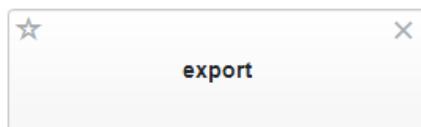


Quick guide booking shipments

New booking – working from a template

Select the template – fill out the missing data and submit the booking

 **Templates** Select template



New booking - Booking party

Booking address will be defaulted

If you have more debtor numbers attached to your myDSV account you will have to choose the correct booking party.

New booking – addresses

Most of the times you will be either the Sender or the Receiver of the goods.

Add instructions to any of the addresses used eg opening times, special requirements

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](#)



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

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Read more at www.dsv.com

New booking – Payment incoterms – DAP / EXW

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

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

Incoterms

DAP - Delivered at place

Freight paid by

Booking

New booking – services

Remark:

If you have DSV Protect – setting has to be NO DSV Cargo Insurance when the goods value is below 5000 Euro

Services Select additional services

Service

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

Yes No I want Cargo Insurance and I am aware of the insurance conditions

DSV Cargo Insu

Yes No

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: 1 Package type: Pallet - unspecified Total weight: 150 kg Net weight: 150 kg

Dimensions

Length: 75 cm Width: 118 cm Height: 45 cm Total volume: 0.398 m3

What's this? Load meters: Load meters What's this? Stackable?: No

Goods description: GRANULAT Shipping mark: Shipping mark

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

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

General goods
 Dangerous goods
 Temperature controlled goods

Dangerous goods

Type	UN code	Class/Sub Risk
ADR	3099	5.1 (6.1)
Packing group	Tunnel code	Proper shipping name
I	E	OXIDIZING LIQUID, TOXIC, N.O.S.
Technical name (en, de, fr)		
Hexylmethaloxide		
Number of packages	Packing type	Gross weight (kg/liters)
15	CAN - Can	15 kg
Net weight (kg/liters)	Environmentally Hazardous (MP)	LQ (Limited Quantity)
14 kg	No	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.

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	Type
4500123456	Sender reference

+ Add another + Add another

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.	Commercial Invoice	

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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

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.

Save as draft

Delete draft

Save as template

Submit booking

Submit booking and print label

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

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