



One Solution, Many Benefits



## MyDHL+ 用戶指南

### 製作運單

- 文件
- 包裹

# 製作運單

訪問MyDHL+ 網站

<https://mydhl.express.dhl/mo/en/home.html#/getQuoteTab>

或在Google 搜尋 mydhl mo

## 用戶註冊注意事項

**Register for MyDHL+**

Enjoy the Benefits of MyDHL+

You'll see how shipping online can be fast and easy! Experience time saving features for creating, managing and monitoring shipments, plus much more – all in one convenient place!

Do you have a DHL Express account number?

☐ Yes ☒ No

You'll be able to view your preferential rates and bill shipments to your DHL account. No account? No problem! Register and pay by credit card.

**Your Details**

MACAO SAR, CHINA [Change Location](#)

Title  First Name  Last Name

Company

Phone Type  Code  Phone  Extension

[Add Another](#)

**Create Your Login**

Email Address

Password

Confirm Password

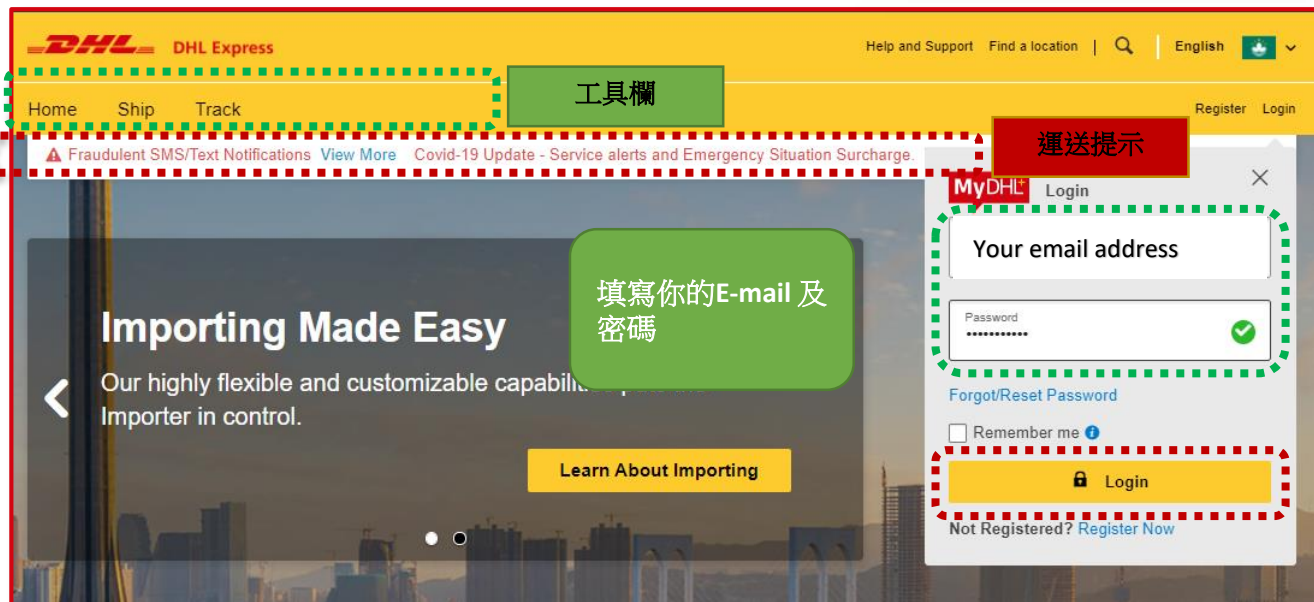
☐ I would like to receive informational emails and promotional offers from DHL.

