

[DHL Global Mail](#) is a service designed to compete aggressively at a cost level with private ground service package carriers. DHL Global Mail shipments can save customers as much as 40% over other ground delivery services. Each shipment has \$100 automatic insurance protection as well as tracking. DHL Global Mail utilizes the USPS for the final-mile delivery to every address in the U.S.

DHL Global Mail is only available in some Southern California areas (currently greater Los Angeles), and will be rolled out nationally over time.

### Services

**DHL Global Mail SmartMail Parcel:** Parcels less than 1 pound and less than 60" Length + Girth.

**DHL Global Mail SmartMail Parcel Plus:** Parcels weighing 1—15 pounds and less than 60" Length + Girth.

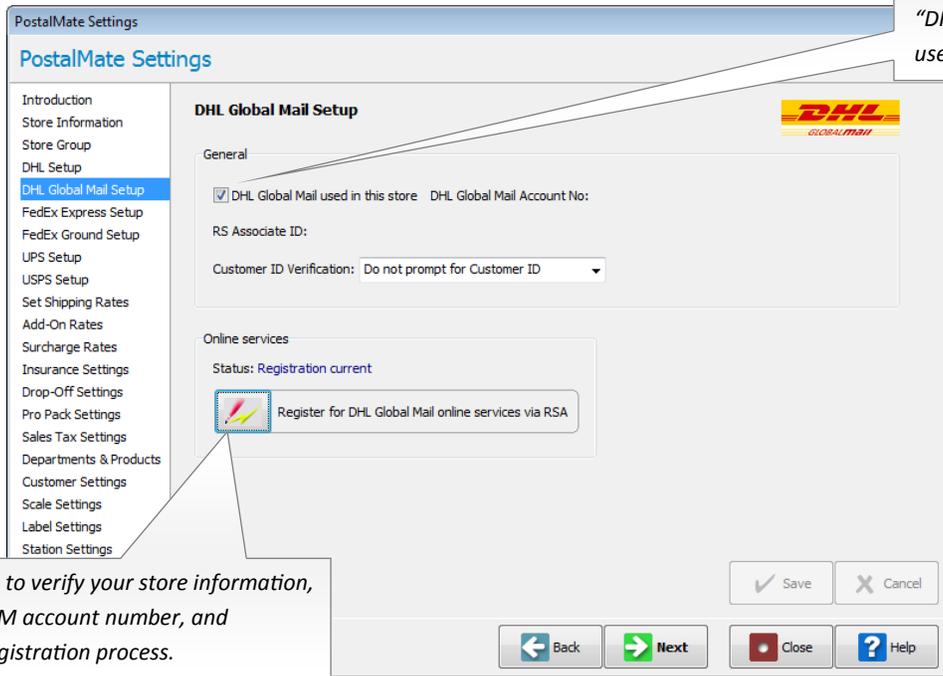
*(Note: Packages with volume greater than 50" and less than 60" incur a "Non-Qual Dim" surcharge. See page 3.)*

### Establish a DHL Global Mail account

1. Contact Retail Shipping Associates (RSA) and let them know you are interested in setting up a DHL Global Mail account. Visit [rscentral.org](http://rscentral.org) or call RSA at 866-365-8988 for more information on DHL Global Mail or about obtaining a RSA membership ID number.
2. Establish an **Endicia Label Server Advanced Plan**. Endicia Label Server is used to print DHL Global Mail labels. If you do not have an Endicia account, you will need to set one up. Visit [www.endicia.com/postalmate](http://www.endicia.com/postalmate) to set up an account. Once done (Or, if you already use Endicia Label Server with PostalMate) you will need to contact Endicia Support/Sales to upgrade your existing account to an **ELS Advanced Plan** (\$34.95). Once this is done RS Associates, DHL Global Mail and Endicia work together to set up your Endicia account for DHL Global Mail shipments. (No postage is used for DHL Global Mail.)
3. Once your account is established, you are now ready to set up DHL Global Mail in PostalMate.

