



DHL Postage Manuel

JUNE 2025

Login Details

Login details:

<https://mydhl.express.dhl/sg/en/home.html?login=successful#/createNewShipmentTab>

Email address: inquirysg@owndays.com

Password: oDSG@30700626!

Step 1

Create a New Shipment Create from Favorite Create from Past Schedule a Pickup Get Quote

A

Country/Territory From

Singapore Mr Lester (2 ORCHARD TURN, SINGAPORE 238801)

B

Country/Territory To

Street address, city, postal code, country...

Switch

Next

1. Change to your store address

3. Key in customer address

2. Select the country to ship

Step 2

1. Make sure the pick-up (store) address is correct

Name ✓

☒ Business Contact

Company ✓

Country/Territory ✓

Address ✓

Address 2 ✓

Address 3

Postal Code ✓ City ✓ State

☐ Residential Address

Email Address ✓

Phone Type Code ✓ Phone ✓ Extension

[+ Add Another](#)

VAT/Tax ID

Switch

Name

☐ Business Contact

Company

Country/Territory ✓

Address ✓

Address 2 ✓

Address 3

Postal Code * City * State

☒ Residential Address

Shipping to a residential address provides flexible delivery options for your recipient. Additional charges may apply.

Email Address *

Phone Type Code ✓ Phone * Extension

Pls take note

**2. Fill in cx details accordingly:
Name,
Country,
Address, Email
add and
contact num**

***Rmb to tick
Residential
Add***

Step 3

1. Select Packages

Documents **Packages** ✓

Documents include legal, financial or business paperwork. Items with monetary value are NOT considered a document shipment.

Packages are goods, merchandise or commodities for personal or commercial purposes.

2. Select Commercial

What is the purpose of your shipment? ⓘ

Commercial ✓

3. Describe Items

Tell Us What You're Shipping
Select how you would like to provide your item details

+ Describe Items ✓ **Upload Item Details**

Describe each unique item in your shipment separately
Avoid shipment delays! Accuracy matters to customs authorities. Add each unique item **One At a Time**. Provide details in **English only**.

☐ I would like to see estimated duties and taxes ⓘ
You must provide a 6-12 digit item code for each unique item in your shipment.

1. Unique Item Description

What is the item?

[Quick Guide for Describing Items](#)

Create Description ⓘ

OR

MODEL: XXX MATERIAL: XXX MANUFACTURER: OWNDAYS SINGAPO ✓

Commodity Code ⓘ

Lookup Code 🔍

OR

Check Code ⓘ

Quantity

 ✓

Units (How the item is packaged)

Pairs ✓

Value (Per Item)

 ✓

SGD

Weight (Per Item) ⓘ

 ✓

kg

Where was the item made? ⓘ

Singapore ✓

Prohibited Items
Some items that are prohibited for import into New Zealand. [View Prohibited Items](#)

Need to add other details or create and save invoice templates?
[Use our enhanced Customs Invoice](#)

4. Fill in Frame Model and Material Example
MODEL:
GB1019G-8A C2
MATERIAL:
Stainless Steel
MANUFACTURER:
OWNDAYS SINGAPORE PTE LTD

5. Fill in Qty, select Pairs, Value \$100 per pair, Weight 0.5kg. If 2 pairs \$200 0.6kg , 3 pairs \$300 0.7kg etc...

6. Select Singapore

Step 4

Customs Invoice Details

You can provide additional information to appear on your DHL customs invoice or you can use your own customs invoice. You can also provide any additional customs related documents for this shipment.

Create Invoice



Use My Own Invoice

Invoice Details

Invoice Number

You can provide a number that is helpful for you and customs to refer to.

☐ I would like to include an invoice number

Additional Invoice Information (Remarks)

Additional Parties

Are there other parties involved in the shipment?

☐ Yes ☒ No



As of December 1, 2019, the New Zealand government requires offshore businesses that supply low-value goods (LVG) in the amount of 60,000 (or more) NZD, per year, to collect Goods and Services Tax and pass on GST directly to Inland Revenue (IRD).

