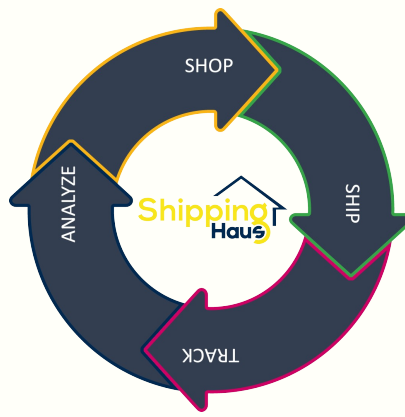




200 Southdale Center, Suite 162  
Edina, MN 55433

Contact us at: 833-SHP-HAUS  
or 833-747-4287

[sales@shippinghaus.com](mailto:sales@shippinghaus.com)



Step-By-Step GUIDE to start  
making “ship” happen!!

# DOWNLOAD COMMON CARRIER INVOICES

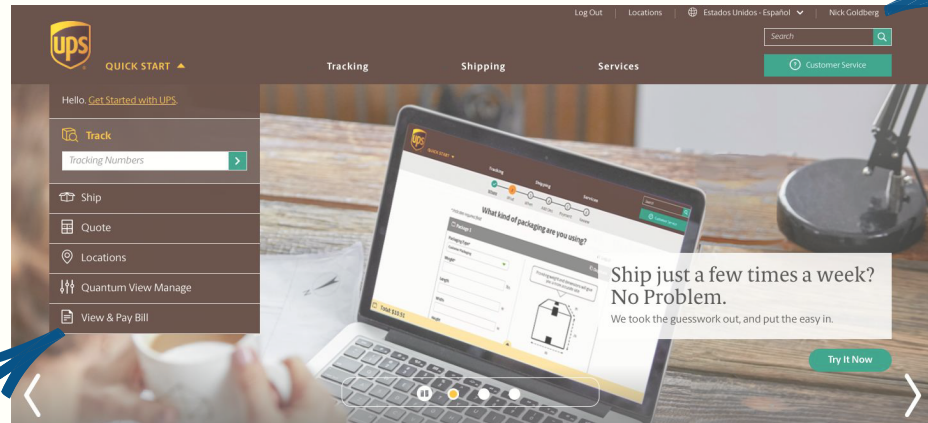


## OVERVIEW

Carrier invoices are required to perform analysis for purposes of carrier agreement optimizations and other evaluations of shipping data. This guide will take you through the steps to download recent invoices for common carriers.

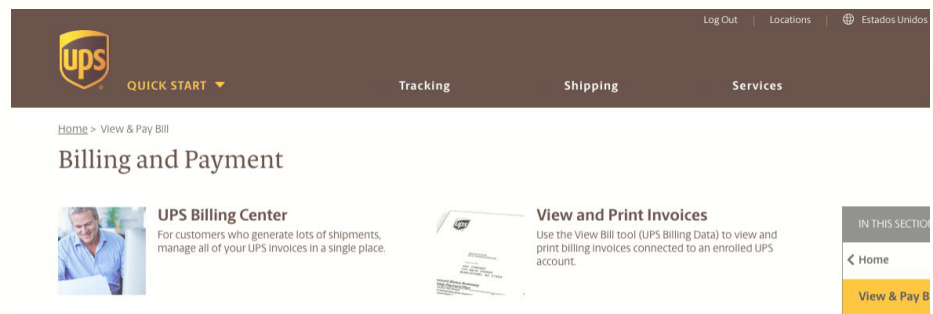
# UPS INVOICES

1. Go to [UPS.com](https://www.ups.com) and login using your username and password.
2. Click on **username** in upper, right corner of screen.
3. Scroll down and click on **View & Pay Bill**.



