



SUPPLIES

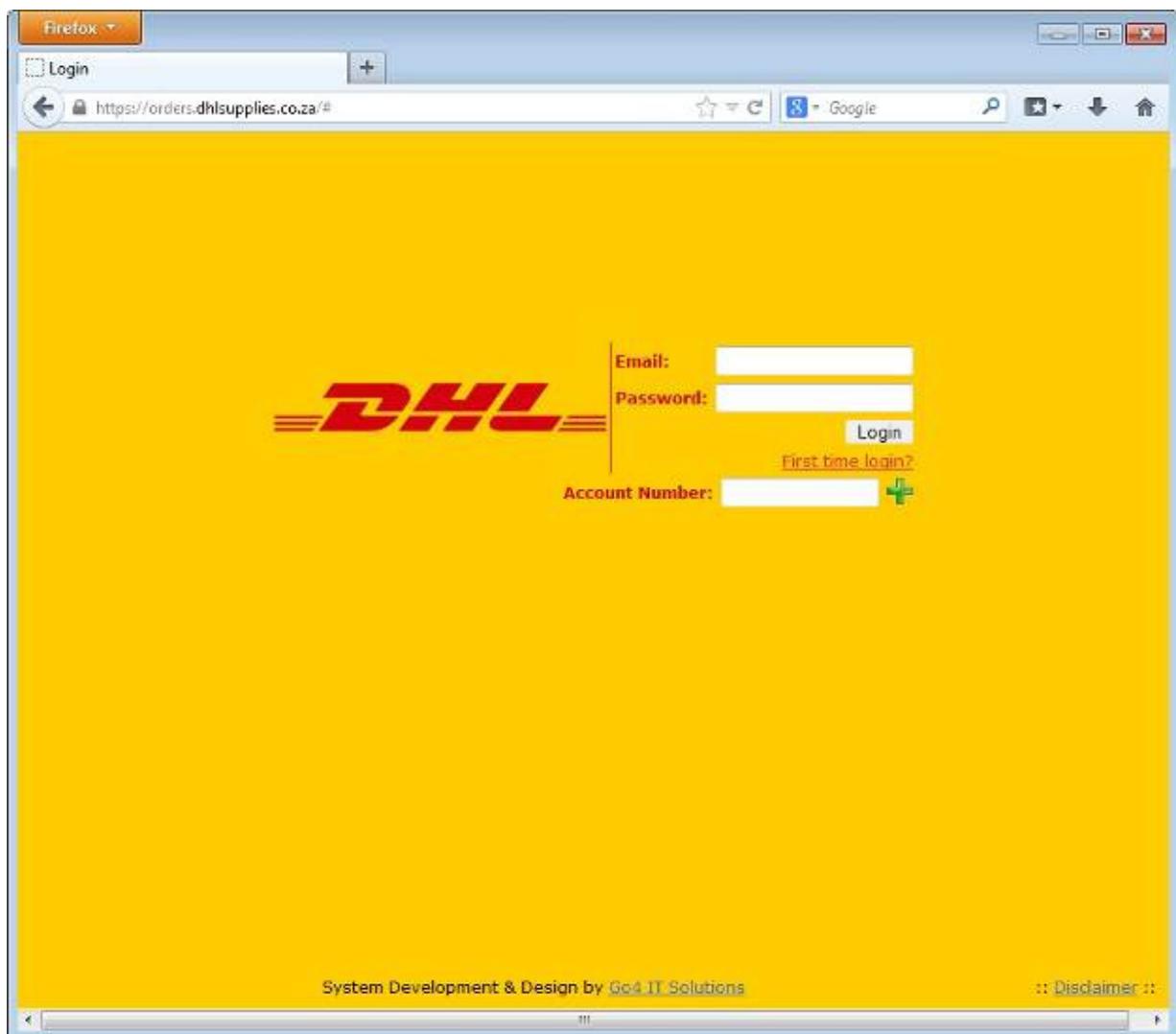
Quick Help Guide

DHL Supplies online ordering system quick help guide

Step 1

Open DHL website on www.dhl.co.za , mouse over express and click on “Order Supplies” under Shipping, then click the “Order DHL Supplies” link. The online ordering portal will open in a new tab.

Click the [First time login](#) link enter your account number and click the green plus sign



The screenshot shows a Firefox browser window displaying the login page for the DHL Supplies online ordering system. The browser's address bar shows the URL <https://orders.dhlsupplies.co.za/#>. The page has a yellow background and features the DHL logo on the left. On the right, there is a login form with the following fields and elements:

- Email:** A text input field.
- Password:** A text input field.
- Login:** A button.
- First time login?:** A link.
- Account Number:** A text input field with a green plus sign (+) to its right.

At the bottom of the page, there is a footer that reads "System Development & Design by Go4 IT Solutions" and a link to "Disclaimer".

