

# myDSV - Guide



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## myDSV

Shipping made easy



See how it works



myDSV can be found on the following link:  
<https://mysdv.com>

If you don't have any account, select "Signup"!  
Select "Login" if you have an account.

*Hint: your email address is you user id!*



**DSV**

Home

Track Shipment

Login

Signup

# myDSV

Shipping made easy



See how it works



When you have logged on to myDSV you will start with an overview screen. From here you can navigate further on myDSV.  
On the top left side you will have your personal navigation panel.

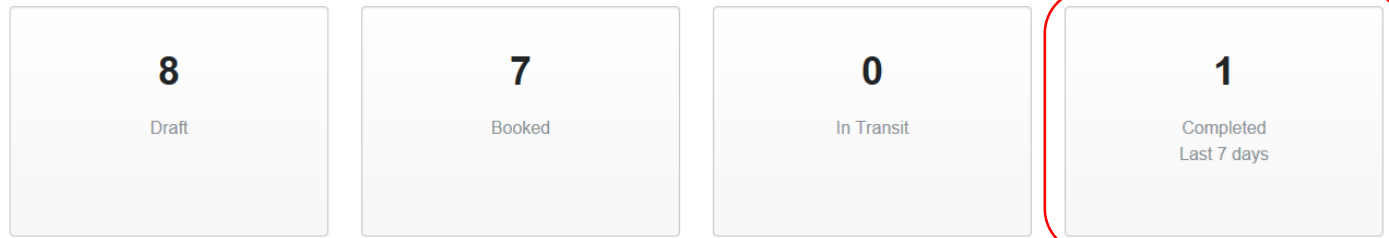
On the top you will find a search function that could be helpful if needed.

On the top right side you have a notification bar. Here you can see if you have received any notifications.



## Shipments

New Booking



[See all shipments](#)

If you click on the boxes you will go further in more details on your shipments.

When you click on you personel navigation panel it will expand.

Here you will have access to different functions that is available in myDSV, such as settings, create bookings and follow you shipments.

Just click on the links and you will navigate further in myDSV.



Name Surname  
se.dsv.com

New Booking

Dashboard

Shipments

Contacts

Settings

Log out

The screenshot shows the myDSV dashboard interface. At the top, there is a search bar for shipments and a 'New Booking' button. Below this, a navigation menu is visible with options for 'New Booking', 'Dashboard', 'Shipments', and 'Contacts'. The main content area displays four statistics cards: '1 Draft', '3 Booked', '0 In Transit', and '0 Completed Last 7 days'. A 'See all shipments' link is located at the bottom right of the dashboard.

Hint: Did you know that myDSV is available in many different languages.

In the meny for shipments you have full visibility of all you shipments.

Here you can easily filter out your shipments by many different criterias.

Just click on the shipment and you will see all details about that shipment.

Shipment

Search for shipments

Advanced



New Booking

Shipments ▾ Status ▾ Pickup date ▾ Delivery date ▾ Main transport ▾ Suppliers ▾

Search shipments



Bulk operations

Sender	Mode	Receiver	Reference	From	To	Status
Booking Id (40257084630000482276)				2018-06-20 00:00		Draft
SENDER ADDRESS Gothenburg, SE Shipment Id GOTSA-SLY68		RECEIVER ADDRESS Landskrona, SE	40257084630000482290 57084630000482290 40157084630000482290	2018-06-20 08:30	2018-06-21 16:15	In Progress
SENDER ADDRESS Gothenburg, SE Shipment Id GOTSA-SLY67		RECEIVER ADDRESS Landskrona, SE	40257084630000482283 40157084630000482283 57084630000482283	2018-06-20 08:30	2018-06-21 16:15	In Progress
AVSÄNDARE Göteborg, SE Shipment Id EDISE-02774		MOTTAGARE1 Eskilstuna, SE	40257084630000472659 40157084630000472659 57084630000472659	2018-05-30 00:00		In Progress

Go to Advanced to view more records

Hint: You can combine different criteria to narrow down the list.

In the meny for contact you will have access to your own address bok.

Here you can easily add new contact details .

Just click on any contact and you will see all it's contact details.

Add Contact Import Contacts

Order by: Most used Search contacts

Mottagare1  
Avsändare  
IT avdelningen  
Receiver Address  
Sender address

### Receiver Address addresses

Address	Country	Address type <small>What's this?</small>	Contact person
Österleden 261 51 Landskrona	Sverige	Receiver address	<b>Name Surname</b> T: +4612345678 E: nn@company.se

Add address

Hint: You can even extract contact details from your own inhouse system and upload it to myDSV.

In the meny for settings you will have the possibillity to change settings and to administrate users.

Here you can easly change password or language.

In the top you can navigate between different settings

## Profile

First name: Name  
Last name: Surname  
Email:  
Mobile:  
Password:

Edit profile

## Region and language settings

Language: English  
Country: Sweden  
Date/Time: yyyy-MM-dd/24 hours (13:00)  
Bookings default units of measurements  
Weight: Kilograms (kg)  
Dimensions: Centimetres (cm)

Edit settings

*Hint: There is different type of users and only administrator have full access.*

In the settings for services you can change what you would like to have access on you navigation panel.