1. Select
Create
Invoice

2. Select
No for
additional
Parties

Step 5

Select Packaging [Tips for Weighing and Measuring](#)

Packaging	Quantity	Weight	Length	Width	Height
DHL Express Polybag (Flyer) ✓	1 ✓	0.5 kg ✓	40 cm ✓	30 cm ✓	0.1 cm ✓

Save Copy

Total Packages: 1 Total Weight: 0.5 KG Add Another Package +

Next

1. **Select DHL Express Polybag (Flyer)**
2. **Double check if the Qty and Weight is it correct**
3. **Length 40cm, Width 30cm, Height 0.1cm**

Step 6

**1. Select My
Own Account
610727560**

How will you pay?

What shipper account will be used for this shipment?

610727560 - My Own Account ▼ ✓

☐ Use this account to pay for transportation charges

How will you pay for transportation charges?

610727560 - My Own Account ▼ ✓

☐ Remember these payment options for the

Ship FROM address ▼

How will duties and taxes be paid?

Receiver will pay ▼ ✓

**2. Select
Receiver Will
Pay**

Additional customs details are needed for this shipment

In order to complete this shipment you are required to provide the following details for customs.

Select customs terms of trade [View Definitions](#)

DAP - Delivered at Place ▼ ✓

Next

Step 7

I'm sending my shipment on

1. Select
Pick-up date



June 26 Today	June 27 Tomorrow	June 28 Saturday	June 29 Sunday	June 30 Monday	July 1 Tuesday	July 2 Wednesday	More +
----------------------------	-------------------------------	-------------------------------	-----------------------------	-----------------------------	-----------------------------	-------------------------------	-----------

 Delivery Date	 Delivered By	 Estimated Price
--	---	--

June 30 Monday EXPRESS WORLDWIDE	End of Day	SGD 26.71 Details	Select
---	------------	---	------------------------

2. Select
the Lowest
cost if
there is an
option



Step 8

Upload Your Customs Documents

You can electronically submit the customs invoice DHL has created for you, along with any other customs documents (as image files). If you do not electronically submit your customs documents, you will need to print and provide them with your shipment.

Would you like to electronically submit your customs documents?

1. Tick Yes

☒ Yes

DHL will create an electronic customs invoice from the details you've provided for this shipment. You can upload an image of your signature for the invoice.

Signer's Name

Lester

Signer's Title

Mr

Upload Signature

 [Browse for File](#) or Drop Here

File Type Allowed: GIF, JPEG, PNG

Maximum file size: 1 MB

File name: English Only

2. Input Manager
Name here

Step 9

1. Make sure to select Yes – Schedule Pickup

Do you want to schedule a courier pickup?

Yes – Schedule Pickup

No

Drop off at DHL Service Point

QR code option is available at select locations.

Cancel

Save for Later

TSA Privacy Notification

Please read [TSA Privacy Act](#) notification

I'm sending my shipment on

June
27
Today

Edit

Earliest
10:00 am

Pickup Window – When courier may arrive and shipment is ready

Latest
7:00 pm

9:30 am

11:45 am

2:15 pm

4:30 pm

7:00 pm

Please allow at least 120 minutes for your Pickup Window

Pickup is not available between 12:00 pm - 2:00 pm

The latest time a request can be made for pickup today is 5:00 pm

Where should the courier pick up the shipment?

