

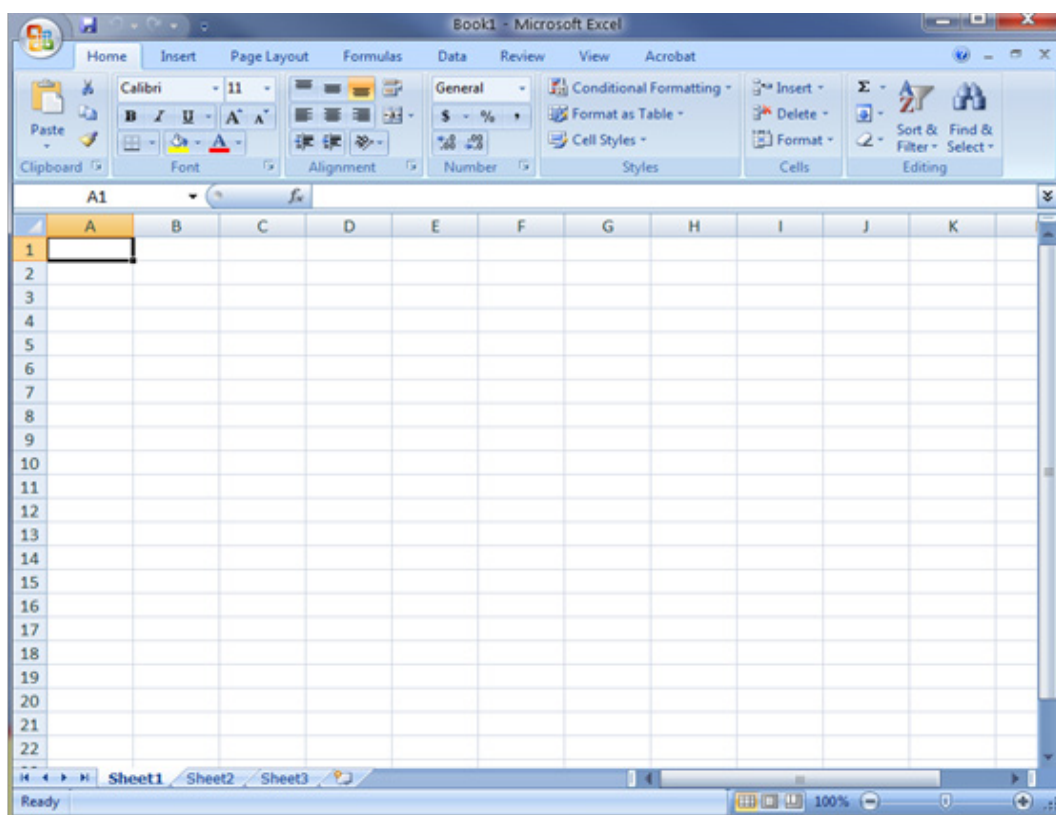
DHL EXPRESS CANADA

IMPORTING YOUR E-BILL

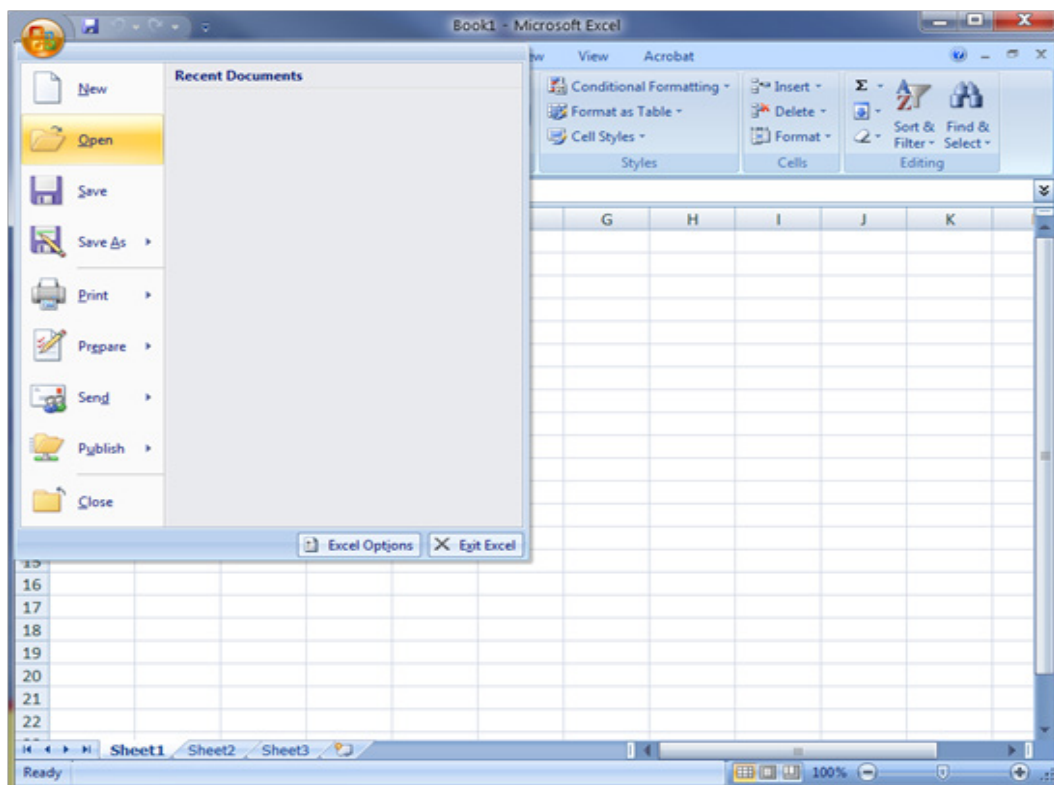


If you receive your E-Bill via email from DHL and it is in .txt format or you download it from the secure site you will need to save the file to your computer first then follow the steps outlined below.

