

YOUR STEP-BY-STEP  
GUIDE TO USING  
DHL eMailShip.

DHL Pakistan (Pvt.) Ltd.  
Survey Number 137  
Jinnah International Airport  
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Pakistan

[www.dhl.com.pk](http://www.dhl.com.pk)



## HOW TO COMPLETE THE SHIPMENT FORM.

### Step 1

Fill-out the fields on the Shipment Form and the Customs Document (for dutiable shipments only).

The screenshot shows the 'Shipment Form' interface. It features a top navigation bar with 'Home', 'Clear Values', 'Clear Fields', and 'Send to ME'. The form is divided into several sections: 'Shipper', 'Recipient', 'Product Details', 'Packaging', 'Insurance', 'Comments', and 'Customs Declaration'. Each section contains various input fields for text, numbers, and dates, along with dropdown menus and checkboxes. A 'Send to ME' button is located at the bottom right of the form.

The screenshot shows the 'Customs Document' interface, which is specifically for dutiable shipments. It includes a 'Clear All' button at the top right. The form is organized into sections: 'Export Details', 'Import Details', 'Bill to Third Party', 'Comments', and 'Customs Declaration'. The 'Customs Declaration' section at the bottom contains a table for item descriptions and a summary table for total values.

No.	Full Description of Goods *	QTY *	Commodity Code	Unit	Value	Country of Origin	Value of Origin	Value of Origin
Total Declared value					Total Net Weight	Spaid		
Total Goods					Total Net Weight	Spaid		

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## Step 2

If you do not have a regular pickup schedule with DHL, you can also arrange a pickup by filling-out a Pickup Form.

Click the [Send to DHL](#) button at the top right hand corner of the Shipment Form.

## Step 4

## Step 3

After completing all the necessary details, return to the first page of the Shipment Form and tick one or more of the following checkboxes in the top right hand corner:

- a) Send Shipment
- b) Book a Pickup

Please note: If you have multiple shipments and want to arrange for a pickup, you only need to tick the **Book a Pickup** checkbox once and fill-out one DHL Pickup Form (that is, for the last shipment).

After DHL receives your complete shipment and/or booking information, you will receive a confirmation email with a completed Air Waybill, Shipment Receipt and Customs Declaration document, as appropriate.

Check your email inbox for the completed paperwork, print them out and attach them to your shipment. If you do not receive a confirmation email, please contact the DHL eCommerce Department at 111-345-111 for assistance.

## Step 5

## HOW TO ARRANGE FOR A COURIER PICKUP.

The image shows a screenshot of the DHL eMailShip 'Pickup Form' interface. The form is titled 'Pickup Form' and has a 'Send to DHL' button in the top right corner. The form is divided into several sections: 'Sender Details' (Company Name, Address, City, State, Zip, Country), 'Pickup Details' (Pickup Method, Pickup Date, Pickup Time, Pickup Location), 'Receiver Details' (Receiver Name, Address, City, State, Zip, Country), and 'Additional Information' (Special Handling, Remarks). The 'Book a Pickup' checkbox is located in the top right corner of the form.

### Step 1

Complete all the fields in the Pickup Form.

### Step 2

Tick the Book a Pickup checkbox and click Send to DHL at the top right hand corner of the form.

### Step 3

Check your email inbox for your booking confirmation and be sure to keep it for future reference.