MyDHL+

One Solution, Many Benefits

MyDHL+ 用戶指南

製作運單

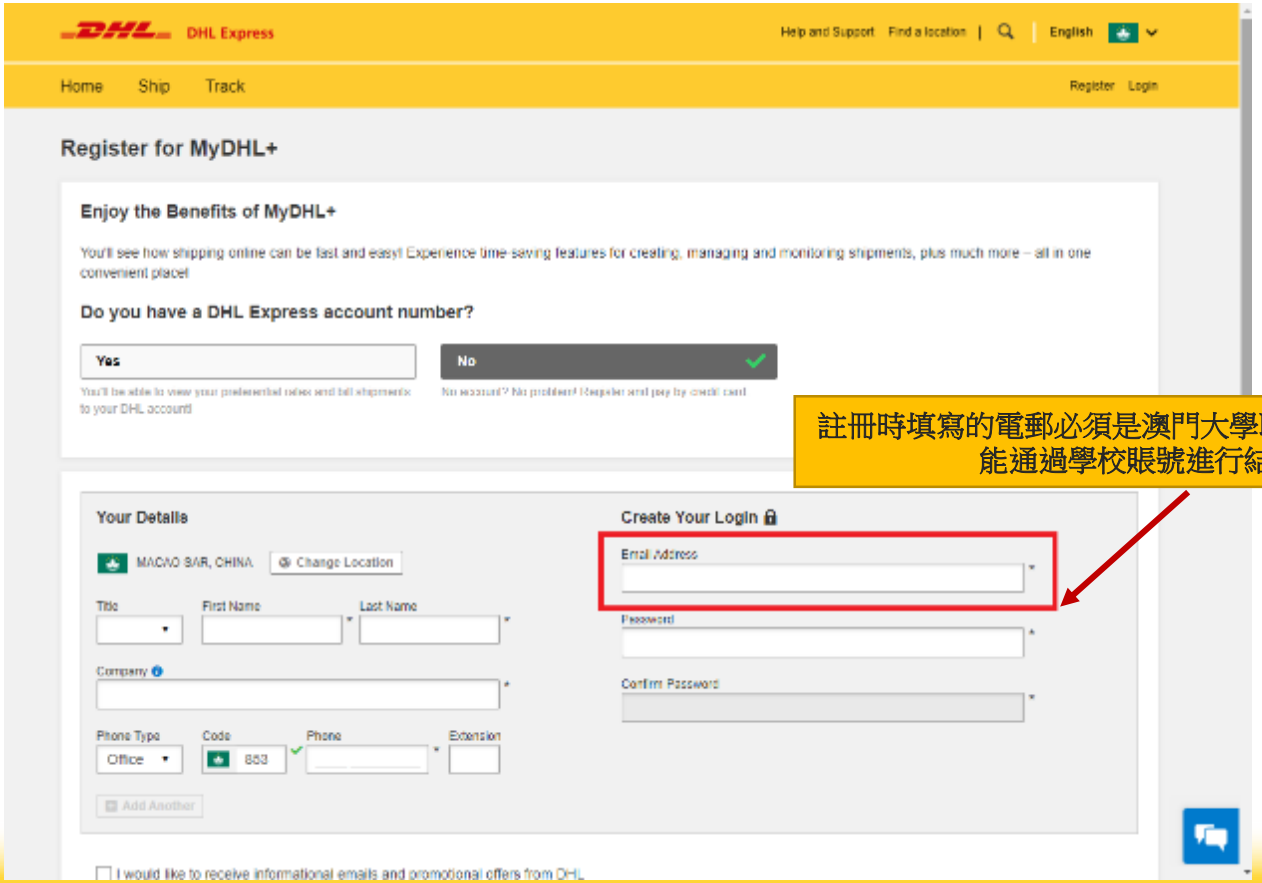
- 文件
- 包裹

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

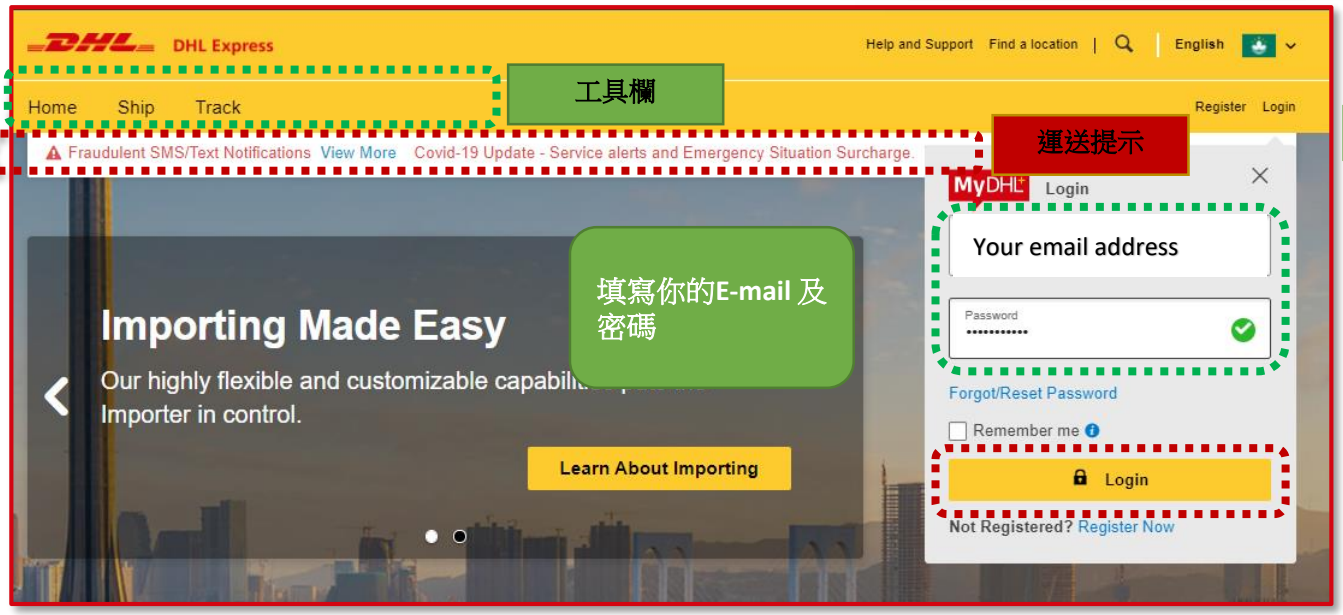


註冊時填寫的電郵必須是澳門大學職員的電子郵箱才能通過學校賬號進行結算。

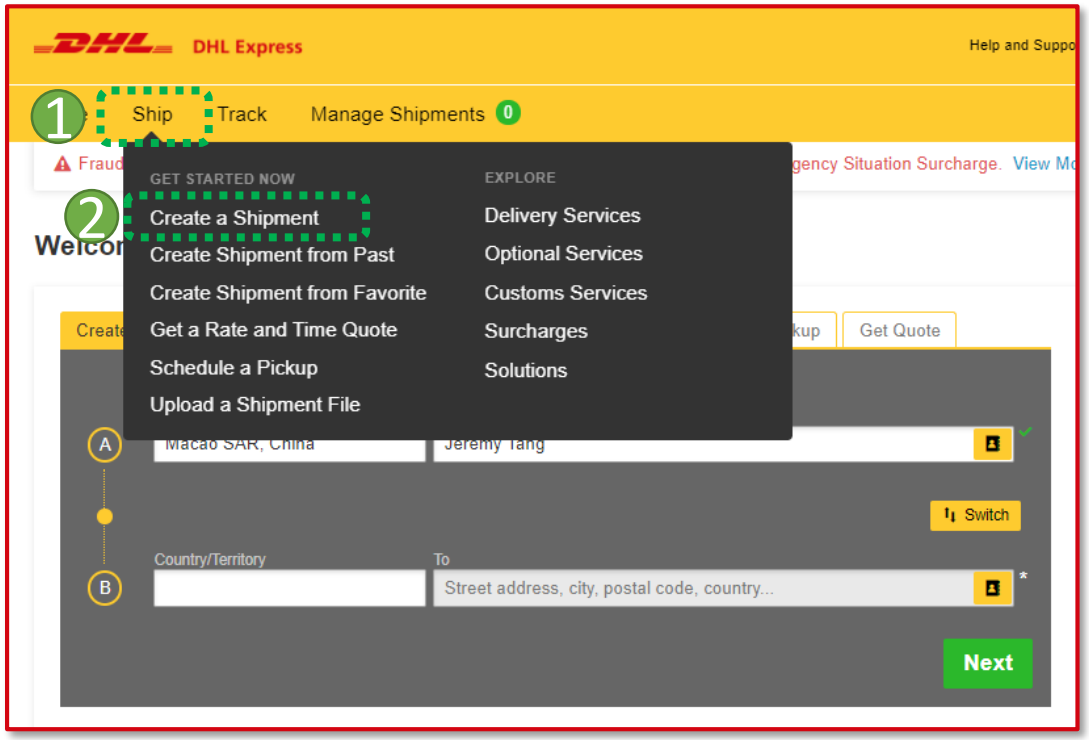
製作運單

訪問及登入

打開網頁必須選擇澳門地區才能進行操作

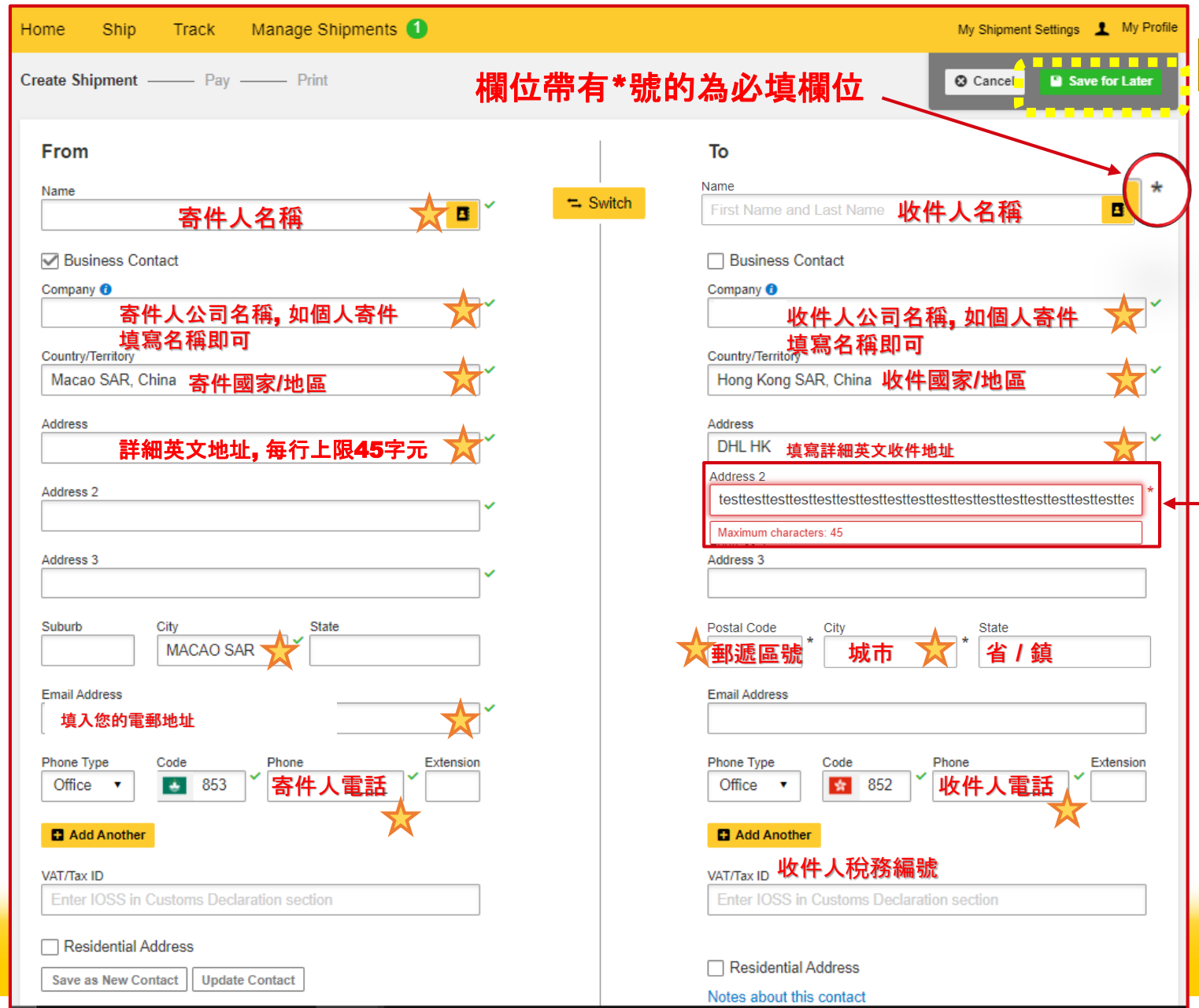


建立貨件



製作運單

填寫寄件資料



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