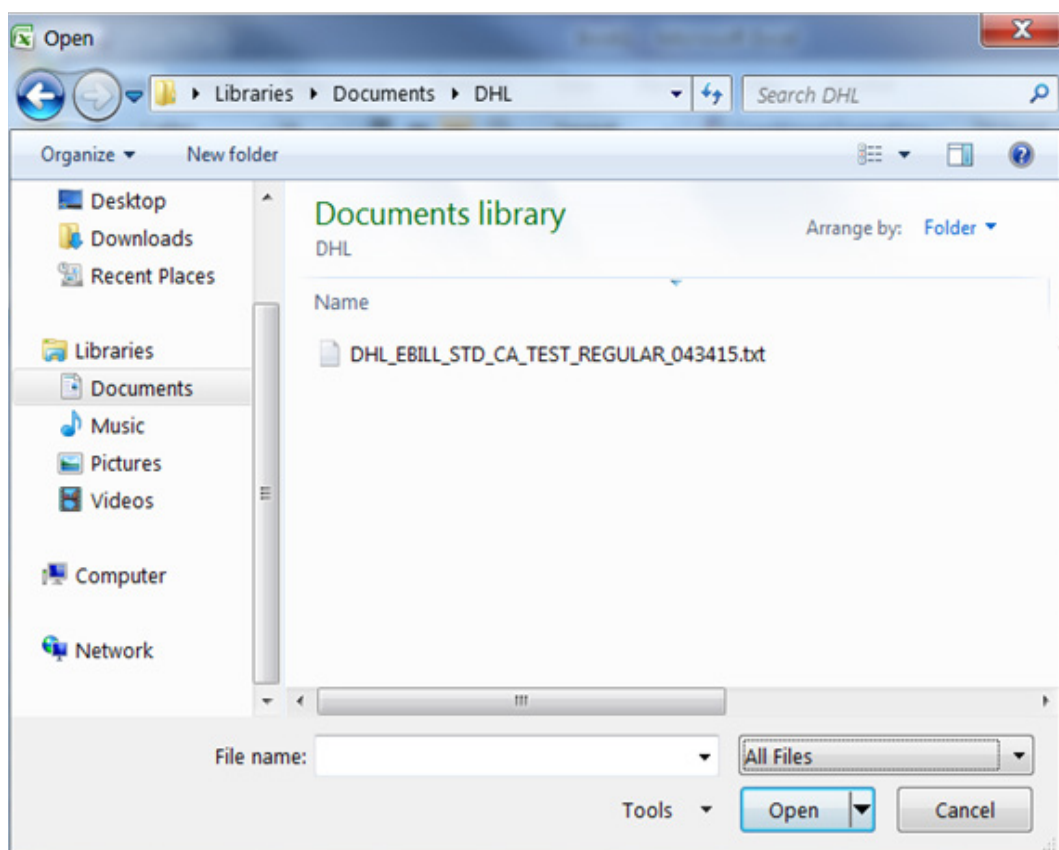
1) Open Microsoft Excel



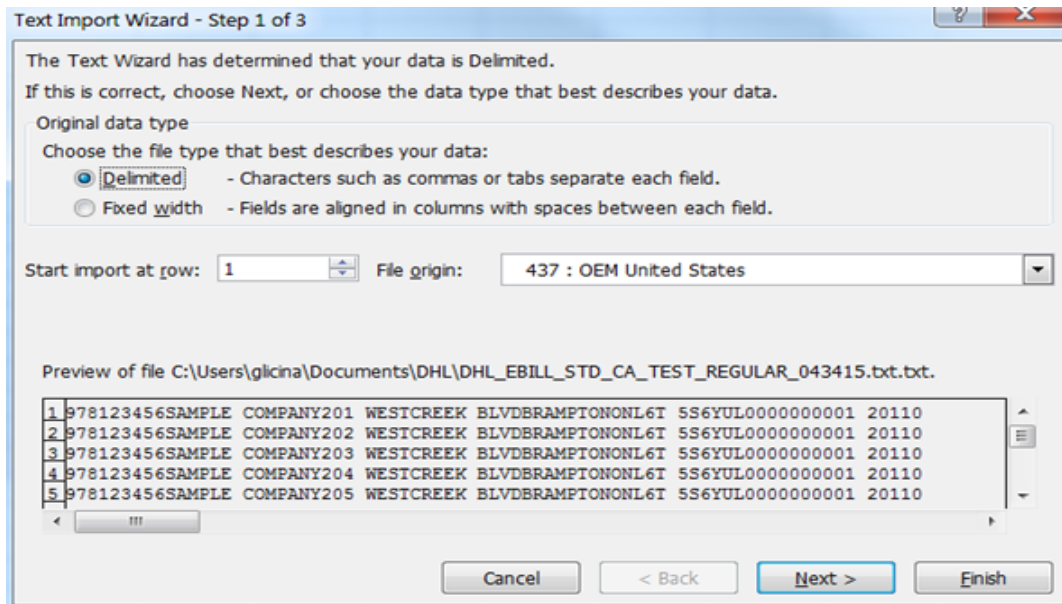
2) Select File - Open in the top left corner of Excel