註冊時填寫的電郵必須是澳門大學職員的電子郵箱才能通過學校賬號進行結算。

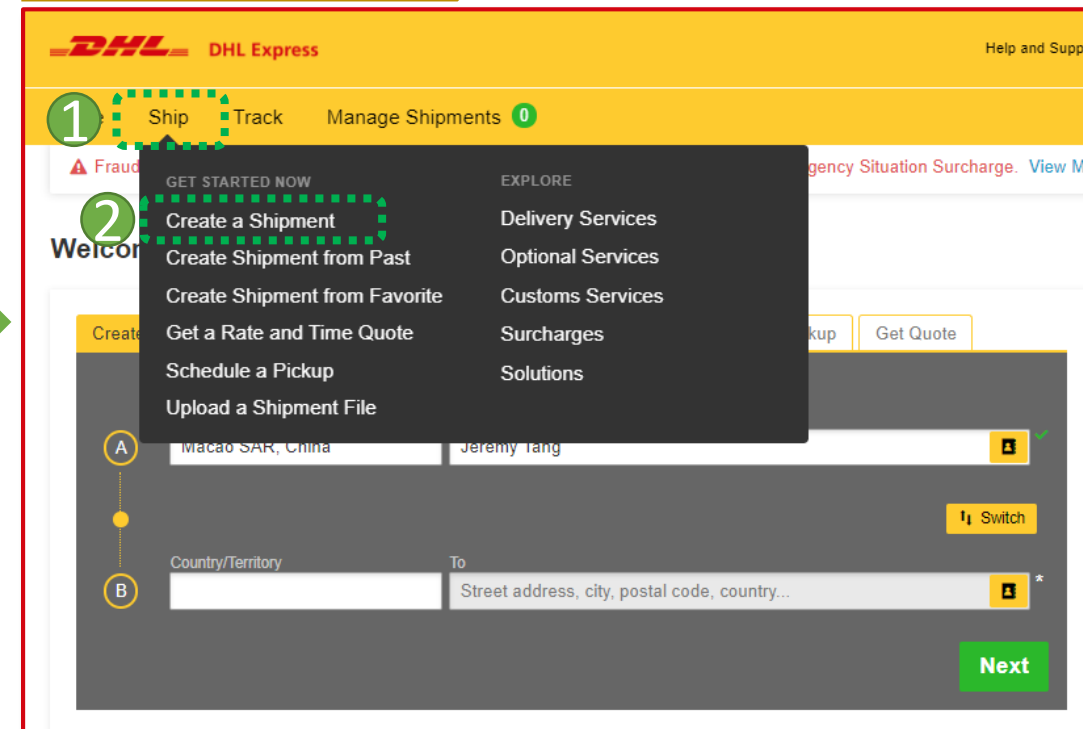
# 製作運單

## 訪問及登入

打開網頁必須選擇澳門地區才能進行操作



## 建立貨件



## 填寫寄件資料

Home

Ship

Track

Manage Shipments 1

My Shipment Settings

My Profile

Create Shipment — Pay — Print

From

Name

寄件人名稱

★

✓

☒ Business Contact

Company ⓘ

寄件人公司名稱, 如個人寄件  
填寫名稱即可

★

✓

Country/Territory

Macao SAR, China 寄件國家/地區

★

✓

Address

詳細英文地址, 每行上限45字元

★

✓

Address 2

✓

Address 3

✓

Suburb

City

State

MACAO SAR

★

✓

Email Address

填入您的電郵地址

★

✓

Phone Type

Code

Phone

Extension

Office

853

✓

寄件人電話

✓

★ Add Another

VAT/Tax ID

Enter IOSS in Customs Declaration section

☐ Residential Address

Save as New Contact

Update Contact

Switch

To

Name

First Name and Last Name 收件人名稱

★

✓

☐ Business Contact

Company ⓘ

收件人公司名稱, 如個人寄件  
填寫名稱即可

★

✓

Country/Territory

Hong Kong SAR, China 收件國家/地區

★

✓

Address

DHL HK 填寫詳細英文收件地址

★

✓

Address 2

testtesttesttesttesttesttesttesttesttesttesttesttesttesttesttest

Maximum characters: 45

★

✓

Address 3

✓

Postal Code

City

State

★ 郵遞區號

★ 城市

★ 省 / 鎮

Email Address

Phone Type

Code

Phone

Extension

Office

852

✓

收件人電話

✓

★ Add Another

VAT/Tax ID

收件人稅務編號

Enter IOSS in Customs Declaration section

☐ Residential Address

Notes about this contact

這裡可以儲存你的快遞單

- 全部空格皆需要以英文填寫
- 填寫資料會根據國家/地區的條款不同而略有不同

地址每行上限45字元

- 如填寫欄位不符合要求, 會出現紅框,
- 紅色外框表示超出限制/ 錯誤, 紅框下方會列明原因。

# 製作運單 (文件)

如製作包裹運單請前往Pg.12

## 貨件詳細說明/保險服務

Shipment Details

選擇文件

1

Documents

Documents include legal, financial or business paperwork. Items with monetary value are NOT considered a document shipment.

Packages

Packages are goods, merchandise or commodities for personal or commercial purposes.

2

Describe the documents in your shipment

Select a description

Such as legal, financial or business paperwork, etc.

