

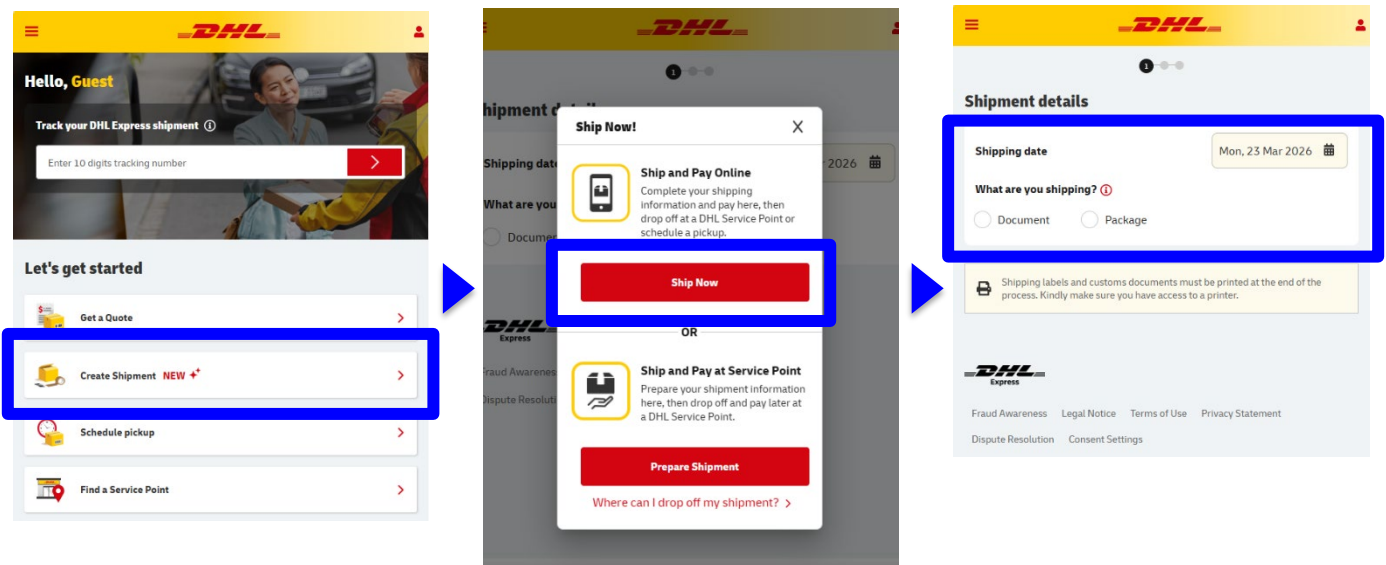
Create Shipment Documentation - Pay Online & Schedule Pickup

Create Shipping Documents, Pay Online, and Schedule a Pickup with DHL Express ShipNow

A DHL courier will collect the shipment from your specified location.

1. Select a shipping method

From the top page of the online shipping tool, select "Pay Online," then choose the planned ship date and the type of package.



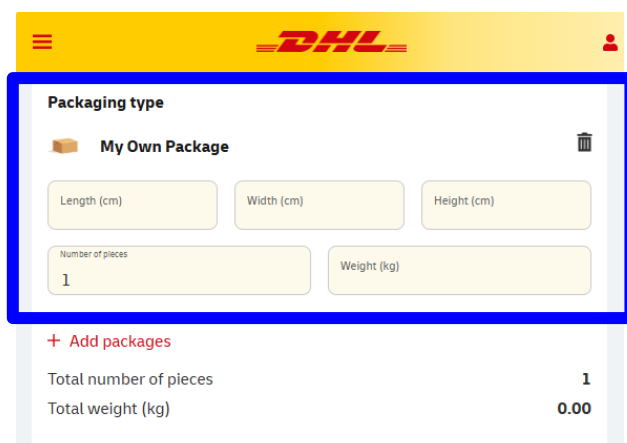
The first screenshot shows the DHL homepage with the 'Create Shipment' button highlighted. The second screenshot shows the 'Ship Now!' modal with the 'Ship and Pay Online' option highlighted. The third screenshot shows the 'Shipment details' form with the 'Shipping date' and 'What are you shipping?' fields highlighted.

