



CONTACT UPLOAD

Simply fast. Simply efficient. Simply amazing.

DHL Express – Excellence. Simply delivered.



MyDHL+ offers several ways to upload your sender and receiver information into your Address Book.

In addition to basic address information, you have the option to upload other defaults for your contacts, including:

- DHL account numbers
- VAT numbers / Tax IDs
- Shipment references
- General notes

GETTING STARTED

The easiest way to upload your contacts into MyDHL+ is to use the MyDHL+ Upload option. For this, you will need to download the template below.

Download MyDHL+ Contact Upload Template

This template contains all the fields that can be uploaded into MyDHL+ and indicates in the column headers which fields are required and which are optional.

| | A | В | С | D |
|---|-----------------|--------------------|-----------------------|----------------------------|
| 1 | Name (Required) | Company (Required) | Nickname (Optional) | Email Address 1 (Optional) |
| 2 | John Smith | DHL Express | John at DHL | jsmith@companymail.com |
| 3 | Dave Jones | ABC Ltd | Page host becauters a | djones@abc.com |

- Columns must not be deleted and the fields must be kept in exactly the same order to avoid upload errors.
- The template contains sample data and we recommend that you upload the sample file before replacing it with your own data. This will allow you to check how the sample contacts appear in your Address Book and familiarise yourself with the available fields.
- When you save the template, keep it in .csv format. If you change the format, the upload will fail.

UPLOAD CONTACTS

1) To use the template provided, log into MyDHL+, go to **Manage Shipments** and select **Address Book**.

| View/Pay Bill My Stepment Settings 🌲 My Prof | | 163 | Manage Shipments | Track | Home Ship | MyDHL+ |
|--|----------|--|---|-------------|---------------------------|--------|
| | | REQUIRE ACTION Shipping Today (49) Ready to Brint (13) | MY SHIPMENTS All Shipments My Rickups | L+ | e to MyDHI | Welcon |
| My Shipments Past 90 days of activity > Saved By Mg (30) | Quote | View All Unsubmitted | Address Book Reports | Create from | New Shipment | Create |
| > View All Shipments | | | From | n | Country United Kingdon | |
| Track | t Switch | | | | | |
| Enter up to 10 numbers, separated by a comma or return | | | ĩa | | Country | |
| Monitor Shipments Track | 8 | , postal code, country | Street address, city | _ | _ | • |

2) In the Address Book, select Upload Contacts.

| | . Express | | | Help Centre En | ulish 🔠 |
|----------------|-----------------|------------------------|-----------|------------------------------|--------------|
| MyDHL+ Home Si | hip Track | Manage Shipments (163) | Arisset74 | ay Bill My Shipment Settings | 1 My Profile |
| Address Book | | | | | |
| Address Book | 3 Mailing Lists | | | | |
| All | Search | Q. | Dis | splay 10 • 1 | 2 |
| Actions * | | | | Upload Contacts Ad | ld Contact |
| Nickname * | Country | Address | City | Country | ٥ |
| My Info | United Kingo | lom TEST 100 | CRANFORD | United Kingdom | |
| | | | | Edit Copy Creat | e Shipment |

3) Click Upload My File.



| Contraction of the second s | | |
|---|---|--|
| Upload your own file using a predefined process. Quick Tips | Map the fields in your file to our Address Book. Quick Tips | Map OHL fields and save for future uploads. Quick Tips |
| File Guidelines | File Guidelines for Mapping | File Guidelines |
| Upload Options | | |
| Select One | | |
| | | |
| MyDHL+ Upioao | | |
| | | |
| Sroup Terms of Use Privacy | Notice Terms and Conditions of Carriage | 2019 @ Deutsche Post AG - All rights reserved |
| | | |
| | | |
| | | |

5) Select **File contains header columns** and select **Yes** to truncate details that exceed field maximums. If any of your data exceeds the field maximums and you don't truncate it, the upload will fail.

| United Online | | | | | | | | | | | |
|---------------------|----------|--------|-------------|-------------|-----------|--------|--|--|--|--|--|
| MyDHL+ Upload | • | | | | | | | | | | |
| File contains colu | umn h | eaders | | | | | | | | | |
| Do you want to true | ncate | any de | ails that e | exceed fiel | d maximui | ms? () | | | | | |
| UTF-8 | r foosie | | | | | | | | | | |
| Upload | | | | | | | | | | | |
| | | | | | | | | | | | |

6) Click **Upload** and locate the file. Select the file and click **Open**.

| Favorites | Documents library Address Book | Arrange by: Folder • |
|---------------|--|----------------------|
| 👔 Downloads | Name | Date modified |
| Recent Places | MyDHL+ Contact Upload Template.csv | 05/02/2019 09:46 |
| 🚚 Libraries 💡 | | |
| Documents | | |
| J Music | | |
| Pictures | | |
| Videos | | |
| Computer | | |
| Windows (C:) | | |
| | * [| |
| File | name: MyDHL+ Contact Upload Template.csv | ✓ Custom Files |
| | | |

7) You will now see the uploaded file. Click **Upload** again.

| load Options | |
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| мурні, + орюад | |
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8) Click Add Contracts to Address Book.

| Upload Options | | | |
|--|----------|--|------------------------------|
| MyDHL+ Upload * | | | |
| File contains column headers | | | |
| Do you want to truncate any details that exceed field maximums \fbox Yes | 17 😗 | | |
| Select Character Set (select UTF-8 if unsure) () | | | |
| MyDHL+ Contact Upload Template.csv 1.67 KB | O Delete | | |
| | | | Add Contacts to Address Book |

You will see confirmation of the number of contacts that have been uploaded successfully.

| _DHL_ | DHL Exp | ress | | | | Help Centre | English | ** |
|--------------------------------|---------------------|---------------|--|---------------------------------|-----------------------------|---|---------|------------|
| MyDHL+ Home | Ship | Track | Manage Shipments 163 | | View/Pay Bit | My Shipment Setting | 1 | My Profile |
| Upload Conta | cts | | | | | | Ŀ | Back |
| Successfu | II: 2 of 2 C | ontacts | | | | | | |
| Add contacts into ye | our MyDHL | + Address E | look using our handy upload options. | | | | | |
| Address accuracy n details. | natters in g | etting your s | hipments delivered! Make sure your con | tact addresses are complete, ad | ccurate and include all req | uired origin and d | estinat | lan |
| | | | · · · · · · · · · · · · · · · · · · · | | | 2020 - 12 - 12 - 12 - 12 - 12 - 12 - 12 | 20 | |

An error report will be provided for any unsuccessful uploads, enabling you to correct those contacts and upload them again.



For further guidance and other upload options, please review the **File Guidelines** and **Quick Tips** available in the **Upload Contacts** section of MyDHL+.

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