



Fastställt av
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Instruction for booking transport of goods by road – Export and Import

This instruction is intended to facilitate for suppliers to Trafikverket when booking transports on assignment from Trafikverket Inköp och Logistik (freight purchaser).

For support, please contact **Trafikverket Inköp and Logistik** as detailed below:

- E-mail: transport.logistik@trafikverket.se

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1 Freight services

DSV is Trafikverket's freight forwarder for transports outside of Sweden.

1.1. Groupage (shipments from 1-2499 kgs)

DSV System Groupage is to be sent as general cargo since *Parcel* do not work for recipient freight for import
Date of arrival according to the timetable

Extra services:

Pre-Notice The carrier contacts the cargo recipient for agreement on the date of arrival.

Fix day delivery Arrival on the agreed date and time
Fix day pre 10
Fix day pre 12
Cannot be combined with Long Load (Maximum length 2,4m),
Dangerous Goods or Limited amount of dangerous goods.

1.2. Direct (shipments >2500 kgs)

DSV LTL (Less than Truck Load),
DSV FTL (Full Truck Load) Date of arrival according to the timetable

Extra services:

Pre-Notice The carrier contacts the cargo recipient for agreement on the date of arrival.

Fix day delivery Arrival on the agreed date and time
Fix day pre 10
Fix day pre 12
Cannot be combined with Long Load (Maximum length 2,4m),
Dangerous Goods or Limited amount of dangerous goods.

2 Booking of transports

2.1. General information

It is important that the transport booking states the same conditions as stated in the purchase order from Trafikverket.

Date of arrival is the day when the cargo arrives at the delivery address.

Always check the [Timetable](#). Note the number of days for the transport between dispatch and delivery location and carry out the transport booking well in advance to secure that the delivery gets to the recipient on the correct date.

Note that when the extra service “Pre-Notice” is used, add at least one extra day for delivery since, since notification of the shipment will be done at the terminal. This is important to consider when booking transports with “Pre-Notice”.

2.2. Booking by email

Booking can be carried out by email se.sha.east.intbook@dsv.com

The following information needs to be included in the email:

- Weight
- Volume
- Package type
- Number of packages
- Pick up address
- Shipper's Contact (Phone number and Email address)
- Shipper's Reference No. (Supplier Order No.)
- Pick up date
- Delivery date
- Delivery address
- Consignee's Contact (Phone number and Email address)
- Consignee's Reference No. (Trafikverket's Order No.)
- Pre-Notice - “Delivery Pre notice by phone” must be included in the booking

2.3. Booking through TA-system

Booking can be made through your TA-system (Transport Administration System). Use Trafikverket client number when making the booking: **20475869**

2.4. Booking through myDSV

Booking can be made through myDSV (previously known as Schenker Connect).

To use myDSV you must be a registered user.

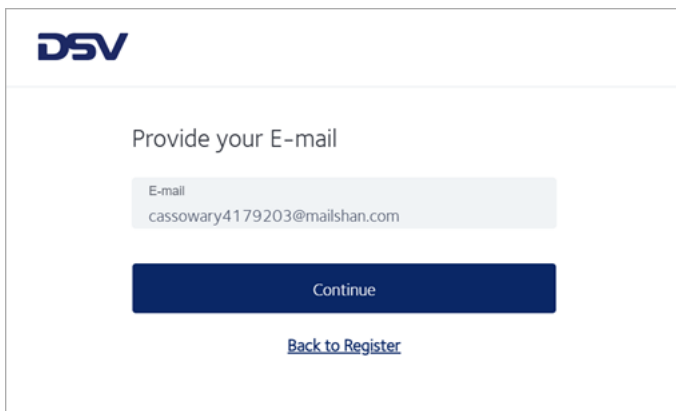
2.4.1. Create account

Note. If you already have an account in myDSV no new registration is needed -> **Go directly to step 6.**

1. Start registration at [DSV's website](#)

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DSV

Provide your E-mail

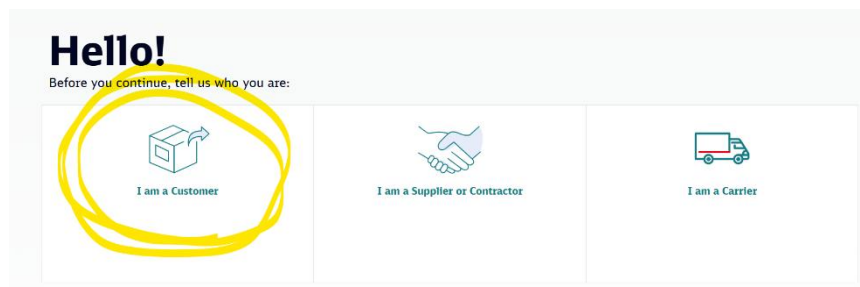
E-mail
cassowary4179203@mailshan.com

Continue

[Back to Register](#)

2. Fill in your email address and press "Continue".

If questioned on your relationship to "Schenker", please choose "I am a customer".



