

Using DHL Express – Domestic Shipment Within the UK

Contents

Background Information	2
Stage One - Get a quote from DHL Express	3
Stage Two – Create and receipt a purchase order in T1.....	7
Stage Three – Complete the booking with DHL.....	8

Background Information

The University has a contract with DHL Express who should be used when you are in control of selecting the carrier for:

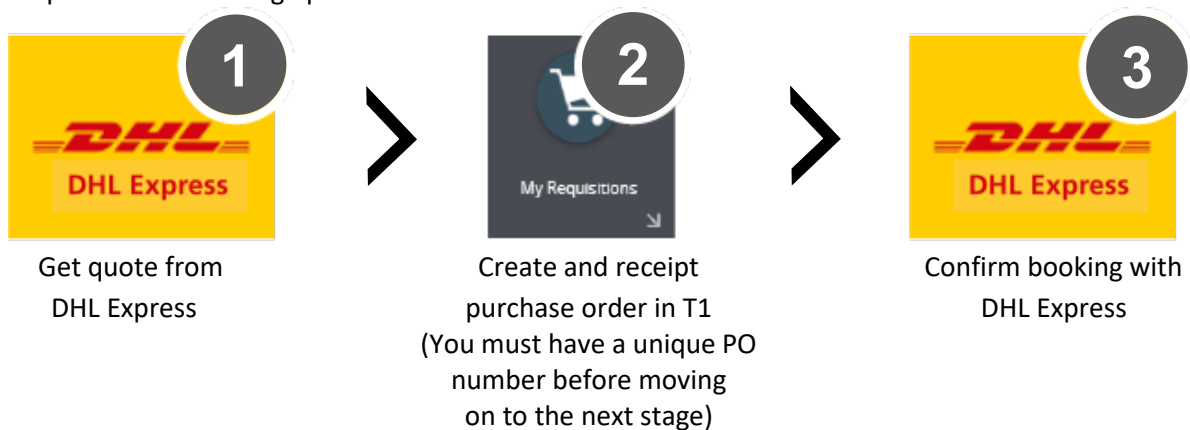
- Domestic shipments within the UK.
- International shipments under 40kg that do not need a Material Transfer Agreement

If you do not already have access to the University DHL account, please email procurement-operations@exeter.ac.uk, quoting 'DHL EXPRESS' in the subject title. You will then be sent an invitation to sign in and create a password.

Unless otherwise requested, all users will be grouped by Faculty which will give visibility of all shipments made within that group.

Please don't use DHL Express for international shipments over 40kg or anything needing a Material Transfer Agreement – you should instead use [DHL Global](#) (T1 supplier 113620).

Using DHL Express is a three-stage process:

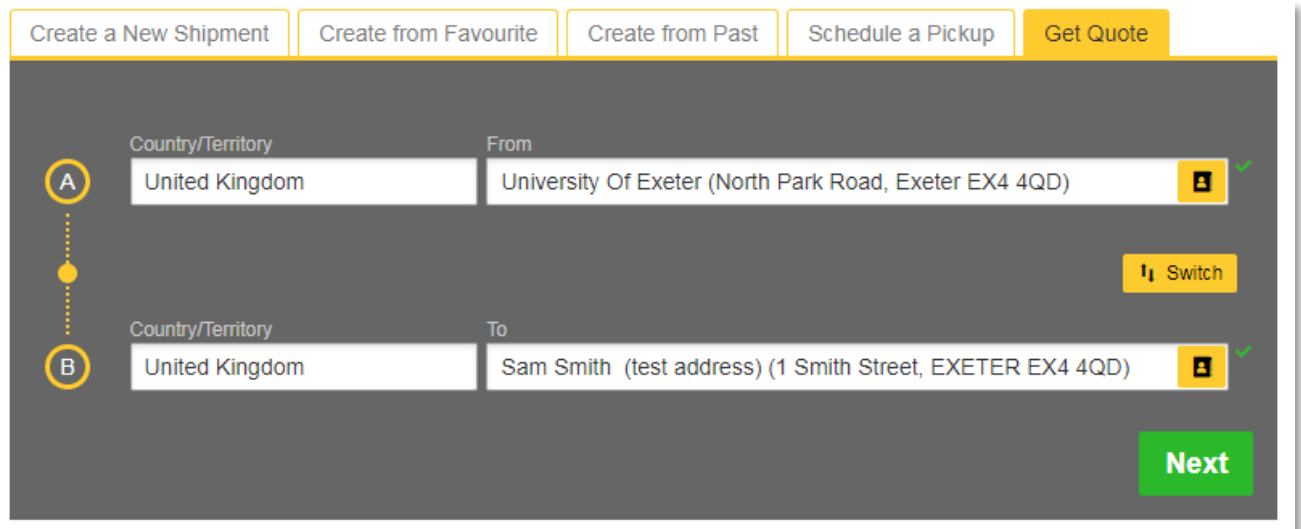


Quotes cannot be saved and returned to later so you must have access to T1 in order to accept a quote and turn it into a confirmed collection/delivery.

Any staff or students who can use T1 to create the PO can use DHL Express to arrange shipping.

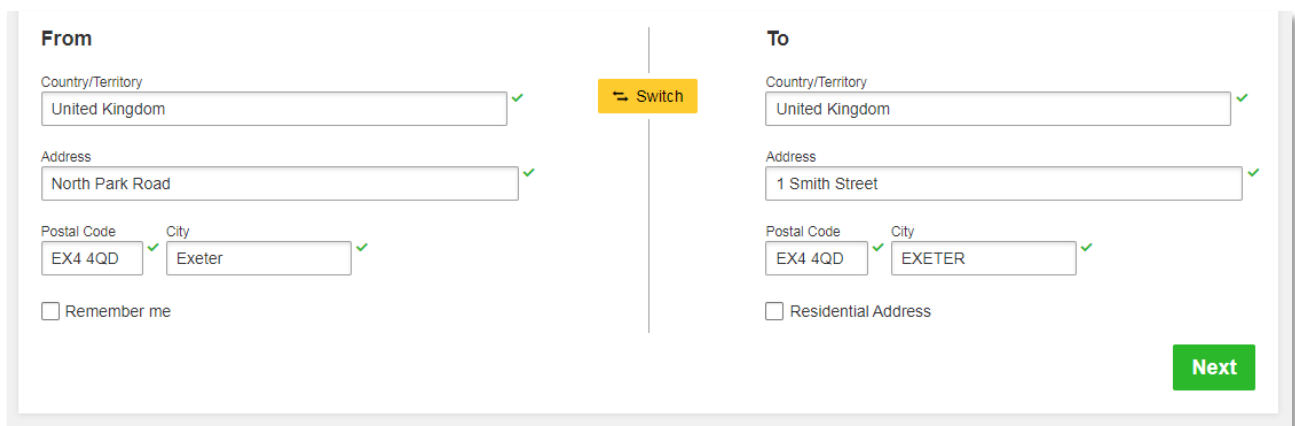
Stage One - Get a quote from DHL Express

1. Log in to the My DHL Express website <https://mydhl.express.dhl/gb/en/auth/login.html> using your University email address and password.
2. On the 'Get Quote' tab, enter the country and addresses that you wish to send from and to:



The screenshot shows the 'Get Quote' tab selected in a navigation bar. Below the navigation bar, there are two main sections: 'From' and 'To'. The 'From' section has a 'Country/Territory' dropdown set to 'United Kingdom' and a 'From' text field containing 'University Of Exeter (North Park Road, Exeter EX4 4QD)'. The 'To' section has a 'Country/Territory' dropdown set to 'United Kingdom' and a 'To' text field containing 'Sam Smith (test address) (1 Smith Street, EXETER EX4 4QD)'. A 'Switch' button is located between the two sections. A 'Next' button is at the bottom right.

