

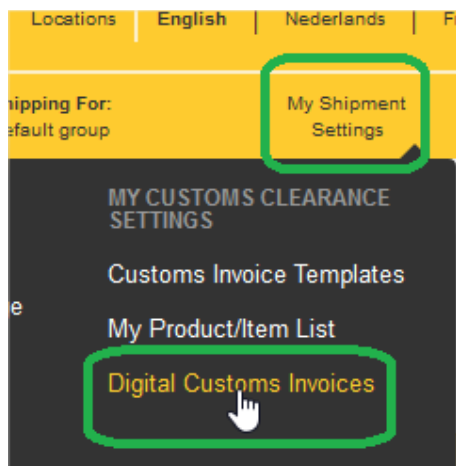
How to activate Paperless Trade (PLT) in MyDHL +

Advantages of Paperless Trade:

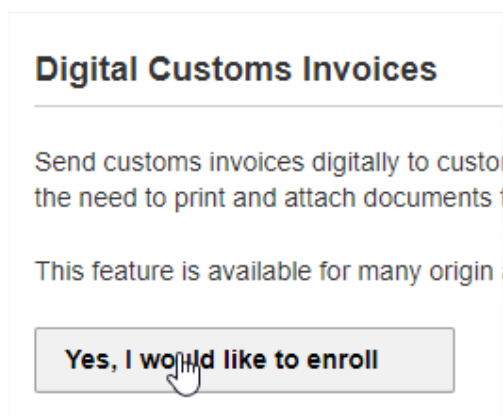
- Save time - you don't have to physically attach the invoice
- Save money - reduces printing and paper costs
- Environmentally friendly due to reduced print and paper usage

How to activate Paperless Trade:

In **“My shipments settings”** you will find the option **“Digital Customs Invoices”**. Here you can activate Paperless Trade:




Select: **“Yes, I would like to enroll”** and start the procedure:




You can create the invoice in MyDHL + by selecting **“Yes”**:

Would you like DHL to create your customs invoices for you?

Yes 	No
I will use a DHL generated customs invoice	I will use my own customs invoices

For this you need to upload your **digital signature** and **company logo**:


Signature
Customs requires an electronic signature on digital customs invoices. Upload a file of your written signature.
File Types: gif, jpeg, png

 **Browse**

Signer's Name *


Signer's Title *

Logo
Upload your company logo file so that it appears on your invoice (optional).
File Types: gif, jpeg, png

 **Browse**

If you would like to use your own invoice, you can select **“No”**:

Would you like DHL to create your customs invoices for you?

Yes	No 
I will use a DHL generated customs invoice	I will use my own customs invoices

Final step, please accept the *General Terms and Conditions*:

Please accept Terms and Conditions

Paperless Trade Terms

DHL offers a Paperless Trade ("PLT") service, permitting shippers to send certain documentation accompanying the shipment electronically (eliminating the need for printed copies of documents).

You, as "Shipper", are agreeing on your behalf and on behalf of anyone else with an interest in the shipment, that these Paperless Trade Terms shall apply in relation to all shipments sent using the PLT service.

You further agree that these Paperless Trade Terms apply in addition to DHL's

[View Terms and Conditions](#)

Accept and Continue

How can you see that PLT is active

PLT has been enabled:

Status **Enabled**

You can pause using PLT at any time:

Status **Enabled**


Pause

When creating shipments:

When creating your shipments you will be able to upload the invoice at the section **“Optional Services”**. This for all the destinations that allow PLT.

PLT accepted:

☒ Send digital customs invoice for this shipment
Attach customs invoice (JPG, JPE, JPEG, GIF, PNG, TIFF, TIF, or PDF file)


 **Browse**

 Maximum file size: 5 MB

☐ Include other customs documents for this shipment (optional)

PLT not accepted:

Enroll to Send Digital Customs Invoices

 Digital Customs Invoice option unavailable

Optional Services

How to recognize PLT on the Label

When you have selected PLT, this will appear on the label as mentioned in the print screen



If you have any further questions, do not hesitate to contact us at esupport@dhl.com or 02 / 715.50.50 (option 3).