DHL6
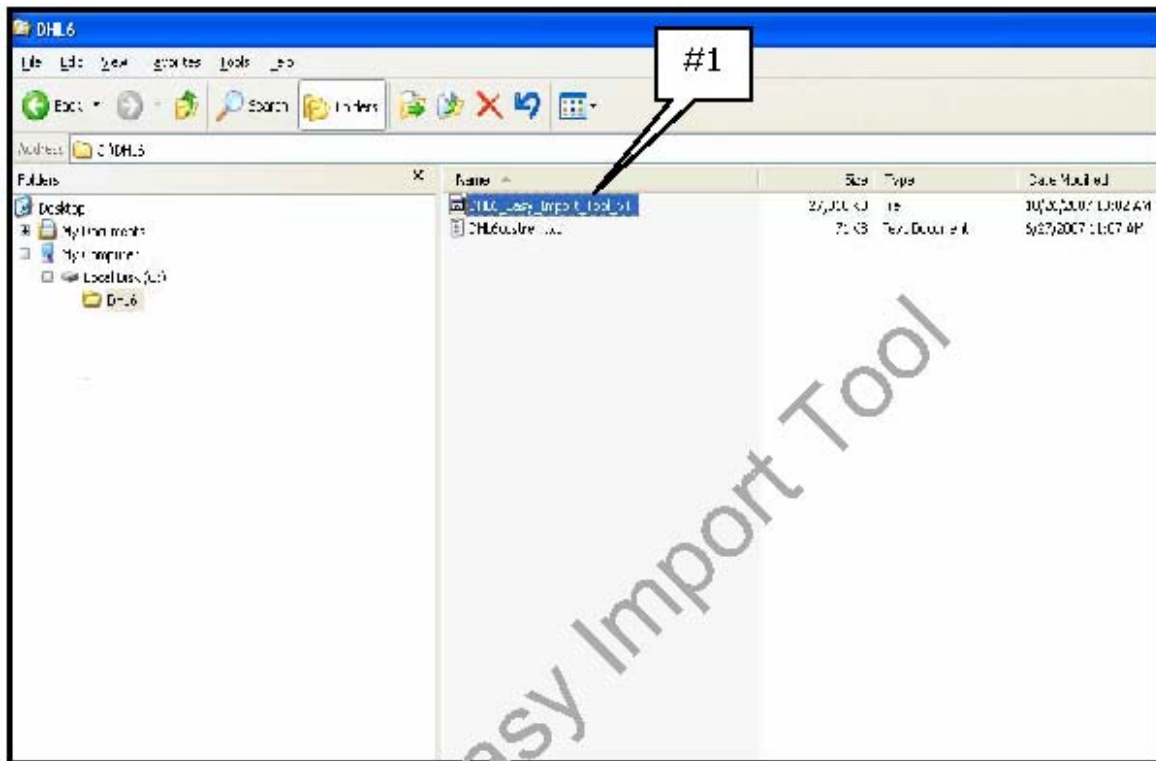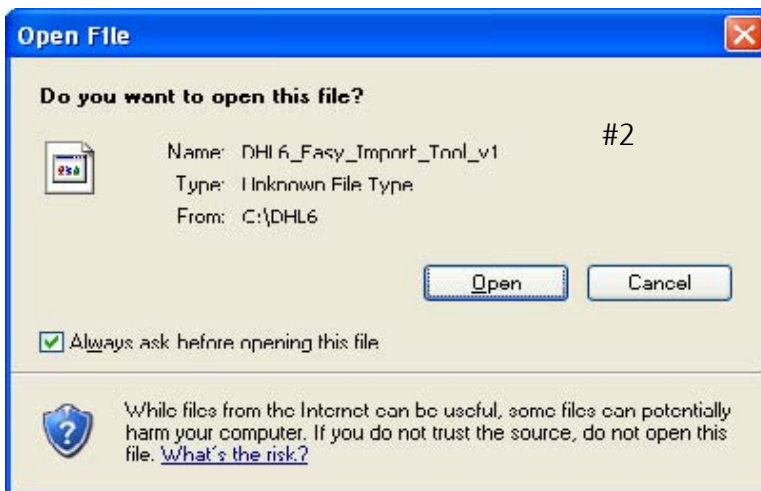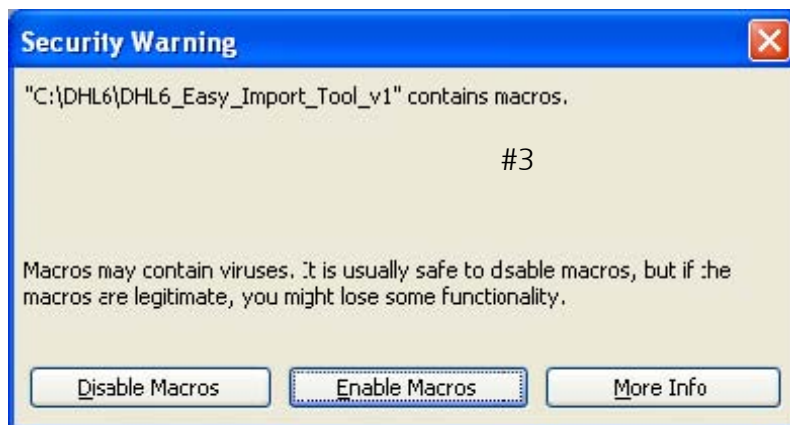## Easy Import Tool

