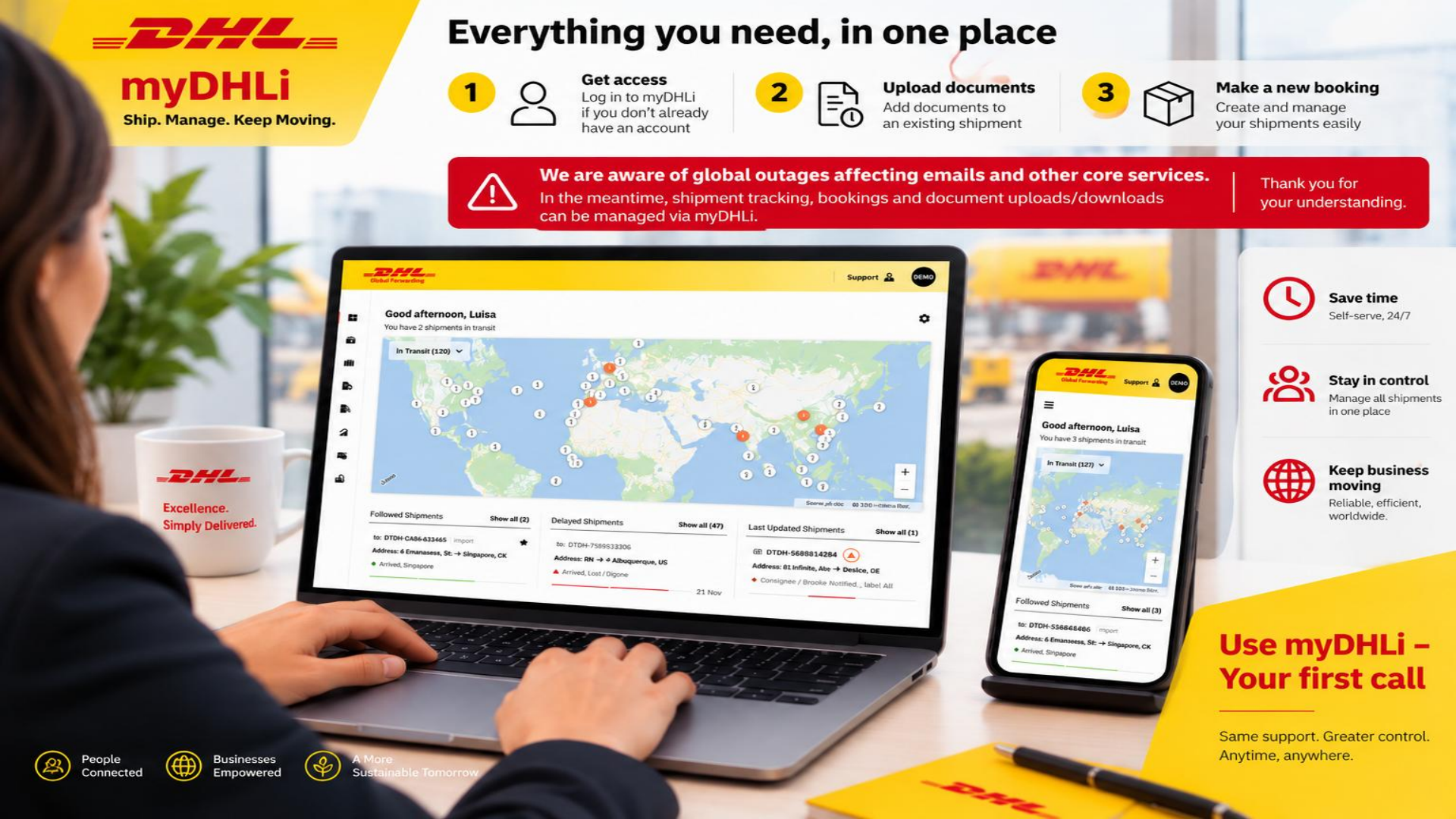

myDHLi
Ship. Manage. Keep Moving.
Everything you need, in one place
1
Get access
Log in to myDHLi if you don't already have an account
2
Upload documents
Add documents to an existing shipment
3
Make a new booking
Create and manage your shipments easily
We are aware of global outages affecting emails and other core services.
In the meantime, shipment tracking, bookings and document uploads/downloads can be managed via myDHLi.
Thank you for your understanding.
Save time
Self-serve, 24/7
Stay in control
Manage all shipments in one place
Keep business moving
Reliable, efficient, worldwide.
Use myDHLi – Your first call
Same support. Greater control. Anytime, anywhere.
People Connected
Businesses Empowered
A More Sustainable Tomorrow
Excellence. Simply Delivered.
Good afternoon, Luisa
You have 2 shipments in transit
In Transit (120)
Followed Shipments
Delayed Shipments
Last Updated Shipments
Good afternoon, Luisa
You have 3 shipments in transit
In Transit (127)
Followed Shipments

myDHLi – How to get started

In the event of global outages, receiving and sending critical shipment information can be impacted.

myDHLi can help you stay on top of your supply chain and support collaboration within a single portal