2. Select the shipping date and shipment type, then enter the shipper and recipient information

Enter the shipper's and receiver's names, addresses, and phone numbers accurately, using half-width alphanumeric characters.

Also enter an email address in the shipper's information field.

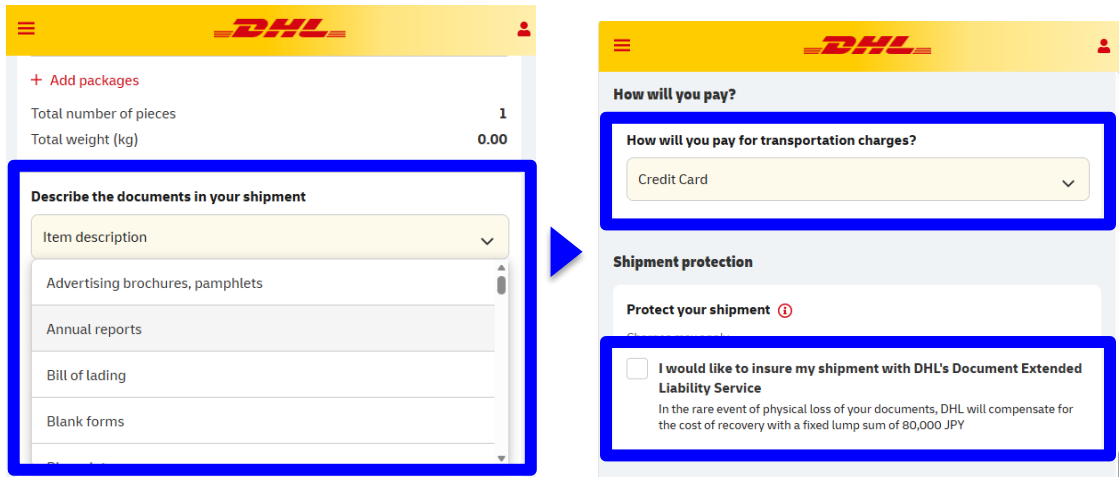
3. Enter the shipping details



The screenshot shows the 'Packaging type' section with 'My Own Package' selected. The fields for Length (cm), Width (cm), Height (cm), Number of pieces, and Weight (kg) are visible. The 'Add packages' button is also shown.

After entering the address, enter the package dimensions, quantity, and total weight. The following steps differ depending on whether the shipment is a document or a non-document item.

For document shipments



Describe the documents in your shipment

Item description

- Advertising brochures, pamphlets
- Annual reports
- Bill of lading
- Blank forms

How will you pay?

How will you pay for transportation charges?

