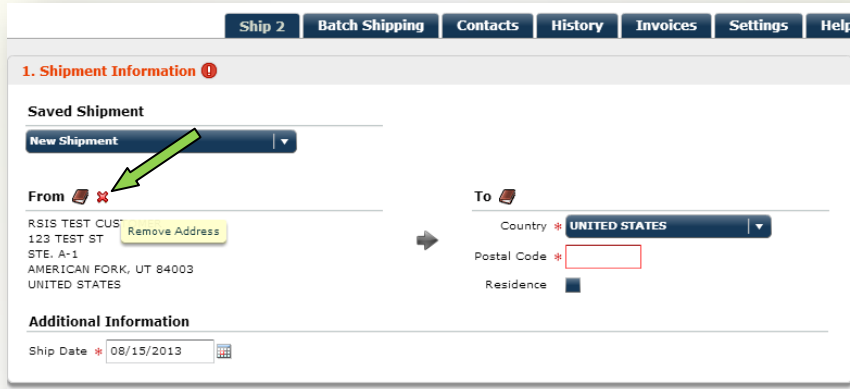# LowShipRate

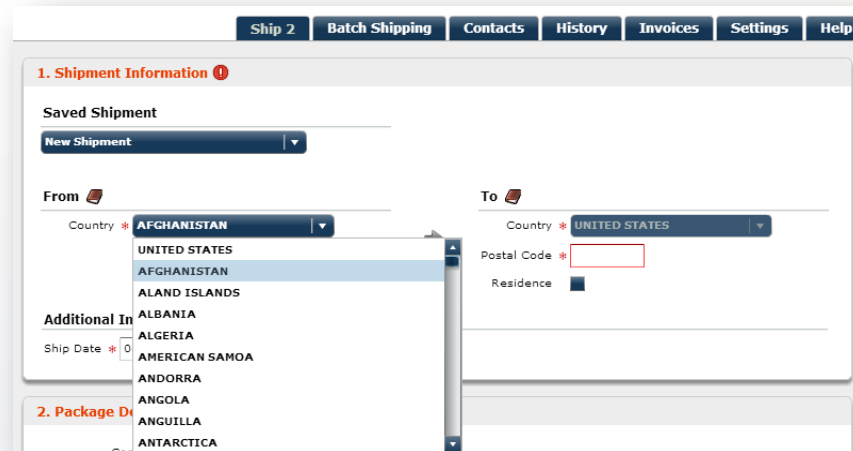## How to Import on Webship 2 user guide
Phone # 18662931540
Have any questions please email us at customer service@lowshiprate.com

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

- Enter the Customs Value amount

- Select whether or not your 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

- Select the Package Type.

- 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 ✖ 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
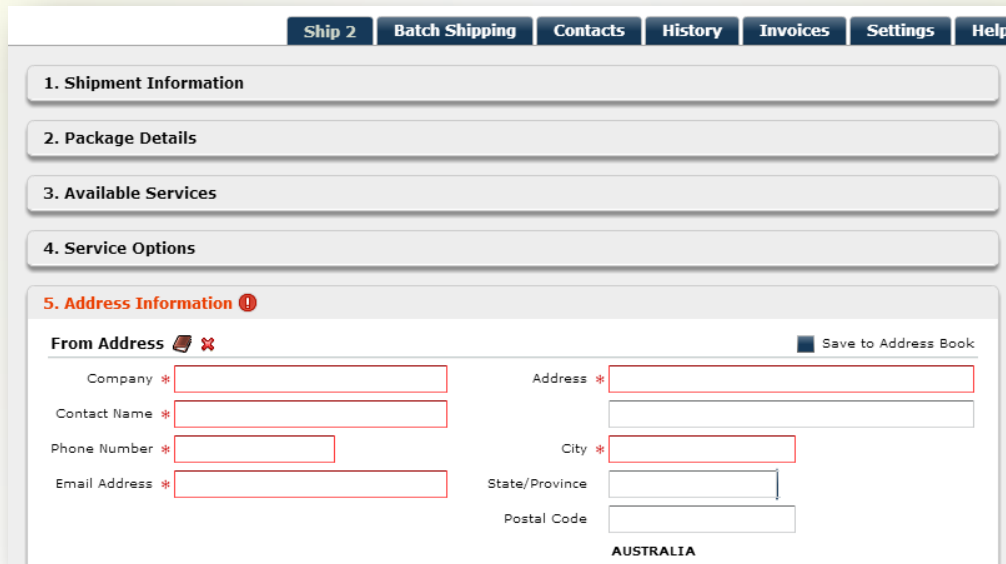

