

**eSchenker**  
**It's so**  
**easy!**



**Invoice Delivery** – Settle your  
finances comfortably with  
**electronic distribution.**

# Invoice Delivery – **eco-friendly and efficient.**

Optimize your invoice management – thanks to this module that links your invoicing activities directly with the respective shipments and tracking information. This tool lets you quickly and easily retrieve digital copies of your invoice documents.



Invoice Delivery





# Invoice Delivery

## Save time. Save costs.

Invoice Delivery provides you to access electronic copies of printed invoices produced by DB Schenker for services rendered. The eService supports two ways to access your invoice documents:

- **Online search and view invoices:** You are able to search for invoices, view invoices in the search results, view shipment documents related to those invoices and download the documents.
- **Automated invoice delivery:** The eService is able to schedule the delivery of invoices on a weekly basis. Invoice Delivery will find any new invoices, extract the invoice and shipment documents, package the documents and deliver those documents to a pickup location on the eSchenker portal.

## The benefits of Invoice Delivery:

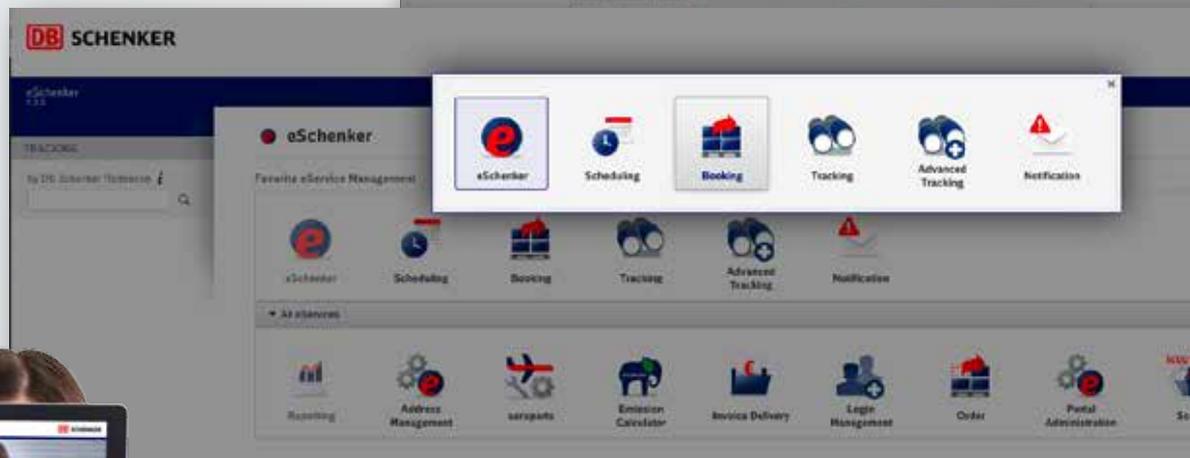
- Search, view and download invoice and shipment documents instantly or on an automated basis.
- Easy-to-use, it will optimize your electronic invoice management
- Eco-friendly as it replaces paper invoice documents with electronic copies.
- Saves you valuable time and costs through reduction of administrative efforts.
- Anytime global available platform for all transport modes and services.
- Unique access point guarantees high security for your sensitive data.
- No need to install additional programs

## 1. Invoice Delivery Registration

The Invoice Delivery eService is offered in a secured environment. Therefore it is only accessible after registration on the eSchenker portal.

## 2. Access Invoice Delivery

Open eSchenker Invoice Delivery from the left navigation bar, the eServices dashboard or the launchpad.



Once you have your login, our Invoice Delivery Tutorial will guide you through the individual steps.



# Comfortable handling of your invoices

Invoice Delivery can create real business value for you: Register to see how this user-friendly and customizable eService meets the financial requirements for managing your invoices.

Invoice Delivery always starts with the main eService dialog – Invoice Delivery. From this dialog you can search for and view your invoices or open other dialogs to access your delivered invoice packages or maintain your delivery settings.

## 1. Search for your invoices

Enter a variety of search criteria such as type of invoice, reference numbers and invoice date to narrow down your search and then click on the 'Search' button to locate the invoices you are interested in.

A table of search results will be displayed directly beneath the search criteria. You can easily save the search criteria to quickly repeat the same search in the future or reset all search criteria to start a new search.

