

# DHL IntraShip User guide



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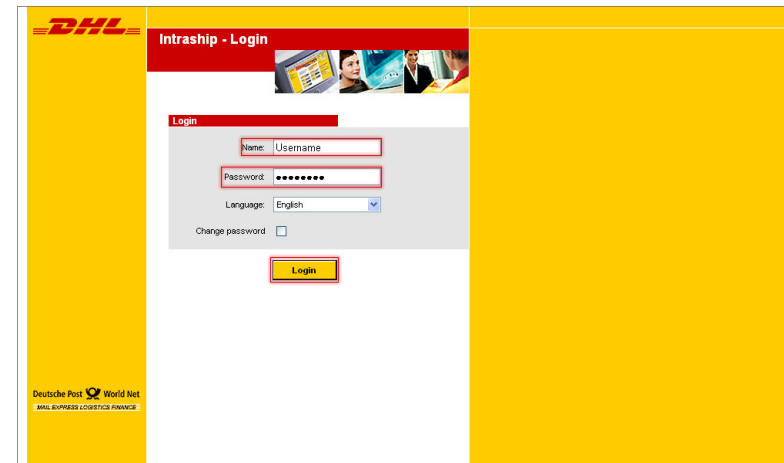
# DHL IntraShip Login

1. Open your web browser (Internet Explorer) and navigate to [www.dhl.ro](http://www.dhl.ro) – Comert electronic – DHL Intraship – Start DHL Intraship



2. Type in your Username and Password

3. Click on the “Login” button

The image shows a screenshot of the DHL IntraShip login page. The page has a yellow header with the DHL logo on the left. The main content area is white and contains a login form. The form has a title 'Intraship - Login' and a sub-header 'Login'. It includes input fields for 'Name' (with 'Username' as a placeholder) and 'Passwort' (with '\*\*\*\*\*' as a placeholder). There is a 'Language' dropdown menu set to 'English' and a 'Change password' checkbox. A yellow 'Login' button is at the bottom of the form. The footer of the page includes the text 'Deutsche Post World Net' and 'MAIL EXPRESS LOGISTICS FINANCE'.

# DHL IntraShip Main Screen

1. Once you have logged into DHL IntraShip, the following page appears:

2. The DHL IntraShip navigation panel is displayed on the left-hand side of the screen.

The screenshot displays the DHL IntraShip main screen. On the left is a yellow navigation panel with the DHL logo at the top. Below the logo, it shows the user ID: 100004322 and a 'Transport type:' dropdown menu with an airplane icon. The navigation menu includes links for 'Shipment list overview' (which is highlighted), 'Add order', 'Search filter', 'Address book', 'Reports', 'End-of-Day manifest', 'Pick up', 'Client options', 'Global Track & Trace', and 'Info'. At the bottom of the panel are logos for 'Deutsche Post' and 'World Net', along with the text 'MAIL EXPRESS LOGISTICS FINANCE'.

The main content area has a red header bar that reads 'Intraship - Shipment list overview' with a small image of people working. Below this is a 'Shipment list' section with buttons for 'Deselect all', 'Select all', 'Print', and 'Global Track & Trace'. A table follows, showing shipment details:

Customer no. of sender	Shipment Date	Status	Product Code	Receiver	User	Shipment No.	Select	Copy
ID	Shipment weight	Number of packages						

# DHL IntraShip Add Order > Shipper

1. Click on "Add order"

2. Your standard shipper is automatically displayed.

3. You can either type in a new shipper or choose another shipper by clicking "Clear fields" and then "Find"

(please see next page for details)

**DHL**

**Intraship - Add order**

ID#: 100004322

**Transport type:**

Shipment list overview

Add order

Search filter

Address book

Reports

End-of-Day manifest

Pick up

Client options

Global Track & Trace

Info

Deutsche Post World Net  
MAIL EXPRESS LOGISTICS FINANCE

**Shipper** Receiver Packages Shipment details Export Document Notify Receiver

Origin code: ???

Company name: DHL Express UK

Contact: Intraship Trainer

Account: 130000279

Address 1: 7 Hedley Street

Address 2: Nottinghamshire

Address 3:

ZIP / City: NG1 Nottingham

Country: United Kingdom

Phone: 0208 818 8444

Fax:

Email: catecsup@dhl.com

Vat No:

Shipment reference: Intraship Training

Reserved 1:

Reserved 2:

Reserved 3:

Time stamp:

Find Add Update Clear fields

Update page

Bold fields are mandatory.

Save Save and return Save/Print

# DHL IntraShip Add Order > Shipper

1. Click on the Address record you would like to ship from (Clickable areas are in **bold**)

**DHL**

Intraship - Add order

ID#: 100004322

Transport type:

Return

Company Name	Street	Contact	Action
<b>DHL Express UK</b>	7 Hedley Street NG1 Nottingham GB	Intraship Trainer Tel.: 0208 818 8444 catecsup@dhl.com	Delete
Jersey	7 Hedley Street JE1 Jersey JE	Intraship Trainer Tel.: 0208 818 8444 catecsup@dhl.com	Delete
Gibraltar	7 Hedley Street 00000gibraltar GI	Intraship Trainer Tel.: 0208 818 8444 catecsup@dhl.com	Delete
DHL Express UK	7 Hedley Street NG1 Nottingham GB	Intraship Trainer Tel.: 0208 818 8444 catecsup@dhl.com	Delete

Deutsche Post World Net  
MAIL EXPRESS LOGISTICS FINANCE

# DHL IntraShip Add Order > Shipper

1. Your selected Shipper Address will now be shown on the screen  
(Mandatory fields are in **bold**)

**DHL**

**Intraship - Add order**

ID#: 100004322

**Transport type:**

Shipment list overview

Add order

Search filter

Address book

Reports

End-of-Day manifest

Pick up

Client options

Global Track & Trace

Info

Deutsche Post World Net  
MAIL EXPRESS LOGISTICS FINANCE

**Shipper** Receiver Packages Shipment details Export Document Notify Receiver

Origin code: ???

