DHL Freight Sweden

Create shipping documents and/or arrange pickup

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Version 1.3 Final





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Scope: This instruction only applies for the DHL products EuroConnect, Eurapid (groupage) and EuroLine (part and full loads) with incoterm EXW.

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.

N.B. When using step 1 or 2, Value Added service such as Dangerous Goods are not applicable. If your shipment contains Dangerous Goods, please use step 3.

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. 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.

	Who will pay for this shipment?*	
~	Receiver	~
	Receiver Account Number*	
~		
	~ ~	Who will pay for this shipment?* Receiver Receiver Account Number*



rom	То		
Pick up from a different address	Deliver to a different	ent address	
Residential Address 0	Residential Add	ress 0	
Sender*	Receiver*		
Street*	Street*		
Postcode* City*	Postcode*	City*	
Country*	Country*		
Select country 👻			
Contact Name*	Contact Name*		
Contact Email	Contact Email		
Country code * Mobile/Phone* +46 *	Country code * +46	Mobile/Phone*	
inder Reference	Receiver Reference		
]		Next Step	
1 Route 2 Shipmen	t Details	3 Delivery Ontions	4 Schedule Pickup

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

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".
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nter Shi	Shipment Type*	• Weight*	Length	Width	Height	Volume	Loading	Non	
1	Unspecified 🛩	(kg)	(cm)	(cm)	(cm)	(m3)	Meter 0	Stackable 🕚	
ioods Desc	ription				Shipping M	lark			
+ Add an	other item of differen	t size			,				
							To To To	otal Quantity: otal Volume: otal Weight: otal Loading Mete	1 0.000 m ³ 0.0 kg er: 0.00
Back to rou	ite							Nex	ct 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.



1 Route	2 Shipment Details	3 Delivery Options	4 Schedule Pickup	5 Review & Book	

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	Desired Pickup Date
2023-02-16	2022-02-04 Select a Service
DHL Eardine Estimated Onlivery By: Delivery date unavailable	DHL Freight EuroConnect DHL Freight Europid Estimated Delivery By: 2022-02-08 Estimated Delivery By: 2022-02-08
A flexible service for part and full loads • 828 • Direct pickup and delivery service from 2500 kg • Flexible service with possible VAS • Customized logistic setup in accordance with you need • Read More C	A flexible service that can be used for different types of goods • B2B • Pallettered and non-palletted groupage shipments up to 2500 kg • Part and full truck loads from 2500 kg with direct pickup & delivery service with one vehicle • Read More
O Select	⊖ Select ⊖ Select
Back to Shipment Details	Next Step Back to Shipment Details Next Step

Terms of Delivery

When choosing the receiver for the freight, by default, the only option of delivery terms will be EXW: Ex Works.

Terms of delivery	
EXW: Ex Works	<u>`</u>

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").



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

1 Route	2 Shipment Details	3 Delivery Options	4 Schedule Pickup	5 Review & Book
Pickup		Delive	ery Instructions	
Desired Pic	kup Date	Add Deli Add Instru	very Instructions (Optional) ctions for driver delivering this shipme	nt
2023-02-17				
Add Pickup Instr Add Instructions for	uctions (Optional) driver picking up this shipment		N R Enter the LIN	tand class
		<-	The measuremen Pickup gate	ts of shipments that exceed 300 cm in lengt
Back to Delivery	y Options			Next Step

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".

1 Route	2 Shipment Details	3 Delivery Options	4 Schedule Pickup	5 Review & Book
OHI Euroconnect				
Chargeable weight: 800.00 kg	Desired Pickup Date 2024-02-22	Estimated delivery date 2024-02-27	To make sure	you are not a robot please do the
Jpload Documents for an int	ernational shipment			Rewrite the code
(10148 total) Choose Hile No file chosen	(dar) X			8g2 cc
Choose File No file chosen	Clear X			Reload
Add another document				Captcha code*
Send email confirmation to :*				
Please enter a valid email address			Back to Schedule Pickup	
I accept the DHL Freight Terms an If you would like to learn more about he	d Conditions.* w DHL uses your personal data, please read our Privacy No	rtice.		

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 (lables and documets) will be sent to the confirmed mailadress. 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 <u>DHL</u> <u>Chat</u>. 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
- 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.