

DHL Express



DHL IntraShip – User Manual Road



Table of Contents

1 Logging in	1-3
2 Shipper	2-3
3 Receiver	3-3
4 Shipment details	4-3
5 Multi Package Shipment with Identical Packages/Pallets	5-3
6 Multi Package Combination Shipment Packages/Pallets	6-3
7 Notify Receiver	7-3
8 Printing Labels	8-3
9 End of Day manifest	9-3
10 Search Filter	10-3
11 Address Book	11-3
12 Statistics	12-3
13 Pick-up Booking	13-3
14 eCommerce Service Desk	14-3

1 Logging in

BE: <http://www.intraship-dhl.be>

NL: <http://www.intraship-dhl.nl>

LU: <http://www.intraship-dhl.lu>

When you start the program, you need to enter your username and password. You can also select the language of your choice, and change your password by ticking "Change Password".

DHL-Intraship 4.2 - Windows Internet Explorer

http://www.intraship-dhl.nl/intraship/jsp/LoginCtrl.jsp?URL=LoginDlg.jsp

DHL-Intraship 4.2

DHL

Intraship - Login

Login

Name: user

Password: ●●●●●●

Language: English

Change password

Login

Deutsche Post World Net

MAIL EXPRESS LOGISTICS FINANCE

Next, click [Login].

Once you are logged in, you will see the following screen:
This is an overview of all the shipments you have created.

The screenshot shows the DHL IntraShip interface. The top navigation bar is yellow with the DHL logo on the left and the title 'Intraship - Shipment list overview' in the center. Below the title is a small image showing a person at a computer. The left sidebar is yellow and contains a menu with the following items: ID#: 100002090, Transport type: (with icons for Road and Air), Shipment list overview, Add order (highlighted with a red box), Special Order, Search filter, Address book, Reports, End-of-Day manifest, Pick up, Client options, Mailinglist administration, Info, and Logout. The main content area is titled 'Shipment list' and contains a table with the following columns: Customer no. of sender, Shipment Date, Status, Product Code, Receiver, Receiver2, User, Shipment No., #Pcs, Select, and Copy. Above the table are buttons for 'Deselect all', 'Select all', 'Print', and 'Delete', and a 'Show all unprinted orders' button.

If you wish to create a DHL **EUROPLUS** shipment, click [Road] (car).
Then click [add order] on the menu on the left-hand side.
The Receiver screen will be opened automatically.

2 Shipper

When you create your first shipment, you will have to enter your company details on this screen and click [Add Address]. Once you have created your first shipment, your details will be completed automatically every time you return to the Shipper screen.

If you wish to use a different address, (You will have to enter this first) you first empty the fields using [Clear Fields]. Then search for the required address with the [Search] function.

Standard product: Here you can enter your standard product. If, for instance, you mainly ship within BNL, you choose EURODOM.

You can select either EURDOM or EURINT. They are both DHL **EUROPLUS** products, but with the following rules attached:

EURDOM = DHL EUROPLUS within Benelux

EURINT = DHL EUROPLUS outside Benelux

The selected standard product will remain selected when you enter the next shipment.

3 Receiver

When you wish to add a new order in [Add Order], you will be shown the [Receiver] screen:

The screenshot shows the 'Intraship - Add order' interface. The 'Receiver' tab is selected and highlighted with a red box. The form contains the following fields:

- Salutation:
- Company name1:
- Company name2:
- Company name3:
- Contact:
- Street / No:
- Addit. Address:
- ZIP: / City:
- Country:
- Receiver-ID:
- Match code:
- Account no.:
- Phone:
- Email:
- Vat no:
- Delivery note:
- Internal note:
- Standard product:
- Default Service:

Buttons at the bottom of the form area include 'Search', 'Add address', 'Clear fields', and 'Complete address'. The 'Add address' button is also highlighted with a red box. A note below the form states: 'Bold fields are mandatory.'

You can fill in the fields manually (mandatory fields are printed in bold).
 If you wish, you can then save the address you have entered in your address book by clicking the [Add Address] button.
 You can also select an existing recipient from your address book.
 You can enter as little as one letter in a field and press [Search], which will give you a list of search results.

You will see the following screen, where you can select the desired recipient.

