



Quick Rate Quote Tutorial

First, Log in with the provided username and password:

Username: quotes@mymissionaryshipping.com

Password: Quote\$ Only

Then click "Login"

log in below to get your free rate quote.
Copy and paste the username and password below to log in. (**VERY IMPORTANT TO UNDERSTAND**) this is only a quoting tool. It is not meant to process your shipping request. Do not save your quotes as they will not be able to be processed here. This is only meant to get a rate and that is it, once you have your rate come back to this page and fill out the "Process My Shipment Form" found just below the log in for the rate quote tool.

Click HERE first before you try to log into the rate quote tool.

Username is: quotes@mymissionaryshipping.com
Password is: [Quote\\$ Only](#)

Username:

Password:



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Next click **ONLY** on the Green “Quick Quote” button up at the top right corner of this page:

DO NOT try to enter any information on this page:

The screenshot shows a web interface for shipping. At the top left, the word "SHIP" is displayed. A red text box with a white background and red border contains the instruction: "This is where you need to click to get your rate quote. Click on the green QUICK QUOTE button. DO NOT try to fill in the Sender's info or the Receiver's Info on this page!". A red arrow points from this text box to a green "QUICK QUOTE" button in the top right corner, which is also enclosed in a red box. The main form area is divided into several sections. On the left, there is a "NEW SHIPMENT" button. Below it are fields for "SHIP DATE" (with a calendar icon) and "REFERENCE" (with a note "e.g. order number"). The "SENDER" section includes fields for "NAME", "COMPANY", "ADDRESS1", and "ADDRESS2". The "RECEIVER" section includes fields for "NAME", "COMPANY", "ADDRESS1", "ADDRESS2", and a "Residential" checkbox. Large red 'X' marks are drawn over the "SENDER" and "RECEIVER" sections. On the right side, there is a "QUOTE" section with fields for "BASE RATE" and "TOTAL", both with minus signs. At the bottom of the quote section is a "SHIP" button.



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Next, (Sender's Information)

- (1) Origin Country should be the United States
- (2) Enter the zip code of where you are sending from
- (3) Enter the State of where you are sending from

(NOTE you have to use a zip code DHL offers pickup service in. It will not work with any other zip code)

(Receiver's Info)

- (4) Choose which country you want to send to
- (5) enter the zip or postal code if you have one for the destination
- (6) Enter the State or Province of the destination if there is one

(NOTE #'s 5 and 6 are not required fields but if you have the info please enter them.)

Then click on the DHL Express Worldwide as the service level. Then Customer Packaging.

The screenshot shows the DHL Quick Quote form with the following fields and annotations:

- SHIP DATE:** 12/28/2016
- REFERENCE:** e.g. order number
- SENDER:**
 - COUNTRY = UNITED STATES (1)
 - ZIP = 85142 (2)
 - STATE = AZ - Arizona (3)
- RECEIVER:**
 - COUNTRY = HONG KONG (4)
 - ZIP = (5) [if there is one]
 - STATE/PROVINCE = Kowloon Tong (6) [if there is one]
- QUOTE:** BASE RATE, TOTAL
- SELECT SERVICE:** A dropdown menu with "DHL Express Worldwide" selected. A red box highlights this option, and a red arrow points to it with the text "Then click on DHL Express Worldwide as the service."
- SELECT PACKAGE:** A dropdown menu.
- DETAILS:** A dropdown menu.

* For a more accurate quote, provide a zip/postal code.



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Then it will want you to fill in the dimensions and weight

- (1) Length in inches [WHOLE NUMBER ONLY]
- (2) Width in Inches [WHOLE NUMBER ONLY]
- (3) Height in inches [WHOLE NUMBER ONLY]
- (4) Weight [you can enter a whole number for the lbs and you can also enter in ounces if you know the exact weight for a more accurate quote.]
- (5) Enter in the estimated or actual total declared value of all the items in your package.

The screenshot shows the DHL Express Worldwide shipping form. At the top, there is a header with the DHL logo and "EXPRESS WORLDWIDE" on the left, and a dropdown menu labeled "CUSTOMER PACKAGING" on the right. Below the header, there is a "UNITS" dropdown menu set to "in/lb/oz". The main form consists of a table with the following columns: LENGTH, WIDTH, HEIGHT, WEIGHT, OUNCES, INSURE AMT, and CUSTOMS AMT. The values entered are: LENGTH: 12 in, WIDTH: 10 in, HEIGHT: 5 in, WEIGHT: 5 lb, OUNCES: oz, INSURE AMT: \$ 0.00, and CUSTOMS AMT: \$ 20. Red annotations (1) through (5) are placed above the input fields for Length, Width, Height, Weight, and Customs Amt, respectively. Below the main table, there is a summary table with columns: TOTAL QUANTITY, TOTAL WEIGHT, and OUNCES. The values are: TOTAL QUANTITY: 1, TOTAL WEIGHT: 5 lb, and OUNCES: 0 oz. A blue plus sign icon is visible to the right of the main table, and a mouse cursor is pointing at the bottom right of the summary table.

LENGTH	WIDTH	HEIGHT	WEIGHT	OUNCES	INSURE AMT	CUSTOMS AMT
12 in	10 in	5 in	5 lb	oz	\$ 0.00	\$ 20

TOTAL QUANTITY	TOTAL WEIGHT	OUNCES
1	5 lb	0 oz



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On the same page after you have entered your dimensions, weight, and declared value you will notice the system has calculated a price for you on the right/top of the page: The system will show \$15.00 for the option of pre-paying any possible Duties and Taxes. However, for all of my customers it's actually only \$10.00

(The system defaults with this option, However you do not have to include this option when you send me your shipping request form, and you will not be charged. Other useful information it will show you is if you are being charged based on actual or dimensional weight. This will be shown just under the word "TOTAL" You will notice a blue bar that will say "COMPLETE SHIPMENT" However, this is only a rate quote tool account and will not allow you to complete a shipment here so please don't try to go any further, you are done at this point and have your rate.



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QUOTE

 DHL Express Worldwide
Customer Packaging

BASE RATE	\$53.22
EXPRESS FUEL SURCHARGE	\$1.60
DELIVERY DUTY PAID	\$10.00 \$15.00
TOTAL Quoted Weight/Type 5 lb/Actual	\$69.82 \$64.82

[COMPLETE SHIPMENT](#)

The system will show \$15.00 for the option of pre-paying any possible Duties and Taxes. However, for all of my customers it's actually only \$10.00

** (The system defaults with this option, However you do not have to include this option when you send me your shipping request form, and you will not be charged the additional \$10.00.) **

YOU ARE NOW DONE WITH THIS RATE QUOTE TOOL!
DO NOT TRY TO COMPLETE SHIPMENT!!!!!!



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This is only a RATE QUOTE TOOL account it is not meant to actually produce shipping documents, in fact it can not. Please do not try to save your quotes in this account as it's open for all our customers to use to get their rate quotes so if you did try to save a quote your information would be open to everyone else using this tool. Also, please don't try to change any of the settings or defaults.

Please don't try to save any address's in the address book. All of that information would be exposed to everyone else signing into this rate quote tool.

When you are actually ready to ship with us, you will need to go back to www.mymissionaryshipping.com/international and scroll down the page under the Rate Quote Tool till you see the "Process My Shipment Form." This is the form you will fill out to submit your information to us so we can process your shipping documents for you to send them to you.

Thank you!