

Thank you for choosing DHL Express for the delivery of your PSA certificate!

Important Reminders:

1. All bookings must be managed through this link:

<https://mydhl.express.dhl/ph/en/Unisys3/d1bfc8d-a3ff-427b-b0d2-18bae0e8504e/auth/ext-login.html>

2. Please enter the passcode **DHLPSA** to access MyDHL+.
3. DHL Express delivery cost is separate from the PSA Serbilis fees, and is charged by and payable to DHL Express.
4. All paid shipments for DHL Express are final and irrevocable.
5. No DHL Express waybill, no pickup and delivery.
6. PSA Serbilis is not liable for nondelivery of your document due to non-submission of your DHL Express waybill.
7. DHL Express Terms and Conditions of Carriage apply.
8. No changes to the Waybill can be made after payment of the shipment has been made.
9. Only paid requests will be processed and shipped by Unisys PSA Serbilis.
10. PSA Serbilis will ship the document(s) as issued by the PSA.

Scan the QR Code to proceed with the booking.

Please enter the passcode **DHLPSA** to access MyDHL+.

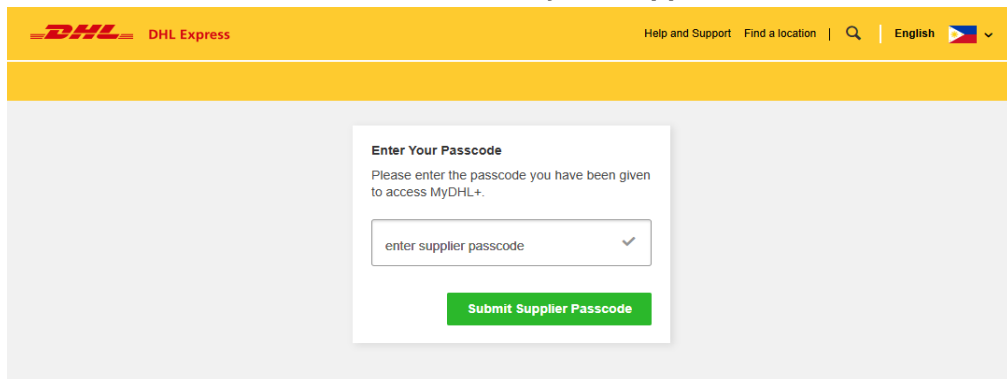


Or please continue to read below for more details and step by step instructions:

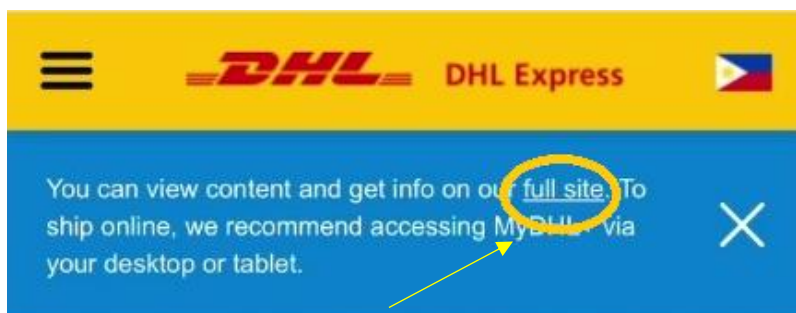
1. Go to DHL's site to book and pay for your express shipment. Open the link in a new tab:

Link: <https://mydhl.express.dhl/ph/en/Unisys3/d1bfc8d-a3ff-427b-b0d2-18bae0e8504e/auth/ext-login.html>