Intraship - Add order

ID#: 100002090

Transport type:

Shipment list overview

Add order

Special Order

Search filter

Address book

Reports

End-of-Day manifest

Pick up

Client options

Mailinglist administration

Info

Logout

Deutsche Post World Net

MAIL EXPRESS LOGISTICS FINANCE

Address book

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Company begins with:

Company Name	Contact	Address	Matchcode	Action
▶ A LIFE MAGAZINES	Tel.: 4564564	SMEDERUSTRAT 4814DB BREDA NL		<input type="checkbox"/> ▶ Delete
▶ A. HOLDIJK GMBH	Tel:	KAISERSTIEGE 48599 GRONAU DE	5688	<input type="checkbox"/> ▶ Delete
▶ A. KOOIJ HANDELSMIJ B.V.	Tel:	HANDELSCENT ZHZ LOODS 2991LD BARENDRECHT NL	5068	<input type="checkbox"/> ▶ Delete
▶ A. VAN OUYEN	Tel:	KERKSTR 6669DD DODEWAARD NL	5218	<input type="checkbox"/> ▶ Delete
▶ A. VISBEEN EN ZONEN B.V.	Tel:	LANGEWG 3244BH NIEUWE TONGE NL	5916	<input type="checkbox"/> ▶ Delete
▶ A. de Keijzer & Zoon B.V.	Tel:	Mr. F.J. Haarmanweg 4538 AN TERNEUZEN	002	<input type="checkbox"/> ▶ Delete

The data will be entered automatically.

DHL

Intraship - Add order

ID#: 100002090

Transport type:

Shipment list overview

Add order

Special Order

Search filter

Address book

Reports

End-of-Day manifest

Pick up

Client options

Mailinglist administration

Info

Logout

Deutsche Post World Net
MAIL EXPRESS LOGISTICS FINANCE

Shipper Receiver Shipment details Packages Notify Receiver

Salutation:

Receiver-ID:

Company name1:

Match code:

Company name2:

Account no.:

Company name3:

Phone:

Contact:

Email:

Street: / No:

Vat no:

Addit. Address:

Delivery note:

ZIP: / City:

Country:

Internal note:

Standard product:

Default Service:

Search Add address Update address Clear fields

Complete address

Bold fields are mandatory.

Save and return Save/Print

Addresses for the Benelux will be validated, which means you must enter the correct address information. If a postcode refers to multiple cities or street names, you will be presented with a selection list.

Next, click [Shipment Details] to go to the next tab.

4 Shipment details

Single package

Multi – shipment with identical / pallets.

Multi – shipment with different / pallets.

DHL

Intraship - Add order

ID#: 100002090

Transport type:

Shipper Receiver **Shipment details** Packages Notify Receiver

Shipment No.: Shipment date: 23/07/07

Shipment reference: Depot / Tour number: ???/ Volumetric weight: 0.000

Product: DHL EUROPLUS Benelux

COD: 0.00

Currency/Payment type COD: EUR | CASH Weight (kg): 0.000

Higher insurance: 0.00 Quantity of packages: 0

Currency of high insurance: EUR Quantity of pallets: 0

Delivery remark:

Description:

Terms of trade: CPT

Select product Create packages... Create routing data

Hazardous good Hold at Depot Invoice address

Consolidation Expedition Hide Express 11 a.m.

Saturday delivery

Bold fields are mandatory.

Save and return Save/Print

You need to enter the following fields for a **single package** (1 colli) shipment:

- Shipment Reference, max. 10 characters
- Weight / Quantity
- Product (completed automatically via your standard preference)

In addition, you can also select the services you require: Saturday Deliver.

You can then select:

Save and Return: you can enter another shipment.

Save/Print: save the shipment and print the label.

5 Multi Package Shipment with Identical Packages/Pallets

You need to fill in the mandatory fields on the [Shipment Details] screen, except for the weight and the quantity (see single packages). In addition, you can also select the services you require. Next, click the [Create package] button.