1. After the txt file has been downloaded and saved to your computer, double click on the DHL6_Easy_Import_Tool_v1 file.

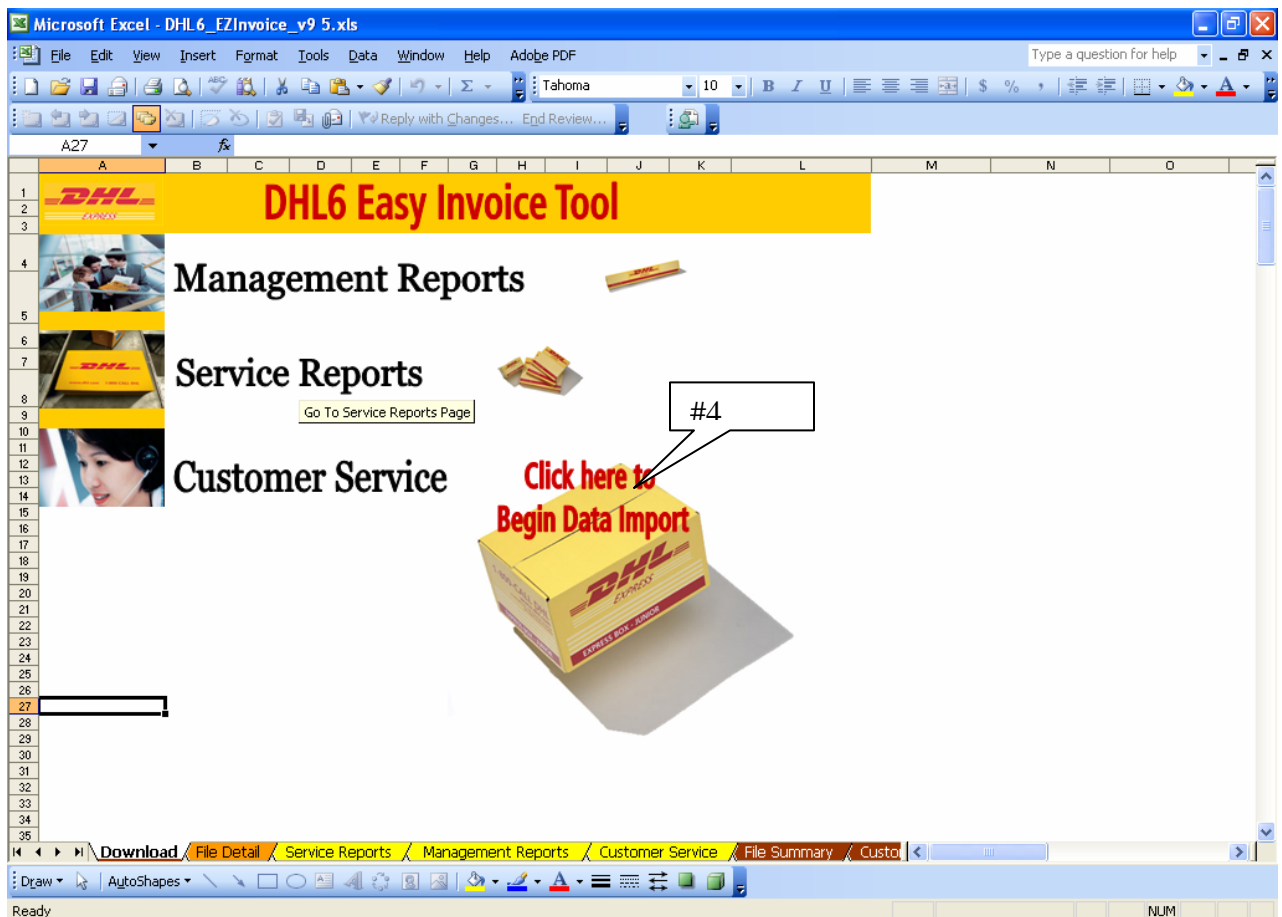
2. Click on Open when the Open File box opens.