Other

Provide details to assist courier in finding the location

Reception

Total Pickup Weight

0.3

kg

Instructions for the courier

Pickup Address

Mr Lester
OWNDAYS ION
Singapore
2 ORCHARD TURN
#B2-69 ION ORCHARD
SINGAPORE, 238801
ion@owndays.com
+65 6509 4130

Edit

Make my default pickup address

Pls take note pickup not avail 12pm-2pm

2. Select the pickup time

3. Rmb to change to your store address

Final Step

- Double confirm all filled in information are correct
- Submit and print all documents
- Packed and wait for DHL to pickup

THE END





DHL Flyer Pax Ordering

JUNE 2025

Step 1

The screenshot shows the DHL Express website interface. The top navigation bar is yellow with the DHL logo and 'DHL Express' text. On the right, there are links for 'Help and Support', 'Find a location', a search icon, 'English', and a Singapore flag. Below this, a secondary navigation bar contains 'Home', 'Ship' (highlighted with a red box), 'Track', and 'Manage Shipments' (with a green badge '6'). To the right of these are links for 'View/Pay Bill', 'My Shipment Settings', and 'My Profile'.

A dark grey dropdown menu is open under the 'Ship' button. It is divided into three columns: 'GET STARTED NOW', 'EXPLORE', and 'MYDHL+ LEARN'. The 'GET STARTED NOW' column lists: 'Create a Shipment', 'Create Shipment from Past', 'Create Shipment from Favorite', 'Get a Rate and Time Quote', 'Schedule a Pickup', 'Upload a Shipment File', and 'Order Supplies' (highlighted with a red box and an external link icon). The 'EXPLORE' column lists: 'Delivery Services', 'Optional Services', 'Customs Services', 'Surcharges', and 'Solutions'. The 'MYDHL+ LEARN' column lists: 'About MyDHL+' and 'What's New with MyDHL+'. A red arrow points from the 'Ship' button to the dropdown menu.

Below the dropdown menu, there are tabs for 'Create a New Shipment' (active), 'Create from Favorite', 'Create from Past', 'Schedule a Pickup', and 'Get Quote'. The 'Create a New Shipment' form is visible, showing fields for 'Country/Territory' (with 'Singapore' entered), 'From' (with 'OWNDAYS EC (21 Merchant Road, SINGAPORE 058267)' entered), and 'To' (with 'Street address, city, postal code, country...' entered). There are 'Switch' and 'Next' buttons. A red arrow points from the 'Order Supplies' option in the dropdown menu to the 'Create a New Shipment' form.

On the right side of the page, there is a 'My Shipments' section with a list of shipment statuses: 'Saved By Me (6)', 'In Transit (3)', and 'Delivered (75)'. Below this is a 'Track' section with a text input field for tracking numbers and a 'Track' button.

A yellow box on the left side of the image contains the text: 'Login to DHL Portal and click on Ship and Select Order Supplies'. A red arrow points from this box to the 'Ship' button, and another red arrow points from the 'Order Supplies' option in the dropdown menu to the 'Create a New Shipment' form.

Step 2

[New order](#) [Order history](#) [Personal data](#) [Manage Account Number](#) [Address book](#) [Logout](#)

OWNDAYS EC (guyin@owndays.co.jp) 

Welcome to DHL Online Supplies Ordering (OSO) Singapore

OSO is available to DHL Express account holders for ordering of DHL packaging within Singapore.

DHL

**WHY DHL'S
NEW EXPRESS
PALLET BOX?**



Secure & Stackable Shipments



Up to 250kg loads



Easy to Assemble



Cost-Effective Pricing



100% Recyclable



**Select
Continue**

Continue

Step 3

1. Click on the Address logo

Account Number ✓ 

Company name ✓

☐ Save Account Number

Next

2. Click Account num 610727560 and Company name OWNDAYS SINGAPORE PTE LTD

Account Number List

Account Number	Company name
610727560	OWNDAYS SINGAPORE PTE LTD

Close

Step 4

Type in your store
address and click
Next

✕ Clear

👤 Address book

Country Singapore	City Singapore
Postcode 238801	Address 2 ORCHARD TURN #B2-69 ION ORCHARD SINGAPORE
Address 2 #B2-69	Contact person Lester
Phone 65094130	Email address ion@owndays.com

