

DHL Freight Sweden

Create shipping documents and/or arrange pickup

Start date 2023-02-21

Version 1.4 Final



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Scope: This instruction only applies for the DHL products Euroconnect, Eurapid (groupage) and Euroline (part and full loads) with incoterms EXW or FCA.

N.B.: terminal based shipments up to 2500 kg chargeable weight.

Volumetric weight is the volume the shipments take in relation to the actual weight.

If your country in question cannot process the EDI connection, you are able to book the shipments by DHL Freight Sweden webpage.

Step 1: To book your collection use the following web address:

<https://www.dhl.com/se-en/home/our-divisions/freight/book-online.html>

There are three (3) options to choose from

Step 1: Book Direct – Access without Login. Schedules pick up only, without Freight Documents

Step 2: Book a pickup and create Freight Documents

Fill in your shipment information and create your labels and waybills.

Step 3: Book a pickup and create Freight Documents with a login.

The login and password creation, is the Swedish Customers responsibility.

The below step has 5 different sections, which are required to complete your pickup and/or labels.

N.B. The booking confirmation informs you that the booking has been received by DHL Freight. If the desired pickup date or value-added service cannot be provided by DHL Freight, an agent will be in contact with you to re-schedule the pickup or value-added services.

1 Route	2 Shipment Details	3 Delivery Options	4 Schedule Pickup	5 Review & Book
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1. Is your shipment domestic or international? Choose International.
2. Who is the payer for the shipment? Sender or receiver? Choose receiver.
3. DHL Account number to which the freight is going to be charged. Will be provided by your customer.

Route Type & Payment	
Is this a domestic or international shipment?*	Who will pay for this shipment?*
<input type="text" value="International"/>	<input type="text" value="Receiver"/>
Is this shipment for import or export?*	Receiver Account Number*
<input type="text" value="Import"/>	<input type="text"/>

Enter the shipper and receiver information (example below). Click “Next Step”

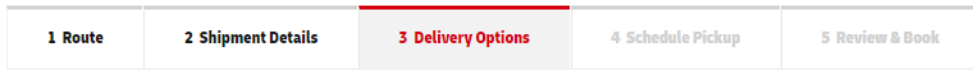
From	To
<input type="checkbox"/> Pick up from a different address <input type="checkbox"/> Residential Address	<input type="checkbox"/> Deliver to a different address <input type="checkbox"/> Residential Address
Sender*	Receiver*
Street*	Street*
Postcode* City*	Postcode* City*
Country* Select country	Country* Select country
Contact Name*	Contact Name*
Contact Email	Contact Email
Country code* Mobile/Phone*	Country code* Mobile/Phone*
Sender Reference	Receiver Reference
Next Step	

1 Route	2 Shipment Details	3 Delivery Options	4 Schedule Pickup	5 Review & Book
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In the next step, all shipment details are required, i.e. quantity, shipment type, weight, volume or loading meter, goods description and/or shipping mark
Click “Next Step”.

Quantity*	Shipment Type*	Weight* (kg)	Length (cm)	Width (cm)	Height (cm)	Volume (m ³)	Loading Meter	Non Stackable
1	Unspecified							<input type="checkbox"/>
Goods Description		Shipping Mark						
+ Add another item of different size								
						Total Quantity: 1 Total Volume: 0.000 m ³ Total Weight: 0.0 kg Total Loading Meter: 0.00		
Back to route		Next Step						

N.B. If you are only providing the volume of the shipment to DHL Freight, you are obligated to enter Length, Width, Height in centimeters.



The next step will inform you as to which products you are eligible to use for this specific shipment as well the first scheduled pickup. Select the product.

N.B. at times there will be only one choice.

If you choose to have the shipment picked up another day, change the pickup date

Click “Next step” if no Value-Added Services are applicable.

