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

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

   https://mydhl.express.dhl/ph

   a. Choose **Philippines** 🇵🇭 in the upper right corner of the page.

   b. Select **Create a New Shipment**.

   c. Enter the **Ship From** and **Ship To** addresses.

   d. Click **Next.**

   On the next page, enter the following details: **(Please refer Page 1)**

   From

Name	: Unisys PSA Serbilis
Company	: Unisys Managed Services Corporation
Address	: Level 9 One Cyberpod Eton Centris
Postal Code	: 1100
City	: Quezon City - Pinahan
Email Address	: **info2@psaserbilis.com.ph**
Code	: 63
Phone Number	: 2 8981 7700

   To

   (Input your destination address).

2. On the next page, choose the Shipment Details:

   a. Choose **Documents**.

   b. Choose "**Certificates**" or "**Documents – General Business**" under **Describe the documents in your shipment**.

   c. Enter your **PSA Serbilis Reference Number.**

   d. Click **Next**.
   If you want to avail of the Extended Liability/Insurance, select the "I would like to add shipment protection to my shipment (Document Extended Liability Service)" check box.

   e. Click Next.

   Choose **Card Envelope** if the number of copies of your request is **five (5) copies or less**.

   Click **Next.**

3. On the next page, choose **Credit Card** and then click **Next.**

    Important: Only credit card payments are accepted.

    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**.**

4. Choose **Optional Services** if these are available for your shipment type. If none are available, simply click **Next**.

    Important: Close **(X)** when **No Printer** pop-up message appears.

    a. Choose **Schedule a Courier pickup**. Set the **pickup time** between **3:00 pm and 5:30 pm**.

        Important: Actual pickup schedule may vary depending on the release of document from the PSA.

    b. Choose **Reception** under the **Where should the courier pick up the shipment.**

    c. Click **Next.**

5. On the next page:

    a. Avail of the PSA discount,
        select the "**I have a promo code**" check box and enter **PHPSA**.
        Then click **Apply.**

        ☑ I have a promo code

        🔖 [Promo Code]   **Apply**

    b. Choose **Visa** or **Mastercard**.

    c. Click **Accept and Pay.**

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.

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

7. 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 Number** and **Pickup Confirmation Number**.

   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.

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

8. You're done! **(Please proceed to the next page for complete details and instructions on how to book and ship your PSA certificate via DHL Express)**

Important Reminders:

- All bookings must be managed through this link: https://mydhl.express.dhl/ph
- DHL Express delivery cost is separate from the PSA Serbilis fees, and is charged by and payable to DHL Express. All paid shipments for DHL Express are final and irrevocable.
- **No DHL Express waybill, no pickup and delivery.** PSA Serbilis is not liable for non-delivery of your document due to non-submission of your DHL Express waybill.
- DHL Express Terms and Conditions of Carriage apply.
- No changes to the Waybill can be made after payment of the shipment has been made.
- Only paid requests will be processed and shipped by Unisys PSA Serbilis.
- PSA Serbilis will ship the document(s) as issued by the PSA.

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:

   https://mydhl.express.dhl/ph

   a. Choose **Philippines** 🇵🇭 in the upper right corner of the page.
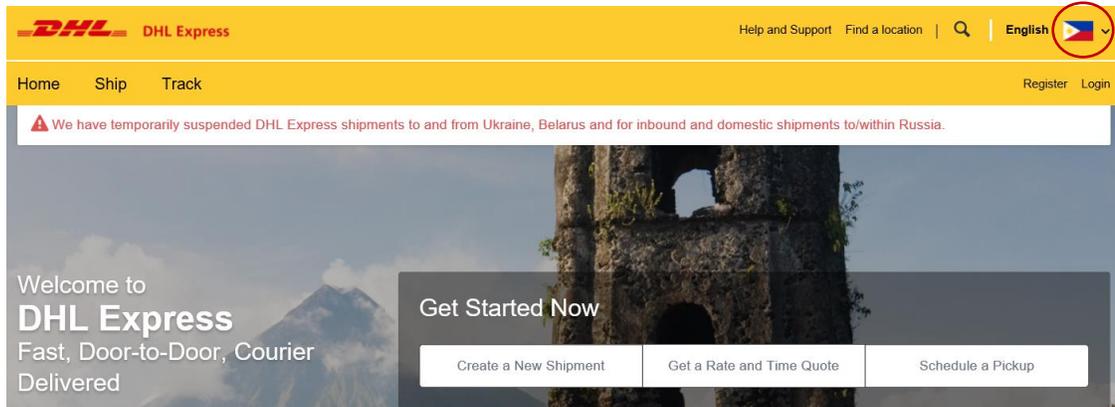
   Important: Choose Philippines. DO NOT choose your country of residence or the destination country of the PSA certificate.

   b. Select **Create a New Shipment**.
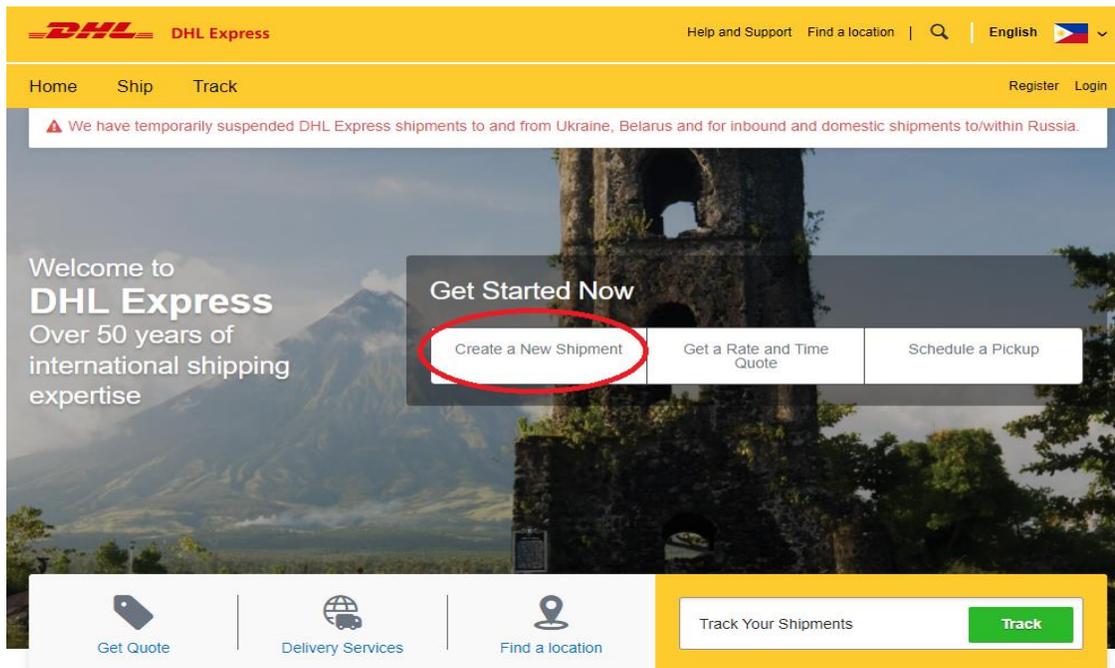
c. Enter the **Ship From** and **Ship To** addresses.