Back

Next

Step 5

1. Select Envelopes and Flyers

Main category Envelopes and Flyers ▼	Subcategory - ▼	Search 		
Back		Next		
Gallery	Name / Description	Order size (units)		
	DHL EXPRESS POLYBAG (FLYER) Product code : FLY Dimension (LxW): 415 x 310mm Max Weight: 2kg	Quantity 10 Items per unit: 1 Max order size: 30	10 Items	0.00 Charge (excl. VAT)
	DHL EXPRESS POLYBAG (BIG FLYER) Product code : BFLY Dimension (LxW): 475 x 380mm Max Weight: 3kg	Quantity Items per unit: 1 Max order size: 30	Items	Charge (excl. VAT)

2. Select the flyer Qty

Done! Order successfully placed!

[Account Number](#) > [Address](#) > [Products](#) > [Summary](#) > [Thank you](#)

✓ Thank you, your order has been successfully received.
You will receive an automated email to confirm your order details.

[Privacy policy](#)

[Cookies Settings](#)

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DHL Quote (Approx postage fee)

JUNE 2025

DHL Quote



Help and Support Find a location |

English

Home Ship Track Manage Shipments 6

View/Pay Bill My Shipment Settings My Profile

Welcome to MyDHL+

Start using these convenient, time-saving features!

Change My Shipping Process – Show all Shipment Steps on One Screen.

☐ Don't show me this again

Today's Courier Report has not been printed

Print Courier Report

Create a New Shipment

Create from Favorite

Create from Past

Schedule a Pickup

Get Quote

Country/Territory

Singapore

From

OWNDAYS EC (21 Merchant Road, SINGAPORE 058267)



My Shipments

Past 90 days of activity

> Saved By Me (6)

> In Transit (3)

> Delivered (75)

Press "Get Quote"

DHL Quote

Create a New Shipment

Create from Favorite

Create from Past

Schedule a Pickup

Get Quote

A

Country/Territory

Singapore

From

OWNDAYS EC (21 Merchant Road, SINGAPORE 058267)



✓

Switch

B

Country/Territory

To

Street address, city, postal code, country...



Key in cx's Country and Postal code

Next

DHL Quote

Quick Quote

✕ Cancel

View our delivery options and rates!

Ready to ship online? No account needed – pay with a credit card.



From

Country/Territory

Singapore



Address

100 Tras Street #01-02, 100AM Singapore 079027



Postal Code

079027

City

SINGAPORE

State

SINGAPORE



☐ Remember me

↔ Switch

To

Country/Territory

South Korea



Address

Namsangongwon-gil



Postal Code

04340

City

SEOUL

Province

SEOUL



☐ Residential Address

Check if the cx's postal code and address is correct

Remember to change to your store's address

DHL Quote

Quick Quote

✕ Cancel

From :
SINGAPORE, SINGAPORE 079027
Singapore

To :
SEOUL, SEOUL 04340
South Korea

Edit

Documents

Documents include legal, financial or business paperwork. Items with monetary value are NOT considered a document shipment.

Packages

Packages are goods, merchandise or commodities for personal or commercial purposes.

Prohibited Items

Some items that are prohibited when shipping to

☐ I would like to see estimated duties and taxes 

You must provide a 6-12 digit item code for each unique item in your shipment.

What is the value of your shipment?

Value

100.00



SGD

Click on "Packages"

Value: \$100 (1 pair)
\$200 (2 pairs)
\$300 (3 pairs etc)

DHL Quote

Select Packaging [Tips for Weighing and Measuring](#)

Packaging	Quantity	Weight	Length	Width	Height
DHL Express Polybag (Flyer)	1	0.5 kg	40 cm	30 cm	0.1 cm

[Save](#) [Copy](#)

Total Packages: 1 Total Weight: 0.5 KG [Add Another Package](#)

[Get Quote](#)

Press "Get Quote"

