

# BREXIT & DHL EASYSHIP READINESS GUIDE

## ELECTRONIC SHIPPING SOLUTIONS

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**AUDIENCE**

This document is intended to serve as a guide to assist DHL customers and third party developers during the integration development process. The primary audience of this document is intended to be a trading partner's technical resources and internal DHL EasyShip support staff.

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## 1 INTRODUCTION

This document is to support customers making changes to their Easyship solution in advance of the new trading relationship between UK and the EU from 2021.

## 2 PRODUCT CODE CHANGES

If you're currently only shipping within the EU now is the time to familiarize yourself with customs procedures. If you're currently trading outside the EU, you'll already be familiar with customs requirements. New customs procedures are scheduled to apply when moving goods between the UK and the EU from 2021. The following products will then no longer be able to be used when shipping between the United Kingdom and EU countries.

- DHL Express Worldwide (eu) – ECX
- DHL Economy Select (eu) – ESU

The products used instead would be as follows:

2020			2021		
Product Name	Content Code	Global Product Code	Product Name	Content Code	Global Product Code
DHL Express Worldwide (eu)	ECX	U	DHL Express Worldwide (doc)	DOX	D
			DHL Express Worldwide (nondoc)	WPX	P
DHL Economy Select (eu)	ESU	W	DHL Economy Select (nondoc)	ESI	H

In addition to this, when using Timed services, the following changes to product code would be made for **DUTIABLE SHIPMENTS ONLY**

2020			2021		
Product Name	Content Code	Global Product Code	Product Name	Content Code	Global Product Code
DHL Express 09:00 (doc)	TDK	K	DHL Express 09:00 (nondoc)	TDE	E
DHL Express 12:00 (doc)	TDT	T	DHL Express 12:00 (nondoc)	TDY	Y

### 3 EASYSHIP BREXIT UPDATE

EasyShip automatically checks for updates that contain information required for timely delivery of your shipments. The updates also offer the correct products to receiver destinations

DHL Express will provide an update (DirectoryProducts.txt) for your EasyShip configuration prior to January 1<sup>st</sup> 2021. This will happen automatically via DHL ASU feature or will be provided directly from DHL Express support. As a general good practice EasyShip needs to be restarted regularly so the updates can be downloaded and applied.

This EasyShip Brexit Update needs to be applied before creating relevant new shipments.

### 4 EASYSHIP SHIPMENT CREATION BREXIT CHANGES

These instructions assume that the EasyShip Brexit Update was applied to the Easyship installation, described in the previous chapter.

In the Shipment creation process, the available DHL Express products can be selected. This can be dutiable and non-dutiable.

For dutiable shipments (Non Doc), the Shipment Value needs to be entered.

EasyShip provides the option to prepare a Commercial / Proforma Invoice and will ask the user before printing.

If you want to create an Invoice through EasyShip, click on Yes. Creation of the Invoice is described in the following Chapter **EasyShip Commercial Invoices**

If you create your own Customs Invoices, select No and the label will print or the Shipment will be saved.



## 5 EASYSHIP COMMERCIAL INVOICE

For Dutiable (Non Doc) shipments being sent outside of the EU, a Commercial or Proforma Invoice needs to be prepared. EasyShip can support you with this.

In the Shipment Preparation process EasyShip presents the message “Would you like to prepare a Commercial / Proforma Invoice? Or you can access this via the Customs Doc button at the top of the Shipment Preparation window.

The table below explains what information needs to be entered.

FIELD NAME	
Customs Invoice Type	Select Commercial or Proforma
Type of Export	Select Permanent, Temporary or ReExport.
Incoterm	Select DAP or DDP (Deliver Duty Paid) from the list. If this field is left blank, the shipment will be treated as DAP

Reason for Export	Type a reason for you sending the shipment to the recipient e.g. 'Sold to Receiver, 'Inter Company Goods'.
Title of person Signing the Invoice	Enter your name or job title

Click on the **Add Item** button that is located towards the middle of the Customs Documents window.

The CI/PL Line Item window will open.

The screenshot shows the 'DHL EasyShip - CI/PL Line Item' window. It has a menu bar with 'File', 'Edit', 'View', and 'Help'. Below the menu is a toolbar with icons for 'Save and Close', 'Cancel', and 'Add Item'. The main area contains several input fields: 'Item Code' (dropdown), '\* Description:' (text box with 'HP ELITEBOOK 8540P'), 'Unit Type' (dropdown), 'No. of Package:' (text box with '0'), '\* Quantity:' (text box with '1'), '\* Unit Value:' (text box with '500.00'), 'Net Weight:' (text box with '0.00'), 'Gross Weight:' (text box with '0.00'), 'Shipment Value:' (text box with '10.00'), 'Total Invoice Amount:' (text box with '500.00'), 'Item Subtotal:' (text box with '500.00'), 'Commodity Code' (dropdown), and 'Manufacture Country:' (dropdown with 'UNITED KINGDOM'). At the bottom, there are buttons for 'F1 - Help', 'F3 - Common Text', 'Insert', 'NUM', and 'CAPS'.