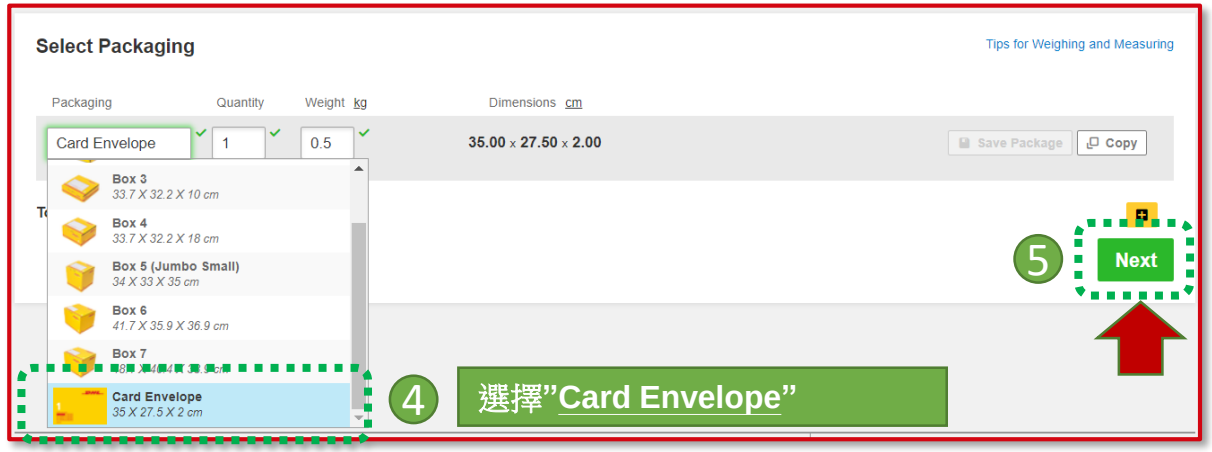
- 如填寫欄位不符合要求, 會出現紅框,
- 紅色外框表示超出限制/錯誤, 紅框下方會列明原因。

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

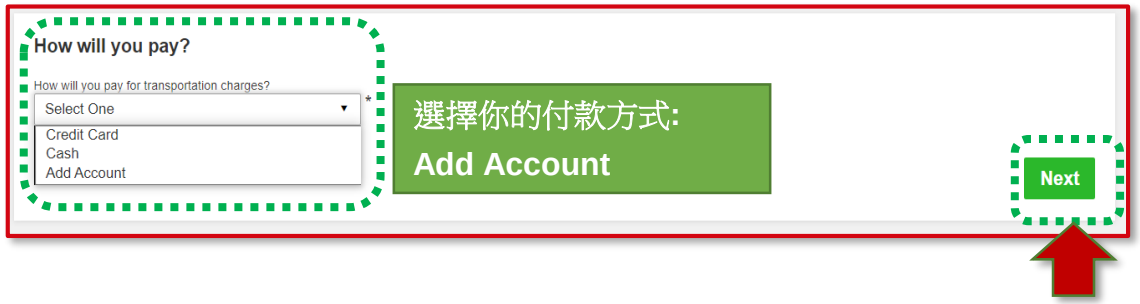
選擇包裝類型



製作運單 (文件)

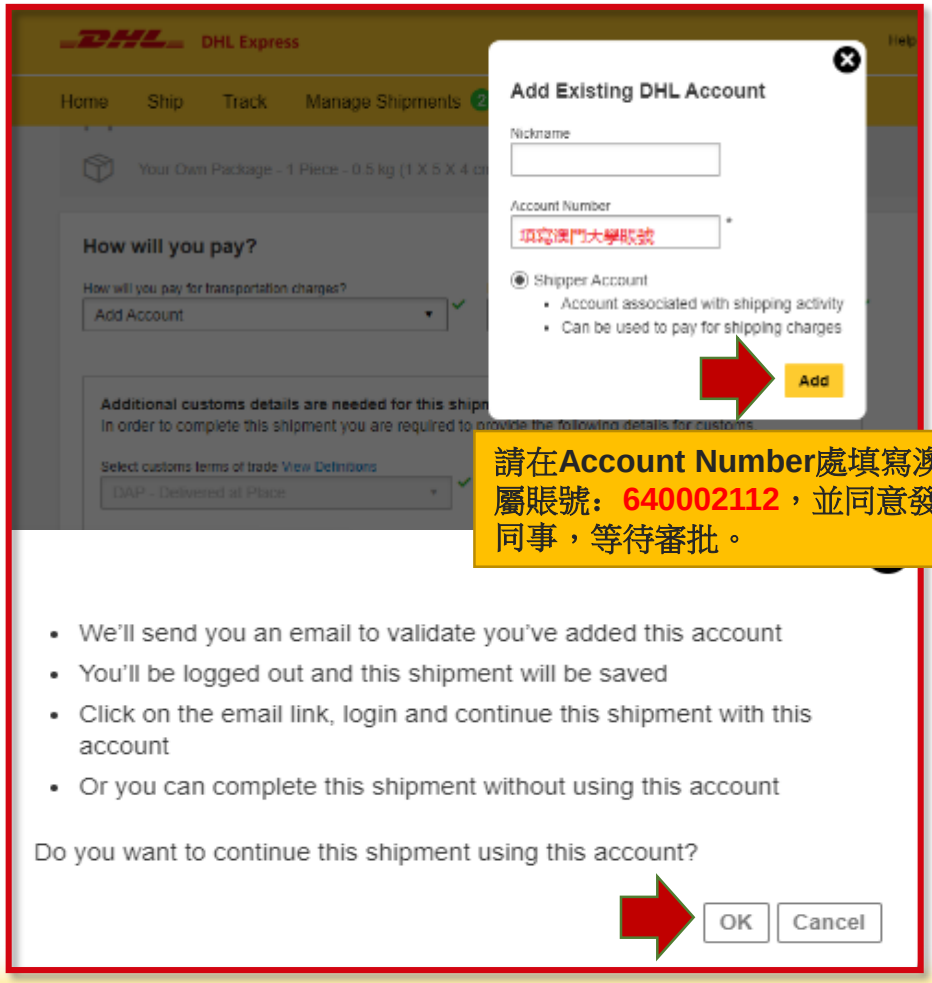
如製作包裹運單請前往Pg.7

付款方式



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。

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	vitord@um.edu.mo	88228605
2	Celia	Lei	celialei@um.edu.mo	88228427

