

DHL Express



DHL E-BILLING FOR DUTY AND CUSTOMS DOCUMENTS

Documentdownload Guide

March 2017



Content

Brief instruction for the **download of duty invoices** and supporting **customs documents** (e. g. tax assessment, commercial invoice, airwaybill)

- 1** Download duty invoice* in selected format
- 2** Download customs documents for one (or multiple) invoices
- 3** Download customs documents for single shipment

* Also applicable for ‚customs clearance information‘ which contain tax assessments for either:

- 0,00 EUR (so called ‚de minimis‘),
- Shipments customs cleared via an own deferment account or
- Billed to a third party.

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1 Download duty invoice in selected format

You receive an Email as soon as a new invoice is available:

1. Use the hyperlink in the Email to reach your invoice overview. Alternatively you can use the following Link: <https://ebilling.dhl.com/customer/login/>

THIS IS AN AUTOMATED MESSAGE, DO NOT REPLY

Dear Customer,

Please find your invoice in PDF format attached to this email, dated 23/02/2017 for shipments and services supplied by DHL.

In case you wish to view and/or download your customs documents you can click [here](#). Furthermore you can download your invoice in a different format (e. g. csv).

Click here to go to the
DHL e-Billing-Portal

2. Log in with your log-in-data

Login

Username:

Password: [Forgotten your password?](#)

Login

Enter your **username**
(Emailaddress, where the invoice was sent to)

Enter your **password** (if password is unknown, please select ,forgotten your password?')

1 Download duty invoice in selected format

3. Next, click on the button ,View' to reach the overview of your unread invoices (alternatively you can access all invoices via the search-function).

Desktop

New invoices from DHL :

Time Definite (DHL DE)	0
Duty Billing (DHL DE)	67

View

Enter your **14-digit Billing Number**.

Either you enter your **10-digit invoice number** or your **10-digit reference number** ([only applicable for customs clearance information](#)).

Optionally select one of the following invoice types:

- **Duty invoice** or
- **Customs clearance information**.

Desktop **My Profile** **Reports** **Search**

Invoice Search

Saved Searches: **Select** **Search** **Delete**

Account: All

Invoice Number: [Input Field]

Air Waybill: [Input Field]

Unread:

Invoice Type: All

Invoice Status: All

Date From: [Input Field] [Calendar Icon]

Date To: [Input Field] [Calendar Icon]

Search **Clear**

1 Download duty invoice in selected format

4. Select an invoice by clicking on the invoice-line.

The screenshot shows the DHL e-Billing hub interface. The top navigation bar includes 'Desktop', 'My Profile', 'Reports', 'Search', and 'Current user: [redacted]'. Below this is the 'DHL e-Billing hub' section with a red 'Invoices' header. On the left, there are links for 'DHL Entity', 'Help', and 'Logout'. The main content area shows a 'Type' dropdown set to 'Customs invoice' and a 'Download' button. Below this, a table lists invoices with columns: All, Unread, Legal Entity, Company Name, Account No, Invoice Date, Dispatched Date, Invoice No, Type, Status, Currency, Net Total, Vat Total, and Grand Total. The first row is highlighted with a red box.

All	Unread	Legal Entity	Company Name	Account No	Invoice Date	Dispatched Date	Invoice No	Type	Status	Currency	Net Total	Vat Total	Grand Total
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Duty Billing (DHL DE)	[redacted]	[redacted]	25/10/2016	25/10/2016 12:14	[redacted]	Customs invoice	Sent	EUR	52,36	8,36	52,36
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Duty Billing (DHL DE)	[redacted]	[redacted]	26/10/2016	26/10/2016 12:14	[redacted]	Customs invoice	Sent	EUR	46,33	4,66	46,33
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Duty Billing (DHL DE)	[redacted]	[redacted]	27/10/2016	27/10/2016 12:14	[redacted]	Customs invoice	Sent	EUR	246,68	9,31	246,68
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Duty Billing (DHL DE)	[redacted]	[redacted]	07/11/2016	07/11/2016 21:27	[redacted]	Customs invoice	Sent	EUR	263,82	13,97	263,82

4. Choose your desired format from the dropdown menu followed by clicking the ,Download'-button. Your browser will guide you through the next steps.

