1. Tap Create Shipment

2. Tap Start Now
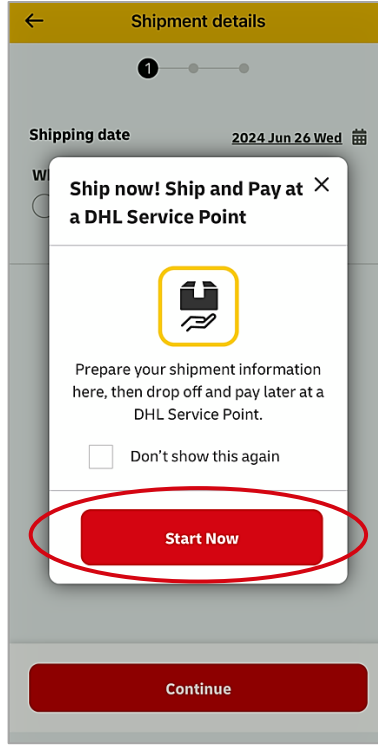
3. Select Shipping date and Shipment type, enter Shipper and Receiver address
*Phone number is mobile number only
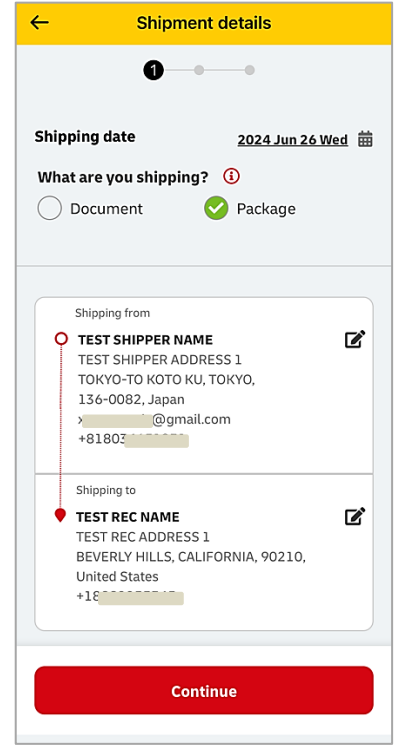

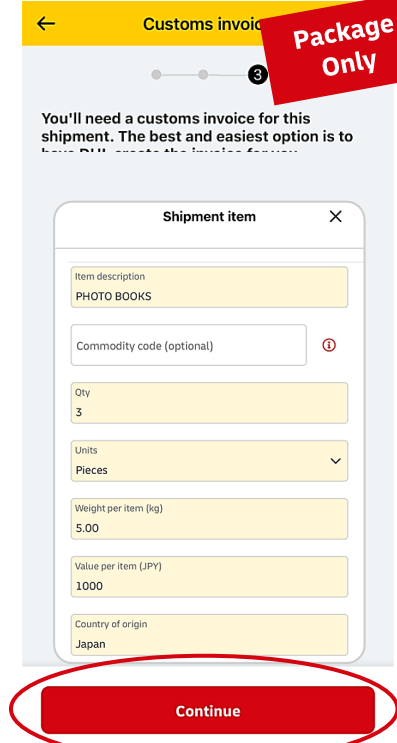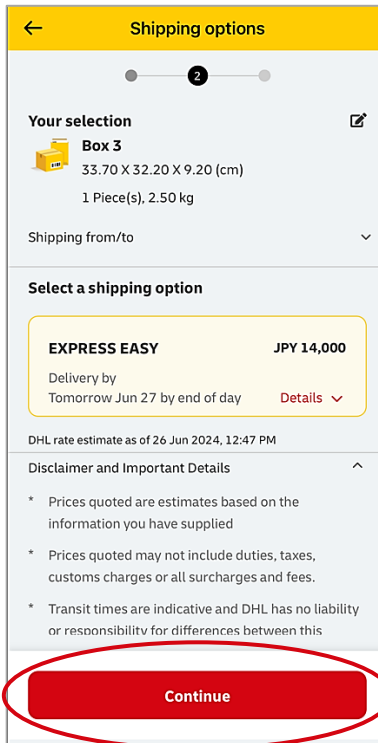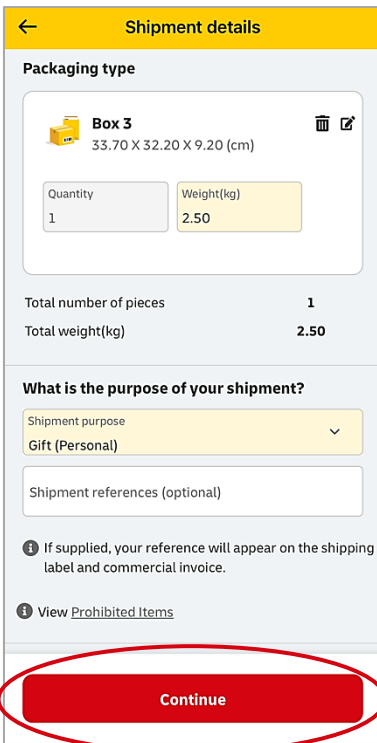4. Select Packaging type, Shipment purpose and Item description, enter Declared value, tap Continue

