

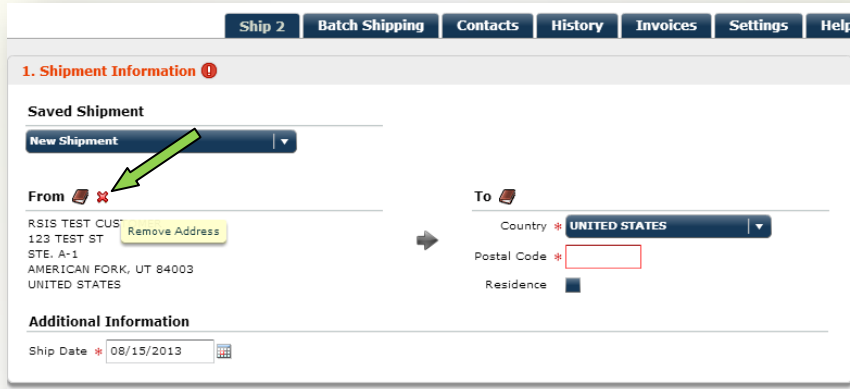
How to Import on Webship 2 user guide

Phone # 18662931540

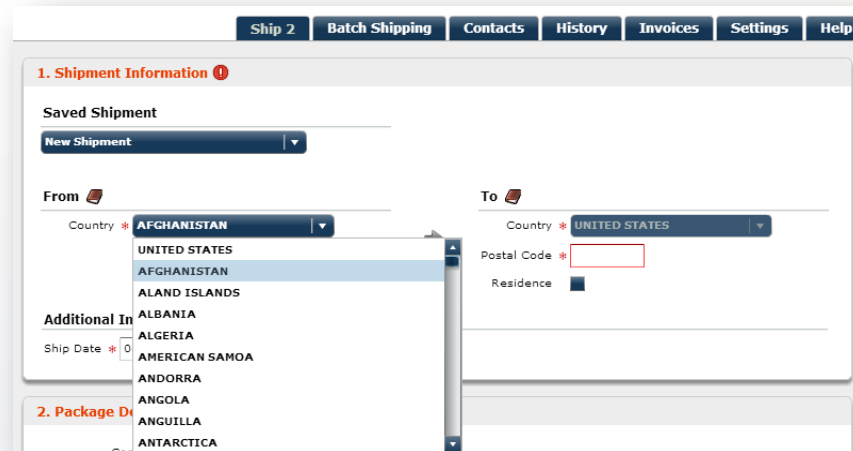
Have any questions please email us at customer.service@lowshiprate.com

Step 1 – Shipment Information

- To create an Import shipment, click the ✖ icon next to the From Address to remove the default address.



- Select the Sender Country from the country drop down menu



- The United States auto populate as the Receiver Country. Enter the receiver postal code, select if the receiver is a residence.
- Change the Ship Date – for shipments originating outside the US, the label must be created for the following business day



Step 2 – Package Details

Select the Contents of the shipment, Documents or Products/Commodities

Contents * Documents Products/Commodities

- Enter the Customs Value amount

Customs Value *

- Select whether or not you want Additional Protection “Insurance” on the shipment. If Additional protection is selected the “Declared Value” (the amount you want to insure the shipment) box will appear next to the Package type

Additional Protection Yes No

*Quantity	*Package Type	Declared Value (per package)
<input type="text" value="1"/>	<input type="button" value="Select"/>	<input type="text" value="50.00"/> <input type="button" value="US Dollars"/>
1		50.00 US Dollars

- Select the Package Type.

Ship 2 | Batch Shipping | Contacts | History | Invoices | Settings | Help

1. Shipment Information

2. Package Details !

Contents * Documents Products/Commodities

Customs Value *

Additional Protection Yes No

*Quantity	*Package Type	Declared Value (per package)
<input type="text" value="1"/>	<input type="button" value="Select"/>	<input type="text" value="50.00"/> <input type="button" value="US Dollars"/>
1	Envelope Carrier Pak Carrier Tube Carrier Box Your Packaging	50.00 US Dollars

- If selecting a carrier package option, it is not necessary to enter dimensions. If selecting “Your Packaging” as your package option, you will need to enter the appropriate dimensions
- Enter the Weight
- If Declared Value was entered previously, it is not necessary to enter the amount again

- To enter additional pieces, click **Add Item** at the bottom left of the Package Details Section
- The packaging type will be auto selected for you as the previous package type, add the dimensions, weight, and the declared value for the additional piece(s)
- To remove a piece, click the red **X** next to the shipment line

- When the Package Details section has been completed, click the **Next** button at the bottom of the section

Step 3 – Available Services

- For DHL Import, the only available service will be DHL Inbound unless additional time sensitive services have been given as an option. To continue to the next step, click the **Next** button or click the **Save Shipment** button to save the shipment for processing at a later time

The screenshot shows a software interface with a navigation bar at the top containing buttons for 'Ship 2', 'Batch Shipping', 'Contacts', 'History', 'Invoices', 'Settings', and 'Help'. Below the navigation bar are four tabs: '1. Shipment Information', '2. Package Details', '3. Available Services', and '4. Service Options'. The '3. Available Services' tab is active and displays a table with the following data:

Select	Carrier	Service	Delivery Date & Time	Estimates
<input checked="" type="radio"/>	DHL	DHL Inbound <i>Customer packaging</i>	Unavailable	\$441.32

At the bottom of the '3. Available Services' section, there are three buttons: 'Start Over', 'Save Shipment', and 'Next'.