1. **Select DHL Express Polybag (Flyer)**

2. **Double check if the Qty and Weight is it correct**

3. **Length 40cm, Width 30cm, Height 0.1cm**

Home Ship Track Manage Shipments **6**

June
30
Today

July
1
Tomorrow

July
2
Wednesday

July
3
Thursday

July
4
Friday

July
5
Saturday

More
+



Delivery Date



Delivered By



Estimated Price

New Quote

Share This Quote

July
2

Wednesday

12:00 pm

EXPRESS 12:00

SGD **51.90**

Details ▼

Select

July
2

Wednesday

End of Day

EXPRESS
WORLDWIDE

SGD **26.55**

Details ▼

Select

Can see 2 different pricing and we will choose the one with lower price and means it can be shipped



DHL Track Shipment

JUNE 2025

Home

Ship

Track

Manage Shipments 6

View/Pay Bill My Shipment Settings  My Profile

Track Shipments

Track By Reference

Monitoring and Notifications

Click "Track" and "Track Shipments"

☐ Don't show me this again

Print Courier Report

Create a New Shipment

Create from Favorite

Create from Past

Schedule a Pickup

Get Quote

A

Country/Territory

Singapore

From

OWNDAYS EC (21 Merchant Road, SINGAPORE 058267)



Switch

B

Country/Territory

To

Street address, city, postal code, country...



Next

My Shipments

Past 90 days of activity

> Saved By Me (6)

> In Transit (3)

> Delivered (75)

> View All Shipments

Track

Enter up to 10 numbers, separated by a comma or return *

'Monitor Shipments'

Track

Track Your Shipments

Enter tracking numbers to quickly check the status of your shipment.

Shipment Type Express	Tracking Number(s) 2153436611
---------------------------------	---



Insert cx "Waybill
no" to track

Enter up to 10 numbers, separated by a comma or return

Track

Tracking Results

Summary

[New Search](#)



Waybill Number 2153436611
**Shipment has departed from a
DHL facility CINCINNATI HUB -
USA**

[Sign up for shipment
notifications](#)

Further Detail

The shipment is on its way to the
destination.

**From here can see the
status**

Monday, June 30, 2025 at 01:22

Origin Service Area:
SINGAPORE - SINGAPORE

Estimated Delivery

Friday, July 11, 2025
By End of Day
[✓ 1 Piece](#)

Next Step

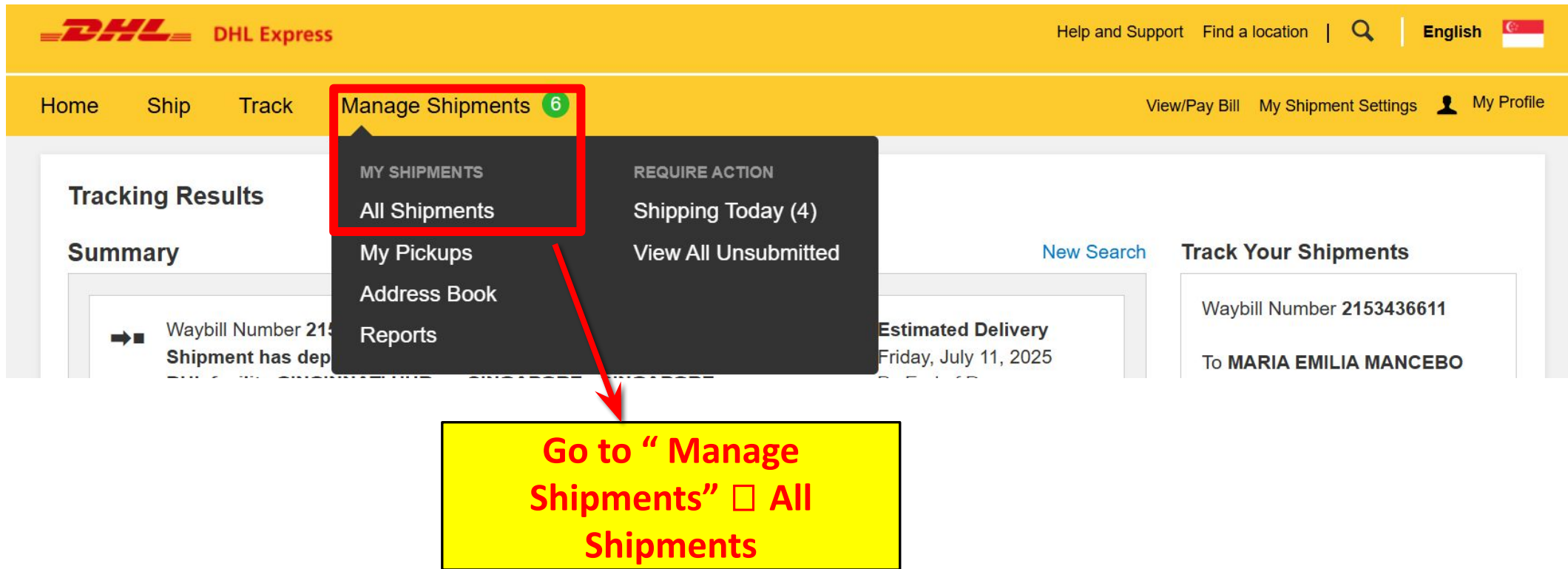
Please continue to monitor the progress
online. If you are the consignee and would
like to change your delivery preference,
please visit <https://delivery.dhl.com>.

