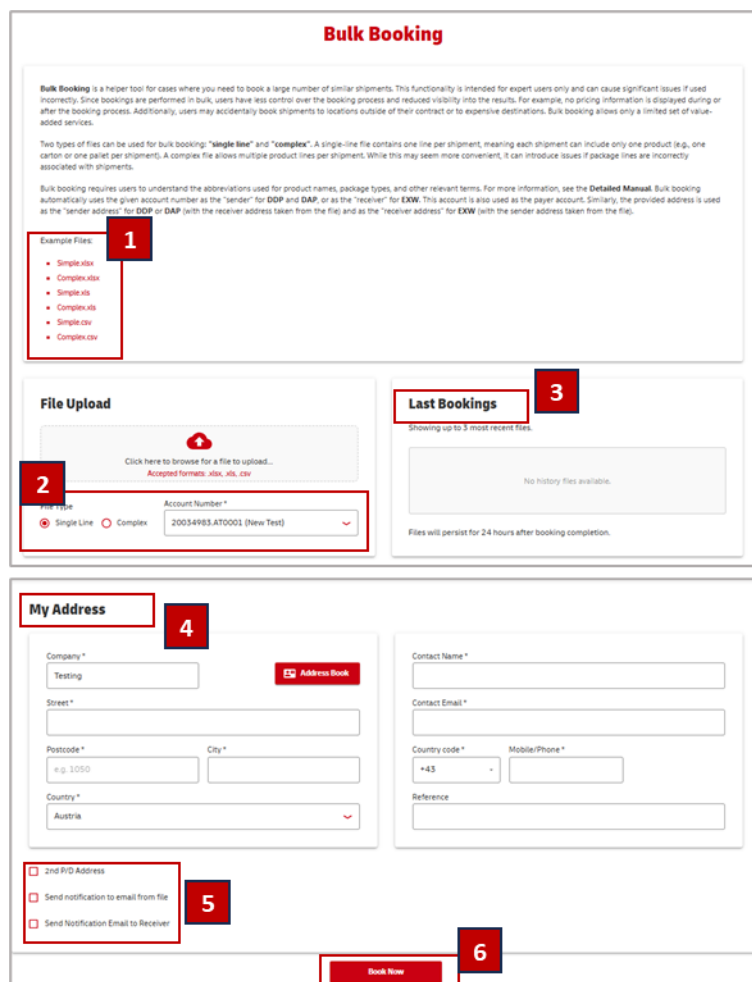
1. There are two different ways how this functionality can be used:

Simple: this template is to be used when you have one product (e.g. 1 carton or 1 pallet, etc...)

Complex: this template can be used when you have multiple product line for a shipment.

*Snippet shown below for reference purposes.

2. Choose the type of file you wish to upload for booking including the Account number to be used for those bookings.
3. Last Bookings: this section will reflect the latest files uploaded for booking.
4. My Address: auto populated by default as this is the address picked from you profile/ your saved address. In case if you wish to change the sender address this section will allow you to do so.
5. If ticked, you can activate the option:
 - 2nd P/D Address: in case you have deviating Pick up or Delivery address (other than your address populated in the address field)
 - Send Notification to email from file.
 - Send Notification to Receiver.
6. Once all the information if keyed and updated click Book now. These booking upon successful shipment creation will reflect in the Dashboard/Shipment Manager area.



Bulk Booking

Bulk Booking is a helper tool for cases where you need to book a large number of similar shipments. This functionality is intended for expert users only and can cause significant issues if used incorrectly. Since bookings are performed in bulk, users have less control over the booking process and reduced visibility into the results. For example, no pricing information is displayed during or after the booking process. Additionally, users may accidentally book shipments to locations outside of their contract or to expensive destinations. Bulk booking allows only a limited set of value-added services.

Two types of files can be used for bulk booking: "single line" and "complex". A single-line file contains one line per shipment, meaning each shipment can include only one product (e.g., one carton or one pallet per shipment). A complex file allows multiple product lines per shipment. While this may seem more convenient, it can introduce issues if package lines are incorrectly associated with shipments.

Bulk booking requires users to understand the abbreviations used for product names, package types, and other relevant terms. For more information, see the [Detailed Manual](#). Bulk booking automatically uses the given account number as the "sender" for DDP and DAP, or as the "receiver" for EXW. This account is also used as the payer account. Similarly, the provided address is used as the "sender address" for DDP or DAP (with the receiver address taken from the file) and as the "receiver address" for EXW (with the sender address taken from the file).

Example Files:

- Simple.xlsx
- Complex.xlsx
- Simple.xls
- Complex.xls
- Simple.csv
- Complex.csv

File Upload

Click here to browse for a file to upload...

