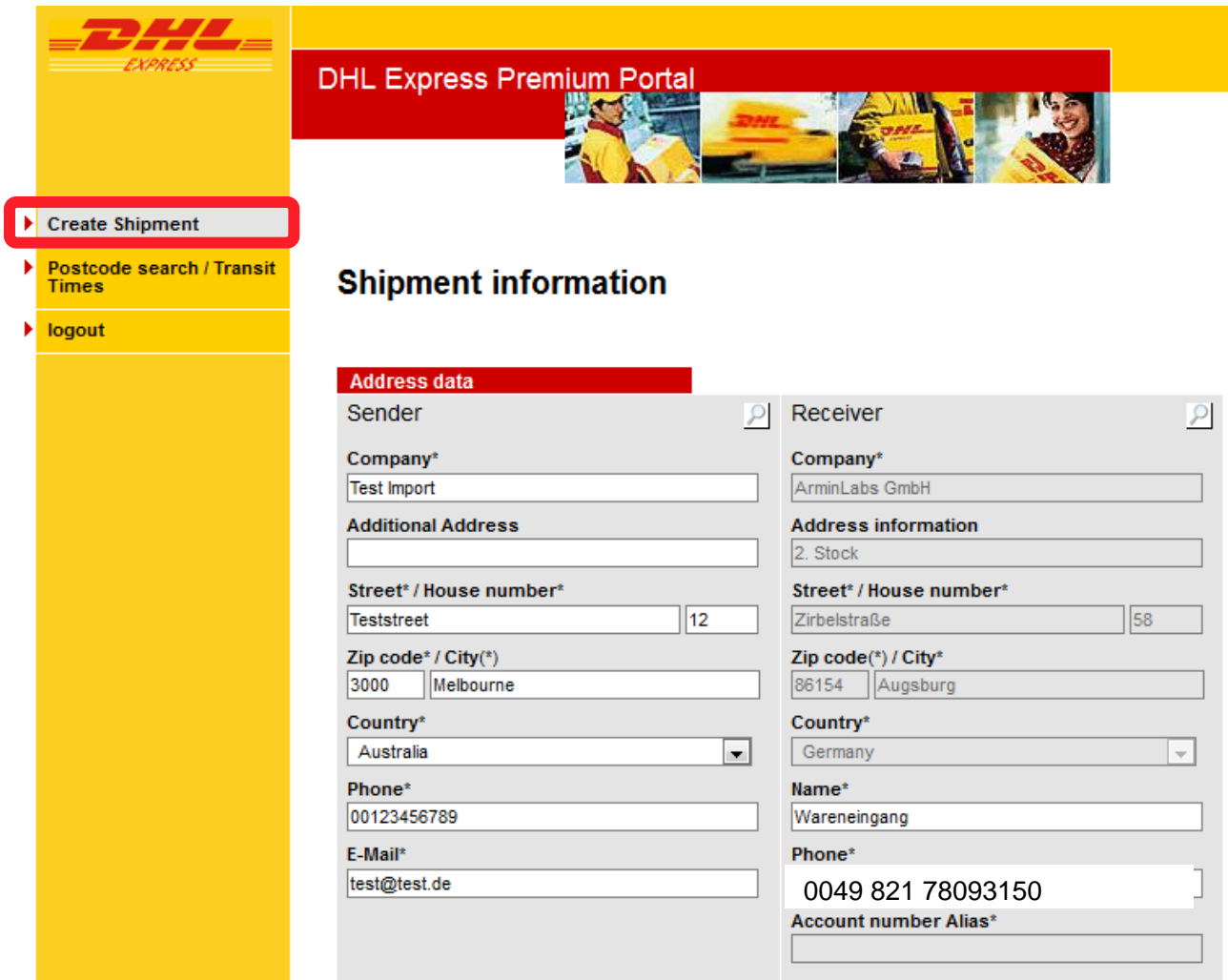


 www.arminlabs.com/dhl

Overview menu:

- **Create shipment:**

Preselected - Here you can order your shipment including the Pickup



DHL Express Premium Portal

Create Shipment

- Postcode search / Transit Times
- logout

Shipment information

Address data

Sender	<input type="text"/>	Receiver	<input type="text"/>
Company*	<input type="text" value="Test Import"/>	Company*	<input type="text" value="ArminLabs GmbH"/>
Additional Address	<input type="text"/>	Address information	<input type="text" value="2. Stock"/>
Street* / House number*	<input type="text" value="Teststreet"/> <input type="text" value="12"/>	Street* / House number*	<input type="text" value="Zirbelstraße"/> <input type="text" value="58"/>
Zip code* / City(*)	<input type="text" value="3000"/> <input type="text" value="Melbourne"/>	Zip code(*) / City*	<input type="text" value="86154"/> <input type="text" value="Augsburg"/>
Country*	<input type="text" value="Australia"/>	Country*	<input type="text" value="Germany"/>
Phone*	<input type="text" value="00123456789"/>	Name*	<input type="text" value="Wareneingang"/>
E-Mail*	<input type="text" value="test@test.de"/>	Phone*	<input type="text" value="0049 821 78093150"/>
		Account number Alias*	<input type="text"/>

Please fill in the sender address.

