

CSV 格式設定

Step 1:

在資訊主頁勾選要下載的帳單後，點擊「下載」

The screenshot shows the DHL MyBill portal. At the top, there's a navigation bar with '資訊主頁', '資料庫', '下載', '報表', '我的帳號', '搜尋', and '幫助'. Below that, a greeting 'Tina 您好, 歡迎來到MyBill' is displayed. A search bar and filters for '帳務系統' (IBS+) and '應收帳款(SAP)帳號' (全部) are visible. Summary cards show account balances: \$245,456.00 (70 未付款帳單), \$2,016.00 (1 待釐清帳單), and \$14,201.00 (2 已逾期帳單). A '立即付款' button is present. Below these are '價格查詢' and '未出帳貨件' (22). A '下載' button is highlighted with a red box. A table of invoices is shown below, with checkboxes for selection.

ACCOUNT NO.	ACCOUNT NAME	INVOICE NO.	INVOICE TYPE	INVOICE DATE	DUE DATE	STATUS	TOTAL	DISPUTED	PAID/ADJ	BALANCE	CURRENCY
	DHL TW - MYDHL PROMO ACCNT - DTWXXX - DTWXXX	TPER000745440 1284447052	帳單	March 13, 2020	April 12, 2020	未付	3,074.00			3,074.00	\$ TWD
	WSI CREDIT CARD - DHL EXPRESS (TW)	TPER000746332 1284454469	帳單	March 13, 2020	April 12, 2020	未付	11,257.00			11,257.00	\$ TWD
	WSI CREDIT CARD - DHL EXPRESS (TW)	TPER000746337 1284454507	帳單	March 13, 2020	April 12, 2020	未付	1,196.00			1,196.00	\$ TWD
	WSI CREDIT CARD - DHL EXPRESS (TW)	TPER000746334 1284454362	帳單	March 13, 2020	April 12, 2020	未付	3,092.00			3,092.00	\$ TWD

Step 2:

在下載頁面，如要自訂 CSV 檔案的格式，請點擊「自訂格式」

The screenshot shows the '下載選擇' (Download Selection) page. It has a '優先下載' (Priority Download) section with instructions. Below, there are options for '選擇下載DHL Express' (Select Download DHL Express) including '帳單PDF / Legal PDF', '標準的CSV', 'XML', '發票/ 商業發票/ 進口文件', '出口證明 (NBR)', and '交易報表'. The '自訂格式' (Custom Format) option is highlighted with a red box. On the right, there's a 'Zip文件概要' (Zip File Summary) section showing '0 文件總數' (0 files total) and '取消' (Cancel) and '下載' (Download) buttons.

Step 3:

您會被導引至 CSV 格式設定頁面，您可以使用滑鼠
A. 將不需要的欄位從「已選列」向左拖曳到「適用列」

The screenshot shows the 'CSV格式設定' (CSV Format Setting) page. It has a '當前預設設定: Invoice Format' (Current default setting: Invoice Format) and '預先儲存的設定' (Pre-saved settings). Below, there are '通用列' (Common columns) and '已選列' (Selected) columns. A dropdown menu is open over the '已選列' column, showing a list of fields: 'Billing Account Name (Add)', 'Billing Source', 'Original Invoice Number', 'Station Code', 'Invoice Identifier', 'Invoice Type', and 'Payment Terms'. On the right, there's a '匯出選項' (Export Options) section with '排列順序' (Sort Order) set to '依產品別, 接著是出口地' (By product, then by export location), '串聯' (Concatenate) checked, and '使用電子郵件附件' (Use email attachments) checked.

B. 將欄位在「已選列」上下拖曳來排列擺放順序

The screenshot shows the DHL 'CSV Format Settings' page. The 'Selected' column contains the following items: Line Type, Billing Account, Invoice Number, Invoice Date, Shipment Reference 1, Senders Address 1, Senders Address 2, Senders Contact, and Senders Address 3. The 'Export Options' section includes: 'Sort Order' (set to 'By product, then by origin'), 'Concatenated' (checked), and 'Use email attachments' (checked). The 'Apply Settings' button is visible at the bottom right.

