

Using DHL Global

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Background Information

The University has a contract with DHL Global who should be used when you are in control of selecting the carrier for your international order. This will ensure you have all the paperwork required for your shipment to arrive without unnecessary delays.

Using DHL Global is a three-stage process – first get a quote from DHL Global, then create and receipt a purchase order in T1, then confirm the booking with DHL Global on their website.

Any staff or students who can use T1 to create the PO can use DHL Global to arrange shipping.

DHL Global should **ALWAYS** be used for:

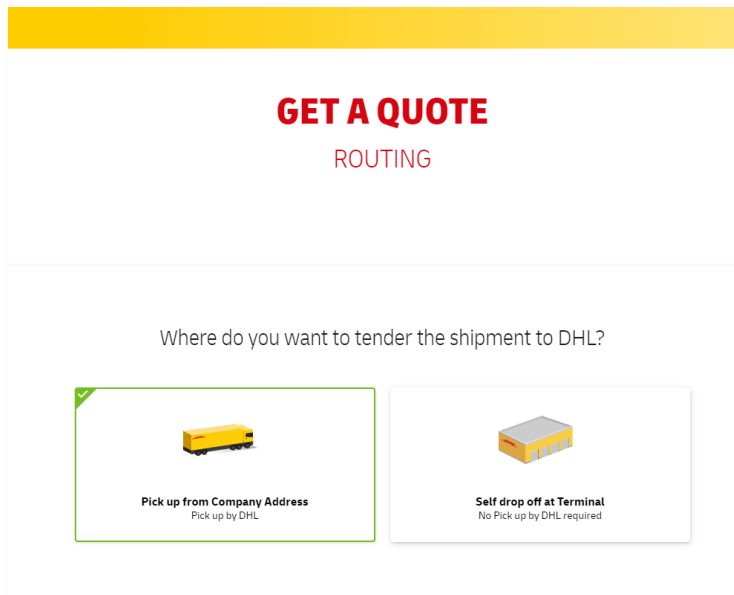
- MTA shipments (Material Transfer Agreement) regardless of weight. This will ensure correct guidance is given from the dedicated Life Sciences team at DHL Global.
- Advice on temporary imports/exports to ensure the item is shipped on the correct terms to avoid incorrect taxes being applied. Depending on weight, it may be possible to use DHL Express but DHL Global will advise on a case-by-case basis.

Don't use DHL Global for:

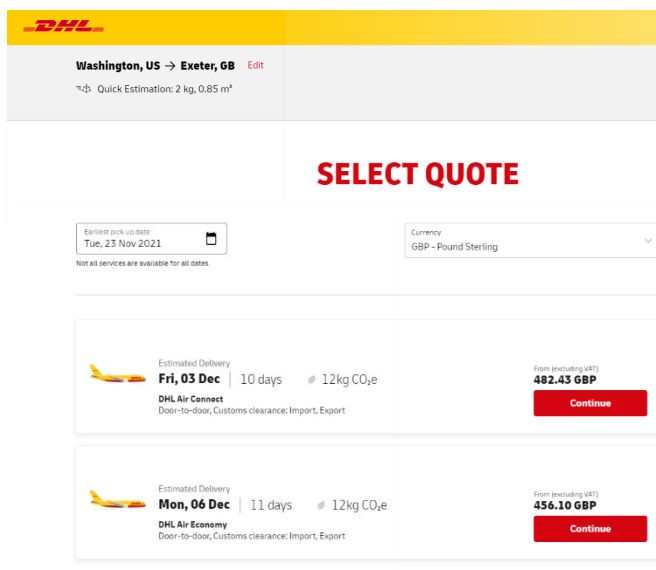
- Domestic shipments within the UK – instead use **DHL Express** (T1 supplier 107014).
- Small packages under 40kgs. These may be refused by DHL Global and they may refer you to use DHL Express instead.

