DHL TRADE AUTOMATION SERVICE QUICK REFERENCE GUIDE

DHL Trade Automation Service (TAS) is a handy online Customs toolkit. TAS facilitates import and export shipment research with databases updated daily to keep you informed of frequently changing trade protocols.

REGISTER

1. Go to **tas.dhl.com**

2. Click **Register as a New User**

3. Read the Terms & Conditions to click **I Accept**

4. Create your User Name, Password and complete the required fields, then click **Continue**

ACCOUNT MANAGEMENT

When creating a New Shipment TAS automatically populates your information where applicable.

– From the TAS home page, click **Account Management** to enter or change your default shipping information and display settings, such as currency and date formats

> **Tip**
>
> Your DHL shipping account and TAS account are completely separate and any changes made in TAS will not affect your DHL account.

CREATE A NEW SHIPMENT

1. On the left navigation pane, click **Shipment Services**, and then click **New Shipment**

2. In the *Reference* field, under *Shipment Details*, a number is automatically entered, but you can enter a preferred reference

3. Complete *From* (*Shipper*) and *To* (*Receiver*)

4. Under *Financial Details*, click the box *Calculate My Transportation Charges* to get a list of available DHL Express services and rates based on the information saved in your *Account Management* profile

5. Under the *Products to be Shipped* section, click **Add** and *Add Product* pop-up will appear. In the *Product Details,* enter the shipment *Description*. Then click **Select Country** to enter the Country of Origin. In the *Classification Codes* section, choose the code type and click **Find Code** on the Import or Export line

6. In the Interactive Classifier, next to *Search By* select the radio button or check the *Advanced Search* box, review the *keyword* or *HS Code* field then click **Search**. Find the best description of your product and click the corresponding **hyperlink number**. Continue selecting commodity descriptions until you receive *Your final classification is*, then click **Select This**

> **Note**
>
> After you click **Add to Shipment** you will see a message if extra details are required for a more accurate landed cost estimate. Complete the additional details and click **Add to Shipment** again.

7. Take a moment to add this commodity to your Product Catalog by clicking **Add to Product Catalog** and complete the *Product Online Form* pop-up. Click **Save** and click "X" in the upper right hand corner to close the pop-up window. Then click **Add to Shipment**

8. Place your cursor in the *Total Quantity* field, under *Products to be Shipped*, and enter the number of products. Tab to *Price Per Unit* and enter the item value. Repeat steps 4-6 until all items being shipped have been entered

9. In the *Transportation Cost Inputs* provide the total shipment weight (when more than one piece, provide the total weight of all pieces) and check the box for *Shipment Value Protection* to be automatically calculated for the shipment. Then click **Get Transportation Cost** and pop-up window *Service and Transit Time* will appear. Click the radio button next to the DHL Express *Service* you would like to apply to this shipment and click **Save**

10. Scroll down and click **Save**

REPORTS

You can view, print and save five different reports for New Shipments created in TAS:

- **All Reports** – combines content from each report into one easy-to-reference document

- **Restricted Party** – advises if your shipper or receiver is on a denied party list

- **Landed Cost Estimate** – provides duties, taxes and other import fees

- **Product Compliance** – details import and export regulations for your specific products and countries

- **Shipment Documents** – returns a group of documents you may need to accompany your shipment through Customs

– Run these Service Reports by clicking the tabs at the top of the page or the links under *Select A Service* at the bottom of the page

VIEW PREVIOUS SHIPMENTS

You can view up to 100 shipments created in TAS for the past 90 days.

– From the home page, go to the left navigation bar and click **Shipment Services** and **My Shipments**. All performable actions associated with the shipment are on the same line as the *Reference Number* and *Recipient*.

VIEW RESULTS

To view results, click the **report** icon in the column of the report type desired.

> **Note**
>
> When reviewing a shipment, look to the top right of each report and click **View Updated Report** to return the most current information.