DHL

Intraship - Add order

ID#: 100002090

Transport type:

Shipment list overview

Add order

Special Order

Search filter

Address book

Reports

End-of-Day manifest

Pick up

Client options

Mailinglist administration

Info

Logout

Deutsche Post World Net
MAIL EXPRESS LOGISTICS FINANCE

Shipper	Receiver	Shipment details	Packages	Notify Receiver
		Shipment No.: Shipment reference: <input type="text"/> Product: DHL EUROPLUS Benelux COD: <input type="text" value="0.00"/> Currency/Payment type COD: <input type="text" value="EUR CASH"/> Higher insurance: <input type="text" value="0.00"/> Currency of high insurance: <input type="text" value="EUR"/> Delivery remark: <input type="text"/> Description: <input type="text"/> Terms of trade: CPT	Shipment date: <input type="text" value="23/07/07"/> Depot / Tour number: <input type="text" value="???"/> Volumetric weight: <input type="text" value="0.000"/> Weight (kg): <input type="text" value="0.000"/> Quantity of packages: <input type="text" value="0"/> Quantity of pallets: <input type="text" value="0"/>	
		Select product Create packages... Create routing data		
		<input type="checkbox"/> Hazardous good <input type="checkbox"/> Hold at Depot <input type="checkbox"/> Invoice address <input type="checkbox"/> Consolidation <input type="checkbox"/> Expedition Hide <input type="checkbox"/> Express 11 a.m. <input type="checkbox"/> Saturday delivery		
		Bold fields are mandatory.		
		Save and return Save/Print		

You will now see the following screen:

DHL

ID#: 100002090

Transport type:

Shipments

Shipper	Receiver	Shipment details	Packages	Notify Receiver
---------	----------	------------------	----------	-----------------

Autom. Generation of packages

Weight (kg):

Quantity of packages:

Default package:

Quantity of pallets:

Default package:

Deutsche Post World Net

MAIL EXPRESS LOGISTICS FINANCE

Enter the following information:

- Total shipment weight.
- Number of packages or pallets.

Next, click [Create packages]

If you regularly send packages/pallets with the same dimensions, you can save these as a standard shipment. You can then select the standard shipment the next time you use the program.

You will see the [Packages] screen, with the number for each item:

If you do not wish to use the [Inform Recipient] function, you have the following options:

Save and Return: you can enter another shipment.

Save/Print: save the shipment and print the label.

6 Multi Package Combination Shipment Packages/Pallets

You need to fill in the mandatory fields on the [Shipment Details] screen, except for the weight and the quantity (see single packages). In addition, you can also select the services you require. Next, you go to the [Packages] screen.

In this screen, you enter the Weight and select [Package Type]

You will see the following screen:

DHL

Intraship - Enter package

ID#: 100002090

Transport type:

Shipper Receiver Shipment details **Packages** Notify Receiver

Weight (kg): 20.000 Length (cm): 50
 Volumetric weight (cdm): 31.250 Width (cm): 50
 Calculate volume Height (cm): 50

Description: Package type: COL

package reference:

Default package Save as default package **Add** Update

Piece identifier	Weight	Volume (cdm)	Dimensions (l*w*h)	Type	Action
JJD00009004803557004018	3.00	31.25	50x50x50	COL	Delete

Bold fields are mandatory.

Save and return Save/Print

Deutsche Post World Net
 MAIL EXPRESS LOGISTICS FINANCE

7 Notify Receiver

You can inform the receiver of the shipment via e-mail by entering the name of the receiver plus his/her e-mail address in the [Notify Receiver] screen, and clicking [Add]. The mail will be sent after you have printed the label. The e-mail address entered under the [Receiver] (tab) will be entered automatically.

The screenshot shows the DHL IntraShip 'Add order' interface. The left sidebar contains a navigation menu with options like 'Shipment list overview', 'Add order', 'Special Order', 'Search filter', 'Address book', 'Reports', 'End-of-Day manifest', 'Pick up', 'Client options', 'Mailinglist administration', 'Info', and 'Logout'. The main content area is titled 'Intraship - Add order' and features a tabbed interface with 'Notify Receiver' selected. The form includes fields for 'Receiver name' (Mr. DHL), 'Email' (email@address.com), and 'Shipment No.'. There are also 'Reserved 1', 'Reserved 2', and 'Reserved 3' fields. An 'Add' button is highlighted with a red box. Below the form is a table with one entry:

Number	Receiver	Action
1	email@address.com	Delete

At the bottom of the interface are 'Save and return' and 'Save/Print' buttons. The DHL logo and 'Deutsche Post World Net' branding are visible at the bottom of the page.

8 Printing Labels

Once you have clicked [Save and return], you will return to your [Shipment List Overview].

