

WELCOME TO MYBILL

YOUR NEW ONLINE PAYMENT PORTAL



DHL MYBILL INTRODUCTION[Content Page](#)[What does MyBill offer?](#)**REGISTRATION AND ACCESS**[MyBill Registration](#)**MAIN TABS**[MyBill Dashboard](#)[Archive, Reports & Download Screens](#)[Search Screen](#)[My Account Screen](#)[Help Screen](#)**STEP BY STEP INSTRUCTIONS**[Viewing an Invoice](#)[Downloads](#)[CSV Configuration](#)[Waybills & Supporting Documentation](#)[Disputing an Invoice](#)[Updating a Dispute](#)[Making a Payment](#)**DHL INVOICE KEY**[Invoice Summary](#)[Invoice Details](#)[Credit Note Details](#)**EMAILS**[Email with Enrollment information](#)[Email with invoice](#)[Email with Payment information](#)**Contact Information**[Contact DHL](#)

DHL MyBill allows you to efficiently manage and pay your DHL invoices online. There is no cost to enroll, view or pay your bills online. It's easy and secure! View your bill online any time, any where via PC or Tablet. No need to purchase checks or stamps. Save a trip to the post office. By scheduling your payments you save time and avoid incurring late fees.

One simple online solution

DHL **MyBill** is a simple and effective tool for reviewing invoices, making payments, and downloading reports. It combines the convenience of an online interface with the speed and security of electronic banking.

How can you benefit from Online Billing?

You maintain full control of all your export and import invoices in one profile.

Research individual line items on your invoices.

If you need to file a dispute for charges, it's simple to submit your request and information with DHL **MyBill**

MyBill allows you to:

- Receive email notification of new invoices
- Pay invoices online via credit card
- Review payment history online.
- View and download copies of all invoices, including corresponding PDF and TIF documentation.
- Download invoice and shipment transaction data in CSV, comma separated files.
- Query and submit disputes at the invoice level.
- Designate a company administrator to create new logins for multiple internal users.
- Access invoice and shipment documentation for up to 12 months.



System Requirements:

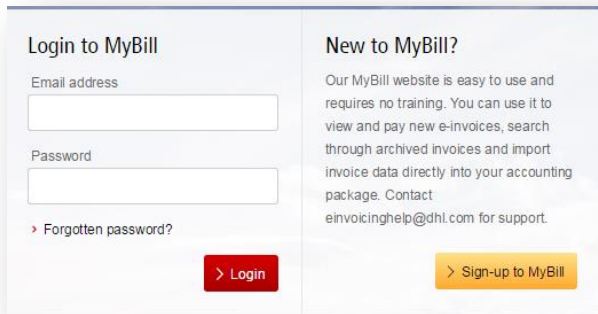
MyBill is a web based solution therefore the requirements are for your browser as follows:

- Internet Explorer 9.0 or newer
- Google Chrome: Latest version
- Apple Safari: Latest version
- Mozilla Firefox: latest version.

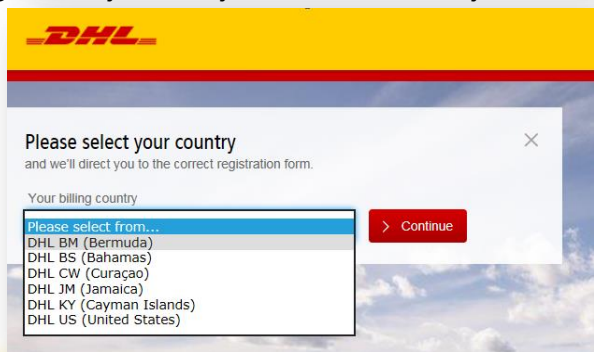
To log in to the DHL MyBill system, open the link below in your web browser
<https://mybill.dhl.com/login>



To begin the process of signing up to MyBill click on the 'Sign-up to MyBill' button.



You will now be asked to select your billing country. Once you have selected your country, click the 'Continue' button.



You will now be taken to the “Register your account” screen, here you will be asked to provide the following information:

- Language preferences — The language you prefer to use to view the MyBill system.
- Your DHL Account Number

Company Details

- Company Name — Your Company Name
- Company Address — The postal address of your company, up to three lines are provided for the address.
- Town/City — The town or city your company is located in.
- Postcode/Zip — The postcode or zip code for your company’s address.

Contact Details

- These details refer to the person who should be contacted regarding invoices.
- First Name — Contact’s first name.
- Last Name — Contact’s last name.
- Telephone Number — The contact’s telephone number.
- Position — The contact’s position within your company.
- Email Address — The Contact’s email address, this will be used to send them electronic invoice documents and notifications.
- Confirm Email — The same email address again to confirm that it has been correctly typed.

Your last DHL bill

This information is used to help verify your account

- Latest DHL Invoice Number — The invoice number of your latest DHL bill
- Grand Total — The grand total of your last DHL bill

At the bottom of the screen are two check boxes

The first check box is ticked by default and states that you are happy to stop receiving paper invoices and only receive invoice via the electronic MyBill system. If you are happy to do this please leave this box ticked.

The second box is not ticked by default and states that you agree to the DHL Terms and Conditions. You can view the terms and conditions by clicking the red ‘Terms and Conditions’ text next to the check box, this will open in a new tab or window depending on your internet browser settings. You must tick this box before you can progress with your sign-up to MyBill.



Once you have finished entering your details, click the 'Save and Continue' button. Your request for enrollment will then be sent to DHL for processing. You will then be given the option to 'Enroll Another Account' or 'Login to MyBill'.

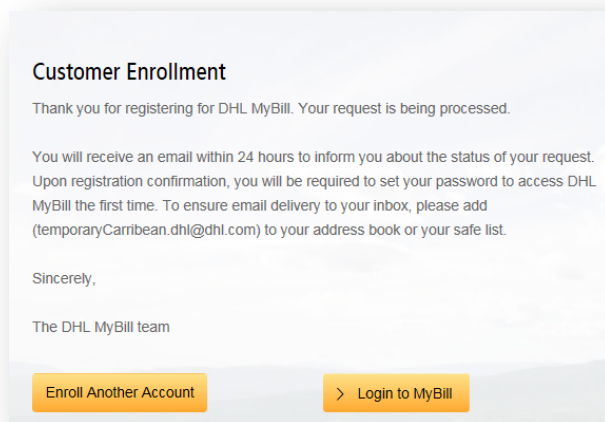
You should receive an email within 24 hours to update you on the status of your request. There will be an email address displayed on the confirmation where the text <email address here> is shown in the image. Please make sure that you add this address to your safe senders list to avoid MyBill emails being filed as spam or junk email.