If you have any questions or need technical assistance, please contact us at mo.ess@dhl.com

Regards
DHL eSecure Team

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

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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,

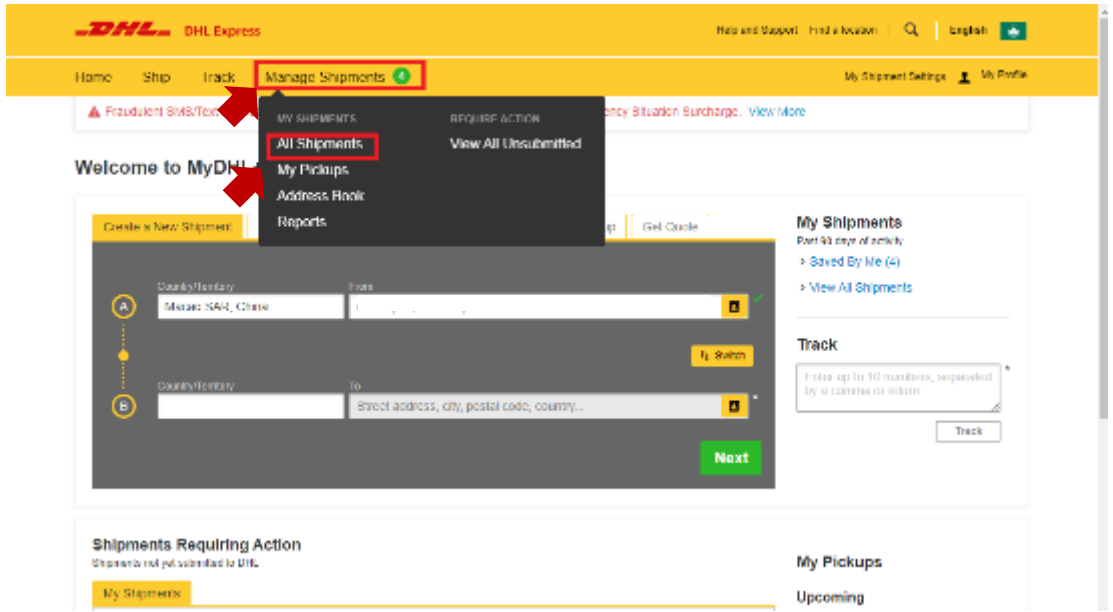
Your request to use DHL Express Account 64XXXXX12 has been approved.

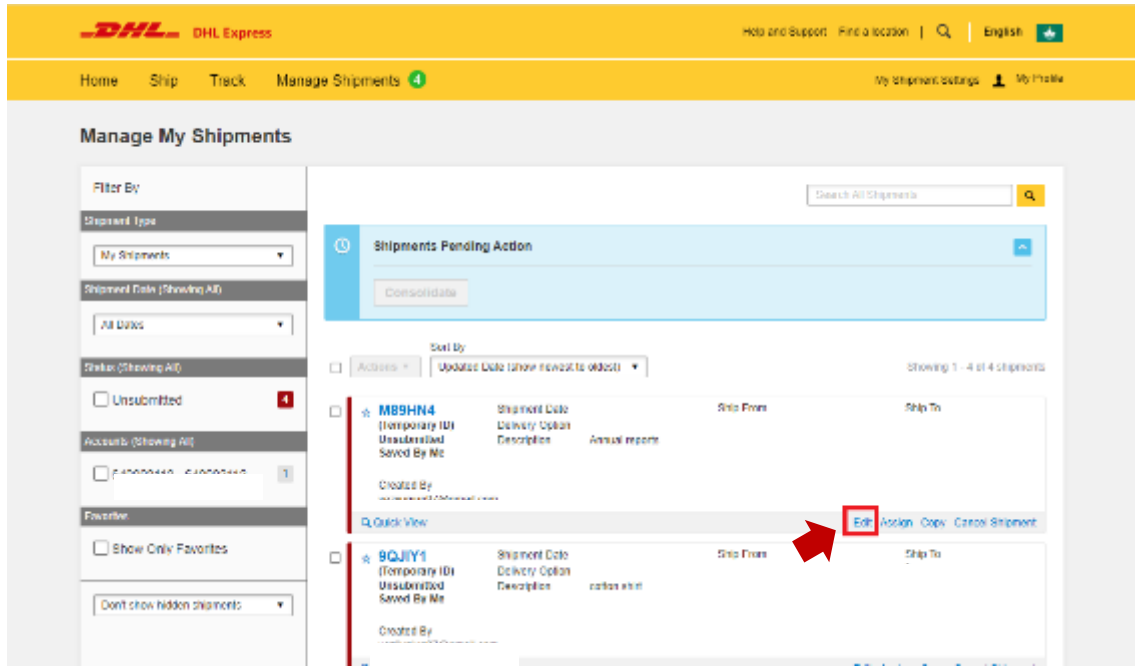
If you have any questions or need technical assistance, please contact us at mo.ess@dhl.com

Regards
DHL eSecure Team

製作運單 (文件)

繼續完成運單





製作運單 (文件)

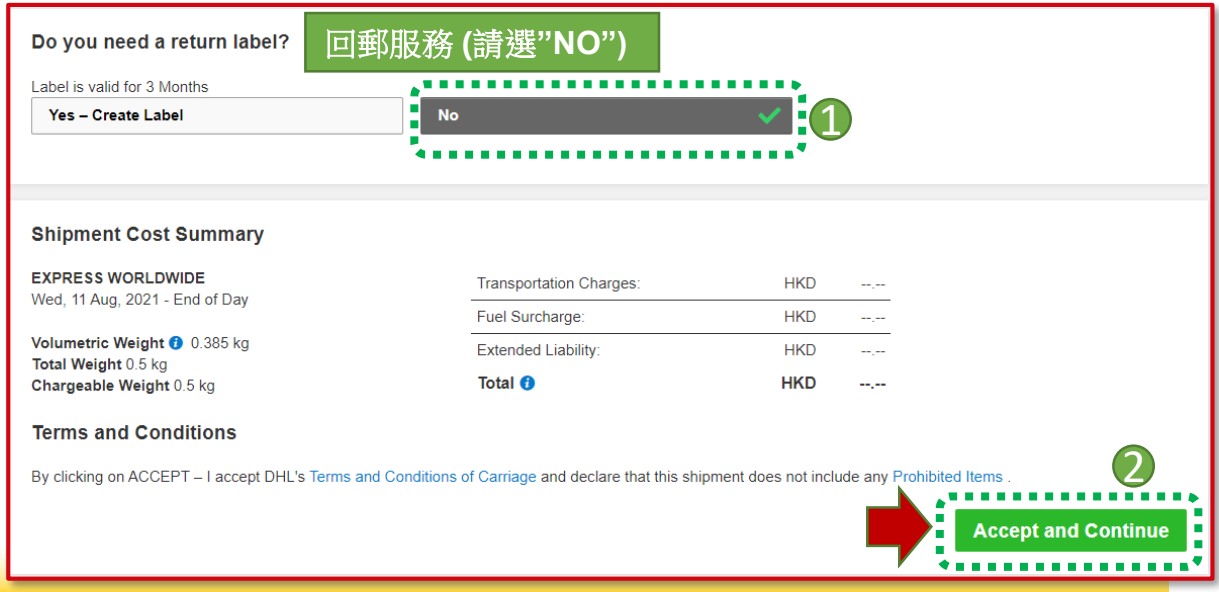
選擇寄件日期

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

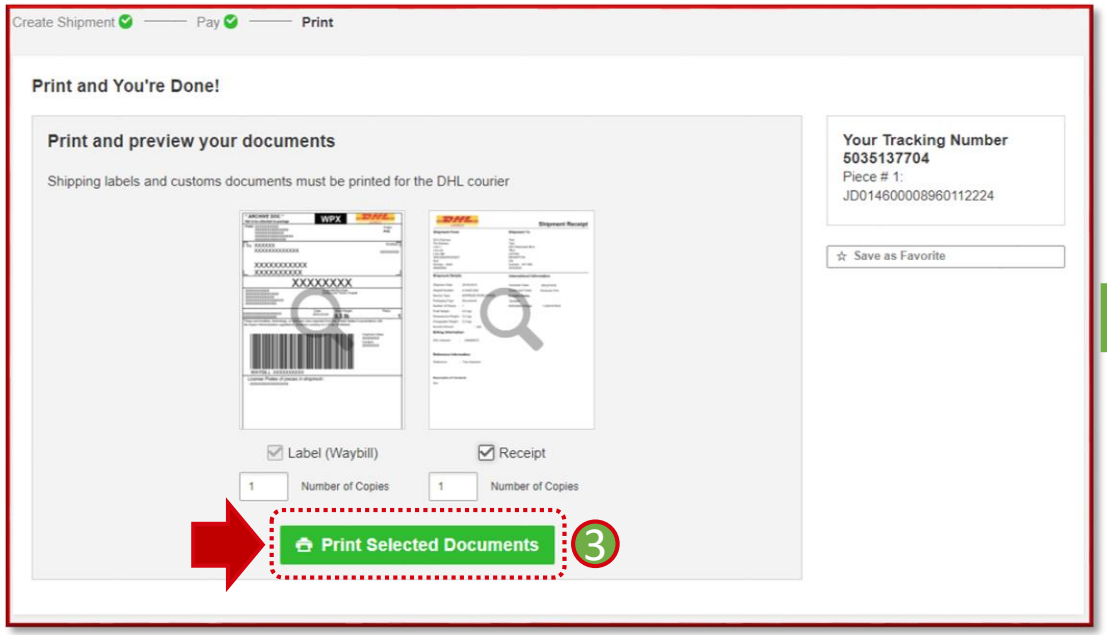
額外服務

選擇回郵服務/運費總結



製作運單 (文件)