Credit Card

Shipment protection

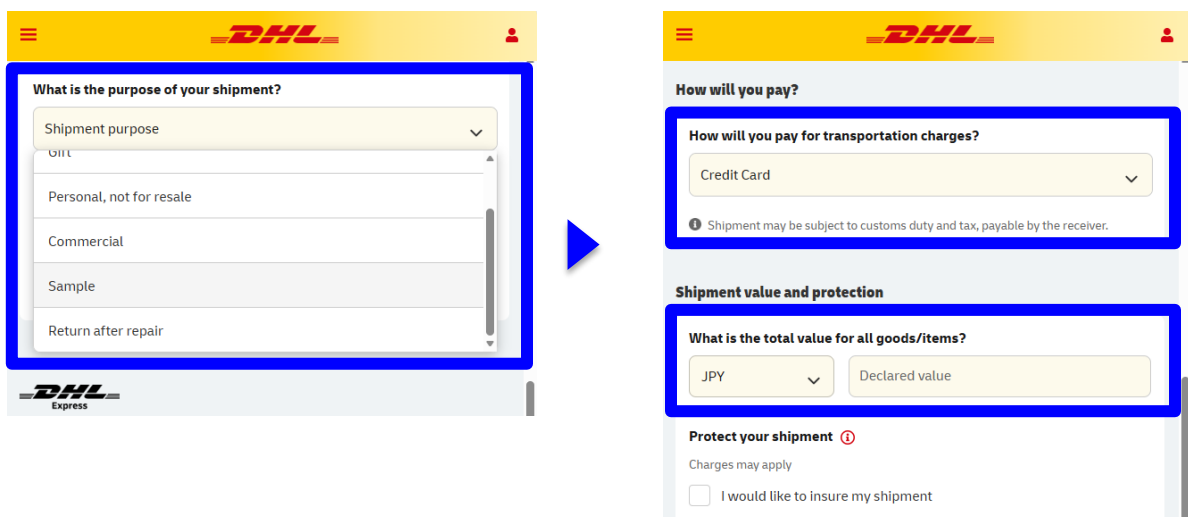
Protect your shipment

☐ I would like to insure my shipment with DHL's Document Extended Liability Service

In the rare event of physical loss of your documents, DHL will compensate for the cost of recovery with a fixed lump sum of 80,000 JPY

Select the document type from the list and choose Credit Card as the payment method. If you would like to add shipment insurance, select the checkbox.

For non-document shipments



What is the purpose of your shipment?

Shipment purpose

- Gift
- Personal, not for resale
- Commercial
- Sample
- Return after repair

How will you pay?

How will you pay for transportation charges?

Credit Card

Shipment value and protection

What is the total value for all goods/items?

JPY

Declared value

Protect your shipment

Charges may apply

☐ I would like to insure my shipment

Select the purpose of the shipment and choose Credit Card as the payment method. Enter the declared value required for customs clearance. If you would like to add shipment insurance, select the checkbox.

4. Select a delivery service

Select one of the DHL services shown.

5. Select optional services

Select any optional services you would like to add.

6. Create customs invoice (non-document only) – Enter HS Code

Enter the item description (half-width alphanumeric characters), click "Search HS Code," and select the matching HS Code from the search results.

After selecting the HS Code, enter the quantity, weight, unit value, and country of origin for the item. Note: if there are multiple items, each one must be entered separately.

7. Schedule a pickup

You can either have the package picked up for shipment, or bring it to a DHL Service Point yourself.

Schedule pickup

Do you want to schedule a courier pickup? ⓘ

☐ Yes - Schedule pickup
 ☐ No

To request a pickup, select "Yes, schedule a pickup," then enter your preferred date and time and choose the pickup instructions.

If you prefer to drop off the shipment at a DHL Service Point, select "No".

Available DHL Service Points can be found [here](#).

Note: Customers shipping via Japan Post Letter Pack should select "No" when asked to schedule a pickup.

8. Review the details and make payment

On the confirmation screen, review all entered details. For non-document shipments, also review the customs invoice details. Review the shipping charges and proceed with credit card payment.

Shipment cost

EXPRESS WORLDWIDE

Delivery by Tomorrow, Mar 24 by end of day

Item	Cost (JPY)
Transportation Charges	JPY 10,000
Fuel Surcharge	JPY 5,000
Total	JPY 15,000

+ I have a promo code

Pay by Credit Card

Pay by Credit Card

☒ American Express
 ☐ Japan Credit Bureau
 ☐ Mastercard
 ☐ VISA

ⓘ You are making a payment with DHL International GmbH on behalf of DHL Japan, Inc. 1-37-8, Higashi-Shinagawa Shinagawa-ku, Tokyo 140-0002 Japan. Your credit card will be pre-authorized for JPY 24,610. Note: DHL never stores or retains any personally identifiable information or any financial information such as credit card numbers.

☒ Billing address is the same as ship FROM address
 ☐ By tapping ACCEPT AND PAY, I declare that my shipment details are correct.