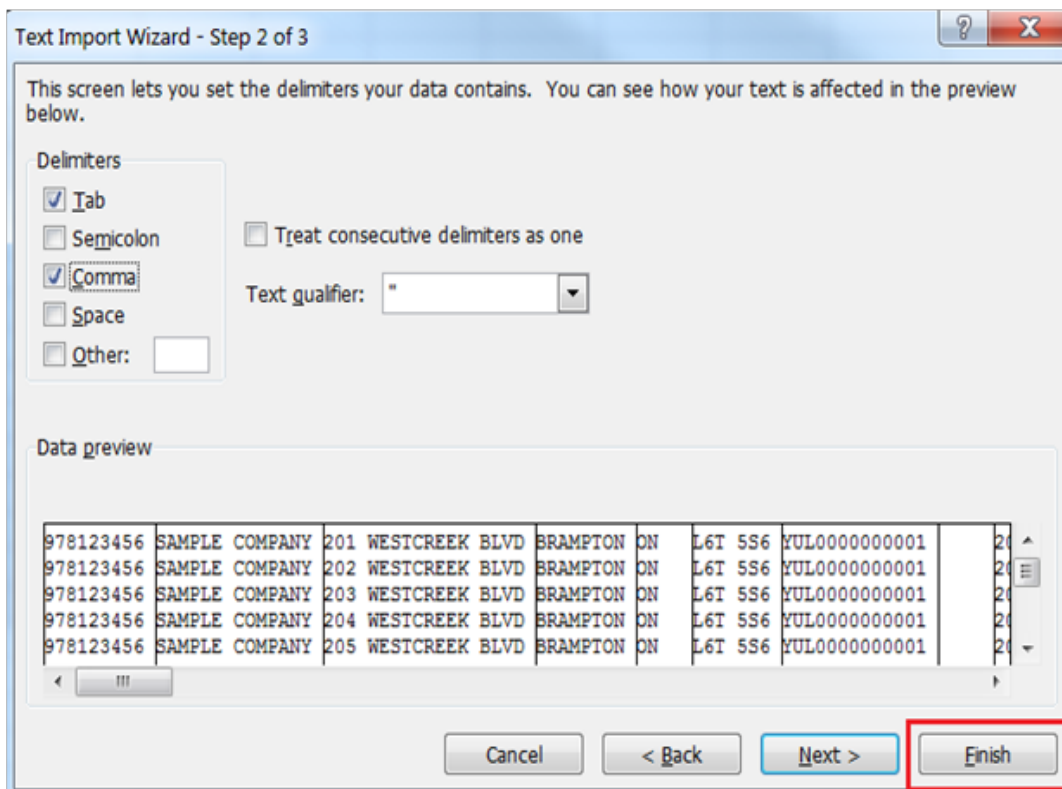
3) Locate the E-Bill file you saved and click Open. Ensure that "All Files" is selected from the drop down menu in the bottom right corner