Accepted formats: .xlsx, .xls, .csv

File type: ☒ Single Line ☐ Complex

Account Number: 20034983.ATO001 (New Test)

Last Bookings

Showing up to 3 most recent files.

No history files available.

Files will persist for 24 hours after booking completion.

My Address

Company: Testing [Address Book](#)

Street:

Postcode: e.g. 1050 City:

Country: Austria

Contact Name:

Contact Email:

Country code: +43 Mobile/Phone:

Reference:

☐ 2nd P/D Address

☐ Send notification to email from file

☐ Send Notification Email to Receiver

Book Now

Snippet of Simple Line:

2nd City	2nd Contact Name	2nd Email	2nd Phone	products common productLabel	Incoterm	Desired Pickup Date	portalOrder Pickup Instructions	Delivery Instructions	Amount	Shipment Type	Weight (kg)	Length (cm)	Width (cm)	Height (cm)	Volume (m³)
				ECI	DAP	29.04.2025			1	PLE	100	120	80	90	

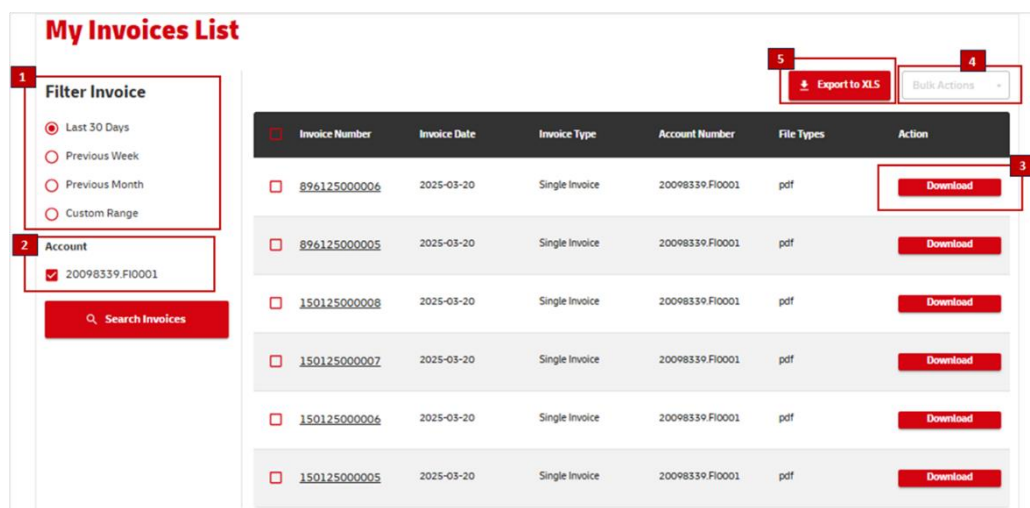
Snippet of Complex:

Header (S)	Name	Street	Postal code	City	Country code	Cor
Header (P)	Amount	Package type	Weight [kg]	Length [cm]	Width [cm]	Hei
S	STOCK Plzeň-Božkov, s.r.o.,3012345	Palířská 641/2,,20123456789012345	12345	Praha - 012345678901234567890123456	CZ	Jiří
P		1 PAL	750		120	80
S	Receiver company	Receiver street	12345	Prague	CZ	Joe
P		1 PAL	100		120	80
P		2 CT	50		50	50
P		2 CT	50			
P		2 CT	51			
P		2 CT	51			
S	Other company	Other street 12	54900	Brno	CZ	Joh
P		1 PAL	20000		1360	11
P		4 CT	1		15	245
P		4 CT	1		15	245
S	STOCK Plzeň-Božkov, s.r.o.	Palířská 641/2	32600	Plzeň 2-Slovany - Božkov	CZ	Jiří
P		1 PAL	100		120	80
P		10 CT	50		50	50
S	Finlandia Vodka	Helsinki Arena	00100	Helsinki 2	FI	Jiří
P		1 PAL	100.1		120	80
P		10 CT	50		50	50

6.7. Invoice List

If you wish to download your invoice, click on Tools and you will be able to locate Invoice List option in the dropdown.

- Allows to filter based on required period.
- Allows to filter based on the account number for which the invoice copy needs to be downloaded.
- You can download the copy if need for the specific invoice number.
- In case more invoice copy needs to be downloaded tis can be done using the bulk action tab
- You also have an option to extract the information in xls. format.