**Company name:** DHL Express UK

**Contact:** Intraship Trainer

**Account:** 123456789

**Address 1:** 7 Hedley Street

**Address 2:** Nottinghamshire

**Address 3:**

**ZIP: / City:** NG1 Nottingham

**Country:** United Kingdom

**Phone:** 0208 818 8444

**Fax:**

**Email:** catecsup@dhl.com

**Vat No:**

**Shipment reference:** Intraship Training

**Reserved 1:**

**Reserved 2:**

**Reserved 3:**

**Time stamp:**

Find Add Update Clear fields

Update page

**Bold fields are mandatory.**

Save Save and return Save Print

# DHL IntraShip Add Order > Receiver

1. Click on the "Receiver" tab

2. Type in the receiver's details  
(Mandatory fields are in **bold**)

3. Alternatively you could select a Receiver from the Address book.

(please see next page for details)

**DHL**

ID#: 100004322

**Transport type:**

Shipment list overview

Add order

Search filter

Address book

Reports

End-of-Day manifest

Pick up

Client options

Global Track & Trace

Info

Deutsche Post World Net  
MAIL EXPRESS LOGISTICS FINANCE

**Intraship - Add order**

Shipper **Receiver** Packages Shipment details Export Document Notify Receiver

Company name:  Phone:

Contact:  Fax:

Address 1:  Email:

Address 2:  Vat No:

Address 3:  Destination code:

Match code:  Reserved 1:

ZIP: / City:  Reserved 2:

Country:  Reserved 3:

Find Add Clear fields

Update page Find destination code

**Bold fields are mandatory.**

Save Save and return Save Print



# DHL IntraShip Add Order > Receiver

1. Click on the "Find" button

2. Click on the Address record you would like to ship to (Clickable fields are in **bold**)

**Intraship - Add order**

ID: 199904322

Transport type:

Shipment list overview

Add order

Search filter

Address book

Reports

End of day manifest

Pick up

Client options

Global Track & Trace

Info

Deutsche Post World Net  
MAIL EXPRESS LOGISTICS FINANCE

Shopper Receiver Packages Shipment details Export Document Notify Receiver

Company name: Phone: Fac: Email: VAT No: Destination code: Reserved 1: Reserved 2: Reserved 3:

Address 1: Address 2: Address 3: Match code: ZIP + City: Country: United Kingdom

Find Add Clear fields

Update page Find destination code

Bold fields are mandatory.

Save Save and return Save Print

**Intraship - Add order**

ID: 199904322

Transport type:

Shipment list overview

Add order

Search filter

Address book

Reports

End of day manifest

Pick up

Client options

Global Track & Trace

Info

Deutsche Post World Net  
MAIL EXPRESS LOGISTICS FINANCE

**Address list**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search New address Select all Deselect all Delete

Company Name	Contact	Address	Matchcode	Action
<b>A.D. CORIELTBO SERVICES LTD</b>	MR. ALFRED KETTANEN Tel.: +35813340334	KETTANEN BLDG. RAY ZIAEN STREET CLEMENCAU BERUT LB	ADCEB	<input type="checkbox"/> Delete
ACE WETPAPERS (PVT) LTD	Tel.: 2931127	7756 NESOMBO ROAD MARBLE WATTALA LK	ACEVAT	<input type="checkbox"/> Delete
ACE SAATCHI & SAATCHI	BODETTE BUENAVENTURA Tel.: +632810130120	9TH FLOOR, FELIZA BUILDING 100 HERERA ST. LEASPI VILLAGE MAKATI METRO MANILA PH	ACDMAN	<input type="checkbox"/> Delete
ACE SAATCHI & SAATCHI	BODETTE BUENAVENTURA Tel.: 63 2 810 1901	100 HERERA STREET 9TH FLOOR FELIZA BLDG 108 HERERA ST LEASPI VILLAGE MAKATI METRO	ACDNL	<input type="checkbox"/> Delete

# DHL IntraShip Add Order > Receiver

1. Your selected Receiver Address will now be shown on the screen (Mandatory fields are in **bold**)

**DHL**

ID#: 100004322

**Transport type:**

Shipment list overview

Add order

Search filter

Address book

Reports

End-of-Day manifest

Pick up

Client options

Global Track & Trace

Info

Deutsche Post World Net  
MAIL EXPRESS LOGISTICS FINANCE

**Intraship - Add order**

Shipper Receiver Packages Shipment details Export Document Notify Receiver

**Company name:** A D **Phone:** 0213124545

**Contact:** Mr Hans Blogg **Fax:**

**Address 1:** Moerserstrasse 15 **Email:**

**Address 2:** Kreiss Neuss **Vat No:**

**Address 3:** **Destination code:**

**Match code:** AD2JH **Reserved 1:**

**ZIP / City:** 41564 Kaarst **Reserved 2:**

**Country:** Germany **Reserved 3:**

Find Add Clear fields

Update page Find destination code

**Bold fields are mandatory.**

Save Save and return Save/Print

# DHL IntraShip Add Order > Shipment details

1. Click on the "Shipment details" tab

2. Choose your "Shipment type"

(Please note that this option only becomes available if the Receiver country is outside the EU)

3. If the shipment is dutiable enter a "declared value" for the shipment

4. Enter the "Content description"

5. Enter your "Shipment Reference"

(Please note that the Shipment Reference field could also be on the Shipper screen. This is dependant on the IntraShip setup)

(Mandatory fields are in **bold**)

**DHL**  
0208 818 8444

ID#: 100026961

**Transport type:**

Shipment list overview

- Add order
- Special Order
- Search filter
- Address book
- Reports
- End-of-Day manifest
- Pick up
- Client options
- Global Track & Trace
- Mailinglist administration
- DHL Web
- Special Functions
- Client Information
- Logout

**Intraship - Add order**

Shipper Receiver **Shipment details** Packages Export Document Notify Receiver

ID: 100801818

Shipment No.: **DHL Services:** EXPRESS/WORLDWIDE

Shipment date: 11/11/08 Insurance value: 0.00 GBP

Shipment status: **Shipment type:** Document

Help me Decide

Paid by: 138498861

Declared value: 2 GBP

Shipment reference: Ref 001

Content description: Content

Terms of trade: DDU

Weight (kg): 0.00 Length (cm): Width (cm): Height (cm): More packages...

Create multi packages...