C. 此外，還可以串聯（合併）檔案，使其更容易匯入您的會計系統中。只須勾選「串聯」（Concatenated）方格

D. 如欲儲存設定，請在「儲存所有設定供稍後使用？」（Save all settings for later?）欄位中，輸入儲存設定所用的名稱，然後點擊「完成，套用設定」（apply settings）按鈕即可

The screenshot shows the DHL 'CSV Format Settings' page with the 'Save all settings for later?' dialog box open. The dialog box has 'Invoice Format' entered in the name field and the 'Apply Settings' button highlighted. The 'Selected' column contains: Line Type, Billing Account, Invoice Number, Invoice Date, Shipment Reference 1, Senders Name, Senders Contact, Senders Address 1, Senders Address 2, Senders Address 3, Receivers Name, Receivers Contact, Receivers Address 1, Receivers Address 2, Receivers Address 3, and Shipment Date. The 'Export Options' section includes: 'Sort Order' (set to 'By product, then by origin'), 'Concatenated' (checked), and 'Use email attachments' (checked). The 'Apply Settings' button is highlighted in red.

E. 以下為比照EzyBill系統，建議下載的欄位，請參考

EzBill		MyBill		欄位說明
Sort order	Column Name	Sort order	Column Name	
0		0	Line Type	I: invoice; S: Shipment
1	Account Number	1	Billing Account	付費帳號
2	Invoice Number	2	Invoice Number	帳單號碼
3	Invoice Date	3	Invoice Date	帳單日期
4	Shippers Reference	4	Shipment Reference 1	寄件人相關資料
5	Shipper Name	5	Senders Name	寄件人
6	Sender	6	Senders Contact	寄件連絡者
7	Sender Address	7-1	Senders Address 1	寄件人地址 1
		7-2	Senders Address 2	寄件人地址 2
		7-3	Senders Address 3	寄件人地址 3
8	Recipient Name	8	Receivers Name	收件人
9	Receiver	9	Receivers Contact	收件連絡者
10	Receiver Address	10-1	Receivers Address 1	收件人地址 1
		10-2	Receivers Address 2	收件人地址 2
		10-3	Receivers Address 3	收件人地址 3
11	Shipment Date	11	Shipment Date	寄件日期
12	Origin Code	12	Origin	出口地
13	Origin Country Name	13	Orig Country Name	出口國家
14	AirwayBillNo	14	Shipment Number	提單號碼
15	Destination Code	15	Destination	進口地
16	Destination Country Name	16	Dest Country Name	進口國家
17	Product Code	17	Product Name	服務名稱
18	Pieces	18	Pieces	件數
19	Weight	19	Weight (kg)	重量
20	Weight Charges	20	Weight Charge	運費
21	Fuel Surcharge	22	Total Extra Charges (XC)	燃油及其他費用
22	Extra Charges			
23		23	Total amount (excl. VAT)	稅前淨額
24	Tax/VAT	24-1	Total Tax	稅金
		24-2	Tax Adjustment	稅金調整
25	Sub Amount	25	Total amount (incl. VAT)	含稅金額
26	Currency	26	Currency	幣別

Step 4: 您會被重新導引至下載頁面；您可在該頁面中下載檔案

下載選擇

[← 回上一頁](#)

優先下載

請在下列選擇優先下載

請注意：概要發佈資訊，表示為  僅提供於交易報表中
在MyBill中無法為檢索記錄進行備份。

選擇下載DHL Express

帳單PDF / Legal PDF

標準的CSV

 自訂格式

當期: Invoice Format

XML

提單/ 商業發票/ 進口文件

出口證明 (NBR)

交易報表

Zip文件概要

您的下載將被合併至一份Zip文件，包含以下：

3 文件總數

CSV

3.99 KB (0.00MB) 約

總下載大小

3.99 KB (0.00MB) 約

取消

 下載