

USER MANUAL DHL MULTISHIPPING

Register and book road freight shipments, print labels and other transport documents, calculate contract prices and keep track of your shipments movements.

DHL Freight (Finland) Oy





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Transport Administration

Welcome

User name

Company ID

Password

[Log in](#)

[Forgot password?](#)

Log in:

<https://www.dhlmultishipping.com/login/#/to/dhl>

You will need your user name, company ID and password to log in.

If you have problems logging in or have other questions, please contact our User Support:

- e-mail: fifreightecom@dhl.com
- tel. +358 (0)20 533 2600

The home page also contains useful links such as [Transit Time Calculator](#) for groupage shipments and [DHL Activetracing](#), as well as the latest DHL Freight news.

REGISTER SHIPMENT

Register export, import and domestic shipments

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REGISTER SHIPMENT SHIPMENT STATUS

You can register following shipments through DHL Multishipping:

- Import and Export shipments (groupage, part and full load shipments)
- Domestic shipments
- Eurapid shipments (day definite groupage shipments)

Templates

Select template

Domestic Create new template

References

Shippers ref

References

Delete

Addresses

Consignor

Id: DemoFI
Address: DemoFI / DHL Freight Finland Oy
 Katuosoite 1
 -
 01530 Vantaa
 Finland
contact: Etunimi Sukunimi
 Telephone number: 123456
 Mobile:
 E-mail address: etunimi.sukunimi@dhl.com

Change address Edit address

Consignee

Choose from address book New/Other address

Search Consignee Address

Pick up address (if not consignor)

Delivery address (if not consignee)

1. Choose a suitable template for your shipment.
2. Add the shipper's / cosignee's reference if needed.
3. Add the campaign code "SPOT", if applicable.
4. Add the consignor information
 - If you have saved the information you can choose the right consignor from the address book. Alternatively you can add a new address and save it for future use.
5. Add the consignee.
6. Add the correct pick up address if it differs from the consignor's address.
7. Add the correct delivery address if it differs from the consignee's address.

REGISTER SHIPMENT

Register export, import and domestic shipments

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REGISTER SHIPMENT SHIPMENT STATUS

Goods rows

1. ⊗

Number	Package type	Weight (kg)	Volume (m3)	Length (cm)	Width (cm)	Height (cm)	Load mtrs
<input type="text"/>	Parcel ▾	<input type="text"/>					
Goods description <input type="text"/>							

Number Weight (kg) Volume (m3) Load mtrs Add goods

0 0 0 0

Product

DHL Euroconnect FI Change transport service

Goods type

Dimensions are mandatory for non-stackable goods, Multishipping will calculate the loading meters

Non stackable goods
 Stackable goods

Additional services

Insurance ?

Amount: Currency: EUR

Fixed Delivery Date ?

Pick-up date:

Fixed Delivery Date:

8. Fill in the goods rows
 - number of packages
 - package type
 - weight
 - **one of the following:** volume, dimensions or loading meters
 - goods description
9. Export and domestic shipments: choose if the packages are stackable or not
10. You may choose additional services such as cargo insurance and fixed delivery date for groupage shipments

REGISTER SHIPMENT

Register export, import and domestic shipments

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Freight Payer

Freight payer instructions

Consignor

Booking - No order (send order disabled)

Delivery terms:
Delivery terms

TOD Location (city):

TOD Country:

[Update freight payer](#)

Attachments

In order to attach documents, press "Attach document"

[Attach document](#)

Other - The information supplied in this block can only be retrieved and handled by certain products and carriers

Requested Pick up date: <input type="text" value="2/10/20"/>	Pick up instructions: <input type="text"/>	Delivery instructions: <input type="text"/>
Earliest Pick up time: <input type="text" value="08:00"/>	<input type="text"/>	<input type="text"/>
Latest Pick up time: <input type="text" value="16:00"/>	<input type="text"/>	

[Refresh](#)
[Book and print](#)

[Refresh](#)
[Book](#)

11. Choose the correct delivery term
12. Add attachments if needed
13. Enter or choose from the calendar the requested pick up date and times
14. Fill in further instructions on pick up and delivery, if needed
 - if a package or one of the packages are longer than 4,0 m or higher than 2,2 m add measurements on the first row

- Finishing the booking:
- Export and domestic shipments: press "Book and print", Multishipping automatically prints labels and the waybill – attach labels to shipment.
 - Import shipments: press "Book", you don't need to print labels or waybills. The local DHL will send the documents directly to the consignor.

REGISTER SHIPMENT

Register Eurapid shipments

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REGISTER SHIPMENT SHIPMENT STATUS

- DHL Freight Eurapid shipments -day definite groupage shipments
- Register booking normally but add further information on pick up and delivery date (see below)
- Please note that the max. weight for a Eurapid shipment is 2500 kg, max. weight per package is 1000 kg and max. dimensions per package are minimum 15 x 15 x 15 cm and maximum 240*120*220 cm

1. Check that the dates are the same in both boxes
2. If you want to have delivery before 12 please choose "pre 12 delivery"
3. Add the earliest and latest possible pick up times

Product specific data

Committed Delivery Day ?

