



Meeting Your Shipping Needs

DHL INTRASHIP 7.0

Version 01.02.00 (15.02.2017)

DHL INTRASHIP 7.0 is an easy-to-use web-based application for medium-to-high-volume customers. DHL INTRASHIP provides extensive DHL Express product and service offering with online validation and is currently available in most of the European countries.

DHL DHL INTRASHIP

Login:

Password:

Language: English

Change password [Forgot my password](#)

Login »

Privacy & Cookies

Logon

Use your user name and password to login to DHL INTRASHIP at <https://.intraship.dhl.ru> (or use your local country URL)



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DHL INTRASHIP 7.0

APPLICATION STRUCTURE

Help & Advise – Section offers useful information like your unique client ID and username when contacting the DHL Technical support team. Relevant contact details email and/or phone numbers will be shown here.

The screenshot shows the DHL INTRASHIP application interface. At the top, there is a yellow header with the DHL logo and the text 'DHL INTRASHIP'. On the right side of the header, there is a language dropdown menu set to 'English'. Below the header, the interface is divided into several sections. On the left, there is a vertical menu with two main sections: 'Help & advice' and 'Useful Links'. The 'Help & advice' section includes 'Client ID:30000957', 'You are logged in as: pedro', '> Logout', 'Logout in 10 min', 'DHL Customer Service', and 'Tel: 0820 55 05 05'. The 'Useful Links' section includes '> Global Track & Trace', '> DHL Web', '> Client Information', '> General Information', '> Email to DHL', '> Order Supplies', and '> Terms & Conditions'. The main content area on the right is titled 'Advice' and contains the text 'Advise and information. Once logged in, useful advise and information about DHL services and shipping with DHL may be shown here. The advise and info screen can be accessed also through the General Information link in Useful Links -menu.' At the bottom right of the main content area, there is a red button labeled 'OK >>'. A language dropdown menu is also visible in the top right corner of the main content area, set to 'English'.

Main features

Can be accessed via the quick links in the left menu.

Useful links

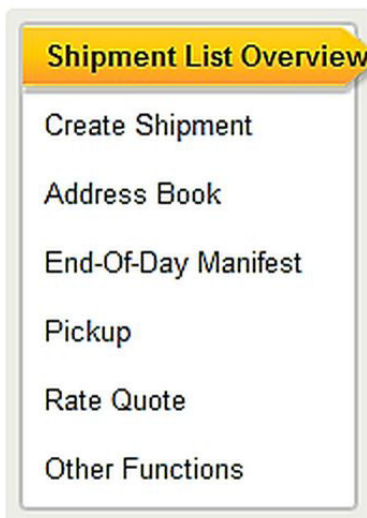
...to different services and resources can be found here.



Meeting Your Shipping Needs

DHL INTRASHIP 7.0

MAIN MENU - FEATURES



Shipment List Overview

Select 'Shipment List Overview' to view shipments you have created. You can filter shipments with different search criteria's.

Create Shipment

Select 'Create Shipment' to prepare a new shipment, print the label and book a pickup.

Address Book

Select 'Address Book' to view saved addresses and to add/update/delete receivers and shippers.

End-Of-Day Manifest

Select 'End-of-Day manifest' to perform data transmission to DHL or to re-print the EOD-report.

Pickup

Select 'Pickup' to request a courier pickup. Please note that this can also be done while creating a shipment when clicking on 'Create Shipment!'

Rate Quote

Select 'Rate Quote' to check your tariff for standard products.

Other Functions

Select 'Other Functions' to see additional features for high volume shippers. These features include for example reports, default settings, address- and shipment import.



Meeting Your Shipping Needs

DHL INTRASHIP 7.0

MAIN MENU - FEATURES

Useful Links

- > [Global Track & Trace](#)
- > [DHL Web](#)
- > [Client Information](#)
- > [General Information](#)
- > [Email to DHL](#)
- > [Order Supplies](#)
- > [Terms & Conditions](#)

Global Track & Trace

Select 'Global Track & Trace' to open the tracking page for DHL Shipments. Results will be shown in a new browser tab/window.

DHL Web

Select 'DHL Web' to navigate to a DHL webpage offering additional information about DHL and DHL IntraShip

Client Information

Select 'Client Information' to view client information and customer service contact details

General Information

Select 'General Information' to view the advise and info screen

Order Supplies

Select 'Order Supplies' to navigate to the DHL ordering supplies page.