This close-up shows the 'Download' button highlighted with a red box. A dropdown menu is open, listing the following options: 'Download Xml', 'Download Pdf', 'Download ebXML', 'Download CENBII', and 'Download Customs CSV'. Below the dropdown, there are navigation arrows and a 'Select' label.

Content

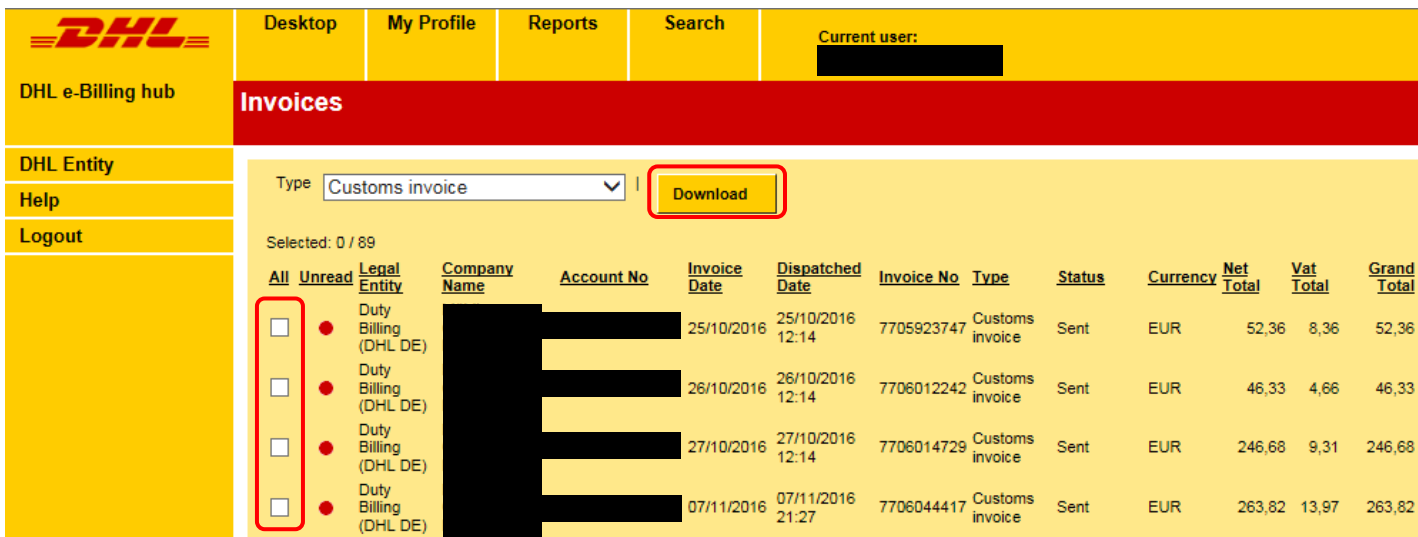
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Download customs documents for one (or multiple) invoices

Follow steps 1-3 from the previous pages ,Download duty invoice in selected format'.

- Use the tick-boxes at the beginning of each line in order to select the relevant invoices. Next, click on the ,download'-button.



The screenshot shows the DHL e-Billing hub interface. The top navigation bar includes 'Desktop', 'My Profile', 'Reports', 'Search', and 'Current user: [redacted]'. The main content area is titled 'Invoices'. Below this, there is a 'Type' dropdown menu set to 'Customs invoice' and a 'Download' button. A table of invoices is displayed with the following columns: All, Unread, Legal Entity, Company Name, Account No, Invoice Date, Dispatched Date, Invoice No, Type, Status, Currency, Net Total, Vat Total, and Grand Total. The first four rows of the table are visible, each with a checkbox in the 'All' column. The 'Download' button and the checkboxes are highlighted with red boxes.