Once your request has been approved the email will contain a link to click on to set your password for logging in to MyBill.

Once you have successfully logged in to MyBill you will see a welcome message pop up.

Here you can:
Dismiss the message by clicking the 'X' in the top right of the message or by clicking the 'Get Started' button.

Select to not have the message displayed again by ticking the 'Don't show this message again' box in the lower left of the message.



An overview of all account, all invoices relating to these accounts, their due dates and their status. See at a glance any disputed invoices and overdue/unpaid invoices.

The screenshot displays the DHL MyBill Dashboard interface. At the top, the DHL logo is on the left, and navigation tabs (Dashboard, Archive, Downloads, Reports, My Account, Search, Help) are in the center. A user profile icon and the text 'MyBill' are on the right. Below the navigation, a welcome message 'Hi Sergio Villegas, welcome to MyBill' is shown next to a search bar labeled 'Search by account, invoice or waybill'. The dashboard features three main summary cards: 'f 20,362.11' with '3 Open Transactions', 'Disputed Invoices', and 'f 20,389.71' with '2 Due Now' (marked 'Pay Now'). Below these are filters for 'Billing System' (SAP (DHL Express)) and 'ERP Account' (123456789), along with a 'Statement of Account' button. A table lists account details with columns for 'ACCOUNT NO.', 'ACCOUNT NAME', and 'INVOICE'. The table contains three entries for account number 123456789, all with the name 'Acc. created by Mass upload'. Below the table are pagination controls (Total records: 3, 20 per page, Page 1 of 1) and a 'Download All Open Transactions' button. A 'How MyBill Works' section is visible at the bottom left, and the DHL logo is at the bottom center.

Your MyBill Dashboard

Once you have logged into MyBill you will be redirected to the main **Dashboard**. From here you can navigate to multiple options. Your main Tabs are: **Archive, Downloads, Reports, My Account, Search and Help**.

Your **Dashboard** invoice status shows:

Open Transactions - These are the invoices with outstanding balances that require payment.

Disputed Invoices - All open disputed invoices and their corresponding dispute information can be found here.

Due Now - Here you will find an overview of invoices for which payment is due or overdue.

The Archive Screen

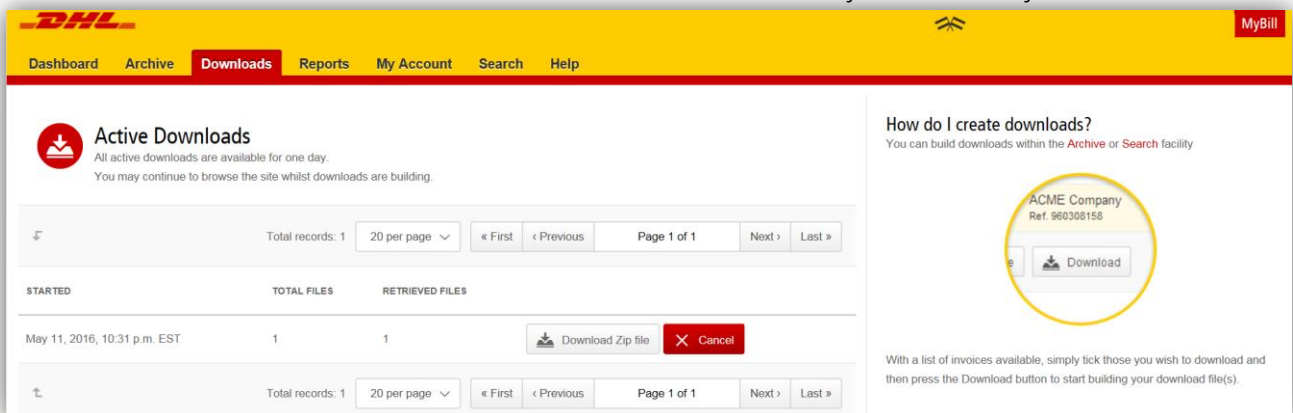
When an invoice has been paid it will be removed from the main **Dashboard** and will automatically be placed in the **Archive**. No further action required on these invoices and are simply available for reference/retrieval

The Report Screen

The **Report** screen offers the possibility to download reports. These reports will be available in CSV format.

The Download Screen

In the Downloads screen you will find all your recent downloads created using the Archive or Search facilities. Downloads will be available for a limited number of days before they are removed.



MyBill **Search** offers dynamic search capabilities to easily and quickly locate your invoices

Simply select the parameters you wish to search then select the *Search* button

Available search parameters include:

- Account
- Invoice number
- Waybill
- Invoice Type
- Status
- Start & End dates

Note: Start & End dates refer to the invoices dates and not shipment dates

The search screen also allows you to save your search parameters.

Select your search parameters, enter a name in *Save a "Saved Search"* field then select *Search*.

This name of the file will appear in the *Saved Search* Section.

To use the same report parameters simply click on the saved search name.

In the **My Account** screen you will find an overview of your account details. From this screen you can update your user details, change your password, view your open invoice summary and manage your accounts

My User Details
Please remember to keep your details up to date.

Email address:

First Name: Last Name:

Position: Telephone Number:

Home Group: Language Preference: English - US

Timezone:

Change Password
Your password must meet the password policy. Changing Password directly via MyBill, will not change your current DHL.com password for online shipping.

Your current password*:

Enter a new password*:

Confirm new password*:

* indicates a mandatory field

My User Details : In this section you can alter/update your email address, name details, telephone number, preferred language etc.

Change Password: In this section you can update/change your password should you wish to. Password change in MyBill will not change DHL Web Shipping password.

Open Invoice Summary : This section gives you an overview of the outstanding balance.

TOTAL BALANCE		TOTAL OVER DUE	
\$ 2,816.82		\$ 2,816.82	
CURRENT	30 DAYS	60 DAYS	90+ DAYS
\$ 0.00	\$ 1,570.26	\$ 1,246.56	\$ 0.00

My Accounts
You can have one or more company accounts associated with your user profile. You may also invite other users to your Accounts.

[Upload new users](#)

Select for more options

ACCOUNT NUMBER	AR ACCOUNT	COMPANY NAME	MANAGE
<input type="checkbox"/> C01307220		Print & Post/Standard register	<input type="button" value="Manage"/> <input type="button" value="Me"/>

The **My Accounts** section is an overview of all the accounts you have access to and those to whom the Administrator has given access to.

Here you can view user rights for each account. If a *Manage* button appears in the manage column this means you have managing rights, if the column is blank then you do not have managing rights for that account. Clicking on "Me" provides a list of rights you have for that account.

Access rights can include: Manage users and Dispute.

