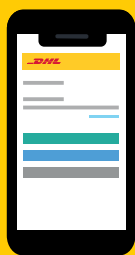




HASSLE-FREE DROP-OFFS AT YOUR CONVENIENCE

TRY DIYSHIPMENT



4

RECOMMENDED WEIGHT	
0.5 kg (1.1 lb)	0.5 kg (1.1 lb)
2.5 kg (5.5 lb)	2.5 kg (5.5 lb)
5.0 kg (11.0 lb)	5.0 kg (11.0 lb)
10.0 kg (22.0 lb)	10.0 kg (22.0 lb)
20.0 kg (44.0 lb)	20.0 kg (44.0 lb)

dhl.com

DHL Express

SERVICE INFORMATION

POS DIY USER GUIDE



HOW TO USE POS DIY

※English Letters Only

Login

E-mail address*

E-mail address

私はロボットではありません

reCAPTCHA

プライバシー・利用規約

Next

[Forgot Password](#)

Or

Register Now

Continue as Guest

1



Scan the QR code

If you have already registered your ID, please log in and go to page 2, number 6.
We recommend that you set up your ID in advance.

2

Click “Continue as Guest”.

GET RATES & TRANSIT

From

From Country/Territory*

j

JAPAN (JP) JAPAN (JP)

City*

Postal Code

POSTAL CODE

3

Enter “J” and tap JAPAN (JP) .

Note Do not choose other countries.

Addresses in Japan only.

Tip: Fields marked with an * asterisk are required.

4

Skip “City” and key in the “Postal code”.

- *If you key in two or more digits, candidates will be displayed in a drop-down list.
- *For countries without a postcode, enter the city name, select it from the list and tap it.

5

Tap the appropriate zip code.

- *City names are automatically reflected.

6

After completing the "Sender Details", scroll down and enter the "Receiver Details" in the same manner. (For input instructions, see nos. 3 to 5).

**Shipping Document ? Please continue.
To send Non-Document , Please go to Page 5.**

What are you shipping?
 Document (0.5 KG)
 Package

I would like to protect my shipment (Additional charges may apply)
 Yes
 No


When are you shipping?
31-05-2022

Price Details

Nearest Service Point to drop Shipment

7

Tap "Documents (0.5 kg)".

 Tip: Tap "Yes" to add EXTENDED LIABILITY. Additional document compensation service for loss or damage will be added.

*Service fee: 500 yen per waybill.

8

Tap "Check Price"

What are you shipping?
 Document (0.5 KG)
 Package

I would like to protect my shipment (Additional charges may apply)
 Yes
 No

When are you shipping?
31-05-2022

Price Details
Item Description
Estimated Delivery Wednesday, 1 June, End of Day, EXPRESS
Date EASY
Estimated Price [JPY 5000](#)

Nearest Service Point to drop Shipment

9

The estimated amount will be displayed.

10

Click "Next".

For Document shipping only.

GET RATES & TRANSIT **COMMODITY DETAILS**

Contents*
Item Description

Shipment Reference
Shipment Reference

Back Next

11

Tap “Item Description”.

12

Select the Contents that you will send.

Example: For business documents, select Documents, General Business

Contents*
Item Description

- Item Description
- MAPS
- ANNUAL REPORTS(PRINTED MATTER)
- BLUEPRINTS
- LETTER OR CORRESPONDENCE
- ADVERTISING BROCHURES
- DOCUMENTS, GENERAL BUSINESS**
- CHARTS
- MANUALS, TECHNICAL
- PRINTED MUSIC OR MANUSCRIPT
- BLANK FORMS
- PRINTED MATTER
- TECHNICAL PLANS AND DRAWINGS
- PRICE LISTS
- VISA APPLICATIONS
- BILL OF LADING
- CERTIFICATES
- MANUSCRIPTS
- PHOTOS AS PART OF BUSINESS REPORTS
- LABELS

GET RATES & TRANSIT **COMMODITY DETAILS**


Contents*
DOCUMENTS, GENERAL BUSINESS

Shipment Reference
Shipment Reference

Back Next

13

Click "Next" when the selected item is reflected in the “Contents” field.

 Tip: If there is any other text you wish to print on the waybill other than the content details, enter it in the “Shipment Reference” field.

Please go to Page 9.→

For Non Document shipping only.

What are you shipping?

