

# DHL TRADE AUTOMATION SERVICE QUICK REFERENCE GUIDE



An essential online tool for planning, budgeting, and understanding international shipping requirements.

# MAKE INTERNATIONAL TRADE LESS TAXING.



DHL Trade Automation Service (TAS) is a free online handy toolkit every shipper can use to facilitate the import and export process more efficiently. Databases are updated daily to keep you informed of frequently changing shipping protocols.

## WHERE TO GO

Go to [tas.dhl.com](http://tas.dhl.com) to quickly register.

## APPLICATION REQUIREMENT

Microsoft Internet Explorer 6.0 and above

## REGISTER

1. Click **Register as a New User**
2. Read and scroll down the Terms & Conditions to click **I Accept**
3. Create your User Name, Password, and complete a few required fields, then click **Continue**

### Note

Should you forget your password when you return to log in, click **Forgot your password?** Your password will be emailed to you once your User Name is provided.

## ACCOUNT MANAGEMENT

TAS utilizes your account preferences when creating a New Shipment by automatically populating your information where applicable.

From the TAS home page, click **Account Management** and then click **Account Preferences** to enter or change your account information, default shipping information, and display settings such as currency and date formats.

### Note

Your DHL shipping account and TAS account are completely separate and any changes made in TAS will not affect your DHL account.

## CREATE A NEW SHIPMENT

1. Scroll over to the left navigation pane, click **Shipment Services**, and then click **New Shipment**
2. In the *Reference* field, under *Shipment Details*, a number is automatically entered, but you can change it with your preferred shipment title
3. Complete *From (Shipper)*, *To (Receiver)*, and *Financial Details* sections with your information
4. Under the *Products to be Shipped* section, click **Add** and pop-up window *Add Product* will appear. In the *Description* field, under *Product Details*, enter a word to describe your commodity. Then click **Select Country** to enter the Country of Origin for the product. In the *Classification Codes* section, choose the type of code you would like returned and click **Find Code** on the Import or Export line
5. Click **Search** in the *Interactive Classifier* pop-up window. Scroll down to find the best description of your product and click the corresponding **hyperlink number**. Continue selecting descriptions matching your commodity until you receive

*Your Final Classification Is:* and you can click **Select This**. The commodity code will automatically populate in the *Add Product* window. Click **Add to Shipment**

### Note

After you click **Add to Shipment** you will see a message if extra details are required for a more accurate landed cost estimate. Complete the additional details and click **Add to Shipment** again.

6. Place your cursor in the *Total Quantity* field, under *Products to be Shipped*, and enter the number of products being shipped. Tab to *Price Per Unit* and enter the item value. Continue to add products repeating steps 4-6 until all items being shipped have been entered
7. Scroll down and click **Save**

## REPORTS

You can view, print, and save five different reports for New Shipments created in TAS:

- **All Reports** – combines all content from each of the reports into one easy-to-reference document
- **Restricted Party** – advises if your shipper or receiver is on a denied party list
- **Landed Cost Estimate** – provides duties, taxes, and other import fees
- **Product Compliance** – details import and export regulations for your specific products and countries
- **Shipment Documents** – returns a group of documents you may need to accompany your shipment through customs

Run these Service Reports by clicking the **named report bar** at the bottom of the page. Then click **Printable View** to print or save the report to your computer.

## VIEW PREVIOUS SHIPMENTS

You can view up to 100 shipments created in TAS for the past 90 days.

From the home page, go to the left navigation bar and click **Shipment Services** and then click **My Shipments**. All performable actions associated with the shipment are on the same line as the *Reference Number* and *Recipient*.

## VIEW RESULTS

To view results, click the **report** icon in the column of the report type desired.

### Note

The data provided for your reports is updated daily. When reviewing a shipment, look to the top right of each report and click **View Updated Report**. This will return the most current information regarding your original shipment criteria.

## COPY DATA TO NEW SHIPMENT

My Shipments provides you the convenience of reusing the data you have already entered to create a new report and edit the information as necessary.

Click **Copy Data to a New Shipment** and your information will automatically populate in a new form with the same Reference ending in *\_Copy*.