Meeting Your Shipping Needs

DHL INTRASHIP 7.0

NAVIGATION WITHIN SHIPMENT PREPARATION

Navigation through progress bar.

You can follow the progress of the shipment you are preparing here (these can also be clicked to navigate back and forth). Completed steps are marked with a ✓-sign. You can also navigate between screens by clicking the Previous and Next step buttons at bottom of the screen.

Shipper/Receiver Tab

You can navigate between the shipper and receiver details using shipper/receiver tabs. Last 10 used addresses can be selected directly from tab header

Lookup address

Search from address book

Clear fields

Clear all address fields on screen

Global Mail Product

Select to use the Global Mail Product

Optional Information

Optional receiver details



Meeting Your Shipping Needs DHL INTRASHIP 7.0

NEW SHIPMENT – SHIPPER/RECEIVER

Addresses > Package > Services >

Shipper ✓
SHIPPER ID 654
SHIPPER COMPANY
SHIPPER CONTACT

Receiver ▼
RECEIVER ID 123
RECEIVER COMPANY
RECEIVER CONTACT

* Indicates required field

Receiver ID	RECEIVER ID 123	Contact *	RECEIVER CONTACT
Company Name *	RECEIVER COMPANY	Phone *	5555
Street / House No	ADDRESSLINE 11	Mobile Phone	
Address 2 *	ADDRESSLINE2	Email Address	
Address 3	ADDRESSLINE3	DHL account	
Country *	Denmark	Match Code	
Zip Code *	1200 City Zip Lookup	<input checked="" type="checkbox"/> Email Notifications to Receiver	
City *	COPENHAGEN K	Configure Notifications >>	
Suburb			

Lookup Address >> **Clear Fields >>** **Global Mail Product**

+ Optional Information

Save Address >>

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

Shipper

Please populate the shipper address. Mandatory fields are marked with '*'.

Receiver

Please populate the receiver address. Mandatory fields are marked with '*'.

You can use 'City Zip Lookup' –function to check correct a city/postcode combination.

Email Notifications to Shipper/Receiver

Select to notify shipper/receiver via email about the shipment.

Configure Notifications

This allows you to add additional text to the email notification and add additional recipient emails.



Meeting Your Shipping Needs

DHL INTRASHIP 7.0

NEW SHIPMENT – PACKAGE

Addresses Services Pickup

* Indicates required field

Package Type *
 Documents
 Non-Documents

Declared Value RUB ▼

Shipment Date * 15/02/17

Shipment Reference

Description *

Available Services

Select	Service	Delivered By	Book By	Latest Pickup	Price
<input type="checkbox"/>	Domestic Third Party	16. Feb. 2017 end of day	16:45	19:00	2475,00 RUB
<input type="checkbox"/>	DHL Express 12:00 Domestic	16. Feb. 2017 before 12:00	16:45	19:00	2463,75 RUB
<input type="checkbox"/>	Domestic Medical Express	16. Feb. 2017 before 12:00	16:45	19:00	2092,50 RUB
<input checked="" type="checkbox"/>	DHL Express 18:00 Domestic	16. Feb. 2017 end of day	16:45	19:00	1676,25 RUB

	Predefined Package	Weight (kg) *	Length (cm)	Width (cm)	Height (cm)	Piece Reference	Type	Action
1	<input type="text"/>	0,3					COL	<input type="text"/> <input type="text"/> ▼

Package Type

Choose a package type - Documents / Non Documents (not needed for Domestic or Intra-EU shipments)

Help me decide

Use the 'Help me decide' –feature to determine if your shipped item(s) are dutiable, prohibited or restricted.

Shipment Reference

Enter your own shipment reference. Reference will be visible on your DHL invoice

Description

Enter the description of contents. Descriptions must clearly define the items being sent and quantity

Declared Value

Enter the value of the shipment. (Mandatory for dutiable / Non-Document shipments.)

Package/Piece Details

Add pieces for your shipment. You can select a saved package from the "Predefined Package" – dropdown list.



Meeting Your Shipping Needs

DHL INTRASHIP 7.0

After you print the label once, all next printing of it will provide you a reproduction (copy) of the waybill. A copy of the waybill is not valid for shipping.





Meeting Your Shipping Needs

DHL INTRASHIP 7.0

Shipment List Overview

Select 'Shipment List Overview' to view created shipments.