Just click to activate/inactivate.

In settings for booking you have the possibility change settings for printing possibility.

- Personal
- Services
- Notifications
- Manage users
- Manage suppliers

## Services

Show on your account

Shipments

Yes

Contacts

Yes

Booking

Yes



Hint: *If you have a locally installed label printer, you can use it to print from myDSV.*



In the settings for notification you can select what type of notification you would like to receive.

Here you can select different notification method.

Or even combine different notification methods.

## Notification settings

Email:

SMS:

### Subscribe to notification

Type

Delivery time

#### Recipients

Me

Email

Sms

Web

Subscribe

### Your subscriptions

Type	Recipient	Email	Sms	Web	Delivery time	
Booking summary	Me	✓		✓	as they happen	Delete Edit
User awaiting approval	Me			✓	as they happen	Delete Edit

Hint: Make sure you have correct contact details so you don't miss any important information.

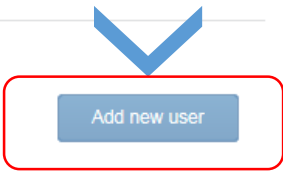
In the meny for users you have an overview of all users in your organistion.

Here you can easly manage your users.

You can easly add a user by inviting them.

Personal Services Notifications Manage users Manage suppliers

## Users at se.dsv.com



Name Surname (You)  
- Admin - 1 address

Invited Users

Imported Users

Awaiting Approval

*Hint: deactivated users can easly be reactiveted.*

In the menu for suppliers you have an overview of your suppliers that is connected to your organisation.

Here you can easily add a supplier by invite them to your organisation.

Only an email is needed and the supplier can create it's own access to myDSV.

## Suppliers

Add new supplier

## Invited Suppliers

## Deleted Suppliers

*Hint: deactivated suppliers can easily be reactivated.*

To create a booking just click on new booking

Bookings can be created from the overview side or from your personel meny.

Just click and the booking form will be loaded.



Name Surname  
se.dsv.com

New Booking

Dashboard

Shipments

Contacts

Settings

Log out

ments

Advanced

5

New Booking

3  
Booked

0  
In Transit

0  
Completed  
Last 7 days

See all shipments

*Hint: You can even create bookings based on already existing shipments.*

Choose your own company or the company that you are booking on behalf of.

Address details are easily selectable from your contact list

If it is a new address that you don't have among your contacts, no problem just manually add it.

## Make a new booking (ID#40257084630000482320)

Provide your booking information to make a new booking



### **Booking Company** Choose booking company

Booking address

### **Addresses** Sender and receiver of the shipment

Sender address

**Sender address**

Örnkulans väg  
417 29 Gothenburg  
Sweden

[Edit address](#)

Receiver address

**Receiver Address**

Österleden  
261 51 Landskrona  
Sweden

Personal contact

[Edit address](#)



*Hint: You can even extract contact details from your own inhouse system and upload it to myDSV.*

You can provide information that might be of value for loading or delivery.

Click on the text and you are able to enter some additional information.

Select mode of transport

New Booking Search for shipments Advanced 6

**Sender address**  
Örnekulans väg  
417 29 Gothenburg  
Sweden  
[Edit address](#)

**Receiver Address**  
Österleden  
261 51 Landskrona  
Sweden  
Personal contact  [x](#)  
[Edit address](#)

[+ Add sender instructions](#)


Receiver instruction


[Add different pickup](#) [Add different delivery](#)


[+ Add notify address](#)


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**Mode of transport** Select primary way of transport

**ROAD**  
  
Primary way of transport is road

**AIR**  
  
Primary way of transport is air

**SEA**  
  
Primary way of transport is sea



Hint: Depending on your mode of transport, additional services might be available.

Select delivery conditions according to agreement between seller and buyer.

You have the possibility to add additional services.

If you are unsure about the services, please contact your local DSV contact.

≡ New Booking

🔍 Search for shipments

Advanced

5

### 📄 Payment Incoterms [What's this?](#)

Incoterms

DAP - Delivered at place

Location

Landskrona

Freight paid by

Other

Freight payer address

Enter company name or address

### 📄 Services [Select additional services](#)

#### DSV Cargo Insurance [What's this?](#)

Yes

I want Cargo Insurance and I am aware of the insurance conditions

Goods value

Currency

Insurance category

Lookup a currency

Standard goods

#### Pallet Exchange [What's this?](#)

No

#### Pre-advice [What's this?](#)

No

#### Before 10 delivery [What's this?](#)

No

Hint: If you click on "What's this" you will get an explanation on that specific topic.

Fill in details to describe the goods to be shipped.

If you are selecting pre defined package types, some dimensions will be automatically calculated.

If there are is different type of outer packages, just add additional goods line.

### Package information

Quantity Package type What's this? Total weight Net weight

Quantity Lookup a type Total weight kg Net weight kg

### Dimensions

Length Width Height Total volume What's this? Stackable?

