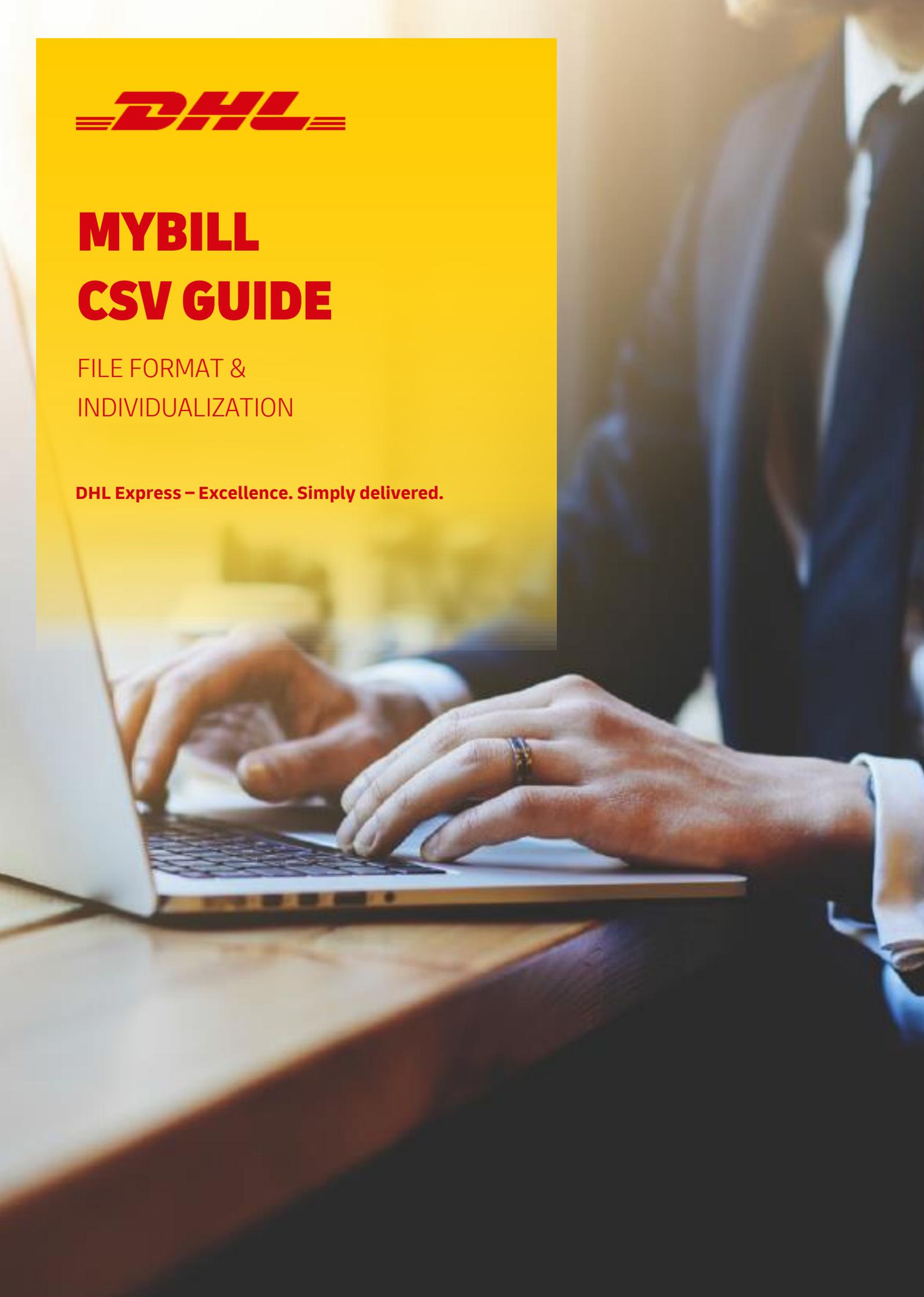




MYBILL CSV GUIDE

FILE FORMAT &
INDIVIDUALIZATION

DHL Express – Excellence. Simply delivered.



MYBILL CSV GUIDE

CSV-FORMAT FOR TRANSPORT AND CUSTOMS INVOICES

CSV-FORMAT WITH MYBILL

This guide will help you if you import CSV files into your inventory management or accounting systems for easy or automated invoice management.

To ensure that all accounting data enters your systems correctly and can be processed smoothly, it is important that the assignment of columns in your CSV file matches the conditions in your system.

To ensure this, you can download **samples of the standard CSV files for customs and transport invoices** and familiarize yourself with the order of the columns.



INDIVIDUALIZING CSV FILES FOR TRANSPORT INVOICES

By default, MyBill provides you with CSV files that contain all the columns found in the sample files above. However, if you only need selected columns to manage your transport invoices and would like to individualize the CSV files for these invoices accordingly, this is possible.

The data extract is then reduced according to your specifications and the columns are output in the order you specified. If you receive several invoices, the files can also be chained (consolidated), which reduces the work involved in importing the CSV export into your accounting systems.

This guide shows you how you can easily create a new, individualized CSV template for your transport invoices. Individualization is not possible for CSVs customs invoices.