Enter Passcode: **DHLPSA** > Select Country > **Philippines** 

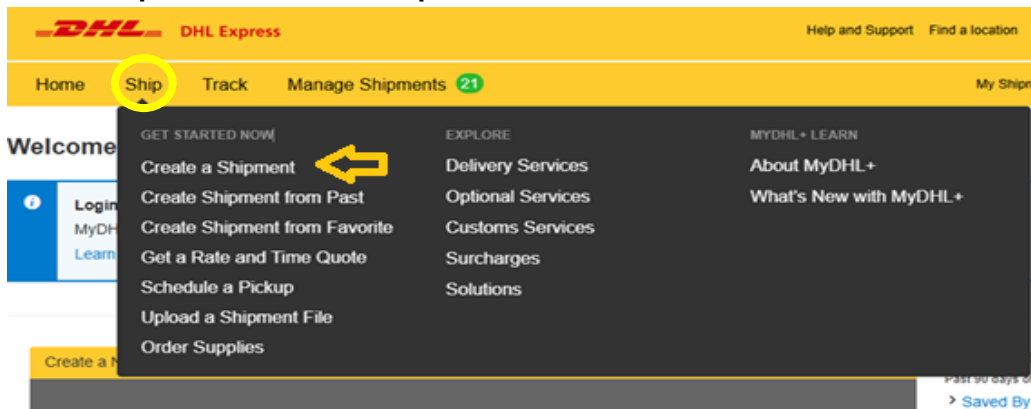


The screenshot shows the DHL Express Philippines MyDHL+ login page. At the top, there is a yellow header with the DHL logo and 'DHL Express' text. To the right of the header are links for 'Help and Support', 'Find a location', a search icon, 'English', and a dropdown menu with the Philippine flag. The main content area is light gray and contains a white box titled 'Enter Your Passcode'. Inside this box, it says 'Please enter the passcode you have been given to access MyDHL+'. Below this text is a text input field with the placeholder 'enter supplier passcode' and a checkmark icon on the right. At the bottom of the box is a green button labeled 'Submit Supplier Passcode'.

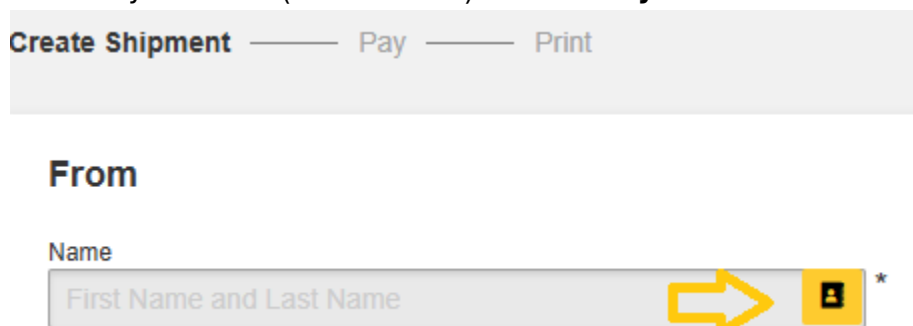


Important: Set your browser to Desktop mode if you are using a mobile phone to view the Full site.

Select **Ship** > **Create a New Shipment**.



2. Click the yellow icon (address book). Select **Unisys PSA Address**



The screenshot shows the 'Create Shipment' form. At the top, there is a gray bar with the text 'Create Shipment' followed by 'Pay' and 'Print' separated by horizontal lines. Below this bar is the 'From' section. It starts with the label 'Name' followed by a text input field with the placeholder 'First Name and Last Name'. To the right of the input field is a yellow arrow pointing right and a yellow icon of a person inside a square. To the right of the icon is a small asterisk '*'. Below the input field is a yellow highlight box.



Show this Address Book Group Ship FROM ▾

All ▾

Nickname	Name	Address	City	Country
PSA Serbilis	PSA Serbilis	Level 9 One Cyberpod Eton Centris	QUEZON CITY - PINAHAN	Philippines, the

1 - 1 of 1



To

Important: fill-in *(Input your destination name, country, address, city, postcode etc.).*

To

Name

☐ Business Contact

Company

Country/Territory

Address

Address 2

Address 3

ZIP Code City State

☐ Residential Address

Email Address

Phone Type Code Phone Extension

3. Scroll down the page, **Enter your PSA Serbilis Reference Number.**

Describe the documents in your shipment

Select a description

PSA Serbilis Reference Number

Your first reference will appear on your shipping label/waybill. All additional references will not show on shipping

Important: Should reflect **PHPSA** for Transportation charges. Payment method **Credit card** only.

How will you pay?

How will you pay for transportation charges?

▾

Payment Method

▾

☐ Remember these payment options for the ▾

a. Choose **shipment date**.

Important: Shipment date should be at least four (4) business days after you have paid for your PSA Serbilis request. However, actual pickup may vary depending on the release of document from the PSA.

- b. **Select Express Worldwide.**
- c. **Select Yes – Schedule Pick up.**
- d. Choose **Visa** or **Mastercard**.
- e. Click **Accept and Pay**.

The screenshot shows a payment form with a yellow warning box at the top. The warning text states: "You are making a payment with DHL International GmbH on behalf of DHL Express (Philippines) Corp. DHL House, 2366 China Roses Avenue, Kayamanan C., Makati City 1231, Philippines. Your credit card will be pre-authorized for 2,474.84 PHP." It lists three bullet points: 1. The pre-authorization amount includes a reservation buffer of 20%. 2. DHL will reweigh and re-measure all shipments to ensure we charge the correct amount to your credit card. You will receive a payment receipt email after DHL confirms the weight and dimensions of your shipment. 3. If the final billed amount exceeds the original pre-authorized amount your credit card will then be charged for the additional charge. The original and additional charge will reference the same shipment Waybill number. A note at the bottom of the warning box states: "Note: DHL never stores or retains any personally identifiable information or any financial information such as credit card numbers. DHL only stores an encrypted token ID which can only be decrypted by the payment processor in the PCI-DSS compliant environment."