4) Text Import Wizard window will open. Select Delimited and click on Next.



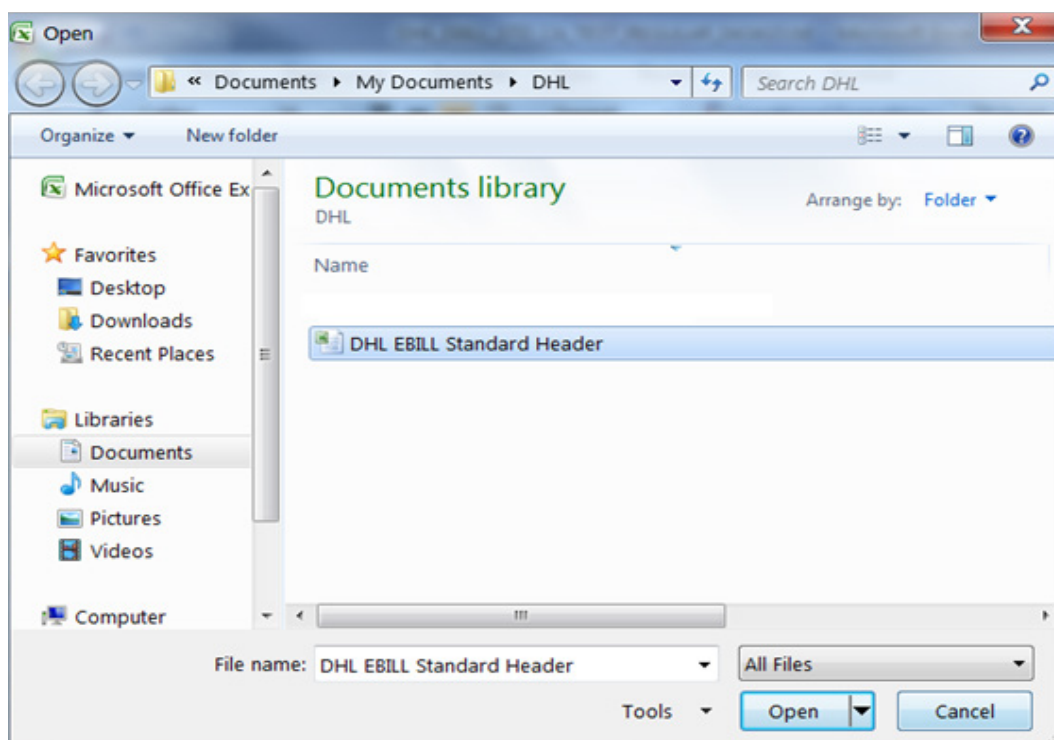
5) In this step, select Comma box. You can leave the Tab box checked as well. Then click Finish.



