



QUICK CHECKLIST FOR INTERNATIONAL SHIPPING WITH DHL

We know international shipping can be complex. This checklist provides a brief overview of what you need to know and information to gather to make it easier.

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Open a DHL Express Account

Opening a DHL Express account offers many advantages – such as preferred pricing, online import/export shipping tools and access to DHL tools designed to help simplify the complexities of international shipping. Plus free shipping supplies delivered right to your door.

1. Go to goglobal.dhl-usa.com
2. Click on **“Shipping help”** and select **“Request an Account”**
3. A Certified International Specialist will be in touch with you

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Classify Your Commodity

The calculation of duties depends on the assessable value of a dutiable shipment. For the purpose of determining this estimate, dutiable goods in the shipment are given a classification code (up to ten digits) known as a Harmonized Tariff Schedule (HTS) code, Export Control Classification Number (ECCN) or Schedule B number. When determining a classification code, commodity descriptions might appear to be similar, but they can have significantly different rates of duty.

To obtain a commodity classification code using DHL Trade Automation Services go to: tas.dhl.com

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Choose Your DHL Import or Export Service

All DHL Express services are time-definite and offer secure door-to-door delivery service of goods and documents to and from virtually every country in the world.

Export Services: DHL provides door-to-door international export delivery of important time-sensitive document and non-document shipments by the next possible business day.

Import Services: DHL Time Definite Import Services allow you to import from around the world by a specific time or the end of the next possible business day.

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Get a Rate Quote & Transit Time

DHL makes it easy for you to calculate a shipping rate quote with the service options of your choice, as well as find up-to-date transit times. Simply input the origin and destination details and the package information including scale weight and dimensions (length x width x height). Dimensions are used to calculate **Volumetric Weight**. Shipping charges are based on the greater of the shipment's actual weight or volumetric weight. Then proceed to input your DHL Express account number and get a quote. If you do not have a DHL Express account, published rates will be displayed (see the **DHL Express Rate and Transit Guide** for details).

To get an online rate quote, go to ratequote.dhl-usa.com/RCRequest.aspx

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Calculate Your Landed Cost with TAS

A "landed cost estimate" is a calculation of the total amount you can expect to pay for transit costs and insurance charges, as well as applied duties, taxes and fees for the commodities being shipped.

Designed to help simplify things, the DHL Trade Automation Services (TAS) solution provides total visibility on critical detailed trade information. TAS provides access to millions of trade rules, giving you the information you need to ensure that your Customs paperwork is filled out completely and accurately – and provide a precise landed-cost estimate.

To get an estimate, go to tas.dhl.com

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Complete Your Documents

Your **DHL Express Waybill** contains all the information DHL needs to know to keep your shipment moving. By creating your waybill online you will have visibility to missing or incomplete information, as well as be advised of applicable DHL services.

A **Commercial Invoice** is the first international document that you prepare as an exporter – for dutiable shipments. The Commercial Invoice serves as a bill for the goods from the importer to the exporter, and is evidence of the transaction.

Exporting: Some additional and special case documents may be required for exporting – some examples include **Electronic Export Information (EEI)** – for high value shipments, **Certificate of Origin** and other **Special Case Documents**

Importing: A variety of required documents are required for importing in to the U.S. – some examples include Certificate of Origin, Packing List, Power of Attorney, Licenses, Permits, Carnets and more.

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Clear Customs

When a shipment enters or leaves the country, Customs reviews the accompanying paperwork to ensure the shipper has followed all the appropriate rules and regulations.

Before handing over your shipments to DHL, making sure you've filled out the paperwork properly and completely will help avoid delays in the Customs process.

To help ensure faster Customs clearance be sure to:

- Provide all necessary documents
- List each commodity separately with accurate descriptions
- Check for consistency across all documents
- Make sure documents are clearly written, typed or electronically submitted
- Provide as much detailed information as possible
- Confirm that all associated costs are correct
- Ensure that receiving country or person is not on a **Denied Parties list**

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Get in Touch

Customer Service

DHL Express has the fastest, most knowledgeable Customer Service Representatives and we have Stevie® Awards to prove it. Don't hesitate to call us, we're here to help you.

1 800-CALL DHL (1 800-225 5345)

Or Tweet us [@DHLUSHelp](https://twitter.com/DHLUSHelp)

Visit the DHL Express Website

For assistance 24 hours a day, please use our self-serve applications for rate quotes, scheduling a pick-up and tracking. Visit [dhl-usa.com](https://www.dhl-usa.com).

Hours of Operation

Monday-Friday	5:00 a.m. – 21:00 PDT
Saturday	Closed
Sunday	Closed