Below the warning box is a checkbox labeled "Billing address is the same as the ship FROM address". Below this is a form with fields for: First Name and Last Name, Address, Company, Address 2, Email Address, Address 3, Phone Type (Office), Code (1), Phone (817-478-21), Extension, Country (United States of America), ZIP Code (10000), City (NEW YORK), and State (New York). At the bottom of the form is a green "Accept and Pay" button and a "Cancel" button in the top right corner.

Important: ☐ Billing address is the same as the ship FROM address **DO NOT** check the box for **Billing address is the same as the ship FROM address**. And then enter your residence address.

4. On the next page, enter your credit card details and then click **Pay**.

The screenshot shows the DHL payment page. At the top is the DHL logo. Below it are links for "Create Shipment", "Pay", and "Print". On the right, there is a "Secure payment" link. The main content area shows a "Total" amount in "PHP". On the right side, there is a credit card payment form with fields for: Card number (masked with asterisks), Expiry date (MM/YY), Security code (123), and Cardholder name (John Doe). Below these fields are two buttons: a green "Pay" button and a white "Cancel" button.

5. If payment is successful, on the next page:

- a. Select the **Label (Waybill)** and the **Receipt** checkboxes.

Important: Waybill details are sent automatically to Unisys PSA Serbilis. Please take note of your **Piece # / Piece ID and Pick Up Confirmation Number**. can also be found on the **bottom of AWB copy**.

Print and preview your documents

Shipping labels and customs documents must be printed for the DHL courier

☒ Label (Waybill) ☐ Receipt

1 Number of Copies

Print Selected Documents

Your Tracking Number
XXXXXXXXXX
Piece # 1:
JD XXXXXXXXXX

Pickup Confirmation Number CBJ:XXXXXXXXXX

Pickup Del
Fri, Feb 20, :
Between 1:00

1100 QUEZON CITY - CENTRAL
Philippines, Inc.

United States of America

PH-MNL-DXO US-ONT-ON2

Product Details:
D EXPRESS WORLDWIDE (42)
Features / Services (Service Extra):
Automated Digital Imaging (DI)
Emergency Shipment (ES)
Residential Delivery (RK)
Day A/C
Takes A/C

Shipment Details:
From:
Dest/Dest (Dest Wgt (KG) / One Pkg (KG))
0.5 kg
Pieces
1

Waybill: XXXXXXXX

- b. Click **Print Selected Documents** and **save as PDF**. This is your copy of the Waybill and the Receipt. **Keep your Tracking Number or Waybill number** to monitor your shipment.



Print 2 pages

Destination: **Save as PDF**

Pages: All

Pages per sheet: 1

EXPRESS WORLDWIDE DOX-DHL

From: MNL

To: 10000 NEW YORK, New York
United States of America
US-ZYP-ZYP
RES-ADI
Ref: 1234-5678-9012-3456
0.5 kg 1/1

Waybill: XXXXXXXX

Waybill Doc: DOX-DHL

On the next page, click **Get and Send Notifications** to receive notifications on the progress of your shipment.

DHL Express Help and Support Find a location | English |

Home Ship Track Register Login

Create Shipment Pay Print

Shipment Confirmation

Important

- Do not seal your shipment as the courier must inspect the contents.
- You or a representative must be present when the courier arrives. Shipments cannot be left outside or in "safe" places for the courier to pickup.
- Affix one copy of the label securely to each package and give the other to the courier, along with any customs invoices if applicable.
- Ensure your packages are packed and labeled correctly to avoid damage or delays. [Follow DHL's Packaging Advice](#).
- If you need to cancel or change your pickup, please contact Customer Service at: 1800 1888 0345

Your Tracking Number
9805029920

Reprint Documents

Download Documents

Create Another Shipment

Want Status Notifications?

Set up email or text notifications for this shipment's progress - for you or others!

Get and Send Notifications

Want to Share?

Select shipment details you want to email to others.

☐ Tracking Number	☐ Label (Waybill)
☐ Shipment Details	☐ Shipment Receipt

Share

Important: This portion will complete your transaction. **Tracking Number or Waybill number** will be generated. Request will now route to **info2@psaserbilis.com.ph**

6. You're done! **Thank you for using DHL!**