    A. Country/Territory : Philippines

    B. Country/Territory : Destination Country

    From   : Level 9 One Cyberpod Eton Centris

    To   : Delivery Address
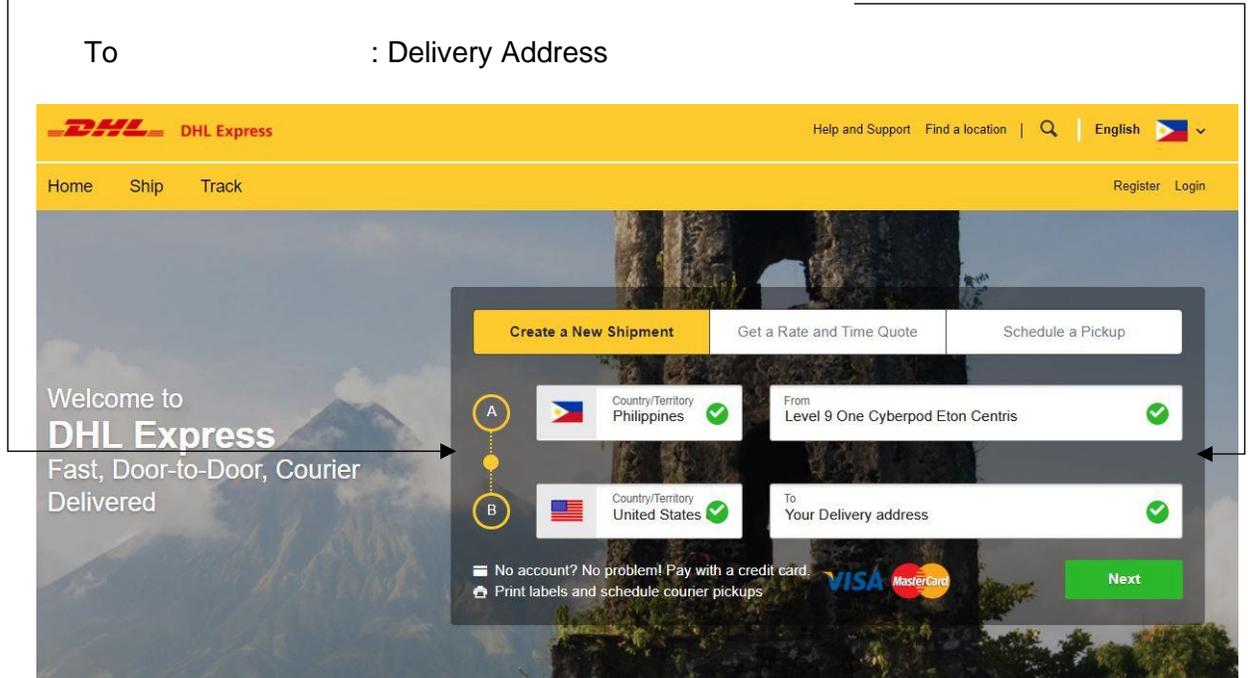
Important: Click **No** if the below message appears.
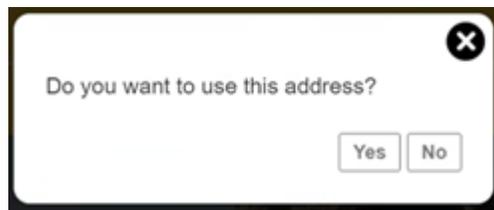
d. Click **Next.**

e. On the next page, enter the following:

From

Name	: Unisys PSA Serbilis
Company	: Unisys Managed Services Corporation
Postal Code	: 1100
City	: Quezon City - Pinahan
Email Address	: **info2@psaserbilis.com.ph**
Code	: 63
Phone Number	: 2 8981 7700

‼️ **Input the correct email address for PSA serbilis for proactive notifications**

Important: Kindly ensure that **info2@psaserbilis.com.ph** email address is correct to receive PSA serbilis waybill copy notification.

To

Name	: Name of Requester/Document Owner
Company	: Name of Requester/Document Owner
Address 2 / Address 3	: Your Complete Delivery Address
Zip Code	: Delivery Address Zip Code
Email Address	: Your Email Address
Code	: Country Code of your Phone Number
Phone Number	: Your Phone Number

If applicable, select the "Residential Address" checkbox.

Important: Recipient Name should be the Requester/Document Owner.

f.	**Important:** Information marked with (*) are mandatory.	Click **Next**.

