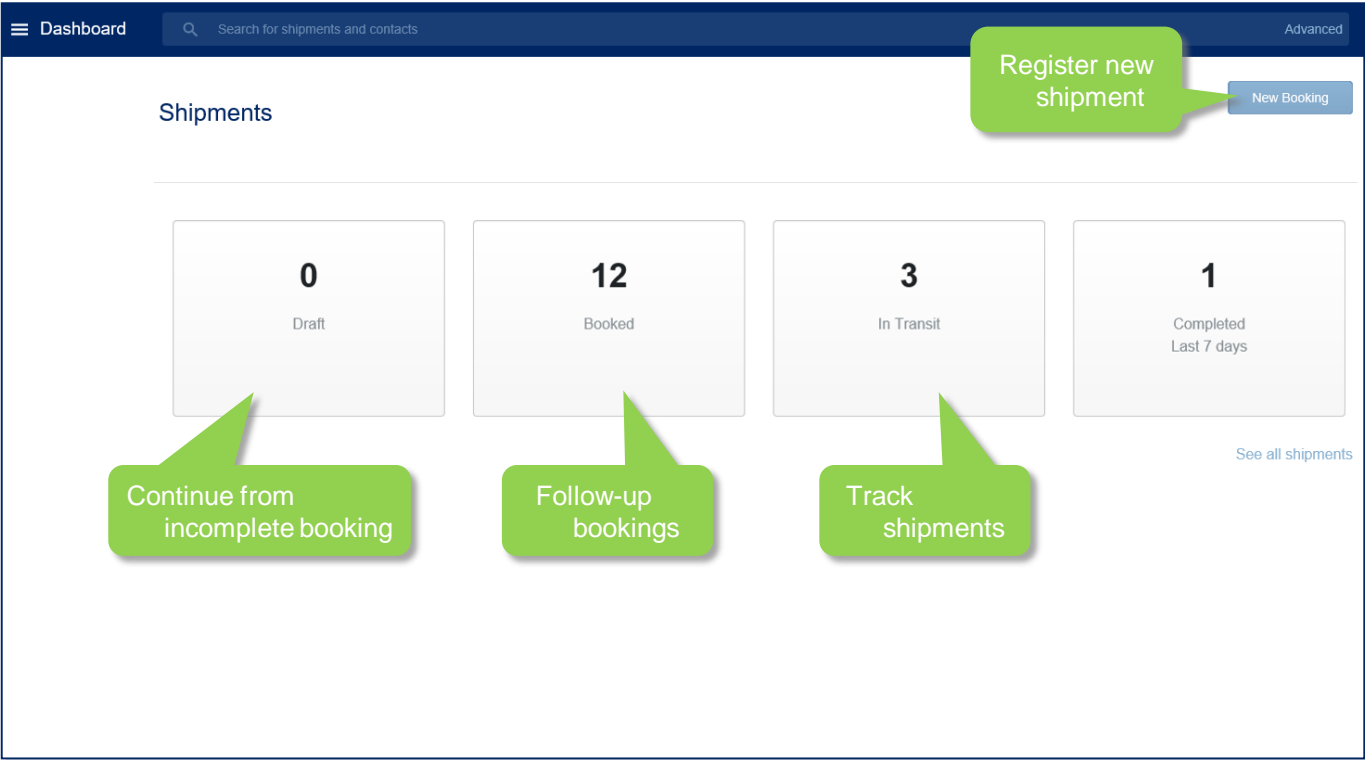




**myDSV**

Shipping made easy

# Front page



# Navigation

Open menu

Shipment

Search for shipments and contacts

DSV

New Booking

Dashboard

Shipments

Reports

Contacts

Settings

Log out

Go to front page

Follow-up shipments

Create reports

Manage addressbook

Create additional users and edit contact details.

Shipments

0

Draft

3

Booked



# Book a shipment

## Make a new booking

Provide your booking information to make a new booking

### Addresses Sender and receiver of the shipment

Sender address☒ My organization

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

Edit address

+ Add sender instructions

Add different pickup

+ Add notify address

Freight payer address

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

XXXXXXXXXX

Edit address

Receiver address☐ My organization

Enter company name or address

+ Add new address

Quick search from addressbook

Change pickup address

Remove address party



# Book a shipment

Select mode of transport



**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



**Incoterms** Shipping agreement [What's this?](#)

Select terms of delivery.  
Common terms for export is DAP and for import FCA

Shipping agreement

Select

Location

Location



# Book a shipment

Services

Select additional services

Cargo insurance

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

Goods

What to ship (package information)

Fill in the goods rows

Package information

Quantity

Package type

Total weight (kg)

Net weight (kg)

Quantity

Lookup a type

Total weight

Net weight

Dimensions

Length (cm)

Width (cm)

Height (cm)

Total volume (m3)

What's this?  
Stackable ?

Length

Width

Height

Total volume

No

Goods description

Shipping mark

Goods description

Shipping mark

Goods type

What's this?

☒ General goods

☐ Dangerous goods

☐ Temperature controlled goods

ADR – dangerous goods

Duplicate goods

	Quantity	Gross weight	Volume
Total	0	0	0

+ Add more goods

Add goods rows



# Book a shipment

Date and time

Pick-up and delivery

Preferred pickup date

Pickup date

05-07-2017

Pick-up time

Select pickup time

Select date & time

Preferred delivery date

Delivery date

Select preferred delivery date

Delivery time

Select delivery time

Reference info

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

+ Add another

Shippers reference

Will be printed on the transportation invoice

Attachments

Add VAT papers, DGNs, etc. (if required)

Upload a new file

Drop files here or click to upload

Sends the order to DSV

Save as draft

Cancel

Submit booking

☒ Submit booking and print label





# Print documents

Booking has been sent to DSV

New Booking

Search for shipments and contacts

Advanced

Order

Booked by:

Great, your booking was placed! See your order below.

Save as template

Save frequent bookings as templates

Print labels

Print CMR

Print Del Note

Print Receipt List

Labels will be opened in a new window, make sure that pop-up windows are allowed for myDSV

DSV

EE 91207

To:

Collection date:

Package

Total volume and Weight

2017-08-28

1 of 1

1.0 KG

(421) 233 91207





# Follow up shipments

Shipment

Search for shipments and contacts

DSV

1. Open menu

New Booking

Dashboard

Shipments

Reports

Contacts

Follow-up shipments

Search for shipments and contacts

Advanced

New Booking

Shipments

Status

Pickup date

Delivery date

Main transport

Search shipments

x

Sender	Mode	Receiver	Reference	From	
Booking Id JAC0270464000017100002		Cherberry Foods, EE		2017 May 5, 1:24 PM	Draft
Cherberry Foods, EE Booking Id JAC0270464000017100002		Cherberry Foods, EE		2017 May 4, 10:15 AM	Booked
WHL 0000000000 Cherberry Foods, EE Pickup Helsinki, EE Shipment Id 80700000000000000000		WHL 0000000000 Cherberry Foods, EE		2017 May 10, 1:00 AM	2017 May 11, 11:21 AM In Progress

Go to Advanced to view more records



# Welcome to myDSV!