My Invoices List

1. **Filter Invoice**

- ☒ Last 30 Days
- ☐ Previous Week
- ☐ Previous Month
- ☐ Custom Range

2. **Account**

- ☒ 20098339.FI0001

3. **Download**

4. **Bulk Actions**

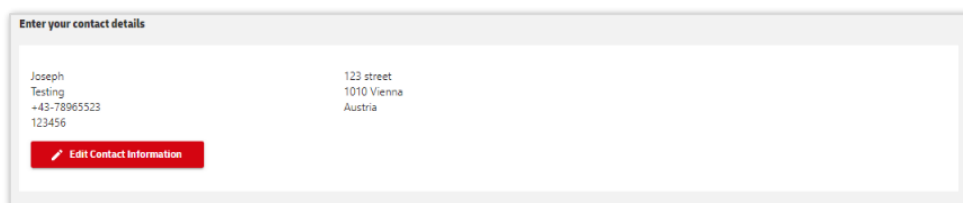
5. **Export to XLS**

<input type="checkbox"/>	Invoice Number	Invoice Date	Invoice Type	Account Number	File Types	Action
<input type="checkbox"/>	896125000006	2025-03-20	Single Invoice	20098339.FI0001	pdf	<input type="button" value="Download"/>
<input type="checkbox"/>	896125000005	2025-03-20	Single Invoice	20098339.FI0001	pdf	<input type="button" value="Download"/>
<input type="checkbox"/>	150125000008	2025-03-20	Single Invoice	20098339.FI0001	pdf	<input type="button" value="Download"/>
<input type="checkbox"/>	150125000007	2025-03-20	Single Invoice	20098339.FI0001	pdf	<input type="button" value="Download"/>
<input type="checkbox"/>	150125000006	2025-03-20	Single Invoice	20098339.FI0001	pdf	<input type="button" value="Download"/>
<input type="checkbox"/>	150125000005	2025-03-20	Single Invoice	20098339.FI0001	pdf	<input type="button" value="Download"/>

7. Profile

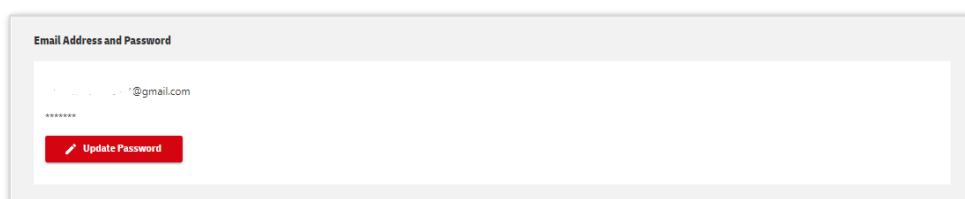
If you wish to make changes to your profile, click on the 'My Profile' option (your Username) located at the top right-hand corner of the page. Don't forget to save any changes after updating. Refer to the screenshots below for more details.

1. **Enter your contact details:** this section allows you to edit your address, phone number, VAT.



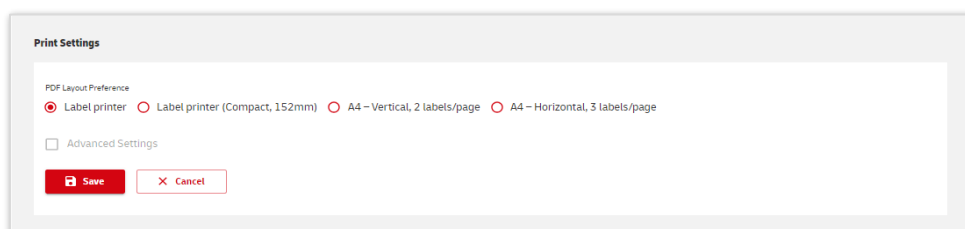
The screenshot shows a form titled "Enter your contact details". It contains two columns of text: "Joseph Testing +43-78965523 123456" on the left and "123 street 1010 Vienna Austria" on the right. At the bottom left, there is a red button with a pencil icon and the text "Edit Contact Information".

2. **Email Address and Password:** this section allows you to change your password.



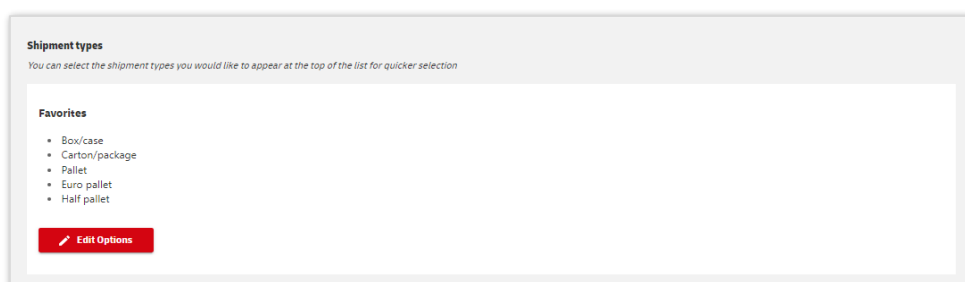
The screenshot shows a form titled "Email Address and Password". It contains a text input field with the email address "joe.testing@gmail.com" and a password field with masked characters "*****". At the bottom, there is a red button with a pencil icon and the text "Update Password".

