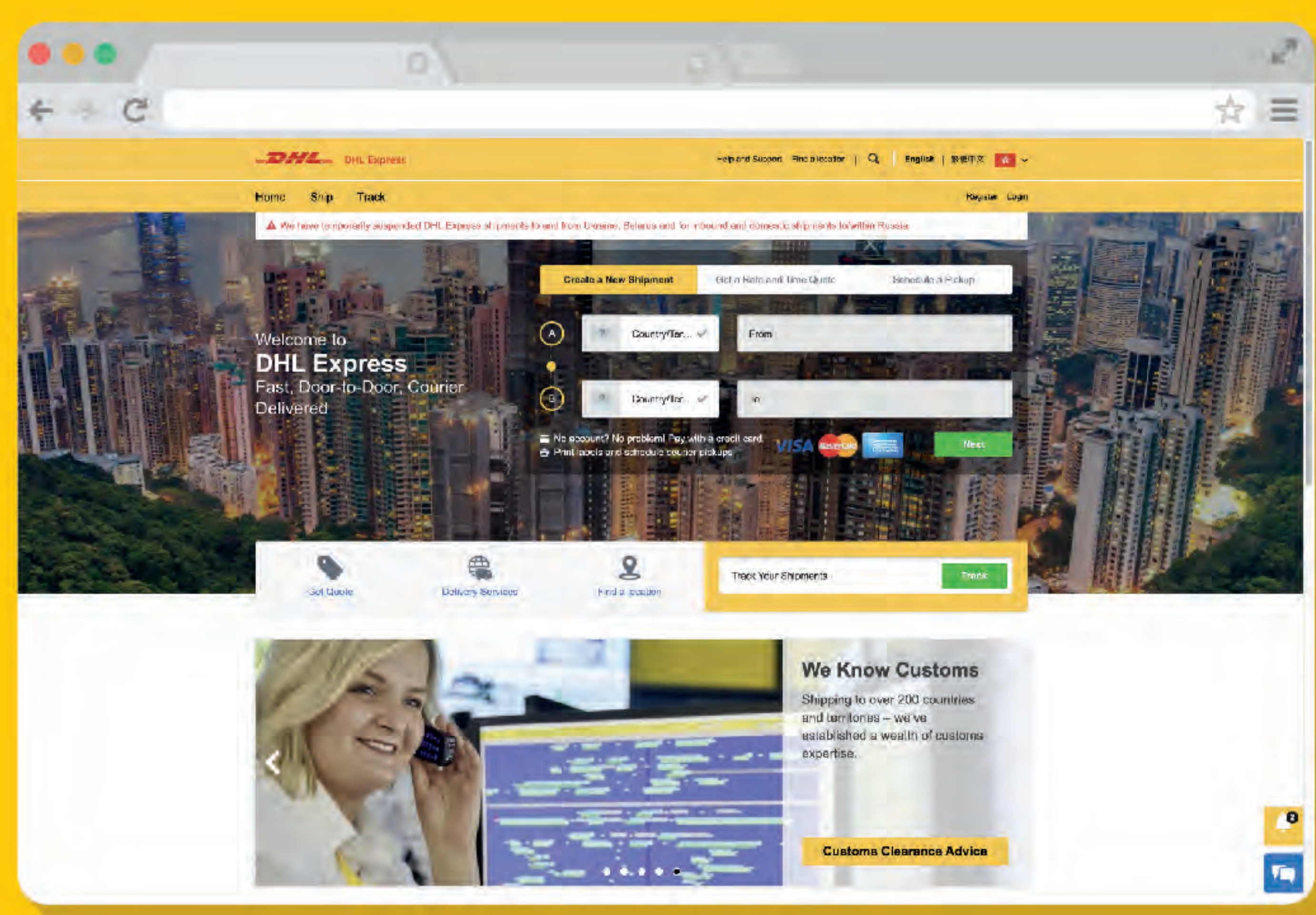




# DHL 智取櫃簡易寄件指南

## DHL LOCKER SHIPPING GUIDE

- 1.** 請先登入 MyDHL+ 網上付運工具準備提單。  
Please prepare your waybill via MyDHL+ online shipping tool.



MyDHL+



- 2.** 把 **1** 提單貼在貨件上的當眼位置, 並把 **2** 提單副本和發票放進貨件外的文件袋中。如沒有文件袋, 請把提單和發票一併放到儲存格內。

Apply **1** shipment label to the top surface of your package. Affix the **2** \*WAYBILL DOC\* label and invoice with a plastic pouch. If you do not have a pouch, please put **2** \*WAYBILL DOC\* label and invoice into the compartment.



