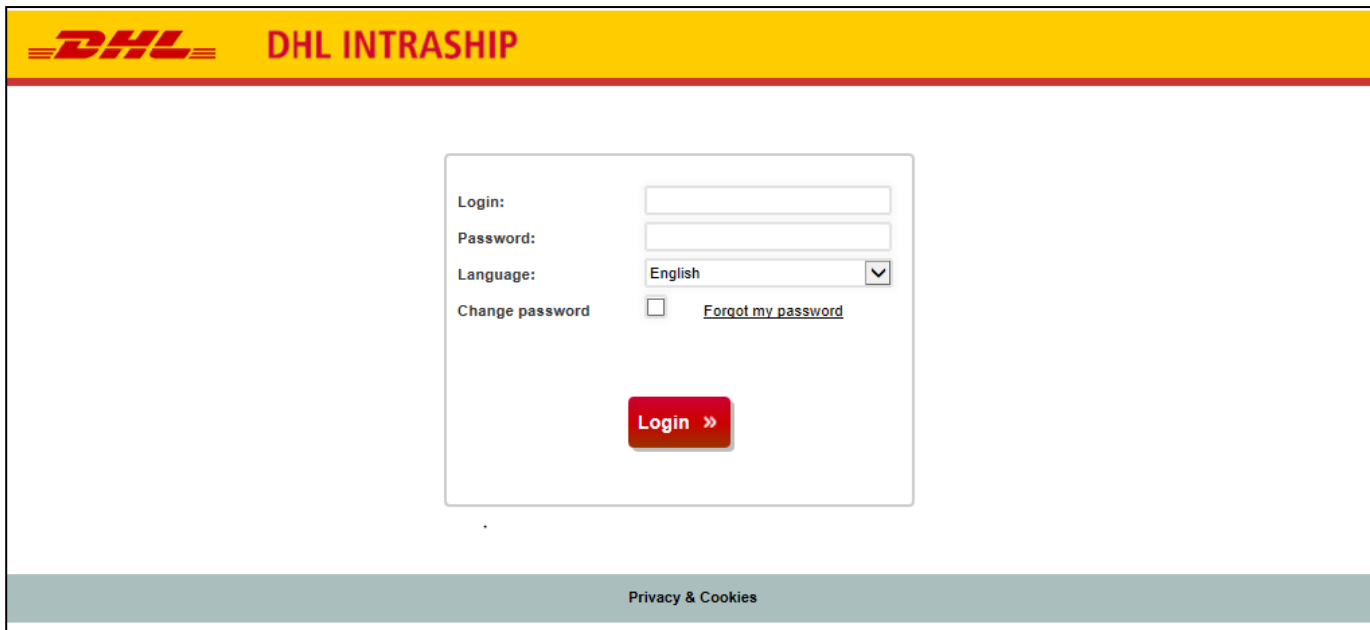




# INTRASHIP 7.0

# LOGON



**DHL** DHL INTRASHIP

Login:

Password:

Language: English

Change password  [Forgot my password](#)

**Login >>**

[Privacy & Cookies](#)

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

# APPLICATION STRUCTURE

The screenshot shows the DHL IntraShip application interface. At the top, there is a yellow header bar with the DHL logo on the left, the text "DHL INTRASHIP" in the center, and a language dropdown menu on the right set to "English".

On the left side, there is a vertical menu with two sections:

- Help & advice**: Client ID:100148918, You are logged in as: fi\_test\_global, > Logout, Logout in 14 min.
- Usefull Links**: > Global Track & Trace, > DHL Web, > Client Information, > General Information, > Order Supplies.

Below the menu, there is a list of quick links: Shipment List Overview, Create Shipment, Address Book, End-Of-Day Manifest, Pickup, Rate Quote, and Other Functions.

The main content area is titled "Advice" and contains the following text:

**Advise and information.** Once logged in, usefull advise and information about DHL services and shipping with DHL may be shown here. The advise and info screen can be accessed also trough the **General Information** link in **Usefull Links** -menu

At the bottom right of the main content area, there is a red button labeled "OK »".

Annotations with yellow circles and red arrows point to:

- The "Main features can be accessed via the quick links in the left menu." annotation points to the left-hand menu.
- The "Advise and information..." annotation points to the "Advice" section header.
- The "Language. You can change the application language here" annotation points to the language dropdown menu.

# MAIN MENU - FEATURES

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## Shipment List Overview

Create Shipment

Address Book

End-Of-Day Manifest

Pickup

Rate Quote

Other Functions

### **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.

### **Other Functions**

Select '*Other Functions*' to see additional features for high volume shippers. These features include for example reports, defaults, addresses import and shipment import.

# USEFULL LINKS

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## Usefull Links

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

### **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

# 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

## Save Address

Save and update address details

The screenshot displays the 'Addresses' tab in the shipment preparation interface. The progress bar at the top shows 'Addresses' as completed (marked with a green checkmark), while 'Services' and 'Pickup' are pending. Below the progress bar, there are two tabs: 'Shipper' and 'Receiver', both of which are also marked as completed. The main form area contains various input fields for receiver details, including Receiver ID, Company Name, Street / House No, Address 2, Address 3, Country, Zip Code, City, Suburb, Contact, Phone, Mobile Phone, Email Address, DHL account, and Match Code. There are also checkboxes for 'Email Notifications to Receiver' and a 'City Zip Lookup' button. At the bottom of the form, there are buttons for 'Lookup Address', 'Clear Fields', 'Global Mail Product', 'Save Address', 'Previous', 'Print', 'Save & Exit', and 'Next Step'.

