

SHIPPING WITH DHL INFORMATION SHEET

Registering

If you do not currently have an account, please click www.dhl.com and select your country. You can sign up online or by calling the customer service country for your specific country. Once you have your account number, you can register for webship, which allows you to ship your packages online.

To register, please follow the instructions on the home page. You must select the “sign up now” option and register for a username and password.

You are now ready to create your first shipment.

Preparing your shipment

Log in to your DHL webship account at www.dhl.com and select your country of origin. Next, under the “Ship” option, select “prepare shipment”. You will need to fill out the information as follows:

Dutiable/non-dutiable:

Please click the “help me decide” button to find out if your commodity is dutiable or non-dutiable. If your shipment is under \$50, it can be considered non-dutiable if your product is not for resale. In this case, it must be stated clearly in the invoice. In addition you must note the value in the specified box.

You must ship “Deliver Duty Paid”.

Shipment Reference and Description should be specific. Please note the type of giveaways, promotional items, etc (i.e. annual report, company brochure, NOT Documents).

Please also make sure to check the box labeled: “create a commercial invoice, even for non-dutiable shipments”.

Click “Next” to continue. If the page refreshes with an error, find the error and fill in the appropriate field. Click “Next” to continue.

Commercial Invoice:

You will then be directed to a page to fill out your commercial invoice. Based on your description of your shipment, Click “find Schedule B” and select the appropriate code.

The description of the contents in the commercial invoice must be specific (i.e. annual report, company brochure, not documents).

Promotional giveaways should detail exactly what they are (i. e. promotional giveaways, 100 plastic pens with company logo).

Continue to fill out the correct value amounts.

The commercial invoice should also notate Promotional Trade Show Material-Not For Resale-CGIAR AGM.

Under Misc Charges, select the DDP (Delivery Duty Paid Option). Click "Next" to continue.

Please note that the following commodities are prohibited:

Animal skins, antiques, furs, gambling devices, ivory, jewelry, military equipment, perishables, personal mail, precious metals & stones, radar equipment and agricultural products (seeds, etc).