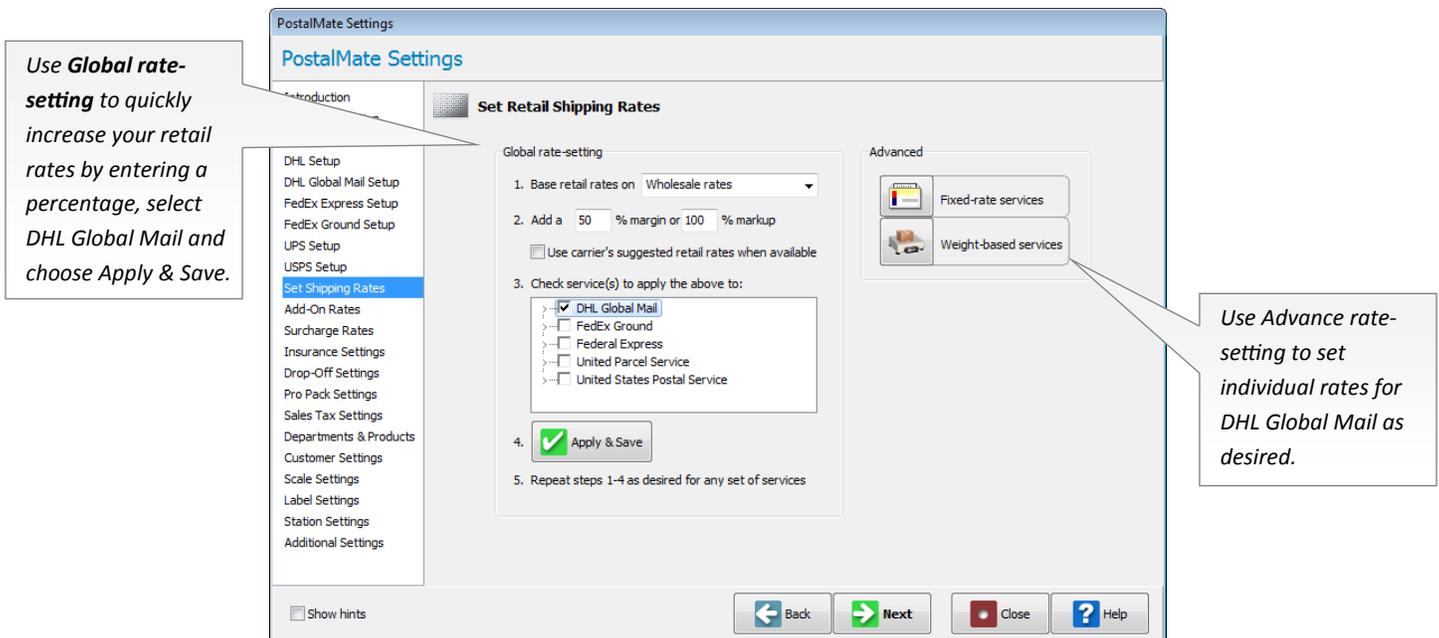
### Register for DHL Global Mail in PostalMate

1. From the main menu, choose **Tools > PostalMate Settings**.
2. On the left pane, choose **DHL Global Mail Setup**.
3. Place a checkmark in the box "**DHL Global Mail used in this store**".
4. Click on the button next to "**Register for DHL Global Mail online services via RSA**."
5. Complete the form, including your DHL GM Account number and RSA Associate ID and click **Send**. When PostalMate receives a successful response your system will be registered.



