Please use the template below for sending out DHL Shipments.

Indicates required field Shipper ID YOUR DEPARTMENT NAME Company Name* LONDON SCHOOL OF ECONOMICS Phone * YOUR/DEPARTMENT NAME Address 2 YOUR DEPARTMENT NAME Address 3 Country* United Kingdom Zip Code* WC2A 2AE City* LONDON Suburb Configure Notifications Shipment Reference ***BUDGET CODE*** VAT No EORI No No Point Your Department Name Full Contact No Phone * YOUR DEPARTMENT NAME Address 3 Country* United Kingdom Your Code* WC2A 2AE City Zip Lookup Configure Notifications Your Department Reference ****BUDGET CODE**** Yat No	ddresses 💦 🔪	Package	Services	>		
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House No / Street* HOUGHTON STREET Address 2 YOUR DEPARTMENT NAME Address 3 Email Address * YOUR.EMAIL@LSE.AC.UK Address 3 DHL Account * 130891321 Country * United Kingdom Zip Code * WC2A 2AE City * LONDON Suburb Clear Fields	Company Name *	LONDON SCHOO		Phone *	YOUR/DEPARTMENTS	S NUM
Address 2 YOUR DEPARTMENT NAME Address 3 Country * United Kingdom Zip Code * WC2A 2AE City * LONDON Suburb Clear Fields	House No / Street *	HOUGH	ITON STREET	Mobile Phone		
Address 3 DHL Account * 130891321 Country * United Kingdom Zip Code * WC2A 2AE City Zip Lookup City * LONDON Suburb Lookup Address >> Clear Fields Clear Fields Shipment Reference ***BUDGET CODE*** VAT No EORI No	Address 2	YOUR DEPARTM	ENT NAME	Email Address *	YOUR.EMAIL@LSE.A	C.UK
Country * United Kingdom Zip Code * WC2A 2AE City Zip Lookup Configure Notifications ** City * LONDON Suburb	Address 3			DHL Account *	130891321	\checkmark
Zip Code * WC2A 2AE City Zip Lookup City * LONDON Suburb	Country *	United Kingdom	\checkmark	Email Notifica	ations to Shipper	
City* LONDON Suburb Clear Fields Clear Fields	Zip Code *	WC2A 2AE	ity Zip Lookup	Configure Noti	fications »	
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Shipper Tab

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

ddresses	Package	<u>></u>	Services	i >			
nipper	Ľ	Receiver		⊻			
Indicates required field Receiver ID					Full Contact	Ben Jack Glastone	
Company Name *	Ben Jack G	ladstone		(Phone *	+44 2079556564	
House No / Street*	101	OUGHTON ST	REET		Mobile Phone		
Address 2					Lucil Address	b.gladstone@lse.ac.uk	
Address 3					Paid by:	130891321	
Country *	United King	mobq	~	2	Match Code		
Zip Code *	WC2A 2AE	City Zip L	ookup	6	Email Notificat	tions to Receiver	
City *	LONDON				Configure Noun	cauons »	
Suburb							
Lookup Address	» Clea	ır Fields	»				
- Optional Inform	ation						
Receiver Reference							
VAT No							
Delivery Note							
Delivery Note				>			

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

ldresses 🗸 Package	Ser	vices	>			
ndicates required field						
Package Type *		Shi	pment Date *	12/01/18		
Documents	?	Shi	pment Referenc	ce * ***BUDGET CO	DE***	
Non-Documents		Des	cription *	BASIC DESCR	IPTION	
eclared Value	GBP	~				
Predefined Package Weight (kg) * Length (cm)	Width (cm)	Height (cm)	Piece Reference	Туре	Action
Documents 0.5	37	22	1		COL	+ - 🔻
Add Another Piece						
Optional Information						
Package Generator Shipment Weight (k	g)	No of Pieces	G	enerate Packages	»	
Fotals		No. of	Packages: 1	No. of Pa	allets: 0	
Shipment No.:		Physic	al Weight: 0.5	kg Billing W	leight: 0.5	i
		« Previo	us Print	» Save & Exi	t » I	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

Addresses	₃ ∢>	Package	Services		
Indicates re	equired field ate * 12/01	1/18	Remember last sele	cted date during this sessi	ion
vailable	Services				
Select 🖨		Service 🗢	Delivered By 🗢	Book By 🖨	Latest Pickup 🖨
	EXPRESS D	OMESTIC 9:00	15-Jan-2018 before 9:00	18:00	21:00
	EXPRESS D	OMESTIC 12:00	15-Jan-2018 before 12:00	18:00	21:00
	EXTRESS D				
dditiona	EXPRESS D	OMESTIC	15-Jan-2018 end of day	18:00	21:00
\dditiona] Saturda 'ayment	EXPRESS D IN Options ay Delivery	OMESTIC	15-Jan-2018 end of day	18:00 GoGreen Neutral	21:00
Additiona Saturda	EXPRESS D EXPRESS D al Options ay Delivery options harges paid ount	OMESTIC	15-Jan-2018 end of day Insurance: per 130891321	18:00 GoGreen Neutral	21:00 Climate
dditiona Saturda Saturda vayment ransport cl y DHL acco	EXPRESS D II Options ay Delivery options harges paid ount	130891321 - Ship	15-Jan-2018 end of day Insurance: per 130891321	18:00 GoGreen Neutral	21:00 Climate
Additiona Saturda Saturda Yayment Yayment Y DHL acco Optic Incoterm	EXPRESS D II Options ay Delivery options harges paid ount	130891321 - Ship	15-Jan-2018 end of day Insurance: per 130891321	18:00 GoGreer Neutral	21:00 Climate

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. <u>Postal.enquriries@lse.ac.uk</u> 020 7955 **6564**