

Initial Setup of DHL CorporateShip

Go to www.dhl-usa.com

Log in with you log in ID (**note: this is your Temple University ID with the letters ca after it)

Then type your password – admin

After you have logged on to DHL CorporateShip, you are brought to the main screen. In the middle of the screen, there is a Red Hyperlink that says Go to **Setup Options** page.

This will then change the menus at the top of the screen. These are the menus you will use to navigate between the screens.

SETUP OPTIONS

The current screen you are on is the Set Up Options Screen

Note: For more details about each setup option, see Things to know... on the left side of the Setup: Options page.

SELECT A USER REGISTRATION METHOD

Select how you want employees to be registered with DHL CorporateShip:

- Self-Registration, whereby employees can register and ship with DHL CorporateShip provided they have a valid Account Number. This is the default setting.
- Central Administration: Using this feature, you must register employees individually, assigning them a Login Id, and providing an email address and account number. Once registered, DHL CorporateShip sends a confirmation email with logon instructions and an initial password. To add users, on the Welcome page, under Other Services, click Manage users, and then fill out the form that appears.

Currently it is set to Central Administration, where you as the administrator can regulate who is an authorized user or not.

SELECT THE AVAILABLE ADDRESS BOOKS FOR YOUR USERS

Address Books are an easy way to store and retrieve addresses, simplifying shipment processing. A Mail List is a quick and easy way to create a shipment label for up to 50 receivers at one time. Employees can use a Central Address Book and Mail Lists or you can provide them with the ability to create a Personal Address Book and Mail Lists.

Select the address books and mail lists to which you want employees to have access:

- Central Address Book and Mail Lists Only: The Corporate Administrator maintains the Central Address Book and Mail Lists, and both are accessible by all employees to prepare shipments. When this option is selected, employees are allowed to enter or change a shipping address but are not allowed to save the address to a Personal Address Book or create Personal Mail Lists.
- Personal and Central Address Book and Mail Lists: When this option is selected, employees can store addresses in a Personal Address Book viewable only by the employee, as well as create Personal Mail Lists.

You can import address book information to the Central Address Book and employees can import address book information to Personal Address Books. For more information about importing to the Central Address Book, see “Importing Users, Receivers, and References.”

SELECT SHIPMENT SERVICE OPTIONS

Select the types of shipments you want employees to be able to make. By default, all shipment types are selected, but some companies may want to restrict shipping to a few types. Clear the checkboxes next to those options the company doesn't want employees to be able to select.

BILLING OPTIONS

Select the billing options for all shipments.

If you are administering users centrally and don't want users to see the account numbers to which shipments are being charged, select Do not allow users to view sender's account number.

Remember: Only select this option if you selected Central Administration in Select a User registration method.

You also need to select whether to limit or require the use of credit cards by employees. By enabling the use of credit cards, you allow employees to make personal shipments using their credit cards at rates afforded the company. Select whether you want to allow employees to use credit cards, want to require them to use credit cards, or prevent them from using credit cards. ******THIS IS A SEPARATE CREDIT CARD BILLING OPTION, DIFFERENT THAN YOUR P-CARD BILLING. IT SHOULD BE TURNED OFF TO – DO NOT ALLOW CREDIT CARD BILLING. AGAIN THIS WILL NOT AFFECT YOUR P-CARD CREDIT CARD BILLING.**

Note: If an employee ships using a credit card, the rates charged will be those afforded the company by DHL.

DEFAULT SHIPMENT INFORMATION

Select the default shipping options related to shipment type, weight, and description. These selections will appear as defaults whenever a user creates a shipment.

REQUIRED SHIPMENT INFORMATION

Select the fields, which are normally optional in DHL CorporateShip, that you want to make required for all shipments.

SELECT THE INTERNATIONAL OPTIONS AND SETTINGS FOR YOUR USERS

If your company makes international shipments, select the options you want to make available to employees.

SELECT ALTERNATE SHIPMENT REFERENCE FIELD NAME

If your company uses shipment reference identifiers, but you want to refer to these differently when shipments are created, enter the name you want to replace the Shipment Reference field name.

***Note: this is pre-set to read Cost Center

THERMAL PRINTER OPTION

Select whether you want to allow employees to print on a thermal printer. DHL CorporateShip supports the Zebra LP2844 Thermal Printer. Thermal printers can be purchased directly from DHL at a discounted price.