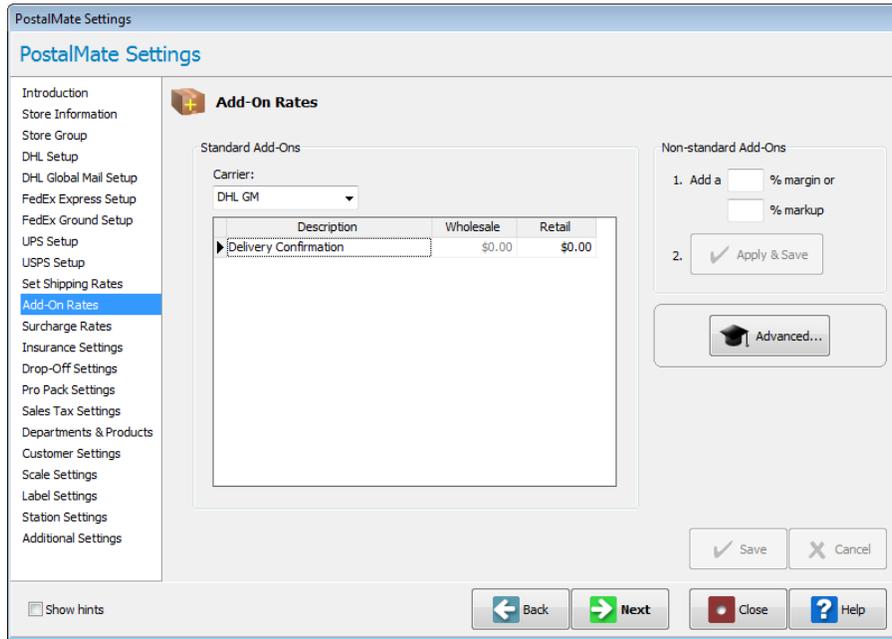
## Set Shipping Rates

1. Stay in **PM Settings**. Choose **Set Shipping Rates** on the left pane.
2. Use either the Global rate-setting or Advanced Rate Setting (weight-based services) to set your retail rates for DHL Global Mail.



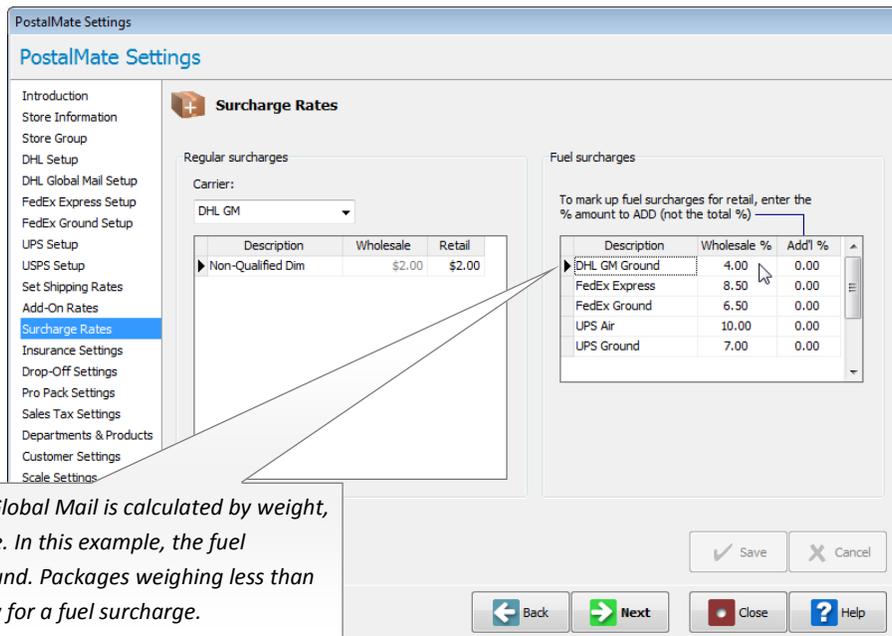
## Set Add-On Rates

1. In **PM Settings**. Choose **Add-On Rates** on the left pane. Select DHL GM from the drop-down list.
2. Delivery Confirmation is free, however you may set a Retail rate as desired.



## Set Surcharges

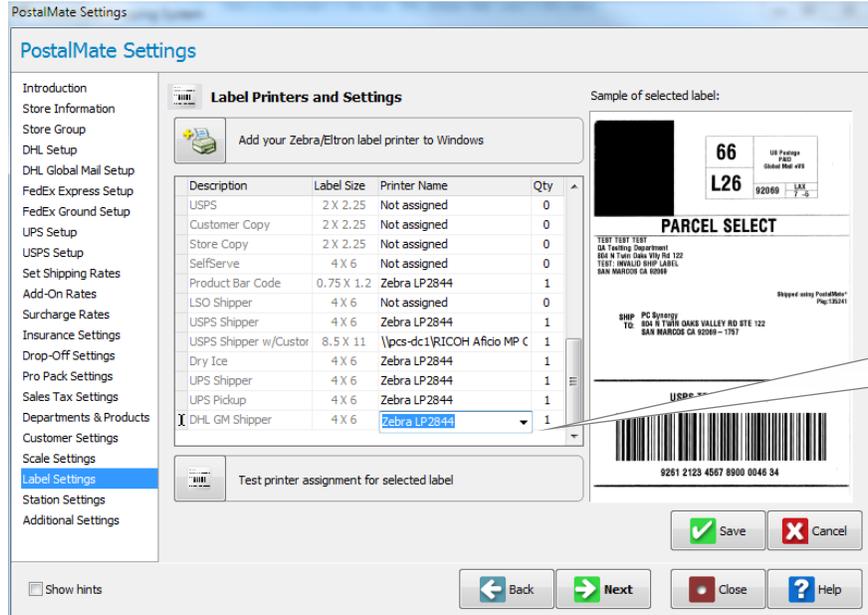
1. In **PM Settings**. Choose **Surcharges** on the left pane. Select DHL GM from the drop-down list.
2. For **Non-Qualified Dim**, enter a retail charge. (This surcharge applies to Length + Girth greater than 50" up to a maximum of volume of 60".)