3. Click on Enable Macros when the spread opens.

Security Warning

"C:\DHL6\DHL6_Easy_Import_Tool_v1" contains macros.

#3

Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.
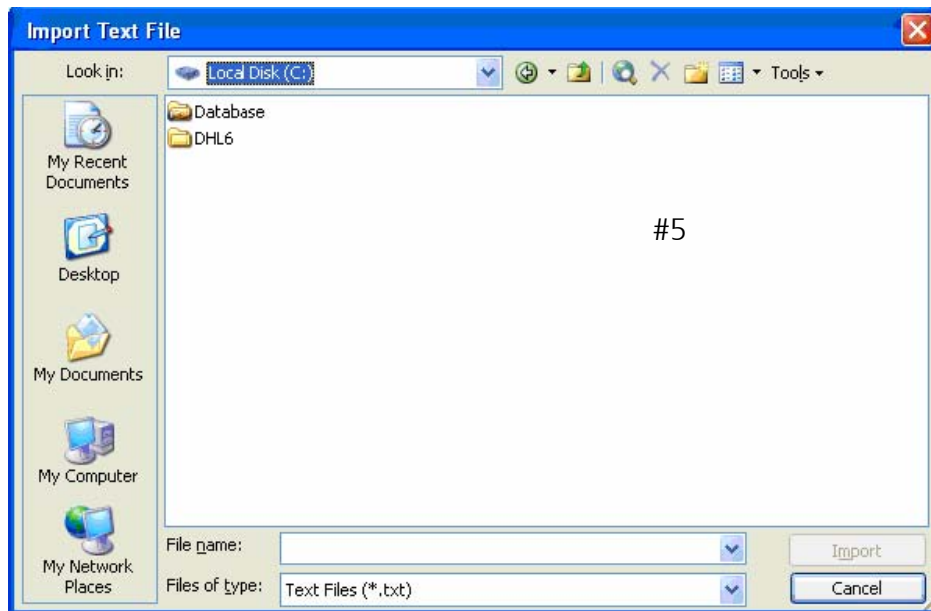
| Disable Macros | Enable Macros | More Info |

4. To import the txt file, click on the "Click here to Begin Data Import" box

5. Click the drop down box and browse to your saved txt file.

Import Text File

Look in:	Local Disk (C:)

Database
DHL6

#5

File name:
Files of type: Text Files (*.txt)

Import
Cancel

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

6. Once you have browsed to the location of the saved txt file, double click on the file.

Import Text File

Look in:	DHL6

DHL6custref.txt

#6

File name:
Files of type: Text Files (*.txt)

Import
Cancel

My Recent Documents
Desktop
My Documents
My Computer
My Network Places

Note:
After the import process has completed the following section contains the location and description of the available DHL 6 reports.