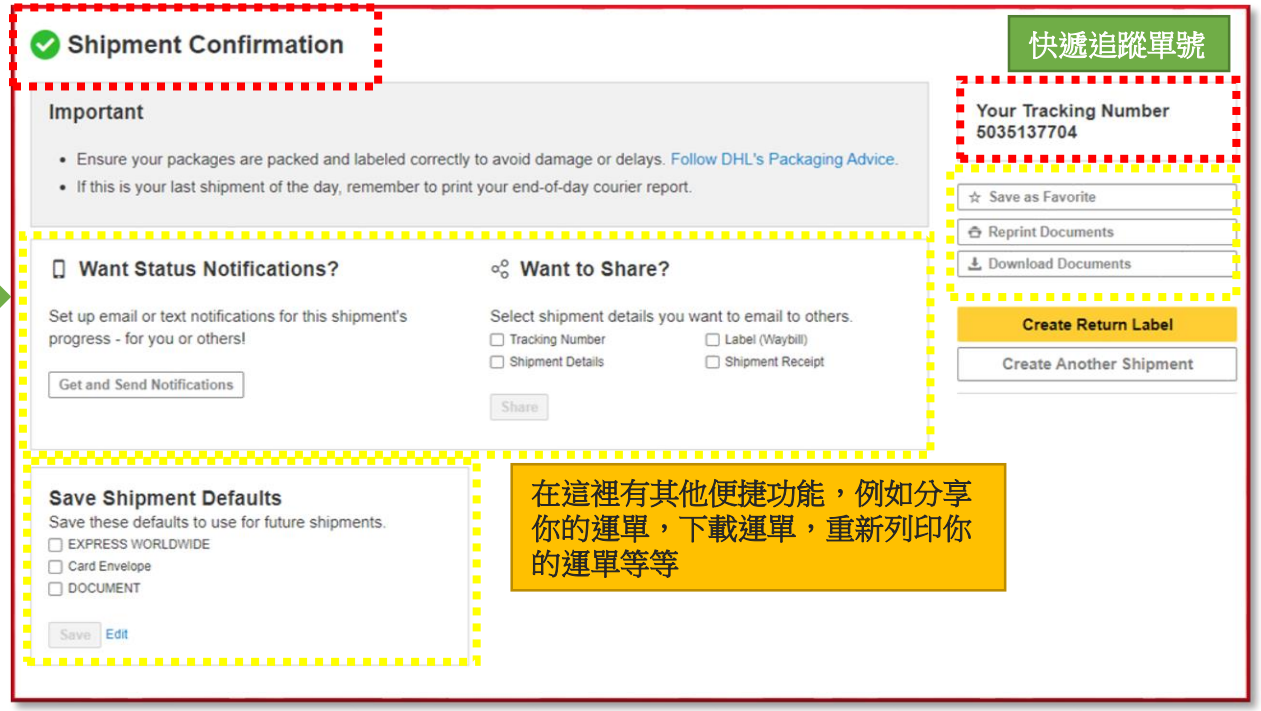
列印運單



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

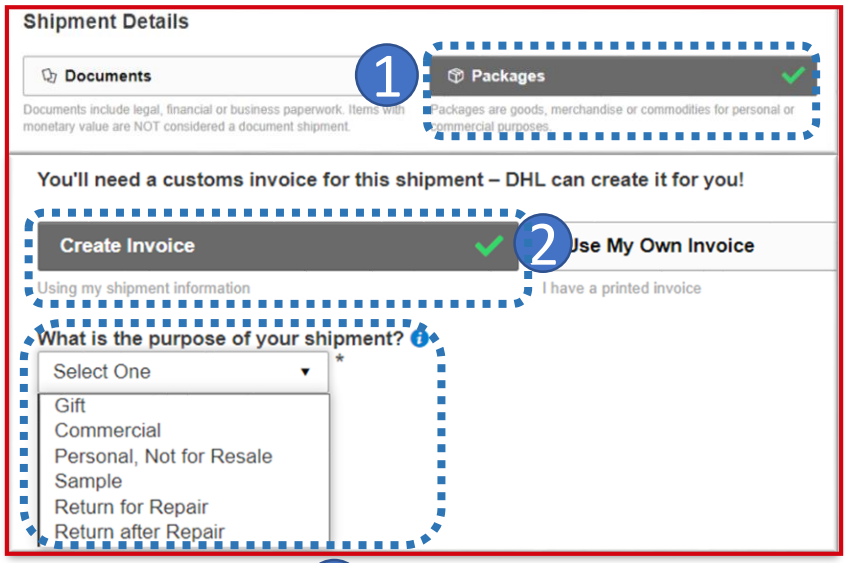
列印所需文件後，與校內申請表一并交給澳門大學FMM部門



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



3 選擇你的包裹寄送目的

製作海關商業發票

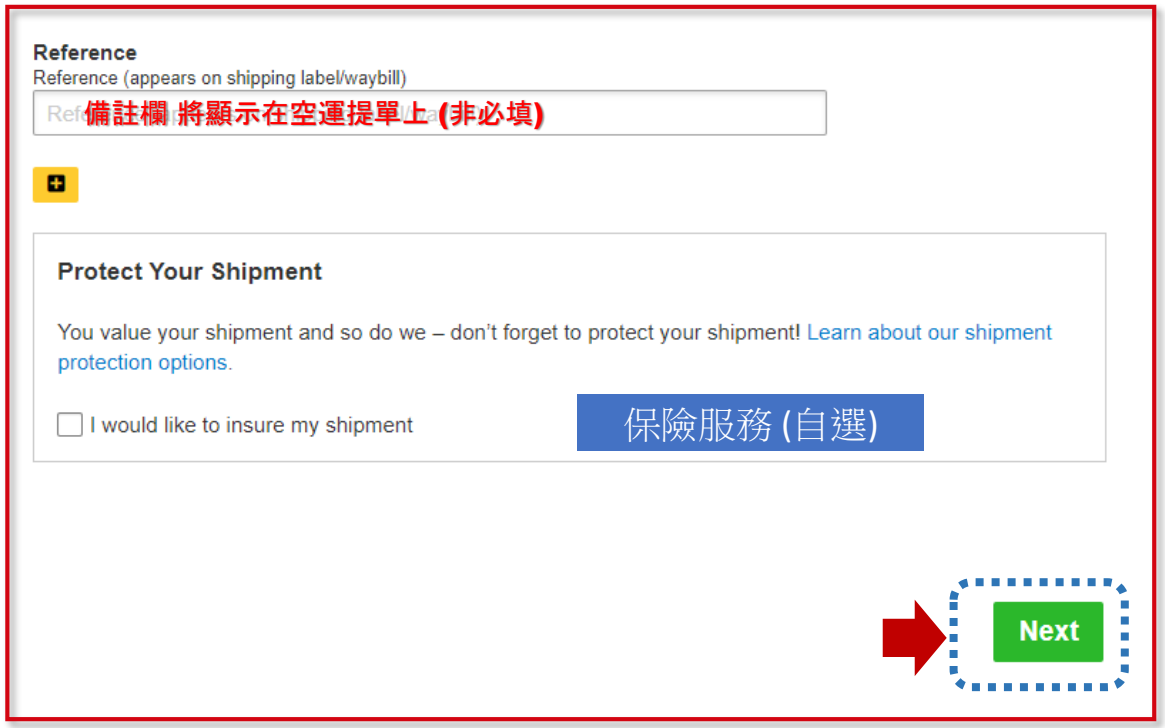
所有 (*) 的空格都必須填寫!
填寫申報物品之數量、申報價值、重量、原產地等等