Add Shipment References

Reference (appears on shipping label/waybill)

備註欄 將顯示在空運提單上 (非必填)

Protect Your Shipment

You value your shipment and so do we – don't forget to protect your shipment! [Learn about our shipment protection options.](#)

☐ I would like to add shipment protection to my shipment (Document Extended Liability Service)

運單保險 (自選)

3

Next

## 選擇包裝類型

Select Packaging

Tips for Weighing and Measuring

Packaging	Quantity	Weight kg	Dimensions cm	
Card Envelope	1	0.5	35.00 x 27.50 x 2.00	<div>Save Package</div> <div>Copy</div>
Box 3			33.7 X 32.2 X 10 cm	
Box 4			33.7 X 32.2 X 18 cm	
Box 5 (Jumbo Small)			34 X 33 X 35 cm	
Box 6			41.7 X 35.9 X 36.9 cm	
Box 7			81 X 41.4 X 33.5 cm	
Card Envelope			35 X 27.5 X 2 cm	

4

選擇"Card Envelope"

5

Next

# 製作運單 (文件)

如製作包裹運單請前往Pg.7

## 付款方式

### How will you pay?

How will you pay for transportation charges?

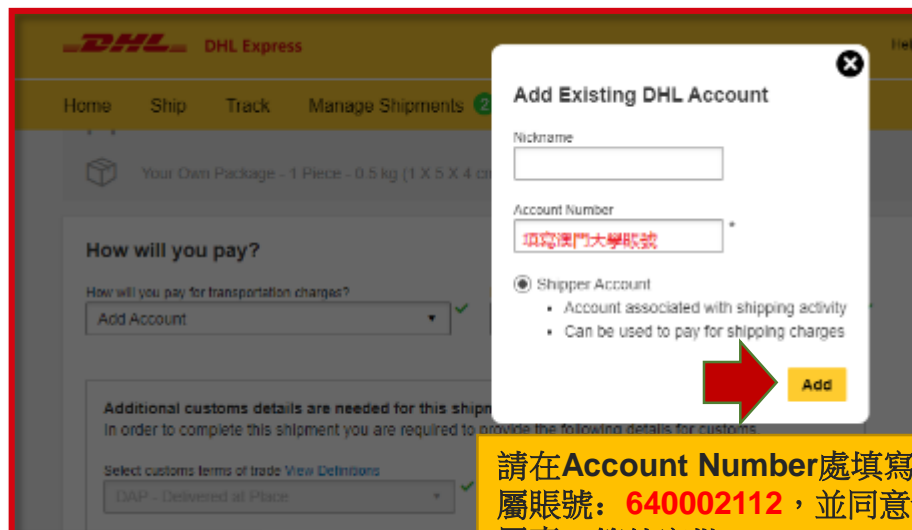
Select One  
Credit Card  
Cash  
Add Account

選擇你的付款方式:  
Add Account

Next

同意發送郵件後DHL賬號將會自動登出，註冊時登記的電郵將會收到郵件一（圖一），等待審批。直至收到郵件二（圖二）及郵件三（圖三）時，可以點擊鏈接重新登錄DHL賬號。

## 新增現有的DHL帳號



請在Account Number處填寫澳門大學DHL專屬賬號：**640002112**，並同意發送郵件至FMM同事，等待審批。

- We'll send you an email to validate you've added this account
- You'll be logged out and this shipment will be saved
- Click on the email link, login and continue this shipment with this account
- Or you can complete this shipment without using this account

Do you want to continue this shipment using this account?

OK

Cancel

# 製作運單 (文件)

圖一



Help Center Link

Dear Sir / Madam,

Your request to use the DHL Express Account has been sent to the below account administrators for approval. Please contact the account administrators in case of any urgency in getting the approval.

NUMBER	FIRST NAME	LAST NAME	EMAIL ID	PHONE NUMBER
1	Vitor	Drummond	<a href="mailto:vitord@um.edu.mo">vitord@um.edu.mo</a>	88228605
2	Celia	Lei	<a href="mailto:celialei@um.edu.mo">celialei@um.edu.mo</a>	88228427

If you have any questions or need technical assistance, please contact us at [mo.ess@dhl.com](mailto:mo.ess@dhl.com)

Regards  
DHL eSecure Team

Please do not reply to this email – inbox is not monitored.