1. Management Reports
2. Service Reports
3. Customer Service
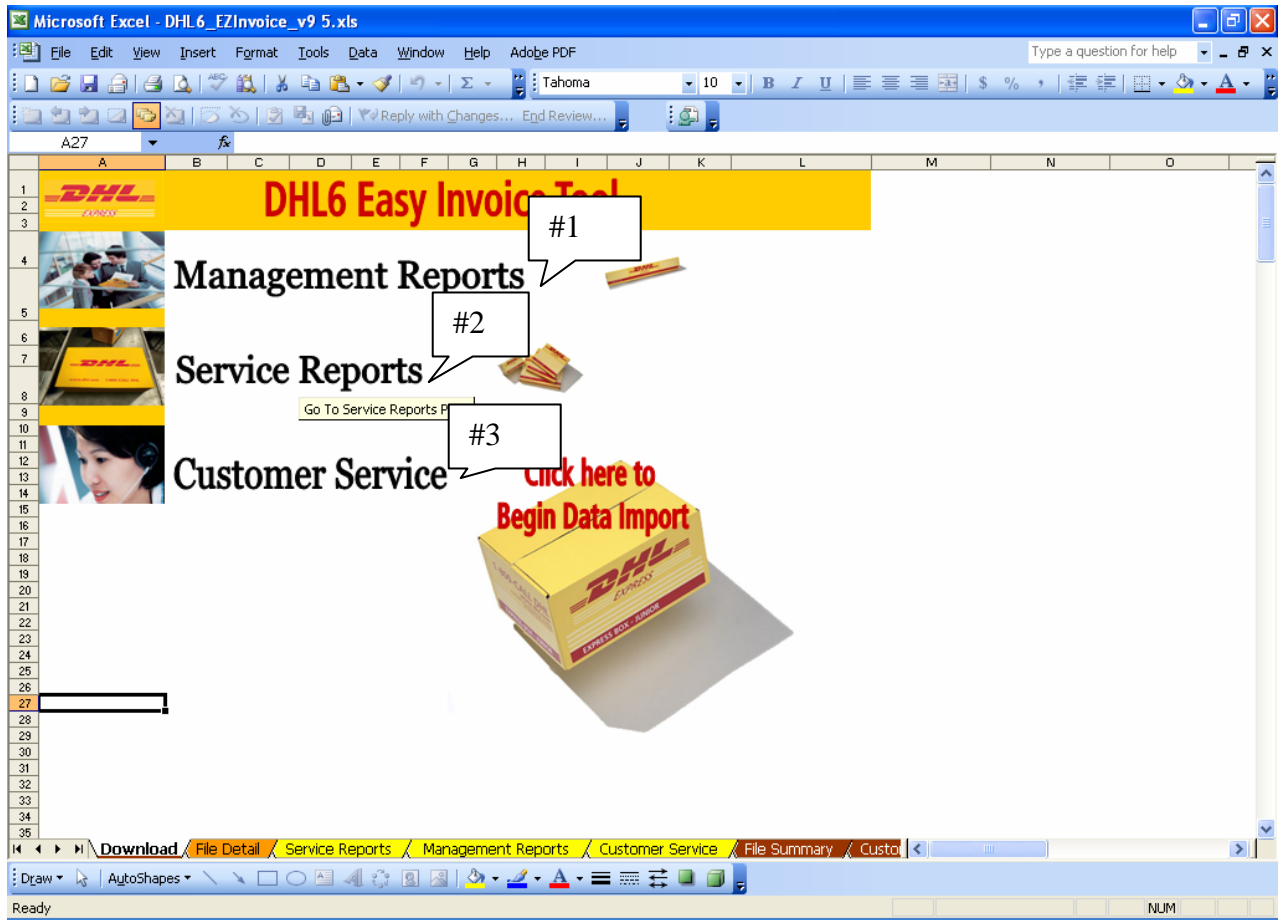
Management Reports

Accounts Total -Amount Totals Total charges billed to each bill to account number.

Invoice Total - Invoice Totals Invoice Details based on bill to account number.

Average Shipment Cost - Average shipment cost based on bill to account number.

Weight Code Report - Number of shipments and total cost for each weight classification.

Service Report - Details Number of shipments and total cost of each shipment.

Service Reports

Detailed Shipment Report - The original electronic invoice data file which contains 255 data elements.

Summary Shipment Report Contains invoicing fields: Shipper Name, Shipper Number, Shipper Reference Number, Item Number, Chargeable Weight, Open Amount, Freight Charge, and Accessorial Charges.

Summary Reference Data -Total charges based on reference information and sorted by shipper account number.

Accounting Control Report - Details Number of shipments and total cost for each accounting control category.

Customer Level Fees - Breakdown of customer level fees.

Customer Service Reports

Remittance Information - Address and procedure information for payment remittance.

Customer Level Code Appendix - Description of codes associated with Customer level fees.

Service Level Code Appendix - Description of codes associated with service level codes.

Contact Information - Contact information and hours of operation.

The file should be saved before making any changes. Once you have saved the file, you can sort and hide columns according to your needs.

