

Quick guide supplier booking

Getting started

Follow the link in the invitation and sign up

Login myDSV with your email address and password

Before you start to create a new booking – check the settings for language, insurance and labels

Go to the menu icon in myDSV – this can be found in the top left corner



Click on settings icon

To change the **language** – go to the heading **personal** and select region and language settings.

Do not forget to save your new settings

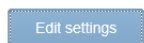
- Personal
- Services
- Notifications
- Manage users
- Manage suppliers

Region and language settings

Language: English
 Country: Netherlands
 Date/Time: dd-MM-yyyy/24 hours (13:00)

Bookings default units of measurements

Weight: Kilograms (kg)
 Dimensions: Centimetres (cm)



To change the default **insurance** setting and /or **select a label printer** – go to the heading **services**, click on the settings icon on the booking line

Please check if the freight payer wants you to insure the shipment with DSV or if the freight payer has an insurance already. **In this case you HAVE to set the insurance to NO** (you can default that setting)

Optional – set your default printer setting to LABEL – by clicking on the field Regular

Do not forget to save your new settings

- Personal
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Services

Show on your account

Shipments	Yes <input type="checkbox"/>
Reports	Yes <input type="checkbox"/>
Contacts	Yes <input type="checkbox"/>
Booking	<div style="border: 2px solid red; display: inline-block; padding: 2px;"> </div> Yes <input type="checkbox"/>

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We provide and manage supply chain solutions for thousands of companies every day – from the small family run business to the large global corporation. Our reach is global, yet our presence is local and close to our customers. 60,000 employees in more than 90 countries work passionately to deliver great customer experiences and high-quality services.

Read more at www.dsv.com

Edit settings ×

Days to add to pick up date

Set your default insurance choice for a new booking No

Set your default 'Submit booking and print label' Yes

Set your default printer settings

Landscape, one label per page

Landscape, two labels per page

New booking – Booking party

Booking address will be defaulted – you will see on behalf of and the name of the company who invited your company and who will pay the freight.

If you are a supplier for more than one company you can select the booking party and my organisation from the dropdown menu.

Booking Company

Booking address

on behalf of

Booking Company Choose booking company

Booking address

Enter company name or address

New booking – addresses

The sender will be you as a supplier. Please enter your company name as Sender Address. Add instructions to any of the addresses used eg opening times, special requirements

[+ Add sender instructions](#)

The receiver will be the company who pays the freight (you are booking on their behalf) this is the same one as displayed in the booking party – choose the one displayed as my organisation

Receiver address

Enter company name or address

My organization

If the sender or receiver address is not the address where goods need to be collected or delivered please use the button Add different pickup or add different delivery


[+ Add sender instructions](#)


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When you create new addresses use the + icon below.
If possible, please fill out the contact details so that DSV can make contact when needed.

Sender address My organization 

Enter company name or address 

Add contact person

Name

Email Telephone

New booking – Payment incoterms – please use EXW as the receiver will pay the freight

Select EXW.

The Booking party you selected will be the will be displayed as freight payer.

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

Incoterms

EXW - Ex works

Freight paid by

Booking

New booking – services

Please check if the freight payer wants you to insure the shipment with DSV or if the freight payer has an insurance already. In this case you HAVE to set the insurance to NO (you can default that setting)

Services Select additional services

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

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

Service

DSV Cargo Insu

No I

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New booking – Goods

It is important that this is filled out correctly.

You can select various packaging types, pallets are available with various dimensions. If the dimensions you need are not in the list, please use pallet unspecified.