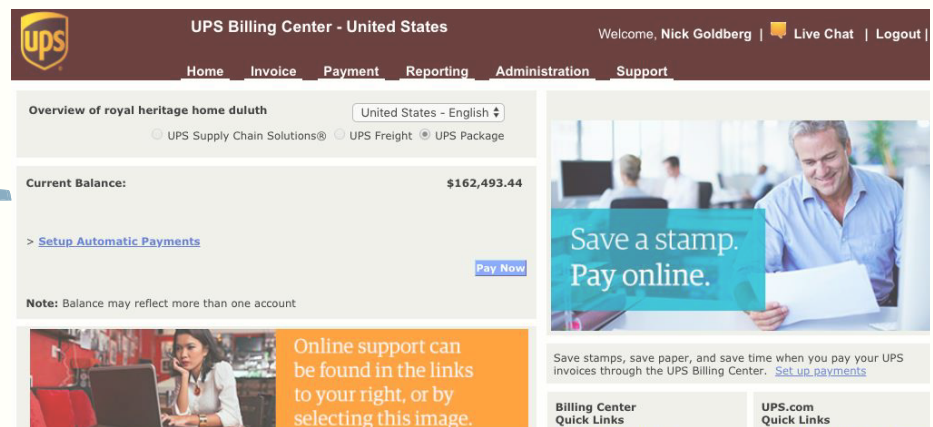
- There are likely multiple user accounts associated with your login. The objective is to get recent invoices from each account.
- **Too many accounts?** Our team can download these invoices for you. Contact us for more information on how to get this done.

You should now see the **Billing and Payment** page.



4. Click on **UPS Billing Center**

You will be directed to a new screen similar to the one shown here.



5. Hover the cursor over the **Invoice** tab and click **Archive History**.

# UPS INVOICES

**Note:** Perform the follow steps for each account number, included within the **Account Number** drop down list.

UPS Billing Center - United States

Welcome, Nick Goldberg | [Home](#) | [Invoice](#) | [Payment](#) | [Reporting](#) | [Administration](#) | [Support](#)

[Invoice](#) > [Archive History](#)

**Archive History**

**Search Criteria**

Invoice Date Range: Custom Date Range

Invoice Date: From 03/04/2019 To 04/03/2019

Document Type: UPS Billing Data (.csv)

Account Number: 123456789

[Reset](#) [Search](#)

[ups.com](#) | [Home](#) | [UPS Global](#) | [UPS Corporate](#) | [Web Site Terms of Use](#) | [Privacy Policy](#) | [Protect Against Fraud](#) | [Service Terms and Conditions](#)

6. Under **Search Criteria** select an invoice date range covering 13 weeks. Begin search on a Sunday and end on a Saturday.

UPS Billing Center - United States

Welcome, Nick Goldberg | [Live Chat](#) | [Logout](#) | [Home](#) | [Invoice](#) | [Payment](#) | [Reporting](#) | [Administration](#) | [Support](#)

[Invoice](#) > [Archive History](#)

**Archive History**

**Search Criteria**

Invoice Date Range: Custom Date Range

Invoice Date: From 03/04/2019 To 04/03/2019

Document Type: PDF Format

Account Number: 123456789

[Reset](#) [Search](#)

**Invoice Information**

[View/Download](#)

	Date	Account Number	Invoice Number	Original Billed Amount
<input checked="" type="checkbox"/>	Mar 10, 2018	123456789	123456789	\$12,345.67

7. Select **UPS Billing Data (.csv)** from the **Document Type** drop down menu.

UPS Billing Center - United States

Welcome, Nick Goldberg | [Home](#) | [Invoice](#) | [Payment](#) | [Reporting](#) | [Administration](#) | [Support](#)

[Invoice](#) > [Archive History](#)

**Archive History**

**Search Criteria**

Invoice Date Range: Custom Date Range

Invoice Date: From 03/04/2019 To 04/03/2019

Document Type: UPS Billing Data (.csv)

Account Number: 123456789

[Reset](#) [Search](#)