Document (0.5 KG)

Package

I would like to protect my shipment (Additional charges may apply)

✓ Yes

✗ No

Please select Package Type*

EXPRESS EASY BOX 2 [1KG] (18.2X25X10)

Weight & Dimensions(lxhx cm)

Weight (KG)

1

✓ Correct

14

Tap “Package”.

💡 Tip: For non-document shipments, we cannot offer compensation for packages.

15

Tap “Please select Package Type*” and select the box type that you require.

✓ 単位

EXPRESS EASY BOX 1(ENVELOPE) [0.5KG] (27.5X35X1)

EXPRESS EASY BOX 2 [1KG] (18.2X25X10)

EXPRESS EASY BOX 3 [2KG] (32X25X10)

※DO NOT CHOOSE,

- BOX1 (ENVELOPE)
- BOX6 [15.0kg]

Note BOX 1 is NOT available for Non-Documents.

Shipment Value*

5000

✓ Correct

Currency*

JPY

Shipment Value Protection

Shipment Value Protection

When are you shipping?

31-05-2022

Price Details

Check Price

16

Key in the “Shipment Value”.

If there is more than one item, enter the total amount.

There will be a section later on where you will be asked to enter details for each item.

17

Currency" appears as a three-letter abbreviation. Please select from the list.

Ex: In the case of Japanese yen, it will be JPY.

Shipment Value Protection

Shipment Value Protection

When are you shipping?

31-05-2022

Price Details

	Item Description
Estimated Delivery	Wednesday, 1 June, End of Day, EXPRESS
Date	EASY
Estimated Price	JPY 7600

Check Price

Nearest Service Point to drop Shipment

Next

18

Click "Check Price".

19

The estimated amount will be displayed.

20

Click "Next".

DHL

GET RATES & TRANSIT COMMODITY DETAILS

Commodity*

Second hand books

✓ Correct


Shipment Reference

Shipment Reference

Back Next

21

Enter the commodity.

 Tip: If there is any other text you wish to print on the waybill other than the content details, enter it in the "Shipment Reference" field.

22

Click "Next".

23

Key in “SHIPPER DETAILS”.

(If the user is already registered, this has already been reflected, so no input is required).

*If you are an individual, please enter your name both in the “Contact Name” and “Company Name”.

*All fields are required except for Addresses 2 and 3.

Addresses in Japan only.

24

Enter “J” and tap “+81-Japan (JP)” in IDD field and key in phone number. (Excluding leading zeros.)

25

Click Next.

26

After completing the "SHIPPER DETAILS", scroll down and enter the "RECEIVER DETAILS" in the same manner.

*If you are an individual, please enter the same name as the “Contact Name” in the “Company Name” field.

No Service to P.O. BOXES.

27

Click Next.

COMMODITY DETAILS SHIPPER DETAILS RECEIVER DETAILS

Do you have invoice?

NO

YES

Type Of Export

PERMANENT

Sender Tax Id / VAT

Receiver Tax Id / VAT

Other Comments

28

Click “NO” at “Do you have invoice?”.

29

Tap “PERMANENT” at “Type of Export”

COMMODITY INFORMATION

Item 1

Package Type

Pieces

Desc

second hand books

Qty

1

Net Weight (KG)

1

Unit Value (JPY)

5000

Country of Origin

JP

Total Unit Value: SUM(Qty * Unit Value): 5000 (JPY)

Total Weight: 1 (KG)

Back Next

30

Chose Package type from pull down.

31

Key in “Qty”, “Net Weight(KG)”, “Unit Value” and “Country of origin”.

*Please click “+” if you have other items.
(Enter the amount per item so that the unit price is the total amount entered on page 5).

32

Confirm total unit value.

(Even if you add items, the invoice will be prepared with the added total amount as the correct amount, so it does not matter if it does not match the initial amount).

33

Click Next.

Please go to last Page (P10).→

Common for both Document and Non Document

Contact Name*
TARO YAMADA
✓ Correct

Company Name*
TARO YAMADA
✓ Correct

Address 1*
3-4-5 SHINKIBA
✓ Correct

Address 2
KOTO-KU
✓ Correct

Address 3
Address line 3

E-mail address*
taro.yamada@dhl.com
✓ Correct

IDC*
+81

Mobile Number*
33522222
✓ Correct

Back Next

34

Key in “SHIPPER DETAILS”.

(If the user is already registered, this has already been reflected, so no input is required).

*If you are an individual, please enter your name both in the “Contact Name” and “Company Name”.

*All fields are required except for Addresses 2 and 3.