Step 4 – Service Options

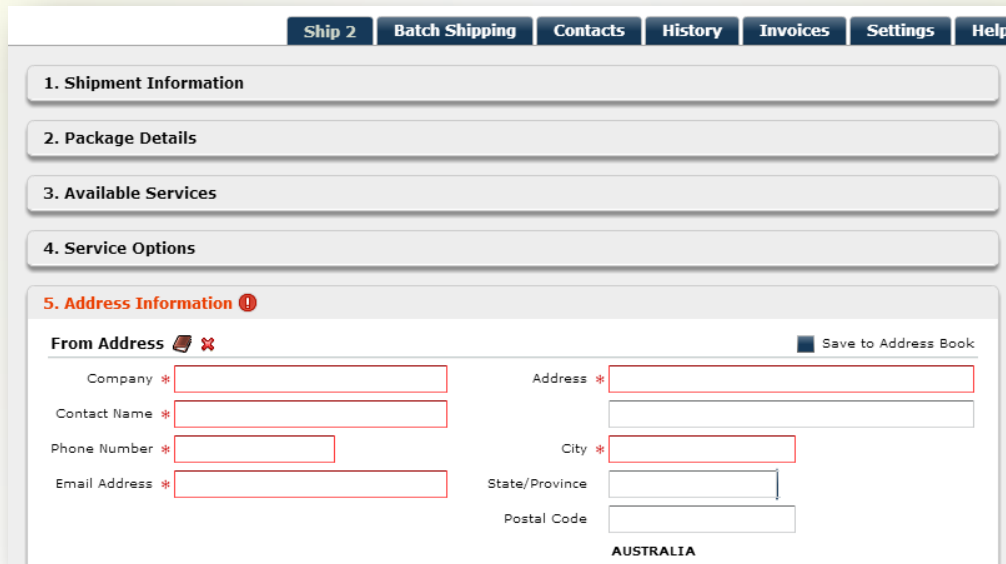
- Enter the Content Description; this is a required field for all DHL International Shipments. Type the description in or select a saved Content Description from the drop down menu. To save a new description, check the Save box next before continuing to the next step

The screenshot shows the same software interface as in Step 3, but now the '4. Service Options' tab is active. Under the 'General' section, there is a 'Content Description' field with a red asterisk indicating it is required. The field contains the text 'Clocks' and has a dropdown arrow on the right. To the right of the field is a checked checkbox labeled 'Save'. Below the field, a note reads: 'DHL limits content description to 50 characters.' At the bottom right of the '4. Service Options' section, there are three buttons: 'Start Over', 'Save Shipment', and 'Next'.



- To continue to the next step, click the **Next** button or click the **Save Shipment** button to save the shipment for processing at a later time


Step 5 – Address Information

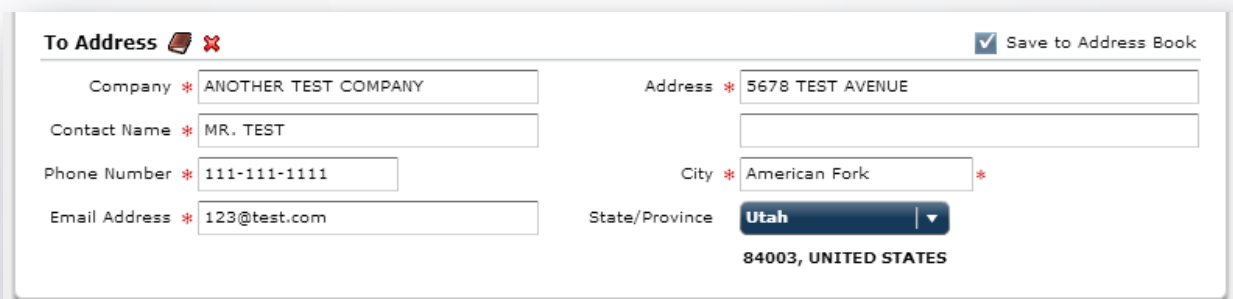
- Enter the FROM address. If the address is saved in your Address Book, click  to select the address. If the address is not in your Address Book and you wish to save it, check the Save to Address Book option at the top of the Sender Address