In the same window you can also choose how you want invoice attachments with your email. Click on the dropdown menu to view and select available options.

Account Users Admin - Acc.created by Mass upload - 123456789
You may also remove users from the account, and change their email delivery preference.

EMAIL ADDRESS	USER	MANAGE USERS	DISPUTE	AR MANAGER	MAIL DELIVERY PREFERENCE
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Email - PDF and link

[Back to My Account](#)

The **Help** section is intended to help you maneuver your way through **MyBill** and to provide simple step-by-step instructions.

Help
Everything you need to know about DHL MyBill all in one place

Need assistance?
Contact your local support office +1- 88-888-888
Or email us at Caribbean.MyBill@dhl.com

The Dashboards

- + The Main Dashboard
- + Archive
- + Downloads
- + Reports
- + My Account

Making a Payment

- + How to setup an account in the Wallet
- + Making a payment
- + How to set up autopay on my account
- + How to remove a Wallet account
- + Who do I contact if I am experiencing problems making a payment?

Help provides additional support for **MyBill** main pages:

- Dashboard
- My Accounts
- View/Downloading Invoices
- Payments
- Disputes
- Search

For additional support DHL also provides an FAQ and User Guide available on DHL.com and at the bottom of your **Dashboard**.

If further assistance is needed please contact DHL via email at Caribbean.MyBill@dhl.com

There are several ways to download invoices; one invoice at a time or multiple invoices simultaneously.

Invoice Key

- ⊘ No images available
- ! Overdue invoice
- ⊘ Disputed invoice

Single invoices

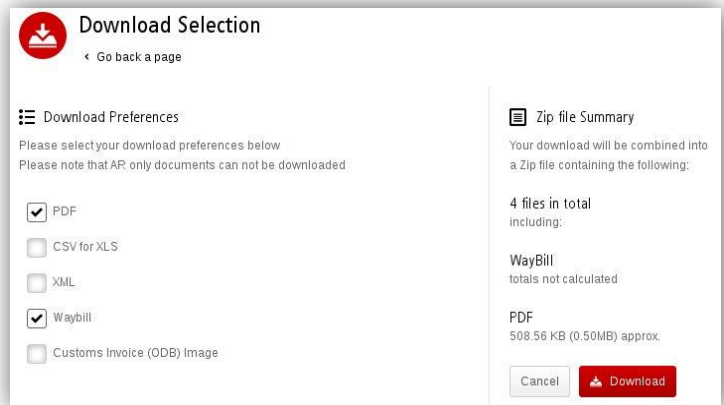
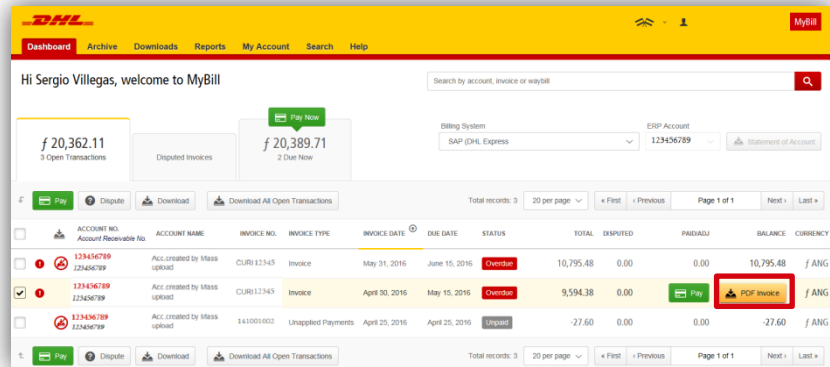
Option 1:

To view a single invoice simply hover your mouse over the invoice line and select the *PDF Invoice* that will subsequently appear.

Option 2:


To view a single invoice simply tick the box next to the invoice you wish to view and select the *Download* button. If you wish to simply download the PDF then click the *Download PDF* button. If you would like to download the invoice in a different format (CSV, XML) then select the dropdown menu and choose the preferred format.

Should you select the *Download* option you will be redirected to the *Downloads* screen where you can choose your *Download Preference* by ticking the box next to your preferred format and clicking *Download*.



From your **Dashboard**, select the invoices by ticking the boxes next to the invoices and select *Download*.

The screenshot shows the DHL MyBill Dashboard. At the top, there's a navigation bar with 'Dashboard', 'Archive', 'Downloads', 'Reports', 'My Account', 'Search', and 'Help'. Below the navigation bar, a greeting says 'Hi Sergio Villegas, welcome to MyBill'. There are two summary cards: one for 'f 20,362.11' with '3 Open Transactions' and another for 'f 20,389.71' with '2 Due Now'. A search bar is present. Below these are filters for 'Billing System' (SAP (DHL Express)) and 'ERP Account' (123456789). A table of invoices is displayed with columns: ACCOUNT NO., ACCOUNT NAME, INVOICE NO., INVOICE TYPE, INVOICE DATE, DUE DATE, STATUS, TOTAL, DISPUTED, PAID/ADJ, BALANCE, and CURRENCY. The second row is highlighted, and the 'Download' button is highlighted in blue. Below the table are pagination controls.