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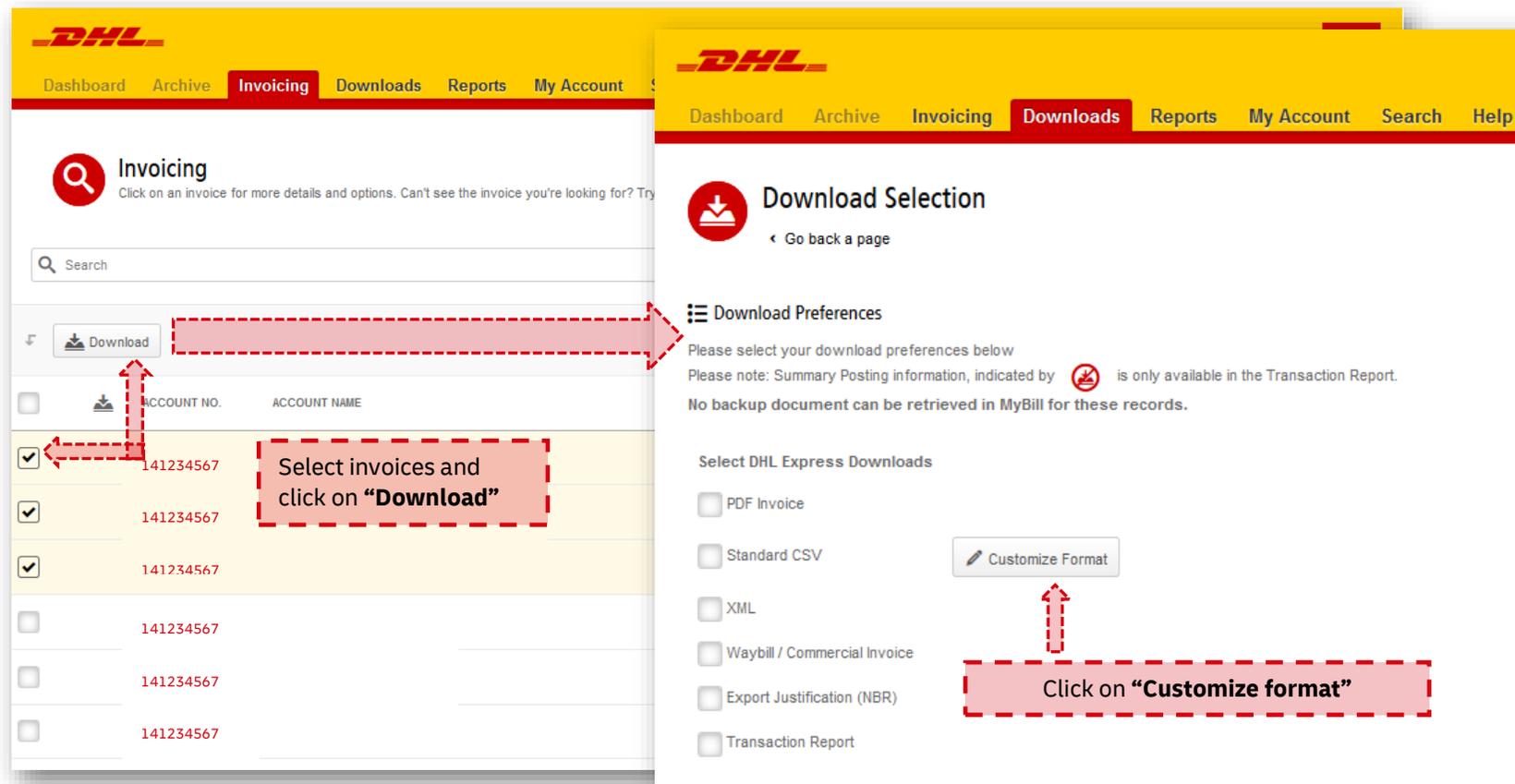


CREATE AN INDIVIDUALIZED CSV-TEMPLATE IN 4 STEPS

Step 1: In the “Invoice Overview” tab, select the invoice(s) for which you want to add the CSV files by clicking on the boxes next to the respective invoices.

Step 2: Click on the “Download” button and you will automatically be taken to the download selection page.

Step 3: Now click on “Setting individual format“. This takes you to the configuration view.



MYBILL CSV GUIDE



CREATE AN INDIVIDUALIZED CSV-TEMPLATE IN 4 STEPS

Step 4: Adjust and save desired settings in the **configuration overview**.

- **To remove columns** that should not be included in your CSV file, click them in the “Included Column Headers” and drag them over to the “Excluded column Headers” area.
- **To change the order** click and drag the particular heading below “Included Column Headers” to the desired position, e.g. upwards or further down.
- After **saving the data**, click on the button **“Done, apply settings”**.

The screenshot shows the DHL MyBill CSV Configuration page. The interface is divided into several sections:

- Choice of previously saved configurations:** A dropdown menu at the top left, currently showing "None".
- Export options:** A section on the right containing:
 - Sort order:** A dropdown menu set to "By Product, followed by Origin".
 - Consolidate multiple invoices (if selected):** A checkbox labeled "Concatenated" is checked.
 - Use for email attachments:** A checkbox is unchecked.
 - Save all settings for later?:** A checkbox is unchecked.
- Column Headers:** Two columns are visible:
 - Excluded Column Header:** An empty list on the left.
 - Included Column Header:** A list of columns including "Line Type", "Billing Source", "Original Invoice Number", "Invoice Number", "Station Code", "Invoice Identifier", "Invoice Type", "Invoice Date", "Payment Terms", "Due Date", "Parent Account", "Billing Account", "Billing Account Name", "Billing Account Name (Additional)", "Billing Address 1", and "Billing Address 2".
- Buttons:** "Load", "Delete", "Done, apply settings", and "Cancel" buttons are present.

