



DHL Canada Flat ASCII Billing File - Standard Layout v1.2

Field #	Type	Length	Start	End	Description	Comment
1	A	7	1	7	Internal Customer number	Legacy Billing Customer Number
2	A	1	8	8	Comma	
3	A	25	9	33	Customer name	Billing Customer Name
4	A	1	34	34	Comma	
5	A	25	35	59	Address 1	Billing Customer Address
6	A	1	60	60	Comma	
7	A	25	61	85	City	Billing Customer city
8	A	1	86	86	Comma	
9	A	2	87	88	Province Code	Billing Customer Province
10	A	1	89	89	Comma	
11	A	3	90	92	Postal code Prefix	Billing Customer, first 3 char of postal code
12	A	1	93	93	Comma	
13	A	3	94	96	Postal code Suffix	Billing Customer, last 3 char of postal code
14	A	1	97	97	Comma	
15	A	8	98	105	Internal CTL Invoice Customer	Legacy Billing Account #
16	A	1	106	106	Comma	
17	A	8	107	114	CTL Invoice #	Invoice Number
18	A	1	115	115	Comma	
19	A	6	116	121	Invoice line number	Invoice Line #
20	A	1	122	122	Comma	
21	A	8	123	130	CTL Invoice date	Invoice Date
22	A	1	131	131	Comma	
23	N	13	132	144	CTL Invoice charge	Total invoice charge less tax
24	A	1	145	145	Comma	
25	N	13	146	158	CTL Invoice GST	Total invoice Goods & Service Tax
26	A	1	159	159	Comma	
27	N	13	160	172	CTL Invoice total	Total Invoice Charge Incl Tax
28	A	1	173	173	Comma	
29	A	12	174	185	Waybill number	Individual Waybill #
30	A	1	186	186	Comma	
31	A	30	187	216	Customer Reference	Customers own reference number for corresponding waybill
32	A	1	217	217	Comma	
33	A	1	218	218	Service Code	(Air or Ground)
34	A	1	219	219	Comma	
35	A	1	220	220	Prepaid or Collect	(P or C)
36	A	1	221	221	Comma	
37	N	7	222	228	Weight for pricing	Shipment Weight
38	A	1	229	229	Comma	
39	A	1	230	230	UOM for Invoicing	Unit Of Measure, I = Imperial (pounds) M = Metric (Kilos)
40	A	1	231	231	Comma	
41	A	4	232	235	Dimension A	Always inches
42	A	1	236	236	Comma	
43	A	4	237	240	Dimension B	Always inches
44	A	1	241	241	Comma	
45	A	4	242	245	Dimension C	Always inches
46	A	1	246	246	Comma	
47	N	4	247	250	Number of Pieces	# of pieces for waybill
48	A	1	251	251	Comma	

49	N	11	252	262	Waybill Invoiced Charge	Individual waybill charge less Tax
50	A	1	263	263	Comma	
51	N	11	264	274	Waybill GST Amount	Individual waybill GST charge
52	A	1	275	275	Comma	
53	N	11	276	286	Waybill TOTAL CHARGE	Individual waybill charge incl Tax
54	A	1	287	287	Comma	
55	A	20	288	307	Manifest Town Name From	City shipment was picked up from
56	A	1	308	308	Comma	
57	A	25	309	333	Shipper name	Pickup Customer name
58	A	1	334	334	Comma	
59	A	8	335	342	Pickup Date	
60	A	1	343	343	Comma	
61	A	6	344	349	Pickup time	
62	A	1	350	350	Comma	
63	A	20	351	370	Manifest Town Name To	Destination City name
64	A	1	371	371	Comma	
65	A	25	372	396	Receiver name	Destination Customer Name
66	A	1	397	397	Comma	
67	A	8	398	405	Delivery date	
68	A	1	406	406	Comma	
69	A	6	407	412	Delivery time	
70	A	1	413	413	Comma	
71	A	2	414	415	Charge type AF	AF = Air Fuel Surcharge
72	A	1	416	416	Comma	
73	N	11	417	427	Invoiced Charge AF	
74	A	1	428	428	Comma	
75	A	2	429	430	Charge type CO	CO = Collect Surcharge
76	A	1	431	431	Comma	
77	N	11	432	442	Invoiced Charge CO	
78	A	1	443	443	Comma	
79	A	2	444	445	Charge type DG	DG = Dangerous Goods (Hazardous Materials)
80	N	1	446	446	Comma	
81	A	11	447	457	Invoiced Charge DG	
82	A	1	458	458	Comma	
83	A	2	459	460	Charge type FR	FR = Fragile Surcharge
84	A	1	461	461	Comma	
85	N	11	462	472	Invoiced Charge FR	
86	A	1	473	473	Comma	
87	A	2	474	475	Charge type GF	GF = Ground Fuel Surcharge
88	A	1	476	476	Comma	
89	N	11	477	487	Invoiced Charge GF	
90	A	1	488	488	Comma	
91	A	2	489	490	Charge type OV/RP/NP	OV = Oversized, NP = Non Pack, RP = Re-Pack Surcharge
92	A	1	491	491	Comma	
93	N	11	492	502	Invoiced Charge OV/NP/RP	
94	A	1	503	503	Comma	
95	A	2	504	505	Charge type IN	IN = Insurance Surcharge (Declared Value)
96	A	1	506	506	Comma	
97	N	11	507	517	Invoiced Charge IN	
98	A	1	518	518	Comma	
99	A	2	519	520	Charge type MA	MA = Missing Account fee
100	A	1	521	521	Comma	