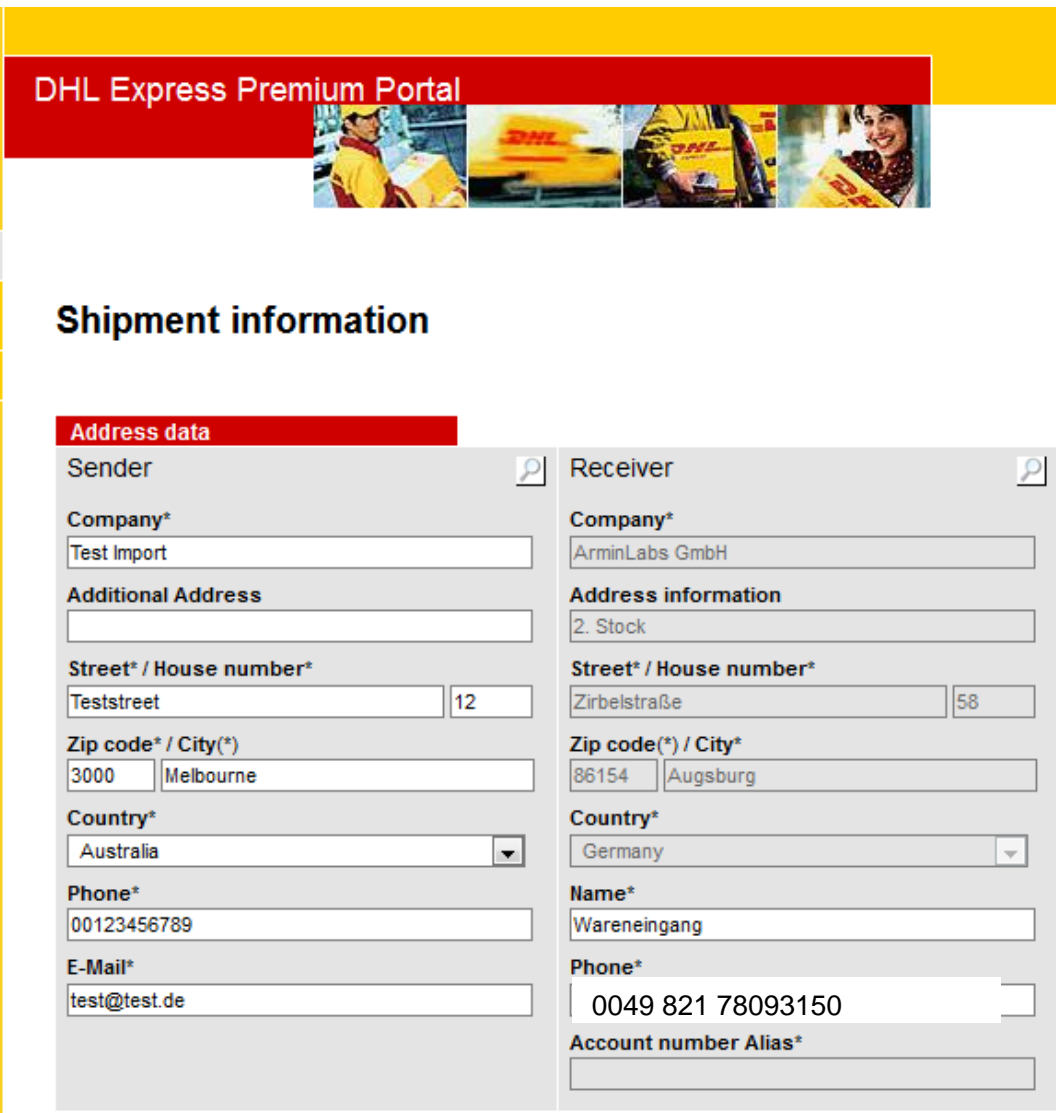
It's not possible to save the sender address in the system, but your Internet Browser usually saves your details for future Pickup Orders.

The receiver information is prefilled.