Destination Service Area:

**NORTE DEL PAIS -
ARGENTINA**

[Show
Destination City](#)

Another Method of Tracking:



The screenshot displays the DHL Express website interface. The top navigation bar is yellow and contains the DHL logo, 'DHL Express', and links for 'Help and Support', 'Find a location', a search icon, 'English', and a Singapore flag. Below this, a secondary navigation bar includes 'Home', 'Ship', 'Track', and 'Manage Shipments' (which has a green badge with the number '6'). To the right of this bar are links for 'View/Pay Bill', 'My Shipment Settings', and 'My Profile'. A dropdown menu is open under 'Manage Shipments', showing two columns of options. The left column, under the heading 'MY SHIPMENTS', includes 'All Shipments', 'My Pickups', 'Address Book', and 'Reports'. The right column, under the heading 'REQUIRE ACTION', includes 'Shipping Today (4)' and 'View All Unsubmitted'. A red arrow points from the 'All Shipments' option to a yellow box at the bottom of the page. The background of the page shows a 'Tracking Results' section with a 'Summary' card for Waybill Number 2153436611, indicating a shipment has departed. An 'Estimated Delivery' date of Friday, July 11, 2025, is also visible. On the right, a 'Track Your Shipments' section shows the destination as MARIA EMILIA MANCEBO.

Go to “ Manage Shipments” □ All Shipments

English

[View/Pay Bill](#)
[My Shipment Settings](#)

[My Profile](#)

- Accounts (Showing All)

Favorites

Don't show hidden shipments

☐	☆ 8144426006	Shipment Date	June 30, 2025	Ship From	Ship To
	Ready to Ship	Delivery Option	EXPRESS	OWNDAYS CITY SQUARE	Moise Abba
	Shipping		WORLDWIDE	Grace Chan	Moise Abba
	Today	Description	Grey plastic gr...	Singapore, Singapore	YAOUNDE, Cameroon



DHL – Reprint Waybill/Labels

JUNE 2025

Reprint Waybill/Labels

The screenshot shows the DHL Express website interface. At the top, there is a yellow header bar with the DHL logo and 'DHL Express' on the left, and links for 'Help and Support', 'Find a location', a search icon, 'English', and a Singapore flag on the right. Below this is a navigation bar with 'Home', 'Ship', 'Track', and 'Manage Shipments' (which has a green badge with the number '6'). To the right of 'Manage Shipments' are links for 'View/Pay Bill', 'My Shipment Settings', and 'My Profile'. A dropdown menu is open under 'Manage Shipments', containing two columns of options. The left column, under the heading 'MY SHIPMENTS', includes 'All Shipments', 'My Pickups', 'Address Book', and 'Reports'. The right column, under the heading 'REQUIRE ACTION', includes 'Shipping Today (4)' and 'View All Unsubmitted'. A red arrow points from the 'All Shipments' option to a yellow box below. The background of the page shows a 'Tracking Results' section with a 'Summary' of a shipment (Waybill Number 2153436611) and a 'Track Your Shipments' section with the same waybill number and recipient name 'MARIA EMILIA MANCEBO'.