Length cm Width cm Height cm Total volume m3 No

Goods description Shipping mark

Goods description Shipping mark

### Goods type What's this?

General goods  Dangerous goods

Duplicate goods

	Quantity	Gross weight	Volume
<b>Total</b>	<b>0</b>	<b>0 kg</b>	<b>0 m3</b>

+ Add more goods

Hint: all goods lines will be added up and presented in a total.



Select preferred dates for your shipment. By default it is one day after booking day.

You can easily add different type of references to your shipment.

You can also attach documents to your shipment that might be needed, for example customs purpose.

### **Date and time** Pick-up and delivery

#### Preferred pickup date

Pickup date

11-06-2018

#### Preferred delivery date

Delivery date

Select preferred delivery date

#### Pick-up time

Select pickup time

#### Delivery time

Select delivery time

### **References** Add references like order reference, receiver reference etc.

Reference text

e.g reference number

Type

-- Select --  
Invoicing reference  
Order reference  
Sender reference  
Receiver reference  
Other

+ Add another

### **Attachments** Add commercial invoice, packing list, declarations etc.

 Upload a new file

Drop files here or click to upload

Save as draft

Delete draft

Submit booking

Submit booking and print label

Hint: You can save the booking as a draft if you feel that you need to complete the booking later.

If some needed information is missing or wrong you will be notified.

Just click on "Go to error" and you will jump directly to the error.

If there is several errors, just use "Go to next error" and you will be guided step by step.

The screenshot shows a 'New Booking' form with a 'Validation errors' modal. The modal lists two errors: '1. Description' and '2. Reference Type'. A blue arrow points from the first error box to the modal. The modal has a 'Go to the first error' button. Another blue arrow points from the second error box to a 'Go to next error' button on the form. The form includes sections for 'Pick-up time', 'References', and 'Attachments'. The 'Attachments' section has a table with columns for 'File name', 'File size', 'Type', and 'Attachment reference'. The 'Type' column has a dropdown menu with 'Commercial Invoice' selected. The 'Attachment reference' column has an empty text input field and a trash icon. At the bottom of the form are buttons for 'Save as draft', 'Delete draft', and 'Submit booking'.

Validation errors

We've found errors in the following fields:

1. Description
2. Reference Type

Go to the first error

Go to next error

File name	File size	Type	Attachment reference
F4025708463000347725...	504.1 kb	Commercial Invoice	

Hint: don't forget to submit the booking after you have corrected any error.

When the booking is submitted you will see an overview of the booking.

Here you can select different type of document to be printed.

Your booking is created and you can easily follow your shipment in the shipment meny.

ID#40257084630000482320

Booked by: [redacted]

Great, your booking was placed! See your order below. [Save as template](#)



Copy Return shipment New Booking

Print labels Print CMR Print Del Note Print Receipt List

**Booking Company** Choose booking company

Booking address

on behalf of [redacted] IT avdelningen  
DSV Österleden  
201 261 51 Landskrona  
Sweden

**Addresses** Sender and receiver of the shipment

Sender address

**Sender address**  
Örnekulans väg  
417 20 Gottebo

Receiver address

**Receiver Address**  
Österleden  
261 51 Landskrona

Hint: You can even save your booking as a template for future use.

In the meny for shipments you have full visibility of all you shipments.

Here you can track status of your shipments.

Just click on the shipment and you will see all details about that shipment.

Shipment filters: Shipment Status Pickup date Delivery date Main transport Suppliers

Sender	Mode	Receiver	Reference	From	To	Status
Booking Id (40257084630000482276)				2018-06-20 00:00		Draft
SENDER ADDRESS Gothenburg, SE Shipment Id GOTSA-5LY69		RECEIVER ADDRESS Landskrona, SE	57084630000482320 40157084630000482320 40257084630000482320	2018-06-20 08:30	2018-06-21 16:15	In Progress
SENDER ADDRESS Gothenburg, SE Shipment Id GOTSA-5LY68		RECEIVER ADDRESS Landskrona, SE	40257084630000482290 57084630000482290 40157084630000482290	2018-06-20 08:30	2018-06-21 16:15	In Progress
SENDER ADDRESS Gothenburg, SE Shipment Id GOTSA-5LY67		RECEIVER ADDRESS Landskrona, SE	40257084630000482283 40157084630000482283 57084630000482283	2018-06-20 08:30	2018-06-21 16:15	In Progress
AVSÄNDARE Göteborg, SE Shipment Id EDISE-02774		MOTTAGARE1 Eskilstuna, SE	40257084630000472659 40157084630000472659 57084630000472659	2018-05-30 00:00		In Progress

Hint: You can combine different criteria to narrow down the list.

On the shipment you can see all status points.

Date and time when status occur.

To see even more details you expand by click on the check mark.

Shipment ID: EDISE-02926

Share

Status	Time	Location
✓ Delivery	07-06-2018 13:44	OSBY SE
Delivered at customer - in conformity	07-06-2018 13:44	OSBY SE
Requested delivery	07-06-2018 00:00	OSBY SE (SE)
✓ Pickup	07-06-2018 13:42	SKILLINGARYD SE
✓ Booking	07-06-2018 11:20	

Close track & trace details

Hint: You can even share details with any one, just click share.