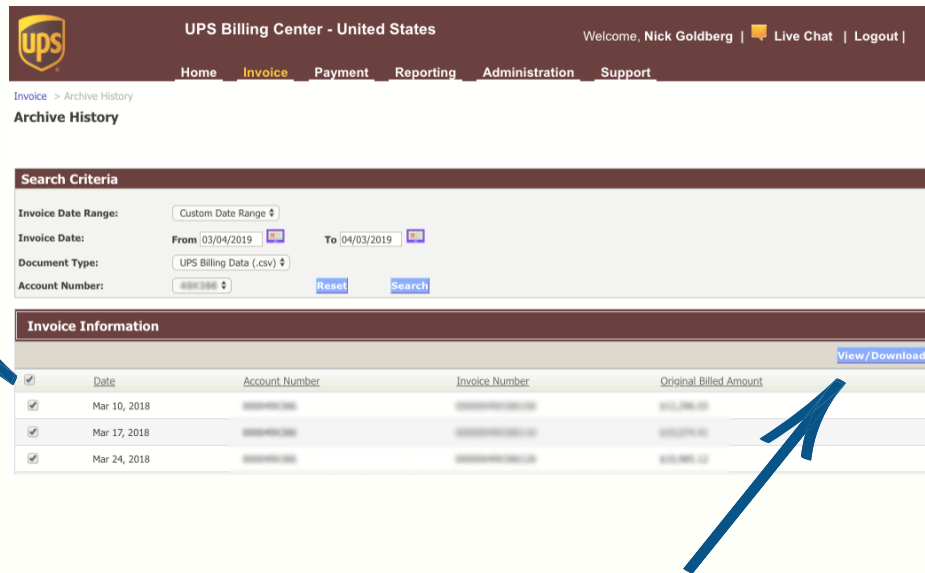
**Invoice Information**

8. Click **Search** button.

# UPS INVOICES

9. Click the **checkbox** in the header to select all invoices.

10. Click the **View/Download** button to download and combine all invoices.



UPS Billing Center - United States

Welcome, Nick Goldberg | Live Chat | Logout |

Home Invoice Payment Reporting Administration Support

Invoice > Archive History

Archive History

Search Criteria

Invoice Date Range: Custom Date Range

Invoice Date: From 03/04/2019 To 04/03/2019

Document Type: UPS Billing Data (.csv)

Account Number: [dropdown]

Reset Search

Invoice Information

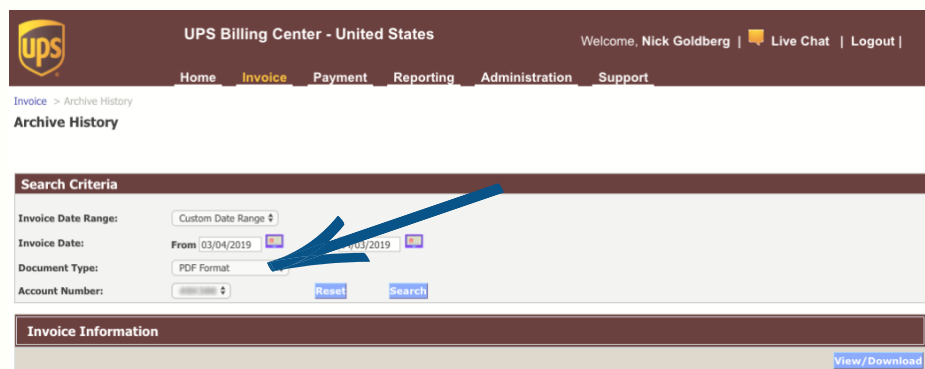
	Date	Account Number	Invoice Number	Original Billed Amount	View/Download
<input checked="" type="checkbox"/>	Mar 10, 2018	000000000000	000000000000	\$12,345.67	
<input checked="" type="checkbox"/>	Mar 17, 2018	000000000000	000000000000	\$12,345.67	
<input checked="" type="checkbox"/>	Mar 24, 2018	000000000000	000000000000	\$12,345.67	

- If multiple .PDF invoices are selected, the downloaded file will be a ZIP file that contains the individual invoices.
- If multiple .CSV files are selected, the downloaded file will be a single CSV file containing all consolidated invoices.
- If multiple .XML invoices are selected, the downloaded file will be a ZIP file that contains the individual invoices.

A .PDF version of a single invoice is required. In order to obtain this .PDF, follow the steps below.

11. Change **Document Type** from **CSV** to **PDF** format.

12. Click the **Search** button.



UPS Billing Center - United States

Welcome, Nick Goldberg | Live Chat | Logout |

Home Invoice Payment Reporting Administration Support

Invoice > Archive History

Archive History

Search Criteria

Invoice Date Range: Custom Date Range

Invoice Date: From 03/04/2019 To 04/03/2019

Document Type: PDF Format

Account Number: [dropdown]

Reset Search

Invoice Information

View/Download

13. Click the **View/Download** button to view and download the .PDF file.

14. Send all .CSV and .PDF documents back to us.

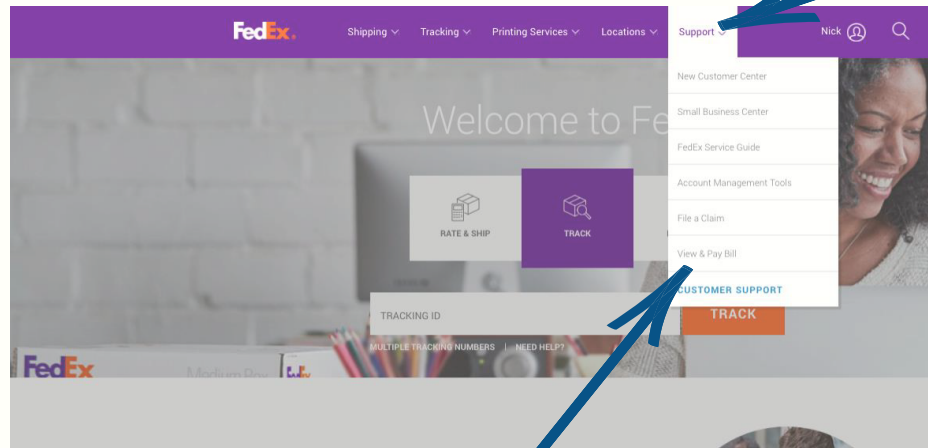
- DO NOT open or re-save the downloaded invoices before emailing them to us.