Transportation charges

Total **JPY 24,610.00**

ⓘ Note: You will need to re-enter all details if you click the "Back" browser button. To cancel this payment or update the details on the previous page, click "Cancel".

Secure payment

**** * 0000

MM/YY 1234

John Doe

Cancel

Pay

*If you have a promo code (discount code), enter it here.

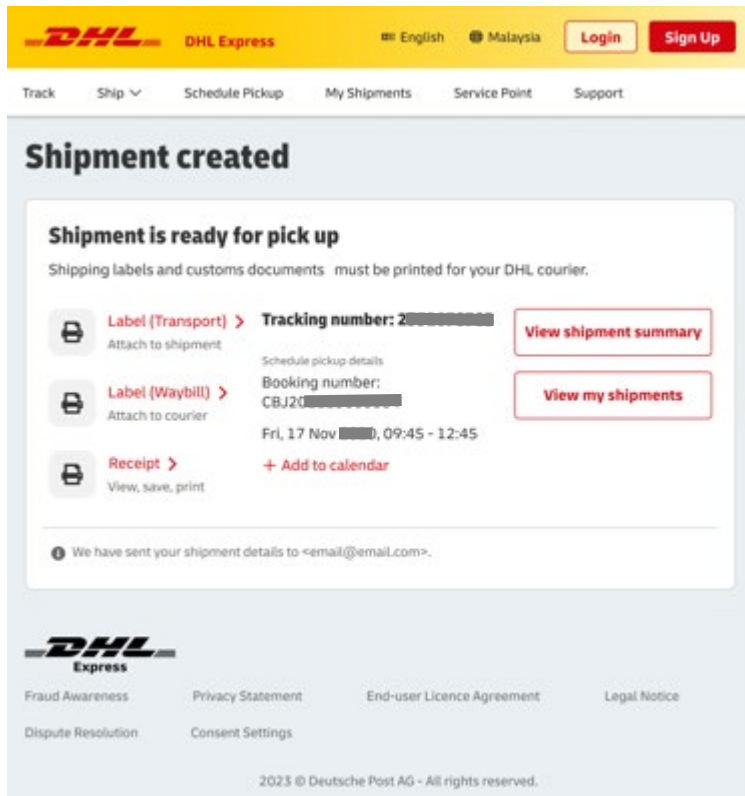
I have a promo code

Promo code

Apply

9. Print the shipping documents and ship the package

Print the shipping documents and hand them to the DHL courier together with the shipment. Your shipment is now complete.



The screenshot shows the DHL Express 'Shipment created' page. The header includes the DHL Express logo, language options (English, Malaysia), and buttons for 'Login' and 'Sign Up'. The main navigation bar contains links for 'Track', 'Ship', 'Schedule Pickup', 'My Shipments', 'Service Point', and 'Support'. The page title is 'Shipment created'. A message states 'Shipment is ready for pick up' and 'Shipping labels and customs documents must be printed for your DHL courier.' Below this, there are three sections: 'Label (Transport)' with a tracking number, 'Label (Waybill)' with a booking number, and 'Receipt'. Each section has a printer icon and a link to view or print the document. There are also buttons for 'View shipment summary' and 'View my shipments'. A footer section contains links for 'Fraud Awareness', 'Privacy Statement', 'End-user Licence Agreement', 'Legal Notice', 'Dispute Resolution', and 'Consent Settings'. The bottom of the page shows the copyright notice: '2023 © Deutsche Post AG - All rights reserved.'

Shipment created

Shipment is ready for pick up
Shipping labels and customs documents must be printed for your DHL courier.

Label (Transport) > Tracking number: 2000000000
Attach to shipment
Schedule pickup details
[View shipment summary](#)

Label (Waybill) > Booking number: CBJ2000000000
Attach to courier
Fri, 17 Nov 2023, 09:45 - 12:45
[View my shipments](#)

Receipt > + Add to calendar
View, save, print

DHL Express

Fraud Awareness Privacy Statement End-user Licence Agreement Legal Notice
Dispute Resolution Consent Settings

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