# NEW SHIPMENT – SHIPPER/RECEIVER

Please enter the Shipper and Receiver address details. Shipper details will be automatically populated with the last used shipper.

Addresses > Package > Services >

**Shipper** ✓  
SHIPPER ID 054  
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 <span>City Zip Lookup</span>	<input checked="" type="checkbox"/> Email Notifications to Receiver	
City *	COPENHAGEN K	<span>Configure Notifications &gt;&gt;</span>	
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.

# NEW SHIPMENT – PACKAGE

Please enter the shipment reference, content description and piece details for your shipment

Addresses Package Services

\* Indicates required field

Package Type \*  
 Documents  
 Non-Documents

Declared Value  EUR

Shipment Date \* 14/10/14

Shipment Reference \* Reference

Description \* Description

	Predefined Package	Weight (kg)	Length (cm)	Width (cm)	Height (cm)	Piece Reference	Type	Action
1	Package1	2.0	20	20	20		COL	+ - ▾

Add Another Piece

**+ Optional Information**

Totals	No. of Packages: 1	No. of Pallets: 0
Shipment No.:	Physical Weight: 2.0 kg	Billing Weight: 2.0

« Previous Print » Save & Exit » Next Step »

## Package Type

Choose a package type - Documents / Non Documents. Selection is not needed for domestic and Intra-EU shipments

## Help me decide

You can use the 'Help me decide' –feature to determine if the item(s) you are sending are dutiable, prohibited or restricted.

## Shipment Reference

Enter your own shipment reference.

## Description

Enter the description of contents

## Declared Value

Enter the value of the shipment. Please note that shipment value is 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.



# NEW SHIPMENT –SERVICES & OPTIONS

Please select a DHL Product and optional services

Addresses  Package  **Services**  Pickup

\* Indicates required field

Shipment Date \*   Remember last selected date during this session

### Available Services

Select	Service	Delivered By	Book By	Latest Pickup	Price
<input type="checkbox"/>	ECONOMY SELECT	16-Oct-2014 end of day	17:00	18:00	149.56 EUR
<input checked="" type="checkbox"/>	EXPRESS WORLDWIDE	15-Oct-2014 end of day	17:00	18:00	164.43 EUR

### Additional Options

Saturday Delivery       Insurance:       GoGreen Carbon Neutral  
 Dry Ice UN1845       Lithium Batteries       Limited Quantities

### Payment options

Transport charges paid by DHL account    Make Default

Estimated Total Price of Shipment 203.90 EUR  
(Additional Surcharges may apply)

## Available Services

Select a DHL Product/Service

Always select DHL DOMESTIC EXPRESS

For "Additional options" a request must be sent to [protocollo@eui.eu](mailto:protocollo@eui.eu)

## Print

Once you have completed all mandatory fields, printing of the shipment will be enabled

# SHIPMENTS OUTSIDE EU - DUTIABLE

When shipping outside EU, non-document shipments are dutiable and the customs value will become mandatory. You can use the 'Help me decide' –feature to determine if the item(s) you are sending are dutiable/non-dutiable/prohibited/restricted.

\* Indicates required field

Package Type \* Help me decide >>

Documents

Non-Documents

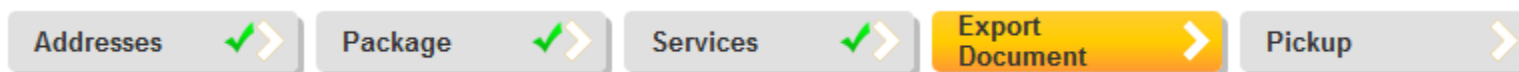
Declared Value \*  EUR

Shipment Date \*

Shipment Reference \*

Description \*

For dutiable shipments, customs documents needs to be prepared. You can create customs documents in DHL IntraShip or use your own paperwork. When creating a dutiable non-document shipment, a new option, 'Export Document', will appear in you shipment progress bar.



# SHIPMENT LIST OVERVIEW

## Shipment List Overview

Create Shipment

Address Book

End-Of-Day Manifest

Pickup

Rate Quote

Other Functions

Select 'Shipment List Overview' to view created shipments.

Shipment Date from \*

Status

DHL Account

Shipment Date to \*

Shipment No.

Shipment Reference

Piece Reference

Show Deleted Shipments only

Show all unprinted orders
Search

**+ More Search Options**

Select All
Deselect All
Track
Print
Delete

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		
Content Description										
<input type="checkbox"/>	102915913	160546022	01/10/14	Airwaybill printed	EXPRESS WORLDWIDE	TEST	fi_test_global	7370769044	1	
		1.00	184.37 EUR				tttt	1		
Dry Ice UN1845										
<input type="checkbox"/>	102915845	160546022	01/10/14	Authorized	EXPRESS 12:00	test	fi_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*.