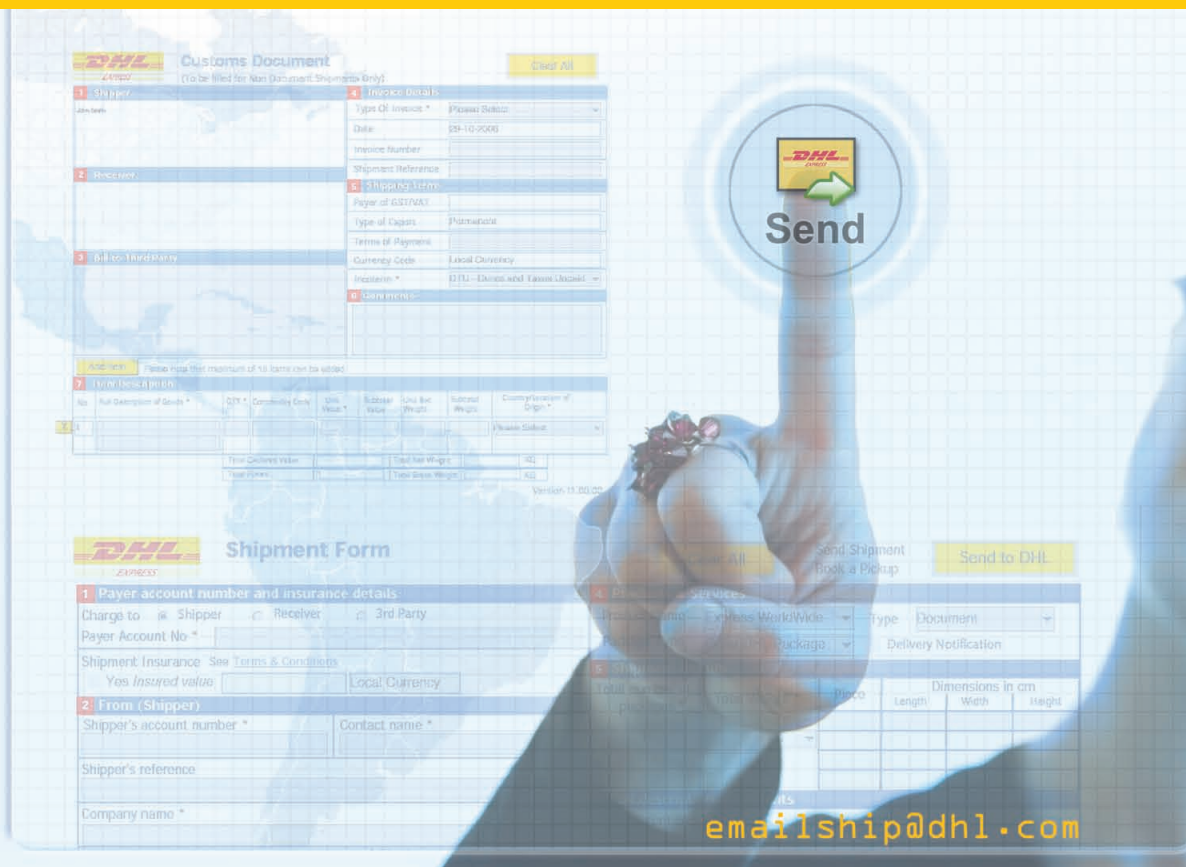


WELCOME TO DHL EMAILSHIP USER GUIDE

**EMAILSHIP**

DHL EMAILSHIP IS FAST AND EASY TO USE.

This new, fast and easy electronic tool was created by DHL EXPRESS for Latin America and the Caribbean. eMailShip allows you to use the main functions related to shipping and receiving documents and packages.



DHL EMAILSHIP OFFERS YOU THE ABILITY TO:

- Prepare and print DHL air waybills, shipment forms, customs documents and pickup forms, all via e-mail.
- Save time and effort by storing recurring shipments in pdf format on your computer.
- Reduce errors and missing information when completing the DHL air waybill.

Shipping Form

DHL Shipment Form

Clear All Send Shipment Book a Pickup Send to DHL

1 Payer account number and insurance details

Charge to: Shipper Receiver 3rd Party
 Payer Account No. *
 Shipment Insurance: see Terms & Conditions
 Yes Insured value No Insured value Local Currency

2 From (Shipper)

Shipper's account number * Contact name *
 Shipper's reference
 Company name *
 Address * City * Postcode/Zip Code
 Country * Phone *
 Federal Tax ID * CNPJ CPF E/RG

3 To (Receiver)

Company name *
 Delivery address * DHL cannot deliver to a PO Box City *
 Postcode/Zip Code
 Country * State *
 Federal Tax ID * CNPJ CPF E/RG

4 Products & Services

Product Name Express Worldwide Type Document
 Package Type Other DHL Package Delivery Notification

5 Shipment details

Total number of packages *	Total Weight *	Piece	Length	Width	Height
1	kg				

6 Full description of contents

Give content and quantity *

7 Non Document Shipment only (Customs Requirements)

Attach the original and four copies of a Proforma or Commercial Invoice
 Shipper's VAT/GST number Receiver's VAT/GST
 Declare Value for Customs (see on commercial/proforma invoice) Local Currency Harmonised Commodity Code (if applicable)
 TYPE OF EXPORT: Permanent Temporary Repair/Return
 Destination duties/taxes: Receiver Shipper Others
 specify approved account number

8 Shipper's agreement

I AGREE Date: 07-10-2008

Version 11.00.00

Step 1A:

All you need is:

- An active account, with available credit, at DHL EXPRESS.
- Internet access.
- An active personal or company e-mail account and an e-mail software such as Outlook.
- Adobe® Acrobat® PDF Reader (available free online).
- DHL eMailShip pdf form, which can be downloaded from www.dhl.com or requested from your DHL Customer Service Representative.