All	Unread	Legal Entity	Company Name	Account No	Invoice Date	Dispatched Date	Invoice No	Type	Status	Currency	Net Total	Vat Total	Grand Total
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Duty Billing (DHL DE)	[redacted]	[redacted]	25/10/2016	25/10/2016 12:14	7705923747	Customs invoice	Sent	EUR	52,36	8,36	52,36
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Duty Billing (DHL DE)	[redacted]	[redacted]	26/10/2016	26/10/2016 12:14	7706012242	Customs invoice	Sent	EUR	46,33	4,66	46,33
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Duty Billing (DHL DE)	[redacted]	[redacted]	27/10/2016	27/10/2016 12:14	7706014729	Customs invoice	Sent	EUR	246,68	9,31	246,68
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Duty Billing (DHL DE)	[redacted]	[redacted]	07/11/2016	07/11/2016 21:27	7706044417	Customs invoice	Sent	EUR	263,82	13,97	263,82

Download customs documents for one (or multiple) invoices

5. Select the relevant supporting documents you want to download and click on the 'Download'-button.

Select DHL Express Downloads

PDF
 CSV
 Customs Invoice (ODB) CSV
 XML
 ebXML
 Air WayBill
 Customs Invoice (ODB) Image

Download [cancel](#)

PDF = DHL invoice
Air WayBill = Airwaybill & commercial invoice
Customa Invoice (ODB) Image = tax assessment and other customs documents

6. After completing the download, click on the button 'Retrieve'. Your browser will guide you through the next steps.

Please wait while your files are collected (Started: March 7, 2017, 10:45 a.m.)

You may continue to browse the site while this download is being performed, to return to this page please click "Active Downloads" on the desktop

Progress: 3 of 3 files collected (Finished : 243212)

100%

Please click 'Retrieve' to download your files

Retrieve [Cancel](#)

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- 1 Download duty invoice* in selected format
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3 Download customs documents for single shipment

You receive an Email as soon as a new invoice is available:

1. Open the invoice (pdf format), which is attached to the E-Mail.
2. Choose the relevant shipment on page 2ff. (detail pages).
3. Click on the blue highlighted shipment number (hyperlink).

Customs Duty / Vat Invoice

Invoice Number: [redacted]
Billing Number: [redacted]
Creation Date: 25/01/17
Pages: 2 of 2

Air Waybill Number	Declaration Number	AWB-Date	Country of Origin/Shipper	Reference	Fee Description
97928	ATC400979650120175604	18/01/17	[redacted]	0	Einfuhrumsatzsteuer (EUST)

Total for Shipment EUR:

Click here to use the hyperlink.

3 Download customs documents for single shipment

2. Log in with your log-in-data

Username:

Password: [Forgotten your password?](#)

Login

Enter your **username**
(Emailaddress, where the invoice was sent to)

Enter your **password** (if password is unknown, please select ,forgotten your password?')

5. Select the required supporting document. Your browser will guide you through the next steps.

Download AWB :

Download INV :

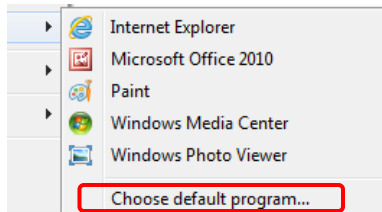
Download CST :

Return to Invoice

CHANGE STANDARD VIEW FOR TIF-DOCUMENTS

All data ending with ,*.tif' can't be opened by Adobe Reader. Follow the below steps:

1. Save this .tif file locally on your computer. Use the right-click-option.
2. Next, use the option ,Open with' and ,choose default programm'.



3. For example select the programm ,Windows Photo Viewer'.