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

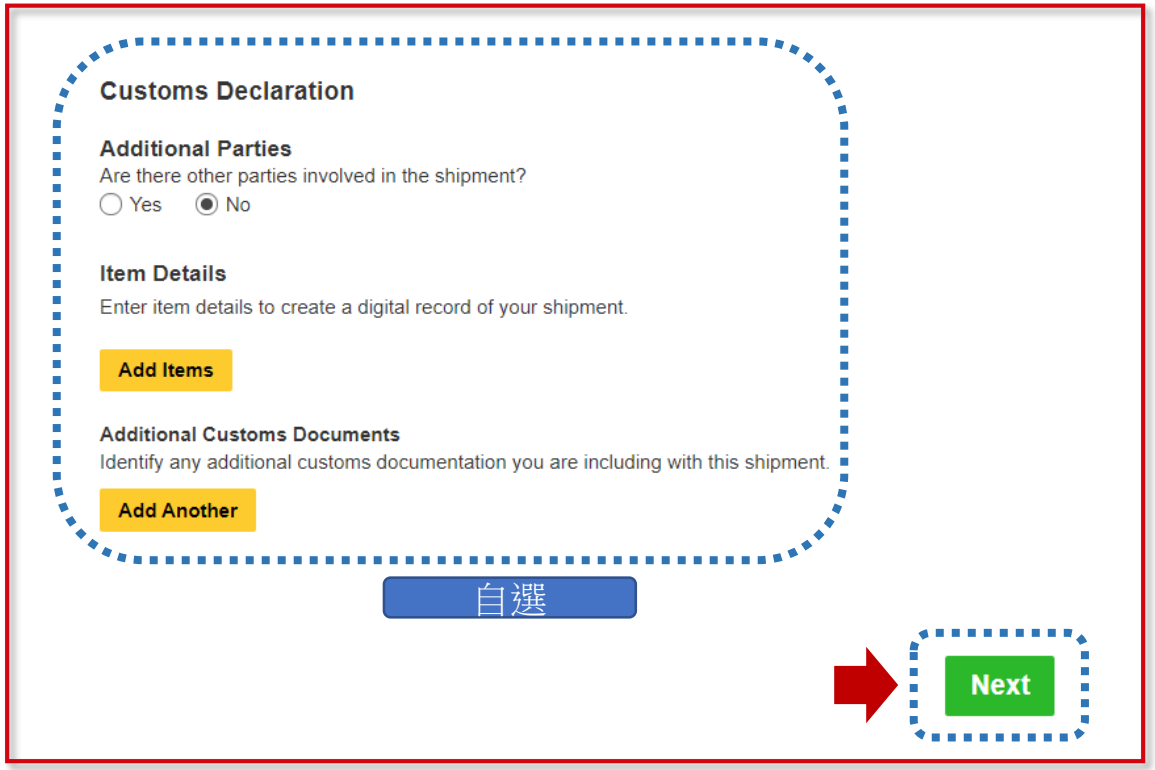
範例:
衣服 (X) 不接受
羊毛衛衣 (O) 接受
提示: 需以英文填寫

製作運單 (包裹)

貨件備註/保險服務



海關申報



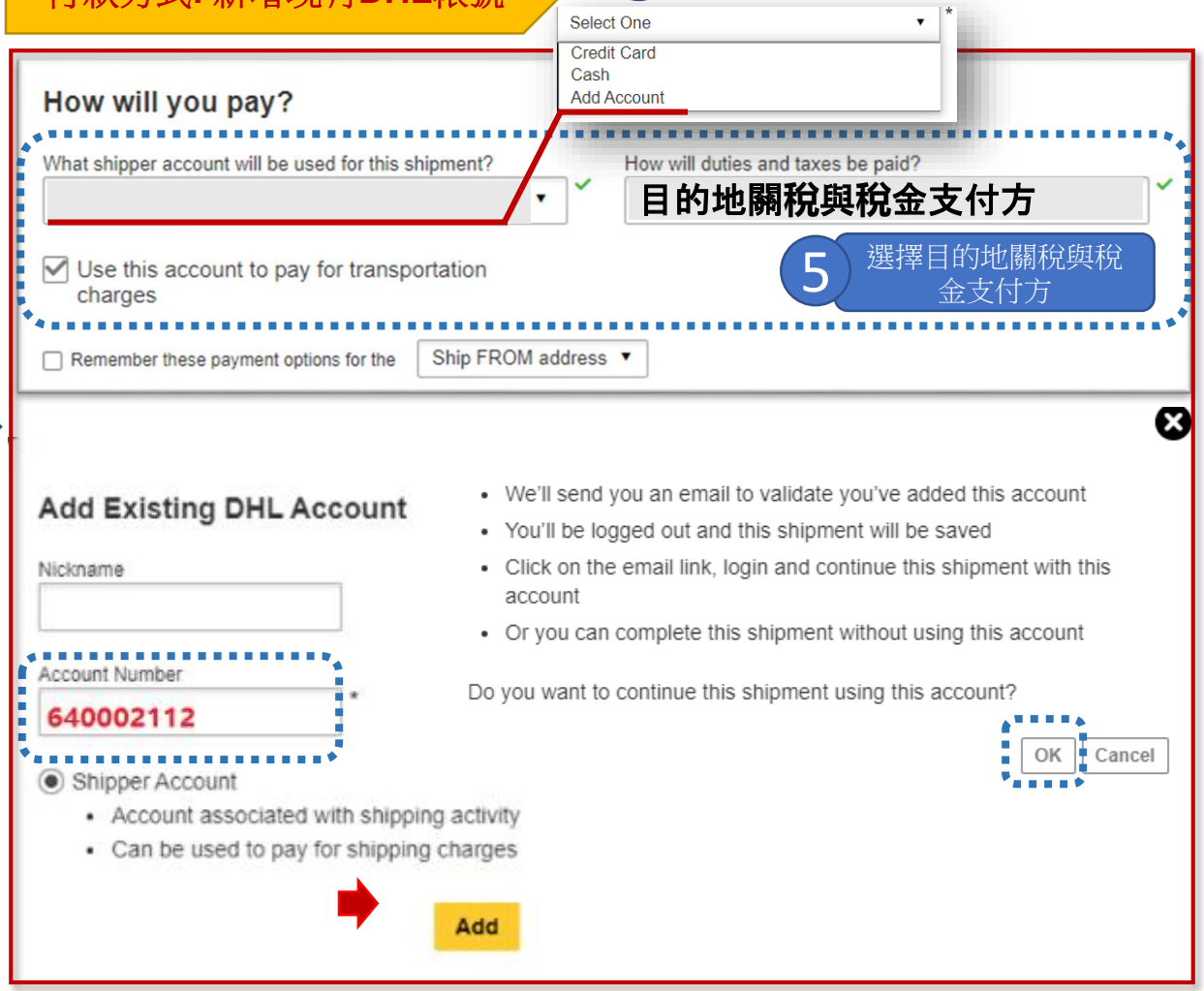
製作運單 (包裹)

選擇包裝類型

1 選擇 “Your Own Package”

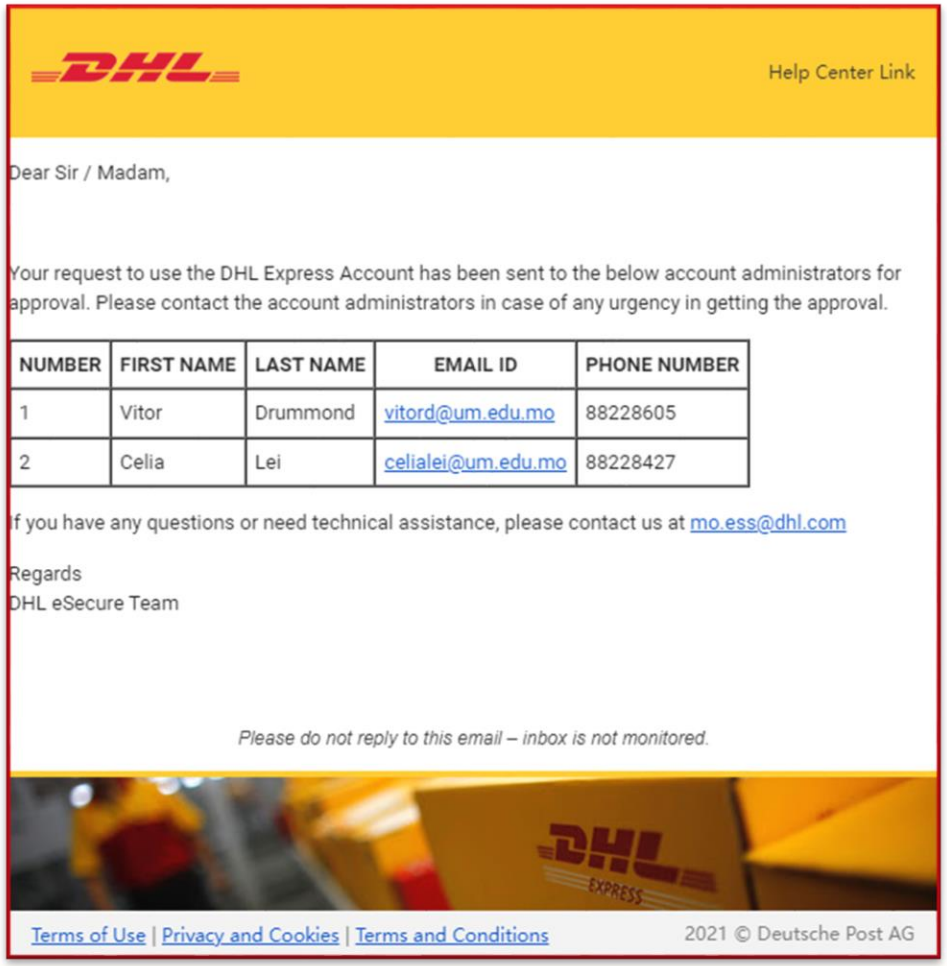
付款方式: 新增現有DHL帳號

4 請選:Add account



製作運單 (包裹)