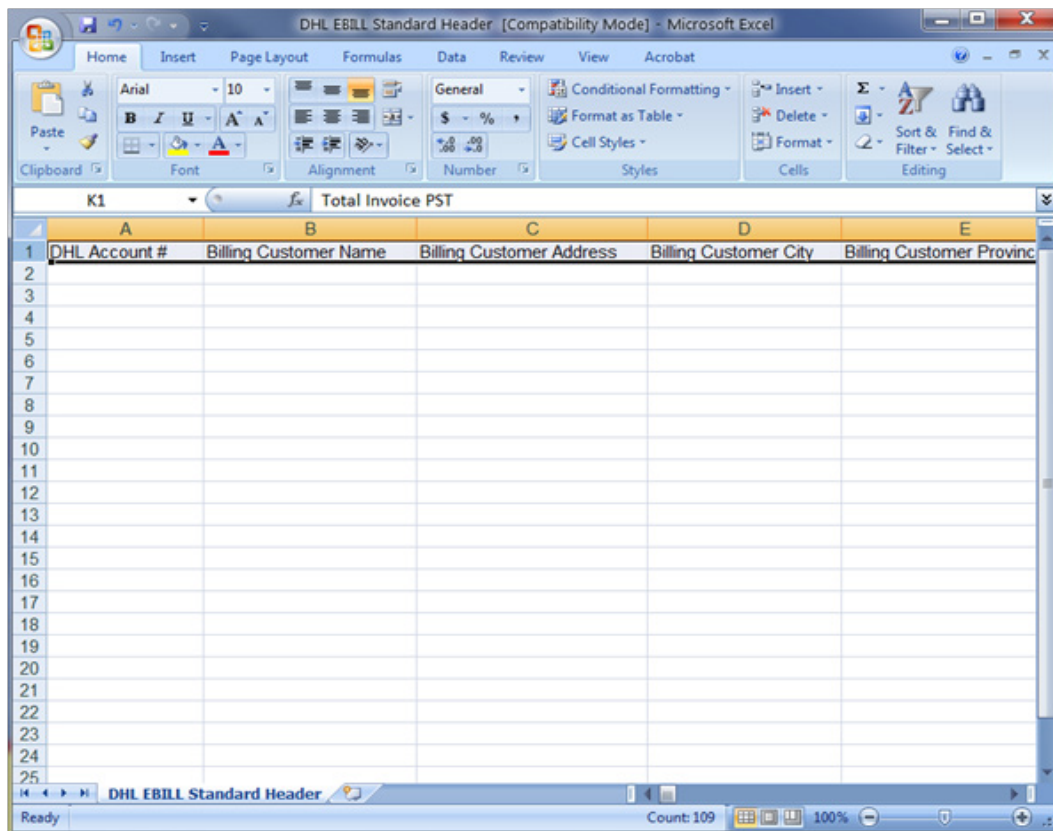
6) The E-Bill file has been successfully imported into Excel and divided into columns.

	A	B	C	D	E	F	G	H	I	J	K
1	978123456	SAMPLE C(201 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
2	978123456	SAMPLE C(202 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
3	978123456	SAMPLE C(203 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
4	978123456	SAMPLE C(204 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
5	978123456	SAMPLE C(205 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
6	978123456	SAMPLE C(206 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
7	978123456	SAMPLE C(207 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
8	978123456	SAMPLE C(208 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
9	978123456	SAMPLE C(209 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
10	978123456	SAMPLE C(210 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
11	978123456	SAMPLE C(211 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
12	978123456	SAMPLE C(212 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
13	978123456	SAMPLE C(213 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
14	978123456	SAMPLE C(214 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
15	978123456	SAMPLE C(215 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
16	978123456	SAMPLE C(216 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
17	978123456	SAMPLE C(217 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
18	978123456	SAMPLE C(218 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
19	978123456	SAMPLE C(219 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
20	978123456	SAMPLE C(220 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
21	978123456	SAMPLE C(221 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110621	1170.09	0			
22	978123456	SAMPLE C(222 WEST(BRAMPTON	ON	L6T 556	YUL00000X	20110630	88.9	0			