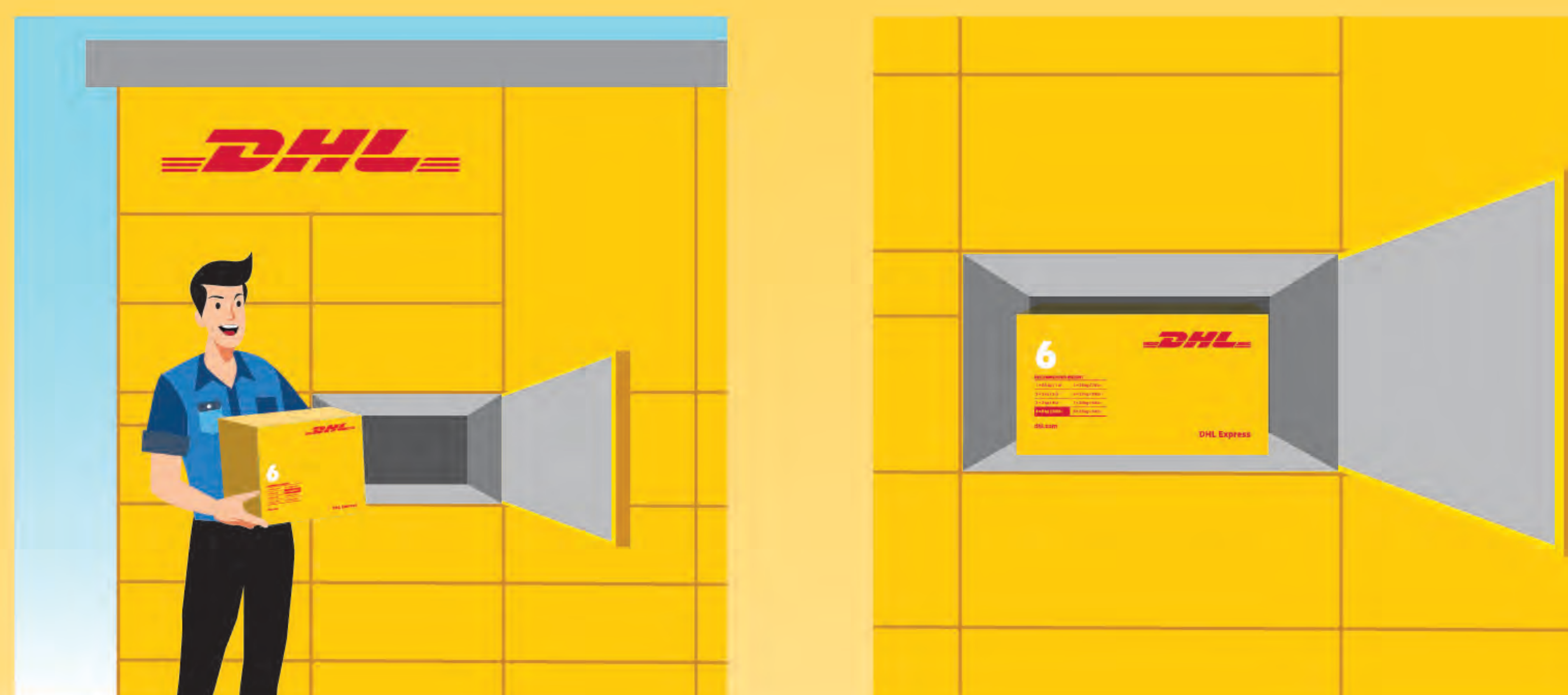
- 3.** 根據螢幕上的指示, 掃描運單上第一 **3** 及 **4** 第三個條碼。

Follow the instructions on the screen to scan the first and **4** the last barcode on label.



- 4.** 每一個儲存格只可放入一件貨件。如同一提單有多於一件貨件, 請遵循螢幕指示進行操作。

Each compartment can only accept one package. Please follow the instructions on the screen to handle multi-piece packages in one waybill.



### 注意事項:

- 貨件送到DHL運作中心後, 會開箱進行保安檢查。
- 星期日或公眾假期投寄將會收取每宗付運 HK\$350 或每公斤 \$7 的附加費(以較高者為準)。

### Points to note:

- Open-box inspection is required when the shipments arrive at DHL service centers.
- A surcharge of HK\$350 per shipment or HK\$7 per kg, whichever is higher, will be applied for shipment drop-off on Sunday or Public Holiday.