

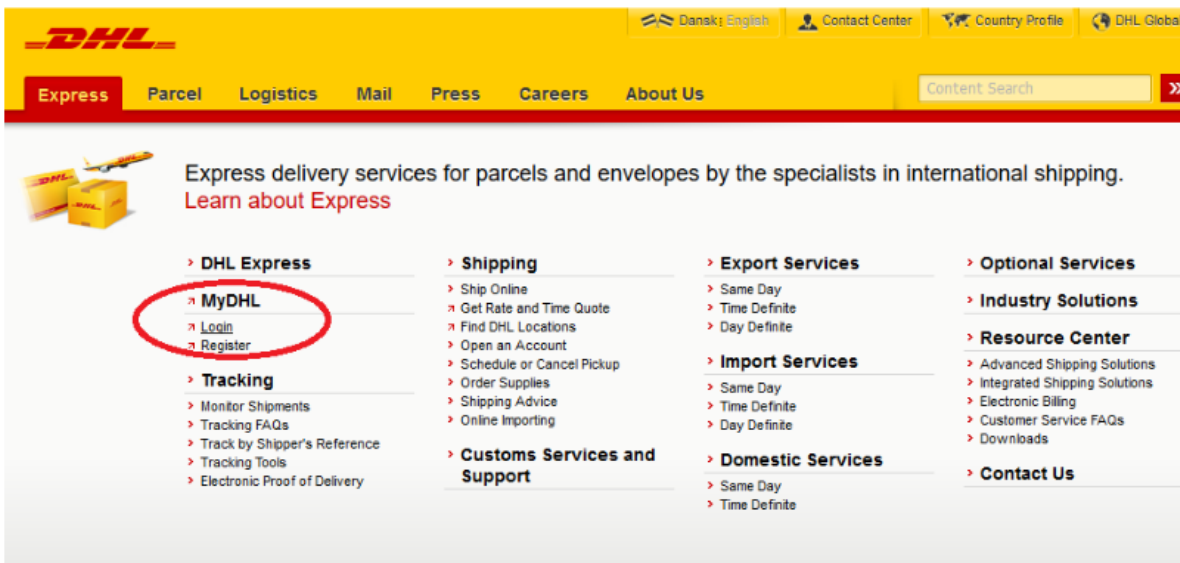
# DHL (remember to change name, e-mail and payment-info!)

## Step 1.

- Go to the DHL website: <http://www.dhl.dk/en.html>

## Step 2.

- Choose 'My DHL-Login' under **Express**



## Step 3.

- Login to MyDHL.
  - o User ID: Inano
  - o Password: DHL.123\*

## Step 4.

- Choose 'ship'



# SHIPPING

## Step 5.

- Choose 'Create Shipment'



Help & advice  
Client ID:100603368  
You are logged in as:  
helpers@inano.au.dk  
>Logout  
Auto-Logout in 13 min  
DHL eCom Support  
Man - fre  
kl. 9.00 - 16.00  
Telefon 70 345 345 -  
tast 3  
[Eller kontakt os via  
DHL's hjemmeside](#)

Shipment List Overview  
**Create Shipment**  
Address Book  
End-Of-Day Manifest  
Pickup  
Rate Quote  
Other Functions

## Step 6.

- Insert all necessary information
- **CAUTION: Remember to change name and e-mail for YOUR OWN name**

## Step 7.

- Insert all necessary information regarding the receiver

## Step 8.

- Insert necessary information regarding the package

### DHL INTRASHIP

English

Addresses ✓ Package > Service >

\* Indicates required field

Package Type \*  
 Non Dutiable (Non-EU)  
 Dutiable (Non-EU)

Declared Value  DKK

Shipment Date \* 13/01/17

Shipment Reference \*

Description \*

	Predefined Package	Weight (kg) *	Length (cm)	Width (cm)	Height (cm)	Piece Reference	Type	Action
1	<input type="text"/>						COL	+ - ▾

[Add Another Piece](#)

**+ Optional Information**

Totals	No. of Packages: 0	No. of Pallets: 0
Shipment No.:	Physical Weight: 0.0 kg	Billing Weight: 0.0

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## Step 9.

- Choose service

### DHL INTRASHIP

English

Addresses ✓ Package ✓ Service > Pickup >

\* Indicates required field

Shipment Date \* 13/01/17   Remember last selected date during this session

**Available Services**

Select	Service	Estimated delivery	Book By	Latest Pickup	Price
<input type="checkbox"/>	EXPRESS DOMESTIC 12:00	16-Jan-2017 before 12:00	17:00	17:45	771.84 DKK
<input checked="" type="checkbox"/>	EXPRESS DOMESTIC	16-Jan-2017 end of day	17:00	17:45	731.84 DKK

**Additional Options**

Insurance:  DKK

**Change payment options**

Transport charges paid by DHL account  303129837 - Shipper  303129837  Make Default

Estimated Total Price of Shipment 914.80 DKK  
(Additional remote area surcharge may apply)

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**Step 10.**

- Book the pickup

# DHL INTRASHIP

English

Addresses ✓> Package ✓> Service ✓> Pickup >

## Book a Pickup

[Set Pickup Defaults](#)

Pickup Date (dd/mm/yy) \*

Ready-by Time (hh:mm) \*

Closing Time (hh:mm) \*

Special Instructions for DHL

Location of Package(s) \*

[Pickup History >>](#)

**Change Pickup Address**

[Search Address >>](#)

AARHUS UNIVERSITET	303129837
<del>Amalie</del>	helpers@inano.au.dk
23827501	
Gustav Wieds Vej 14	8000 AARHUS C

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Collections in your area are available between 11:00 and 17:45. The latest time a pickup request can be made for collection today is 17:00.

Please allow at least a 60 minutes window for your collection to take place.