

'THE PERFECT REMITTANCE'

HOW TO PROVIDE DHL WITH THE RIGHT INFORMATION
SO THAT WE CAN CORRECTLY ALLOCATE YOUR PAYMENTS

**We always aim to allocate your payments correctly and promptly
– but to do so, we need the right information from you.**

KEY INFORMATION

- 1 Your DHL Account Number**
Mandatory requirement to ensure we allocate your payment to the correct account.
- 2 The DHL Invoice Number in full**
If you are unable to enter the full number due to system restrictions, please quote as many of the numbers as possible from your invoice so that we can quickly identify your transaction.
- 3 Your Company Name in full (As stated on your invoices)**
Please let us know if your payments come from a group of companies.
- 4 The Payment Total**
Also state how much you are paying against each transaction in your remittance; please also include details of any credit notes.
- 5 Your Contact details**
Including a valid email address and phone number.
- 6 Excel Remittance template**
Alternatively you can send us an Excel Remittance template to speed up payment allocation.

Please e-mail your remittance advice to

rpu.cash@dhl.com

before you submit your payment to us.

Alternatively, you can post your remittance to the following address:

**Customer Accounting
DHL International (UK) Ltd
PO Box 4833
Slough
SL3 3JE**

DHL Express INVOICE SUMMARY

3 MISS A.N. OTHER
COMPANY NAME
ADDRESS 1
TOWN / CITY
POSTCODE

2 Invoice Number: LBA1234567
Account Number: 421234567
Invoice Date: 30-11-2022
Number of Page: 1 of 2

For Invoice Enquiries
Telephone: +44 (0)3442 480 777
Website: <https://mybill.dhl.com/login>
Email: ukinvoices@dhl.com

Type of Service	Number of Shipments	Total Weight	Number of Items	Standard Shipping Charge	Total of Extra Charges	VAT	Total amount (incl. VAT)
EXPRESS WORLDWIDE NON-DOC	2	1.00	2	63.05	60.60		123.65
EXPRESS 12:00 DOC	1	0.50	1	11.85	2.28	2.83	16.96
Total	3	1.50	3	74.90	62.88	2.83	140.61

Analysis of Extra Charges (Included in summary above)

	Total
SATURDAY DELIVERY	30.00
EMERGENCY SITUATION	0.18
FUEL SURCHARGE	32.70
Total Extra Charges	62.88

Payment due in 30 days **Total amount (GBP)** **Total (Excl. VAT)** **VAT** **Total (incl. VAT)**

137.78 2.83 140.61

3 Company Name

Line Address1, Line Address2, Town/City Postcode.
Tel: 01522 123456. Email: accounts@abcoltd.com

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Date: 15-12-2022

1 Account No: 421234567

CUSTOMER ACCOUNTING
DHL INTERNATIONAL (UK) LIMITED
PO BOX 4833
SLOUGH
SL3 3JE

Date	Invoice Number	Transaction	Debit	Credit
11/22	LBA1234567	Invoice	140.61	
10/22	DHL7654321	Invoice	220.68	
11/22	LBA7654321	Credit Note		31.97

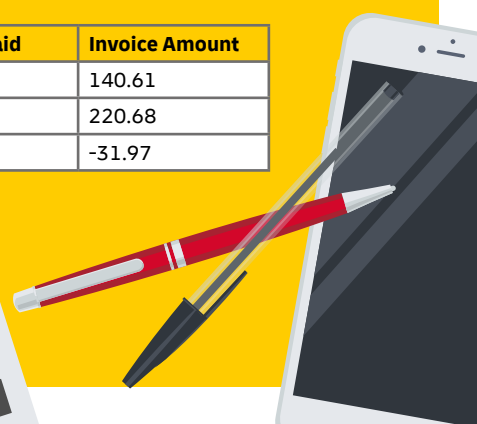
Balance 329.32
Discount 0.00
Payment 329.32

Paid by BACS

6 Total Amount Paid	329.32
Payment Date	15/12/22
Bank	91406396
Currency	GBP

Invoice No	Amount Paid	Invoice Amount
LBA1234567	140.61	140.61
DHL7654321	220.68	220.68
LBA7654321	-31.97	-31.97

DHL
Express



HOW DO I PAY?

1

MYBILL

MyBill offers a fast and secure electronic payments service. Follow the steps below to make a payment:

1. Access the MyBill hub using the link below:
<https://mybill.dhl.com/login/>
2. View your outstanding invoice(s) via the Dashboard.
3. To pay a single invoice, hover over the invoice details or tick the check box against the invoice, then click the 'Pay' button.
4. To pay multiple invoices, click on the 'Pay Now' button displayed over the 'Due Now' tab. All invoices due or overdue for payment will be automatically selected. You can also select additional invoices for payment at this point.
5. Click on the 'Confirm' button to enter your card details and submit your payment.



MyBill Payment FAQs www.dhl.co.uk/mybill_guide

To register for MyBill or to learn more information about this service click here: www.dhl.co.uk/mybill

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OTHER ELECTRONIC PAYMENTS

DHL has various products and services, some of which trade under different legal names, so please ensure you send your payment to the correct DHL bank account.

When you make payments by either BACS, Faster Payments or CHAPS, please ensure you complete the 'Payment/Beneficiary Reference' field within your payment system with a valid DHL Account Number and/or Invoice Number, so that your payment can be allocated immediately against the right transactions.

For DHL International UK Ltd invoices please send your payment to:

Bank Name: HSBC Bank plc

Account No: 91406396

Sort-Code: 40-02-50

IBAN Code: GB33 MIDL 400250 91406396

Swift Code: MIDLGB22



Please e-mail your remittance to: rpu.cash@dhl.com

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DIRECT DEBIT

Direct Debit is a safe and secure payment method which reduces administration costs and time.



To register for Direct Debit, complete an online Direct Debit mandate using the link below: www.dhl.co.uk/ddform

For more information visit: www.dhl.co.uk/directdebit

Recommended browser's: Edge, Firefox or Google Chrome

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CREDIT / DEBIT CARD PAYMENTS

We accept most UK registered credit / debit card payments which are processed through a secured card payment system.



To make payment via this method, please contact us on: **03442 480 777**.

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E-PAYMENTS WEBSITE

You can pay online via our secure e-Payments website using all major credit or debit cards. Follow the steps below to make a payment:

1. Search for your outstanding invoice using your waybill number, invoice number or account number.
2. Tick the invoice(s) you wish to pay and click 'Pay Now'.
3. Complete the Payment Authorisation Form with your card details and click on 'Continue' to process your payment.



For more information visit: www.dhl.co.uk/epayments

SENDING YOUR REMITTANCE TO DHL

Please make all payments within your contracted payment terms and allow sufficient time for your remittance advice to reach us. This will enable DHL to process and allocate your payment as quickly as possible upon receipt.

If you have more questions about our bank details or wish to speak with a DHL representative about a payment allocation, please call us on 03442 480 777.