101	N	11	522	532	Invoiced Charge MA	
102	A	1	533	533	Comma	
103	A	2	534	535	Charge type NV	NV = NAV Canada Surcharge
104	A	1	536	536	Comma	
105	N	11	537	547	Invoiced Charge NV	
106	A	1	548	548	Comma	
107	A	2	549	550	Charge type R	R = Residential Surcharge
108	A	1	551	551	Comma	
109	N	11	552	562	Invoiced Charge R	
110	A	1	563	563	Comma	
111	A	2	564	565	Charge type RC	RC = Return Cheque Service
112	A	1	566	566	Comma	
113	N	11	567	577	Invoiced Charge RC	
114	A	1	578	578	Comma	
115	A	2	579	580	Charge type AI	AI = Aviation Insurance Surcharge
116	A	1	581	581	Comma	
117	N	11	582	592	Invoiced Charge AI	
118	A	1	593	593	Comma	
119	A	2	594	595	Charge type SD	SD = Saturday Delivery Surcharge
120	A	1	596	596	Comma	
121	N	11	597	607	Invoiced Charge SD	
122	A	1	608	608	Comma	
123	A	2	609	610	Charge type SS	SS = Security Shipment (Chian of signature)
124	A	1	611	611	Comma	
125	N	11	612	622	Invoiced Charge SS	
126	A	1	623	623	Comma	
127	A	2	624	625	Charge type TF	TF = Transaction Fee
128	A	1	626	626	Comma	
129	N	11	627	637	Invoiced Charge TF	
130	A	1	638	638	Comma	
131	A	2	639	640	Charge type 9A	9A = 9am delivery surcharge
132	A	1	641	641	Comma	
133	N	11	642	652	Invoiced Charge 9A	
134	A	1	653	653	Comma	
135	A	2	654	655	Charge type TW	TW = Twilight Service surcharge
136	A	1	656	656	Comma	
137	N	11	657	667	Invoiced Charge TW	
138	A	1	668	668	Comma	
139	A	11	669	679	PST Amount	Waybill PST amount
140	A	1	680	680	Comma	
141	N	13	681	693	CTL Invoice PST	Total invoice PST ammount
142	A	1	694	694	Comma	
143	A	2	695	696	PST Prov Code	If PQ, then QST, if NS, NB, NF then HST
144	A	1	697	697	Comma	
145	A	6	698	703	Pick up Pricing Postal Code	Not actual, for pricing/audit purposes only
146	A	1	704	704	Comma	
147	A	6	705	710	Delivery Pricing Postal Code	Not actual, for pricing/audit purposes only
148	A	1	711	711	Comma	
149	A	1	712	712	Flag for Cubing & Reweigh	R = Reweigh Incremental bill, C = Cubing Incremental, when this flag is present the base charge should be ignored when calculating a price for audit purposes.
150	A	1	713	713	Comma	

151	A	3	714	716	Invoice Type	Invoice Type - See Invoice Legend for Codes
152	A	1	717	717	Comma	
153	A	2	718	719	From Province	Pickup province
154	A	1	720	720	Comma	
155	A	3	721	723	To Province	Delivery Province
156	A	1	724	724	Comma	
157	A	30	724	753	Cost Center	Cost Center

Invoice Type Legend

Code	Description
A	ADVANCE PURCHASE PRODUCT INV
ADJ	BALANCE ADJUSTMENT
C	CONTRACT INVOICE
D	DEFAULT / UNAPPLIED INVOICE
G	G/L INVOICE
HPR	HAND-PRICED INVOICE
I	INCREMENTAL
IC	INCREMENTAL: CUBING
R	REGULAR INVOICE
REB	REBILL INVOICE
REP	RE-PRICED INVOICE
S	SPECIAL CHARGES
Z	LASER INVOICE