



DHL EZYBILL

WELCOME TO A WORLD OF
SINGLE-CLICK ADVANTAGES.



WELCOME TO A WORLD OF
SINGLE-CLICK ADVANTAGES.



With DHL “Ezybill” you can manage your DHL accounts online, anytime, 24/7.

- Get instant access to all of your account information and invoices when you need it.
- Enjoy the benefits of a paperless environment and still keep track of your financial transactions, with print out features for when documentation is needed.

Features of Ezybill

Features of Ezybill:

- Ability to manage accounts in real time – 24/7
- Search for invoices and Air WayBills
- View invoices, statement of accounts, and accounts receivable summaries
- Download invoices and transaction details in Excel or PDF format
- Query invoices and unbilled transactions yourself
- View and print customs formal entry packets
- Assign and control multiple user access to your Ezybill account



Customer Registration

Registration is quick and easy. To enroll, go to: <http://us-ezybill.dhl.com>

New Here? ▶ **Register How...**

User ID *

Password *

Logon Problems? ▶ **Forgot Password**

▶ **Log on**

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Customer Registration

DHL keeps your information secure with a quick and simple registration process.

Keeping on top of your invoices is easy with DHL's option of proactive notification.

Subscribe and receive an e-mail alert when new invoices are ready for your review.

DHL EXPRESS - ALL THE WAY



EZYBILL Registration

Required fields are marked with an asterisk(*)

User Name and Password

Email Address: * (eg: abc@xyz.com)

Password: * [Password Help](#)

Confirm Password: *

Country

Country: *

Account Information

Account #: *

Subscribe

Invoices by Email

Terms And Conditions

I AGREE BY THE [TERMS AND CONDITIONS](#) THAT GOVERN THE USE OF DHL EZYBILL. BY ACCESSING AND VIEWING THIS WEBSITE AND/OR BY USING THE DHL EZYBILL SERVICES, I AGREE, ON BEHALF OF MYSELF AND THE ENTITY I REPRESENT, TO BE BOUND BY ALL THE TERMS AND CONDITIONS.

Administering your Account via *Maintain Users Company* Option

EZYBILL makes **administering your account simple** with

Assign a Primary administrator --who can view all your account information

Assign Secondary users-- who can be appointed to view account information (invoices). (Mass uploads of secondary users can quickly take place via an excel spreadsheet upload.)

Administrator information can be easily modified to add, change or delete users.

The screenshot shows the 'Assign/Delegate Company Admin' page in the DHL EZYBILL system. The user is logged in as Andrew Fabian (Company Admin). The page has a navigation bar with 'Home', 'Maintain Users/Company', and 'Account Information'. A search box is on the left. The main content area displays a message: 'No Secondary User exist under the selected Primary User'. Below this is a red button labeled 'Assign/Delegate Company Admin' and another red button labeled 'Assign New Company Admin'. A text field shows the 'Current Company Admin' as 'andrev.fbn@gmail.com'.

The screenshot shows the 'Add User' page in the DHL EZYBILL system. The user is logged in as Andrew Fabian (Company Admin). The page has a navigation bar with 'Home', 'Maintain Users/Company', and 'Account Information'. A search box is on the left. The main content area is titled 'Add User' and includes a note: 'Required fields are marked with an asterisk(*)'. Below this is a red button labeled 'User Registration Details'. There are three input fields: 'Email Address: *' (with a value 'eg: abc@xyz.com'), 'First Name: *', and 'Last Name: *'.

The screenshot shows the 'Mass Upload of Users' page in the DHL EZYBILL system. The user is logged in as Andrew Fabian (Company Admin). The page has a navigation bar with 'Home', 'Maintain Users/Company', and 'Account Information'. A search box is on the left. The main content area is titled 'Mass Upload of Users' and includes a note: 'You can upload multiple secondary external users into the system by:'. Below this are three numbered steps: 1. Downloading the [mass upload template](#) (Microsoft excel document). 2. Add all the mandatory fields in the excel sheet and save the sheet. 3. Click on browse button, locate the file and click on upload. There is a red button labeled 'Select Upload File' and a text field for 'Mass Upload User File' with a 'Browse...' button.

Advance Search Tool

Finding account information is quick and easy

Use Advanced Search to find invoice or Air WayBill information by:

- Central Billing account number (SAP)

When you have several accounts, DHL appoints you a central billing account number (SAP), to make managing your account even easier.