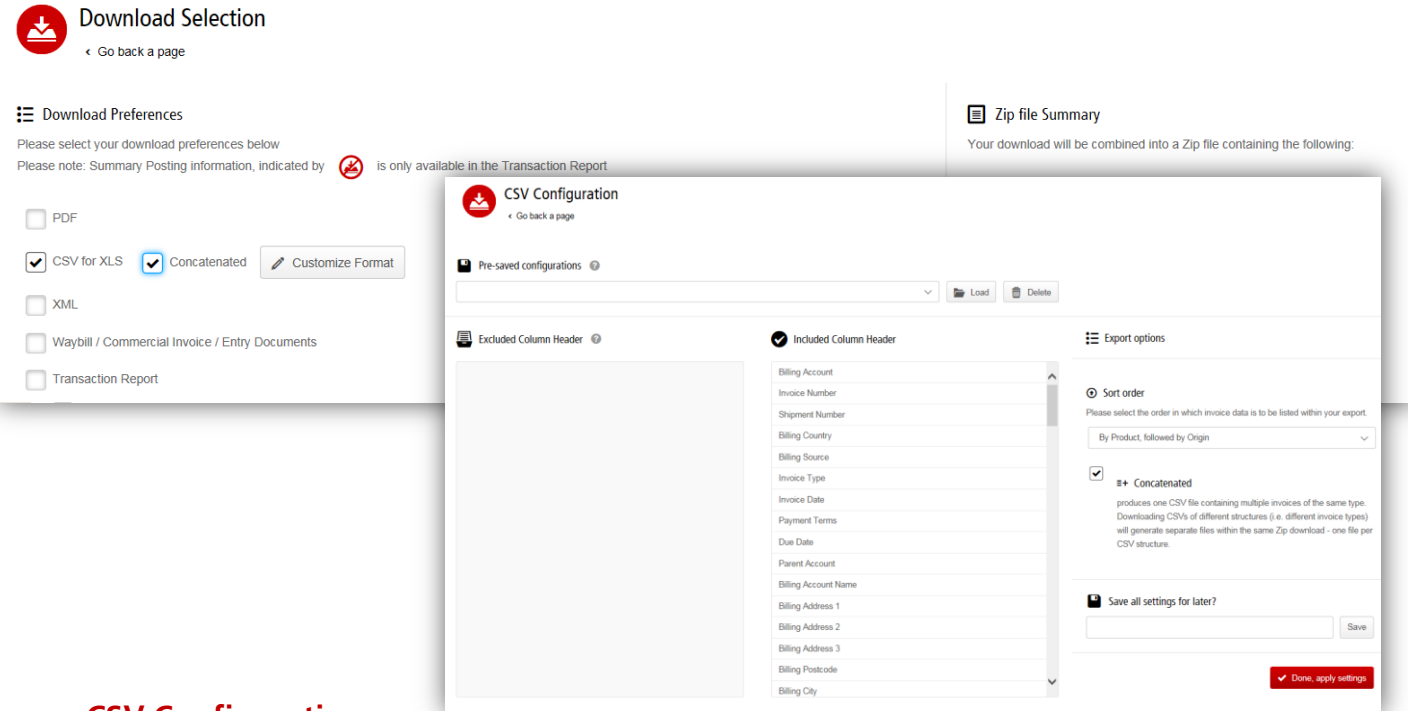
For a single invoice, you will be redirected to **Downloads** where you can choose your download preference. For invoices where a  symbol is shown the only available report will be the "Transaction Report".

The screenshot shows the 'Download Selection' page. It has a 'Download Preferences' section with options: PDF (checked), CSV for XLS, XML, Waybill / Commercial Invoice / Entry Documents, and Transaction Report. There's a 'Zip file Summary' section showing '1 files in total including: PDF (169.52 KB @ 17MB) approx.' with 'Cancel' and 'Download' buttons.

If available and you choose the CSV for XLS format, you can customize the file. To customize the file, select *Customize Format*; otherwise, select *Download* to continue with the standard format. You will then be redirected to the *Download* screen where you can download your file.

Note: If a Download Option does not appear next to Dispute/Pay contact DHL at Caribbean.MyBill@dhl.com

This close-up shows the 'Download' button highlighted with a red box. Below it, the first row of the invoice table is visible, showing 'ACCOUNT NO.' and 'ACCOUNT NAME'.



CSV Configuration

Should you wish to customize the format of your CSV file then you will be redirected to the *CSV Configuration* screen.

If you only require selected fields, customize the file to your specification.

To customize the set order, select the column header from the *Selected columns* field and drag across to the *Available columns* field.

In addition, there is an option to concatenate (consolidate) the files making it easier to import into your accounting system. Simply tick the *Concatenated* box and select *Done, apply settings*

If you simply want to change the sort order of the CSV file, select one of the options available in the *Sort order* drop down menu.

To save your settings, enter a preferred file name in "*Save all settings for later?*" then select *Done, apply settings button*.

These saved settings can then be found in the *Pre-saved configurations* drop-down menu.

Once *Done, apply settings* are selected you will be redirected to **Downloads** where you can *Download* your file (see page 15).

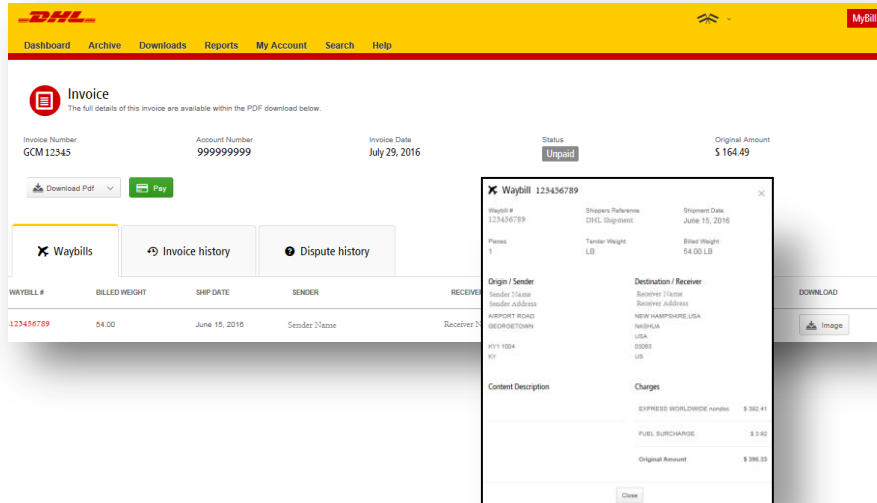
Waybills and Customs paperwork

As with invoices, there are several ways to view Waybills and/or customs paperwork.

Single invoices

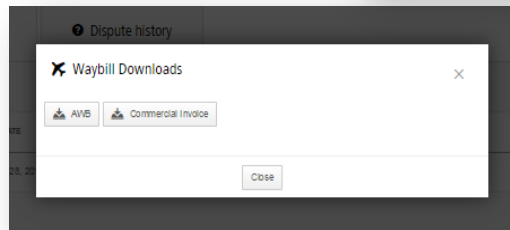
Waybill (AWB) only

From your **Dashboard**, select the invoice. Click on the *Waybill* number; the Waybill details will appear in a new window.