Step 2

Add New User

Then click add user and fill in your details.

Welcome to the DHL Supplies ordering website. This page will allow you to create a new user for your existing DHL account. You will need your account number in order to create your user account. Please enter your account below and click search to find your account.

If you do not know your account number or your account does not show in the list then please contact support on (010) 590-5513 and we will assist you further. [Return to login.](#)

* Please note that all fields are compulsory.

Account number:

We have found the following account: **GO4001**
If this is correct you can proceed to add a new user.

| Account No | Account Group |
|------------|---------------|
| | |

Email / Username

Password

Full Name

Company / Department

Phone

Fax

Physical Address

Postal Address

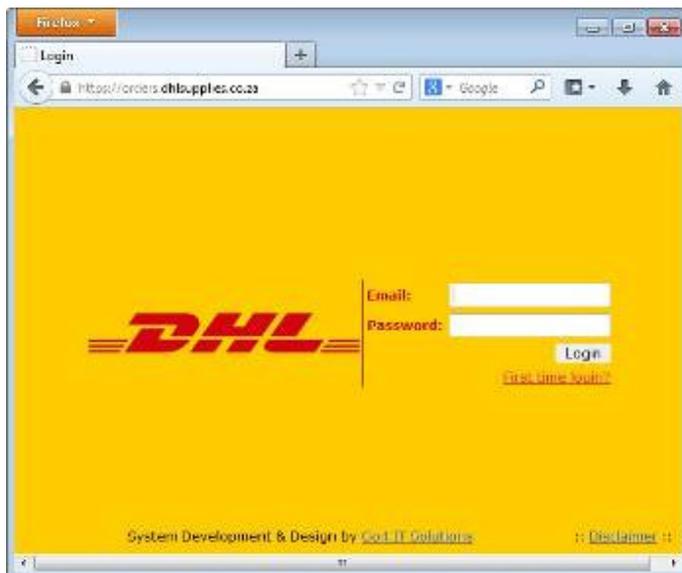
Step 3

A email will be sent to your email address, click the “Activate my Account” link in the email to verify.



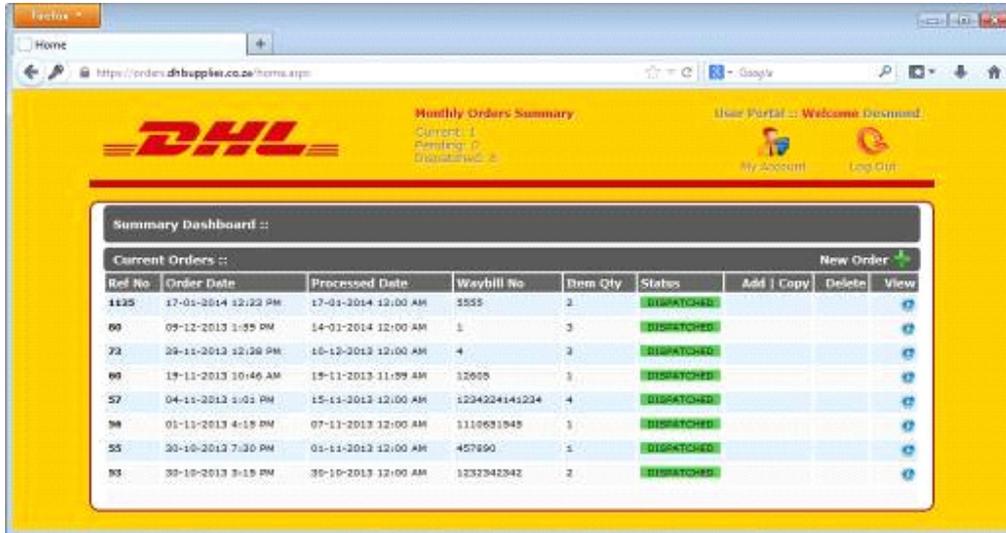
Step 4

After your account has been validated by an administrator, you will be able login with your **Email address** and **Password** (this can take between 24 and 48 hours)



Step 5

Once logged in, you will be presented with a dashboard with previous orders if you have any (this will have zero orders for first time users)