[Terms of Use](#) | [Privacy and Cookies](#) | [Terms and Conditions](#)

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圖二



Help Center

Dear fmm,

This DHL account number has been added to your MyDHL+ profile:

To confirm you are account owner, please click to activate your account so that you can start using it for your shipping needs in MyDHL+.

[Activate DHL Account in MyDHL+](#)

If you need to contact us, please call Customer Service at: 853-2837 2828.

Regards,  
MyDHL+ Team

圖三



Help Center Link

Dear Sir / Madam,

Your request to use DHL Express Account 64XXXXX12 has been approved.

If you have any questions or need technical assistance, please contact us at [mo.ess@dhl.com](mailto:mo.ess@dhl.com)

Regards  
DHL eSecure Team



# 製作運單 (文件)

繼續完成運單

The screenshot shows the DHL Express website interface. The 'Manage Shipments' dropdown menu is open, with 'All Shipments' highlighted. Below the menu, the 'Create New Shipment' form is visible, featuring fields for 'Country/Territory' and 'From' (with 'Mexico SAR, China' entered) and 'Country/Territory' and 'To' (with 'Street address, city, postal code, country...' entered). A green 'Next' button is at the bottom right of the form. A red arrow points to the 'All Shipments' option in the dropdown menu.



The screenshot shows the 'Manage My Shipments' page. The 'Filter By' section on the left includes 'Shipment Type' (set to 'My Shipments'), 'Shipment Date' (set to 'All Dates'), 'Status' (set to 'Unsubmitted' with a red '4' indicator), and 'Favorite' (set to 'Show Only Favorites'). The main content area displays a table of shipments. The first shipment is 'M89HH4 (Temporary ID) Unsubmitted Saved By Me'. The 'Edit' button for this shipment is highlighted with a red box and a red arrow. The second shipment is '8QJY1 (Temporary ID) Unsubmitted Saved By Me'. A red arrow points to the 'Edit' button for the second shipment.



# 製作運單 (文件)

## 選擇寄件日期

I'm sending my shipment on

August 10 Today

August 11 Tomorrow

August 12 Thursday

August 13 Friday

August 14 Saturday

August 15 Sunday

August 16 Monday

More +

Delivery Date

August 11 Wednesday

EXPRESS WORLDWIDE

Delivered By

End of Day

Estimated Price

HKD --.---

Details

Selected

Find a location

DHL rate estimate as of Aug 10, 2021, 3:14 PM

[Disclaimer and Important Details](#)

這是我們提供的即時估算報價，但實際支付金額會在貨物送回倉庫後，由專人根據貨物真實重量和尺寸測量後為準

這是我們的預計送遞日期(當地時間)，實際送遞日期會根據實際情況或有所延誤

## 額外服務

### Optional Services

- ☐ GoGreen Climate Ne 自選
- ☐ Hold for Collection
- ☐ Direct Signature

## 選擇回郵服務/運費總結

Do you need a return label?

回郵服務 (請選"NO")

Label is valid for 3 Months

☐ Yes - Create Label

☒ No

1

### Shipment Cost Summary

EXPRESS WORLDWIDE

Wed, 11 Aug, 2021 - End of Day

Volumetric Weight 0.385 kg

Total Weight 0.5 kg

Chargeable Weight 0.5 kg

Transportation Charges: HKD --.---

Fuel Surcharge: HKD --.---

Extended Liability: HKD --.---

Total HKD --.---

### Terms and Conditions

By clicking on ACCEPT - I accept DHL's [Terms and Conditions of Carriage](#) and declare that this shipment does not include any [Prohibited Items](#).

2

Accept and Continue

# 製作運單 (文件)


## 列印運單

Create Shipment ☒ — Pay ☒ — **Print**

**Print and You're Done!**

Print and preview your documents

Shipping labels and customs documents must be printed for the DHL courier



☒ Label (Waybill) ☒ Receipt

Number of Copies  Number of Copies

**Print Selected Documents** 3

Your Tracking Number  
5035137704  
Piece # 1:  
JD014600008960112224

☆ Save as Favorite

把所製作的空運提單(AWB), 及收據打印出來即可  
收據需打印2份

列印所需文件後，與校內申請表一并交給澳門大學FMM部門

**Shipment Confirmation**

**Important**

- Ensure your packages are packed and labeled correctly to avoid damage or delays. [Follow DHL's Packaging Advice.](#)
- If this is your last shipment of the day, remember to print your end-of-day courier report.

**Want Status Notifications?**

Set up email or text notifications for this shipment's progress - for you or others!

Get and Send Notifications

**Want to Share?**

Select shipment details you want to email to others.