*Fuel Surcharge for DHL Global Mail is calculated by weight, rather than a percentage. In this example, the fuel surcharge is \$.04 per pound. Packages weighing less than one pound do not qualify for a fuel surcharge.*

## Assign Label Printer (To be done on each PostalMate workstation)

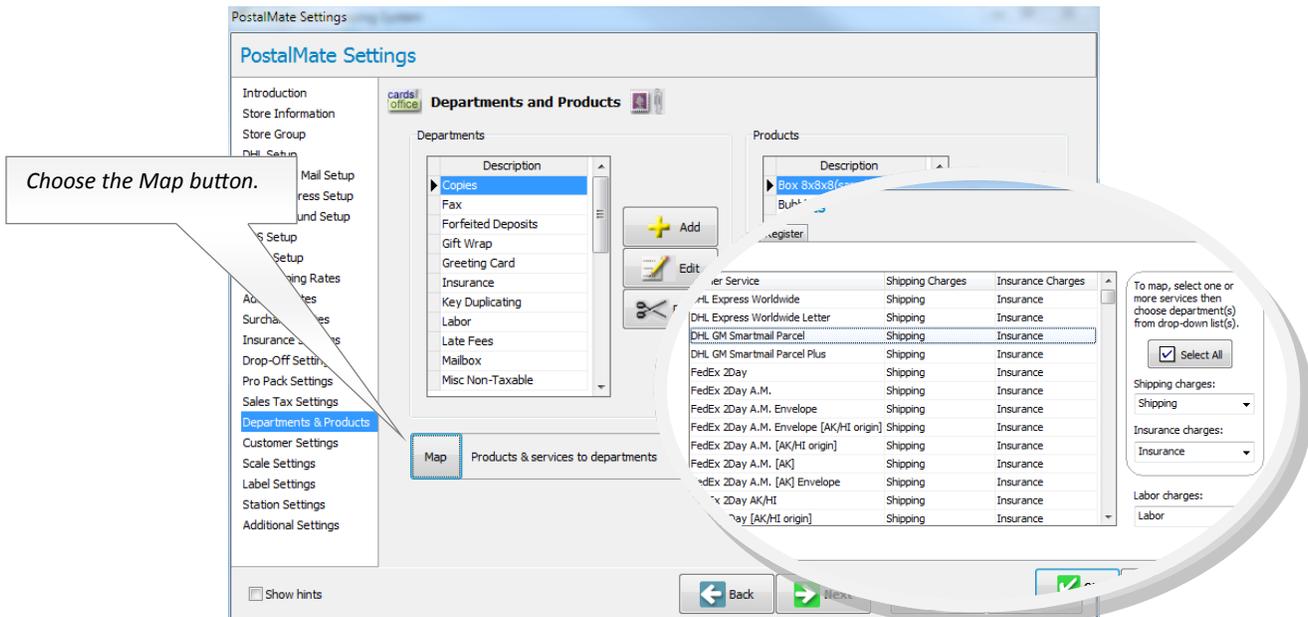
1. Stay in **PM Settings**. Choose **Label Settings** on the left pane.
2. Scroll to the bottom of the list and assign **DHL GM Shipper** to your 4x6 label printer. Choose the “Test printer assignment for selected label” button to test your label printer selection. Click **Save** when done.



Select your 4x6 label printer from the drop-down list.