The table below explains the information to be entered in this section.

FIELD NAME	
Description	This should be a details description of the item. E.g. instead of typing 'Computer', type the computer make and model number.
Quantity	This is the number of this item in the shipment.
Unit Value	The value per item

If there is another item in the Shipment, click on **Add item** and repeat the process for the next item. The Invoice should now be complete. Click on **Save and Close**

i - Customs Documents

Ship Reports Actions Services Tools Manifesting Help

Print Save and Close Click here to select template

Commercial/Proforma Invoice Receiver: SWISS COMPANY NAME

Invoice Details Bill To Details

Customs Invoice Type: Proforma Invoice Reason for Export: SOLD TO RECEIVER

Invoice Number: Terms Of Payment: Comments:

Package Remarks: Invoice Date: 14/01/2019

Named Destination Port: \* Currency: GBP

\* Type of Export: Permanent Decimals: 2

\* Incoterm: DAP \* Shipment ID:

Add Item... Edit Item... Delete Item

Description	Unit Type	No. of Pa...	Quantity	Unit Value	Gross W...	Manuf...	Commodity Code	Item Subtotal
HP ELITEBOOK 8540P		0 1		500.00	0.00	GB		500.00
<b>1 Item(s) 1 500.00 500.00</b>								

Invoice Statement  
☒ Default  
☐ Customised Customize Statement...

Title of the person signing Invoice: EXPORT DEPT

Shipment Value: 10.00 GBP  
 Other Charges: 0.00 GBP  
 Total Invoice Amount: 500.00 GBP

Click on **Yes**

Shipment Data Update

The Shipment will be updated with the following data from Commercial Invoice/Packing List

Shipment Value: 500.00

Currency: GBP

Type of Export: Permanent

Shipment Date: 14/01/2019

Invoice Number:

Incoterm: DAP

Do you want to continue?

You will be taken back to the Shipment Preparation window.  
 When you print your label, the Invoices will print on the Laser printer.

## 6 EASYSHIP SHIPMENT DATA IMPORT UTILITY

If you are using EasyShip's Shipment Data Import Utility, the information described in the chapter covering ***"EasyShip Shipment Creation Brexit Changes"*** and ***"EasyShip Commercial Invoice"*** could be necessary for Shipments between United Kingdom and Rest of EU countries (and vice versa). You may need to check the data in your shipping system that is used to generate the file for EasyShip is correct and all required data for these shipments are available.

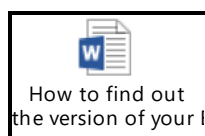


### How do you prepare Customs Invoices in EasyShip Shipment Data Import Utility?

There are three methods to prepare customs invoices. Further details of each method can be found in the table below.

Method	How do you prepare Customs Invoices?	
1	Create your own and save them as a PDF	You need to include the Services section and the User Customs Invoice section.
2	Through EasyShip	You need to include the Services section and the Invoices section.
3	Create your own and print them	You <b>do not</b> need to include the Invoices section.

First, we recommend you have latest version of EasyShip installed to make the most out of the Shipment Data Import Utility feature. To check which version you have please refer to embedded document below.



For further detail about your preferred option please contact the DHL Easyship support.

## 7 CUSTOMS DATA AND PAPERWORK REQUIREMENTS

All dutiable shipments must be accompanied by paperwork for Customs. Further information can be found on the DHL website.

[http://www.dhl.com/en/express/customs\\_support.html](http://www.dhl.com/en/express/customs_support.html)

DHL's **Paperless Trade (PLT)** service allows you to electronically transmit Commercial and Proforma Invoices, eliminating the need to print and physically attach them to your shipments to many destinations. As well as saving valuable time when preparing shipments, this free service will help save on paper and printing costs, whilst also making a positive contribution to the environment.

Receiving your Commercial invoice data electronically means the customs clearance process can start immediately, giving huge advantages in the quality and lead time performance.

Alternatively, it is also possible to electronically transmit your own Commercial and ProForma Invoice images using the **Paperless Trade (PLT)** service. This method does not require the invoice data to be sent, customer only need to upload their invoice image via EasyShip and from there EasyShip will do the needful. This option is less efficient and should only be considered if providing invoice data is not possible.

You can also contact DHL Express EasyShip support to set this up in your EasyShip installation.

For more information related to paperless trade (PLT) please refer to [this documentation](#)