☐ Tracking Number ☐ Label (Waybill)

☐ Shipment Details ☐ Shipment Receipt

Share

**Save Shipment Defaults**

Save these defaults to use for future shipments.

☐ EXPRESS WORLDWIDE

☐ Card Envelope

☐ DOCUMENT

Save Edit

**快遞追蹤單號**

Your Tracking Number  
5035137704

☆ Save as Favorite

🖨️ Reprint Documents

📄 Download Documents

**Create Return Label**

Create Another Shipment

在這裡有其他便捷功能，例如分享你的運單，下載運單，重新列印你的運單等等

# 製作運單 (包裹)

## 選擇包裹

**Shipment Details**

**1** **Documents** **Packages** ✓

Documents include legal, financial or business paperwork. Items with monetary value are NOT considered a document shipment.

Packages are goods, merchandise or commodities for personal or commercial purposes.

**You'll need a customs invoice for this shipment – DHL can create it for you!**

**2** **Create Invoice** ✓ **Use My Own Invoice**

Using my shipment information I have a printed invoice

**What is the purpose of your shipment?** \*

Select One

- Gift
- Commercial
- Personal, Not for Resale
- Sample
- Return for Repair
- Return after Repair

**3** 選擇你的包裹寄送目的

## 製作海關商業發票

**Describe each unique item in your shipment separately** Quick Guide for Describing Items

☐ I would like to see estimated duties and taxes for my shipment

**查詢目的地的禁運品清單** [View Prohibited Items](#)

Item Description: Cotton T-shirt

Quantity: 1 Units: Pieces Item Value: 100.00 HKD Net Weight: 0.5 kg Gross Weight: 0.5 kg Where was the item made?: China

☐ Add line item reference

Total Units 1 Total Net Weight 0.5 KG Total Gross Weight 0.5 KG Number of Pallets

**每一單項物品都需要申報**

**Invoice Value**  
Include any additional charges for this shipment.

Total value for all goods/items only (excluding other charges) 100.00 HKD

**Add Charges**

Total Invoice Value 100.00 HKD

Invoice Number

關於完整物品描述

物品描述必須包含三大要素中至少兩項:

- 具體化物品名稱
- 物品的成分
- 物品的用途

範例:

衣服 (X) 不接受

羊毛衛衣 (O) 接受

提示: 需以英文填寫

所有 (\*) 的空格都必須填寫!

填寫申報物品之數量、申報價值、重量、原產地等等

# 製作運單 (包裹)

## 貨件備註/保險服務

### Reference

Reference (appears on shipping label/waybill)

Ref. 備註欄 將顯示在空運提單上 (非必填)



### Protect Your Shipment

You value your shipment and so do we – don't forget to protect your shipment! [Learn about our shipment protection options.](#)

☐ I would like to insure my shipment

保險服務 (自選)



Next

## 海關申報

### Customs Declaration

#### Additional Parties

Are there other parties involved in the shipment?

☐ Yes ☒ No

#### Item Details

Enter item details to create a digital record of your shipment.

Add Items

#### Additional Customs Documents

Identify any additional customs documentation you are including with this shipment.

Add Another

自選



Next

# 製作運單 (包裹)

## 選擇包裝類型

Select Packaging Tips for Weighing and Measuring

Packaging:  Quantity:  Weight kg:  Dimensions cm:  x  x

Total: 1 0 kg

2 填入寄件包裹的數量，總重量，長/寬/高

3 Next

Packaging:  Quantity:  Weight kg:

1 選擇 "Your Own Package"

- Box 2 (Flat) 34 X 33 X 6 cm
- Box 3 33.7 X 32.2 X 10 cm
- Box 4 33.7 X 32.2 X 18 cm
- Box 5 (Jumbo Small) 34 X 33 X 35 cm
- Box 6 41.7 X 35.9 X 36.9 cm
- Box 7

## 付款方式: 新增現有DHL帳號

4 請選: Add account

Select One  
Credit Card  
Cash  
Add Account

How will you pay?

What shipper account will be used for this shipment?

How will duties and taxes be paid?