## Map Departments

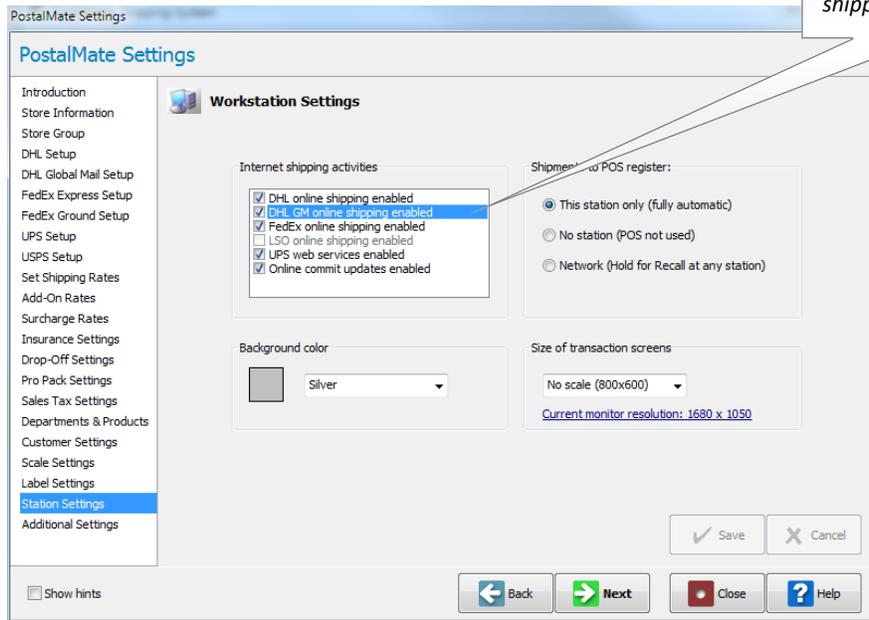
1. In **PM Settings**, select **Departments & Products**. Choose the “**Map**” button.
2. Select an appropriate department for the two DHL GM Smartmail Parcel services for both **Shipping** and **Insurance** charges. Click **OK** to save your changes.



## Enable Internet Shipping (To be done on each PostalMate workstation)

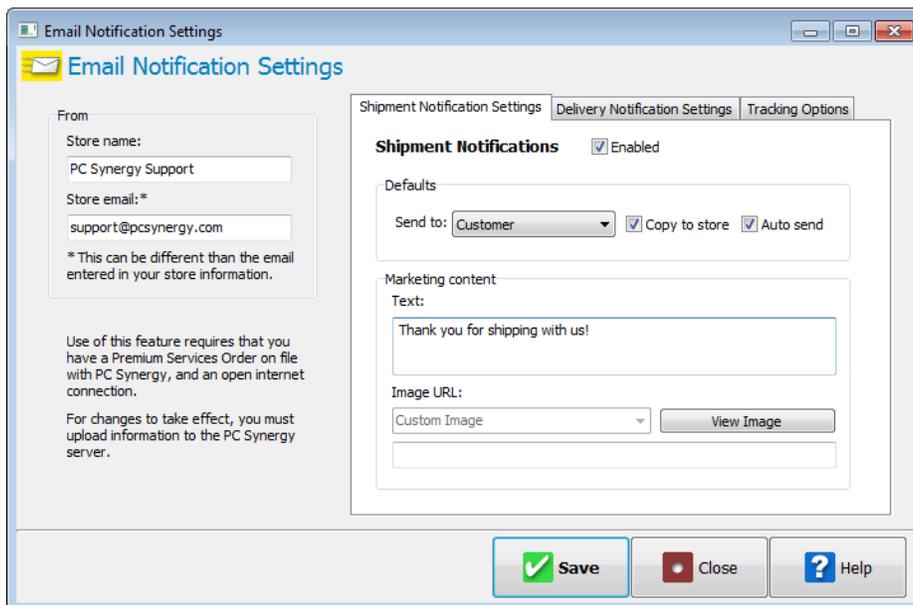
1. In **PM Settings**, select **Station Settings** on the left pane.
2. Place a checkmark in the box **“DHL GM online shipping enabled.”** Click **Save**.

Checkmark “DHL GM online shipping enabled”.