The screenshot shows a web interface with a navigation bar at the top containing tabs: Ship 2, Batch Shipping, Contacts, History, Invoices, Settings, and Help. Below the navigation bar are five sections: 1. Shipment Information, 2. Package Details, 3. Available Services, 4. Service Options, and 5. Address Information (highlighted in red). The 'From Address' section is active and contains the following fields:

From Address  		<input type="checkbox"/> Save to Address Book	
Company *	<input type="text"/>	Address *	<input type="text"/>
Contact Name *	<input type="text"/>		<input type="text"/>
Phone Number *	<input type="text"/>	City *	<input type="text"/>
Email Address *	<input type="text"/>	State/Province	<input type="text"/>
		Postal Code	<input type="text"/>
AUSTRALIA			

- Enter the TO address. If the address is saved in your Address Book, click  to select the address. If the address is not in your Address Book and you wish to save it, check the Save to Address Book option at the top of the Receiver Address



The screenshot shows the 'To Address' section of the shipping software interface. It contains the following fields:

To Address  		<input checked="" type="checkbox"/> Save to Address Book	
Company *	ANOTHER TEST COMPANY	Address *	5678 TEST AVENUE
Contact Name *	MR. TEST		<input type="text"/>
Phone Number *	111-111-1111	City *	American Fork *
Email Address *	123@test.com	State/Province	Utah
84003, UNITED STATES			

Step 6 – Billing Information

- Enter the Shipment Reference
- The DHL Billing Party will automatically default to the Receiver Account # for import shipments. At this time, the account # cannot be changed.

The screenshot shows the '6. Billing Information' form with the 'General' section. It includes a 'Shipment Reference' dropdown menu with 'Weekly Shipment' selected, a note stating 'DHL limits shipment reference to 21 characters.', a 'Billing Party' dropdown menu with 'Receiver' selected, and a 'Billing Account' text field containing '950390453'.

- Select who will be paying for the Duties/Taxes for the shipment
 - Duties to be paid by Receiver = Receiver of the package. A DHL account number will *not* need to be entered for this option. The account # on the customer record will be the default account.
 - Duties to be paid by Sender = Creator of the shipment. A DHL account # will need to be entered for this option
 - Duties to be paid by Third Party = 3rd party in charge of the duties charges. A DHL Account # will need to be entered for this option

The screenshot shows the 'Dutiable Payment Type' dropdown menu with 'Duties To Be Paid By Receiver' selected. The dropdown list includes 'Duties To Be Paid By Receiver', 'Duties To Be Paid By Sender', and 'Duties To Be Paid By Third Party'. Below the dropdown is a radio button for 'ITN' which is currently unselected.

- Edit the FTR or enter an ITN # if necessary, however most countries outside the US don't require this info.

The screenshot shows the 'Dutiable Payment Type' form with 'Duties To Be Paid By Sender' selected. The 'Dutiable Account' field contains asterisks. Below it are radio buttons for 'FTR' (selected) and 'ITN'. The 'FTR' dropdown menu shows '30.37(a)'. At the bottom right are three buttons: 'Start Over', 'Save Shipment', and 'Ship'.

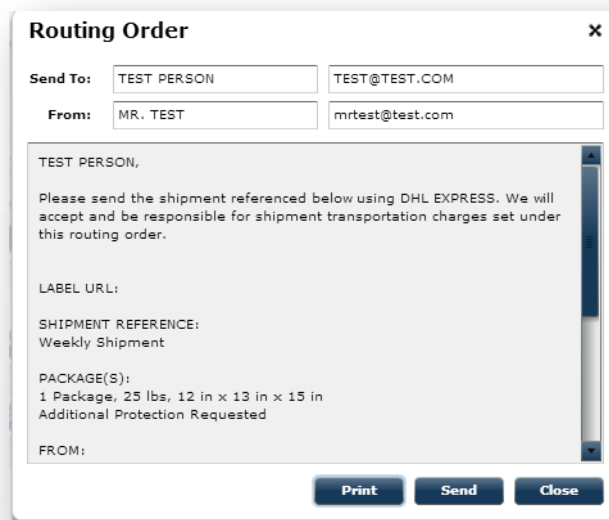
**At this time a Commercial Invoice cannot be created from Webship. If a Commercial Invoice is needed for your shipment, please visit the below link for the DHL template that may be shared with the sender.

http://www.dhl-usa.com/content/dam/downloads/us/express/shipping/shipping_documents/commercial_invoice.pdf

- To continue to the next step, click the **Ship** button or click the **Save Shipment** button to save the shipment for processing at a later time
- After clicking the **Ship** button, a pop up will appear indicating the shipment has been successfully created. From the window you can click the “View Waybill” link and save a copy of the label in PDF to send by email to the sender.



- Click the **Send Routing Order** button to send the info to the sender. Enter the email address for the sender and receiver and click **Send** or **Print** to save for your records



- Please note pickup requests for DHL Inbound shipments cannot be scheduled through Webship. The Sender of the package will need to contact DHL directly to arrange the pickup or it may be scheduled directly through DHL.com on behalf of the Shipper.