To maintain full visibility on your supply chain, requested access to myDHLi is easy, fast and can be completed within a single business day.

Contact your DHL Global Forwarding representative today to request access, or follow the link to submit the form to get set-up

Get your personal myDHLi access now! | DHL Global Forwarding*

*subject to successful send/receive

myDHLi Book Guide:
How to use myDHLi: Book

myDHLi Track Guide:
How to use myDHLi: Track

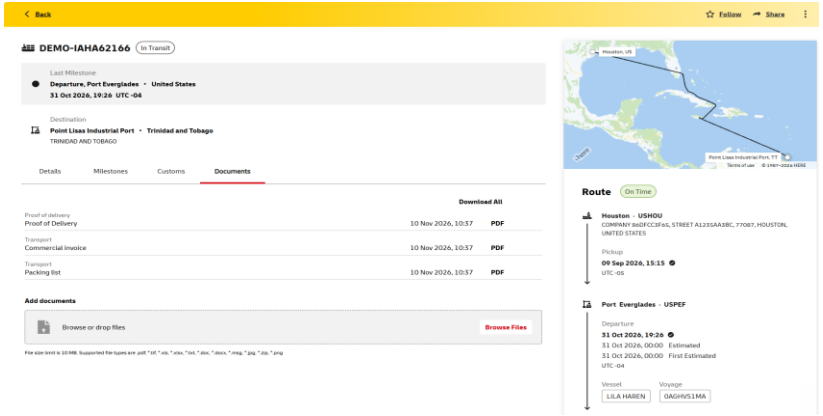
Upload & Download Documents in myDHLi

Access all shipment documents in one place

When a shipment is created, documents are uploaded directly from our transport management system into the corresponding shipment in **myDHLi**.

Customers can:

- **Download documents** directly from the shipment record at any time
- **Upload additional documents** from their own devices
- Access the latest shipment documentation through a single shared workspace



How to Access Documents

1. **Navigate to Shipments**
   - Select **Shipments** from the main menu.

2. Find Your Shipment

- Search using a **House Bill (HB/LB) number**, reference number, or shipment number.
- Alternatively, use filters to locate the relevant shipment.

3. Open the Shipment

- Select the shipment from the results list.

4. Access the Documents Tab

- Open the **Documents** tab to view all available shipment documents.