Stage One – Get a quote from DHL Global

1. Go to Quote and Book Portal (no need to log in) <https://quote.mydhli.com/>
2. Select 'Pick up from Company Address':



3. Complete the form to request a quote for your shipment.
4. Select a quote:



5. Save your selection and add your contact details – you will be emailed a link to return to your quote to edit it or complete the booking (your quote will be valid for 14 days):

DHL

Washington, US → Exeter, GB [Edit](#)

Quick Estimation: 2 kg, 0.85 m³

SAVE YOUR SELECTION

Earliest pick up date: Tue, 23 Nov 2021

Contract ID:

Currency: GBP - Pound Sterling

Estimated Delivery: **Mon, 06 Dec** | 11 days | 12kg CO₂e

DHL Air Economy
Door-to-door, Customs clearance, Import, Export

From (including VAT) **456.10 GBP**

ADD CONTACT DETAILS

To save your selected quote, enter contact details below, or login via the header, this will generate an email confirmation, allowing you to return later. The validity for this offer is 14 days, after this time, you will have an option to refresh offers.

Business customer Private customer

Company Name: University of Exeter

Name: Sally Porter

Email: s.j.porter@ex.ac.uk

Phone: +44 9437 5963

I agree to receive information by email about offers, news, products and services from DHL Global Forwarding Management GmbH, DHL Freight GmbH and/or DHL GLOBAL FORWARDING (UK) LTD.
I may cancel my consent at any time by clicking on the link at the bottom of each e-mail message.
Please see our [Privacy Notice](#)

6. If the portal cannot give an online quote, you will be given an option to request a quote via e-mail:

DHL Air Freight

Sorry! We cannot quote online due to origin/destination entered, but we can provide a customized quote via email.

[Continue](#)

Stage Two – Create and receipt a purchase order in T1

1. [Login to T1](#) and create an ad hoc requisition using 'My Requisitions':

- See [Ad Hoc Requisitions Guide](#), if needed.
- Supplier – 113620 DHL Global Forwarding (UK) Ltd:

The screenshot shows a 'Supplier' selection form with the following fields:

- Supplier ***: 113620 (DHL GLOBAL FORWARDING (UK) LTD)
- Currency**: British Pounds Sterling (GBP)
- Address**: 003 (PO Address)
- Supplier Ledger**: P1 (P1)
- Supplier Account**: 113620 (DHL GLOBAL FORWARDING (UK) LTD)

- Goods/Service – Service:

The screenshot shows a 'Goods/Service *' dropdown menu with 'Service' selected.

- Description – include origin and destination:

The screenshot shows the 'Item' section with a 'Description *' field containing the text 'Shipping from Poland to Exeter, UK'.

- Commodity code - 78102200 Postal and small parcel and courier services:

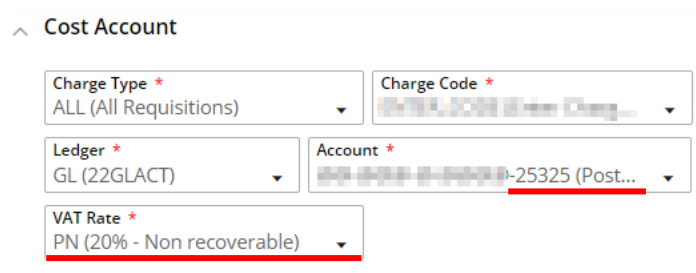
The screenshot shows the 'Categorisation' section with a 'Commodity Code *' field containing the text '78102200 (Postal and small parcel and courier services)'.

- Quotation number – include DHL's quote number. Attach quote in 'Attachments section' in case of queries by UoE approvers:

The screenshot shows the 'Procurement Information' section with the following fields:

- Quotation Number**: DGF-1637326821506
- Contract Number**: (empty)
- Have you attached your Quotes?**: YES (Yes)
- Tender Reference Number**: (empty)

- VAT rate - once the project or budget centre's charge code is added, its default VAT rate will be shown. This is usually PN or P1. **Do not** change the default VAT code.
- Nominal code will be added automatically once the commodity code has been entered. **Do not** change from 25325 (Postage and Carriage).