COPY DATA TO NEW SHIPMENT

My Shipments provides you the convenience of saving your data if you need to create a new report or edit the information.

– Click **Copy Data to New Shipment** and your information will automatically populate in a new form with the same Reference ending in _Copy

DELETE SHIPMENT

– My Shipments also provides the option to **Delete Shipment** on the same line as the Reference Number and Recipient information of each shipment

COMPARATIVE SERVICES

Compare the landed cost estimate and compliance requirements for shipments from several different origins to one destination to help you make optimal sourcing decisions when choosing from suppliers in different countries.

1. Scroll over to the left navigation pane, click **Comparative Services**, and **New Comparison**. Complete the required fields in the *General Comparison Information*

2. In *Product to be Shipped*, enter the *Product Description* and click **Find Code**. Click **Search** in the *Interactive Classifier* pop-up window. Find the best description and click the corresponding **hyperlink**. Continue selecting descriptions until you receive *Your final classification is:* and then click **Select This**. Next, enter the quantity of products being shipped

3. You can enter information for two shippers. Compare more by clicking **Add Shipper** for up to five shippers

4. Scroll down and click **Save**

> **Tip**
>
> Completion of the *Export HS* code is not required for Shippers. Completion is suggested to to get the most accurate reports.

REPORTS

You can view, print and save three different reports for Comparative Services created in TAS:

- **Summary** – combines content from each report into one easy-to-reference document

- **Landed Cost Estimate** – provides duties, taxes and other import fees

- **Product Compliance** – details import and export regulations for your specific products and countries

– Run these Comparative Reports by clicking the tabs at the top of the page or the links under *View Comparative Reports* at the bottom of the page.

TAS RESOURCES

TAS provides quick access to trade information with stand-alone tools and resources, including an Interactive Classifier, Document Library, Address Book, Product Catalog and more.

– From the TAS home page, click **TAS Resources** to access any of these tools.

INTERACTIVE CLASSIFIER

Quickly obtain the classification code of your commodities (goods or products). The classifier will provide an Export Control Classification Number (ECCN), Harmonized System (HS), Schedule B or ASEAN Harmonized Tariff Nomenclature (AHTN) code with their definitions and associated clearance fee percentages.

1. Click **Interactive Classifier**, complete the fields and click **Search**

2. Find the best description of your product and click the corresponding **hyperlink**. Continue selecting descriptions until you receive *Your final classification is*

> **Note**
>
> To modify your search results, click the **hyperlink** in the *Current Selection Hierarchy* column.

TRADE DOCUMENT LIBRARY

Access to hundreds of required Customs documents, in several different languages, consolidated in one library for quick reference.

1. Click **Trade Document Library** and the **hyperlink** for the relevant importing or exporting **country name**

2. A group of documents will be presented, review the titles and click the **hyperlink document name**. A pop-up window will open a PDF

> **Note**
>
> If the pop-up window is blank, your PDF-reading application may need the screen refreshed.

ADDRESS BOOK

Make your TAS experience faster and easier by saving contacts in the online Address Book.

1. Get a quick start by adding current contacts from other applications. Export contacts by saving the file a CSV file

2. In TAS, click **Import** in the left navigation, a pop-up window *Address CSV File* Upload will appear. Click **Choose File** to select the file, click **Open** and **Import,** or

– Enter one contact at a time and click **Add** to complete the fields. Then click **Save**

PRODUCT CATALOG

Ensure your commodities' information is accurate by saving your goods or products in the Product Catalog.

1. Get a quick start by adding current products stored in another applications. Export the list from the application and save the file as a CSV file

2. In TAS, click **Import** in the left navigation, a pop-up window *CSV File Upload* will appear. Click **Choose File** to select the file, click **Open** and **Import,** or

– Enter one commodity at a time and click **Add** to complete the fields. Then click **Save**

CONTACT US

Click **Contact Us** in the top right corner. Then select the division you would like assistance from and country you are in.

DHL EXPRESS