DHL

Intraship - Shipment list overview

ID#: 100002090

Transport type:

Shipment list

Deselect all Select all Print Delete

Show all unprinted orders

1

Customer no. of sender	Shipment Date	Status	Product Code	Receiver Receiver2	User	Shipment No.	#Pcs	Select	Copy
▶ 04803557	23/07/07	Authorized	DHL EUROPLUS Benelux	Testnaam2	erik	JJD00009004803557004019	1	<input type="checkbox"/>	

1

Deutsche Post World Net
MAIL EXPRESS LOGISTICS FINANCE

You open a shipment by clicking on the customer number or sender, which you can then [Edit] [Delete] or [Print].

You can also select multiple shipments and print these immediately.

Intraship - Contract editing

ID#: 100002090

Transport type:

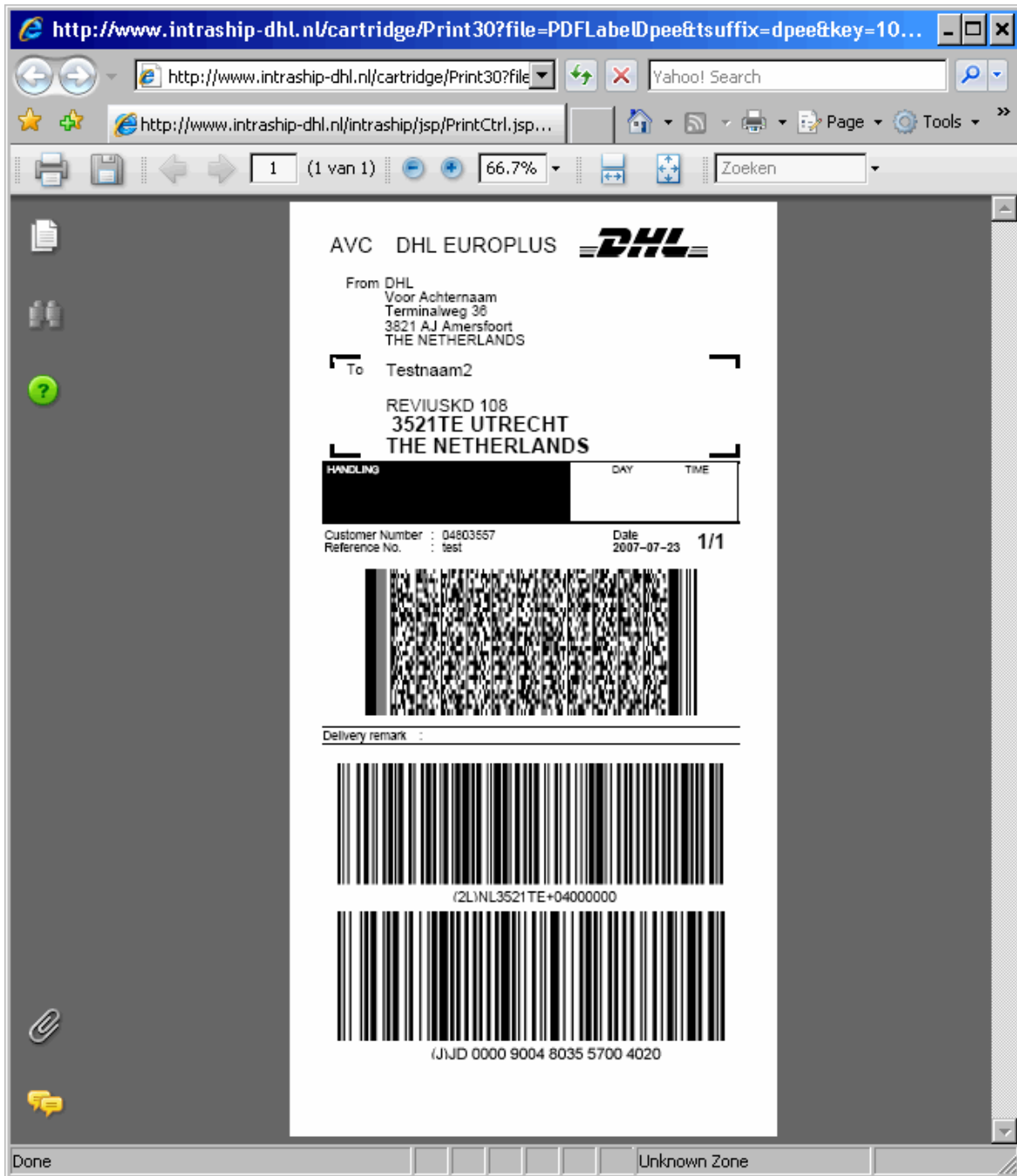
- ▶ Shipment list overview
- ▶ Add order
- ▶ Special Order
- ▶ Search filter
- ▶ Address book
- ▶ Reports
- ▶ End-of-Day manifest
- ▶ Pick up
- ▶ Client options
- ▶ Mailinglist administration
- ▶ Info
- ▶ Logout