圖一



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Regards
DHL eSecure Team

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

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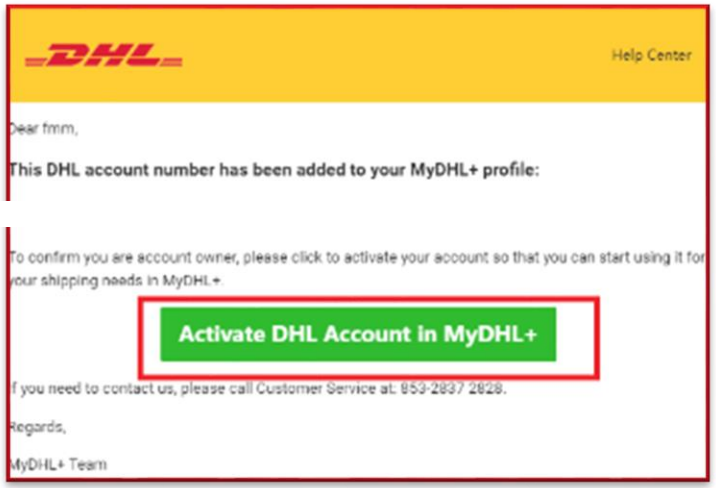
圖二



Help Center

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Activate DHL Account in MyDHL+

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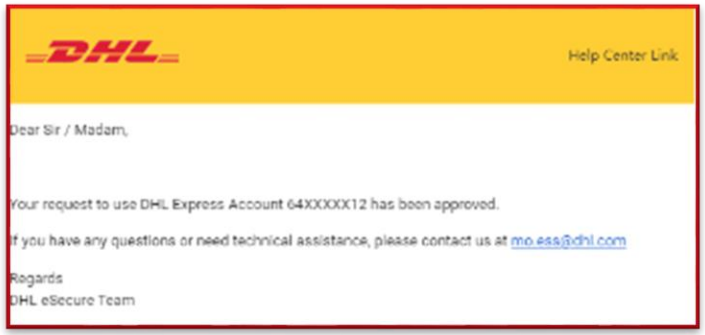
Regards,

MyDHL+ Team

圖三



Help Center Link

Dear Sir / Madam,

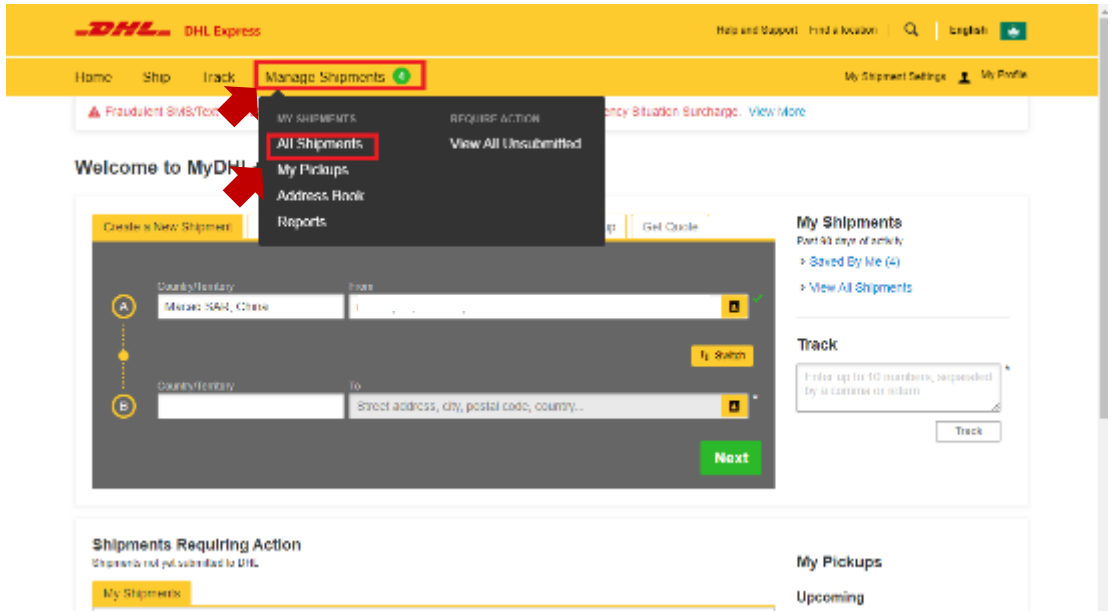
Your request to use DHL Express Account 64XXXXX12 has been approved.

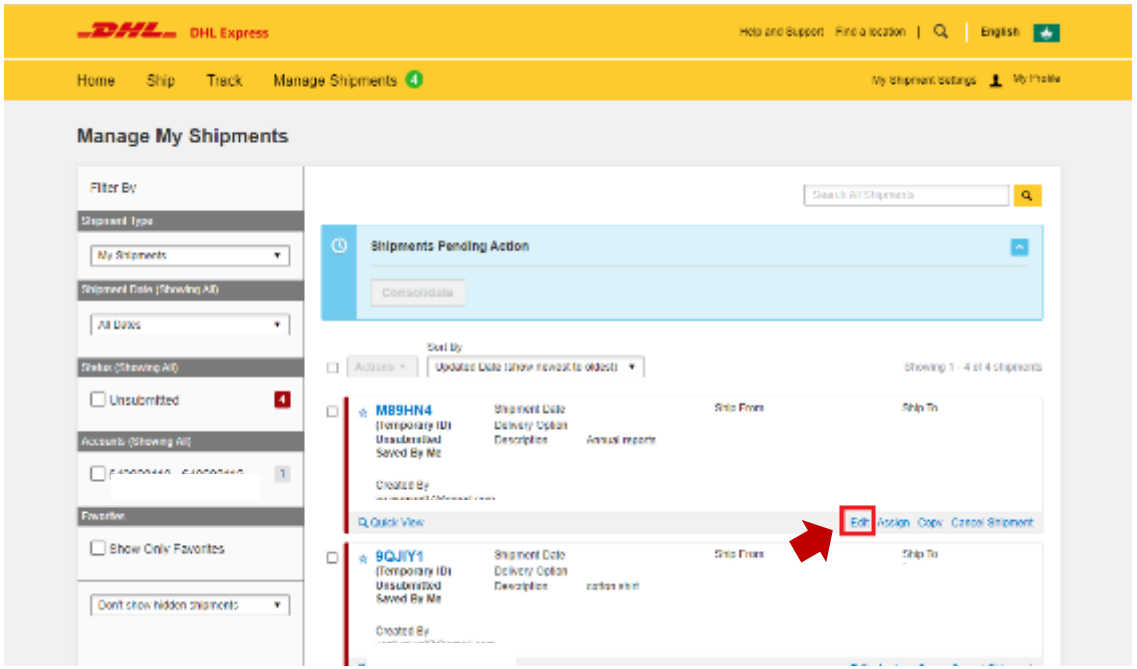
If you have any questions or need technical assistance, please contact us at mo.ess@dhl.com

Regards
DHL eSecure Team

製作運單 (包裹)

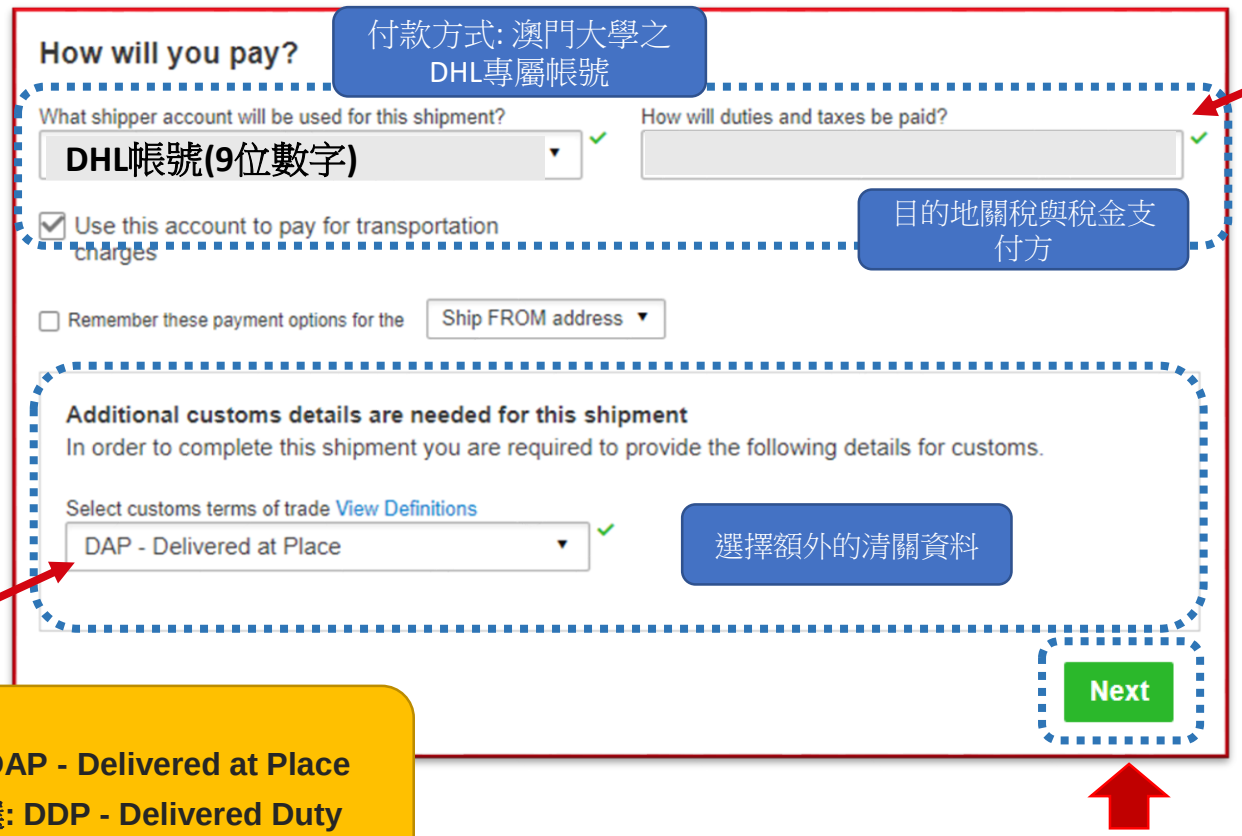
繼續完成運單





製作運單 (包裹)