- Individual billing account number
- Date
- Air WayBill

DHL EXPRESS DHL EZYBILL Welcome Andrew Fabian (Company Admin)

Home Maintain Users/Company Account Information

Search
 Air WayBill Invoice
[Search Input] [Go]

Advanced Search
Track your Shipment

► Add User
► Modify/Delete User
► Mass Upload of Users
► Assign Delegate Company Admin

Advanced Search
Required fields are marked with an asterisk(*)
Search Invoices/Air WayBills

Invoices Air WayBills

Search by Invoice #: [Search Input]
[Search] [Clear]

Search by SAP Account #: 1300106493
Billing Account #: 530590321
From Date: * 7/1/2008
To Date: * [Search Input]

[Search] [Clear]

August 2008						
Su	Mo	Tu	We	Th	Fr	Sa
30	27	28	29	30	31	1 2
31	3	4	5	6	7	8 9
32	10	11	12	13	14	15 16
33	17	18	19	20	21	22 23
34	24	25	26	27	28	29 30
35	31	1	2	3	4	5 6

Account Summary

Account Summary

Provides you with options to **view your account information the way YOU want to**

- **SAP / Billing Account number**
- **Invoice Number**
- **Air WayBill**

*SAP Account - When you have several accounts, DHL appoints you a central billing account number (SAP), to **make managing your account even easier**).*

DHL EZYBILL Welcome EzyBill PEU1 (Company Admin)

Home Maintain Users/Company Account Information

Search
 Air WayBill Invoice

 Advanced Search
 Track your Shipment

Account Summary
 Required fields are marked with an asterisk(*)

Account Information
 SAP Account # : *

Account Summary
 Statement of Account
 Dispute History

DHL EZYBILL Welcome EzyBill PEU1 (Company Admin) Help My Profile Log Off

Home Maintain Users/Company Account Information

Search
 Air WayBill Invoice

 Advanced Search
 Track your Shipment

Account Summary
 Required fields are marked with an asterisk(*)

Account Information
 SAP Account # : *

Account Summary as at 07/07/2009

SAP Account #	5600004117	Credit Officer Name	Kory Lewis
Name	CLINICAL-SPR/SCHERING-PL	Credit Officer Contact Number	201-005-0913
Total Balance	USD 449,889.89		
Total Over Due	USD 418,501.35		

Age Analysis

Current	30 Days	60 Days	90+ Days
58,446.52	-59.39	49,219.22	246,592.22

Unpaid Invoices Unbilled Air WayBill

Billing Account #	Invoice #	Invoice Date	Due Date	Currency	Amount	
<input type="checkbox"/> 750100500	EL200000002291	6/30/2009	7/15/2009	USD	15.36	View Invoice (PDF)
<input type="checkbox"/> 750100500	EL200000002290	6/30/2009	7/15/2009	USD	23.79	View Invoice (PDF)
<input type="checkbox"/> 750100500	EL200000002289	6/30/2009	7/15/2009	USD	107.41	View Invoice (PDF)
<input type="checkbox"/> 750100500	EL200000002288	6/30/2009	7/15/2009	USD	15.99	View Invoice (PDF)
<input type="checkbox"/> 750100500	EL200000002287	6/30/2009	7/15/2009	USD	23.79	View Invoice (PDF)
<input type="checkbox"/> 750100500	EL200000002286	6/30/2009	7/15/2009	USD	43.9	View Invoice (PDF)
<input type="checkbox"/> 851789258	EL200000002285	6/30/2009	7/15/2009	USD	196.26	View Invoice (PDF)
<input type="checkbox"/> 758886145	EL200000002219	6/30/2009	7/15/2009	USD	49.03	View Invoice (PDF)
<input type="checkbox"/> 980180501	EL200000002039	6/30/2009	7/15/2009	USD	42.23	View Invoice (PDF)
<input type="checkbox"/> 988700217	EL200000002038	6/30/2009	7/15/2009	USD	12,960.61	View Invoice (PDF)

Viewing Account Summary Options

Within Account Summary you can view either by

- SAP/Billing account number
- Invoice Number
- Air WayBill

View the information that you need to **manage your DHL accounts effectively and efficiently.**

The screenshot shows the DHL EZYBILL interface. The user is logged in as EzyBill PEH1 (Company Admin). The main navigation bar includes Home, Maintain Users/Company, and Account Information. The search section is active, showing search results for invoices. The search criteria are set to 'Air WayBill' and 'Invoice'. The search results table is as follows:

Billing Account #	Invoice #	Invoice Date	Due Date	Invoice Amount	
965675734	ELZ1000003609	4/1/2009	4/12/2009	USD 84.55	View Invoice(PDF)

Below the table, there are buttons for 'Dispute Invoice' and 'Download Statement of Account'.