Collection date

2/7/20

Committed Delivery Day

Pre12 delivery

G12

Other - The information supplied in this block can only be retrieved and handled by certain products and carriers

Requested Pick up date

2/10/20

Earliest Pick up time

08:00 ▼

Latest Pick up time

16:00 ▼

Pick up instructions

Delivery inst

SHIPMENT STATUS

Track shipments registered through DHL Multishipping

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REGISTER SHIPMENT SHIPMENT STATUS

- You can search shipments that have been registered through Multishipping in the last 6 months
- Choose the suitable filters and press "Find"
- You can see the latest status of each shipment in "Transport status"
- If you need to re-print shipment documents choose the right shipment and press "freight document"
- If you want to store shipment information longer than 6 months press "Send to history"

Filter



Order number

Consignor/pickup

Consignee/delivery

Consignment number

Consignor/pickup city

Consignee/delivery city

Transport service

Consignee/delivery postcode

Consignee/delivery country

Pickup period 30 - 9 User

Reset

Search

The Multishipping price tool can be used to calculate contract prices. For other prices, ask your sales contact for a quotation.

1. Choose pick up country and add the post code.
2. Choose delivery country and add the post code.
3. Choose the transport service:
 DHL Euroconnect FI = Export
 DHL Euroconnect Import FI = Import
 DHL EURAPID Export
 DHL EURAPID Import
4. Choose a valid customer number (if you have multiple DHL Freight customer numbers).
5. Choose the delivery term (default export 014 CPT, import 001 EXW).
6. Fill in at least the number of packages and the total weight of the shipment. Add volume / loading meters / EUR pallet places if needed.
7. By adding the value of the shipment you can check possible cargo insurance costs.

Quote price

Pick up address: Country code Pick up post code

Delivery address: Country code Delivery post code

Transport service: Transport service Customer no Combiterms

Goods information: Non-stackable goods
 Availability to enter information that concerns non-stackable goods.

Number of packages	Length (cm)	Width (cm)	Height (cm)	Loading meters	
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0 m	<input type="button" value="Delete row"/>

Total Loading meters:

No of items Weight Volume

Loading mtr No of pallets Goods type

Cash On Delivery Cash On Delivery Currency

Insurance amount Insurance currency

Please note:

- Add post codes without the country code
- Write postal codes without a dash, for example PL-79-100 = 79100
- Only add the first letter-number combination for UK post codes, for example GB-SW15 5PU = SW15
- Ireland (excluding Northern Ireland) post codes, for example Dublin = DUB
- Export shipments: If you need help to calculate the loading meters, choose "non-stackable goods" and the system will automatically calculate estimated loading meters for your shipment. Please note that the system doesn't take the actual need of space into consideration.

SETTINGS

Add new users

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PREFERENCES TEMPLATES

Account Settings

User ID

Company Id: DemoFI

User Id:

Password: [Change Password](#)

Profile: **Administrator** [View profile](#)

COMPANY ADMIN

DemoFI

Users

Domain name

DemoFI [+ Add](#)

You can add new users with the Administrator-profile.

1. Open "Settings" page and choose "Users".
2. Add new user by pressing "Add".
3. Fill in user name, password and choose the correct profile.
4. Go to "Filter" and choose "advanced and get instant result".

Account Settings

User ID

Company Id: DemoFI

User Id:

Password:

Password Control:

Profile: **Inbound** [View profile](#)

Date created: 2/7/20 10:36 AM

Most recent log-in: -

Failed log-ins: 0

Lock user

International settings

Settings

Account type

Master account

Filter

Use search filter: **advanced and get instant result**

Show all consignments on the company

Show only users own shipments

Send booking confirmation

Send booking confirmations to **EMAIL**

SETTINGS

Add new users

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PREFERENCES TEMPLATES

5. Fill in the company, address information, contact person, telephone number and e-mail address. Bolded fields are required.

6. Change label printing settings if needed. Choose "landscape, two labels per page" and advanced settings "No of blank labels" = 1.

Address information

Company		Contact information	
Company:	<input type="text" value="DemoFI"/>	Contact person:	<input type="text"/>
Department:	<input type="text"/>	Telephone number:	<input type="text" value="00"/>
Address information:	<input type="text" value="Address 1"/>	Mobile telephone number:	<input type="text"/>
Postcode:	<input type="text" value="15150"/>	Fax:	<input type="text"/>
City:	<input type="text" value="Lahti"/>	E-mail address:	<input type="text" value="etunimi.sukunimi@dhl.com"/>
Country:	<input type="text" value="Finland"/>	Internet address:	<input type="text"/>
		Company registration number:	<input type="text"/>
		VAT registration number:	<input type="text"/>

Print settings

Regular printing		Advanced settings...	
Paper size	<input type="text" value="A4 (210 * 297mm)"/>	Advanced settings are not supported by all documents and transport services. We recommend that dimensions and margins are done in your printer settings if possible.	
Label printing		Label dimensions	Margins (10pt equals 3,5mm)
<input type="checkbox"/> Adjust label position to fit labels that have "the top sticker" <input type="radio"/> I am using a label printer <input checked="" type="radio"/> I use a regular printer		Label width	Top
Page orientation and layout <input checked="" type="radio"/> Landscape, two labels per page <input type="radio"/> Landscape, three labels per page <input type="radio"/> Portrait, one label per page (Not recommended) <input type="radio"/> Portrait, four labels per page (Not recommended)		Label height	Bottom
		(mm)	Left
		<input type="text" value="105"/>	Right
		<input type="text" value="275"/>	Padding
		<input type="text" value="1"/>	<input type="text" value="25"/> pt
			<input type="text" value="25"/> pt
			<input type="text" value="15"/> pt
			<input type="text" value="15"/> pt
			<input type="text" value="5"/> pt