The screenshot shows a 'Cost Account' form with the following fields:

- Charge Type ***: ALL (All Requisitions)
- Charge Code ***: [REDACTED]
- Ledger ***: GL (22GLACT)
- Account ***: [REDACTED]-25325 (Post...)
- VAT Rate ***: PN (20% - Non recoverable)

2. Submit the requisition for approval as normal once all detail about the shipping has been entered.
3. Once the requisition has been approved and a purchase order number has been generated, **immediately receipt the PO.**
 - See [T1 Receiving Guide](#), if needed.

Stage Three – Complete the booking with DHL Global

1. Now return to your DHL quote and convert into a booking via the DHL Global portal - using the link in their quote email.

YOU MUST CONFIRM YOUR T1 PURCHASE ORDER NUMBER IN THE PORTAL - NO BOOKINGS WILL BE ACCEPTED WITHOUT THIS

2. Confirm that you require Customs Clearance, if appropriate:

YOUR QUOTE/BOOKING

1 Service 2 Route 3 Cargo 4 Documents 5 Billing

Customs Clearance

Do you need Customs Clearance?

If export and/or import customs clearance are removed, a handover fee may apply.

Export Customs Clearance Import Customs Clearance

3 lines are already included, add more lines if needed/available.
The number of the lines are all valid for export and/or import as selected above.

- 3 +

3. Confirm if Insurance and Carbon Offset is required. These are at your discretion but it is recommended that you include both:

DHL CARGO INSURANCE
INSURE YOUR GOODS!

We recommend to procure the DHL Cargo Insurance from door-to-door. Freight forwarders and carriers have limited liability under international conventions for the loss or damage to goods; in the case of an incident, your compensation is calculated against a standard liability clause.

What value of goods would you like to insure?

Value: 0 GBP

0.00 GBP **Add DHL Cargo Insurance**

DHL SUSTAINABILITY OFFERING
MAKE IT GREEN!

MISSION 2050 ZERO EMISSIONS GOGREEN

Offset via Carbon Credits: We offset your emissions by investing in climate protection projects across the globe.

✓ Offset via Carbon Credits 12 kg CO₂e

Join us on our journey to create a sustainable future for our next generations!

0.85 GBP **Add DHL Sustainability Offering**

4. Confirm Incoterms – DHL will auto populate this for you. If there is more than one option, it can be changed:

- [What are incoterms?](#)

Incoterms

Please confirm your Incoterms:

The incoterm has been determined based on a combination of product/service, payment terms, shipping terms & service selections. In some cases, more than 1 option is available & can be changed if required.

Incoterm: EXW ⓘ

5. A summary of the charges will be confirmed:

SUMMARY	
DHL Air Economy Door-to-door General Cargo TSA: unknown IncoTerms: EXW	409.78 GBP
Customs Clearance Export and Import Customs Clearance added.	46.32 GBP
DHL Cargo Insurance Not added	EXCLUDED
DHL Sustainability Offering Sustainability Offering added. 12 kg CO ₂ e	0.85 GBP
Total	456.95 GBP <small>From (excluding VAT)</small>

[Continue](#)

6. Enter contact details for the pick-up address and select the pick-up date:

Washington
United States
3100 Massachusetts Ave NW, 20008, Washington
[Edit](#)

Contact Details

Company Name
British Embassy

Name
George Washington

Email Address
george@britishembassy.com

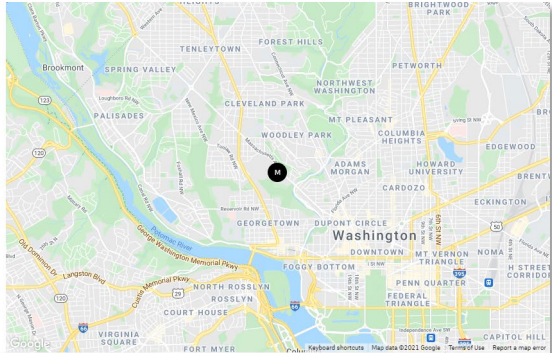
Phone
+1 (875) 764-64

Shipper address
 Shipper address same as pick-up address

Select your pick up date.