5 選擇目的地關稅與稅金支付方

☒ Use this account to pay for transportation charges

☐ Remember these payment options for the Ship FROM address

Add Existing DHL Account

Nickname:

Account Number:

☒ Shipper Account

- Account associated with shipping activity
- Can be used to pay for shipping charges

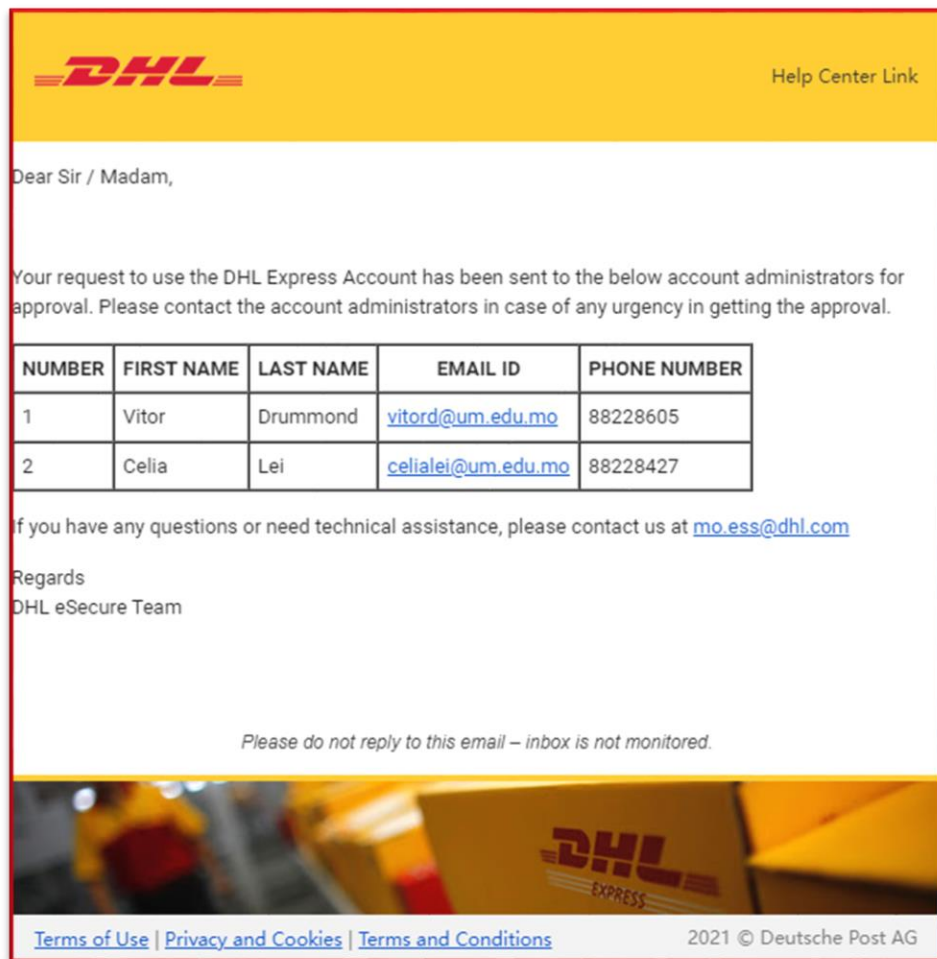
Do you want to continue this shipment using this account?

OK Cancel

Add

# 製作運單 (包裹)

圖一



The screenshot shows an email from DHL with a yellow header containing the DHL logo and a 'Help Center Link'. The body of the email is white and contains the following text:

Dear Sir / Madam,

Your request to use the DHL Express Account has been sent to the below account administrators for approval. Please contact the account administrators in case of any urgency in getting the approval.

NUMBER	FIRST NAME	LAST NAME	EMAIL ID	PHONE NUMBER
1	Vitor	Drummond	<a href="mailto:vitord@um.edu.mo">vitord@um.edu.mo</a>	88228605
2	Celia	Lei	<a href="mailto:celialei@um.edu.mo">celialei@um.edu.mo</a>	88228427

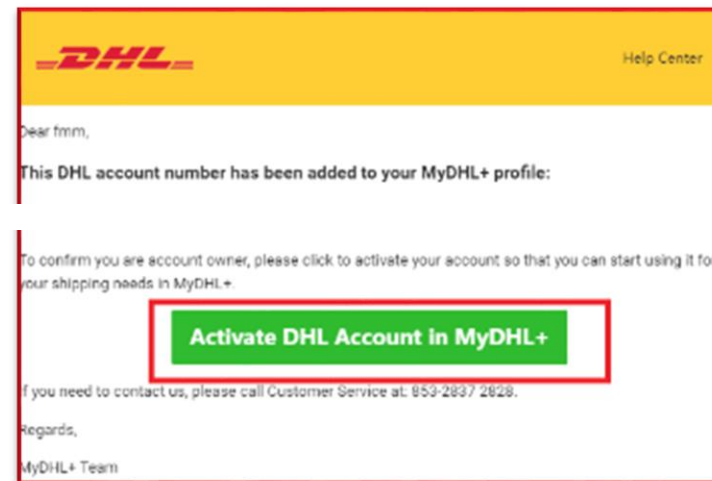
If you have any questions or need technical assistance, please contact us at [mo.ess@dhl.com](mailto:mo.ess@dhl.com)