# FEDEX INVOICES

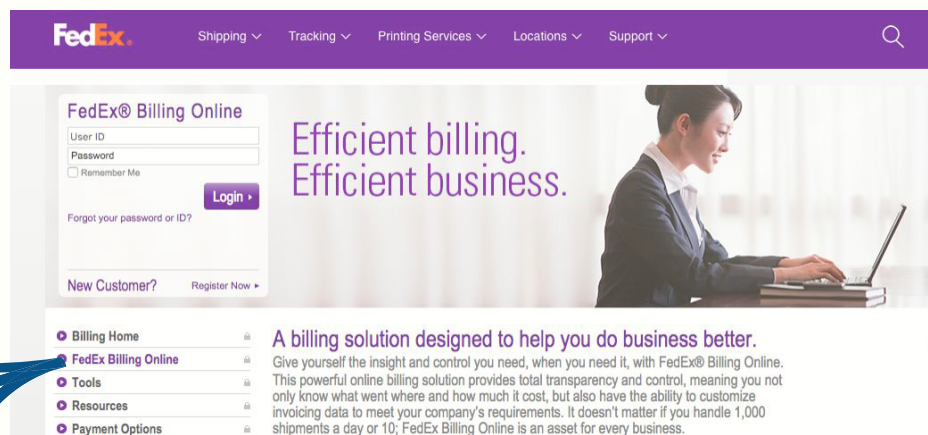
1. Go to FedEx.com and click **Support** in the upper right corner of the screen.