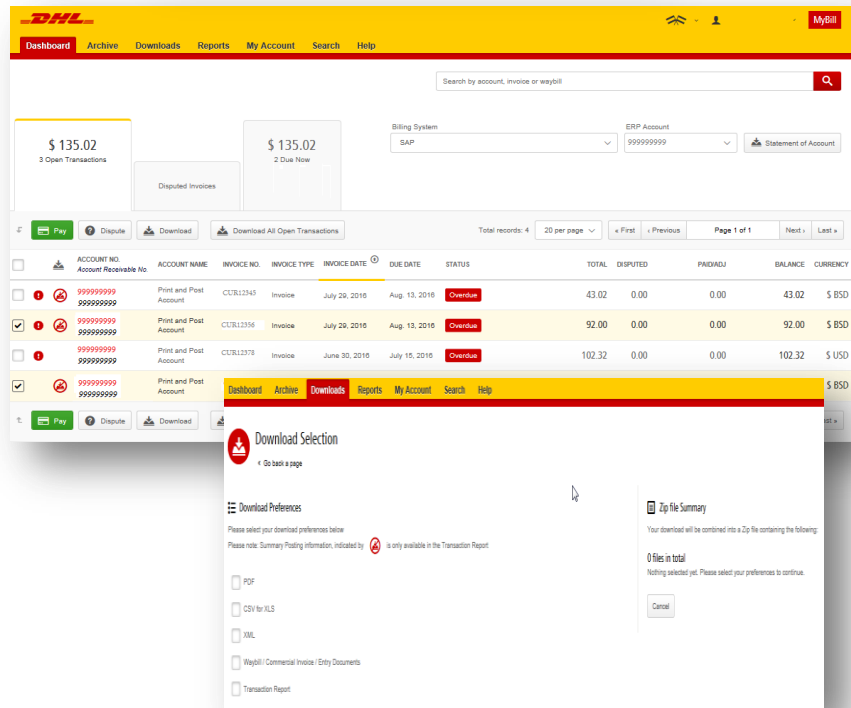
Waybill/other available documents

Click on the *Image* button in the *Download* column. A new window will list the available paperwork. Select the option you wish to view. If no paperwork available for Waybill chosen and additional help is needed please contact DHL.



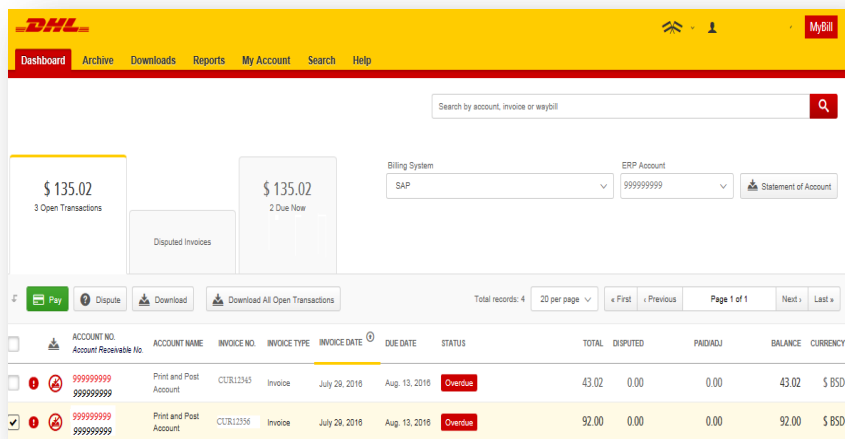
Multiple Invoices

From your **Dashboard** select the invoices and select the *Download* button. You will then be directed to the Download screen where you can select the *Waybill / Commercial Invoice / Entry Documents* option and then click the Download button. As with the invoice you will be sent to the *Download* screen where you can download your file.

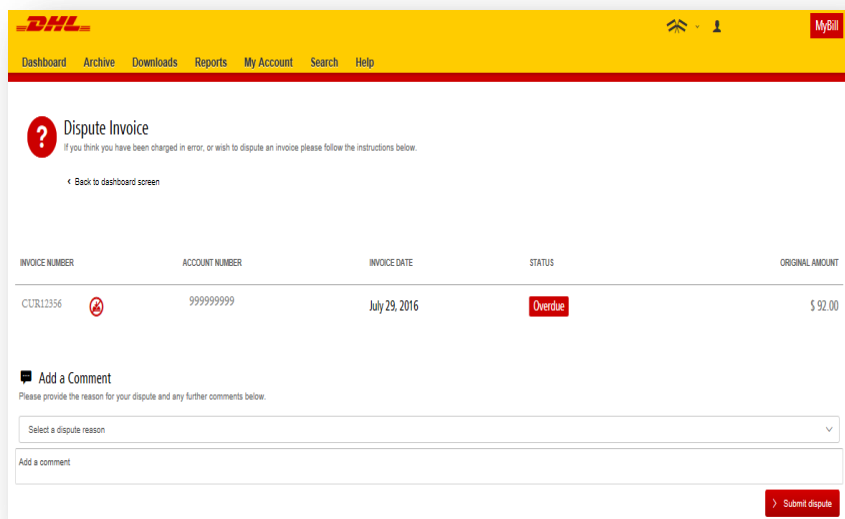


MyBill offers online dispute of an invoice

To log a dispute on an invoice simply select the invoice(s). Once selected, three options will appear; *Pay*, *Dispute*, *Download* – select the *Dispute* button.



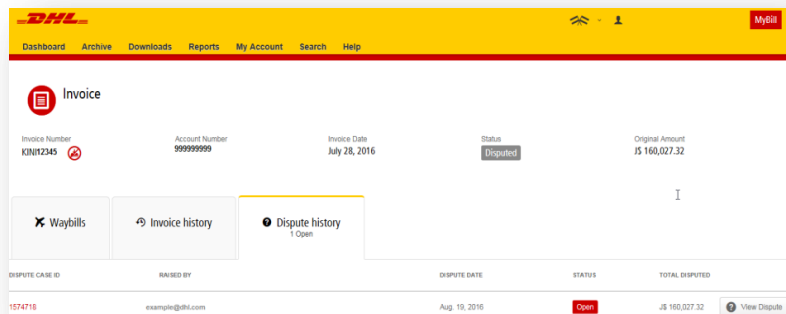
You will be directed to the *Dispute Invoice* screen where you can enter the details of your dispute by selecting a dispute reason from the dropdown menu, entering a description of the dispute in the comment field and clicking the *Submit Dispute* button.




! Note: Only one dispute can be logged per invoice

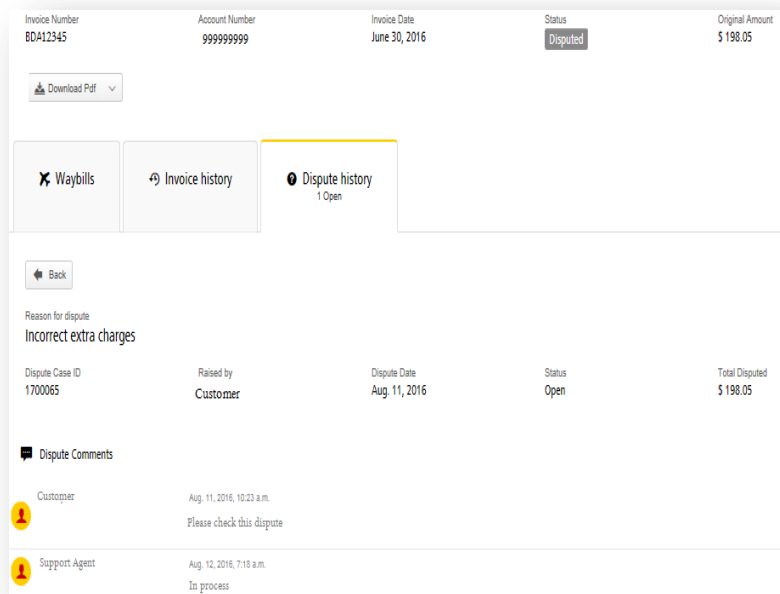


Once you submit a dispute it can not be canceled within MyBill. In the event a dispute needs to be modified or canceled, simply update the open dispute with information for our DHL Billing Agent to make the necessary changes.