3. **Print Settings:** this section allows you to modify your PDF layout preference***



The screenshot shows a form titled "Print Settings". It has a section "PDF Layout Preference" with four radio button options: "Label printer" (selected), "Label printer (Compact, 152mm)", "A4 – Vertical, 2 labels/page", and "A4 – Horizontal, 3 labels/page". Below this is a checkbox for "Advanced Settings" which is unchecked. At the bottom, there are two buttons: a red "Save" button and a white "Cancel" button with a red border.

4. **Shipment types:** this section allows you to select your most frequently used shipment type, which will then appear at the top of the list



The screenshot shows a form titled "Shipment types". Below the title is a subtitle: "You can select the shipment types you would like to appear at the top of the list for quicker selection". There is a section "Favorites" with a bulleted list: "Box/case", "Carton/package", "Pallet", "Euro pallet", and "Half pallet". At the bottom, there is a red button with a pencil icon and the text "Edit Options".

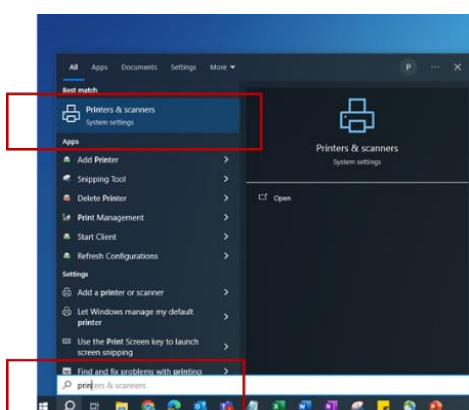
5. **Accounts:** this section displays the list of registered and approved account numbers. You can also add new account number here.



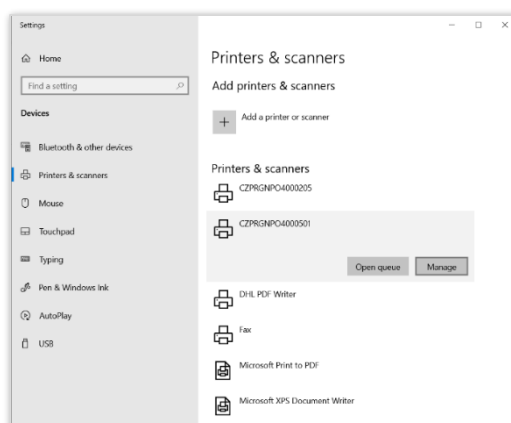
The screenshot shows a form titled "Accounts". It has two sections. The first section is "Approved DHL Freight account number(s)" with a list containing "----". The second section is "Account number(s) waiting for approval" with a table. The table has a header "Account Number" and one row with the value "12345678.AT0001 (test)". At the bottom, there is a red button with a plus icon and the text "Add account".

*** If the Print Settings do not meet your requirement, you manually adjust them on your printer by following below steps:

1. Run printers and scanners settings

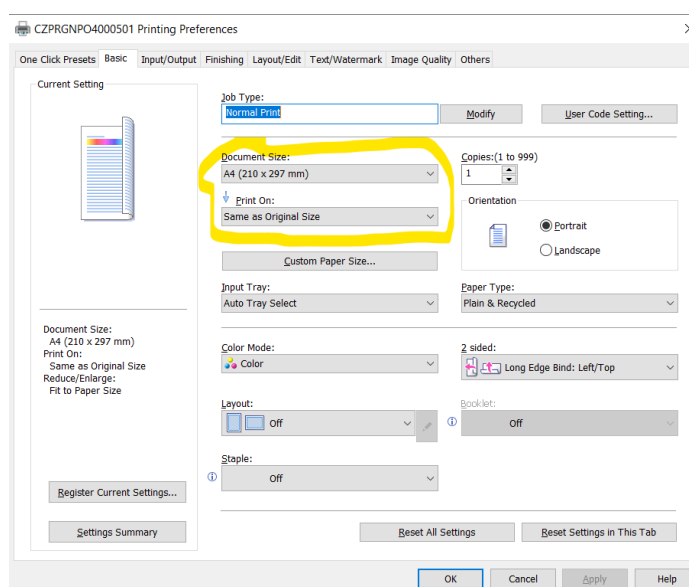


2. Select printer you are using for labels and select „Manage “



3. Select „Printing preferences “

4. Configure your defaults – especially page size



Please refer to our video tutorials for more information: <https://www.dhl.com/global-en/campaign/mydhlfreight/tutorial-videos.html>

If you wish to receive the full training manual (in English), please reach out to our Customer Service.