2. On the next page, choose the Shipment Details:

   a. Choose **Documents**.

   b. Choose "**Certificates**" or "**Documents – General Business**" under **Describe the documents in your shipment**.

   c. Enter your **PSA Serbilis Reference Number.** Click **Next**.

Shipment Details

Documents ✓	Packages	Is it a document?
Documents include legal, financial or business paperwork. Items with monetary value are NOT considered a document shipment.	Packages are goods, merchandise or commodities for personal or commercial purposes.	Some items you might think are documents are not – check before completing your shipment. > Help me determine if my item is a document

Describe the documents in your shipment
Select a description ⓘ
Certificates

Add Shipment References
Reference (appears on shipping label/waybill)
1234-5678-9012-3456

Prohibited Items
Some items that are prohibited when shipping to Canada include:
- Firearms (complete), ammunition
- Loose (semi)precious stones
- Explosives and weapons
View Prohibited Items

Protect Your Shipment

You value your shipment and so do we – don't forget to protect your shipment! Learn about our shipment protection options.

☐ I would like to add shipment protection to my shipment (Document Extended Liability Service)

Next

If you want to avail of the Extended Liability/Insurance, select the "I would like to add shipment protection to my shipment (Document Extended Liability Service)" check box.

   d. Click Next.

3. On the next page:

    Under **Packaging**, **c**hoose **Card Envelope** if the number of copies of your request is **five (5) copies or less**.

    Choose **DHL Flyer (48x36x1cm)** if the number of copies of your request is **more than five (5) copies**.

    ==**Note:** This will only apply if the same delivery address.==

    Click **Next.**

4. On the next page, choose **Credit Card** and then click **Next.**

Important: Only credit card payments are accepted.

5. On the next page:

    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.

       Example:
       Date of payment of your PSA Serbilis request: August 1
       Shipment pick up date: August 5 or later

       The contents within the screen are for demonstration purposes only. Please refer to the rates/charges indicated during your actual booking.

    b. Click **Select.**

       Important: Actual pickup schedule may vary depending on the release of document from the PSA. Estimated transit time starts from shipment date.

6. You may be prompted to choose **Optional Services** if these are available for your shipment type. If none are available, simply click **Next**.

Important: Close **(X)** when **No Printer** pop-up message appears.

a. Choose **Schedule a Courier pickup**.

b. Set the **pickup time** between **3:00 pm and 5:30 pm**.

   Important: Actual pickup schedule may vary depending on the release of document from the PSA.

c. Choose **Reception** under the **Where should the courier pick up the shipment.**

d. Click **Next.**

7. On the next page:

    a. To avail of the special discount offered by DHL Express to Filipinos overseas, select the "**I have a promo code**" check box and enter **PHPSA**. Then click **Apply.**

    b. Choose **Visa** or **Mastercard**.

The contents within the screen are for demonstration purposes only. Please refer to the rates/charges indicated during your actual booking.

c. Click **Accept and Pay.**

The contents within the screen are for demonstration purposes only. Please refer to the rates/charges indicated during your actual booking.

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.

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

The contents within the screen are for demonstration purposes only. Please refer to the charges indicated during your actual booking.

Important: Please note of the additional 20% buffer in the credit card pre authorization, should there be adjustments on the actual weight of your shipment. If there are no changes, actual freight charges will apply less the PSA discount.

9. 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 **Pickup Confirmation Number**. Piece number can also be found on the **bottom of AWB copy**.

   b. Click **Print Selected Documents** and **save as PDF**. This is your copy of the Waybill and the Receipt. **Piece ID will be reflected in the waybill. Keep your Tracking Number or Waybill number** to monitor your shipment.
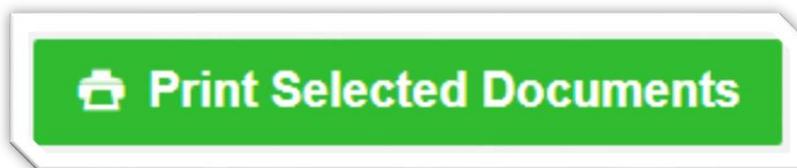
Important: This portion will complete your transaction. **Tracking Number or Waybill number** will be generated. Request will now route to **info2@psaserbilis.com.ph**

