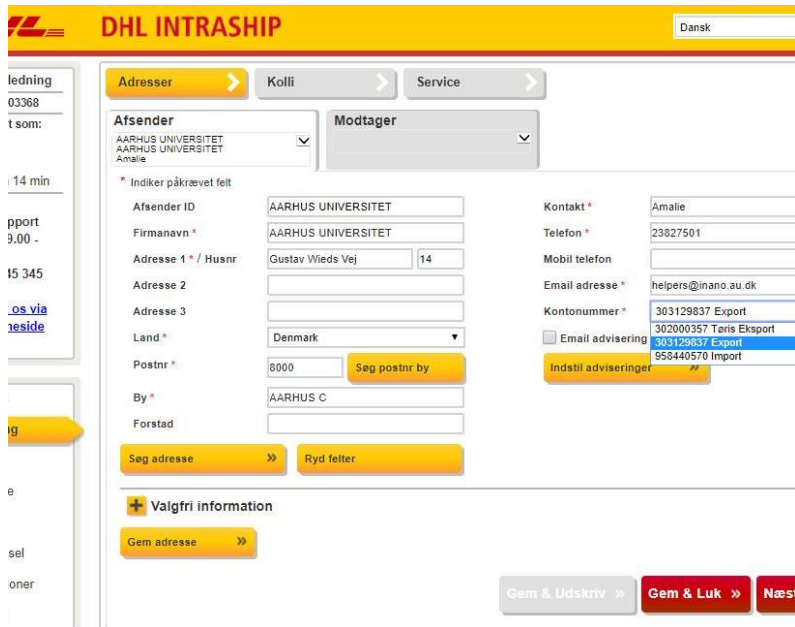


# Guideline for dry ice shipments with DHL

If you need to ship a parcel containing dry ice, you must follow this guideline.

**IMPORTANT:** the customer number that you must use for dry ice is: **302000357**

## Step 1:

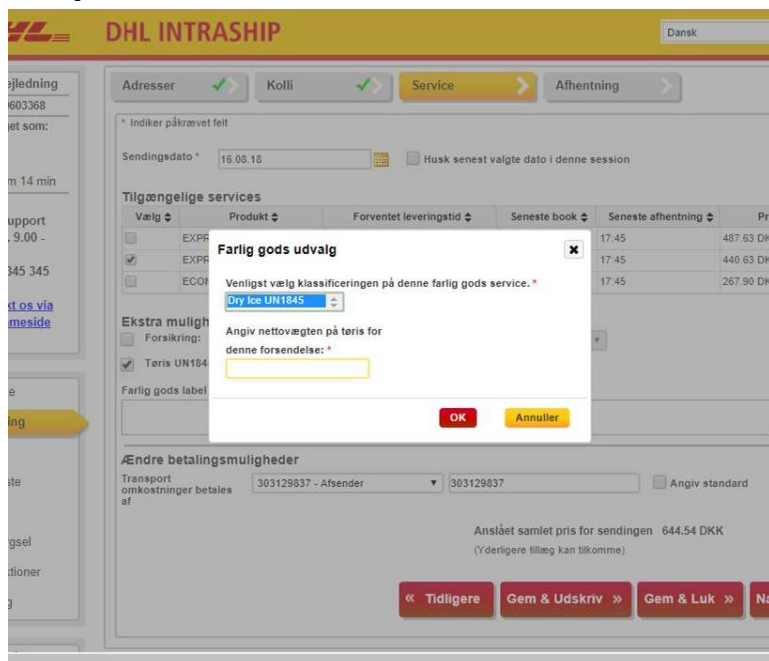


The screenshot shows the DHL INTRASHIP web interface. The 'Adresser' tab is active. The 'Afsender' (Sender) and 'Modtager' (Receiver) fields are filled with 'AARHUS UNIVERSITET'. The 'Land' (Country) is set to 'Denmark'. The 'Kontakt' (Contact) field is filled with 'Amalie'. The 'Kontonummer' (Account Number) field is filled with '302000357'. The 'Email adressering' (Email Addressing) field is filled with '303129837 Export'. The 'Indstil adviseringer' (Set Advising) button is highlighted.

- Fill in every information in the sender and receiver fields

**OBS! Remember to change the contact name to your OWN NAME!!**

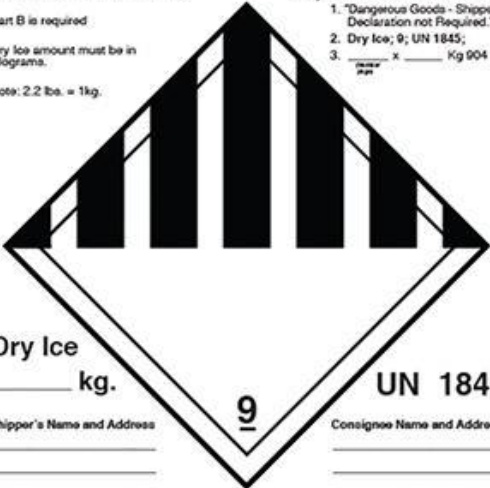
## Step 2:



The screenshot shows the DHL INTRASHIP web interface. The 'Service' tab is active. The 'Følgende services' (Following services) table is visible. The 'Følgende services' table has columns for 'Vælg' (Select), 'Produkt' (Product), 'Forventet leveringstid' (Expected delivery time), 'Seneste book' (Latest booking), 'Seneste afhentning' (Latest pickup), and 'Pris' (Price). The 'Følgende services' table shows three rows of services. The 'Følgende services' table is filtered to show 'Følgende services'. The 'Følgende services' table has columns for 'Vælg' (Select), 'Produkt' (Product), 'Forventet leveringstid' (Expected delivery time), 'Seneste book' (Latest booking), 'Seneste afhentning' (Latest pickup), and 'Pris' (Price). The 'Følgende services' table shows three rows of services.

- Choose the classification, dry ice, under 'Service'
- Then declare the weight of the dry ice in the parcel (in kilograms)

### Step 3:

Shipper's Declaration not Required. Part B is required. Dry Ice amount must be in kilograms. Note: 2.2 lbs. = 1kg.		Airwaybills/airbills must have the following: 1. "Dangerous Goods - Shipper's Declaration not Required." 2. Dry Ice, 9; UN 1845, 3. _____ x _____ Kg 904 III
Dry Ice _____ kg.	9	UN 1845
Shipper's Name and Address _____ _____		Consignee Name and Address _____ _____
HAZ-319		

- Print this label
- Put it on the parcel before leaving it for pickup
- As you have completed the earlier steps, the label will include the dry ice weight and your information