1. Click File on the file menu at the top of the page.

2. Click Save As from the drop down menu.
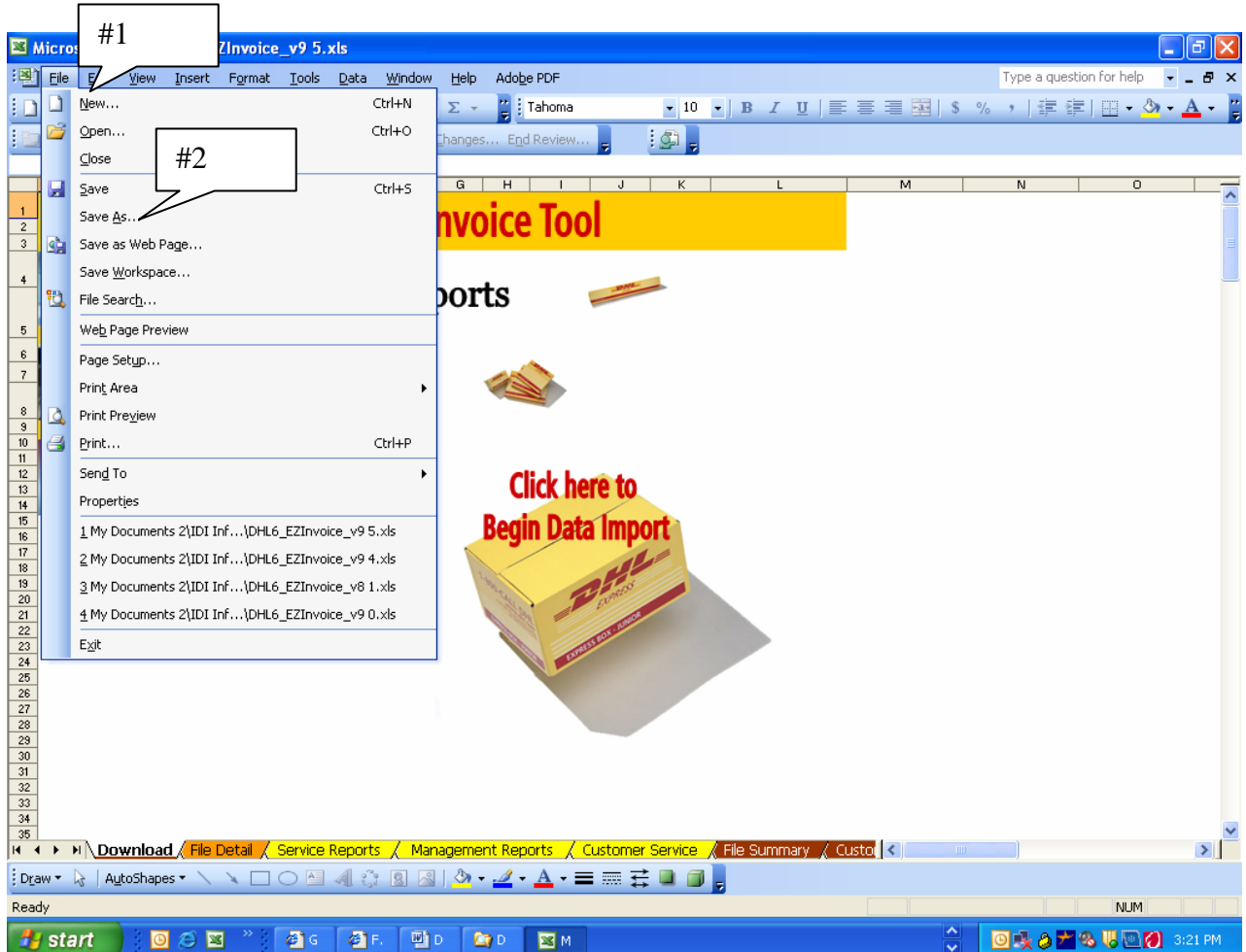
3. Rename the file, in the following example the file was named to reflect the date.

4. Click the drop down box to browse to the location you wish to save the file.

5. When finished click Save.

#4

#5

#3

Note:
Always keep a blank DHL 6 Easy Import Tool spreadsheet for the following week's file.
Should you overwrite the blank, please email sitesetup@dhl.com to acquire a new file.