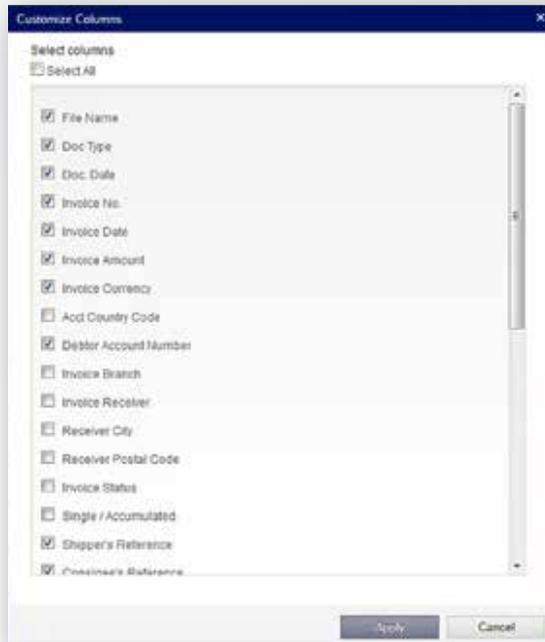
The screenshot shows the DB Schenker Invoice Delivery interface. On the left is a navigation menu with options like 'Invoice Delivery', 'Delivered Invoices', 'Delivery Settings', 'QUICK TRACKING', and 'QUICK ACCESS'. The main area is titled 'Invoice Delivery' and contains a search form with various filters. Below the form is a table of search results.

File Name	Doc. Type	Doc. Date	Invoice No.	Invoice Date	Invoice Amount	Invoice Currency	Debtor Account Number	Shipper's Reference	Carrier's Reference	Transport Mode	Shipment Reference
WWBPC_84070071882586201502230456.pdf	SVGRN	01/01/2015	55226079	01/01/2015	196.36	USD	0076544303			✈️	SH482556090
WWBPC_45870017730947201502240255.pdf	SVGRN	01/19/2015	55225411	01/19/2015	1,071.42	USD	0076544303			✈️	GBSCH13000106
WWBPC_45870017729033201502240257.pdf	SVGRN	01/19/2015	55225422	01/19/2015	534.33	USD	0076544303			✈️	BTR00948991
WWBPC_45870017724397201502240250.pdf	SVGRN	01/19/2015	55225378	01/19/2015	171.31	USD	0076544303			✈️	DEFJAE00000139
WWBPC_45870017719254201502240261.pdf	SVGRN	01/19/2015	55225323	01/19/2015	3,896.85	USD	0076544303			✈️	PER00296474
WWBPC_45870017719249201502240236.pdf	SVGRN	01/19/2015	55225396	01/19/2015	5,088.37	USD	0076544303			✈️	PER00295408
WWBPC_45870017709496201502240213.pdf	SVGRN	01/03/2015	55225978	01/03/2015	1,456.90	USD	0076544302			✈️	PER00295000
WWBPC_45870017705294201502240205.pdf	SVGRN	01/19/2015	55225457	01/19/2015	898.18	USD	0076544303			✈️	ZRH9825
WWBPC_45870017700629201502240258.pdf	SVGRN	01/19/2015	55225431	01/19/2015	354.71	USD	0076544303			✈️	SH48255
WWBPC_376001023732992015022902200.pdf	SVGRN	01/19/2015	55225021	01/19/2015	311.28	USD	0076544303			✈️	SH48255



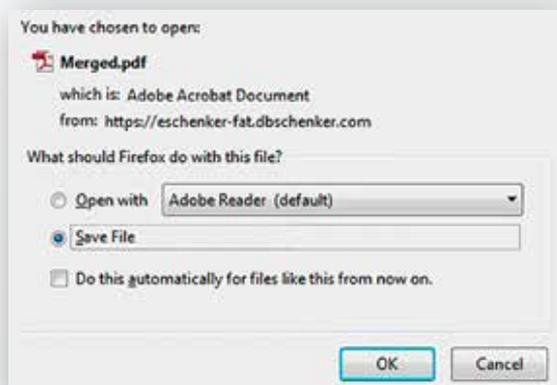
## 2. Customize the table to your needs

In order to support your daily work, you can click on a column title to easily sort the table in ascending/descending order by the values in that column. Additionally, you can customize the table layout by enabling or hiding columns.