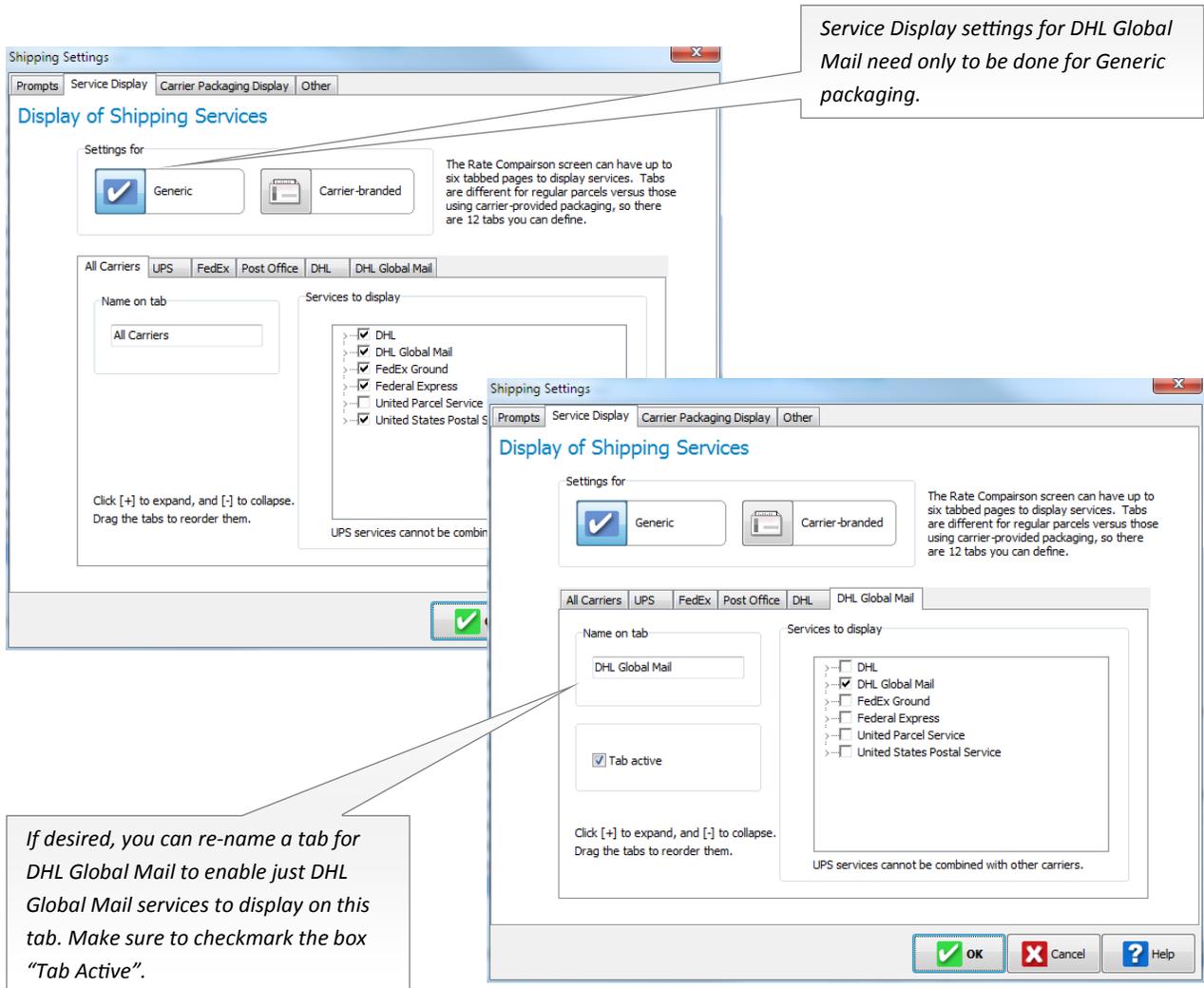
## Email Notification Settings

Shipment Notification is available for DHL Global Mail. If you have previously set up PostalMate to send shipment notification for your shipments, these settings will automatically apply to DHL Global Mail and no additional set-up is required. See TechNote titled [Setting Up Email Notification](#) if you wish to learn more about this feature.



## Enable DHL Global Mail on Rate Comparison

1. In **PM Settings**, select **Additional Settings**.
2. Choose the button **“Shipping Settings”**.
3. Select the tab **“Service Display”**.
4. Place a checkmark in the box for DHL Global Mail on any tab you wish for these services to be displayed. Optionally, you can re-name an existing tab to DHL Global Mail to have DHL Global Mail services appear on this tab. Click **OK** to save your settings.



*Service Display settings for DHL Global Mail need only to be done for Generic packaging.*

*If desired, you can re-name a tab for DHL Global Mail to enable just DHL Global Mail services to display on this tab. Make sure to checkmark the box “Tab Active”.*

**Close PostalMate Settings. You are now ready to ship DHL Global Mail in PostalMate!**