From the **Dashboard** select *Disputed Invoice* tab then select the invoice you wish to update. Select the *Dispute History* tab and then the *View Dispute*.

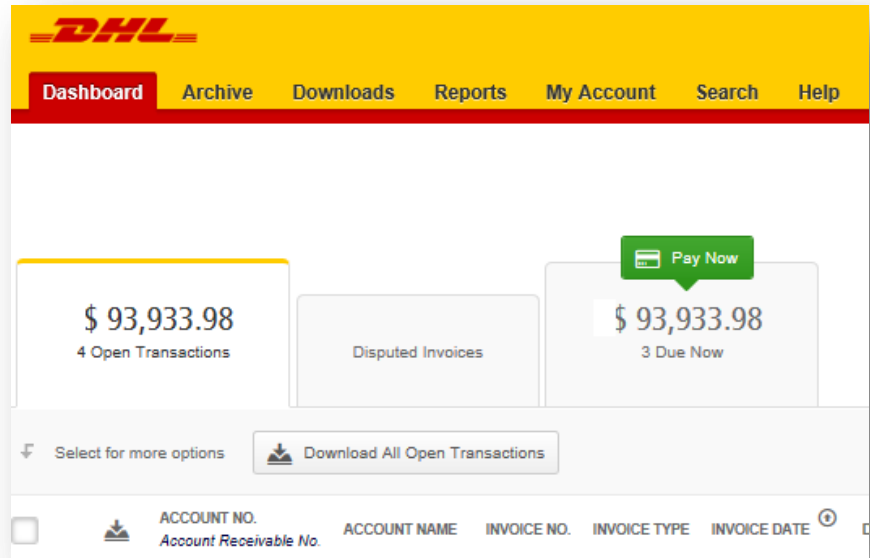
 Want an overview of all disputes? Go to the **Reports** screen and download the **Disputes Report**.



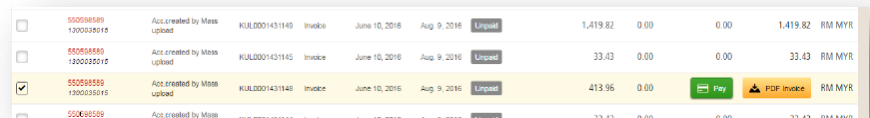
Here you will find the details of your dispute as well as the option to add a comment to your dispute.

Note: DHL updates take a minimum of 24 hours before available in **MyBill**

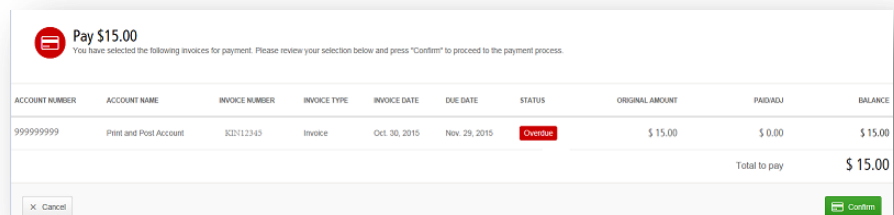
Invoices can be paid by clicking on *Pay Now* on your **Dashboard** "Due Now".



Or select the invoices you want to pay and then click *Pay for each invoice*



Both options will take you to the following screen where you are required to confirm the invoices and the total amount due in this transaction. Once you review, select *Confirm*



Step 1: Please select your payment method

ACCOUNT NUMBER	ACCOUNT NAME	INVOICE NUMBER	INVOICE DATE	DUE DATE	PAYMENT AMOUNT
999999999	Print and Post Account	K2N12345	Oct 30, 2015	Nov 29, 2015	\$ 15.00
Total to pay					\$ 15.00

Total payment amount MD 15.00

Credit Card

VISA

Card Number

Card Holder Name

Card Expiry Date /

CVV What is CVV?

Once you confirm you will be requested to enter the credit card details and then select the *Pay* button.

Select for more options Total records: 25 20 per page Page 1 of 2

Your payment was successful. Your transaction reference number is: 20160816220514-1687099. Thank you for choosing DHL.

Once the payment has been successfully submitted a confirmation message will appear. A confirmation email will be sent to the email set up in your profile.

Search by account, invoice or waybill

Billing System: SAP ERP-Account: 999999999

Select for more options Total records: 17 20 per page Page 1 of 1

ACCOUNT NO.	ACCOUNT NAME	INVOICE NO.	INVOICE TYPE	INVOICE DATE	DUE DATE	STATUS	TOTAL	DISPUTED	PAID/ADJ	BALANCE	CURRENCY
99999999 99999999	Print and Post Account	K2N12345	Invoice	Oct 30, 2015	Nov 29, 2015	Payment(s) in progress	15.00	0.00	15.00	0.00	\$ MD

Dashboard shows Payment(s) in progress until bank confirmation of payment then it moves to **Archive**

Concerned about making payments online? Don't be.
 We use a combination of digital signatures and current standard encryption to protect all your card payment details. No one at DHL has access to your credit card information.



