



## Invoice

DHL Paket GmbH, NL Vertrieb  
Postfach 3035, 98765 Musterstadt

Musterfirma GmbH & Co. OHG  
Am Wiesenhof 4  
12345 Musterstadt

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For payment or questions please quote:

Invoice number: **1032728304**  
Invoice date: **30.04./2021**  
Performance period: **04.2021**  
Customer number: **5007004000**

Dear Sir or Madam,

We would like to thank you for your parcel shipment orders and are now invoicing you for these services as follows.  
The invoicing is based on the order details which you transmitted to Deutsche Post DHL electronically via EDI or via posting list and the shipment details as identified by Deutsche Post DHL.

**Used shipping product:** DHL PAKET  
**Billing number:** 5007004000 01 01  
**Customer:** Mutterfirma GmbH & Co. OHG, Mustergasse 1, 18765 Musterhausen  
**Poster:** Tochterfirma, Filiale Süd, Am Wendehammer 4, 19875 Partnerstadt  
**Your reference:** DHL shipments national  
**Settled sheet or ICR number/s:** 000, 089-093  
**Posting period:** 03/29/2021 to 04/10/2021

<b>Invoice amount (excluding sales tax)</b>			XXX,XX EUR
<b>Sales tax (C1)</b>	19% of	XXX,XX EUR	XX,XX EUR
<b>Sales tax (C0)</b>	0% of	XX,XX EUR	0,00 EUR
<b>Invoice amount (including sales tax)</b>			<b>XXX.XX EUR</b>

Please pay the invoice amount into the account below with reference to invoice number 1032728304.

**Due date: Receipt of payment by <Date>**

You can find more detailed information in the OVERVIEW below.

Kind regards,  
DHL Paket GmbH

### Please note the following points:

If you do not agree with the charge on the invoice, please send your objection to the address of your settlement office specified below within 30 days of receipt of the invoice. If no objection is made during this period, the invoice shall be deemed to be accepted. We are unable to consider any objections we receive at a later date.

The invoice may include orders from the previous settlement period that have not yet been charged. In that case they are shown separately in the OVERVIEW.

Address:  
Musterstraße 1  
87654 Musterstadt

Settlement office:  
Deutsche Post AG  
Niederlassung Brief Musterstadt  
Settlement office  
Musterstraße 1  
87654 Musterstadt

Phone +49 (0)375 39067800-0  
Fax +49 (0)375 39067800-9  
E-mail:  
Abrechnung.Musterstadt@deutschepost.de  
www.dhl.de

Registered office: Bonn  
Registry Court Bonn  
HRB 19565  
Sales Tax ID:  
DE 813312787  
Tax no.: 205/5777/4144

Bank details:  
Postbank Köln  
IBAN:  
DE88370100500000235506  
BIC: PBNKDEFFXXX

Management:  
Norman Chmiel  
Dr. Ole Nordhoff  
Dr. Christian Schawel  
Frank-Uwe Ungerer

Chair of the Supervisory  
Board:  
Uwe Brinks

Deutsche Post AG  
Registered office: Bonn  
Registry Court: Bonn  
HRB 6792

Board of Management:  
Dr. Frank Appel, Chairman  
Ken Allen  
Oscar de Bok  
Melanie Kreis  
Dr. Tobias Meyer  
Dr. Thomas Ogilvie  
John Pearson  
Tim Scharwath

Chair of the  
Supervisory Board:  
Dr. Nikolaus von Bomhard

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SUMMARY

Posting period	Sheet no./ ICR no.	Product / Service	Quantity	Sales Tax ID	Price per Unit (EUR)	Grand Total (EUR)
03/29/2021	000	DHL PAKET (GK) bis 31,5 KG	1	C1	X.XX	XX.XX
		Service Ident-Check	1	C1	X.XX	XX.XX
		Maut- und CO2-Zuschlag	1	C1	X.XX	XX.XX
	089	DHL PAKET (GK) bis 3 KG	1	C1	X.XX	XX.XX
		Service Nachnahme	1	C1	X.XX	XX.XX
		Maut- und CO2-Zuschlag	1	C1	X.XX	XX.XX
03/30/2021	090	DHL PAKET (GK) bis 2 KG	1	C1	X.XX	XX.XX
		DHL PAKET (GK) bis 4 KG	1	C1	X.XX	XX.XX
		Service Rückschein	1	C1	X.XX	XX.XX
		Service Wunschzeit	1	C1	X.XX	XX.XX
		Maut- und CO2-Zuschlag	2	C1	X.XX	XX.XX
04/10/2021	091	DHL PAKET (GK) bis 8 KG	1	C1	X.XX	XX.XX
		Service Transportversicherung A	1	C0	X.XX	XX.XX
		Maut- und CO2-Zuschlag	1	C1	X.XX	XX.XX
		<b>Quantity of shipments</b>	<b>5</b>			<b>XXX.XX</b>
		<b>Quantity of services</b>	<b>5</b>			<b>XXX.XX</b>
		<b>Total</b>				<b>XXX.XX</b>
		From that: Announced shipments	4			XXX.XX
		From that: Identified deviations	1			XX.XX
		Shipments not handed in	2			0,00