Desired Pickup Date

2023-02-10

Select a Service

DHL Euroline

Estimated Delivery By:
Delivery date unavailable

A flexible service for part and full loads

- B2B
- Direct pickup and delivery service from 2500 kg
- Flexible service with possible VAS
- Customized logistic set up in accordance with your need
- [Read More...](#)

Select

Desired Pickup Date

2022-02-04

Select a Service

DHL Freight EuroConnect	DHL Freight Eurapid
<p>Estimated Delivery By: 2022-02-08</p> <p>A flexible service that can be used for different types of goods</p> <ul style="list-style-type: none"> • B2B • Palletized and non-palletized groupage shipments up to 2500 kg • Part and full truck loads from 2500 kg with direct pickup & delivery service with one vehicle • Read More... <p style="text-align: center;"><input type="radio"/> Select</p>	<p>Estimated Delivery By: 2022-02-08</p> <p>Priority door-to-door service for palletized and non-palletized groupage shipments up to 2500 kg</p> <ul style="list-style-type: none"> • B2B • Priority service with dedicated Customer service to Prioritized handling • Dedicated customer service • Read More... <p style="text-align: center;"><input type="radio"/> Select</p>

Terms of Delivery

When choosing the receiver of the freight, by default, the two options of delivery terms will be presented EXW: Ex Works or FCA: Free Carrier.

Terms of delivery

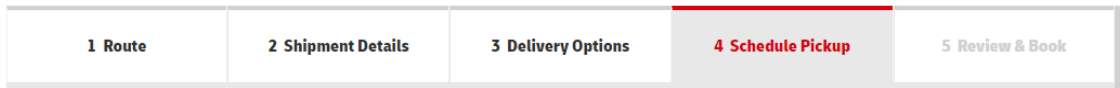
EXW: Ex Works ▼

Value Added Services

The Value-Added Services which DHL offer with the chosen product, will be shown for you to choose.

N.B. If the box for Dangerous Goods is marked, ensure one copy of the declaration is attached to the shipment and one copy is attached to the waybill.

To ensure transportation is without issues, enter the UN# and class (later in the process under “pickup instructions”).



Scheduled pickup: leave the suggested date or choose another day.

The information which is entered in the pickup instructions, the carrier has access to **i.e.** opening times, lunch hours, maximum height and the UN# and class. This information assists the driver to handle your shipment. When you are finished, click “Next Step”.

N.B. Dangerous Good Documentation (DGD) and Customs Invoices to Great Britain (GB), Switzerland (CH) and Norway (NO) are to be uploaded under: Upload Documents
 Confirm your e-mail address and make changes if necessary. The labels and documents will be sent to the confirmed e-mail.
 To complete your booking, acceptance of the Terms and Condition as well as the Captcha Code are required to complete your booking.

A summary of your booking will be displayed and the shipment documents (labels and documents) will be sent to the confirmed mail address. If you need help to book, change or cancel your booking, please call Customer Service at +46 771 345 345 and press 9 for English. You can always use our chat function [DHL Chat](#). Customer Service opening hours are 08hrs00 to 17hrs00.

N.B.

1. Reminder to print the label, waybill and the other documents
2. Attach the label on the shipment and waybill if you are shipping dangerous goods or part/full loads
3. Ensure the driver signs receipt of the shipment upon collection.
(That is your proof that the shipment has been collected and should be kept until the shipment is delivered)

Tips and tricks with regards to the labelling of goods

- Always attach the label on a flat surface.
- Avoid attaching the label over edges or corners of the package.
- All labels printed on paper (not sticky labels), should be inserted into the plastic pocket to provide protection from the weather and ensure they do not tear during transportation.
- Labels attached to wooden boxes, should be stapled to prevent detachment during transport.

Contact information

- If our Website “MyDHLFreight” is not working correctly, please call +46 771 345 345, press 1, 1 and 3. You will be directed to our E-com support.
- For assistance with bookings, changes or cancellation of shipments, please call +46 771 345 345 press #9.
- Questions regarding collection of shipments, call your local DHL office.