Pick-up Date
Tue, 23 Nov 2021

Estimated Delivery: Mon, 06 Dec 2021 (incl. Transit Time of 11 days)



7. Confirm delivery address:

DELIVERY
Estimated Delivery, Mon, 06 Dec 2021 |

Exeter
United Kingdom
EX4 4QJ, Exeter
[Edit](#)

Address

Company Name
University of Exeter

Street
Northcote House, The Queens Drive

Incomplete address? Please check.

Postal Code
EX4 4QJ

City
Exeter

United Kingdom (GB)

Contact Details

Name
An Academic

Email Address
a.n.academic@ex.ac.uk

Phone
+44 8675 756767

Consignee address
 Consignee address same as delivery address

8. Route summary is shown:

SUMMARY

Washington, US Address: 3100 Massachusetts Ave NW, 20008, Washington 23 Nov 2021 Requested pick up date	
Ronald Reagan National, US	IAD
Bristol, GB	BRN
Exeter, GB Address: Northcote House, The Queens Drive, Exeter, EX4 4QJ, GB 06 Dec 2021 Estimated delivery Date	
DHL Air Economy Door-to-door General Cargo TSA: unknown IncoTerms: EXW	409.78 GBP
Customs Clearance Export and Import Customs Clearance added.	46.32 GBP
DHL Cargo Insurance Not added	EXCLUDED
DHL Sustainability Offering Sustainability Offering added. @ 12 kg CO ₂ e	0.85 GBP
Total	456.95 GBP <small>From (including VAT)</small>

9. Confirm cargo type and dimensions:

CARGO
Verify your goods

Which Cargo Type?

Pallet 1
122 x 102

Bags

Cartons

Crates

Rolls

Wooden Cases

Drum

IBC Tank

kg/cm lb/inch

Length	Width	Height
15	15	15





10. Verify the handling type:

SPECIAL HANDLING
Verify your goods [Edit](#)

General Cargo

Commodities which do NOT require special handling. Stackable cargo only.


11. Further summary now shown:

 Washington, US Address: 3100 Massachusetts Ave NW, 20008, Washington 23 Nov 2021 Requested pick up date	
 Ronald Reagan National, US	IAD
 Bristol, GB	BRS
 Exeter, GB Address: Northcote House, The Queens Drive, Exeter, EX4 4QJ, GB 06 Dec 2021 Estimated delivery Date	
1 Cartons Total Weight 2 kg Total Volume 0.0034 m ³	
DHL Air Economy Door-to-door General Cargo TSA: unknown IncoTerms: EXW	233.15 GBP
Customs Clearance Export and Import Customs Clearance added.	46.32 GBP
DHL Cargo Insurance Not added	EXCLUDED
DHL Sustainability Offering Not added 12 kg CO ₂ e	EXCLUDED
Total	From (including VAT) 279.47 GBP

12. Upload any documents needed e.g. packing list, zero rated VAT certificate, any licences required

Upload Documents


Please upload available documents, we would recommend a commercial invoice and packing list as a minimum. If these documents are not yet available, or you require further guidance, our customer service team will support after booking confirmation. File size limit 10 MB.

 Browse or drop files Browse Files

Your Contact Details

Name
Sally Porter

Email Address
s.j.porter@ex.ac.uk

Phone
 +44 9437 5983

Share

Share this quote with others

Enter email addresses

14. Confirm Company Details as below – YOU MUST ENTER A VALID UNIVERSITY PURCHASE ORDER NUMBER (UEnnnnnn) AS YOUR SHIPMENT WILL NOT PROCEED WITHOUT ONE:

- Company Name University of Exeter
- Your Reference UE....
- E-mail address invoices@exeter.ac.uk
- University VAT Ref GB142047795000