Invoice amount (excluding sales tax): XXX.XX

OVERVIEW

Orders from previous periods:

Date of posting	Sheet no./ ICR no.	Shipment details	Recipient	Sales Tax ID	Price per Unit (EUR)
03/29/2021	089	Shipment number 987654321 DHL PAKET (GK) bis 31,5 KG Service Nachnahme Maut- und CO2-Zuschlag	Heinz Mustermann Mustergasse 1 53113 Bonn Deutschland	C1 C1 C1	X.XX X.XX X.XX
		Quantity of shipments		1	
		Quantity of services		1	

Total (previous periods): XXX.XX

Orders from the current period:

Date of posting	Sheet no./ ICR no.	Product / Service	Recipient	Sales Tax ID	Price per Unit (EUR)
03/29/2021	000	Shipment number 987654321 DHL PAKET (GK) bis 31,5 KG Service Ident-Check Maut- und CO2-Zuschlag		C1 C1 C1	X.XX X.XX X.XX
04/01/2021	090	Shipment number 987654323 DHL PAKET (GK) bis 4 KG Weight in kg: 3.33 Service Wunschzeit Maut- und CO2-Zuschlag <Reference>	Claudia Musterfrau Musterstraße 4 53797 Lohmar Deutschland	C1 C1	X.XX X.XX
		Shipment number 987654325 DHL PAKET (GK) bis 2 KG Weight in kg: 1.80 Service Rückschein Maut- und CO2-Zuschlag <Reference>	Petra Musterfrau Mustergasse 4 52076 Aachen Deutschland	C1 C1	X.XX X.XX
04/10/2021	091	Shipment number 987654328 DHL PAKET (GK) bis 8 KG Weight in kg: 7.33 Service Transportversicherung A Maut- und CO2-Zuschlag <Reference>	Corinna Musterfrau Musterstraße 4 47051 Duisburg	C1 C0 C1	X.XX X.XX X.XX
		Quantity of shipments		4	
		Quantity of services		4	

Total (current period): XXX.XX

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**Identified deviations from shipment details**

We verified your shipments in our parcel center and found deviations between the announced details from EDI data and our own production data (e.g., quantity, weight, selected service), see below.

Date of posting	Shipment number	Identified fact	Announced value	Billed value
03/29/2021	987654321	Shipment not being denoted Billing number: 50070040000101		X.XX

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**Shipments not handed in**

The following shipments, announced by EDI data, were cancelled in your backlog and will not be charged, as the corresponding shipments were not handed in to our parcel center.

Date of posting	Sheet no./ ICR no.	Shipment details	Recipient
04/16/2021	092	Shipment 00340434128621409031 DHL PAKET (GK) Weight in kg: 0.95 Shipments to Musterstadt Billing number: 50070040000101	Max Mustermann Stornogasse 2 56043 Musterstadt Deutschland
04/17/2021	093	Shipment 00340434128621409032 DHL PAKET (GK) Weight in kg: 1.66 Shipments to Musterhausen Billing number: 50070040000101	Ute Musterfrau Vergissmeinnichtweg 16 52156 Musterhausen Deutschland

**Do you have any questions regarding your invoice?**

You can find answers to questions all about settlement at DHL Paket as well as detailed sample invoices at [www.dhl.de/abrechnung](http://www.dhl.de/abrechnung)

Change requests regarding your invoicing or your master data you can adress directly to your Sales Manager at DHL.

The settlement office supporting you will be happy to answer any further queries you may have - simply call or write to the contact address specified on page 1.

**Explanations**

Sheet no./ICR no.:

If you transmit your orders to Deutsche Post DHL electronically via EDI, the number(s) listed above is/are not the "sheet number" of the relevant order but the "ICR number".

Toll and CO2 surcharge:

Surcharge separat from the base price due to state levies with direct relation to our transport service, in particular the use of federal highways with heavy commercial vehicles in Germany such as additional costs resulting from state CO2 pricing.

Sales Tax ID:

C1 = Full tax rate (19%)

C0 = Tax-free

## EXPLANATIONS

For **invoicing with a list of the individual shipments**, we list each shipment individually in the invoice OVERVIEW, including information on the shipment recipient. The prerequisite for this is that the recipient was specified in the EDI message.

- 1 Summary of all products and services relevant to settlement.
- 2 If shipments have not been announced in the EDI messages, but have been identified in our parcel sorting centers, and if no EDI message is transmitted regarding these shipments within 10 days, production-assisted billing of these shipments will be carried out with the sheet number "000". All shipments listed in the "Identified deviations" section are also listed above in the "Orders from the previous period" or "Orders from the current period" blocks.

In the case of a contractually agreed scaled price, we will charge the price of the maximum weight scale for such shipments, in this case "31.5 kg".

For invoicing with a list of the individual shipments, recipient details cannot be reported for shipments that have not been announced in the EDI messages.

- 3 Overview of shipments announced but not handed in. If more than 10 days have elapsed since the posting date specified in the EDI message for a shipment without the shipment being handed in, the shipment will be cancelled in our backlog and will not be invoiced. **Therefore, you do not have to provide us with separate notification of cancellation.**