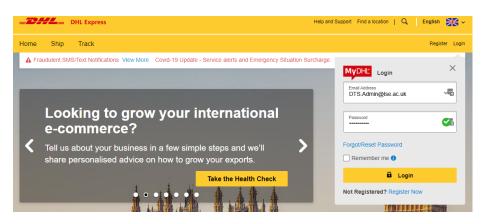


Setting up DHL deliveries/collections for IT equipment

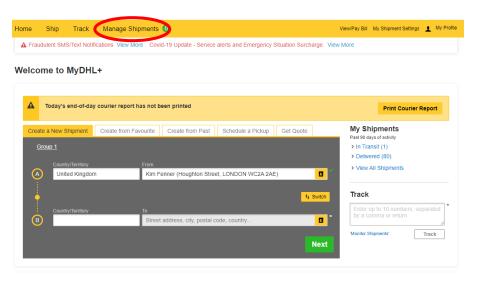
Please also refer to the DHL electronics packing guide.

1. Log onto the DHL website using the login details set up for your Division/Department.



https://mydhl.express.dhl/gb/en/auth/login.html##logout

- 2. Is this for a new customer? If YES, go to Point 3. If NO, go to Point 4.
- 3. From the Home page, select "Manage Shipments", "Address Book", "Add Contact"



ome Ship Track M	anage Shipments 🧿		View/Pay Bill My \$	Shipment Settings 👤 My Pro
ddress Book				
Address Book	Lists			
Show this Address Book Company	Address Book 🔻			
All Search	Q		Display 10 🔻 <	1 2 21 >
Actions *			Upload	Contacts Add Contact
Nickname *	Name	Address	City	Country O
Abel Tao	Abel Tao		LONDON	United Kingdom
-			Edit	Copy Delete Create Shipment

Complete the fields as far as telephone number and click "Save"

Kim Fenner		Cancel Save
Contact Details		
Name		Email Address
Kim Fenner	~	K.Fenner@lse.ac.uk
Company 1		E Add
London School of Economics	~	
		Phone Type Code Phone Extension
Nickname	~	Office • 2079 556584_
Kim Fenner		
Country/Territory		Add Another
United Kingdom	~	VAT/Tax ID
		· · · · · · · · · · · · · · · · · · ·
Address	~	
Houghton Street		EORI Number
Address 2		
Data & Technology Services	~	
3)		Nickname 2 0
Address 3		
Postal Code City		Notes about this contact 0
WC2A 2AE LONDON		
Residential Address		
Business Contact		Is this a Favourite?
E sectore estimat		Save this contact as a Favourite to

4. Select "Ship" from the menu at the top of the page. Then select "Create a Shipment".

DHL Express		Help and Support Find a location Q El	nglish 🚬
Home Ship Track Manage Shipme	nts 0	View/Pay Bill My Shipment Settings	My Profi
① Microsoft Office Home x ▲ DHL - OneDrive x ▲ Email - Fenne ← → C ■ mydhLexpress.dhl/gb/en/shipment.html#/?fromContactKey=14d81155-cf Ⅲ Apps M Gmail OuTube ֎ Maps ⊒ How to dhoose pre	· · · · · · · · · · · · · · · · · · ·		- 🗗 🗙
-DHL = DHL EXP		London School of Economics Adminis Settings > Stilpping For Group 1 Help and Support Find a location Q English	
Home Ship Track	ment Delivery Services ent from Past Optional Services ent from Customs Services Surcharges ckup Solutions	VewPay Bit My Shipmert Sating: My Polle Name Casacti Bit My Shipmert Save for Later From Ferrier Image: Casacti	

Create a Shipment DHL Express × +			• - • ×
	4d8f155-cfff-40af-8abb-6d1ea9b75447&toContactKey=b7faa79d-cacd-4841	-9228-a795998482b2&shipmentFromDashboard=true#address-details	० 🕁 📑 🗯 😩 ।
🛄 Apps M Gmail 💼 YouTube 🐹 Maps 🏧 How to choose pre			Reading list
		London School of Economics Admin Settings > Shipping For: Group 1	^
	DHL Express	Help and Support Find a location Q, English 🧱	
	Home Ship Track Manage Shipments 0	ViewPay Bill My Shipment Settings 🗶 My Profile	
	Create Shipment Pay Print	© Cancel ⊗ Assign this Shipment a Seve for Lefer	
	From Name Im Permer Defines Contact Contact Contact Output Defines Contact Contact Output Defines Contact Contact Output Defines Contact Contact Output Defines	To Nars Confronce Confronce Confronce	
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	Data & Technology Services	Data & Technology Services	
	Postal Code WC2A 2AE Email Address	Postal Code WC2A.2AE V Ernal Address	
	Dts. Adming@se ac uk Phone Type Office Code Phone Dts. 2071 076584_ Control Dts. 2071 076584_ C	K Penner@tee ac.uk	
	Add Another	C Add Another Wi7/Tex ID	
	G8629588094	GBS25588094	
	GB629558094000	Eon Numer GB825988994000 ~ ~	
	Clear Address	Notes about this contact Class Address	
		Next	

Check the details are correct and then click on the green "Next" button at the bottom of the screen.

5. Shipment details: Select "Packages"

Shipment Details					
😳 Documents	Packages	Not sure if it's a Document or Package?			
Documents include legal, financial or business paperwork. Items with monetary value are NOT considered a document shipment.	Package, the goods, merchandise or commonnes for personal or commercial purposes.	> We can help you decide			

6. Summarise the contents of your shipment: Input a description of what you are sending e.g. laptop, monitor.

Summarise the contents of your shipment 🕧		
Laptop	٤	ľ

 LSE One Finance Budget Code: This is the budget code that will cover the cost of the courier charge

Beware! The budget code from the previous delivery will appear automatically, so make sure you are using the correct code!

