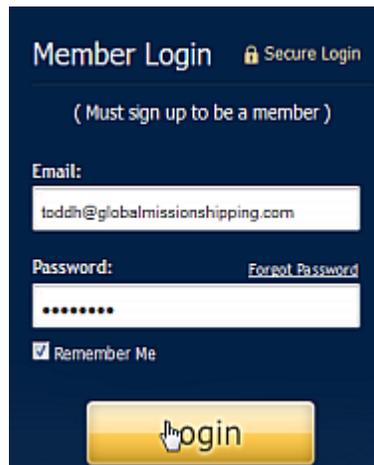# Send a Shipment Tutorial

Now you are ready to process your shipment. Sign into your account with your email address and password you used to sign up for your account.

Click on the "Login" button.

Your GMS Dashboard will appear. If this is your first time to process a shipment it will look something like this.

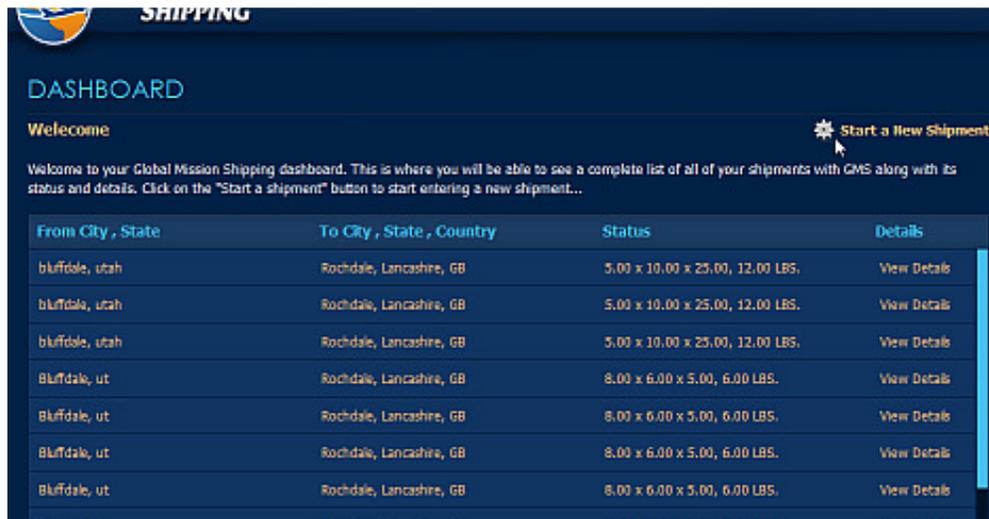Once you have processed and sent out a few shipments it will look something like this, with a record of your past shipments.

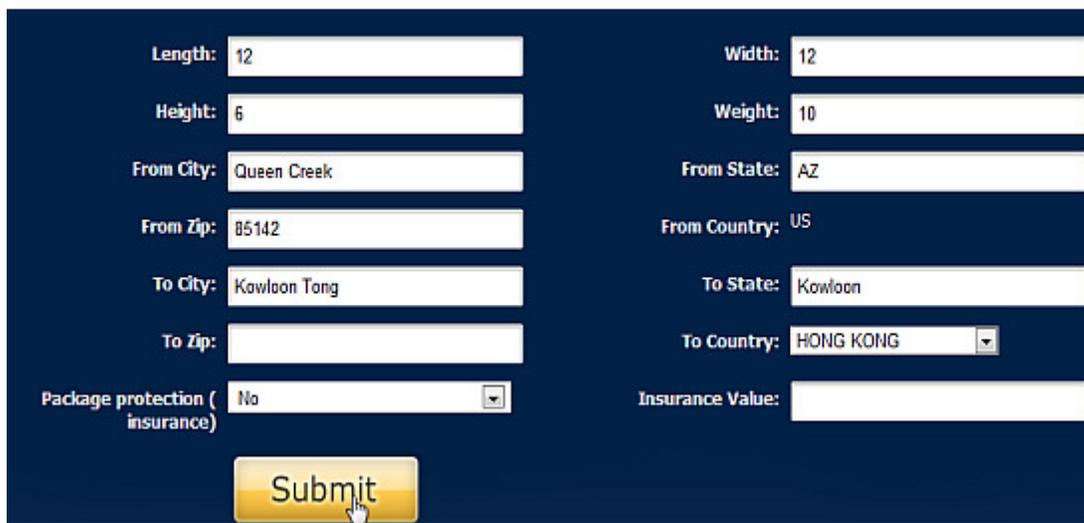Either way, when you want to start processing a new package you will click on the "Start a New Shipment" link with the little spoked wheel or gear icon on the upper right of the page.

This is the first page where you are actually processing your package for shipment.

Fill in your dimensions, weight, origin city & State &, Zip, Destination City & State & Zip (or Postal Code) and destination Country. It then asks you if you are interested in Package Protection or Insurance – Yes or NO.

The next field is "Insured Value" field. If you did want it insured this is where you would enter in the amount you want it insured for. (Note, the insured amount can't exceed the duty or declared amount, and it will add to the total shipping cost.)

When done with all that information click the "Submit" button.

This next page will show you the cost of your shipment next to the "Total GMS Shipping Charge" toward the bottom of the screen. *You will also again see UPS, FedEx and USPS charges for the same package with their published rates.*

: **"Total GMS Shipping Charges"** It should show a dollar amount in this field at this time (the example below shows $60.28). If it does not, then more information was needed in the previous screen so you will need to click on the back button on your browser and recheck your information.