付款方式及注意事項

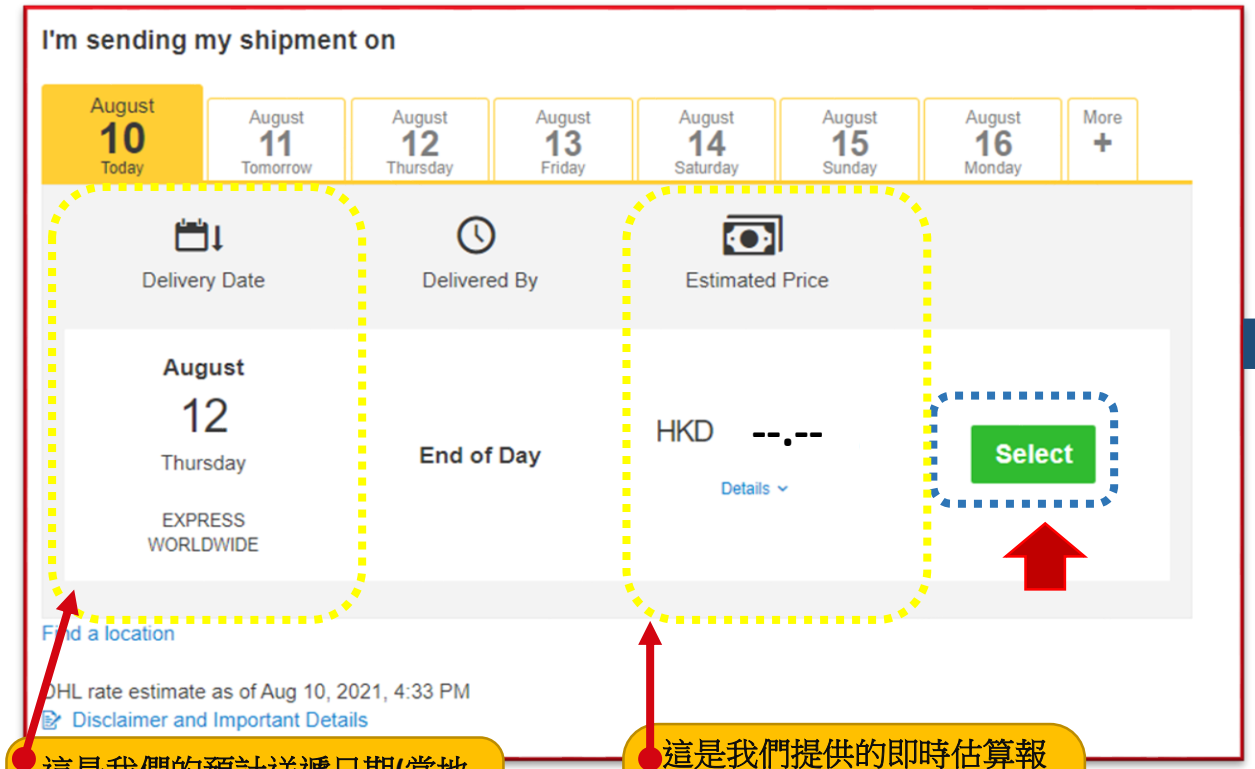


注意:
Pay by receiver 是由收件者負責稅項。
如選由**DHL** 帳號, 稅項將從由**DHL**帳號方負責。

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



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

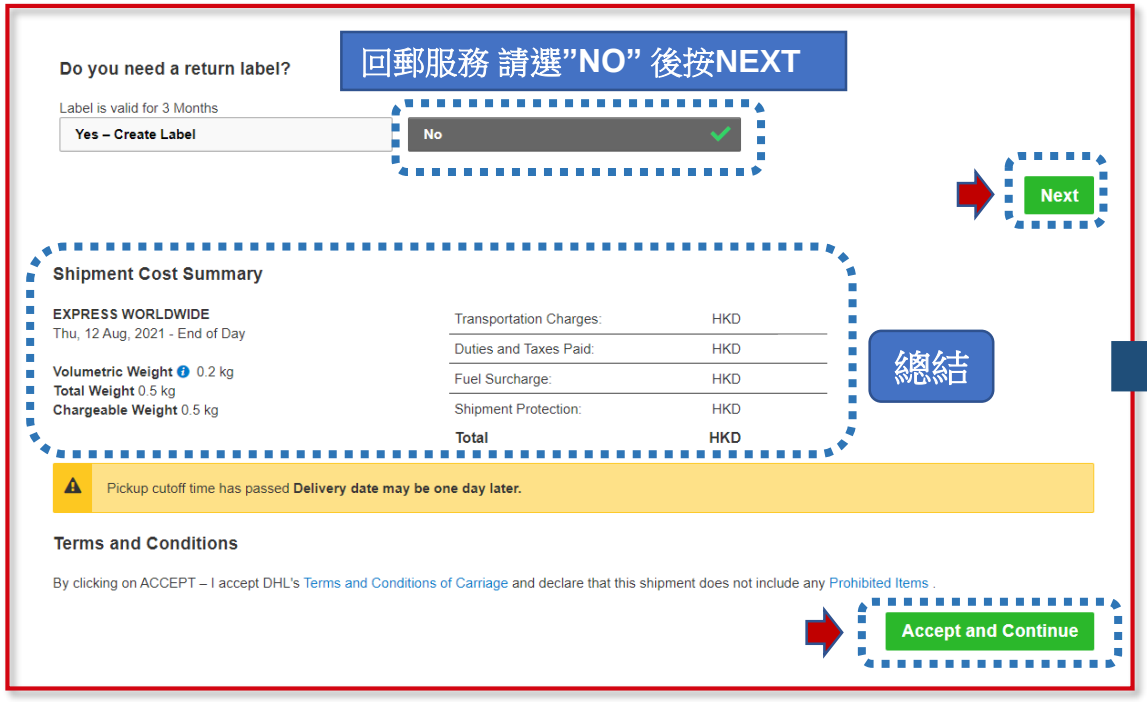
這是我們提供的即時估算報價，但實際支付金額會在貨物送回倉庫後，由專人根據貨物真實重量和尺寸測量後為準

額外服務

自選服務
如無需要可按"NEXT"

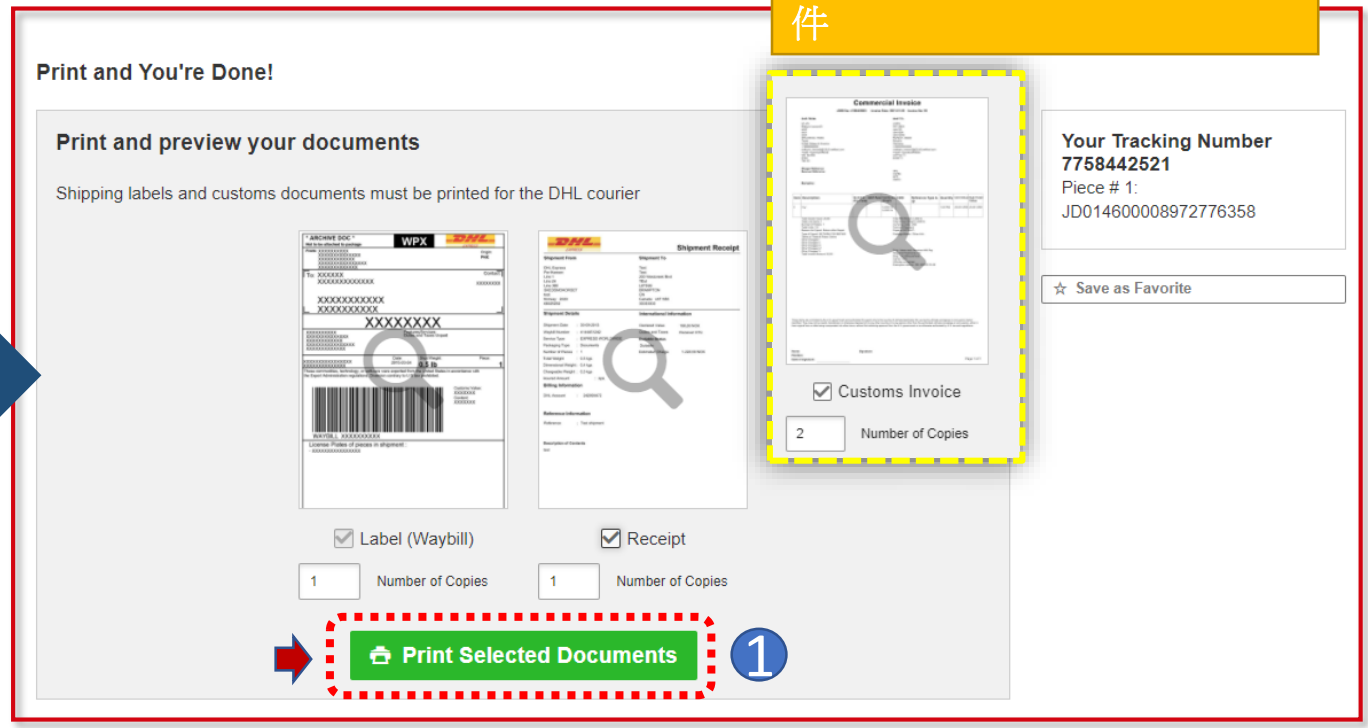
製作運單 (包裹)