2. Scroll down and click on **View & Pay Bill**.

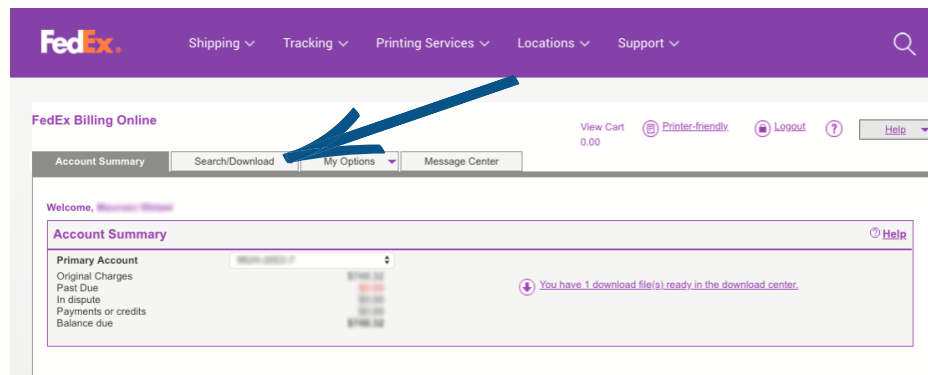


3. Click **FedEx Billing Online**.

4. Login with your **User ID** and **Password**.



5. Click on the **Search/Download** tab.

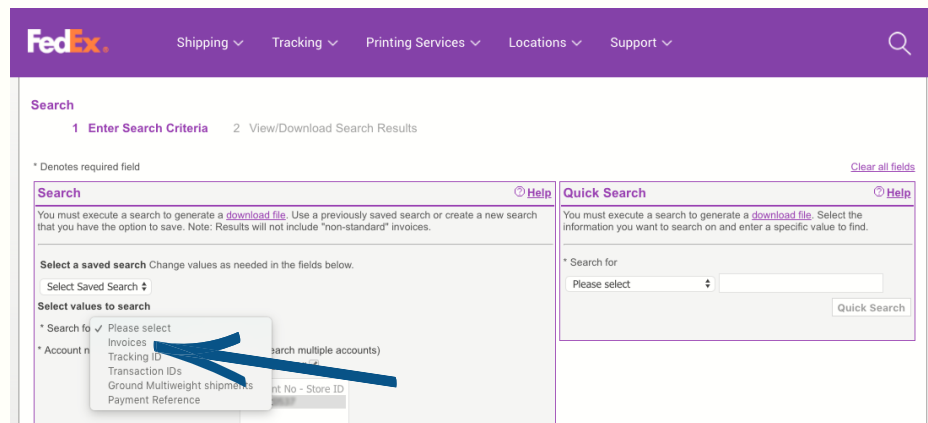


6. Select **New Search or Download**.

7. Locate the **Search For** field and choose **Invoices**.

8. Check the **Select All** box.

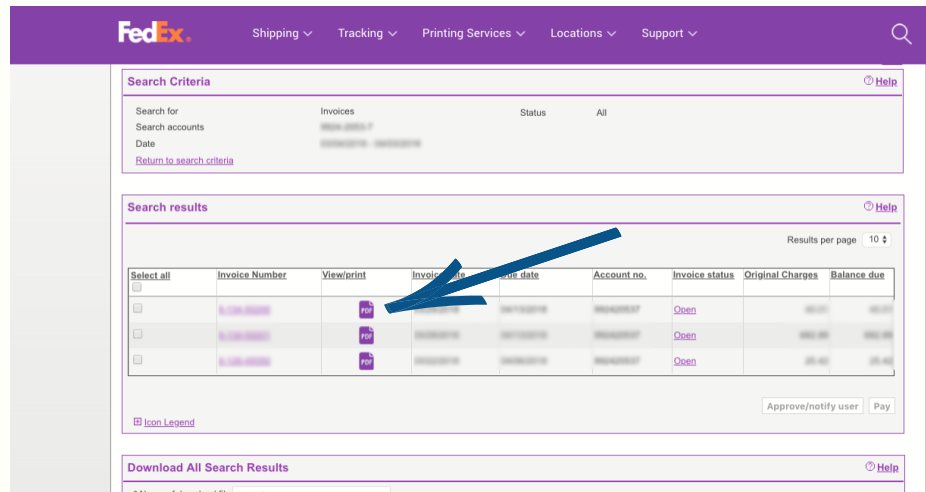
9. Select a date range covering 13 weeks. Begin search on a Sunday and end on a Saturday.



# FEDEX INVOICES

10. Click **Search** to populate the report.

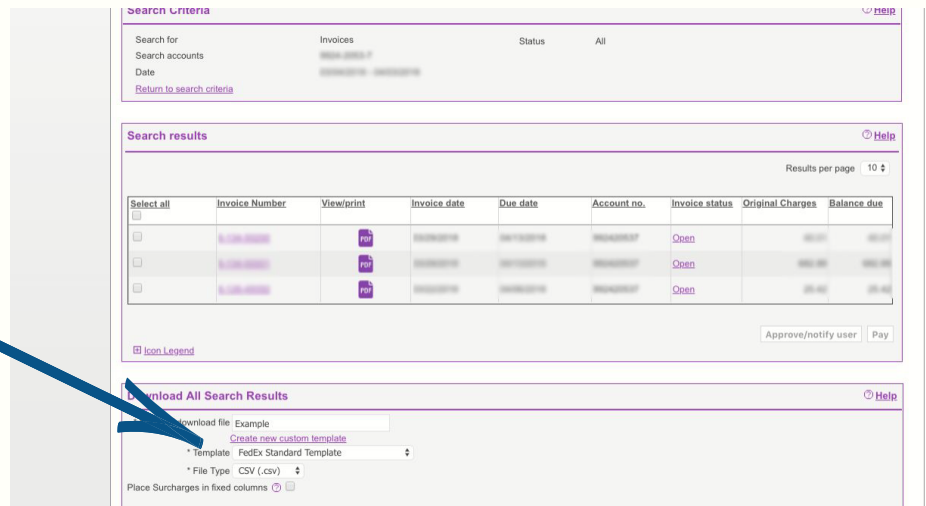
11. A single .PDF file is needed. Click on the **purple PDF icon** to save.



The screenshot shows the FedEx Invoices search results page. At the top, there's a navigation bar with links for Shipping, Tracking, Printing Services, Locations, and Support. Below this is a 'Search Criteria' section with fields for 'Search for', 'Invoices', 'Status', and 'All'. A 'Search' button is on the right. The 'Search results' section shows a table with columns: Select all, Invoice Number, View/print, Invoice date, Due date, Account no., Invoice status, Original Charges, and Balance due. The first row has a purple PDF icon in the 'View/print' column, which is highlighted by a blue arrow. Below the table are buttons for 'Approve/notify user' and 'Pay'. At the bottom, there's a 'Download All Search Results' section with a 'Download file' button and a 'Create new custom template' link.