LSE ONE FINANCE BUDGET CODE Reference (appears on shipping label/waybill)			
	~		
Add Another			
Geography	`		

In the "add another" field, input the department/division that the budget code relates to.

8. Protect Your Shipment: Input the value of the item you are sending and then click on the green "Next" button at the bottom of the screen.

Protect Your Shipment
You value your shipment and so do we – don't forget to protect your shipment! Learn about our shipment protection options.
✓ I would like to insure my shipment
What is the value you want to insure? 1675.33
Additional charges may apply

9. Select Packaging: Click in the "Packaging" field and select "My own packaging"

Select Packaging Tips for Weld					
Packaging	Quantity	Weight <u>kg</u>	Dimensions cm		
My Own Package	1	3	21 × X 31 × X 5	Save Package	
Total	1	3 kg		0	

Then complete the weight, and dimensions fields as appropriate. (The quantity field automatically populates with 1, but if you are sending more of the same dimensions, you can change this.

If you are sending more than one item which is a different size, click on the yellow "+" box

Save Package	<u>∟</u> Сору
	•

Tips for Weighing and Measuring

Default dimensions: You aren't given any weight/dimension details, use these defaults:

Laptop: Weight = 3kg. Dimensions = $48 \times 30 \times 8$ Monitor: Weight = 9kg. Dimensions = $63 \times 41 \times 31$

Click on the green "Next" button.

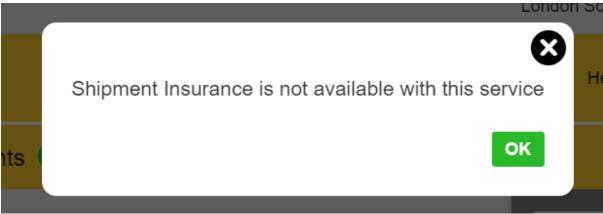
10. How would you like to pay? The account number for your Division/Department should be displayed here. Click on the green "Next" button

How would you like to pay?	
How will you pay for transportation charges?	
□ Remember these payment options for the Ship FROM address ▼	
	Next

11. I'm sending my shipment on: Select the day you want to send your item on the tabs at the top and then when you want it delivered. (Usually Next Day, End of Day)

I'm sendin	'm sending my shipment on							
September 7 _{Today}	September 8 Tomorrow	September 9 Thursday	September 10 Friday	September 11 Saturday	September 12 Sunday	September 13 Monday	More +	
⊟ Delivery Date		Delivered By						
September 9 Thursday		End of Day		Details	v	Selec	t	L
EXPRESS WORLDWIDE								L

12. If the message pictured below appears - don't worry about this, it's something DHL can't remove. Just click on the OK button.



13. Optional Services: Click in the box for "GoGreen Climate Neutral" and then click on the green "Next" button.

Optional Services	
GoGreen Climate Neutral Offset the carbon emissions for my shipment.	Charges Apply
Hold for Collection	
	Next
	Next

14. Do you need a courier pickup?

If you are sending the item from the Post Room at LSE, then select "No". (This is because DHL come to the post room on a daily basis for pickups). Click on the green "Next" button and go to the next section.

If you are arranging a collection from someone's house, then you should select "Yes – Schedule Pickup"

Do you need a courier pickup?		
Yes – Schedule Pickup 🗸 🗸	No	
I'm sending my shipment on 🗿 September 16 Today Edit 1	Pickup Window – When the courier may arrive. Your shipment must be ready.	Latest 20:00 20:00
	Please allow at least 120 minutes for your Pickup Window The latest time a request can be made for pickup today is 18:00	
/here should the courier pick up the shipment?	Pickup Address	
otal Pickup Weight 0.5 Kg structions for the courier Provide other instructions you'd like the courier to re	Kim Fenner London School of Economics Houghton Street Data & Technology Services LONDON, WC2A 2AE Dts.Admin@lse.ac.uk	
Disclaimer and Important Details		Next

This is the section that will generate an instruction to DHL to carry out the collection. If you don't select anything here, then the courier won't turn up. (You can set up a collection in advance and select a pickup date/time another day. Go to "Manage Shipments" then "My Pickups" to do this.)

Use the sliders to create the pickup window. As a default use 10:00 to 16:00.

Then go to "Where should the courier pick up the shipment" field and select as appropriate (usually "front door").

"Total Pickup Weight" is auto-populated, so you can ignore it.

"Instructions for the courier". Input any special instructions here e.g. if there are any specific instructions in how to find the location.

Click on the green "Next" button.

15. Do you need to create a return label? Leave this as "No" and click on the green "Next" button.

Do you need a return label?

Label is valid for 3 Months		
Yes – Create Label	No	 ✓

16. The next screen to appear is the shipment cost summary.

If you are happy with the details you have input, click on the green "Accept and Continue" button. If you want to make an amendment, you can always scroll up the screen and edit the appropriate section.

17. Click on the green "Print Selected Documents" and save as a PDF.

Print and preview you Shipping labels and customs	tr documents documents must be printed for	the DHL courier	Your Tracking Number 4607679591 Piece # 1: JD014600008989667272
	Label (Waybill) Number of Copies Print Select	Receipt	

18. Print both pages, with the first page being stuck to the package. The second page is handed over to the Courier.