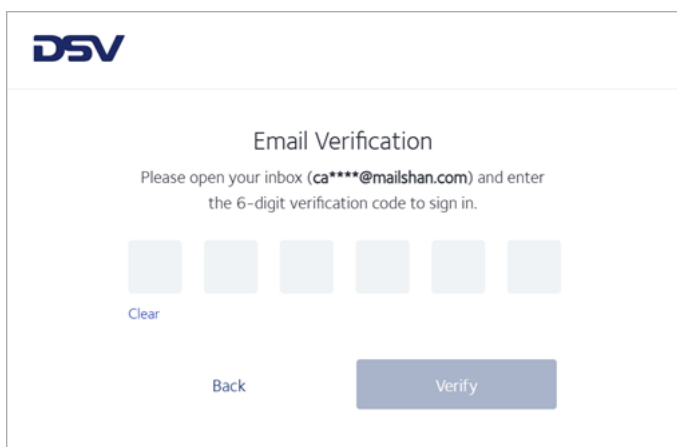
Hello!
Before you continue, tell us who you are:

☒ I am a Customer

☐ I am a Supplier or Contractor

☐ I am a Carrier

3. You have now received an email from Sims with a six-digit code. **Enter the code** (Confirmation email with code is usually sent directly but is sometimes delayed, please check your Inbox and Spam folder within 2-3 hours).



DSV

Email Verification

Please open your inbox (ca****@mailshan.com) and enter the 6-digit verification code to sign in.

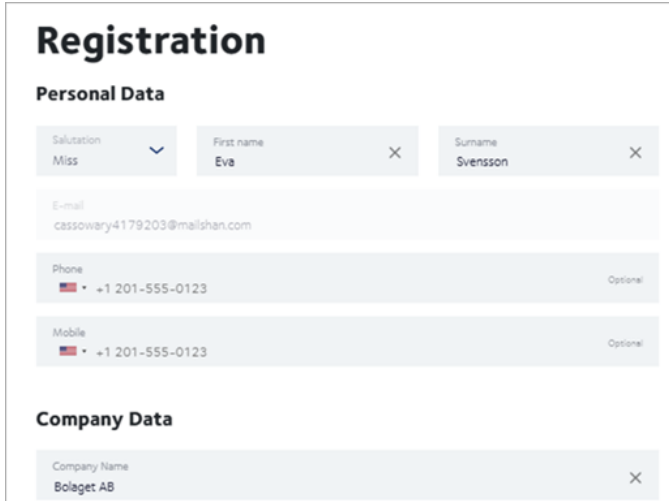
Clear

Back Verify

4. Fill in your personal information and agree with the terms and condition to finalize SIMS account

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Registration

Personal Data

Salutation: Miss (dropdown arrow)

First name: Eva (clear button)

Surname: Svensson (clear button)

E-mail: cassowary4179203@mailshan.com

Phone: +1 201-555-0123 (Optional)

Mobile: +1 201-555-0123 (Optional)

Company Data

Company Name: Bolaget AB (clear button)

5. You have now completed your registration in Sims. Close the window.

6. For final registration, send an email in English to
se.sha.cust.imp.sa6@dsv.com

The following information needs to be included in the email:

- a. Your company name
- b. DSV customer for whom you will be a supplier - Trafikverket
- c. The email address that you used to register your account

7. DSV will complete the setup in myDSV. You will receive confirmation with attached booking instructions.

If you have any problems when register your account, please contact DSV Customer Support **in your home country**.

Please contact transport.logistik@trafikverket.se if you have any other questions.

3 Limitations of weight and volume

3.1. General cargo

Outside of Sweden

Maximum length per unit (the longest side) 2.4 m

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Maximum height per unit	2.2 m
Maximum volume per unit	7.50 sq. m
Maximum width per unit	1.8 m
Maximum weight per unit	1,500 kg
Maximum loading meters per unit	13.6
Maximum volume per consignment	7.15 (the Nordic countries), 6.95 (GB + IE), 7.51 (Other)
Maximum weight per consignment (actual weight or freight-based)	2,500 kg (Heavier consignments as DSV LTL and DSV FTL)
For any unit in the consignment exceeding the terms above, the following applies:	Freight calculations, according to DSV LTL and DSV FTL