DHL Express INVOICE

CUSTOMER CONTACT
 PO BOX 123
 AB 20078 ABACO
 BAHAMAS

Invoice Number: NAS012345
 Account Number: 999999999
 Invoice Date: 31-05-16
 Page: 1 of 14

For Invoice Inquiries
 Telephone: +1-242 302 4075 opt 5
 Website: www.mybill.dhl.com/login

Type of Service	Number of Shipments	Total Weight	Number of Items	Standard Shipping Charge	Total of Extra Charges	Discount	VAT	Total amount (incl. VAT)
EXPRESS WORLDWIDE DOC	13	18.00	13	763.62	19.82	1.86		591.58
DOMESTIC EXPRESS	45	81.10	45	717.00	2.93		53.95	773.88
EXPRESS WORLDWIDE NONDOC	16	192.20	16	1,973.01	465.87	-495.30		1,943.58
A TAX CODE ADJUSTMENT							-0.17	-0.17
Total	74	291.30	74	3,453.63	488.62	-687.16	53.78	3,308.87

Analysis of Extra Charges		Total
FUEL SURCHARGE		14.95
DUTIES & TAXES PAID		350.00
INSURANCE		107.67
EXTENDED LIABILITY		16.00
Total Extra Charges	488.62	

Analysis of Discounts		Total
Weight Charge Discount (w)		-687.16
Total Discounts	-687.16	

Analysis of VAT				Total
Code	Code Description	Rate	Taxable Total	VAT
T1	VAT	7.5%	717.00	53.95

Payment due date: 30-06-16

Total Amount (USD) 3,308.87

PLEASE SEND YOUR REMITTANCES TO DHL EXPRESS BAHAMAS MONUMENT PLAZA THOMPSON BOULEVARD NASSAU P.O BOX N-3735
 DHL Express Bahamas, Monument Plaza Thompson Boulevard Nassau • Tel: +1-242 302 4075 opt 5
 DHL VAT NO 100212826

By Credit / Debit Card
 Pay online by credit/debit card using your DHL MyBill account. Go to www.mybill.dhl.com/login to login and make a payment.

By Check
 Send check and remittance details to DHL Express Bahamas, Monument Plaza Thompson Boulevard Nassau P.O. Box N-3775.

Wire Transfer

Bank Name:	Scotia Bank Bahamas Ltd.
Bank Address:	Rawson Sqare, Bay St
Account No:	4001574
Account Name:	DHL (Bahamas) Ltd.
Swift Code:	CHASUS33
Beneficiary Branch Code:	70045
ABA/Routing:	021000021
For further credit to:	Scotia Bank Bahamas Limited Nassau, Bahamas

Payment Instructions

Invoice No:	NAS012345
Account No:	999999999
Amount:	3308.87 USD

Remittance advices should be emailed to: bs.finance@dhl.com
 Please state your DHL Invoice Number and Account Number as a reference when making a payment.

THANK YOU FOR CHOOSING DHL

Here's a key to reading the categories and codes found on your International Invoice:

- 1** The DHL Bahamas Address
- 7** **Total Weight:** Total weight of all shipments within this service description and invoice period
- 14** **Analysis of Discounts:** Description of the discount, code and amount
- 2** **TYPE OF INVOICE:** Invoice, Credit Note
- 8** **Standard Shipping charge:** Transportation charge
- 15** **Analysis of VAT:** VAT code, description, rate, taxable total and total of VAT plus the tax code adjustment
- 3** Customer Name and Billing Address
- 9** **Total of Extra Charges:** Total of other charges for each service
- 16** **Total Amount:** Total amount due for payment
- 4** **CUSTOMER BILLING INFORMATION:** Account Number, Invoice No, Invoice Date, Page NO: Page 1 is always the Summary Page.
- 10** **Discount**
- 17** **Due Date**
- 5** **Type of service:** Description of service
- 11** **VAT Amount**
- 18** **Payment Instructions:** instructions for the different payment methods available
- 6** **Number of Shipments:** Total number of shipments within this service description and invoices
- 12** **Total Amount (incl. VAT):** Weight Charge + Other Charge + SVP = Total Charge for each line
- 19** **Billing Information for processing:** Account Number, Invoice Number, Amount Due.
- 13** **Analysis of Extra Charges:** Description of additional charges for each service





2 INVOICE

1 Invoice Number: NAS012345
 Account Number: 999999999
 Invoice Date: 31-05-16
 Number of Pages: 14 of 14

Air Waybill Number	Shippers Reference	Shipment Date	Origin / Consignor	Destination / Consignee	Type of Service	Weight in Kg	Number of Items	Standard Charge	Discount / Code	Extra Charges Description	Extra Charges Amount	VAT / Code	Total amount (incl. VAT)
123456789	DHL Ship	25-05-16	NAS, NASSAU CUSTOMER CONTACT STREET BAH, NP BS-, ABACO NP	NAS, NASSAU DEST CUSTOMER CONTACT N/A, N/A ABACO, BS BS-99, MARSH HARBOUR BS	DOMESTIC EXPRESS	1.00 A	1	15.00		FUEL SURCHARGE	0.08	1.13 T1	16.13 0.08
Service Subtotal - DOMESTIC EXPRESS						81.10	45	717.00			2.93	53.95	16.21 773.88
123456789	DHL Ship	26-05-16	NAS, NASSAU CUSTOMER CONTACT MARSH HARBOUR BS-, ABACO	DCA, Washington - Ronald DEST CUSTOMER CONTACT 14225 NEWBROOK DR USA, VA, VA US-20153, CHANTILLY VA	EXPRESS WORLDWIDE nondoc	6.60 W	1	98.59	-24.65 w -0.12 w	DUTIES & TAXES PAID FUEL SURCHARGE	25.00 0.49		73.94 25.00 0.37 99.31
Service Subtotal - EXPRESS WORLDWIDE nondoc						192.20	16	1,973.01	-495.30 w		465.87		1,943.58
										A TAX CODE ADJUSTMENT		-0.17	
Total:						291.30	74	3,453.63	-687.16		488.62	53.78	3,308.87

18 A = Customer Actual Weight V = Customer Volumetric Weight B = DHL Actual Weight W = DHL Volumetric Weight

Here's a key to reading the categories and codes found on your International Invoice:

- | | | |
|--|--|---|
| 1 CUSTOMER BILLING INFORMATION: Account Number, Invoice No, Invoice Date, Page NO: Page 1 is always the Summary Page. | 6 Origin/Consignor: Consignor name and address | 13 Extra Charges Description: Description of additional charges for each service |
| 2 TYPE OF INVOICE: Invoice, Credit Note | 7 Destination/Consignee: Consignee name and address | 14 Extra Charges Amount: Total of other charges for each service |
| 3 Air Waybill Number: Customer DHL Waybill Number | 8 Type of service | 15 VAT/Code: VAT amount and VAT code, the tax is 2.44 USD per export shipment. |
| 4 Shippers Reference: Reference information provided in the Waybill | 9 Weight in Kg and code: Total weight of all shipments within this service description and invoice period, and code of the weight billed. | 16 Total Amount (incl. VAT): Standard Charge + Other Charge + SVP = Total Charge for each line |
| 5 Shipment Date: Date the shipment was sent | 10 Number of items: Total number of shipments within this service description and invoice | 17 Service subtotal: total of weight, items, and charges for each type of service |
| | 11 Standard Charge: Transportation charge | 18 Weight codes description |
| | 12 Discount amount and code | |