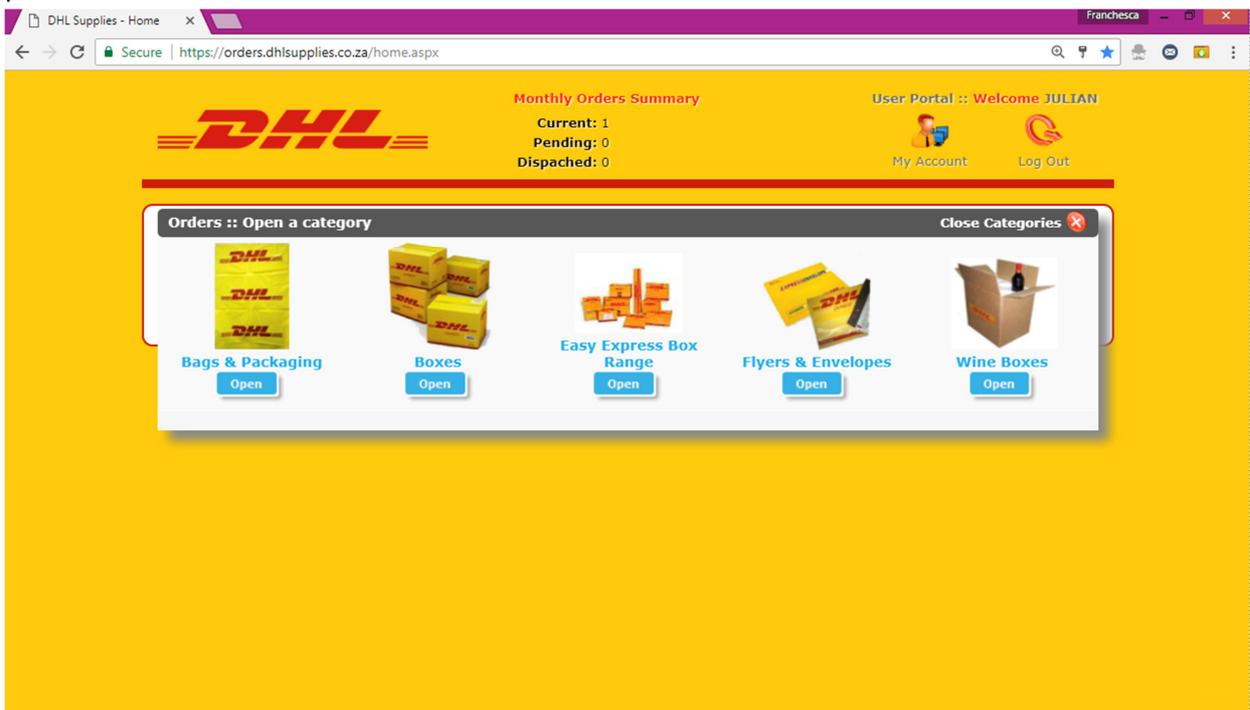


Step 6

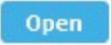
Click the New Order Button **New Order +**. You have now created a new order and ready to add items to your order.

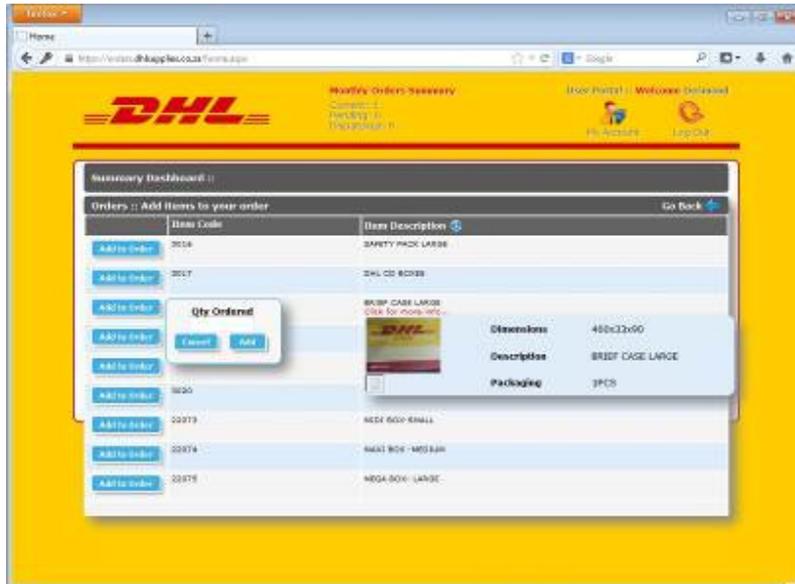
Step 7

Click the add button next to new order **NEW ORDER +**. You will be presented with a categorised product list



Step 8

Open the categories to find the items you are looking for by clicking open . This will present you with a list of items under that category, you can mouse over any item and click to see more details and images of the item.



Step 9

once you have found the item you are looking, click the Add to Order button  and enter the desired quantity in the box.



Repeat this step to add additional items.