## 3. Table of Search Results

The table shows one row per invoice with information about the invoice itself, the related shipment and the invoice document. For a detailed view of the invoice and/or shipment documents, you have two options:



1. A double click on a row in the table opens the invoice file or saves it locally for your records.
2. With a single click you can mark one or more results in order to
  - **Add To Cart:** Places a bookmark to this document in the document cart. Users can open the cart and download all or selected documents from the cart.
  - **Zip to File:** Places all of the selected invoices into a ZIP file for download.
  - **Merge to PDF:** Places all of the selected invoices into a PDF file for download.
  - **Shipment Documents:** Opens another dialog to show the shipment documents related to shipments linked to this invoice
  - **Export to Excel:** Exports the contents of the results table to an Excel spreadsheet

### Schedule your Invoice Delivery\*

To ease your work, eSchenker can extract your invoice and related shipment documents on a scheduled basis and stage them on the portal for you to pickup.

This includes the following features:

- Invoice documents are automatically extracted once per week.

- Optionally with related shipment documents.
- Notification sent to you and your colleagues when the documents are ready.
- File packages stored as Zip file or merged PDF document.

\* This option is available on request.

The screenshot shows a web interface titled "Delivered Invoices". At the top, there is a search bar labeled "Package Name:" with the placeholder text "search package name". Below the search bar is a table with columns for "Name", "Size", and "Date". The table contains 10 rows of data, each representing a zip file with a name starting with "BXMOT120150", a size of "134.284.0K", and a date in YYYYMMDD HH:MM format. At the bottom of the table, there is a pagination control showing "54 Results" and a "Results per Page" dropdown set to "10".

Name	Size	Date
BXMOT120150807.zip	134.284.0K	20150807 0:01
BXMOT120150806.zip	134.284.0K	20150806 0:01
BXMOT120150802.zip	134.284.0K	20150802 0:04
BXMOT120150801.zip	134.284.0K	20150801 0:02
BXMOT120150731.zip	134.284.0K	20150731 0:04
BXMOT120150729.zip	134.284.0K	20150729 0:02
BXMOT120150727.zip	134.284.0K	20150727 0:03
BXMOT120150725.zip	134.284.0K	20150725 0:01
BXMOT120150724.zip	134.284.0K	20150724 0:04
BXMOT120150722.zip	134.284.0K	20150722 0:00

### Invoice Delivery Settings

eSchenker offers you additional options to customize how this feature works for you:

- Receive your documents in a single Zip file or in a single merged PDF file.
- Define the name of your package file.

- Choose which shipment documents shall be included in your file package.
- Manage the email addresses notified when a package is created.

The screenshot shows the "Delivery Settings" configuration page. On the left is a navigation sidebar with sections for "INVOICE DELIVERY" (containing "Invoice Delivery" and "Delivered Invoices"), "QUICK TRACKING" (with a search bar for "DB Schenker Reference"), and "QUICK ACCESS" (with a "Cart" link). The main content area is titled "Delivery Settings" and includes:
 

- "Package all Documents as": Radio buttons for "ZIP" (selected) and "Merged PDF".
- "Package File Name Prefix": A text input field containing "BXMOT1".
- "Shipment document included in package": A list of checkboxes for "CIS Customer Document", "Commercial Invoice", and "Packing List", all of which are checked.
- "Notify": A table with columns "E-Mail-Address", "Name", and "Action". It contains two entries:
 

E-Mail-Address	Name	Action
invdelpivot@snagunit.com	Invoice Delivery Test	+ x
brian.lee@dbschenker.com	Brian Lee	+ x

 A "Save" button is located at the bottom right of the settings area.