Saturday delivery: ☐

# DHL IntraShip Add Order > Shipment details

1. Click on the "DHL Services button"

2. Choose one of the DHL Services available for your destination by clicking on it.

Product	Description
Express 9 (10:30 to USA) Next Day	Pre 9 Next day delivery to the USA
Express 9	Pre 9 Delivery
Express 12 (Next Day)	Pre 12 Next day delivery to the USA
Express 12	Pre 12 delivery
Domestic Express	COB delivery within GB
Express/Worldwide	COB delivery

**DHL**  
0208 818 8444

ID#: 100026961

**Transport type:**

**Intraship - Add order**

Shipment list overview

Add order

Special Order

Search filter

Address book

Reports

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Pick up

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Global Track & Trace

Mailinglist administration

DHL Web

Special Functions

Client Information

Logout

Shipper Receiver **Shipment details** Packages Notify Receiver

**Description of product**

EXPRESS 09:00

EXPRESS 12:00

DOMESTIC EXPRESS

Return

# DHL IntraShip Add Order > Packages

1. Click on the "Packages" tab

2. Type in the weight of your package and click "Add package"

3. Repeat the step above for multiple packages going to the same address.

**DHL**  
0208 818 8444

ID#: 100026961

**Transport type:**

Shipment list overview

- Add order
- Special Order
- Search filter
- Address book
- Reports
- End-of-Day manifest
- Pick up
- Client options
- Global Track & Trace
- Mailinglist administration
- DHL Web
- Special Functions
- Client Information
- Logout

**Intraship - Add order**

Shipper Receiver Shipment details **Packages** Export Document Notify Receiver

**Weight (kg):** 4.5  
Total weight: 12.00  
Volumetric weight: 0.00

Length (cm):  
Width (cm):  
Height (cm):

Enter standard package... Save as standard package **Add package** Update package

Description:

Number	Weight	Dimensions	Package no.	Action
1	12.00	0x0x0	JD013035907530005785	Delete


**Bold fields are mandatory.**

Save and return Save/Print



# DHL IntraShip Add Order > Save/Print

1. Should the functions "Export Document" and "Notify Receiver" not be needed, click on "Save/Print" at the bottom of the page. This will print out the shipment paperwork.


2. If you would like to print the shipment paperwork at a later stage click on "Save and return". This will place your shipment in the Shipment list overview.


  
0208 818 8444

ID#: 100026961

**Transport type:**
  



▶ Shipment list overview  
 ▶ Add order  
 ▶ Special Order  
 ▶ Search filter  
 ▶ Address book  
 ▶ Reports  
 ▶ End-of-Day manifest  
 ▶ Pick up  
 ▶ Client options  
 ▶ Global Track & Trace  
 ▶ Mailinglist administration  
 ▶ DHL Web  
 ▶ Special Functions  
 ▶ Client Information  
 ▶ Logout

**Intraship - Add order**
  


Shipper	Receiver	Shipment details	Packages	Export Document	Notify Receiver
<b>Weight (kg):</b> <input type="text" value="0.00"/> Total weight: <b>13.00</b> Volumetric weight : <b>0.00</b>		<b>Length (cm):</b> <input type="text"/> <b>Width (cm):</b> <input type="text"/> <b>Height (cm):</b> <input type="text"/>			
<input type="button" value="Enter standard package..."/> <input type="button" value="Save as standard package"/> <input type="button" value="Add package"/> <input type="button" value="Update package"/>		<b>Description:</b> <input type="text"/>			
Number	Weight	Dimensions	Package no.	Action	
▶ 1	12.00	0x0x0	JD013035907530006141	▶ Delete	
▶ 2	1.00	0x0x0	JD013035907530006142	▶ Delete	

  
**Bold fields are mandatory.**

# DHL IntraShip Add Order > Export Document

1. Click on the "Export Document" tab (This function is optional. Only complete this form if you are shipping non-document shipment and the destination country is outside the EU.)

The screenshot displays the DHL IntraShip 'Add order' interface. On the left is a yellow sidebar with the DHL logo and a list of navigation options: Shipment list overview, Add order, Search filter, Address book, Reports, End-of-Day manifest, Pick up, Client options, Global Track & Trace, and Info. Below these is the Deutsche Post World Net logo. The main content area has a red header 'Intraship - Add order' with a small image of people. Below the header are tabs: Shipper, Receiver, Packages, Shipment details, **Export Document** (highlighted), and Notify Receiver. The 'Export Document' tab contains a form with the following fields: Invoice type (dropdown menu showing 'Proforma Invoice'), Invoice date (text field with '25/04/06'), Invoice no. (text field), Export type (dropdown menu showing 'P - permanent'), and Export reason (text field). To the right of these are fields for Title of signer, Remark, and Commodity code, each with a text input box. A 'Line Items' button is located below the Commodity code field. A note states 'Bold fields are mandatory.' At the bottom are three buttons: Save, Save and return, and Save Print.

# DHL IntraShip Add Order > Export Document

1. Choose your "Invoice type"  
(Commercial or Proforma)
2. If the shipment date is not today's date then please change date.
3. Select "Export type" (Permanent, Temporary, Repair/return)
4. Type in "Export reason"
5. Click on the "Line items" button to add details of your package(s)

The screenshot displays the DHL IntraShip 'Add order' interface. On the left is a yellow sidebar with the DHL logo and a navigation menu including: Shipment list overview, Add order, Search filter, Address book, Reports, End-of-Day manifest, Pick up, Client options, Global Track & Trace, and Info. Below the menu is the Deutsche Post World Net logo and the text 'MAIL EXPRESS LOGISTICS FINANCE'. The main content area has a red header 'Intraship - Add order' with a small image of people working. Below the header are tabs: Shipper, Receiver, Packages, Shipment details, **Export Document**, and Notify Receiver. The 'Export Document' tab is active, showing a form with the following fields: Invoice type (dropdown menu set to 'Commercial Invoice'), Invoice date (text field with '25/04/06'), Invoice no. (text field), Export type (dropdown menu set to 'P - permanent'), and Export reason (dropdown menu set to 'Commercial Sale'). To the right of these fields are fields for Title of signer (text field with 'Joe Bloggs'), Remark (text field), and Commodity code (text field). A 'Line items' button is located below the Commodity code field. At the bottom of the form, it states 'Bold fields are mandatory.' and there are three buttons: Save, Save and return, and Save/Print.



# DHL IntraShip Add Order > Export Document

1. Enter the description of each item
2. Enter the quantity of each item
3. Enter the value of each item/unit
4. Enter the country of origin for the item(s)
5. Click on "Add"
6. Repeat the steps above to add more item.
7. Once finished, click on the "Return" button.