### Note

Information previously entered is saved in the browsers' memory cache for quicker form completion in the *Recent Addresses* and *New Product* drop down form fields. Clearing your browser cookies will erase all saved data.

## DELETE SHIPMENT

My Shipments also provides the option to **Delete Shipment** on the same line as the Reference Number and Recipient information of each shipment. Upon clicking, a window will pop-up to confirm your decision.

## COMPARATIVE SERVICES

TAS Comparative Services provides you the ability to compare the landed cost estimate and compliance requirements for shipments from several different origins to one destination. This tool is designed to help you make optimal sourcing decisions when faced with a range of suppliers in different countries.

1. Scroll over to the left navigation pane, click **Comparative Services**, and then click **New Comparison**. Complete the required fields in the *General Comparison Information*
2. In the *Product Description* field, under *Product to be Shipped*, enter a word to describe your commodity and click **Find Code**. Click **Search** in the *Interactive Classifier* pop-up window. Scroll down to find the best description of your product and click the corresponding **hyperlink number**. Continue selecting descriptions matching your commodity until you receive *Your final classification is:* and then click **Select This**. The code will automatically populate in the *Product to be Shipped Import HS Code* field. Next, enter the quantity of products being shipped
3. You can enter information for two shippers in this screen, to add additional shippers, click **Add Shipper**. Continue completing the form and repeat steps for up to five shippers
4. Scroll down and click **Save**

### Note

The Export HS code field is not required for Shippers. Completion is suggested to get the most accurate reports.

## REPORTS

You can view, print, and save three different reports for Comparative Services created in TAS:

- **All Reports** – combines content from each of the reports into one easy-to-reference document
- **Landed Cost Estimate** – provides duties, taxes, and other import fees
- **Product Compliance** – details import and export regulations for your specific products and countries

Run these *Comparative Reports* by clicking the desired report bar at the bottom of the page. Then click **Printable View** to print or save the report to your computer.

### Note

Comparative Services offers the same report utilization and manipulating capabilities as New Services.

## TAS RESOURCES

DHL ensures you have the tools you need to move at your speed. TAS provides you quick access to trade information with stand-alone tools and resources, including an Interactive Product Classifier, Document Library, Glossary, and Frequently Asked Questions.

From the TAS home page, click **TAS Resources** to access any one of these tools.

## INTERACTIVE PRODUCT CLASSIFIER

Quickly determine your Export Control Classification Number (ECCN), Harmonized System (HS) and Schedule B codes with their definitions to assign a code or validate your current product classification with real-time data.

1. Click **Interactive Classifier**, complete the fields with the appropriate information, and click **Search**
2. Scroll down to find the best description of your product and click the corresponding **hyperlink number**. Continue selecting descriptions matching your commodity until you receive *Your final classification is*
3. Use this classification code for your shipment

### Note

To modify your search results, click the **hyperlink number** in the *Current Selection Hierarchy* column.

## TRADE DOCUMENT LIBRARY

TAS gives you access to hundreds of required customs documents in several different languages consolidated in one library for quick reference.

1. Click **Trade Document Library** and click on the **hyperlink country name** relevant to your specific importing or exporting country
2. A group of documents will be presented, review the titles and click on the **hyperlink document name** for the one you need. A pop-up window will open the document as a PDF for you to save and/or print

### Note

If the new pop-up window is blank, your PDF-reading application may need the screen refreshed.

## GLOSSARY

This quick reference will help you understand shipping terminology being used to ensure you are getting what you want and stating what you need correctly.

1. Click **Glossary** and then click on one of the **hyperlink index letters** to view detailed explanations
2. Related words follow some of the descriptions; click the **bold words** to learn how they correlate

## FREQUENTLY ASKED QUESTIONS

TAS provides a lot of information, which may leave you with some questions to be answered.

Click **Frequently Asked Questions** and then click on one of the **hyperlink topics** listed to obtain thorough answers:

- Technical
- Product Classification
- Restricted Party
- Comparative Services
- General Service
- Product Compliance
- Landed Cost Estimate
- Trade Document Library

## OBTAINING ASSISTANCE

For additional questions, including other information about DHL, please contact Customer Service at 1-800-CALL DHL (1-800-225-5345).

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1-800-225-5345  
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