DHL EXPRESS

- Create Shipment
- Postcode search / Transit Times
- logout



DHL Express Premium Portal

Shipment information

Address data

Sender	Receiver
Company* Test Import	Company* ArminLabs GmbH
Additional Address [Empty]	Address information 2. Stock
Street* / House number* Teststreet 12	Street* / House number* Zirbelstraße 58
Zip code* / City* 3000 Melbourne	Zip code* / City* 86154 Augsburg
Country* Australia	Country* Germany
Phone* 00123456789	Name* Wareneingang
E-Mail* test@test.de	Phone* 0049 821 78093150
	Account number Alias* [Empty]

Please choose „**Pickup request**“ if you would like to raise a pickup booking together with your shipment request. This option is already preselected.

If you would like to send several bags on 1 day:

Pickup requests are not required, if a regular pickup exists. Only one pickup request is necessary for several daily shipments. For further shipments you don't have to activate another pickup request.

Pick up

- Regular pick up / Pick up request later today
 Pick up request

Pick up at

Fri 06.11.2015 ▼

Pick up location*

Floor 3

Different pick up address

Pickup can be requested for the same day or scheduled 5 days in advance.
Please choose the pickup date from the dropdown menu.

Please specify the pickup location (Gate, floor, reception etc.)

To complete the shipment details please define number of pieces and if necessary customs information.

Content description

Short description*

UN3373 Biological Substance Category B

Pieces

Number of pieces

Length (cm)	Width (cm)	Height (cm)	Weight (kg)
22	20	5	0.5

Customs information

dutiable shipment (Non-Document)
 Value USD

non-dutiable shipment (Document)

▶ Discard input
▶ Next

Content description is already fixed. Please do not modify it.

Number of pieces can be defined via dropdown list – it resembles the amount of DHL-bags you would like to ship. Please enter the dimensions and weight for each testkit/bag.



Please select “**dutiable shipment (Non-document)**”. Then enter a shipment value of **2.00 USD**.

Please click on „**next**“ after complete acquisition.

Product selection – customer reference – pickup time window

Entered shipments	
Sender Test Import Teststreet 12 AU 3000 Melbourne Phone: 00123456789 E-Mail test@test.de	Receiver ArminLabs GmbH 2. Stock Wareneingang Zirbelstraße 58 DE 86154 Augsburg Phone 0049 821 78093150 E-Mail service@arminlabs.com Account number Alias
Pick up pick up on: Fri 06.11.2015 Pick up location: Floor 3	
Number of pieces 1 No. of pieces	
Product selection	
Product <input checked="" type="radio"/> MEDICAL EXPRESS	Delivery until Tue 10.11.2015 09:00
Services	
Service <input checked="" type="checkbox"/> SATURDAY DELIVERY	
Customer reference	
Customer reference* <input type="text"/>	
Please check/modify the pick up time window!	
The earliest pick up time may vary from the displayed time below. Please enter 10:00 o'clock as earliest pick up time to ensure a successful pick up. The latest time a pick up request can be made for a collection today is 18:00. Please allow at least a 0 minute window for your collection to take place. The latest pick up time for today is 18:00.	
pick up on: Fri 06.11.2015 From <input type="text" value="10"/> : <input type="text" value="00"/> To <input type="text" value="18"/> : <input type="text" value="00"/> Hour	
<input type="button" value="Cancel"/> <input type="button" value="Change data"/> <input type="button" value="Book shipment"/>	

The available product Medical Express is displayed and selected including the estimated delivery date.
Saturday delivery is preselected.

Customer reference is prefilled and doesn't need to be modified.

The pickup time window can be adjusted to a minimum of 90 minutes.

The latest available pickup time depends on the entered pickup address.

Please note that oftentimes 10:00 am resembles the earliest pick up time.

Finally you can book the shipment including a pickup booking



Print and E-Mail of shipping label

After the successful booking the shipment details are visible. If you raised a pickup booking together with the shipment the pickup booking reference will be displayed as well (e.g. 193902). If you would like to check the pickup status or need to cancel the pickup, please contact the DHL customer service at the pickup country and provide this booking reference to identify the right pickup order.

Shipment details

i The shipment has been successfully booked (Pick up booking reference 193902).