**DHL**

ID#: 100004322

**Transport type:**

Shipment list overview

Add order

Search filter

Address book

Reports

End-of-Day manifest

Pick up

Client options

Global Track & Trace

Info

Deutsche Post World Net

MAIL EXPRESS LOGISTICS FINANCE

## Intraship - Add order

Shipper Receiver Packages Shipment details **Export Document** Notify Receiver

**Description:** Monitor Net weight (kg.): 0.00

Commodity-Code: Gross weight (kg.): 0.00

**Quantity:** 1 **Country of origin:** United Kingdom

**Unit value:** 200 Add Update

Number	Description	Action
1	PC	Delete

Return

**Bold fields are mandatory.**

# DHL IntraShip Add Order > Save/Print

1. Should the function "Notify Receiver" not be needed, click on "Save/Print" at the bottom of the page. This will print out the shipment paperwork.

2. If you would like to print the shipment paperwork at a later stage click on "Save and return". This will place your shipment in the Shipment list overview.

**DHL**

ID#: 100004322

**Transport type:**

Shipment list overview

Add order

Search filter

Address book

Reports

End-of-Day manifest

Pick up

Client options

Global Track & Trace

Info

Deutsche Post World Net  
MAIL EXPRESS LOGISTICS FINANCE

**Intraship - Add order**

Shipper Receiver Packages Shipment details **Export Document** Notify Receiver

Invoice type: Proforma Invoice  
 Invoice date: 25/04/06  
 Invoice no.:  
 Export type: P - permanent  
 Export reason: Commercial Sale

Title of signer: Joe Bloggs  
 Remark:  
 Commodity code:  
 Line items

**Bold fields are mandatory.**

Save Save and return Save Print

# DHL IntraShip Add Order > Notify Receiver

1. Click on the "Notify Receiver" tab  
(This function is optional. Only complete this section if you want to e-mail the receiver about the Shipment.)

The screenshot displays the DHL IntraShip 'Add order' interface. On the left is a yellow sidebar with the DHL logo and a menu of options. The main content area has a red header 'Intraship - Add order' and a navigation bar with tabs: Shipper, Receiver, Packages, Shipment details, Export Document, and 'Notify Receiver' (which is highlighted with a red border). Below the tabs is a form for entering receiver information, including fields for email text, name, email, and shipment number, along with reserved fields and 'Add'/'Update' buttons. At the bottom are 'Save', 'Save and return', and 'Save Print' buttons.

**DHL**

ID#: 100004322

**Transport type:**

- Shipment list overview
- Add order
- Search filter
- Address book
- Reports
- End-of-Day manifest
- Pick up
- Client options
- Global Track & Trace
- Info

Deutsche Post World Net  
MAIL EXPRESS LOGISTICS FINANCE

**Intraship - Add order**

Shipper Receiver Packages Shipment details Export Document **Notify Receiver**

Email text:

Name of receiver:  Reserved 1:

Email:  Reserved 2:

Shipment No.:  Reserved 3:

Number	Receiver	Action
<input type="button" value="Save"/> <input type="button" value="Save and return"/> <input type="button" value="Save Print"/>		

# DHL IntraShip Add Order > Notify Receiver

1. Enter the "E-Mail text" you would like the receiver to see
2. Enter the "Name of the receiver"
3. Enter the "E-Mail" address of the receiver
4. Click on "Add"

**DHL**

**Intraship - Add order**

ID#: 100004322

Transport type:

Shipment list overview

Add order

Search filter

Address book

Reports

End-of-Day manifest

Pick up

Client options

Global Track & Trace

Info

Deutsche Post World Net  
MAIL EXPRESS LOGISTICS FINANCE

Shipper Receiver Packages Shipment details Export Document **Notify Receiver**

Email text: Dear Joe, your Computer Hardware Equipment has been shipped.

Name of receiver: Joe Bloggs

Email: joe.bloggs@dhl.com

Shipment No.:

Reserved 1:

Reserved 2:

Reserved 3:

Add Update

Number	Receiver	Action
1	joe.bloggs@dhl.com	Delete

Save Save and return Save Print

# DHL IntraShip Add Order > Save/Print

1. Click on "Save/Print" at the bottom of the page. This will print out the shipment paperwork.

2. If you would like to print the shipment paperwork at a later stage click on "Save and return". This will place your shipment in the Shipment list overview.

**DHL**

**Intraship - Add order**

ID#: 100004322

**Transport type:**

► Shipment list overview

► Add order

► Search filter

► Address book

► Reports

► End-of-Day manifest

► Pick up

► Client options

► Global Track & Trace

► Info

Deutsche Post World Net  
MAIL EXPRESS LOGISTICS FINANCE

Shipper Receiver Packages Shipment details Export Document **Notify Receiver**

Email text: Dear Joe, your Computer Hardware Equipment has been shipped.

Name of receiver: Joe Bloggs

Email: joe.bloggs@dhl.com

Shipment No.:

Reserved 1:

Reserved 2:

Reserved 3:

Add Update

Number	Receiver	Action
1	joe.bloggs@dhl.com	► Delete

Save Save and return Save-Print

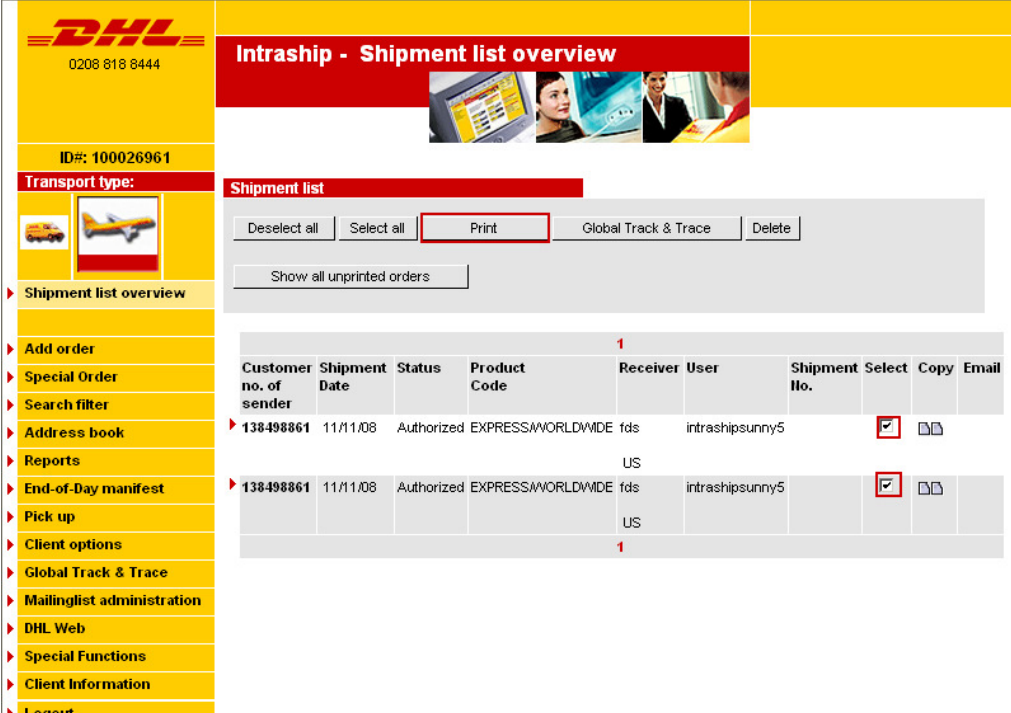
# DHL IntraShip Shipment list

1. Click on the "Shipment list overview" button on the main navigation menu at the left of the screen..

2. Here you can print the shipment paperwork for all saved shipments at once, if required.

3. Alternatively put a tick next to the shipment you would like to print

4. Click on "Print"



**DHL**  
0208 818 8444

ID#: 100026961

Transport type:

**Intraship - Shipment list overview**

**Shipment list**

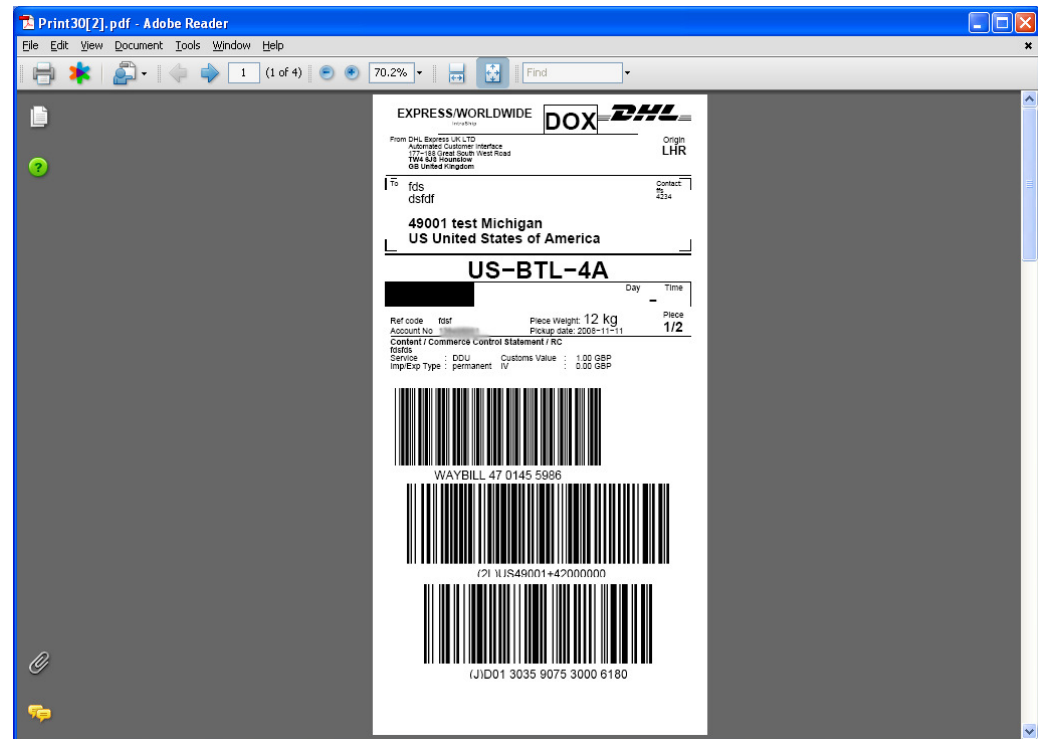
Deselect all | Select all | **Print** | Global Track & Trace | Delete

Show all unprinted orders

Customer no. of sender	Shipment Date	Status	Product Code	Receiver	User	Shipment No.	Select	Copy	Email
▶ 138498861	11/11/08	Authorized	EXPRESSAWORLDWIDE	fds	intrashipsunny5		<input checked="" type="checkbox"/>		
				US					
▶ 138498861	11/11/08	Authorized	EXPRESSAWORLDWIDE	fds	intrashipsunny5		<input checked="" type="checkbox"/>		
				US					

# DHL IntraShip Printing > AirWaybill


1. The AirWaybill will now load in a new Adobe Acrobat window.
2. Print the AirWaybill via the print button at the top of the screen.



# DHL IntraShip Printing > Export Document


1. Once the AirWaybill has been printed, an option to print the Export Document will become available (Only if the Export Document tab was populated during shipment capture)