Contact Name*
ICHIRO SUZUKI
✓ Correct

Company Name*
TEST COMPANY
✓ Correct

Address 1*
2344
✓ Correct

Address 2
CENTRAL
✓ Correct

Address 3
HONGKONG
✓ Correct

E-mail address
ichiro.suzuki@abc.com
✓ Correct

IDC*
+852

Mobile Number*
26378687
✓ Correct

Back Next

35

Enter “J” and tap “+81-Japan (JP)” in IDD field and key in phone number. (Excluding leading zeros.)

メールアドレス*

+81 - Japan (JP) dhl.com

+962 - Jordan 携帯番号*

36

Click Next.

37

After completing the “SHIPPER DETAILS”, scroll down and enter the “RECEIVER DETAILS” in the same manner.

*If you are an individual, please enter the same name as the “Contact Name” in the “Company Name” field.

Note No Service to P.O. BOXES.

38

Click Next.

T COMMODITY DETAILS SHIPPER DETAILS RECEIVER DETAILS

Estimated Cost Summary

Item	Estimated Price (JPY)
EXPRESS EASY	4500.00
Total	4500.00

NOTE: Please check your shipment details once again to proceed saving the shipment and note that the shipment will not clear customs unless paperwork is totally accurate and fully complete.

Import restrictions may apply to certain commodities.

I have read and understand the above restrictions.

No
 Yes

39

Click "Yes" and "Submit".

Note


Once you click "Submit", you cannot correct your registration. Please note that you will need to register again with DIY for any changes.


DHL

SHIPMENT SUMMARY

Shipment Ref No :
310576984

Please proceed to nearest service point:


310576984

 [WhatsApp](#)

Shipment is saved: 310576984

40

You will receive an email with the Shipment Ref no.

41

Show the Shipment Ref No to DHL Service Point staff.

◆ Please pay shipment charge based on the packing materials confirmed by Service Point.

END

LOGIN APPLICATION

※English Letters Only



↑ DIY HERE

1

Register Now

2

Email address

3

check

4

Check (and Select pictures)

5

Register now



6

Receive e-mail from DIY site and set up password twice.

A screenshot of the DHL login page. At the top, there is a yellow header with the DHL logo and a language selector set to "English". Below the header is a banner image of a yellow DHL delivery van in front of a cityscape. The main content area is titled "Login" and contains two input fields: "E-mail address*" with the text "test.taro@mail.com" and "Password*" with masked characters ".....". Below the input fields are two buttons: a red "Login" button and a grey "Back" button. Three lines with circular endpoints connect the input fields and the "Login" button to numbered callouts on the right.

7

Enter e-mail address

8

After clicking "NEXT"

9

Enter password and Login

※ If you do not receive email from DHL, please look into your fraud mail folder. And if you cannot find anything, please try the registration by using any other email address that is not provided by mobile phone carriers.



SHIPPER/RECEIVER REGISTRATION

※English Letters Only

1 menu

2 profile

The screenshot shows the DHL registration interface. A red dashed box highlights the profile dropdown menu, which is open and shows the email address 'test.taro@mail.com' and several menu items: 'Get Quotes', 'Profile', 'Address Book', 'Shipment History', and 'Privacy Notice'. A callout box labeled '1' points to the menu icon in the top left corner. Another callout box labeled '2' points to the profile dropdown menu.

3 Individual shippers; please enter your name again here.

4 Do not choose other countries. JAPAN only.

5 Your phone number without first 0

The screenshot shows the 'Profile' section of the registration page. It contains several input fields: 'Full Name*' (TEST TARO), 'Company Name*' (TEST TARO), 'E-mail address*' (test.taro@mail.com), 'From Country/Territory*' (JAPAN), 'IDD*' (+81 - Japan (JP)), and 'Mobile Number*' (XXXXXXXX). Callout boxes 3, 4, and 5 point to the 'Full Name', 'Company Name', and 'Mobile Number' fields respectively.

IDD*
+81 - Japan (JP) ▾

Mobile Number*
XXXXXXXX

Correct

Address

Address 1*
3-7-24

Address 2
MONENOSATO

Address 3
YOTSUKAIDO

City/District*

1360081

1360082

1360083

Update

6

First please enter zip code and select city/district, then fill in address.

7

Click update

✂️ RECEIVER DETAILS

test.taro@mail.com

Logout

TRANSIT

Get Quotes

Profile

Address Book

Shipment History

Privacy Notice

Enter the receiver details in Address Book in the same manner.