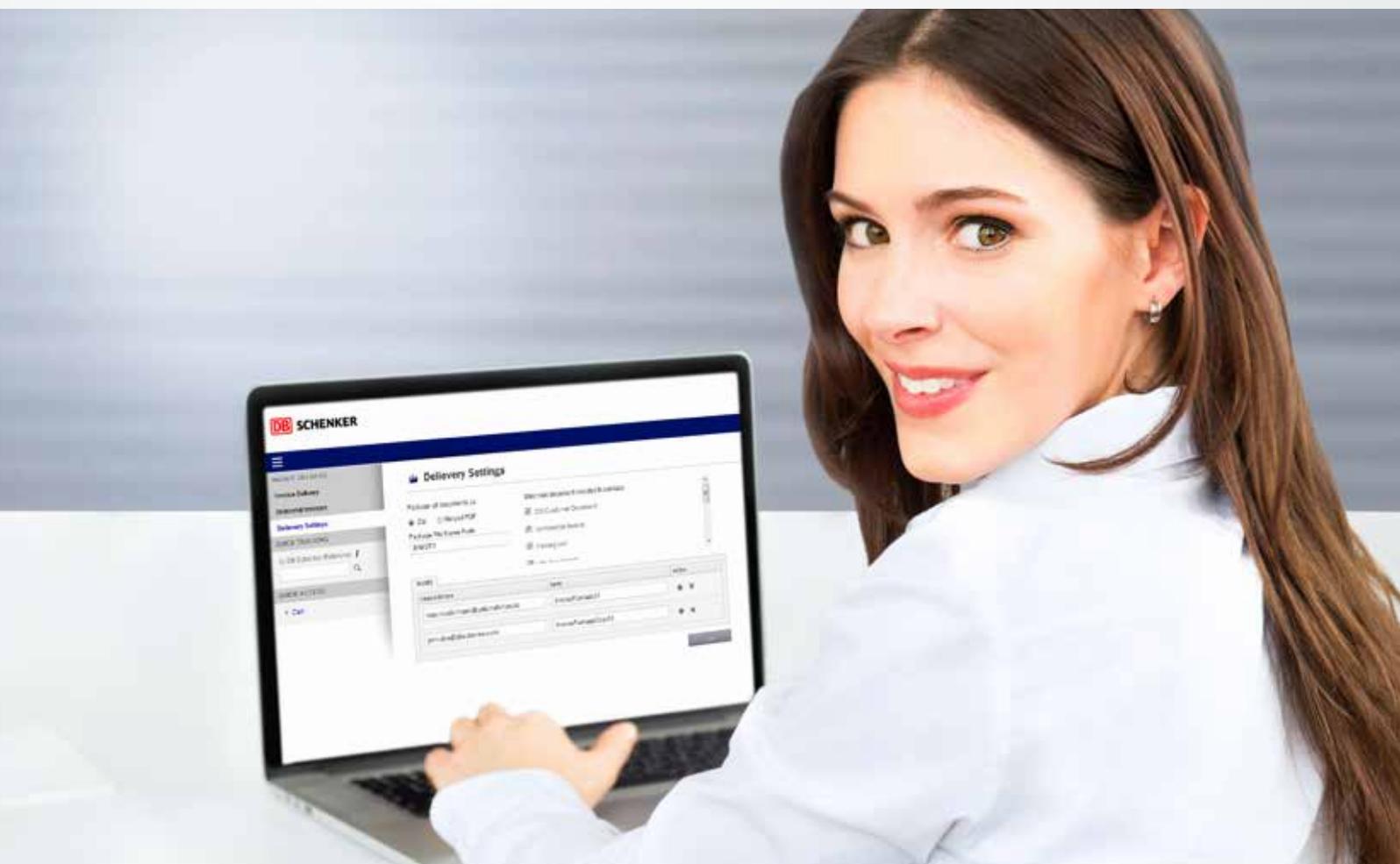
### Invoice Cart

With the 'Cart', Invoice Delivery provides a convenient way to search for several different invoice and shipment documents, bookmark those documents and then later download all of the bookmarked documents in a single Zip or PDF file. Easy, fast and efficient.

A simple click on 'Cart' in the left navigation will open the table of documents bookmarked by you in the 'Search Results' or 'Shipment Documents tables'. All of the selected results are bundled in one place and ready for you to download.



Document Type	File Name	Document Format	Date	Invoice No.
SVOIN	WWBPC_84070071882586201502230456.pdf	PDF	01/21/2015	55226079
SVOIN	WWBPC_45870017730947201502240255.pdf	PDF	01/19/2015	55225411
SVOIN	WWBPC_45870017724397201502240250.pdf	PDF	01/19/2015	55225370
SVOIN	WWBPC_45870017729033201502240257.pdf	PDF	01/19/2015	55225422
SVOIN	WWBPC_45870017718256201502240241.pdf	PDF	01/19/2015	55225323
SVOIN	WWBPC_45870017709486201502240213.pdf	PDF	01/20/2015	55225679
SVOIN	WWBPC_45870017700629201502240258.pdf	PDF	01/19/2015	55225431



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