Deutsche Post World Net
 MAIL EXPRESS LOGISTICS FINANCE


	Receiver	Shipment details	Packages	Notify Receiver
Shipper Company name1: DHL Company name2: Contact: Voor Achternaam Street: Terminalweg No: 36 Addit. Address: ZIP: / City: 3821 AJ Amersfoort Country: THE NETHERLANDS Remark: Vat no:				Account no.: 04803557 Phone: Email: email.adres@dhl.com Depot code: Range number: 4803557

Edit
Delete
Print

When you click [Print], you will see the following screen:



IntraShip uses Acrobat Reader to print the labels. Once you have clicked Print, you will see the following screen.

Print the label using a label printer. 
Select the correct printer for printing labels.

9 End of Day manifest


Once you have completed your last shipment for the day, you can print a shipment list by clicking [End-of-Day manifest] in the menu on the left-hand side.

Next, click [Creation EOD Report].


N.B.: Creation EOD Manifest + Data Transmission is not required for Road.

The screenshot shows the DHL IntraShip interface for 'End-of-Day manifest'. The left-hand navigation menu includes the following items: ID#: 100002090, Transport type: (with icons for truck and plane), Shipment list overview, Add order, Special Order, Search filter, Address book, Reports, End-of-Day manifest (highlighted with a red box), Pick up, Client options, Mailinglist administration, Info, and Logout. The main content area features three buttons: 'Creation EOD-Manifest + Data Transmission', 'Creation EOD-Report' (highlighted with a red box), and 'Return'. The bottom of the page displays the Deutsche Post World Net logo and the DHL Express logo.

Select the correct [Sender] and click [Create Shipping List].





Intraship - End-of-Day manifest



ID#: 100002090

Transport type:



Shipment list overview

Add order

Special Order

Search filter

Address book

Reports

End-of-Day manifest


Pick up

Client options

Mailinglist administration

Info

Logout

Deutsche Post  World Net

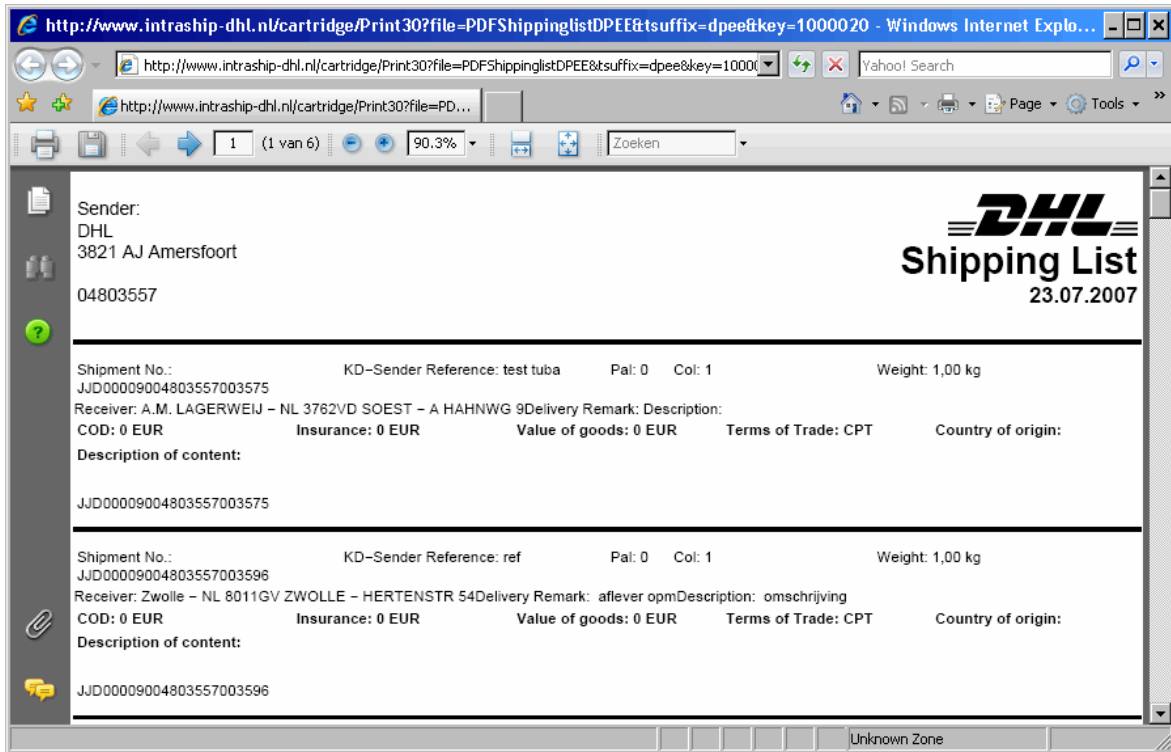
MAIL EXPRESS LOGISTICS FINANCE

Reprint End-of-Day

Date from (TT/MM/JJ): to:

Sender:

Acrobat Reader will be started, showing the shipment list. You can now print the shipment list. Select your A4 printer and click [OK].



Both the courier and the sender will sign this shipment list.

Sum Shipments: 13 Sum Colli: 14 Sum Paletts: 1 Total Weight: 576,90 kg
Sum COD: 0,00 EUR Sum Insurance: 0,00 EUR

Signature Sender


Signature Collector

10 Search Filter

To find a shipment you have created, click [Search Filter] in the menu on the left-hand side of your screen. Enter the required criteria and click [Load].



The screenshot shows the DHL IntraShip interface. On the left is a yellow sidebar menu with the DHL logo at the top. Below the logo is the ID# 100002090 and 'Transport type:' with icons for a truck and an airplane. The menu items are: Shipment list overview, Add order, Special Order, Search filter (highlighted with a red box), Address book, Reports, End-of-Day manifest, Pick up, Client options, Mailinglist administration, Info, and Logout. At the bottom of the sidebar are the logos for Deutsche Post and World Net, with the text 'MAIL EXPRESS LOGISTICS FINANCE' below them. The main content area has a red header 'Intraship - Search filter' with a small image of a person at a computer. Below this is a search form titled 'Search...'. The form has two columns of fields. The left column contains: 'Date from(DD/MM/YY):' with a text box containing '23/07/07', 'Status:' with a dropdown menu, 'Client No.:' with a dropdown menu, and three 'Reserved' fields (Reserved 1, 2, 3) with text boxes. The right column contains: 'to' with a text box containing '23/07/07', 'Shipment no.:', 'Shipment Reference:', 'Receiver:', 'Company name:', 'ZIP:', and 'Country:' with a dropdown menu. Below the form is a checkbox labeled 'show only deleted shipments'. At the bottom of the form are two buttons: 'Load' (highlighted with a red box) and 'Return'.

You will then see the results screen:




ID#: 100002090

Transport type:





- ▶ Shipment list overview
- ▶ Add order
- ▶ Special Order
- ▶ Search filter
- ▶ Address book
- ▶ Reports
- ▶ End-of-Day manifest
- ▶ Pick up
- ▶ Client options
- ▶ Mailinglist administration
- ▶ Info
- ▶ Logout

Deutsche Post  World Net

MAIL EXPRESS LOGISTICS FINANCE

Intraship - Shipment list overview









Shipment list

Deselect all Select all Print Delete

Show all unprinted orders

1

Customer no. of sender	Shipment Date	Status	Product Code	Receiver Receiver2	User	Shipment No.	#Pcs	Select	Copy
▶ 04803557	23/07/07	Manifested	DHL EUROPLUS Benelux	Testnaam2	erik	JJD00009004803557004020	1	<input type="checkbox"/>	 
▶ 04803557	18/07/07	Manifested	DHL EUROPLUS Benelux	test	konl	JJD00009004803557003999	1	<input type="checkbox"/>	 
▶ 04803557	13/07/07	Manifested	DHL EUROPLUS International	TEST	konl	JJD00009004803557003975	1	<input type="checkbox"/>	 

You can click the required shipments to view their details.

11 Address Book

You can manage your address book in IntraShip.

