

## ANNEX 2 (billing and payment arrangements)

### CUSTOMER DATA

DD.MM.YYYY

Customer: Max Mustermann GmbH  
 Musterallee.,  
 12345 Musterstadt  
 Customer No.: 1234567890  
 Contract No.: 98765432

### Overview of billing and payment arrangements

These give you an overview of the contract duration and the payment arrangements associated with the billing numbers.

### CONTRACTUAL SERVICES

#### DHL PAKET

Billing number *	Description	Diverging client	Valid as of
1234567890 01 01	DHL Paket GKP		DD.MM.YYYY

The following terms of payment / bank details shall be agreed for the contractual services described above.

**Contractor:** DHL Paket GmbH

**Order placement:** DHL Business Portal EDI transmission

**Invoice grouping:** per billing number (customer number, settlement procedure, attendance)

**Invoicing type:** Paperless PDF invoice within the DHL Business Customer Portal

**Level of detail:** aggregated account

**Invoicing Date:** on the 10th, 20th, 30th of each month

**Payment method:** Bank collection

**Basis of invoicing:** Accounting is based on the data transmitted to DHL from EDI-messages as well as the determined parcel data via Deutsche Post.  
 If parcels are not announced in the EDI-data, but found in the parcel centers of DHL, DHL will invoice those parcels based on operations data.

**Due date upon invoice receipt:** Immediately, max. 2 days after receipt of invoice (SEPA Pre-Notification). Maturity (receipt of payment by DHL) within the period specified.  
 The Sender authorizes DHL by means of a written SEPA Direct Debit Scheme to collect any charges due from his own specified bank account. The charges shall be collected from the account of the sender at the agreed time. Other methods of payment can be agreed by separate agreement.

Bank name: Musterbank  
 Account holder/Sender: MUSTERMANN GmbH  
 IBAN: DE00 1234 0000 1234 00 12  
 SWIFT/BIC: YYYYYXXX  
 Mandate reference no.: XXY00010000000000111111

**DHL Kleinpaket**

Billing number *	Description	Diverging client	Valid as of
1234567890 62 01	DHL Kleinpaket GKP		DD.MM.YYYY

The following terms of payment / bank details shall be agreed for the contractual services described above.

<b>Contractor:</b>	DHL Paket GmbH
<b>Order placement:</b>	DHL Business Portal EDI transmission
<b>Invoice grouping:</b>	per billing number (customer number, settlement procedure, attendance)
<b>Invoicing type:</b>	Paperless PDF invoice within the DHL Business Customer Portal
<b>Level of detail:</b>	aggregated account
<b>Invoicing Date:</b>	on the 10th, 20th, 30th of each month
<b>Payment method:</b>	Bank collection
<b>Basis of invoicing:</b>	Accounting is based on the data transmitted to DHL from EDI-messages and/or operations data.
<b>Due date upon invoice receipt:</b>	Immediately, max. 2 days after receipt of invoice (SEPA Pre-Notification). Maturity (receipt of payment by DHL) within the period specified.
	The Sender authorizes DHL by means of a written SEPA Direct Debit Scheme to collect any charges due from his own specified bank account. The charges shall be collected from the account of the sender at the agreed time. Other methods of payment can be agreed by separate agreement.
Bank name:	Musterbank
Account holder/Sender:	MUSTERMANN GmbH
IBAN:	DE00 1234 0000 1234 00 12
SWIFT/BIC:	YYYYYXXX
Mandate reference no.:	XXY00010000000000111111

**DHL PAKET International**

Billing number *	Description	Diverging client	Valid as of
1234567890 53 01	Paket International Belgien		DD.MM.YYYY

The following terms of payment / bank details shall be agreed for the contractual services described above.

<b>Contractor:</b>	Deutsche Post AG
<b>Order placement:</b>	DHL Business Portal EDI transmission
<b>Invoice grouping:</b>	per billing number (customer number, settlement procedure, attendance)
<b>Invoicing type:</b>	Paperless PDF invoice within the DHL Business Customer Portal
<b>Level of detail:</b>	aggregated account
<b>Invoicing Date:</b>	on the 10th, 20th, 30th of each month
<b>Payment method:</b>	Bank transfer
<b>Due date upon invoice receipt:</b>	Immediately, max. 2 days after receipt of invoice (SEPA Pre-Notification). Maturity (receipt of payment by DHL) within the period specified.
	The Sender authorizes DHL by means of a written SEPA Direct Debit Scheme to collect any charges due from his own specified bank account. The charges shall be collected from the account of the sender at the agreed time. Other methods of payment can be agreed by separate agreement.
Bank name:	Musterbank
Account holder/Sender:	MUSTERMANN GmbH
IBAN:	DE00 1234 0000 1234 00 12
SWIFT/BIC:	YYYYYXXX
Mandate reference no.:	XXY00010000000000111111

**KEY\***

**Billing Number:** The billing number is a 14-digit character string. It is composed of the customer number, the settlement procedure (=product) and the attendance. The correct spelling is without spaces or special characters (all 14 characters directly one after the other).

Example:

Billing number	=	Customer number	+	Settlement Procedure	+	Attendance
0123456789 01 01	=	0123456789	+	01	+	01

**Settlement Procedure:** Settlement Procedure are the products that are used for shipping.

**Attendance:** The so-called attendance is a two-digit numeric (00 to 99) or alphanumeric (AA to ZZ) character string. It is assigned by the sales department. For each DHL product (so-called settlement procedure), a customer can use one or more attendances. The participations enable the subdivision of settlements, for example, according to locations, seasonal business or different conditions.

List of Settlement Procedures	Settlement Procedure	List of Settlement Procedures	Settlement Procedure
DHL Paket national	01	DHL Paket International	53
DHL Paketmarke	01	DHL Paketmarke International	53
DHL Paket produktionsbasierte Abrechnung	01	DHL Retoure International	53
DHL Retoure	07	DHL Europaket	54
DHL Retoure Online	07	DHL PAKET Connect	55
DHL Retoure mit Abholung und Label	08	Warenpost International	66
DHL Kleinpaket	62		