STARTUP AND PREPARATION

Shipping Form

Step 1B:

Once you have the pdf form, you'll see that eMailShip has three easy-to-complete forms:

- Shipping Form
- Customs Document (optional)
- Pickup Form (optional)

Customs Document

You will need to complete all the fields in the Shipping Form marked with an asterisk (*) and select "I Agree" in Section 8.

eMailShip will help you validate some of the information you input and prompt you where to correct.

The Customs Document is optional for international shipments.

The Pickup Form is needed when you don't have a regular pickup scheduled and need to request one.

Pickup Form



SHIPPING PREPARATION

Selection Options



Step 2:

After completing the shipping, customs and pickup forms with your information, you can choose to make the shipment immediately, schedule the pickup for a later time, or even both by selecting “Send Shipment” *and* “Book a Pickup.”

New Message

Step 3:

Once the necessary forms are completed and you click “Send to DHL,” a “New Message” window pops up from your already installed e-mail software client. This window will have all the information needed to send the shipment that you just finished completing. You just need to click “Send.”

After sending your shipment, you can save the already completed eMailShip pdf form on your computer for future use.

SHIPPING RECEIPT

Air Waybill

EXPRESS WORLDWIDE		WPX	
DHL EmailShip 11.00.00			
De: Textiles Quzco Av. Larrazabal 2255		Origen: BUE	
1440 Buenos Aires Argentina			
Para: Federated Stores - Procurement Joan Donelley 51 SW 11st		Teléfono: +1-305-367-8500	
33130 Miami United States Of America			
Producto: 48 EXPRESS WORLDWIDE (NONDOC)		Opciones y Servicios: C, SII(ARS 100.00)	
Código Ref: Número de Cuenta: 300395277	Peso del Envío: 3.0KG	Pieza 1	
Fecha del Envío: 17-06-2008			
Contenido: Paquete con muestras de colores de telas			
GUIA AEREA 759 278 2400			

Step 4:

After clicking "Send," a shipment confirmation message will appear. Immediately afterwards, an e-mail confirmation will arrive in your mailbox with instructions on what to print and all the necessary DHL documentation to process your shipment. This includes:

- Original Air Waybill form
- Archive copy of Air Waybill form
- Receipt
- Customs Document (optional)

Commercial Invoice

Shipper: Textiles Quzco Juan Perez Av. Larrazabal 2255 Buenos Aires 1440 Argentina Phone: + 54 11 4127 3417							Commercial Invoice	
Receiver: Federated Stores - Procurement Joan Donelley 51 SW 11st Miami 33130 United States Of America Phone: +1-305-367-8500							Date: 17-06-2008 Invoice Number: 08-0000-0010 Shipment Reference: Muestras	
Bill To Third Party: N/A							Comments: Muestras de telas de colores Airway Bill Number: 7592782400	
Full Description of Goods	QTY	Commodity Code	Unit Value	Subtotal Value	Unit Net Weight	Subtotal Weight	Country of Origin	
1 Muestras de Telas	10		10	100	0.100	1	Peru	
				Total Declared Value: 100 ARS	Total Net Weight: 1.0 KG			
				Total Pieces: 1	Total Gross Weight: 3.0 KG			
Payer of GST/VAT: Receiver Type of Export: Permanent Terms of Payment: Credito				Currency Code: ARS Incoterm: DTP - Duties and Taxes Paid				
I/We hereby certify that the information of this invoice is true and correct and that the contents of this shipment are as stated above.								
Signature: _____ Position in Company: _____ Shipping Consultant: _____								
Company Stamp: _____								

Receipt

		Shipment Receipt	
Shipment From Textiles Quzco Juan Perez Ca 1 MZ A Lt 6 Fundo Bocanegra Lima SANISIDRO Peru +511 575 44 33		Shipment To Federated Stores - Procurement Joan Donelley 51 SW 11st Miami 33130 United States Of America +1-305-367-8500	
Shipment Details Date of Shipment : 01-05-2008 Air Waybill Number : 7592781324 Service Type : EXPRESS WORLDWIDE Number of Pieces : 1 Total Weight : 3.0 KG Insured Amount : PEN 100.00 Volumetric Weight : 0.00 KG Estimated Charges :		International Information Declared Value : PEN 100 Duties and Taxes : Paid by Receiver Special Services Delivery Notification Service Insurance Service	
Billing Information Payment Type : Shipper Account Billed Account : 906338270			
Reference Information Reference : Envio de muestras a cliente			
Description of Contents Paquete con muestras de colores de telas			





DHL Express

www.dhl.com

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