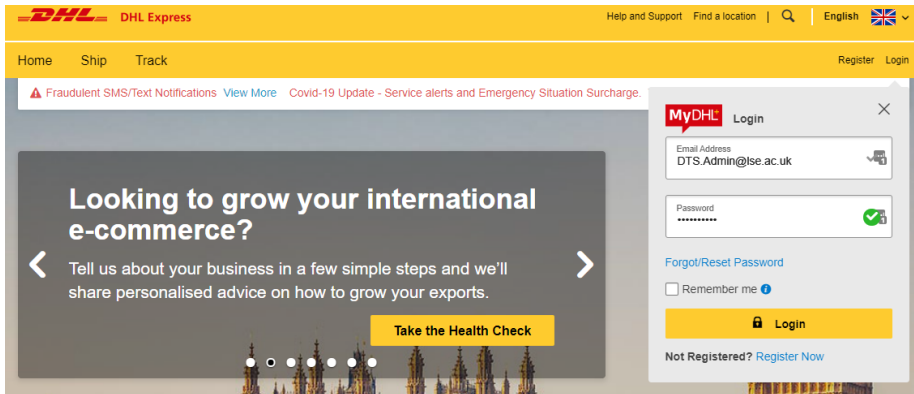


## Setting up DHL deliveries/collections for IT equipment

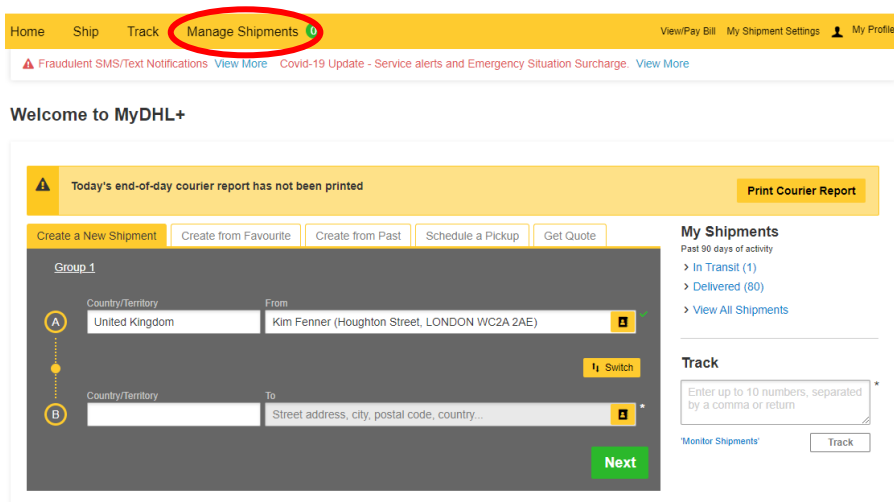
Please also refer to the DHL electronics packing guide.

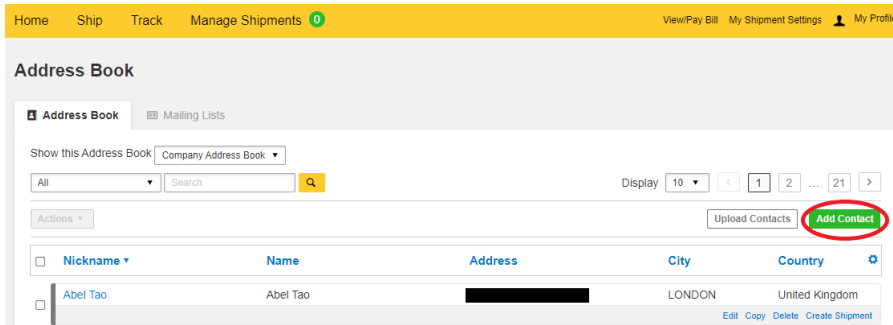
1. Log onto the DHL website using the login details set up for your Division/Department.

<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”





Complete the fields as far as telephone number and click “Save”

### Kim Fenner

Cancel Save

#### Contact Details

Name: Kim Fenner ✓

Email Address: K.Fenner@lse.ac.uk ✓

Company: London School of Economics ✓

Nickname: Kim Fenner ✓

Country/Territory: United Kingdom ✓

Address: Houghton Street ✓

Address 2: Data & Technology Services ✓

Address 3: [REDACTED]

Postal Code: WC2A 2AE ✓ City: LONDON ✓

Residential Address  
 Business Contact

Phone Type: Office ✓ Code: 44 ✓ Phone: 2079 556584\_ ✓ Extension: [REDACTED]