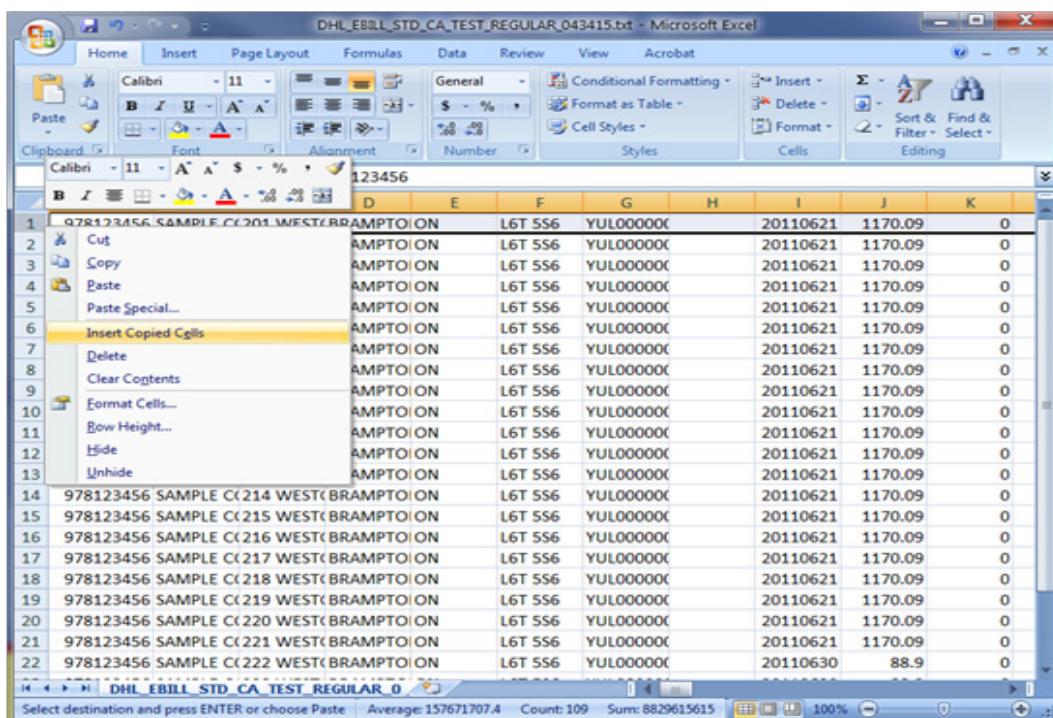
7) Open the appropriate Header file. For E-Bill Standard use *DHL Ebill Stanadard Header.xls* and for E-Bill Express use *DHL Ebill Express Header.xls*



- 8) Select the entire first row of the header file and copy it using CTRL-C on your keyboard or clicking on the copy button within Excel.



- 9) Go back to the E-Bill you just imported into Excel and Paste the header into the first row of the E-Bill. The easiest way to this is to highlight the entire first row of the E-Bill, right click and select Insert Copied Cells.



10) The E-Bill has been successfully imported into Excel along with the column descriptions.

	A	B	C	D	E	F	G	H	I	J	K
1	DHL Account	Billing Cus	Billing Cus	Billing Cus	Billing Cus	Invoice Num	Invoice Lin	Invoice Da	Invoice Ch	Total Invoic To	
2	978123456	SAMPLE C	(201 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
3	978123456	SAMPLE C	(202 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
4	978123456	SAMPLE C	(203 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
5	978123456	SAMPLE C	(204 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
6	978123456	SAMPLE C	(205 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
7	978123456	SAMPLE C	(206 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
8	978123456	SAMPLE C	(207 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
9	978123456	SAMPLE C	(208 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
10	978123456	SAMPLE C	(209 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
11	978123456	SAMPLE C	(210 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
12	978123456	SAMPLE C	(211 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
13	978123456	SAMPLE C	(212 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
14	978123456	SAMPLE C	(213 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
15	978123456	SAMPLE C	(214 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
16	978123456	SAMPLE C	(215 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
17	978123456	SAMPLE C	(216 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
18	978123456	SAMPLE C	(217 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
19	978123456	SAMPLE C	(218 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
20	978123456	SAMPLE C	(219 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
21	978123456	SAMPLE C	(220 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	
22	978123456	SAMPLE C	(221 WEST	(BRAMPTON	L6T 556	YUL00000X		20110621	1170.09	0	

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