Manage Shipments 6

- MY SHIPMENTS
 - All Shipments
 - My Pickups
 - Address Book
 - Reports
- REQUIRE ACTION
 - Shipping Today (4)
 - View All Unsubmitted

Tracking Results

Summary

Waybill Number 2153436611
Shipment has departed

Track Your Shipments

Waybill Number 2153436611
To MARIA EMILIA MANCEBO

Go to "Manage Shipments" □ All Shipments

Reprint Waybill/Labels

Help and SupportFind a locationEnglish

HomeShipTrackManage Shipments6

View/Pay BillMy Shipment SettingsMy Profile

☐ Unsubmitted6

☐ Ready to Ship4

☐ Picked Up2

☐ In Transit3

☐ Delivered98

☐ Canceled6

Accounts (Showing All)

☐ 610727560 - My Own Ac...115

Favorites

☐ Show Only Favorites

Don't show hidden shipments

☐

Actions

Sort ByUpdated Date (show newest to oldest)

Display10

<12>

☐	☆ 3799160610 Picked Up Picked Up Created By guyin@owndays.co.jp Quick View	Shipment Date June 30, 2025 Delivery Option EXPRESS WORLDWIDE Description MODEL: OR2088-C...	Ship From OWNDAYS ION Mr Lester SINGAPORE, Singapore	Ship To Jennifer Drake UNION, United States of America
Print LabelsCopyCreate Return LabelTrack				
☐	☆ Click on the "Waybill"	Shipment Date June 30, 2025 Delivery Option EXPRESS WORLDWIDE Description MODEL: OR2088-C...	Ship From OWNDAYS Raffles City Teo Wei Sheng Singapore, Singapore	Ship To Tom Barret Tom Barret BRIDGEND, United Kingdom
Print LabelsCopyCreate Return LabelTrack				
☐	☆ 8144426006 Ready to Ship Shipping Today Created By guyin@owndays.co.jp Quick View	Shipment Date June 30, 2025 Delivery Option EXPRESS WORLDWIDE Description Grey plastic gr...	Ship From OWNDAYS CITY SQUARE Grace Chan Singapore, Singapore	Ship To Moise Abba Moise Abba YAOUNDE, Cameroon

appear as DHL Reweigh.

[Back](#) [Copy](#) [Download](#) [Create Return Label](#) [Track](#)

Shipment Documents

DHL Express **Shipment Receipt**

Shipment From	Shipment To
DHL Express De Montfort Unit 1 Unit 2A Unit 2B WILSONS CHURCH Unit Milton Keynes MK9 1JH	Test Test 200 Woodcock Blvd Unit 127000 BIRMINGHAM ON Canada, M7T 1B8 3333333

Shipment Details	International Information
Shipment Date : 20/09/2013 Waybill Number : 4104451042 Service Type : EXPRESS WORLDWIDE Package Type : Documents Number of Pieces : 1 Total Weight : 0.5 kg Dimensional Weight : 0.5 kg Chargeable Weight : 0.5 kg Insured Amount : N/A	Declared Value : \$0.00 USD Duty and Taxes : Payer's STX Subtotal : Estimate of Charges : 1.208 USD

Billing Information
DHL Account : 24299472

Reference Information
Reference : Test shipment

Description of Contents
Test

☒ Receipt

1

Number of Copies

 **Print Selected Documents**

[View Digital Customs Invoice](#)

Scroll down and you will see this page. Click "View Digital Customs Invoice"