回郵服務/總結



列印運單

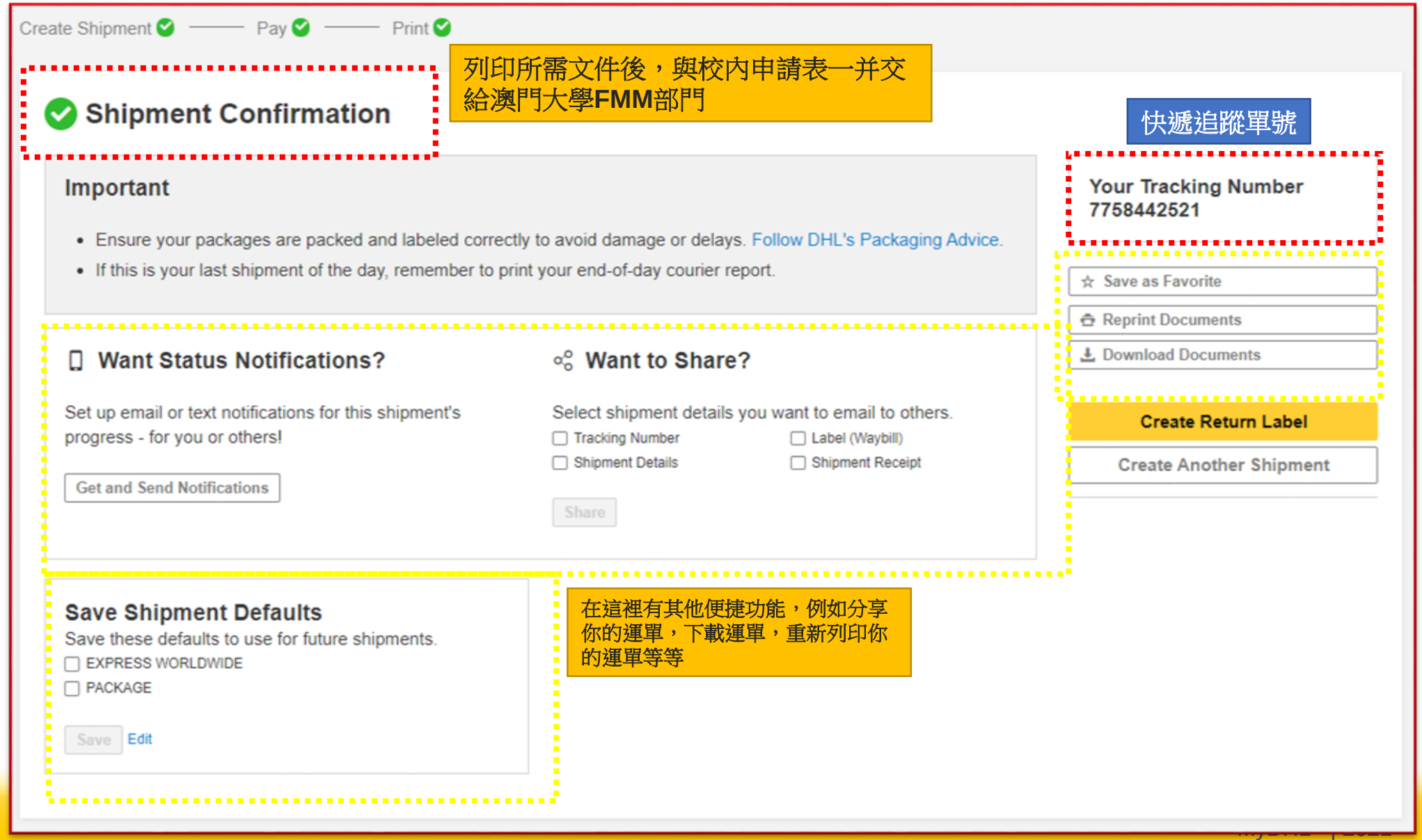
請記得打印所製作的海關商業發票或自備的海關商業發票文件

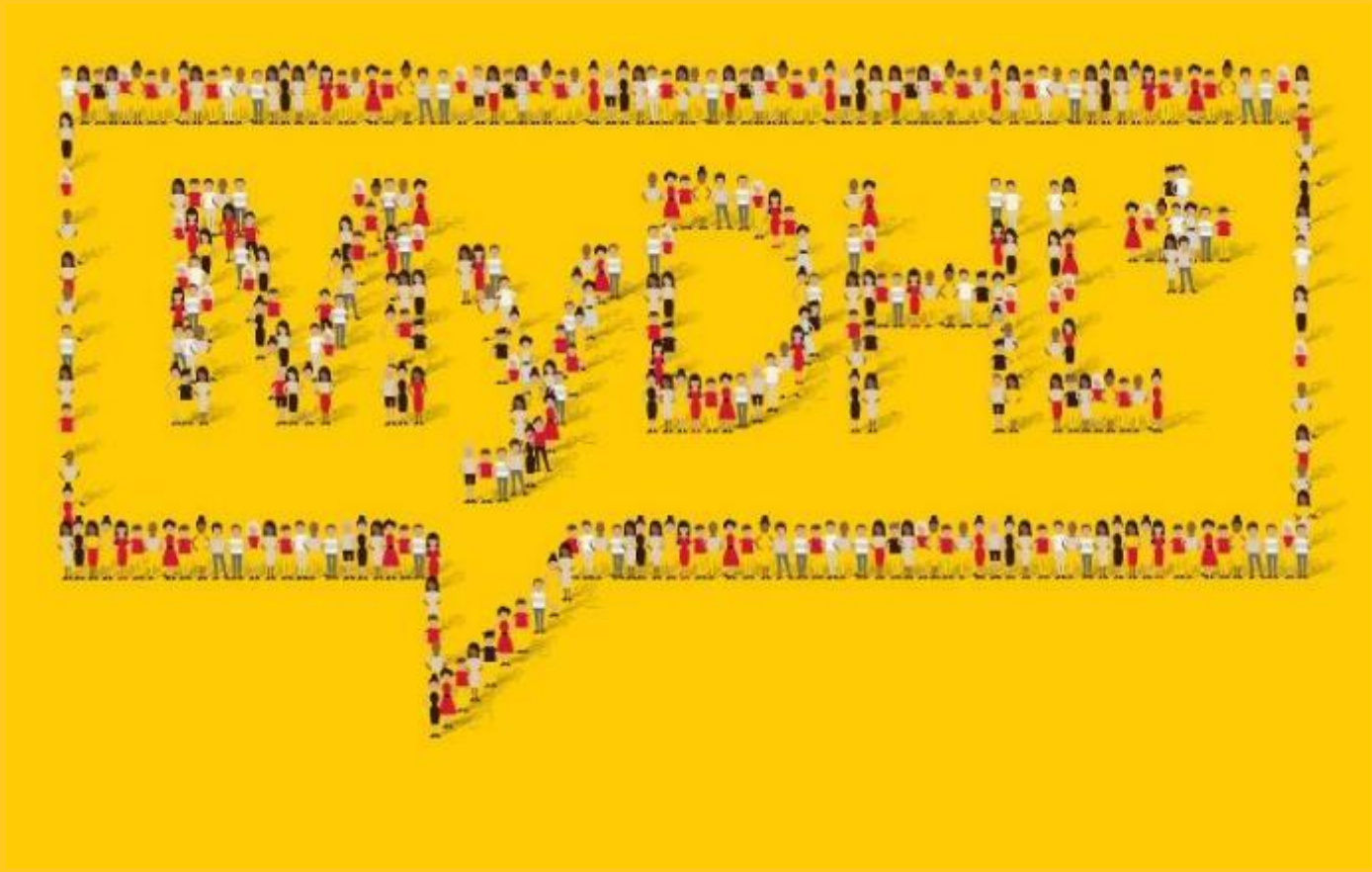


把所製作的空運提單(AWB), 海關商業發票及 收據打印出來即可

收據需打印2份

製作運單 (包裹)


Create Shipment
Pay
Print
Shipment Confirmation
列印所需文件後，與校內申請表一并交給澳門大學FMM部門
快遞追蹤單號
Your Tracking Number
7758442521
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.
Save as Favorite
Reprint Documents
Download Documents
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
Create Return Label
Create Another Shipment
Save Shipment Defaults
Save these defaults to use for future shipments.
EXPRESS WORLDWIDE
PACKAGE
Save
Edit
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


MyDHL+