Created on	Wed 02.18.2015 09:34 / Link.ArminLabs
Delivery Date	Tue 24.02.2015 end of day
AWB	6683417790
Product name	EXPRESS WORLDWIDE NON DOC
Total	20.00 kg
Number of pieces	1
Content description	UN3373 Biological Substance Category B
Sender	Test Import Teststreet 15 AU 3000 Melbourne E-Mail: test@test.com Telephone: 012345678
Receiver	ArminLabs GmbH Wareneingang 3rd floor Zirbelstraße 58 DE 86154 Augsburg E-Mail: service@arminlabs.com Telephone: 0049 821 218 2879
Reference	

Pieces

#	Width (cm)	Length(cm)	Height(cm)	Weight (kg)
1	20	45	25	25.00

Back
Label

Label transfer

eMail address

Message for the shipper

Send Label

Shipment notification eMail

eMail notification to
 Sender
 Receiver
 Both

eMail address

Further eMail recipients

Message for the shipper

Send shipment notification eMail

Print of shipping label

Please print out one label for each bag that you want to ship, the Archive Document on the second page can be used to ask DHL Courier to sign the pickup on it.

Send label via email - recommended

Send shipping information

Sample for shipping label

EXPRESS WORLDWIDE WPX		DHL	
<small>EPP 2.1</small>			
From: Test Import Teststreet 15 3000 Melbourne Australia		Origin: MEL	
To: ArminLabs GmbH Zirbelstraße 58 3rd floor 86154 Augsburg Germany		Contact: Wareneingang 0049 821 78093150	
DE-MUC-MUC			
C		Day	Time
Ref Code .	Date:	Pcs/Shpt Weight	Piece
	2015-02-19	20.0 kg	1 / 1
UN3373 Biological Substance Category B			
 WAYBILL 66 8341 7790			

If you need help with the booking of a shipment including pickup you can :

Please print out one label for each piece of your shipment, the Archive Document on the second page can be used to ask DHL Courier to sign the pickup.

Tracking via www.dhl.com
www.dhl.com/en/express/tracking.html

If you have questions about the pickup or shipment process please contact the ArminLabs-Team at:

Email: info@arminlabs.com

Phone: 0049 821 78093150

Technical support for the DHL Express Premium Portal via email or phone

Mo.-Fr., 09:00 – 18:00 (UTC/GMT+1)

Email: eSolution.Support@dhl.com

Phone: 0049 180 6003321

For international support you will find the suitable phone-number in the following list:

DHL Express local customer support phone numbers:

Country	Phone-Number
United States	1-800-225-5345
Argentina	0810-2222-345
Australia	131 406
Austria	0820-550505
Bangladesh	9881703
Belgium	02-715 50 50
Bermuda	1-441-295-3300
Bolivia	3116161 Santa Cruz 2116161 La Paz 4116161 Cochabamba
Brazil	0800-7713451
Bulgaria	0700-17-700
Canada	1-800-225-5345
Cayman Islands	1-345-949-8575

Country	Phone-Number
Chile	800-800-345
P.R. China	800-810-8000
Colombia Bogotá	01-8000-933345 5958113 / 8114 / 8035
Costa Rica	506-2209-6060
Czech Republic	840 103 000
Denmark	0045 70 345 345
Ecuador	(593-2) 397-5000
El Salvador	(503) 2250-5400
Estonia	00372-6 808 555
Finland	00358(0)3045345
France	0820 20 80 80
Hong Kong	00852 24003521

DHL Express local customer support phone numbers:

Country	Phone-Number
Honduras	(504) 2641300 (504) 5081300
Hungary	003640 45 45 45
India	1800-233-1617
Indonesia	0-800-1333-333
Ireland	1890 725 725
Italy	199 199 345
Greece	0030 210 9890926
Guatemala	(502) 23791111
Korea	02-710-5445
Latvia	00371 660 10 000
Lithuania	00370-5-2360700
Luxembourg	00352 35 09 09
Malaysia	1800888388

Country	Phone-Number
Malta	00(356) 21800148
Mexico	01-800-7656-345
Nepal	01-4481303/40
Netherlands	0800-0552
Nicaragua	(505) 255-8700
New Zealand	0800 800 020
Norway	0047 810 01 345
Pakistan	(92-21) 111-345-111 Ext: 940 & 941
Panama	(507) 271-3461
Paraguay	595-21-2162000
Peru	614-2500
Philippines	028117234
Poland	0048 42 6 345 345

Country	Phone-Number
Singapore	1800 285 8888
Slovak Republic	00421 2 48 229 229
Spain	902 12 24 24
Sweden	0771 345 345
Switzerland	0848 711 711
Taiwan	0800769888
Thailand	00662 3455000
UK	0044(0)8442480844
Uruguay	5982-6041331
Venezuela	(212) 620 6000
Vietnam	848 38446203

Outside these countries, please contact your nearest International Customer Service Center at <http://www.dhl.com>