Company Details

Company Name
University of Exeter

Your Reference (Optional, non DHL ID)
UE012345

Email Address
invoices@exeter.ac.uk

Send invoice to this email address

VAT Number
GB142047795000

VAT, Company Registration Number, EORI

Use consignee address for billing
Northcote House
EX4 4QJ, Exeter
United Kingdom

Enter new address for billing

15. Final summary is displayed:

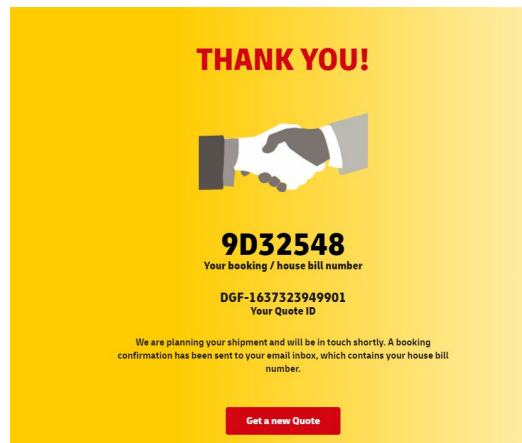
SUMMARY	
<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;"></div> <div> <p>Washington, US</p> <p style="font-size: x-small;">Address: 3100 Massachusetts Ave NW, 20008, Washington</p> <p style="font-size: x-small;">23 Nov 2021 Requested pick up date</p> </div> </div>	
<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;"></div> <div> <p>Ronald Reagan National, US</p> <p style="font-size: x-small;">IAD</p> </div> </div>	
<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;"></div> <div> <p>Bristol, GB</p> <p style="font-size: x-small;">BRS</p> </div> </div>	
<div style="display: flex; align-items: center;"> <div style="margin-right: 5px;"></div> <div> <p>Exeter, GB</p> <p style="font-size: x-small;">Address: Northcote House, The Queens Drive, Exeter, EX4 4QJ, GB</p> <p style="font-size: x-small;">06 Dec 2021 Estimated delivery Date</p> </div> </div>	
<p>1 Cartons</p> <p style="font-size: x-small;">Total Weight 2 kg Total Volume 0.0034 m³</p>	
<p>DHL Air Economy</p> <p style="font-size: x-small;">Door-to-door General Cargo TSA unknown IncoTerms: EXW</p>	233.15 GBP
<p>Customs Clearance</p> <p style="font-size: x-small;">Export and Import Customs Clearance added.</p>	46.32 GBP
<p>DHL Cargo Insurance</p> <p style="font-size: x-small;">Not added</p>	EXCLUDED
<p>DHL Sustainability Offering</p> <p style="font-size: x-small;">Not added @ 12 kg CO₂e</p>	EXCLUDED
<p>Total</p>	<p style="font-size: x-small;">From Technology VAT</p> <p>279.47 GBP</p>

16. Click to confirm booking:



A white rectangular form with a thin grey border. At the top, there is a checked checkbox followed by the text "I have read and agreed the [Terms & Conditions](#)". Below this, there are two buttons: a white button with a red border labeled "Cancel" and a solid red button labeled "Complete Booking".

17. Booking complete!



18. A confirmation e-mail is now sent to you, which will contain a link to track your shipment.

Help and Support

Completing the DHL form -

- Ray Hards – Ray.Hards@dhl.com or
- Christian Jones – Christian.Jones2@dhl.com

Import guidance - <https://www.exeter.ac.uk/departments/finance/buying/guidetoimporting/>

Export guidance - <https://www.exeter.ac.uk/departments/finance/taxandvat/>

VAT and zero-rating queries – VAT@exeter.ac.uk

Ordering goods and services –

<https://www.exeter.ac.uk/departments/finance/buying/procurement/>

- Help with orders < £50,000 - procurement-operations@exeter.ac.uk
- Help with orders > £50,000 – procurement@exeter.ac.uk

Creating requisitions and managing POs in T1 – financehelpdesk@exeter.ac.uk 01392 726981