Your BOL explained to ensure seamless processing and delivery

1. **Shipment From (required).** Shipper’s contact information should be pre-entered by DHL eCommerce Solutions. If blank, contact Customer Service at 1-800-805-9306 or gmus-contact@dhl.com.

2. **Ship To (required).** Distribution center to process shipment should be pre-entered by DHL eCommerce Solutions. If blank, contact Customer Service.

3. **Product/Service (required).** Identify product and service level. (NOTE: Only one box can be marked for the “GM Business Mail” product or in the “US Domestic Products” section. Use a separate BOL for each product and/or service.)

4. **Commodity Shipped (must check one if tendering DG).** DHL eCommerce Solutions requires shippers to identify the type of Dangerous Good being shipped in the eFile, as a content category code, and the BOL. Mark “Limited Qty/ORM-D” for packages tendered with content category code 08 (e.g. creams, alcohols, and perfumes). Mark “Lithium-Ion Batteries” for packages tendered with content category codes 04 – 06 (e.g. cell phone and laptop batteries). Mark “Small Quantity” for packages tendered with content category code 09. Please select “Other” if tendering “Lithium Metal Batteries” packages, content category codes 01 – 03 (e.g. watch and camera batteries).

5. **Pieces/Containers/Gross Weight (required).** All shippers must indicate number of containers and shipment weight (lbs.).

6. **BOL Number.**

7. **Order Confirmation Number.** Enter number provided by Customer Service Representative when pick-up was scheduled.

8. **Billing Reference (optional).** Note any internal reference.

9. **Shipment Authorization (required).** Please complete and sign.

10. **Pick-Up Agent.** DHL eCommerce Solutions and/or our agent will complete.

11. **Receiving Distribution Center.** To be completed by our distribution center.

12. **BOL Sequence Copy.** Note that each BOL consists of four copies.
   a) Billing – place this copy inside one of the containers.
   b) Agent – provide this copy to the driver.
   c) Operations – also provide this copy to the driver.
   d) Customer – keep this copy for your records.

For any questions, please contact Customer Service at 1-800-805-9306 or gmus-contact@dhl.com