Regards  
DHL eSecure Team

*Please do not reply to this email – inbox is not monitored.*

At the bottom, there is a banner image showing DHL Express packaging and a footer with links: [Terms of Use](#) | [Privacy and Cookies](#) | [Terms and Conditions](#), and copyright text: 2021 © Deutsche Post AG.

圖二



The screenshot shows an email from DHL with a yellow header containing the DHL logo and a 'Help Center Link'. The body of the email is white and contains the following text:

Dear fmm,

This DHL account number has been added to your MyDHL+ profile:

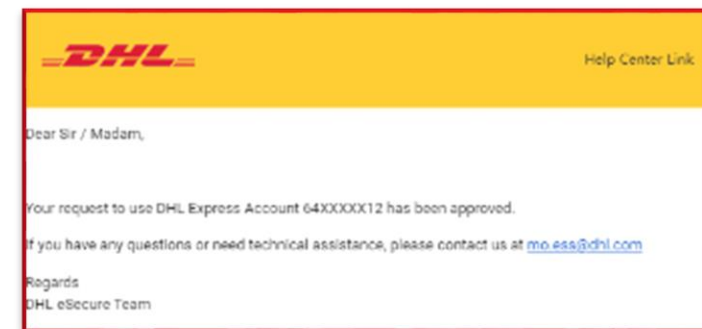
To confirm you are account owner, please click to activate your account so that you can start using it for your shipping needs in MyDHL+.

**Activate DHL Account in MyDHL+**

If you need to contact us, please call Customer Service at: 853-2837 2828.

Regards,  
MyDHL+ Team

圖三



The screenshot shows an email from DHL with a yellow header containing the DHL logo and a 'Help Center Link'. The body of the email is white and contains the following text:

Dear Sir / Madam,

Your request to use DHL Express Account 64XXXXX12 has been approved.

If you have any questions or need technical assistance, please contact us at [mo.ess@dhl.com](mailto:mo.ess@dhl.com)

Regards  
DHL eSecure Team

# 製作運單 (包裹)

繼續完成運單

**DHL Express** Home Ship Track **Manage Shipments** My Shipment Settings My Profile

MY SHIPMENTS  
**All Shipments**  
My Pickups  
Address Book  
Reports

Country/Territory From Mexico SAR, China

Country/Territory To Street address, city, postal code, country...

**Next**



**DHL Express** Home Ship Track **Manage Shipments** My Shipment Settings My Profile

**Manage My Shipments**

Filter By: Shipment Type (My Shipments), Shipment Date (Showing All) (All Dates), Status (Showing All) (Unsubmitted), Address (Showing All) (All Addresses), Favorite (Show Only Favorites), Don't show hidden shipments.

**Shipments Pending Action**

Consolidate

Sort By: Update Date (show newest to oldest)

Showing 1 - 4 of 4 shipments

	Shipment Code	Delivery Option	Description	Annual report	Ship From	Ship To
<input type="checkbox"/>	M89HH4 (Temporary ID) Unsubmitted Saved By Me					
Created By: [Name]						
<a href="#">Quick View</a> <b>Edit</b> <a href="#">Action</a> <a href="#">Copy</a> <a href="#">Cancel Shipment</a>						
<input type="checkbox"/>	8QJY1 (Temporary ID) Unsubmitted Saved By Me					
Created By: [Name]						



# 製作運單 (包裹)

## 付款方式及注意事項

注意：  
**Pay by receiver** 是由收件者負責稅項。  
如選由DHL 帳號，稅項將從由DHL帳號方負責。

How will you pay?

付款方式: 澳門大學之DHL專屬帳號

What shipper account will be used for this shipment?

DHL帳號(9位數字)

✓

How will duties and taxes be paid?

✓

☒ Use this account to pay for transportation charges

目的地關稅與稅金支付方

☐ Remember these payment options for the

Ship FROM address

Additional customs details are needed for this shipment

In order to complete this shipment you are required to provide the following details for customs.