The screenshot shows the DHL EZYBILL interface with the search criteria set to 'Air WayBill' and 'Invoice'. The search results table is as follows:

Air WayBill #	Weight	Ship Date	Origin	Destination	Total Charges	View
1928241453		2/21/2009	HONG KONG,HKG	IRVINE,SEE	USD 84.55	View Image

Below the table, there are buttons for 'Back', 'Download Transaction Details', and 'Dispute Transactions'.

View Customs Duty Documentation

DHL Ezybill enables you to view and download

- Duty Invoices

DHL EZYBILL Welcome IAS Account 3 (Company Admin) [Help](#) | [My Profile](#) | [Log Off](#)

Account Information

Account Summary
Required fields are marked with an asterisk(*)

Account Information

SAP Account #: *

[Go](#) [Clear](#)

Account Summary as at: 01/06/2009

SAP Account #:	1600001167	Credit Officer Name:	Anita Dorr
Name:	BLONDER TONGUE LABS	Credit Officer Contact Number:	
Total Balance:	USD 14,120.95		
Total Over Due:	USD 14,090.95		

Age Analysis

Current	30 Days	60 Days	90+ Days
30.0	1,575.07	5,637.18	6,878.7

Unpaid Invoices | **Unbilled Air WayBill**

<input type="checkbox"/>	Billing Account #	Invoice #	Invoice Date	Due Date	Currency	Amount	
<input type="checkbox"/>	960158904	D00012966	5/24/2009	6/8/2009	USD	30	View Invoice (PDF)
<input type="checkbox"/>	960158904	TTN0000000463	4/21/2009	5/6/2009	USD	1,575.07	View Invoice (PDF)
<input type="checkbox"/>	960158904	CPW0000000087	3/26/2009	4/10/2009	USD	520.97	View Invoice (PDF)
<input type="checkbox"/>	960158904	TTN0000000463	3/20/2009	4/4/2009	USD	1,575.07	View Invoice (PDF)

[Dispute Invoice](#) | [Download Statement of Account](#)

- Customs Duty Documents

- Customs Invoice
- Formal Entry Packet (where applicable)

DHL EZYBILL Welcome IAS Account 3 (Company Admin) [Help](#) | [My Profile](#) | [Log Off](#)

Account Information

Invoice Details

Details of an Invoice

Billing Account #	Invoice #	Invoice Date	
960158904	D00012966	2009-05-24	View Invoice (PDF)

Air WayBill Details

<input type="checkbox"/>	Air WayBill #	Weight	Ship Date	Origin	Destination	Total Charges	View
<input type="checkbox"/>	2902549112		5/24/2009	HKG	SFO	30.0	View Image

[Back](#) | [Download Transaction Details](#) | [Dispute Transactions](#)

Download Air WayBill Details

Document Type: Air WayBill Customs Duty Document Supporting Backup
 E-Signatures All

[Display](#) [Close](#)