WAT/Tax ID: [REDACTED] ✓

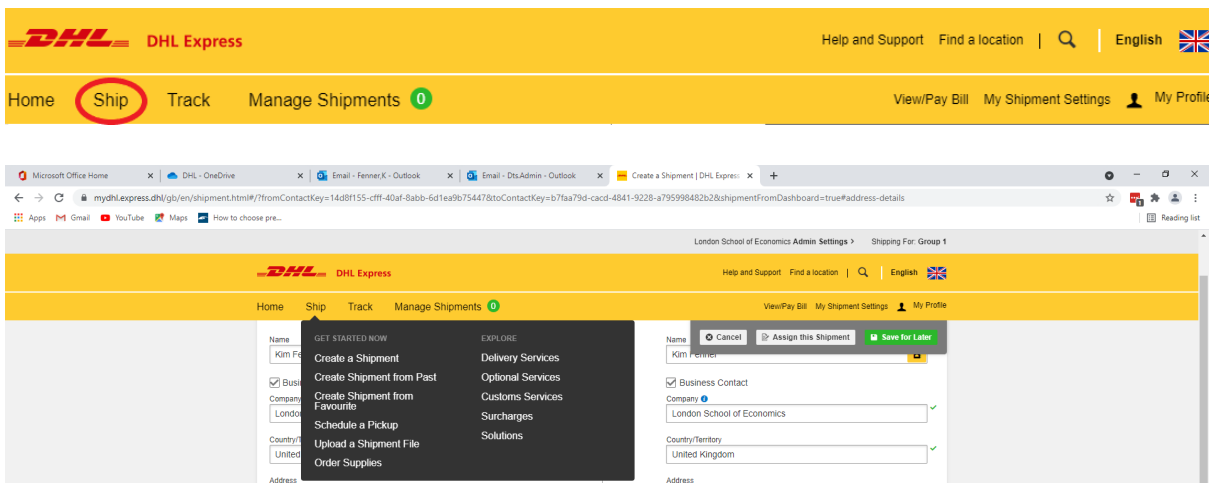
EORI Number: [REDACTED] ✓

Nickname 2: [REDACTED]

Notes about this contact: [REDACTED]

Is this a Favourite? [REDACTED]

- Select “Ship” from the menu at the top of the page. Then select “Create a Shipment”.



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

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

## 7. 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

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?  ✓ GBP

Additional charges may apply

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

### Select Packaging

[Tips for Weighing and Measuring](#)

Packaging	Quantity	Weight <small>kg</small>	Dimensions <small>cm</small>
<input type="text" value="My Own Packaging"/> ✓	<input type="text" value="1"/> ✓	<input type="text" value="3"/> ✓	<input type="text" value="21"/> ✓ X <input type="text" value="31"/> ✓ X <input type="text" value="5"/> ✓
Total	1	3 kg	<input type="button" value="+"/>

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

[Tips for Weighing and Measuring](#)

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

Laptop: Weight = 3kg. Dimensions = 48 x 30 x 8  
Monitor: Weight = 9kg. Dimensions = 63 x 41 x 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

**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 sending my shipment on** Cancel Print

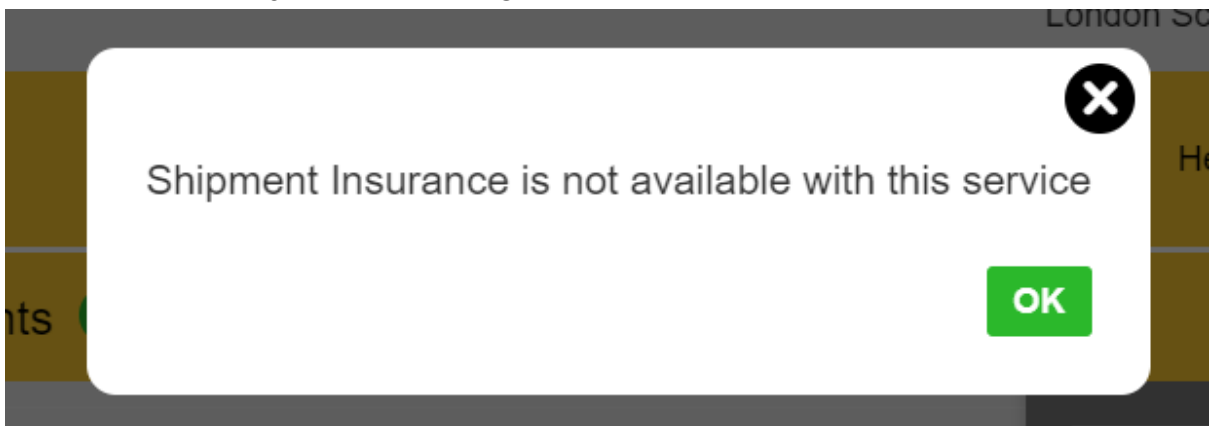
September **7** Today | September **8** Tomorrow | September **9** Thursday | September **10** Friday | September **11** Saturday | September **12** Sunday | September **13** Monday | More +

**Delivery Date** **Delivered By**

**September 9**  
Thursday **End of Day** [Details](#) **Select**

EXPRESS  
WORLDWIDE

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 Charges Apply -- --  
Offset the carbon emissions for my shipment.

Hold for Collection

**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**

Pickup Window – When the courier may arrive. Your shipment must be ready.

Earliest 13:00 Latest 20:00

11:00 13:15 15:30 17:45 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

Where should the courier pick up the shipment?

**Pickup Address**  
 Kim Fenner  
 London School of Economics  
 Houghton Street  
 Data & Technology Services  
 LONDON, WC2A 2AE  
 Dts.Admin@lse.ac.uk  
 +44 20 7107 6584

Total Pickup Weight  
 kg

Instructions for the courier

[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 your documents

Shipping labels and customs documents must be printed for the DHL courier



Label (Waybill)       Receipt

1 Number of Copies

[Print Selected Documents](#)

**Your Tracking Number**  
**4607679591**  
Piece # 1:  
JD014600008989667272

[☆ Save as Favourite](#)

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