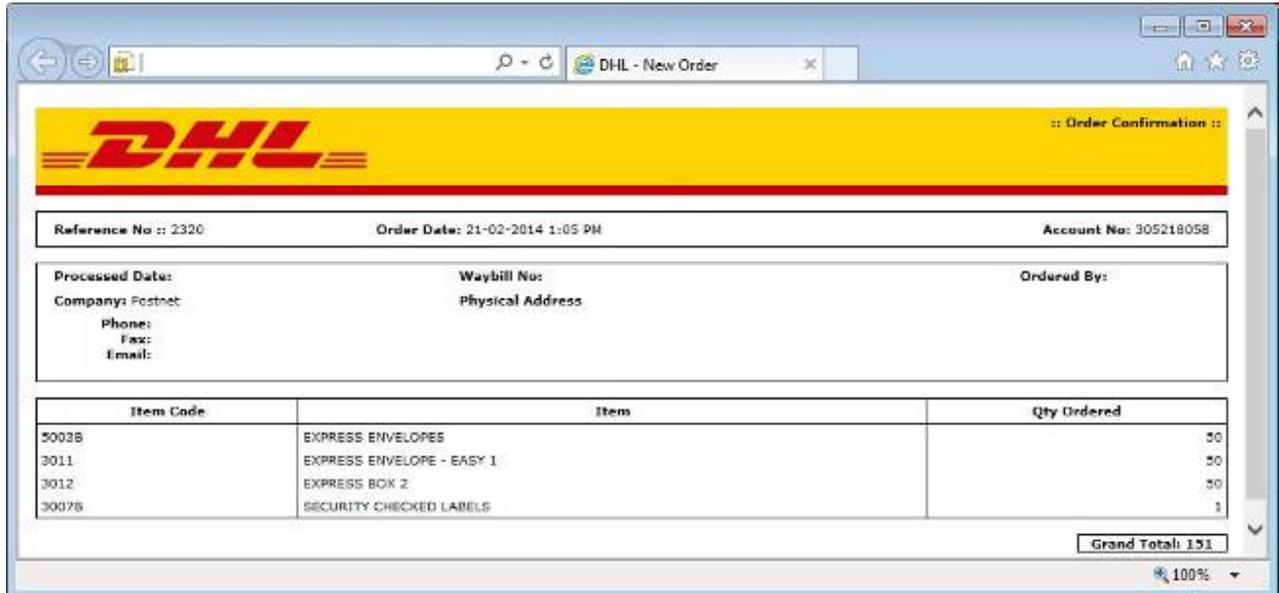
Step 10

Use the go back  and the Close Categories  to take you back to your dashboard where you will review your order by clicking on the green tick . At this point you have not completed your order and can cancel / delete your order by clicking the red delete button.

| Ref No | Order Date | Processed Date | Waybill No | Item Qty | Status | Add | Delete | View |
|--------|--------------------|----------------|------------|----------|-----------|---|---|---|
| 47 | 23-10-2013 8:43 AM | | | 1 | NEW ORDER |  |  |  |

Step 11

To complete the order click the Complete & Send Order **Complete & Send Order** ✓, this will send the order to be processed and will be marked as pending in your dashboard **PENDING**, Once the order has been processed and on route for delivery the pending status will be changed to dispatched **DISPATCHED** and your order will be delivered within 1 to 3 working days. An email will be sent to you with your order details. Once an order has been placed it cannot be deleted or changed



DUPLICATING PREVIOUS ORDERS

(Remember my basket)

This feature will allow users to copy their previous orders without having to go through all the categories and items. This will save time when reordering the same order. Once you have copied an order you can add additional items if desired.

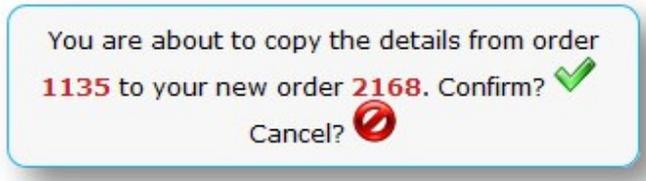
Step 1

Click the New Order Button **New Order** +. Then click the copy icon



Step 2

Find the order you are looking for and click the copy icon , confirm the copy by clicking the green tick



You will notice that the “Item Qty” will be the same as the previous order

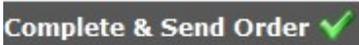
| Item Qty | Status |
|----------|-----------|
| 2 | NEW ORDER |

Step 3

Click on the green tick  to view your order. At this point you have not completed your order and can cancel / delete your order by clicking the red delete button. You can also add any additional items at this point if desired

| Ref No | Order Date | Processed Date | Waybill No | Item Qty | Status | Add | Delete | View |
|--------|--------------------|----------------|------------|----------|-----------|---|---|---|
| 47 | 23-10-2013 8:43 AM | | | 1 | NEW ORDER |  |  |  |

Step 4

Click the Complete & Send Order , this will send the order to be processed and will be marked as pending in your dashboard , Once the order has been processed and on route for delivery the pending status will be changed to dispatched  and your order will be delivered within 1 to 3 working days. An email will be sent to you with your order details