

Export services — international express delivery

Tips for filling out and affixing shipping documents

Ensuring that the required shipping documents are carefully filled out in full helps make sure DHL Express can reliably and securely deliver shipments on time.

The following documents must be filled out by the sender and attached to the shipment:

- DHL Express waybill
- Customs documents (for goods liable to customs duty)
- Invoice (proforma invoice or commercial invoice)
- Special documents – e.g. ATA Carnet, EUR1, CITES etc.

No. of copies required per item

| | Document items | Merchandise items / goods liable to customs duty | Multipiece (multiple items with one waybill) |
|--|----------------|--|--|
| Waybill | 2 copies | 2 copies | (One copy per mailpiece) |
| Invoice / proforma invoice or commercial invoice | - | 2 copies | 1 copy |
| Special documents | - | 1 copy | 1 copy |

Affixing shipping documents

Please affix the shipping documents as follows:

- Papers must be clearly visible and affixed to the top of the parcel.
- Ensure that all documents are enclosed within a transparent pouch.
- The pouch must not be sealed as both DHL Express and customs require access to the documents.

Tips: Shipping documents

Please be aware of the following for multipiece items:

- A waybill must be affixed to each item.
- The invoice, any special documents and the original waybill must be affixed to “**Item No.1**”.

Please be aware of the following for EDEC shipments:

- Please attach an EDEC sticker to all waybills or mark clearly as EDEC
- In the event of multiple EDECs, please ensure they are all available for verification in the pouch affixed to “**Item No.1**”.

Pouch document sequence:

1. EDEC (electronic customs declaration)
2. Waybill
3. Invoice
4. Special documents

For more information on how to fill out the waybill and customs documents correctly, please visit www.dhl.ch.

The documents required for online dispatch can be generated as part of the order process.

It is also important to ensure that all goods are packaged securely. All packaging must be sealed and provide sufficient protection for the enclosed goods.

Further packaging tips can be found on our website www.dhl.ch