Air Waybill Number	Shippers Reference	Shipment Date	Origin / Consignor	Destination / Consignee	Type of Service	Weight in Kg	Number of Items	Standard Charge	Discount / Code	Extra Charges Description	Extra Charges Amount	VAT / Code	Total amount (incl. VAT)
123456789	DHL Ship	18-09-15	NAS, NASSAU CUSTOMER CONTACT STREET THOMPSON BLVD NASSAU BAHAMAS BS-N 3735, NASSAU BS	FPO, FREEPORT DEST CUSTOMER DEST CUSTOMER CONT STREET BS,	DOMESTIC EXPRESS	-1.00	-1	-0.01					-0.01
17 Original Invoice Number: NASO12345 Correction Reason: SERVICES / SURCHARGES (ITS)													
18 Service Subtotal - DOMESTIC EXPRESS						-1.00	-1	-0.01					-0.01
						Total:	-1.00	-1	-0.01				-0.01

19 A = Customer Actual Weight V = Customer Volumetric Weight B = DHL Actual Weight W = DHL Volumetric Weight

Here's a key to reading the categories and codes found on your International Invoice:

- 1 **CUSTOMER BILLING INFORMATION:** Account Number, Invoice No, Invoice Date, Page NO: Page 1 is always the Summary Page.
- 2 **TYPE OF INVOICE** Invoice, Credit Note
- 3 **Air Waybill Number:** Customer DHL Waybill Number
- 4 **Shippers Reference:** Reference information provided in the Waybill
- 5 **Shipment Date:** Date the shipment was sent
- 6 **Origin/Consignor:** Consignor name and address
- 7 **Destination/Consignee:** Consignee name and address
- 8 **Type of service**
- 9 **Weight in Kg and code:** Total weight of all shipments within this service description and invoice period, and code of the weight billed.
- 10 **Number of items:** Total number of shipments within this service description and invoice
- 11 **Standard Charge:** Transportation charge
- 12 **Discount amount and code**
- 13 **Extra Charges Description:** Description of additional charges for each service
- 14 **Extra Charges Amount:** Total of other charges for each service
- 15 **VAT/Code:** VAT amount and VAT code, the tax is 2.44 USD per export shipment.
- 16 **Total Amount (incl. VAT):** Standard Charge + Other Charge + SVP = Total Charge for each line
- 17 **Original invoice number and correction reason**
- 18 **Service subtotal:** total of weight, items, and charges for each type of service
- 19 **Weight codes description**



After you complete the registration and that registration is approved, you will receive this email that activates your account. It is very important that you go to the link in this email as soon as possible since it is only active for **24 hours**.



BY 9:00, BY 12:00, BY DHL



THIS IS AN AUTOMATED MESSAGE, DO NOT REPLY

Dear DHL Customer,

Thank you for registering for DHL MyBill. We are pleased to inform you that your enrollment has been approved.

To access your account the first time, click the link below to set your password *: Visit <https://mybill.dhl.com/enroll/confirm/password/14rsp-4ee-698c2c10ea09575f26b9/>

Your login name is: example@dhl.com

If you have any invoice related questions, please contact +1-345-623-8575.

Thank you for choosing DHL.

Sincerely,

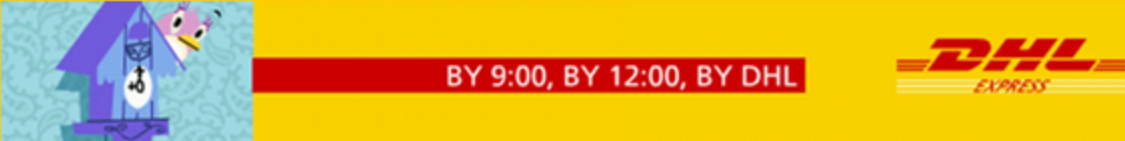
The DHL MyBill Team

*Note: Password reset through the above link will not change your current DHL.com password for online shipping.

Please do not reply to this email; it is used to send automated emails and is not monitored for responses. If you have any questions, please contact DHL Billing Support.



This is the email that comes with the invoice. It contains the PDF file with the image of the invoice and it comes with a URL that will take you straight to the pay section of this invoice in case you want to pay.



BY 9:00, BY 12:00, BY DHL

Invoice	Inv. Date	Total
XXX12345	Feb. 29, 2016	\$ 31.77

THIS IS AN AUTOMATED MESSAGE, DO NOT REPLY

Dear DHL Customer,

Please find attached your current invoice in PDF format, dated Feb. 29, 2016 for shipments and services supplied by DHL.

If you are unable to open this attachment, or have any invoice related questions, please contact +1

To download your invoice in a different format, visit [DHL MyBill](#). You can also view invoice/payment history and review your account details.


We look forward to receiving your payment within the agreed credit terms as stated on your invoice.

Thank you for using DHL.

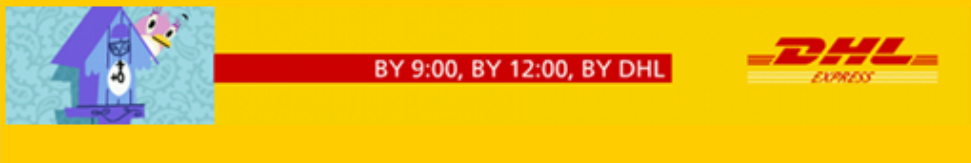
Sincerely,

The DHL MyBill Team

[Click here to download Adobe Acrobat Reader](#)



After you complete an online payment you will receive an email like this with all the information of your payment , date, amount and confirmation number



THIS IS AN AUTOMATED MESSAGE, DO NOT REPLY

Dear DHL Customer,

This is an automatically-generated email to inform you about your recent payment. If you have any questions or wish to contact DHL, please read below for instructions.

Payment Information

Date:	Aug. 18, 2016, 9:35 a.m.
Email Address:	example@dhl.com
Number of Invoices Selected for Payment:	1
Total Requested Payment Amount:	\$ 15.00
Number of Invoices Paid:	1
Total Amount for Invoices Paid:	\$ 15.00

Payment Details

Payment Status	Account Number	Invoice Number	Confirmation Number	Payment Amount
Authorized	999999999	KIN12345	1714715345428352	\$ 15.00

Thank you for choosing DHL


Please do not reply to this email; it is used to send automated emails and is not monitored for responses.

If you have any questions please contact +1-345-623-8575.

With kind regards,

The DHL e-Billing Team

Please do not reply to this email; it is used to send automated emails and is not monitored for responses. If you have any questions, please contact DHL Billing Support.





Need further assistance?

Go to the [Help](#) section in MyBill or send an email to Caribbean.MyBill@dhl.com