View Customs Duty Documentation Images

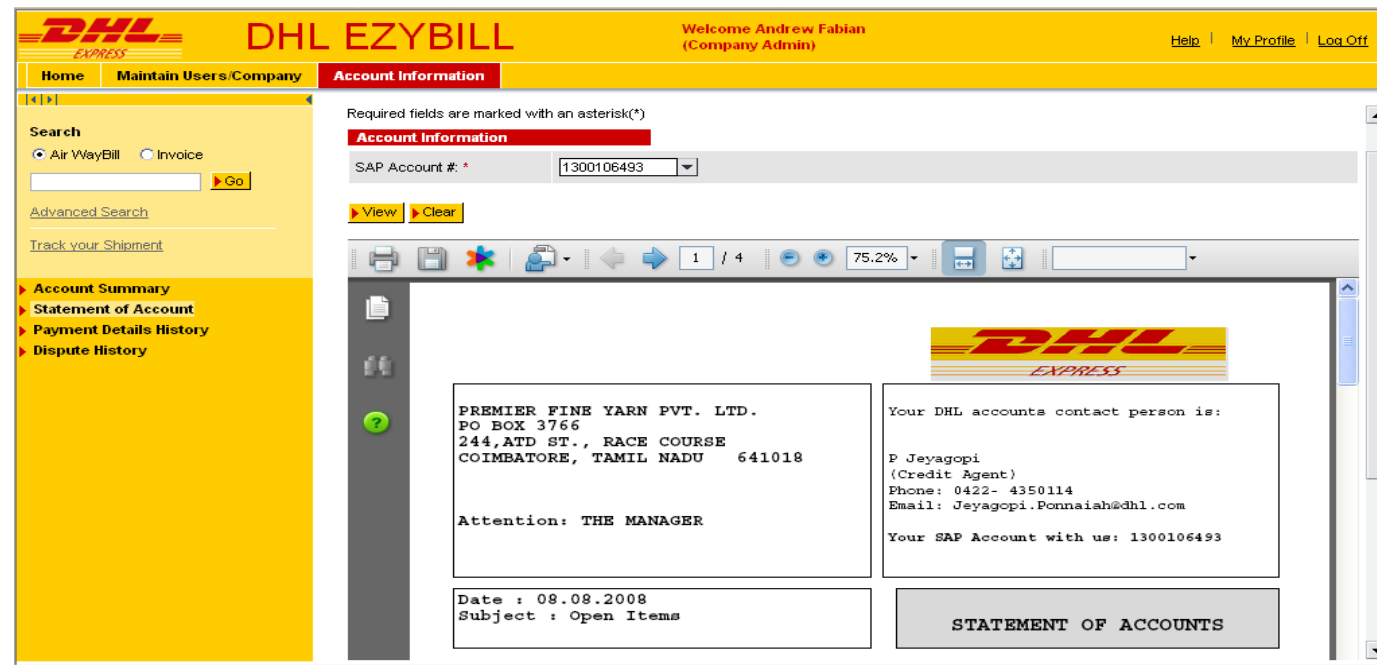
With DHL's EzyBill you can now **view, email, or print U.S. Customs entry documentation** that accompanies shipments formally cleared into U.S.

2902549112 Page 2

Master File No: ILN.398077 DEPARTMENT OF THE TREASURY UNITED STATES CUSTOMS SERVICE		ENTRY SUMMARY	
Page 1 of 1	Box No.	1. Entry No. 9810644-2	2. Entry Type Code 01 ABI
DHL EXPRESS (USA) INC. 1100 AIRPORT ROAD WILMINGTON, OH 45177		3. Entry Summary Date 05/19/09	CST # 316
9. Ultimate Consignee Name and Address BLONDER TONGUE LABORATORIES INC 1 JAKE BROWN RD OLD BRIDGE, NJ 08857-1988		4. Entry Date 05/08/2009	5. Port Code 4194
NJ STATE		6. Bond No. 572	7. Bond Type Code 8
		8. Broker / Importer File No. ILN.9810644	DLM_CVG
		10. consignee No. 52-161142100	11. Importer of Record Name and Address DHL EXPRESS (USA) INC 1200 S PINE ISLAND RD/# 600 PLANTATION, FL 33324-
		12. Importer No. 94-338042500	
		13. Exporting Country HK	14. Export Date 05/08/09
		15. Country of Origin HK	16. Missing Documents
		17. I.T. No.	18. I.T. Date
19. B.L. or AWB No. 40368735693	20. Mode of Transportation 40	21. Manufacturer I.D. HKTOPPCB1KOW	22. Reference No.
23. Importing Carrier PO / FLT # 948	24. Foreign Port of Lading HKG	25. Location of Goods/ G.O. No. K718 DHL EXPRESS CONSIGNMENT HUB	
26. U.S. Port of Unloading 4194	27. Import Date 05/08/09		
28. Line No.	29. Description of Merchandise		33. A. Entered Value B. CHGS C. Relationship
30. A. T.S.U.S.A. No. B. ADD/CVD Case No.	31. A. Gross Weight B. Manifest Qty	32. Net Quantity in T.S.U.S.A Units	34. A. T.S.U.S.A. Rate B. ADD/CVD Rate C. I.R.C. Rate D. Visa No.
	Total No. of Cartons 6		35. Duty and LR. Tax
REF # 001	IN00040503	INV # 1	Dollars
	PRINTED CIRCUITS W/3+LAYER OF	PO #	Cents
		Not Related	
		HAWB # 2902549112	

Access to this CUSTOMS documentation is ONLY available via Ezybill. DHL no longer provides hard copies of customs documentation. Documentation is available for download for a period of twelve months.

