



BOL INSTRUCTION SHEET

YOUR BOL EXPLAINED TO ENSURE SEAMLESS PROCESSING AND DELIVERY

BILL OF LADING
For Pick-ups: Call (800) 426-7478

DHL eCommerce

1. Shipment From (required) - Account Number and Name (Sold To), Contact, Shipping Account #/Name, Street Address, City, Phone Number, State, Zip

2. Ship To (required) - Distribution Center, Street, City, State, Zip

3. Product/Service (required) - Please select the product you would like to ship (eFile required for all International and Domestic Parcel Products)

4. Commodity Shipped (must check one if tendering DG)

5. Pieces/Containers/Gross Weight (required) - Pieces, Containers, Gross Weight (lbs.)

6. BOL # - 00000000

7. Order Confirmation Number

8. Billing Reference - Optional

9. Shipment Authorization

10. Pick-Up Agent (All Fields Required)

11. Receiving Distribution Center (Internal Use Only)

12. CUSTOMER

- 1. Shipment From (required).** Shipper's contact information should be pre-entered by DHL eCommerce. If blank, contact Customer Service at 1-800-805-9306 or gmus-contact@dhl.com.
- 2. Ship To (required).** Distribution center to process shipment should be pre-entered by DHL eCommerce. If blank, contact Customer Service.
- 3. Product/Service (required).** Identify product and service level. (NOTE: Only one box can be marked for the "GM Business Mail" product or in the "US Domestic Products" section. Use a separate BOL for each product and/or service.)
- 4. Commodity Shipped (must check one if tendering DG).** DHL eCommerce requires shippers to identify the type of Dangerous Good being shipped in the eFile, as a content category code, and the BOL. Mark "Limited Qty/ORM-D" for packages tendered with content category code 08 (e.g. creams, alcohols, and perfumes). Mark "Lithium-Ion Batteries" for packages tendered with content category codes 04 – 06 (e.g. cell phone and laptop batteries). Mark "Small Quantity" for packages tendered with content category code 09. Please select "Other" if tendering "Lithium Metal Batteries" packages, content category codes 01 – 03 (e.g. watch and camera batteries).
- 5. Pieces/Containers/Gross Weight (required).** All shippers must indicate number of containers and shipment weight (lbs.).
- 6. BOL Number.**
- 7. Order Confirmation Number.** Enter number provided by Customer Service Representative when pick-up was scheduled.
- 8. Billing Reference (optional).** Note any internal reference.
- 9. Shipment Authorization (required).** Please complete and sign.
- 10. Pick-Up Agent.** DHL eCommerce and/or our agent will complete.
- 11. Receiving Distribution Center.** To be completed by our distribution center.
- 12. BOL Sequence Copy.** Note that each eBOL consists of four copies.
 - a) Billing** – place this copy inside one of the containers.
 - b) Agent** – provide this copy to the driver.
 - c) Operations** – also provide this copy to the driver.
 - d) Customer** – keep this copy for your records.

For any questions, please contact Customer Service at 1-800-805-9306 or gmus-contact@dhl.com

DHL eCommerce – Excellence. Simply delivered.