5. Confirm Estimated cost, Disclaimer and Important Details, tap Continue

6. Enter Shipment items for a customs invoice, tap Continue
*Max number of items 10

7. Review all the shipment items, Total weight and invoice value, tap Continue *Remarks is optional

Customs invoice

Package Only

Item 1	
Item description	PHOTO BOOKS
Commodity code	
Qty	3
Unit	Pieces
Weight per item (kg)	5.00
Value per item (JPY)	1,000
Country of origin	Japan
Total units	3
Total weight (kg)	15.00
Total invoice value (JPY)	3,000

Invoice number (optional)

ⓘ Your company invoice number can go here.

Remarks (optional)

ⓘ Remarks will be printed on customs invoice.

Continue

8. Review shipment summary, tap Continue

Review shipment

Shipment details ✎

Shipping date
2024 Jun 26 Wed

Shipping from
TEST SHIPPER NAME
TEST SHIPPER ADDRESS 1
TOKYO-TO KOTO KU, 136-0082, TOKYO, Japan
x@gmail.com
+8180

Shipping to
TEST REC NAME
TEST REC ADDRESS 1
BEVERLY HILLS, 90210, CALIFORNIA,
United States
+1

Package type
Box 3
33.70 X 32.20 X 9.20 (cm)
1 Piece(s), 2.50 kg

Shipment purpose
Gift (Personal)

Shipment references

Declared value (JPY)
3,000

Shipment protection
No

Continue

9. Review Estimated cost summary, tick the box for acceptance Terms and Conditions, tap Confirm Shipment

Estimated cost summary

EXPRESS EASY

Delivery by Tomorrow Jun 27 Thu by end of day

Item	Estimated cost (JPY)
Transportation Charges	JPY 14,000
Total	JPY 14,000

☑ I understand that the price quoted is an estimate based on the information I have supplied and that the final cost may differ based on the actual shipment characteristics tendered to DHL. By tapping Confirm Shipment, I accept the DHL's Terms and Condition of Carriage and declare that my shipment does not contain any DHL prohibited items.

Confirm Shipment

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10. Save Shipment ref number and due date for drop off
*Recommend to take a screenshot

Shipment drop off

Shipment ready for drop off at a DHL Service Point

Please bring this reference number when you drop off and pay.

|||||| barcode ||||||

Shipment ref. number : WKDH____24

Drop off before

2024 Jul 01 Mon   + Add to calendar

Find a DHL Service Point

View shipment summary ❯

ⓘ Your shipment reference number is valid for 5 days.

ⓘ The delivery date of your shipment may vary depending on the date you drop it off at a DHL

Home

11. Check Email from DHL Express Mobile

DHL Express Shipment Created 📥 Inbox

DHL Express M... 12:50
to me

YOUR SHIPMENT IS READY TO DROP OFF

Shipment Drop Off Number: **WKDH____24**

Can't view the barcode? Get it from the attached file.

IMPORTANT:
- Take your shipment to a nearby DHL Service Point, show your reference number, and pay.

NEAREST SERVICE POINT

YOUR SHIPMENT INFORMATION

Ship To	TEST REC NAME
	TEST REC ADDRESS 1
	90210 BEVERLY HILLS CALIFORNIA UNITED STATES OF AMERICA
	+18
Shipment Details	Delivery option: EXPRESS EASY Shipment type: Package Weight: 2 kg Declared value: 3000 JPY Contents: PHOTO BOOKS
Drop off before	Mon, 01, Jul 2024

Thank you for creating a shipment with DHL Express!

12. Bring the shipment drop off number and the attached barcode to DHL Service Point

✕   DHL_Express_WKDH...

|||||| barcode ||||||

Tips

Mandatory fields are highlighted in Yellow and required to enter in English.

Address book will be available for registered users.

The correct postal code format in Japan is **999-9999** not 9999999.

Shipper's Email address and **Mobile number** should be valid and able to receive SMS and email from DHL while using the app.

Guest users are requested to enter one time password after entered Shipper's address.
The verification code will deliver to **Shipper's mobile number** via SMS.

Terms of use

✓ **Already installed the app?**

Confirm the Country of the app is selected **Japan**.
To change the country and language, tap the hamburger button at the top left corner.
For a registered user in other country, log out, change country to Japan and create a shipment as a guest.

✓ **Who can use Create shipment feature in Japan?**

- All **guest** users who select country **Japan**

- Registered users **signed up in Japan** who have **not** added a DHL account number to the app settings

✓ **Usage environment**

Apple or Android device such as smartphones and tablet computers installed **DHL Express Mobile App**

* DHL Express Mobile App is not available on PCs.

✓ **Available delivery service**

Express Easy (Document / Package) only

* Express Worldwide is not available

✓ **How to ship and pay**

Drop off at DHL service point and **pay at the counter**

* Courier pickup service is not available

* DHL account number is not acceptable to pay for shipments