Print   2 pages

Destination   📄 Save as PDF   ▾

Pages   All   ▾

Pages per sheet   1   ▾

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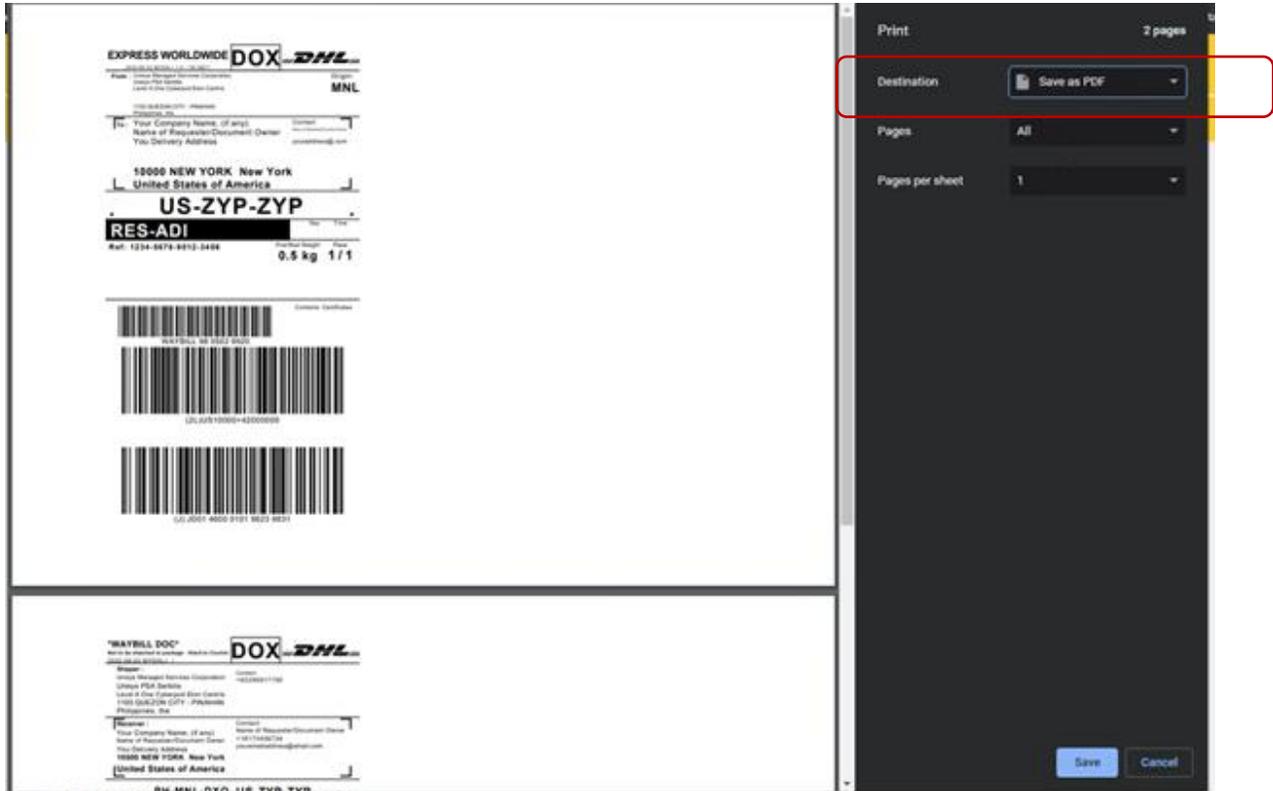
10. On the next page, click **Get and Send Notifications** to receive notifications on the progress of your shipment.