3. Check the From and To addresses are correct:



The screenshot shows a detailed view of the 'From' and 'To' address verification. The 'From' section includes fields for 'Country/Territory' (United Kingdom), 'Address' (North Park Road), 'Postal Code' (EX4 4QD), and 'City' (Exeter). The 'To' section includes fields for 'Country/Territory' (United Kingdom), 'Address' (1 Smith Street), 'Postal Code' (EX4 4QD), and 'City' (EXETER). A 'Switch' button is located between the two sections. A 'Next' button is at the bottom right.

4. Select whether this is a document or package and if it needs protection insurance or not. Enter the weight and dimensions and select the shipper account.

Documents **Packages**

Documents include legal, financial or business paperwork. Items with monetary value are NOT considered a document shipment.

Packages are goods, merchandise or commodities for personal or commercial purposes.

Protect Your Shipment

You value your shipment and so do we – don't forget to protect your shipment! [Learn about our shipment protection options.](#)

I would like to insure my shipment

Prohibited Items

Some items that are prohibited when shipping to United Kingdom include:

- Animals, fish, birds (live)
- Bullion (of any precious metal)
- IVORY

[View Prohibited Items](#)

Select Packaging

[Tips for Weighing and Measuring](#)

Packaging	Quantity	Weight kg	Dimensions cm
<input type="text" value="My Own Package"/>	<input type="text" value="1"/>	<input type="text" value="25"/>	<input type="text" value="20"/> X <input type="text" value="10"/> X <input type="text" value="20"/>

Total 1 25 kg






How will you pay?

Select an account to see account-based rates

5. Choose which date you would like your package to be shipped and delivered:

I'm sending my shipment on

January 18 Today	January 19 Tomorrow	January 20 Thursday	January 21 Friday	January 22 Saturday	January 23 Sunday	More +
-------------------------------	----------------------------------	----------------------------------	--------------------------------	----------------------------------	--------------------------------	-----------

 Delivery Date	 Delivered By	 Estimated Price	 New Quote
 Share This Quote			

January 19 Wednesday EXPRESS DOMESTIC 12:00	12:00 pm	GBP 30.80 Details	Select
January 19 Wednesday MEDICAL EXPRESS	12:00 pm	GBP 27.50 Details	Select
January 19 Wednesday EXPRESS DOMESTIC	End of Day	GBP 22.36 Details	Select

6. Complete the full address details and enter your contact information:

The screenshot shows a contact management interface with two columns: 'From' and 'To'. A central 'Switch' button allows toggling between the two. The 'From' column contains the following fields: Name (University Of Exeter), Business Contact (checked), Company (LSI/GP Stores. Goods In Loading Bay), Country/Territory (United Kingdom), Address (North Park Road), Address 2 (Streatham Campus), Address 3 (North Park Road), Postal Code (EX4 4QD) and City (Exeter), Email Address (s.courtney@exeter.ac.uk), Phone Type (Office), Code (44), Phone (0139 2723478), and Extension (3478). It also includes an 'Add Another' button, VAT/Tax ID (142047795), EORI Number (GB142047795000), and a 'Residential Address' checkbox. The 'To' column contains: Name (Sam Smith (test address)), Business Contact (checked), Company (Sam Smith), Country/Territory (United Kingdom), Address (1 Smith Street), Address 2 (empty), Address 3 (empty), Postal Code (EX4 4QD) and City (EXETER), Email Address (DHL will send shipment notifications to this email address), Phone Type (Mobile), Code (44), and Phone (0752 3852938). It also includes an 'SMS Enabled' checkbox, an 'Add Another' button, VAT/Tax ID (Enter IOSS in Customs Declaration section), EORI Number (Enter IOSS in Customs Declaration section), a 'Residential Address' checkbox, and a 'Notes about this contact' field containing 'Test address'. A 'Clear Address' link is present at the bottom of each column, and a green 'Next' button is at the bottom right.

7. If you wish to go ahead and accept this quote, keep this browser tab open and open a new browser tab to create a purchase order in T1.

