



## 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: **03.2021 to 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:** Pakete Filiale Süd  
**Settled sheet or ICR number/s:** 000, 089-093  
**Posting period:** 29.03.2021 to 15.04.2021

<b>Invoice amount (excluding sales tax)</b>			XXX,XX EUR
<b>Sales tax (C1)</b>	19% of	XXX,XX EUR	XXX,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 Romhardt

**Invoice**

Invoice number: 1032728304  
 Invoice date: 30.04.2021  
 Customer number: 5007004000

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**SUMMARY**

Product / Service	Quantity	Sales Tax ID	Grand Total (EUR)
DHL PAKET (GK) bis 1 KG	XX	C1	XX,XX
DHL PAKET (GK) bis 4 KG	XX	C1	XX,XX
DHL PAKET (GK) bis 6 KG	XX	C1	XX,XX
DHL PAKET (GK) bis 10 KG	XX	C1	XX,XX
DHL PAKET (GK) bis 15 KG	XX	C1	XX,XX
DHL PAKET (GK) bis 20 KG	XX	C1	XX,XX
DHL PAKET (GK) bis 25 KG	XX	C1	XX,XX
DHL PAKET (GK) bis 31,5 KG	XX	C1	XX,XX
Service Persönliche Übergabe	XX	C1	XX,XX
Service Nachnahme	XX	C1	XX,XX
Service Transportversicherung A	XX	C0	XX,XX
Service Wunschzeit	XX	C1	XX,XX
Sperrgut	XX	C1	XX,XX
<b>Quantity of shipments</b>	XX		<b>XXX,XX</b>
<b>Quantity of services</b>	XX		<b>XX,XX</b>
Maut- und CO2-Zuschlag	XX	C1	XX,XX
Codierentgelt	XX	C1	XX,XX
Rücksendeentgelt	3	C1	XX,XX
<b>Total</b>			<b>XXX,XX</b>
From that: Announced shipments	XX		XXX,XX
From that: Identified deviations	1		XX,XX
Shipments not handed in	2		0,00

**Invoice amount (excluding Sales Tax): XXX,XX**

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**OVERVIEW**

**Orders from previous periods:**

Date of posting	Sheet no./ ICR no.	Product / Service	Quantity	Sales Tax ID	Price per Unit (EUR)	Grand Total (EUR)
29.03.2021	089	DHL PAKET (GK) bis 2 KG	X	C1	X,XX	XX,XX
		Service Wunschzeit	X	C1	X,XX	XX,XX
		Maut- und CO2-Zuschlag	X	C1	X,XX	XX,XX
30.03.2021	090	DHL PAKET (GK) bis 10 KG	X	C1	X,XX	XX,XX
		Sperrgut	X	C1	X,XX	XX,XX
		Maut- und CO2-Zuschlag	X	C1	X,XX	XX,XX
		Quantity of shipments	X			
		Quantity of services	X			

**Total (previous periods): XXX,XX**

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**Orders from the current period:**

Date of posting	Sheet no./ ICR no.	Product / Service	Quantity	Sales Tax ID	Price per Unit (EUR)	Grand Total (EUR)
01.04.2021	091	DHL PAKET (GK) bis 1 KG	XX	C1	X,XX	XX,XX
		DHL PAKET (GK) bis 6 KG	XX	C1	X,XX	XX,XX
		Service Nachnahme	XX	C1	X,XX	XX,XX
		Maut- und CO2-Zuschlag	X	C1	X,XX	XX,XX
		Rücksendeentgelt Paket national	1	C1	X,XX	X,XX
02.04.2021	092	DHL PAKET (GK) bis 4 KG	XX	C1	X,XX	XX,XX
		DHL PAKET (GK) bis 10 KG	XX	C1	X,XX	XX,XX
		Sperrgut	XX	C1	X,XX	XX,XX
		Maut- und CO2-Zuschlag	XX	C1	X,XX	XX,XX
03.04.2021	093	DHL PAKET (GK) bis 15 KG	XX	C1	X,XX	XX,XX
		DHL PAKET (GK) bis 20 KG	XX	C1	X,XX	XX,XX
		Maut- und CO2-Zuschlag	XX	C1	X,XX	XX,XX
		Service Transportversicherung A	XX	C0	X,XX	XX,XX
		Rücksendeentgelt Paket national	1	C1	X,XX	X,XX
15.04.2021	000	DHL PAKET (GK) bis 31,5 KG	XX	C1	X,XX	XX,XX
		Sperrgut	XX	C1	X,XX	XX,XX
		Maut- und CO2-Zuschlag	XX	C1	X,XX	XX,XX
		Quantity of shipments	XX			
		Quantity of services	XX			

**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 data	Identified data
15.04.2021	00340434128621409030	Shipment 00340434128621409030 not being denoted Billing number: 50070040000101		X.XX
		Sperrgut not being denoted Billing number: 50070040000101		X.XX

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**Returns**

The following shipments could not have been successfully delivered. Therefore we have returned them to the original sender.

Shipment number	Date of return	Reason for return
00340434265255822474	04/01/2021	Unknown recipient
00340434265255822475	04/03/2021	Item refused
00340434265255822476	04/16/2021	Exceeded storage period (Retail outlet/Paketshop)
Quantity of shipments	3	

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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
16.04.2021	094	Shipment 00340434128621409031 DHL PAKET (GK) bis 1 kg Weight in kg: 0.95 Shipments to Musterstadt Billing number: 50070040000101	Max Mustermann Stornogasse 2 56043 Musterstadt Deutschland
17.04.2021	095	Shipment 00340434128621409032 DHL PAKET (GK) bis 2 kg 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 address 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

- 1 Summary of all products and services relevant to settlement.
- 2 Orders from previous billing period: with deferred posting, the time of billing may fall in the next billing period.
- 3 Overview of all orders from the current period.
- 4 All products and services: for aggregated invoicing, all shipments per delivery day that fall into the same weight category are grouped together.
- 5 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"**.  
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".
- 6 If shipments could not be successfully delivered to the recipient, we will show them in the "Returns" block, stating the reason for the return.
- 7 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.**