DHL DHL Express   Help and Support   Find a location   Q | 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.
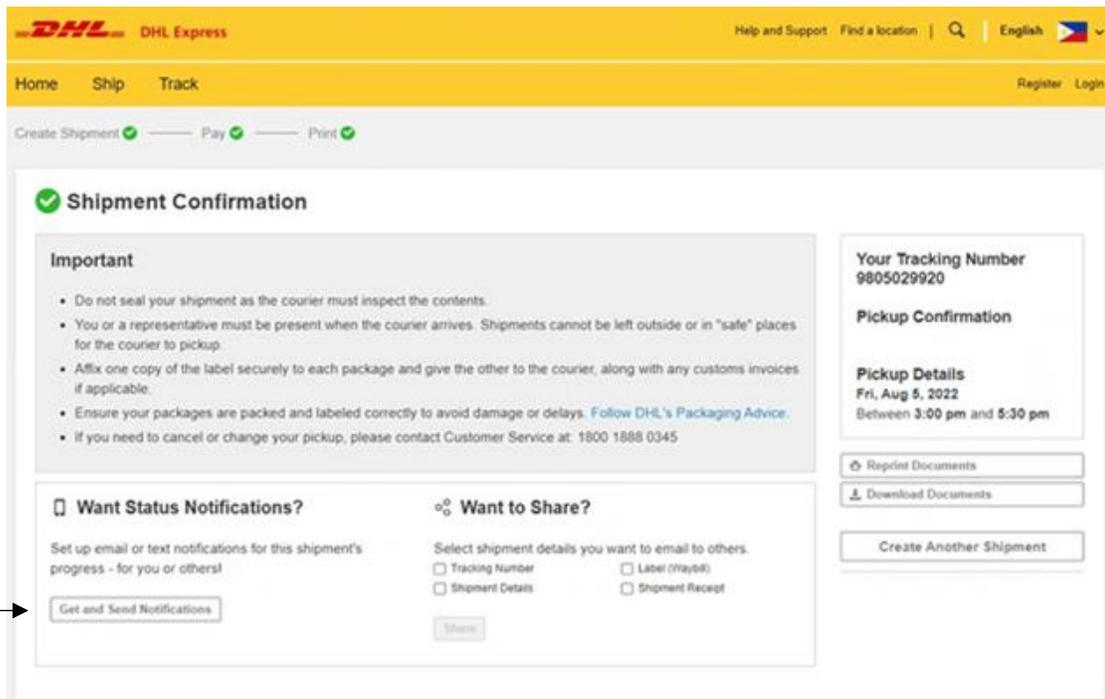- Affix one copy of the label securely to each package and give the other to the courier, along with any customs invoices if applicable.
- Ensure your packages are packed and labeled correctly to avoid damage or delays. Follow DHL's Packaging Advice.
- If you need to cancel or change your pickup, please contact Customer Service at: 1800 1888 0345

Your Tracking Number
9805029920

Pickup Confirmation

Pickup Details
Fri, Aug 5, 2022
Between 3:00 pm and 5:30 pm

🖶 Reprint Documents

⬇ Download Documents

Create Another Shipment

📱 **Want Status Notifications?**   ⌀ **Want to Share?**

Set up email or text notifications for this shipment's   Select shipment details you want to email to others.
progress - for you or others!   ☐ Tracking Number   ☐ Label (Waybill)
                                                         ☐ Shipment Details   ☐ Shipment Receipt

Get and Send Notifications   Share

11. Enter your **email address** and select the six (6) check boxes corresponding to the statuses.

   Click **Notify**. Please **DO NOT** skip this process. This will inform you the status of your requested documents


12. **You're done!**

   You may now exit the page.

   Thank you for booking your shipment with DHL Express!