2. Click "Print ExpDoc" at the bottom of the page.


  
0208 818 8444

**ID#: 100026961**

**Transport type:**
  



▶ Shipment list overview

▶ Add order

▶ Special Order

▶ Search filter

▶ Address book

▶ Reports

▶ End-of-Day manifest

▶ Pick up

▶ Client options

▶ Global Track & Trace

▶ Mailinglist administration

▶ DHL Web

▶ Special Functions

▶ Client Information

▶ Logout

**Intraship - Contract editing**
  




 Edit
 Delete
 Print
 **Print ExpDoc**
 Print receipt

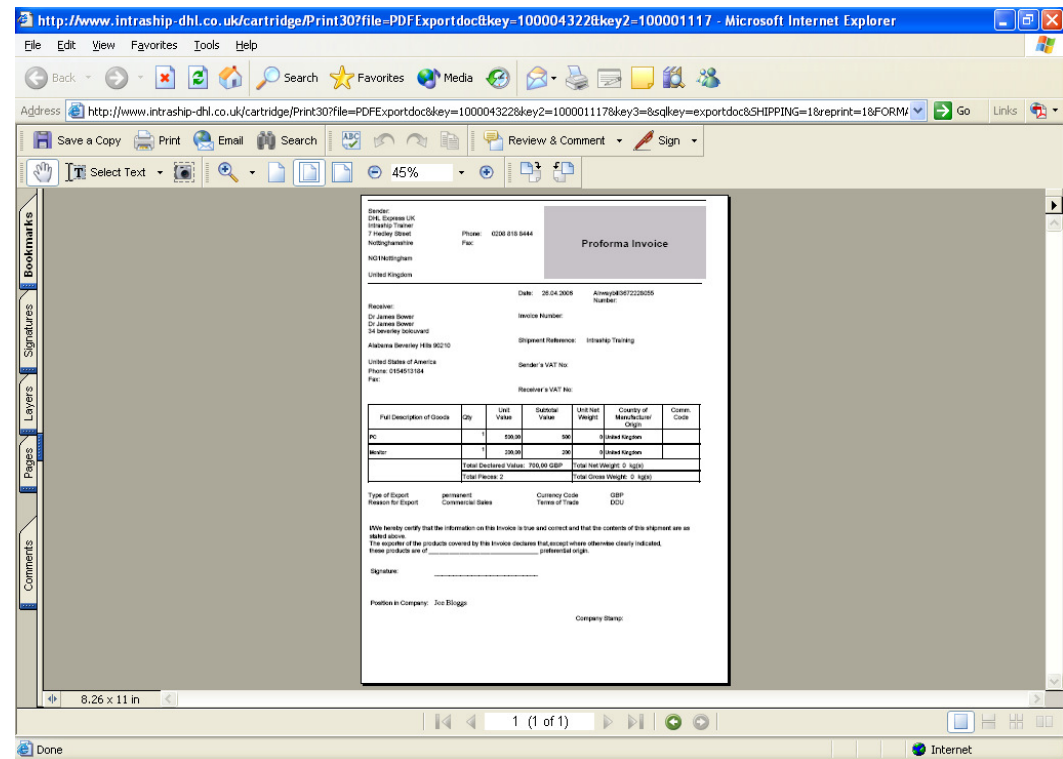


# DHL IntraShip Printing > Export Document

1. The Export Document will now load in a new Adobe Acrobat window.

2. Print the Export Document via the print button at the top of the screen.

Please note: You require 5 copies of the Export Document for Customs.



# DHL IntraShip Search filter

1. Click on the "Search filter" button on the main navigation menu at the left of the screen..
2. Here you can find shipments using specific search criteria.
3. Enter your Search criteria and click on "Load" at the bottom of the page
4. You will now see all shipments within your search criteria.

**DHL**  
0208 818 8444

ID#: 100026961

**Transport type:**

Shipment list overview

Add order

Special Order

**Search filter**

Address book

Reports

End-of-Day manifest

Pick up

Client options

Global Track & Trace

Mailinglist administration

DHL Web

Special Functions

Client Information

Logout

**Intraship - Search filter**

**Search...**

Date from(DD/MM/YY): 01/11/08 to 11/11/08

Status: All

Shippers Account: all

Reserved 1:

Reserved 2:

Reserved 3:

Shipment no.:

Shipment Reference:

**Receiver:**

Company name:

☐ show only deleted shipments

**Load** **Return**

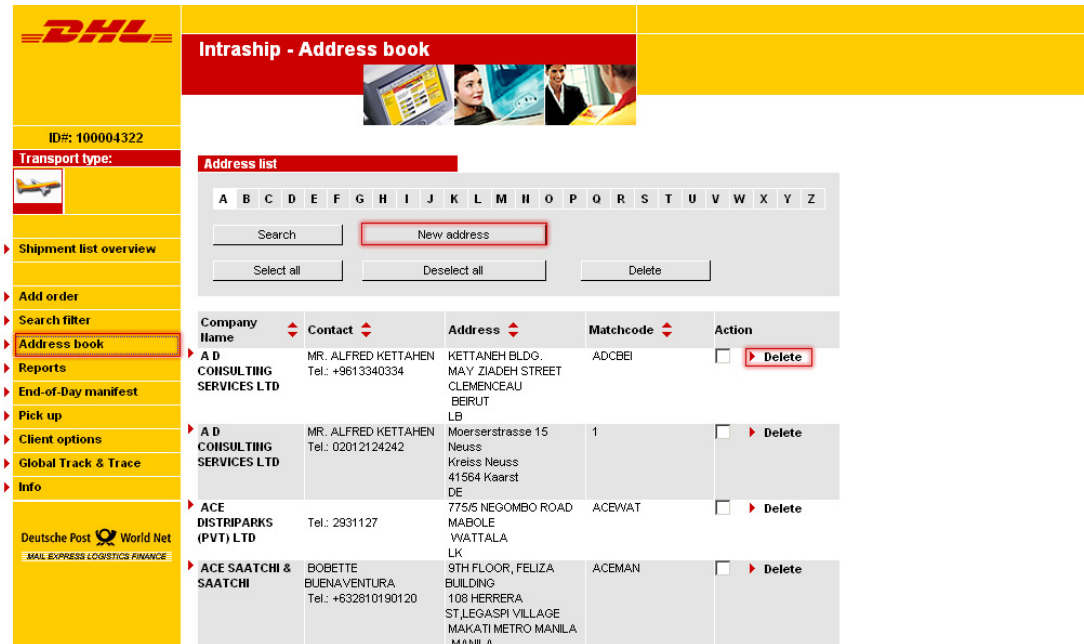
# DHL IntraShip Address Book

1. Click on the "Address Book" button on the main navigation menu at the left of the screen..

2. If you would like to add a new receiver address then click "New address"

3. If you would like to edit an existing receiver address click on the address record. (Clickable fields are in **bold**)

4. If you would like to delete an existing receiver address then click "Delete" next to the address record.



**DHL**

Intraship - Address book

ID#: 100004322

Transport type:

Address list

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search New address

Select all Deselect all Delete

Company Name	Contact	Address	Matchcode	Action
A D CONSULTING SERVICES LTD	MR. ALFRED KETTAHEN Tel.: +9613340334	KETTANEH BLDG. MAY ZIADEH STREET CLEMENCEAU BEIRUT LB	ADCBEI	<input type="checkbox"/> <b>Delete</b>
A D CONSULTING SERVICES LTD	MR. ALFRED KETTAHEN Tel.: 02012124242	Moerserstrasse 15 Neuss Kreis Neuss 41564 Kaarst DE	1	<input type="checkbox"/> <b>Delete</b>
ACE DISTRI PARKS (PVT) LTD	Tel.: 2931127	775/5 NEGOMBO ROAD MABOLE WATTALA LK	ACEWAT	<input type="checkbox"/> <b>Delete</b>
ACE SAATCHI & SAATCHI	BOBETTE BUENAVENTURA Tel.: +632810190120	9TH FLOOR, FELIZA BUILDING 108 HERRERA ST, LEGASPI VILLAGE MAKATI METRO MANILA MANILA	ACEMAN	<input type="checkbox"/> <b>Delete</b>

