

http://hkapps.dhl.co... DHL Waybill Printing

**DHL** DHL Waybill Printing

Please enter your authentication code

**Sign In Here**

Authentication code:

Sign In

The system is designed for Internet Explorer 5.0 or above.

Login page link:  
[http://apps.dhl.com.hk/print\\_waybill/](http://apps.dhl.com.hk/print_waybill/)

Authentication Code : HKBF

User guide for input page 1

**DHL** Shipment Form

**1 Payment account number and insurance details**

Charge to: ☒ Shipper ☐ Receiver ☐ 3rd party ☐ Cash Shipments

Payer Account No.

Shipment Insurance

☐ Yes insured value  Local Currency

**2 From (Sender)**

Account No.  Sender's Name \*

Sender's Reference

Company Name \*

Address \*

Hong Kong

☒ Phone ☐ Fax ☐ Email \*

(country code + phone number e.g. +852 XXXX XXXX)

**3 To (Receiver)**

☒ others

Company Name \*

Delivery Address \*

Road abcde

City

Postcode  Country \*

Contact Person \*

☒ Phone ☐ Fax ☐ Email \*

(country code + phone number e.g. +1 XXX XXX XXX for US)

**4**

**5** **NEXT**

**第一步 付款帳戶及保險資料**

1. 選擇付款人類別及付款方式

2. (非必須)輸入您需要為貨件加上的保險價值，您最多可以為貨件保全險

**第二步 寄件人資料**

3. 填寫寄件人資料 (\*欄必須填寫)

**第三步 收件人資料**

4. 揀選已紀錄的收件人或勾選 ☒ others 以輸入新收件人資料

5. 點擊位於頁面下方的 **NEXT** 以進入下一步

**DHL** Shipment Form

**4 Shipment details** (Not all payment and service options are available in all countries)

☒ International Document ☐ International Non-Document Services (For details about DHL Express Services, please click [HERE](#))

Express Worldwide

# Availability of the guaranteed services is subject to destination postcode, area name and shipment details. Please call Customer Service Hotline at 2400-3388 to check for availability of service for your shipment.

Full description of contents  
DOC

**5 Non-Document shipment only (Customs Requirements)**

Attach two copies of a Proforma or Commercial invoice

Declared Value for Customs (as on commercial/proforma invoice) HKD [ ] Harmonised Commodity code (if applicable) [ ]

Type of export ☒ Permanent ☐ Repair/Return ☐ Temporary

Destination duties/taxes ☒ Receiver ☐ Sender ☐ Other [ ] Specify destination approved account number [ ]

**6 Size and weight**

Total no. of Packages \* 1 Total Weight \* 0.5 kg

Dimensions cm L x W x H

[ ]	x	[ ]	x	[ ]
[ ]	x	[ ]	x	[ ]
[ ]	x	[ ]	x	[ ]
[ ]	x	[ ]	x	[ ]

**Follow Me Tracking Service**

Our pro-active service can help you to monitor your shipment at each stage of delivery. It will automatically send you the shipment status by e-mail. Click [here](#) for more information!

Please input your email address below to receive tracking results.  
**E-Mail Address:** [ ]

Your request will be registered and processed by our system automatically. You will be alerted by e-mails once there is any information updates for your shipment in the following time period. Please select the time interval(s) that you would like to receive information regarding shipment status.

☐ 10:00 to 11:00 ☐ 13:00 to 14:00 ☐ 17:00 to 18:00

Your tracking request will only be registered once your shipment has been picked up by DHL within 3 days.

☒ I have read and accept the [Terms and Conditions](#).

**BACK PREVIEW 10**

#### 第四步 貨件資料

6. 選擇貨件類別及所需服務，並填寫貨物之說明

#### 第五步 非文件貨件之補充資料

- 6a. 輸入貨件的申報金額以作納關稅用途

#### 第六步 貨物尺寸及重量

7. 輸入包裹數量及所有包裹之總重量
8. (非必須)如您希望使用貨件追蹤服務，請輸入您的電郵地址及揀選通知之時間
9. 勾選  
☒ I have read and accept the [Terms and Conditions](#)
10. 點擊位於頁面下方的 **PREVIEW** 以完成表格
11. 在您的瀏覽器點擊「列印」

**\*WAYBILL DOC\***

Not to be attached to package - Hand to Courier  
2020-02-18 GLS 3.0 / www.dhl.com.hk

**Shipper :**

HONG KONG BAPTIST UNIVERSITY

RIVERA GARDENS, NO 2-12  
YI LOK STREET, TSUEN WAN, N.T.  
HONG KONG Tel: +852-3411-

**Receiver :****Contact:**

L

J

**HK-HKG-HKC PH-MNL-DXM****Product Details:****Features / Services (Service Code)****[D] EXPRESS WORLDWIDE (42)**

Extended Liability (IB)

**Payer Details**

FRT A/C No: 630459869

**Shipment Details**

Sender Ref.: FO-

Sender Acc.: 630459869

Cust Decl Shpt Wgt (UOM) / Dim Wgt (UOM):

**Pieces****0.1 kg****1**

Description: DOCUMENTATION

Name (in Capital Letters)

Signature

Date (DD.MM.YYYY)

**WAYBILL**

License Plates of pieces in shipment

JD014600007460453303

Airway Bill No.:

FORM FOR DHL OVERSEAS COURIER SERVICES

[illegible]

Please provide the information below with the budget controller's approval and attach it together with the document / parcel in the DHL envelope for the courier services arrangement.

Please ensure that you fill out the following information completely. Failure to do so may result in your requested courier services not being processed. Thank you!

[illegible]

Date: \_\_\_\_\_

Airway Bill No.:

FORM FOR DHL OVERSEAS COURIER SERVICES

[illegible]

Please provide the information below with the budget controller's approval and attach it together with the document / parcel in the DHL envelope for the courier services arrangement.

Please ensure that you fill out the following information completely. Failure to do so may result in your requested courier services not being processed. Thank you!

Department :	
Requestor :	
Contact No. :	
DHL A/C No. :	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>
HKBU Charging A/C Code :	<div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; display: inline-block; width: 20px; height: 20px;"></div>
Name of Budget Controller :	
Signature of Budget Controller (Approved By) :	

Date: \_\_\_\_\_