Important Reminders:

- All bookings must be managed through this link: https://mydhl.express.dhl/ph
- DHL Express delivery cost is separate from the PSA Serbilis fees, and is charged by and payable to DHL Express. All paid shipments for DHL Express are final and irrevocable.
- **No DHL Express waybill, no pickup and delivery.** PSA Serbilis is not liable for non-delivery of your document due to non-submission of your DHL Express waybill.
- DHL Express Terms and Conditions of Carriage apply.
- No changes to the Waybill can be made after payment of the shipment has been made.
- Only paid requests will be processed and shipped by Unisys PSA Serbilis.
- PSA Serbilis will ship the document(s) as issued by the PSA.
- Processing and preparing of documents is about 3-5 working days. Expected dispatch of documents to DHL Express is on 5th working day.
- You may track your shipments online through:
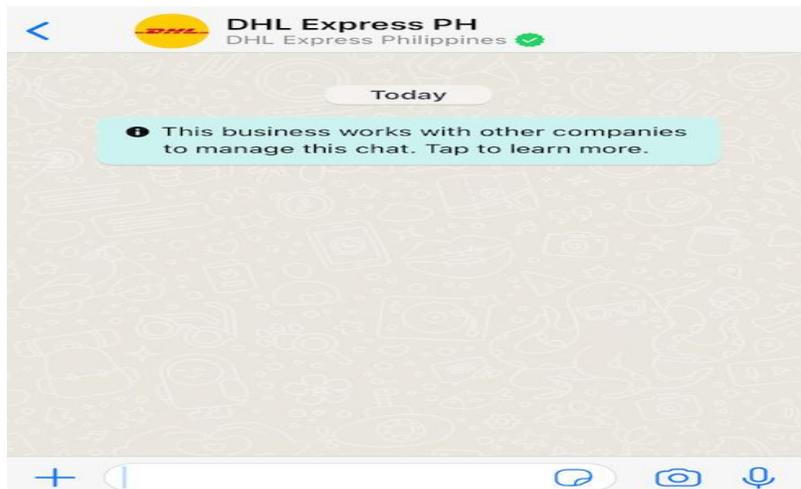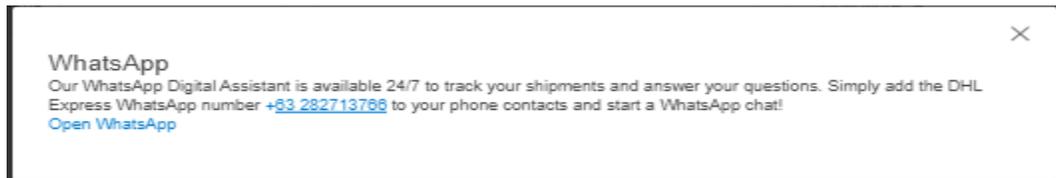   **https://mydhl.express.dhl/ph**
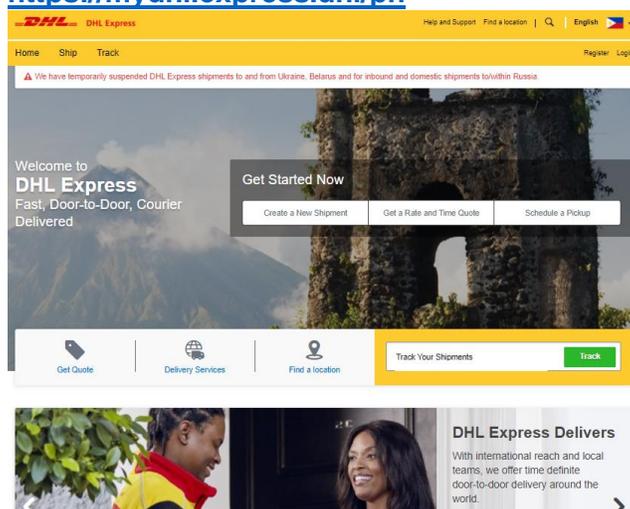
- For any concerns, you can contact DHL Express at the phone numbers and email address listed here: https://mydhl.express.dhl/ph/en/help-and-support.html#/contact_us