Step 4 – Service Options

- 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

- 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
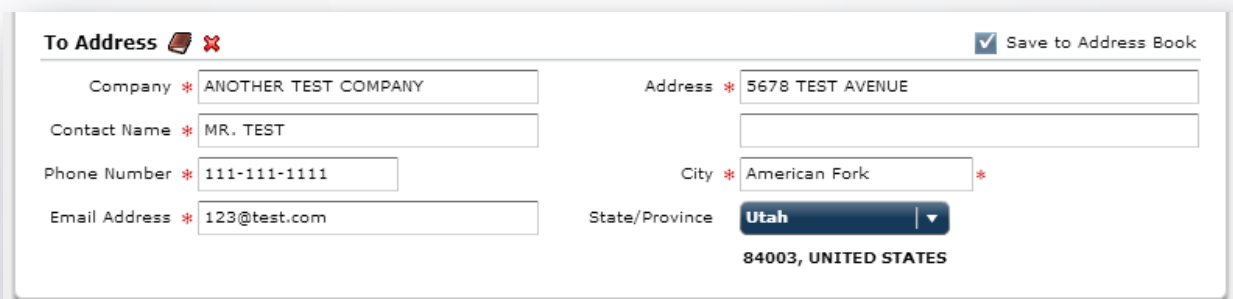

- Enter the TO address. If the address is saved in your Address Book, click 📕 to select the address. If the address is not in your Address Book and you wish to save it, check the ◼ Save to Address Book option at the top of the Receiver Address

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.

- 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

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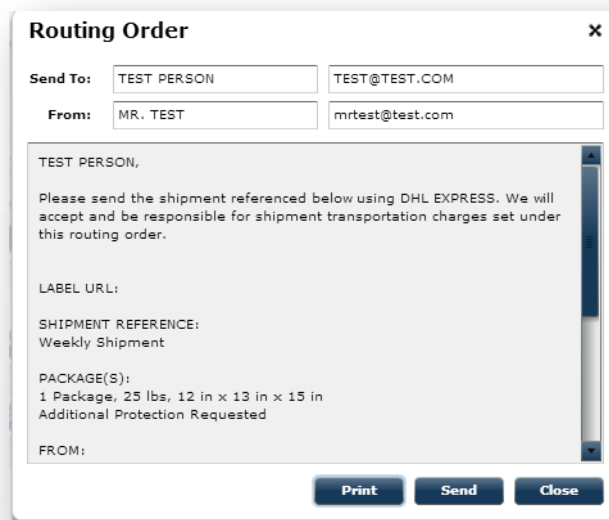

**At this time a Commercial Invoice cannot be created from Webship. If a Commercial Invoice is needed for your shipment, please visit the below link for the DHL template that may be shared with the sender.

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.

Shipment Successfully Booked

Your Tracking Number for this package is: **7905461690**

View Waybill

| Re-Ship Same Package | Send Routing Order | New Shipment |

- 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

Routing Order   ✕

| Send To: | TEST PERSON | TEST@TEST.COM |
| From: | MR. TEST | mrtest@test.com |

TEST PERSON,

Please send the shipment referenced below using DHL EXPRESS. We will accept and be responsible for shipment transportation charges set under this routing order.

LABEL URL:

SHIPMENT REFERENCE:
Weekly Shipment

PACKAGE(S):
1 Package, 25 lbs, 12 in x 13 in x 15 in
Additional Protection Requested

FROM:

| Print | Send | Close |

- 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.