Stage Two – Create and receipt a purchase order in T1

1. [Login to T1](#) and create an ad hoc requisition using 'My Requisitions':

- See [Ad Hoc Requisitions Guide](#), if needed.
- Supplier – 107014 DHL DHL International (UK) Ltd:

Supplier *	
107014 (Dhl Internation) ▼	
Currency	Address
British Pounds Sterling (GBP)	002 (Supplier Purchase Or... ▼
Supplier Ledger	Supplier Account
P1 (P1)	107014 (Dhl International (UK) Ltd)

- Goods/Service – Service:

Goods/Service *
Service ▼

- Description – include origin and destination:

Description *
Shipping from Exeter to Newcastle

- Commodity code - 78102200 (Postal and small parcel and courier services):

^ Categorisation	
Commodity Code *	
78102200 (Postal and small parcel and courier services) ▼	

- VAT rate - once the project or budget centre's charge code is added, its default VAT rate will be shown. This is usually PN or P1. **Do not** change the default VAT code.
- Nominal code will be added automatically once the commodity code has been entered. **Do not** change from 25325 (Postage and Carriage).

^ Cost Account	
Charge Type *	Charge Code *
ALL (All Requisitions) ▼	25325 (Postage and Carriage) ▼
Ledger *	Account *
GL (22GLACT) ▼	25325 (Postage and Carriage) ▼
VAT Rate *	
PN (20% - Non recoverable) ▼	

2. Submit the requisition for approval as normal once all detail about the shipping has been entered.
3. Once the requisition has been approved and a purchase order number has been generated, **immediately create and approve a receipt for the PO.**
 - See [T1 Receipting Guide](#), if needed.
4. Once receipted, return to the DHL Express browser tab to complete the booking and enter this PO number.

Stage Three – Complete the booking with DHL

1. Enter information about contents of the package and if insurance is required. Include your UE.... purchase order number in the 'Purchase Order' field.

This field is mandatory – you MUST enter a unique purchase order number for each shipment:

Shipment Details

Documents

Documents include legal, financial or business paperwork. Items with monetary value are NOT considered a document shipment.

Packages ✓

Packages are goods, merchandise or commodities for personal or commercial purposes.

Prohibited Items

Some items that are prohibited when shipping to United Kingdom include:

- Animals, fish, birds (live)
- Bullion (of any precious metal)
- IVORY

[View Prohibited Items](#)

Summarise the contents of your shipment ⓘ

dumbbells ✓

Add Shipment References

Reference (appears on shipping label/waybill)

Reference (appears on shipping label/waybill)

+

Protect Your Shipment

You value your shipment and so do we – don't forget to protect your shipment! [Learn about our shipment protection options.](#)

I would like to insure my shipment

Next

2. Confirm the weight and dimensions of your package:

Select Packaging

[Tips for Weighing and Measuring](#)

Packaging	Quantity	Weight kg	Dimensions cm
My Own Package ✓	1 ✓	25 ✓	20 ✓ X 10 ✓ X 20 ✓
Total	1	25 kg	

Save Package Copy

+

Next

3. Confirm the shipper account:

How would you like to pay?

What shipper account will be used for this shipment?

131432433 - Exeter Uni Out

Use this account to pay for transportation charges

Remember these payment options for the

Next

4. Confirm which date you would like your package to be shipped and delivered.

I'm sending my shipment on

January 18 Today | January 19 Tomorrow | January 20 Thursday | January 21 Friday | January 22 Saturday | January 23 Sunday | January 24 Monday | More +

Delivery Date	Delivered By	Estimated Price	
January 19 Wednesday EXPRESS DOMESTIC 12:00	12:00 pm	GBP 30.80 Details	Select
January 19 Wednesday MEDICAL EXPRESS	12:00 pm	GBP 27.50 Details	Select
January 19 Wednesday EXPRESS DOMESTIC	End of Day	GBP 22.36 Details	Select

5. Select any optional extras.

Optional Services

GoGreen Climate Neutral

Hold for Collection

Dangerous Goods

Next

6. Select the window in which you would like your package to be collected by the courier and choose where the courier should pick up the package from:

Do you want to schedule a courier pickup?