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# DHL IntraShip Reports

1. Click on the “Reports” button on the main navigation menu at the left of the screen..

2. Here you can print out reference reports on historical shipments.

3. Enter your reference(s) within the search filters.

4. Click on “Execute request” to show the report.

5. Click on “Print” to print the report displayed on the screen.

**DHL**

ID#: 100004322

Transport type:

Shipment list overview

Add order

Search filter

Address book

**Reports**

End-of-Day manifest

Pick up

Client options

Global Track & Trace

Info

Deutsche Post World Net

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**Intraship - Reports**

**Reference report (with / without shipping costs)**

Customer no. (Invoice account):

Sender ref.:

Shipment No.:

Company name of receiver:

Destination code:

Product code:

Shipment date from: 26/04/06 to: 26/04/06

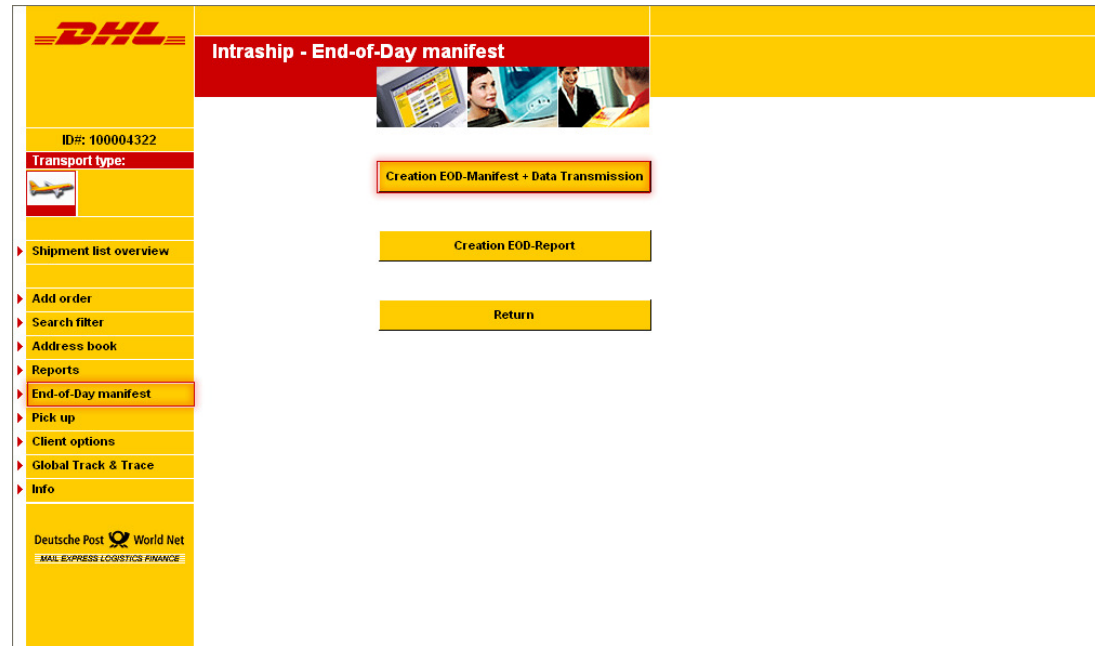
Execute request Return

Print

Sender reference	Shipment date	Shipment no	Receiver	Destination	Product	Weight (effective)	Weight (Volume)
Sum:						0.0	0.0

# DHL IntraShip End-of-Day manifest

1. After completing the last shipment of the day you are required to run the End of Day manifest.
2. Click on the "End of Day Manifesting" button on the main navigation menu at the left of the screen.
3. Click "Creation EOD –Manifest + Data Transmission"



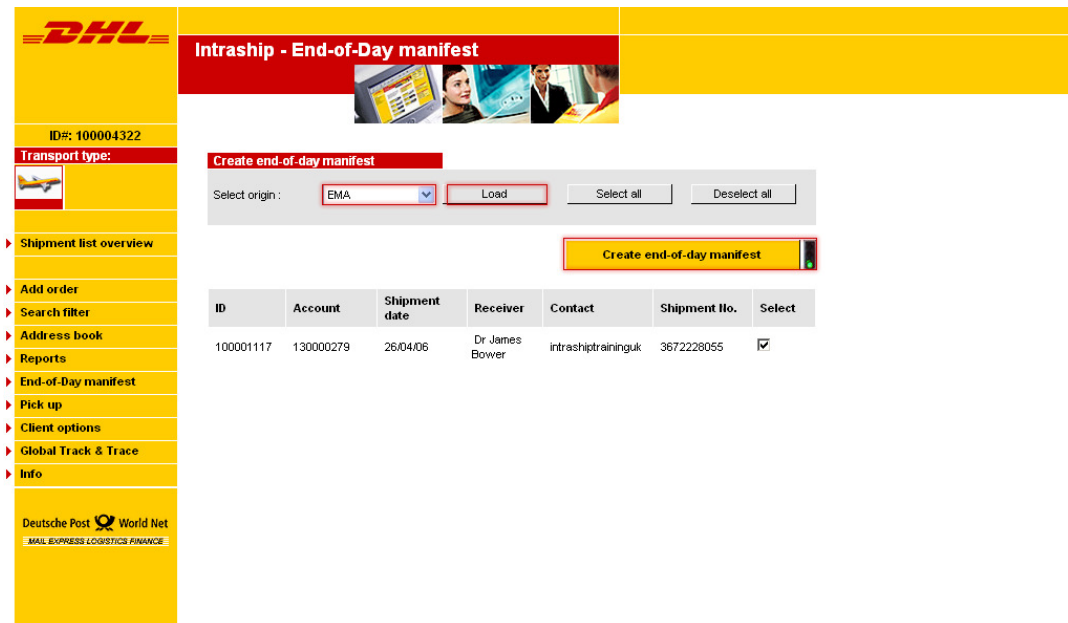
# DHL IntraShip End-of-Day manifest

1. Choose your Origin from the "Select origin" drop down list and click "load"

2. Click "Create end-of-day manifest"

3. The manifest report will open in a new Adobe Acrobat window.

4. Print the manifest report via the print button at the top of the screen.



**DHL**

ID#: 100004322

Transport type:

Shipment list overview

Add order

Search filter

Address book

Reports

End-of-Day manifest

Pick up

Client options

Global Track & Trace

Info

Deutsche Post World Net

MAIL EXPRESS LOGISTICS FINANCE

**Intraship - End-of-Day manifest**

Create end of day manifest

Select origin : EMA Load Select all Deselect all

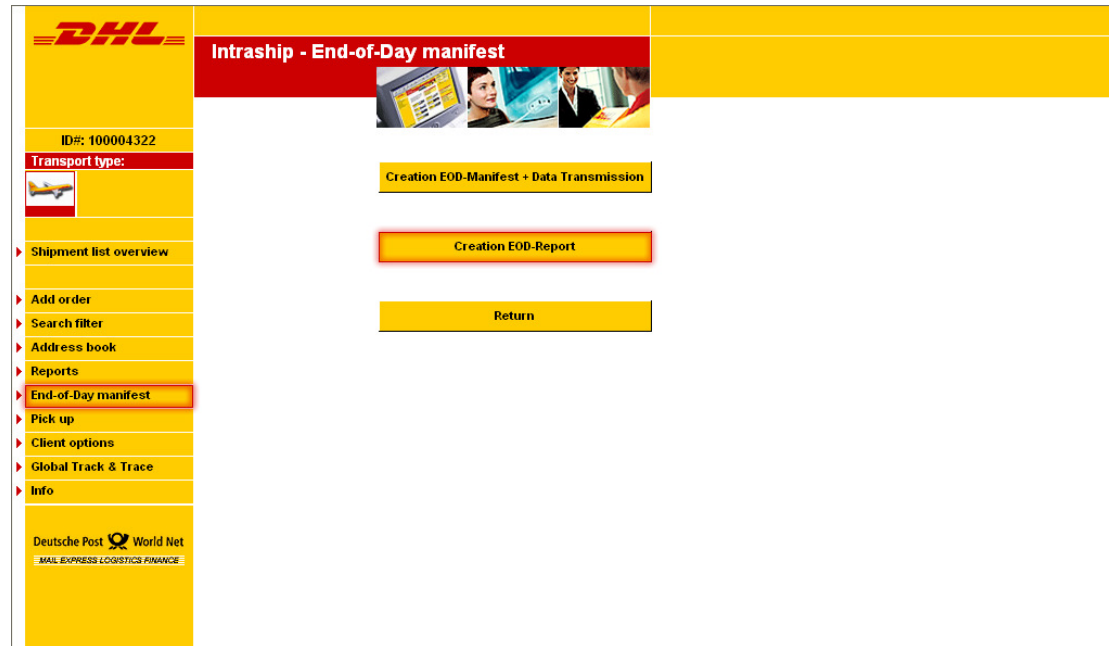
Create end-of-day manifest

ID	Account	Shipment date	Receiver	Contact	Shipment No.	Select
100001117	130000279	26/04/06	Dr James Bower	intrashiptraininguk	3672228055	<input checked="" type="checkbox"/>

# DHL IntraShip End-of-Day manifest

1.If you wish to reprint your end of day report click on the “End of Day Manifesting” button on the main navigation menu at the left of the screen.

2.Click “Creation EOD Report”



# DHL IntraShip End-of-Day manifest

1. Select the date range you would like to see your Manifest report for.
2. Select your origin code
3. Click "Load"
4. Click "Create end-of-day manifest"
5. The manifest report will open in a new Adobe Acrobat window.
6. Print the manifest report via the print button at the top of the screen.

The screenshot displays the DHL IntraShip 'End-of-Day manifest' interface. On the left is a yellow sidebar with the DHL logo and a navigation menu. The main content area has a red header 'Intraship - End-of-Day manifest' and a central form titled 'Reprint end-of-day manifest'. The form contains date selection fields, a 'Load' button, an origin dropdown menu, a 'Create end-of-day manifest' button, and a 'Return' button.

**Sidebar Navigation:**

- ID#: 100004322
- Transport type:
- Shipment list overview
- Add order
- Search filter
- Address book
- Reports
- End-of-Day manifest
- Pick up
- Client options
- Global Track & Trace
- Info
- Deutsche Post World Net
- MAIL EXPRESS LOGISTICS FINANCE

**Main Form: Reprint end-of-day manifest**

Date from (TT/MM/JJ):  to:

Select origin:



# DHL IntraShip Pick up

1. Click on the "Pick up" button on the main navigation menu at the left of the screen..
2. Here you can request a pickup from your shipper location(s)
3. Click on "Load"
4. Select your shipper address
5. Enter "Pickup date", "Ready by" time, "Closing time", "Special instructions for DHL" (optional) and "Pickup location".
6. Click on "Request Pickup"

The screenshot displays the DHL IntraShip 'Pick up' interface. On the left, a yellow sidebar contains the DHL logo and a navigation menu with options like 'Shipment list overview', 'Add order', 'Search filter', 'Address book', 'Reports', 'End-of-Day manifest', 'Pick up' (highlighted), 'Client options', 'Global Track & Trace', and 'Info'. Below the menu is the 'Deutsche Post World Net' logo. The main content area has a red header 'Intraship - Pick up' with a small image of people. Below this is a 'Pickup' form with a 'Load...' button. The form fields are: 'Pickup date' (26/04/06), 'Ready by (hh:mm)' (14:00), 'Closing time (hh:mm)' (16:00), 'Special instructions for DHL' (a text area), and 'Pickup location' (Reception). At the bottom of the form are 'Request Pickup' and 'Return' buttons. The top right of the form area shows the user 'Intraship Trainer' and email 'catecsup@dhl.com'.

# DHL IntraShip Pick up

1. A booking reference for the pickup is now displayed on the screen.

Please note: Should you receive an error or no booking reference, please try again or call the DHL Technical Support Line on 0208 818 8444

The screenshot displays the DHL IntraShip web application. On the left is a yellow sidebar with the DHL logo at the top. Below the logo, it shows 'ID#: 100004322' and 'Transport type:' with a small airplane icon. A list of navigation links follows: 'Shipment list overview', 'Add order', 'Search filter', 'Address book', 'Reports', 'End-of-Day manifest', 'Pick up', 'Client options', 'Global Track & Trace', and 'Info'. At the bottom of the sidebar are logos for 'Deutsche Post' and 'World Net', along with the text 'MAIL EXPRESS LOGISTICS FINANCE'. The main content area has a yellow header with 'Intraship - Advice' and a small image of people working. Below this is a grey box titled 'Advice' containing a red-bordered message: 'Your Pickup-Request was successful! Your confirmation number is: 060504 S 006581'. A 'Return' button is located at the bottom of this message box.