- Shipment List Overview**
- Create Shipment
- Address Book
- End-Of-Day Manifest
- Pickup
- Rate Quote
- Other Functions

Shipment Date from * 01/10/14 Shipment Date to * 14/10/14

Status All Shipment No. Shipment Reference Piece Reference

DHL Account Show Deleted Shipments only

+ More Search Options

Page 1 of 1 View 1 - 2 of 2

ID	Customer no. of sender	Shipment Date	Status	Product Code	Receiver	User	Shipment No.	#Pcs	Options
Shipment type	Shipment weight	Tariff				Shippers reference	Number of packages	#Pal	
102915913	160546022	01/10/14	Airwaybill printed	EXPRESS WORLDWIDE	TEST	fl_test_global	7370769044	1	
	1.00	184.37 EUR				tttt	1		
Dry Ice UN1845									
102915845	160546022	01/10/14	Authorized	EXPRESS 12:00	test	fl_test_global		1	
	1.00	0.00 EUR				test	1		
test									

You can filter shipments with different search criteria's. You can also select multiple shipments to be printed or tracked at the same time. You can copy shipments and email shipment paperwork to shipper by using the icons under "Options".



Meeting Your Shipping Needs

DHL INTRASHIP 7.0

PICKUP

Choose 'Pickup' from left menu to create a pickup request to DHL. Pickup can be also done as part of shipment creation process.

Book a Pickup

Set Pickup Defaults

Pickup Date (dd/mm/yy) *	<input type="text" value="15/10/14"/>	
Ready-by Time (hh:mm) *	<input type="text"/>	
Closing Time (hh:mm) *	<input type="text"/>	
Special Instructions for DHL	<input type="text"/>	
Location of Package(s) *	<input type="text"/>	

Pickup History >>

Please, note
If you chose same day, pre 9:00 hrs, pre 10:30 hrs and pre 12:00 hrs delivery services, please, call to the Customer Service to find out the latest booking time and correct delivery date.

Select Pickup Address

Search Address >>

Set Pickup Defaults

You can save your default pickup details by choosing 'Set Pickup Defaults'

Pickup date

Select or enter a Pickup Date

Ready-by Time

Please provide the time when your shipment(s) are ready to be picked up

Closing Time

Please provide the time when your premises are closed.

Special Instructions for DHL

Please provide instructions for DHL if needed.

Location of Package(s)

Please define the location of packages at your premises e.g. reception

Select Pickup Address

Select a pickup address from the Shipper address book



Meeting Your Shipping Needs

DHL INTRASHIP 7.0

MANIFESTING - SHIPMENT DATA TO DHL

- Shipment List Overview
- Create Shipment
- Address Book
- End-Of-Day Manifest**
- Pickup
- Rate Quote
- Other Functions

Shipment data needs to be sent to DHL at the end of day before the courier pickup.

Choose 'End-Of-Day Manifest' from the left menu and select 'Creation of EOD-Manifest + Data Transmission' to proceed to manifesting or select 'Reprint EOD-report' to re-print EOD-report.

Create end-of-day manifest + data transmission

Sender

Load

Select All

Deselect All

Create end-of-day manifest

Total Shipments 0 Total Weight 0 kg

Page 1 of 1 View 1 - 1 of 1

ID	DHL Account	Shipment Date	Receiver	Contact	Shipment No.	Delete	
<input type="checkbox"/>	102915913	160000000	2014-10-01	TEST	fi_test_global	7370769044	

Select shipments to be manifested and click 'Create end-of-day manifest' – button to send shipment data to DHL. Please print the manifest document and provide to the DHL courier.

Please note if no shipments are showing in this list then this means that the shipments have already been manifested. Simply use the Reprint EOD-report to process a Manifest Report for the DHL courier



Meeting Your Shipping Needs

DHL INTRASHIP 7.0

MORE INFORMATION

International trade is a complex process, but also an exciting business opportunity. DHL can help not only with global customs requirements and trade terminology but also with local import and export support and resources.

We make shipping with DHL easy for you. Whether you are new to DHL or a returning customer, we're glad to support you with all your shipping needs.

To get in touch with our local eCom Specialists, you can send us a mail or give us a call.

E-mail: RU911@dhl.com

Phone: +7 495 956-1000 ext. 2811

Your DHL INTRASHIP Team

<https://www.intraship.dhl.ru>