Yes – Schedule Pickup ✓

I'm sending my shipment on **January 18 Today**

Pickup Window – When the courier may arrive. Your shipment must be ready.

Earliest 2:30 pm Latest 6:00 pm

10:00 am 12:00 pm 2:00 pm 4:00 pm 6:00 pm

Please allow at least 120 minutes for your Pickup Window
The latest time a request can be made for pickup today is 3:00 pm

Where should the courier pick up the shipment?
 ✓

Total Pickup Weight
 kg ✓

Instructions for the courier

[Disclaimer and Important Details](#)

Pickup Address

University Of Exeter
LSI/GP Stores. Goods In Loading Bay
North Park Road
Streatham Campus
North Park Road
Exeter, EX4 4QD
s.courtney@exeter.ac.uk
+44 1392 723478 Extension: 3478

Next

7. Confirm whether you need a returns label:

Do you need a return label?

Label is valid for 3 Months

No ✓

Next

8. Review and accept the shipping costs.

Shipment Cost Summary

EXPRESS DOMESTIC Wed, 19 Jan, 2022 - End of Day	Transportation Charges:	GBP	18.00
	Fuel Surcharge:	GBP	0.63
Volumetric Weight 0.8 kg	VAT :	GBP	3.73
Total Weight 25 kg	Total	GBP	22.36
Chargeable Weight 25 kg			

Terms and Conditions

By clicking **Accept and Continue** – I accept DHL's [Terms and Conditions](#), and declare that this shipment does not include any [Prohibited Items](#) .



Accept and Continue

9. Print your label and documents and attach them securely to your package.

Print and You're Done!

Print and preview your documents

Shipping labels and customs documents must be printed for the DHL courier



Label (Waybill) Receipt

1 Number of Copies

Print Selected Documents

Your Tracking Number
7439510794
Piece # 1:
JD014600009325511124

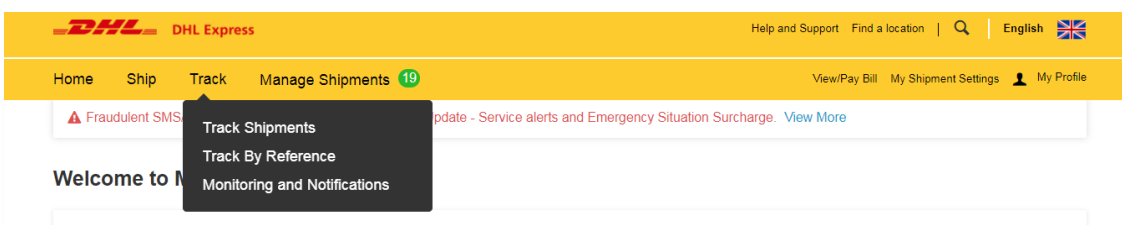
Pickup Confirmation Number
PRG220119051140

Pickup Details
Wed, Jan 19, 2022
Between 10:00 am and 6:00 pm

☆ Save as Favourite

10. You will receive an email with confirmation of your scheduled pick-up time and location. **Please ensure you take the parcel to the correct pick-up location prior to the scheduled pick-up time.**

11. If you wish to track your shipment, click the **Track** tab and entering the tracking number provided to you when creating your shipment.



The screenshot shows the DHL Express website interface. At the top, there is a navigation bar with the DHL logo and 'DHL Express' text. To the right of the logo, there are links for 'Help and Support', 'Find a location', a search icon, and 'English' with a UK flag. Below this is a secondary navigation bar with 'Home', 'Ship', 'Track', and 'Manage Shipments' (with a notification badge '19'). To the right of this bar are links for 'View/Pay Bill', 'My Shipment Settings', and 'My Profile'. A dropdown menu is open under the 'Track' tab, showing options: 'Track Shipments', 'Track By Reference', and 'Monitoring and Notifications'. A warning message 'Fraudulent SMS' is visible on the left side of the page.