If you do not select this option, all waybills will be configured to print on a laser or dot

SELECT WHETHER USERS MAY VIEW AND REPORT SHIPMENTS OF OTHERS

Select whether or not employees have access to view and report on other employees' shipment data, or only their own shipments. You, as Corporate Administrator, automatically have access to all employee shipment data.

SELECT THE DAY END CUT-OFF TIME

Day End is a process by which information about shipments created on a particular day is uploaded into the DHL tracking and invoicing systems. Select the time (in your local time zone) you want the day end process to run. Shipments entered into DHL CorporateShip after this time will display a ship date of the following day.

DEFAULT CHANGES APPLY TO

Select whether you want subsequent changes made to defaults in the Default Shipment Information section to be applied to new users only or to all users. By default, changes apply to all users, but you may want to change this so that updates only affect new users so that any changes to defaults made by existing users can be maintained.

USER NOTIFICATION

Select whether you want to notify users whenever a change is made to the options and defaults. A message appears when the users next login that describes the changes.

When you are finished selecting options, click Save at the bottom of the page.

To Check the Cost Centers which are listed for your department.

Click on References and Reference list. Additional details are listed below.

REFERENCE OPTIONS

The Reference field on a waybill is used most often by companies for entering internal information, such as general ledger codes, or Cost Centers required to reconcile shipping costs or charge-backs. If your company uses references, you can define reference entry requirements for all employees to ensure proper data entry or mandate that employees select references from a list. From the Main Menu at the top of the page, on the References menu, click Reference Options. The References: Reference Options page appears.

Select the reference option your company uses:

- References are not required
- References are required with no validation. Employees are required to enter a reference but there is no validation against the data entered.
- References are required, and must match Reference List. If your company has a list of accepted references to which an entered reference must match, select this option. Also select whether the users can view the list of acceptable references. You must define these references, or import them. From the Main Menu at the top of the page, on the References menu, click Reference List. A maximum of 400,000 references may be maintained. References/Cost Centers are already imported. Review the list to confirm it is accurate.
- References are required, and must match Reference Formats. If your company requires that references follow a specific format, select this option. You then need to define the acceptable formats for references, including the minimum and maximum lengths, and a combination of allowable characters. From the Main Menu at the top of the page, on the References menu, click Reference Formats. Up to 20 formats may be entered.

Note: If you select this option, you must notify the affected employees of the reference field requirements.

***Note: The system is preset to be Reference List and for users to view the Reference List.

To Delete a Reference

Click on Reference, then Reference List. Put a check mark next to the reference and click on Delete on the right side of the screen.

To Add a Reference

Click on Reference, then Reference List. Type in the Reference in the Create a New Reference field. Then click Save. It will add it to the list in the middle of the screen.

REPORTING IN DHL CORPORATESHIP

You can view, print, or export four different reports within DHL CorporateShip:

- The Shipment Summary report details the count, total weight, and estimated shipping charges of all shipments within a specified time period. This report can be used as a driver manifest if your company requires a signature at the time of pickup.
- The Shipment Detail report shows detailed information about the shipments you specify, sorted by up to three fields.
- The Central Address Book report shows details about address book entries, sorted by up to three fields.
- The User Report contains information about the users you administer, including login Id, name, email address, phone number, account number, and the date the user was provided access to DHL CorporateShip.

Access these reports by using the Reports menu at the top of any page – after you clicked on the Set Up options. Select the report, and then click on the criteria you want and Click CREATE PRINTABLE REPORT or Click EXPORT REPORT.

****NOTE: If a separate window does not appear when you click create printable report, then you may have a pop-up blocker on you will need to turn off. You can use the export report option as this is not affected by pop-up blockers.

USERS -DHL CORPORATESHIP

To Add a User

Click on Users, then Manage Users

On this screen are the Contact Information fields you will need to complete and then click SAVE. For the Log In ID, please enter the employee's Temple University ID number. This will generate an email to that user advising them of their log in ID and temporary password.

To Delete a User

Click on Users, then Manage Users

Then on the left side of the screen is a search function to find the employee. Once you type in the criteria, the user will appear in the results box. Highlight that user and then click on the DEL button to delete that user. Then indicate, yes I want to delete this user.

Technical Support

1-800-527-7298

(option for DHL WebShip, CorporateShip)