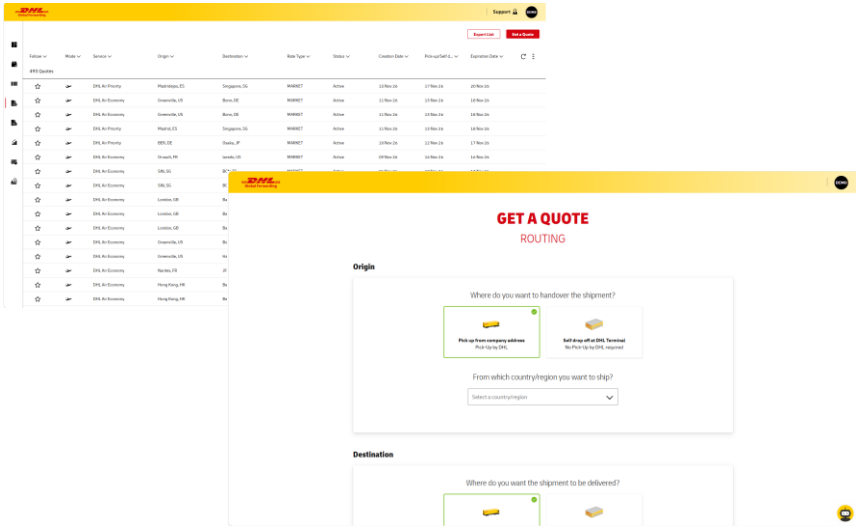
5. Upload or Download Documents

- **Download** documents directly to your device.
- **Upload** files by dragging and dropping them into the document area or by selecting **Browse Files**.

Get Instant Quotes with myDHLi Quote

Request and compare freight quotes directly within myDHLi

myDHLi Quote enables customers to obtain freight quotations online, helping them evaluate options and plan shipments before creating a booking.



How to Create a Quote

1. Open myDHLi Quote
- From the main navigation menu, select **Quote**

2. Create a New Quote
- Click Create **Quote** to begin a new quotation request

3. Enter Shipment Details
- Origin and destination
- Mode of transport (Air, Ocean, Road, Rail)
- Cargo details and shipment requirements

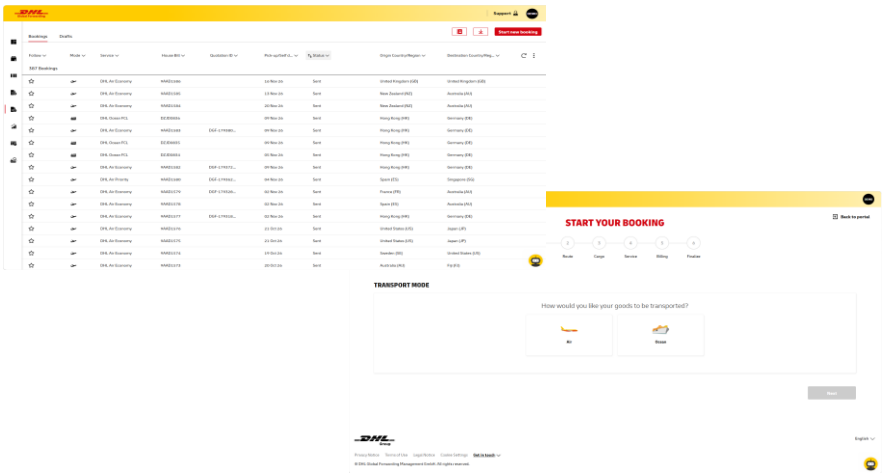
4. Receive a Quote
- View available transport options
- Compare services and transit times
- Evaluate estimated transportation costs

5. Convert Quote into a Booking
- Select the preferred option
- Create a booking directly from the approved quote
- Manage the shipment within **myDHLi**

Create a New Booking in myDHLi

Create and manage shipments directly in myDHLi

Customers having a contract with DGF can create new bookings online without relying on email communication. The guided booking process ensures all required shipment information is captured and submitted directly to DHL.



How to Create a Booking

1. Open the Booking Service

- From the main navigation menu, select **Book**.

2. Create a New Booking

- Click **Create Booking** to start a new shipment.

3. Enter Shipment Details

- Select the origin and destination.
- Enter shipment information including weight, dimensions and cargo details.
- Add any special instructions or service requirements.

4. Review and Submit

- Review the shipment information.
- Validate all mandatory fields.
- Submit the booking directly to DHL Global Forwarding.

5. Monitor Your Shipment

- Once submitted, the booking can be tracked and managed directly within myDHLi.
- Shipment milestones, status updates and documents remain accessible throughout the shipment lifecycle.