Statement Of your Account



Statement of Account

View your statement of account to provide you with an overall view and summary of what invoices paid and outstanding to **make managing your DHL account even easier.**

SAP Account - When you have several accounts, DHL appoints you a central billing account number (SAP).

Dispute a Charge

DHL EZYBILL Welcome EzyBill PEU1 (Company Admin) [Help](#) | [My Profile](#) | [Log Off](#)

[Home](#) [Maintain Users/Company](#) [Account Information](#)

Dispute History

Dispute History Details

Case ID	Date Raised	Account #	Invoice #	Air WayBill #	Customer Name	Reason	Status
00000000441	03/06/2009	5600004117	ELZ000001440		phil	Claims already paid	Open/New

Search: Air WayBill Invoice

[Advanced Search](#)

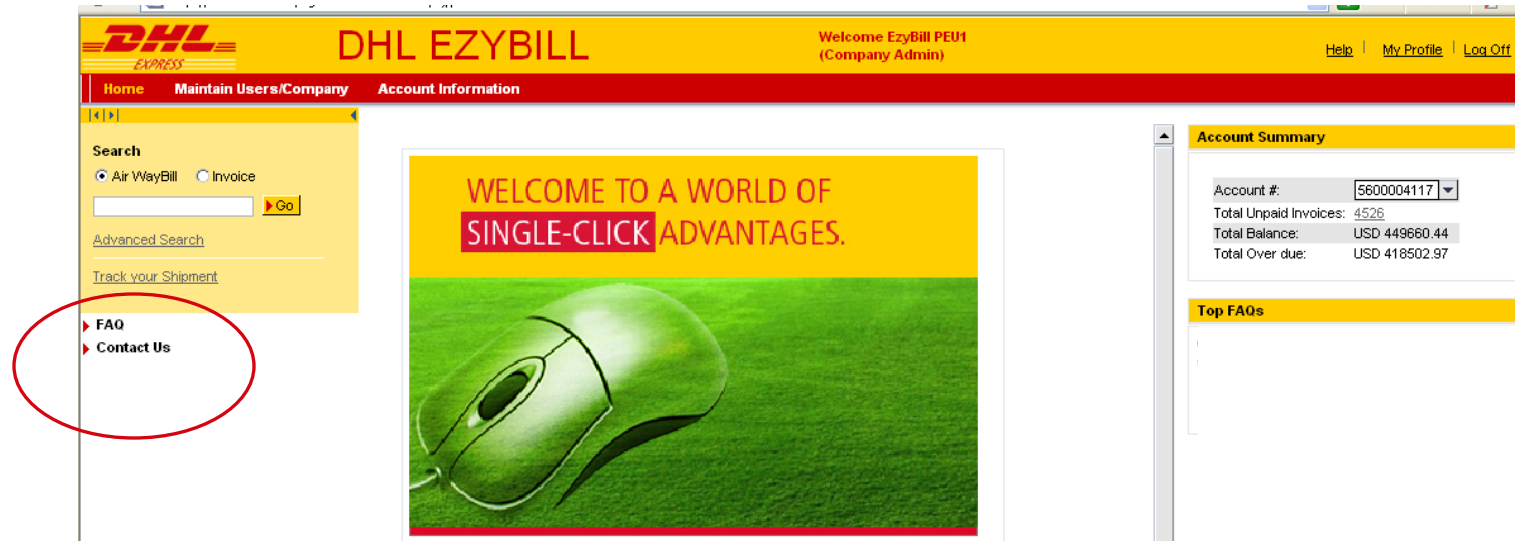
[Track your Shipment](#)

- ▶ [Account Summary](#)
- ▶ [Statement of Account](#)
- ▶ [Dispute History](#)

DHL Ezybill enables you to:

- **Dispute a DHL charge** on line either at Invoice level or Air Waybill level
- **View Dispute History**

DHL Ezybill



Doing business with DHL is only getting easier with Ezybill.

Questions or Comments?

Click on the Frequently Asked Questions option to learn more, or select Contact Us via the Ezybill website.

You can also call our Ezybill technical team on 1800 722 0081