For **customers abroad**, follow up and/or other means of communications to DHL Express will be through WhatsApp or Live Chat.
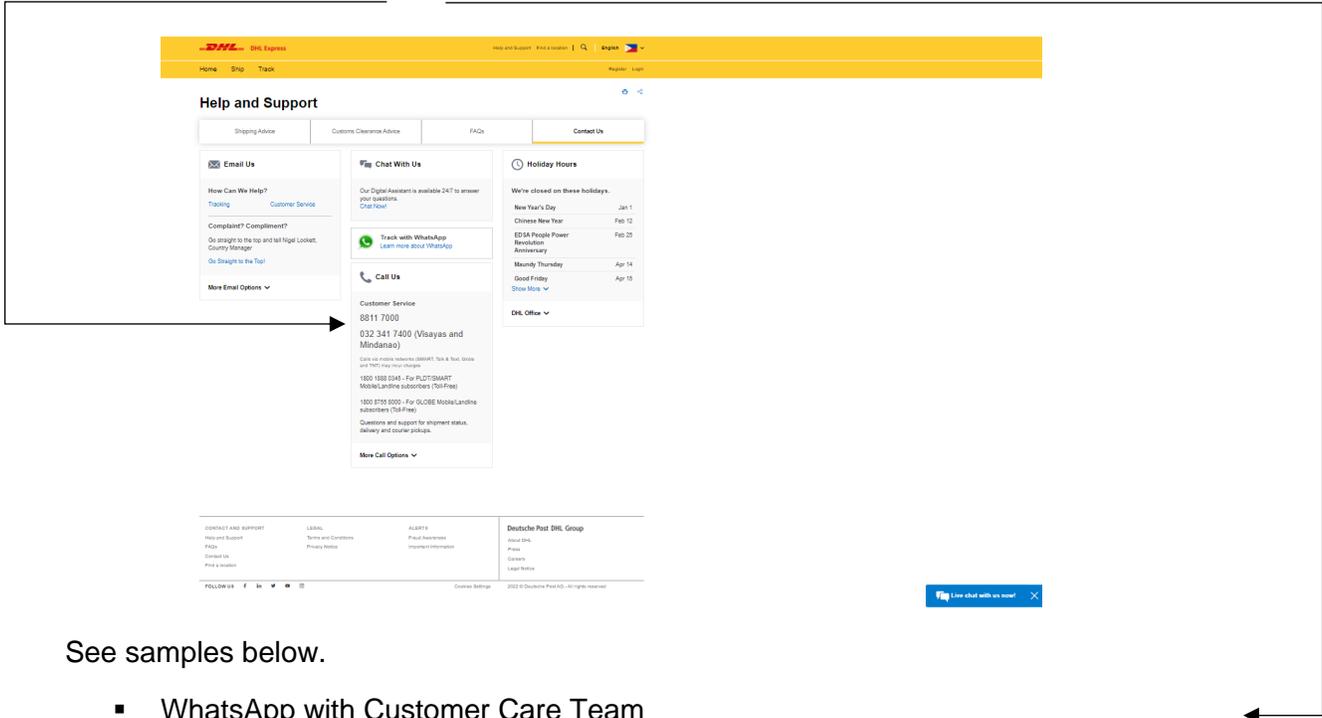
See samples below.

- WhatsApp with Customer Care Team

WhatsApp
Our WhatsApp Digital Assistant is available 24/7 to track your shipments and answer your questions. Simply add the DHL Express WhatsApp number +63 282713766 to your phone contacts and start a WhatsApp chat!
Open WhatsApp

- Live Chat with Customer Care Team

- Email to DHL Express Customer Care Team

Send an email to Customer Care Team

Email Us - Customer Service

Name
|

Required

Email Address ✓

Verify Email Address ✓

Account Number

ZIP Code

Company

Phone Number ✓

Comments ✓

? Your Location ✓

Click or select the Chair

↺ Refresh

Clear   Submit