The screenshot displays the DHL IntraShip interface for managing an address book. On the left, a navigation menu lists various functions, with 'Address book' highlighted in red. The main area features a form titled 'Address book' with the following fields:

- Salutation: [Text input]
- Company name1: [Text input]
- Company name2: [Text input]
- Company name3: [Text input]
- Contact: [Text input]
- Street / No: [Text input]
- Addit. Address: [Text input]
- ZIP/ City: [Text input]
- Country: [Dropdown menu, currently showing 'THE NETHERLANDS']
- Receiver-ID: [Text input]
- Match code: [Text input]
- Client No.: [Dropdown menu]
- Phone: [Text input]
- Email: [Text input]
- Vat no.: [Text input]
- Delivery note: [Text input]
- Internal note: [Text input]

Additional elements include a 'Private address' checkbox and three buttons at the bottom: 'Search', 'Add address' (highlighted in red), and 'Clear fields'.

Click [Address book] in the menu on the left-hand side of your screen. Enter the receiver info, and click [Add address] to add the receiver to your address book. You can edit and save existing addresses by clicking the [Edit Address] button, which will only become visible then.

12 Statistics

If you want to call up an overview of your shipments, click [Reports] on the menu on the left-hand side. Enter your search criteria and click [Show Statistics].

DHL

Intraship - Statistical analysis

ID#: 100002090

Transport type:

Shipment list overview

Add order

Special Order

Search filter

Address book

Reports

End-of-Day manifest

Pick up

Client options

Mailinglist administration

Info

Logout

Deutsche Post World Net
MAIL EXPRESS LOGISTICS FINANCE

Statistical analysis

Product: DHL EUROPLUS Benelux

Client No. []

Date from (DD/MM/YY) [] to (DD/MM/YY) []

Match code: []

ZIP from [] to []

Country: THE NETHERLANDS

Weight (kg) from 0.000 to (kg) 0.000

Show statistic Return

Number of shipments: 0

Number of packages: 0

Number of pallets: 0

Weight (kg): 0.000

You can also receive an overview of your shipments per e-mail in a text file. Click [Reports] on the left-hand menu and then [Export Shipment Details]. Enter the period and your e-mail address. You can then save this file as, and open it in Excel (right-click, open with) for editing.





Intraship - Export shipment details



ID#: 100002090

Transport type:



▶ Shipment list overview

▶ Add order

▶ Special Order

▶ Search filter

▶ Address book

▶ Reports

▶ End-of-Day manifest

▶ Pick up

▶ Client options

▶ Mailinglist administration

▶ Info

▶ Logout

Deutsche Post  World Net
MAIL EXPRESS LOGISTICS FINANCE

Transmission history

Date of by

Email-address of receiver:

Status:

13 Pick-up Booking

Click [Pick up] on the left-hand menu, then [Load] and select your company details.

Complete the form and click [Request Pick-up].

The screenshot shows the DHL IntraShip 'Pickup' booking interface. On the left is a navigation menu with the following items: Shipment list overview, Add order, Special Order, Search filter, Address book, Reports, End-of-Day manifest, **Pick up** (highlighted with a red box), Client options, Mailinglist administration, Info, and Logout. Below the menu is the DHL logo and 'Deutsche Post World Net MAIL EXPRESS LOGISTICS FINANCE'. The main content area is titled 'Intraship - Pick up' and features a 'Pickup' form. The form includes a 'Load...' button (highlighted with a red box), a 'Pickup date' dropdown set to '24/07/07', 'Ready by (hh:mm)', 'Closing time (hh:mm)', 'Special instructions' (text area), 'Pickup location', 'Cutoff time (hh:mm)', 'Quantity of packages' (0), 'Quantity of pallets' (0), and 'Weight (kg)' (0.0). At the bottom of the form are three buttons: 'Request Pickup' (highlighted with a red box), 'Return', and 'Pickup overview'.

14 eCommerce Service Desk

Any questions about IntraShip? Then please do not hesitate to contact our Service Desk on:

The Netherlands: 0800 – 0552 (option 1,1,4)

Belgium and Luxembourg: +32(0) 271 55050

Deutsche Post  World Net

MAIL EXPRESS LOGISTICS FINANCE

DHL Express
Terminalweg 36
3821 AJ AMERSFOORT

<http://www.dhl.be>
<http://www.dhl.nl>
<http://www.dhl.lu>

eCommerce Service Desk: NL 0800-0552 option 1.1.4 / BELUX +
32(0)27155050