Goods [What to ship \(package information\)](#)

Package information

Quantity	Package type What's this?	Total weight	Net weight
<input type="text" value="1"/>	<input type="text" value="Pallet - unspecified"/>	<input type="text" value="150"/> kg	<input type="text" value="150"/> kg

Dimensions

Length	Width	Height	Total volume	What's this? Load meters	What's this? Stackable ?
<input type="text" value="75"/> cm	<input type="text" value="118"/> cm	<input type="text" value="45"/> cm	<input type="text" value="0.398"/> m3	<input type="text" value="Load meters"/>	<input type="text" value="No"/>

Goods description	Shipping mark
<input type="text" value="GRANULAT"/>	<input type="text" value="Shipping mark"/>

If your shipment contains dangerous goods please tick the dangerous goods button

Goods type [What's this?](#)

General goods
 Dangerous goods
 Temperature controlled goods

Dangerous goods

Type	UN code	Class/Sub Risk
<input type="text" value="ADR"/>	<input type="text" value="3099"/>	<input type="text" value="5.1 (6.1)"/>

Packing group	Tunnel code	Proper shipping name
<input type="text" value="I"/>	<input type="text" value="E"/>	<input type="text" value="OXIDIZING LIQUID, TOXIC, N.O.S."/>

Technical name (en, de, fr)

Number of packages	Packing type	Gross weight (kg/liters)
<input type="text" value="15"/>	<input type="text" value="CAN - Can"/>	<input type="text" value="15"/> kg

Net weight (kg/liters)	Environmentally Hazardous (MP)	LQ (Limited Quantity)
<input type="text" value="14"/> kg	<input type="text" value="No"/>	<input type="text" value="Yes"/>

New booking – Date and time

You can fill out the PREFERRED date and time – this might lead to extra costs.

Standard transit times will be taken if you leave the preferred delivery date & time open.

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New booking – Reference info

Click on the + Add another button – reference field will open up – do not forget to fill out the reference type.

Sender reference will print that reference on the myDSV label, CMR, invoice. This reference will also be available for pickup and delivery on mobile devices of DSV drivers.

Reference info Add your own reference info, eg. invoice number etc.

Reference info

Reference text	<input type="text" value="4500123456"/>	Type	<input type="text" value="Sender reference"/>	
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New booking – Attachments

If you ship dangerous goods please upload ADR documents as attachments.

If you have customs paperwork, you can upload invoices

File name	File size	Type	Attachment reference
7F556627.pdf	41.5 kb.	<input type="text" value="Commercial Invoice"/>	<input type="text"/>

Submit booking and print label

After submitting the booking a new tab will open to show the label. You can now print the label

Submit booking and print label

Create templates

You can create a template when you are working in the booking screen.

At any moment in your booking can you save the booking as a template using the button at the bottom of the booking page.

Submit booking and print label

Give the template a name informing you when and why the template can be used.

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Use a template

Once a template has been created it will be displayed on top of the booking page – either as a rectangle or as a dropdown menu).

Make a new booking

Provide your booking information to make a new booking

Choose saved template



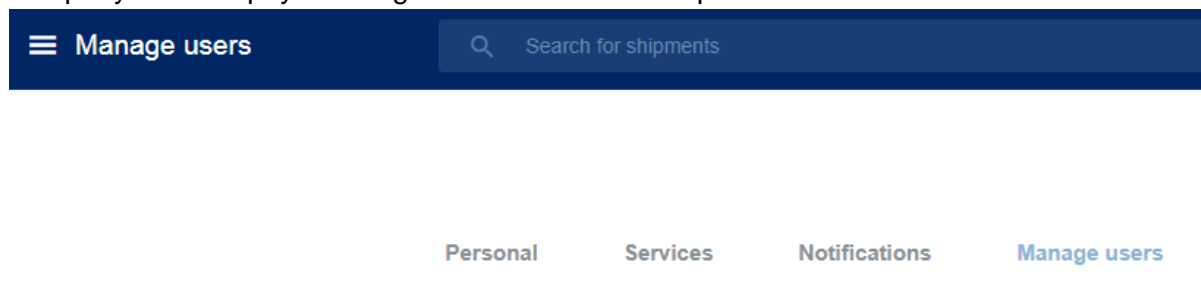
Invite / remove users as admin

The person who receives an invitation to book on behalf of another company is automatically an admin. This person can add / remove users from myDSV. The below screen is ONLY available for admins

* invite new users - go to menu icon (3 horizontal bars in the top left corner)

Press settings – manage users – add new user

Remark: EVERY new user has to check the insurance settings to comply with the instructions of the company who will pay the freight. If needs be a label printer can be set here.



* remove new users – go to manage users – on the user line you will find a trashcan – use it.

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