Length: 12		**Width:** 12	
Height: 6		**Weight:** 10	
Description of Contents:	Missionary Supplies	**Ship Date:**	2010-12-10
From Name:	Todd Hebdon		
From Email:	toddh@globalmissionshipping.com	**From Phone:**	866-848-4050
From Address:	24810 South Rittenhouse Road	**From City:** Queen Creek	
From State: AZ		**From Zip:** 85142	
From Country: us		**To Company:**	Hong Kong Mission
To Name:	Elder Thomas S. Monson	**To Phone:**	12-345-6789-0123
To Address:	#2	**To City:** Kowloon Tong	
To State: Kowloon		**To Zip:**	
To Country: HK			
Package protection (insurance)	No	**Insured Value:**	
Total GMS Shipping Charges:	$ 60.28		
UPS Charge: $ 164.67		**Fedex Charge:** 157.16	
USPS Express Charge: $ 75.75			

Continue to fill in all of the information as shown in the sample above. (With your own information though of course!) The description of Contents, (Note: legally we can't tell you how to fill in your description of contents but we highly recommend filling it in with a nondescript description such as Missionary Supplies, or Personal Effects, or Gift or something along those lines.) The shipping date, From Name, (your name) From email address, From Phone number, and From address. Then the To Company (Once again this is a required field, for missionaries it's usually going to be the mission name. For an individual just enter the individual's name in this field as well as the "to name" field.) To Name (Contact or recipients name) To Phone (A required Field, we have to have a good phone number to contact them at.) To Address (NOTE. DHL's system will only accept information in any field totaling 30

Now scroll down the page to the second half of the page.

Items fields. (The easy way to do this is to simply state "Missionary Supplies" and how many different items in the QTY field as shown with a uniform dollar amount. (Note, legally we cannot tell you how to enter in your information; however it is our very strong suggestion to keep the Total Duty Value as low as you possibly can. Say $20.00 or lower regardless of the actual value of the items in your care package. We also want to make it clear not to send high valued items in your care packages either. ==Cash is strictly prohibited as well!== If you have a question of what items you can and can't send to a certain country please feel free to call DHL's customer service phone line at (800) CALL-DHL to ask them. Loss from theft will not be reimbursed from GMS. The reason for entering a low value is, Customs officials in other countries tend to not be as interested in low value "Care Packages" or "Personal Effects" of low value that are not meant to be sold or repackaged and resold in the destination country.) You will not need an HTS# for this method.))

 Or you can list out different items such as books, candy, shirts etc. in this field. However, if you do list them out than you should also fill in the HTS# or another name for this number is a Schedule B number.)Click on the "Lookup" button to determine this number.)

The above is an example of listing each item individually. Click on the (Lookup) link to look up the specific HTS#. The below example is what will pull up after you click on the "Help" or Lookup link:

(it typically will ask you to dig deeper so you need to know in this case what type of shirt. Click on Other.)

Tell us more about the gender

babies' ▣

men's or boys'

women's or girls'

other

(And deeper still what gender is this shirt intended for? Click on the correct one.)

Tell us more about the content

100   % cotton

0   % man-made fibre

0   % other textile material

accept

(Even deeper, what is the content or what is it made from and the percentages.)

Harmonized System Commodity Description

Chapter 62

ARTICLES OF APPAREL AND CLOTHING ACCESSORIES, NOT KNITTED OR CROCHETED

62.05   Men's or boys' shirts

6205.20   - Of cotton

Get Schedule B Number

(Finally it can find your Schedule B Number.)

Schedule B Code	Description
62.05	Men's or boys' shirts:
6205.20	Of cotton:
6205.20.2022	Dress
6205.20.3000	Other

(Choose the highest digit number that best describes your item. This is the number you can copy and paste into the HTS#/B# field. You will need to repeat these steps for each of the items you have listed. This is another reason why we recommend just entering a nondescript description such as Missionary supplies and the low dollar amount to avoid having to do this for every item in your care package.)

Once you have all this information entered in make sure one more time there is a dollar amount by the "Total GMS Shipping Charges" line.

Total GMS Shipping Charges: $ 60.28

UPS Charge: $ 164.67   **Fedex Charge:** 157.16

USPS Express Charge: $ 75.75

The below HTS# / B# is required by customs to specifically identify all goods. Click on the "Lookup" link next to HTS# / B# below to find the number assigned to each item. After you find the item number copy and paste it into the "HTS# / B#" field.

Items	HTS# / B# (Lookup)	Country of Orgin	Qty	Unit Value	Total
Missionary Supplies		USA	4	$ 5	$ 20
			0	0	$ 0
			0	0	$ 0
				Total Duty Value:	$ 20

Press the Submit button below to continue with this shipment.

Submit   **Get Another Quote**

Then click on the "Submit" button.

This will now take you to the Shipment Payment Screen. This is where you will enter in your credit card information. <mark>(Note, for security reasons we have made it so that the credit card you choose to purchase your shipment with, the card holder's last name at least has to match the last name of the person who signed up for the account with GMS.)</mark> Once everything is filled in correctly, agree to the Terms of Service. *(Note, it is very important that you really do read through and understand the terms of service before you click submit. There is a lot of really good information you really should know and understand before you finalize your shipment.)*

Now you are ready to click the "Submit" button to finalize the processing/payment of your package for shipment.

This will then take you to the View Shipment page where you will be able to print out your shipping documents, track your shipment and schedule a pickup.

Click on the "Download" link next to the "Label Label" line to download your shipping documents. The first page will be your instruction sheet that will give you all the information you need to know in order to give the correct documentation to the DHL Driver along with your package and instructions on how to schedule your pickup. After your package has been picked up and is in transit you will be able to come back to this page through your dashboard page and click on the "Track Shipment" link to follow your package all along its journey to its destination.