

Please use the template below for sending out DHL Shipments.

Shipper Tab

DHL INTRASHIP

English

Addresses > Package > Services >

Shipper > Receiver >

* Indicates required field

Shipper ID	YOUR DEPARTMENT NAME	Full Contact Name *	YOUR NAME
Company Name *	LONDON SCHOOL OF ECONOMICS ?	Phone *	YOUR/DEPARTMENTS NUM
House No / Street *	HOUGHTON STREET	Mobile Phone	
Address 2	YOUR DEPARTMENT NAME	Email Address *	YOUR.EMAIL@LSE.AC.UK
Address 3		DHL Account *	130891321
Country *	United Kingdom	<input checked="" type="checkbox"/> Email Notifications to Shipper	
Zip Code *	WC2A 2AE City Zip Lookup	Configure Notifications >>	
City *	LONDON		
Suburb			

Look up Address >> Clear Fields

Optional Information

Shipment Reference	***BUDGET CODE***
VAT No	
EORI No	

Save Address >>

Print >> Next Step >>

Please pay particular attention to your department **Budget Code** being entered in the **Shipment reference box**. Please do not include any other information in this field. Shipment description or contents can be included on a later screen.

Selecting the 'Email Notifications to Shipper' Tab you will be emailed the progress of your shipment.

The budget code entered here is the budget code which will be passed over to Finance for recharging the cost of the shipment.

Once this information has been populated press the 'Save Address' button. Next time you log-in the information will be pre-populated for you.

Receiver Tab

DHL INTRASHIP

English

Addresses Package Services

Shipper

Receiver

* Indicates required field

Receiver ID	<input type="text"/>
Company Name *	Ben Jack Gladstone
House No / Street *	101 HOUGHTON STREET
Address 2	<input type="text"/>
Address 3	<input type="text"/>
Country *	United Kingdom <input type="text"/>
Zip Code *	WC2A 2AE <input type="button" value="City Zip Lookup"/>
City *	LONDON
Suburb	<input type="text"/>

Full Contact Name *	Ben Jack Gladstone
Phone *	+44 2079556564
Mobile Phone	<input type="text"/>
Email Address	b.gladstone@lse.ac.uk
Paid by:	130891321
Match Code	<input type="text"/>
<input checked="" type="checkbox"/> Email Notifications to Receiver	
<input type="button" value="Configure Notifications"/>	

Optional Information

Receiver Reference	<input type="text"/>
VAT No	<input type="text"/>
Delivery Note	<input type="text"/>

Enter as much contact information as you can into the Shipper Tab, this will make the delivery that much easier. Should there be an issue with DHL not being able to make the delivery, they will contact the 'Receiver' directly to arrange a redelivery (via phone or email).

If **NO** contact information is given the shipment is taken back to the main regional/country depot and then DHL start the email/phone call process to get additional delivery instructions from the Shipper. If you have provided your contact information, you will be contacted directly. If you have omitted this information then the LSE Post Room will be contacted and we will contact you to ask for additional delivery information.

Any correction that DHL has to make to the delivery address incurs an additional £10.80 fee.

The Delivery Note section is where you can leave any additional delivery information the driver may find useful when making the delivery e.g. if delivering to a business address, including the opening and closing times of the office. If the items are for a conference.

Package Tab

DHL INTRASHIP

English

Addresses Package Services

* Indicates required field

Package Type *

Documents Non-Documents

Declared Value GBP

Shipment Date * 12/01/18

Shipment Reference * *****BUDGET CODE*****

Description * **BASIC DESCRIPTION**

	Predefined Package	Weight (kg) *	Length (cm)	Width (cm)	Height (cm)	Piece Reference	Type	Action
1	Documents	0.5	32	22	1		COL	+ - ▾

[Add Another Piece](#)

Optional Information

Package Generator Shipment Weight (kg) No of Pieces [Generate Packages >>](#)

Totals	No. of Packages: 1	No. of Pallets: 0
Shipment No.:	Physical Weight: 0.5 kg	Billing Weight: 0.5

[<< Previous](#) [Print >>](#) [Save & Exit >>](#) [Next Step >>](#)

Please select the package type that you are sending. Note **ALL** items which are being sent within the EU, can be sent as DOCUMENTS.

The 'Shipment Reference' box will pull the Budget Code from the 'Senders Tab' – please do not change.

'Description', a basic description of what is being sent ie, Docs, Report, Tech.

The weight (kg) can be left as 0.5, DHL will weigh it at the service depot and apply the correct weight to the shipment.

Click 'Add Another Piece' if you are sending multiple packages to the same address in the same shipment.

Services Tab

DHL INTRASHIP

English

Addresses Package **Services**

* Indicates required field

Shipment Date * Remember last selected date during this session

Available Services

Select	Service	Delivered By	Book By	Latest Pickup
<input type="checkbox"/>	EXPRESS DOMESTIC 9:00	15-Jan-2018 before 9:00	18:00	21:00
<input type="checkbox"/>	EXPRESS DOMESTIC 12:00	15-Jan-2018 before 12:00	18:00	21:00
<input checked="" type="checkbox"/>	EXPRESS DOMESTIC	15-Jan-2018 end of day	18:00	21:00

Additional Options

Saturday Delivery Insurance: GoGreen Climate Neutral

Payment options

Transport charges paid by DHL account Make Default

Optional Information

Incoterm Make Default

The default service for all shipments is 'Express Domestic'. This service is a door-to-door service by the end of the next working day, UK Domestic, Western Europe and East Coast of America. If you have selected the 'Email Notifications to Shipper' box on the Shipper tab, you will receive notifications if your item has been delayed and when it has been delivered.

Please note that shipments which are created on Friday will have the 'Saturday Delivery' check box appear, if this box is not ticked then the delivery will take place on the following Monday. If you do require a Saturday delivery and it is going to a business address, please ensure that the building is open to receive deliveries at the weekend.

Please note that 'Express Domestic 9:00 & 12:00' is not available in all destinations.

Before you print your DHL shipment label, can you ensure that all **3** of the below check boxes are checked:

1. GoGreen Climate Neutral
2. Payment Options – Shipper – Default
3. Incoterm –DAP – Default

Please contact the Post Room if you need any points clarifying
Thank you.

Postal.enquiries@lse.ac.uk

020 7955 6564