Select customs terms of trade [View Definitions](#)

DAP - Delivered at Place

✓

選擇額外的清關資料

Next

注意：  
稅項由收件者負責請選: **DAP - Delivered at Place**  
稅項由DHL 帳號負責請選: **DDP - Delivered Duty Paid**

# 製作運單 (包裹)

## 選擇寄件日期

I'm sending my shipment on

August 10 Today	August 11 Tomorrow	August 12 Thursday	August 13 Friday	August 14 Saturday	August 15 Sunday	August 16 Monday	More +
-----------------	--------------------	--------------------	------------------	--------------------	------------------	------------------	--------

Delivery Date

August 12 Thursday

EXPRESS WORLDWIDE

Delivered By

End of Day

Estimated Price

HKD --.---

Details v

Select

Find a location

DHL rate estimate as of Aug 10, 2021, 4:33 PM

[Disclaimer and Important Details](#)

這是我們的預計送遞日期(當地時間)，實際送遞日期會根據實際情況或有所延誤

這是我們提供的即時估算報價，但實際支付金額會在貨物送回倉庫後，由專人根據貨物真實重量和尺寸測量後為準

## 額外服務

Enroll to Send Digital Customs Invoices

**Speed Up Customs Clearance**  
Our Paperless Trade feature allows you to digitally send your customs invoices!  
[Enroll and Get Started](#)

**Optional Services**

- ☐ GoGreen Climate Neutral
- ☐ Hold for Collection
- ☐ Neutral Delivery
- ☐ Direct Signature

Next

自選服務  
如無需要可按“NEXT”

# 製作運單 (包裹)

## 回郵服務/總結

Do you need a return label?

回郵服務 請選“NO” 後按NEXT

Label is valid for 3 Months

Yes – Create Label

No

Next

### Shipment Cost Summary

EXPRESS WORLDWIDE  
Thu, 12 Aug, 2021 - End of Day

Volumetric Weight 0.2 kg  
Total Weight 0.5 kg  
Chargeable Weight 0.5 kg

Transportation Charges:	HKD
Duties and Taxes Paid:	HKD
Fuel Surcharge:	HKD
Shipment Protection:	HKD
<b>Total</b>	<b>HKD</b>

總結

### Terms and Conditions

By clicking on ACCEPT – I accept DHL's [Terms and Conditions of Carriage](#) and declare that this shipment does not include any [Prohibited Items](#).

Accept and Continue

## 列印運單

Print and You're Done!

### Print and preview your documents

Shipping labels and customs documents must be printed for the DHL courier



☒ Label (Waybill)

☒ Receipt

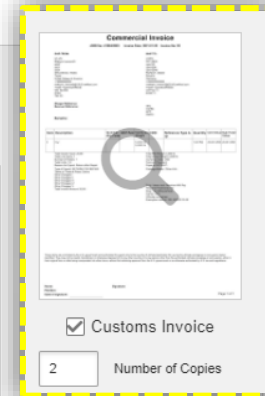
1 Number of Copies

1 Number of Copies

Print Selected Documents

1

請記得打印所製作的海關商業發票或自備的海關商業發票文件



Your Tracking Number  
7758442521  
Piece # 1:  
JD014600008972776358

☆ Save as Favorite

把所製作的空運提單(AWB),  
海關商業發票及 收據打印出  
來即可  
收據需打印2份

# 製作運單 (包裹)

Create Shipment

Pay

Print

Shipment Confirmation

Important

- Ensure your packages are packed and labeled correctly to avoid damage or delays. [Follow DHL's Packaging Advice.](#)
- If this is your last shipment of the day, remember to print your end-of-day courier report.

Want Status Notifications?

Set up email or text notifications for this shipment's progress - for you or others!

Get and Send Notifications

Want to Share?

Select shipment details you want to email to others.

☐ Tracking Number
 ☐ Label (Waybill)

☐ Shipment Details
 ☐ Shipment Receipt

Share

Save Shipment Defaults

Save these defaults to use for future shipments.

☐ EXPRESS WORLDWIDE
 ☐ PACKAGE

Save

Edit

快遞追蹤單號

Your Tracking Number

7758442521

☆ Save as Favorite

🖨️ Reprint Documents

📄 Download Documents

Create Return Label

Create Another Shipment

列印所需文件後，與校內申請表一并交給澳門大學FMM部門

在這裡有其他便捷功能，例如分享你的運單，下載運單，重新列印你的運單等等

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