



INTRASHIP 7.0

Attachment for IMPORT SHIPMENTS

DHL EXPRESS



NEW SHIPMENT – SHIPPER / RECEIVER / REQUESTOR

Addresses > Package > Services >

Shipper ✓
Shipper ID
Company Name
Contact

Receiver ✓
Receiver ID
Company Name
Contact

Requestor ▼

* Indicates required field

Shipper ID	Shipper ID	Contact *	Contact
Company Name *	Company Name	Phone *	0
Street * / House No	Street No	Mobile Phone	
Address 2	Address - 2	Email Address *	test@dhl.com
Address 3	Address - 3	DHL Account *	9 ▼
Country *	France ▼	Shipper Language	English ▼
Zip Code *	75001 City Zip Lookup	<input type="checkbox"/> Email Notifications to Shipper	
City *	PARIS	Configure Notifications >>	
Suburb			

Lookup Address >> **Clear Fields**

+ Optional Information

Save Address >>

Print >> **Save & Exit >>** **Next Step >>**

Complete the address information and choose the (IMPEX – 95 or 96) account number you want to use for sending a shipment from abroad.

When you choose another country than Belgium, all required fields for remote booking will become active. Page “Requestor” will appear.

ATTENTION: The email address is crucial for the visibility of your shipment, since the transport label will be sent to this email address. You can select a different work instruction language if required

With the button “City Zip Lookup”, you can search for zip code and/or city and check its correctness.

Afterwards, pls fill in the Receiver & Requestor address.

NEW SHIPMENT – BOOK A PICKUP

Book a Pickup

Pickup Date (dd/mm/yy) *

Location of Package(s) *

Special Instructions for DHL

Account no.:	
Company Name	Company Name
Street / No:	Street No
ZIP:	75001
City:	PARIS
Country:	FR
Contact:	Contact
Email:	test@dhl.com
Phone:	0
Vat-No.	
Mobile Phone	

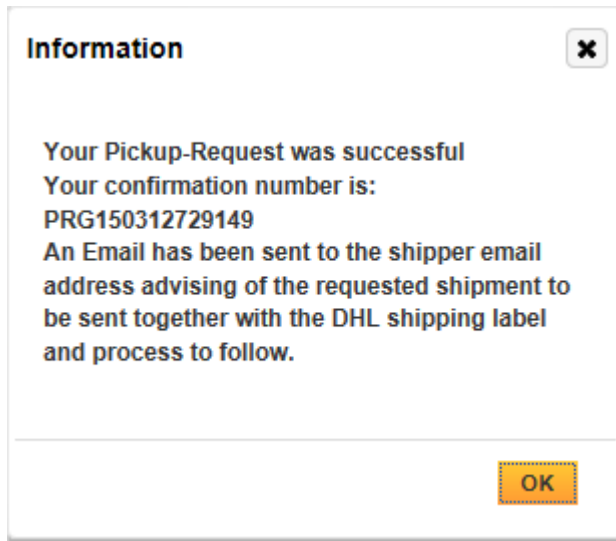
When each tab is completed, click on 'Print'. You will automatically get this screen.

Specify the pickup location (e.g. Reception) and, if needed, special instructions for our DHL courier. Underneath, you will find the details of the Pickup address.

To continue click on the "Process Pickup" button.

ATTENTION (Pickup date): If you make the booking before 13:00hrs, the shipper will be contacted on the same day by a Customer Service employee to arrange a pickup. Bookings made after 13:00hrs will be handled the next working day.

NEW SHIPMENT - CONFIRMATION



You will get a confirmation number (beginning with PRG) for the pickup request. Your booking is placed in the booking system of the shippers country.

Meanwhile the shipper receives an email notification of the booking. The email contains shipment details information, work instructions and label(s) in PDF format. It contains the message that a Customer Service employee will contact him / her to arrange the pickup.

Optional: You have the possibility to get the status of your pickup. To view the status, select "Pick up" in the Main menu. Click on the "Pickup overview" button and choose option "Import/3rd country Pick Up", select the date and click on "Load Pickup". Now you see an overview of your Import shipments.

N.B.: if the booking was done after 13:00hrs, pls extend your search criteria on the next working day.

SUPPORT

For additional support regarding DHL Intraship, please contact our Technical Support team.



DHL IntraShip – Technical Support

Mon-Fri 09:00 - 18:00

Phone: +352 35 09 09

Email: luxecom@dhl.com