12. **Name** the file.

13. From the **Template** drop-down menu, select **FedEx Standard Template**.

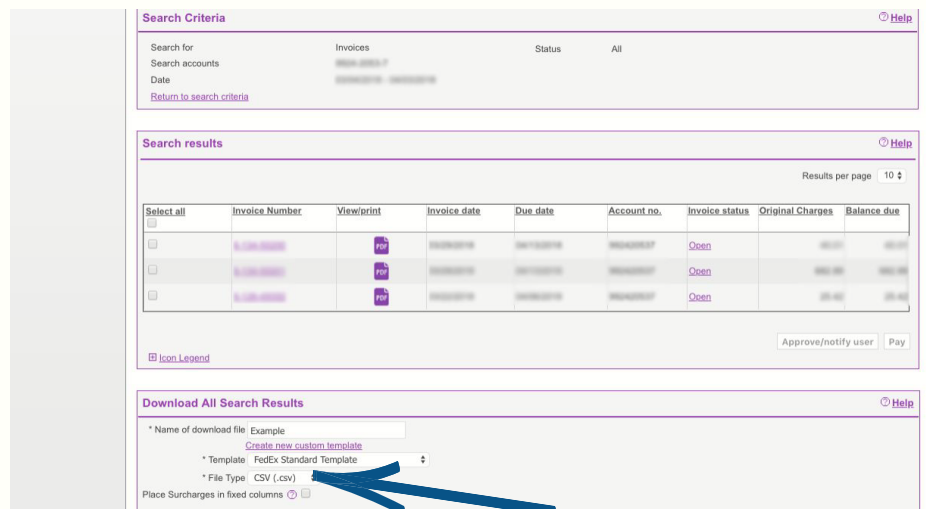


This screenshot shows the 'Download All Search Results' section of the FedEx Invoices page. It includes a 'Download file' button, a 'Create new custom template' link, and a dropdown menu for 'Template' which is currently set to 'FedEx Standard Template'. Below this is a 'File Type' dropdown set to 'CSV (.csv)'. A blue arrow points to the 'Template' dropdown menu.

14. Select **CSV** as the **File Type**.

15. Click **Create Download File**.

16. Send files back to us so we can get to work saving you money!



This screenshot shows the 'Download All Search Results' section of the FedEx Invoices page. It includes a 'Download file' button, a 'Create new custom template' link, and a dropdown menu for 'Template' which is currently set to 'FedEx Standard Template'. Below this is a 'File Type' dropdown set to 'CSV (.csv)'. A blue arrow points to the 'Create Download File' button.

# DHL INVOICES

1. Login to the **DHL MyBill** system using your username and password.

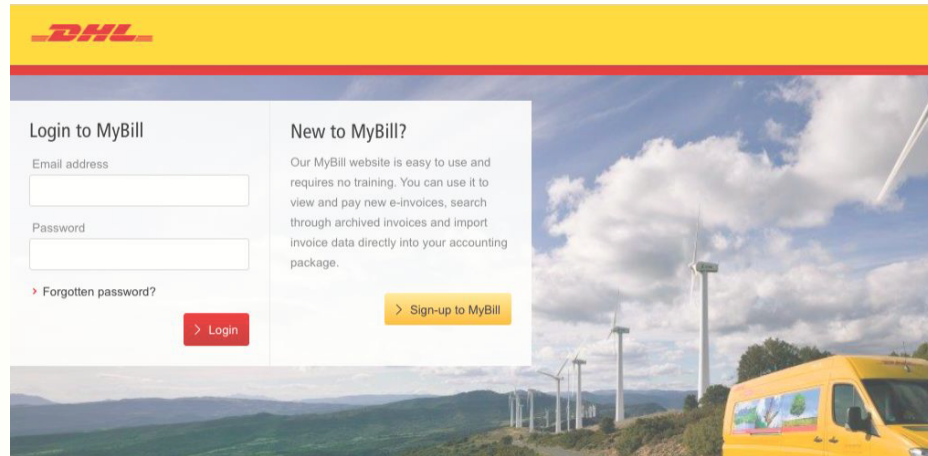
2. Click on the **Search** tab.

3. Under **Search Parameters**, select **all** in the **Account**, **Invoice Type**, **Status** and **Summary Posting** fields.

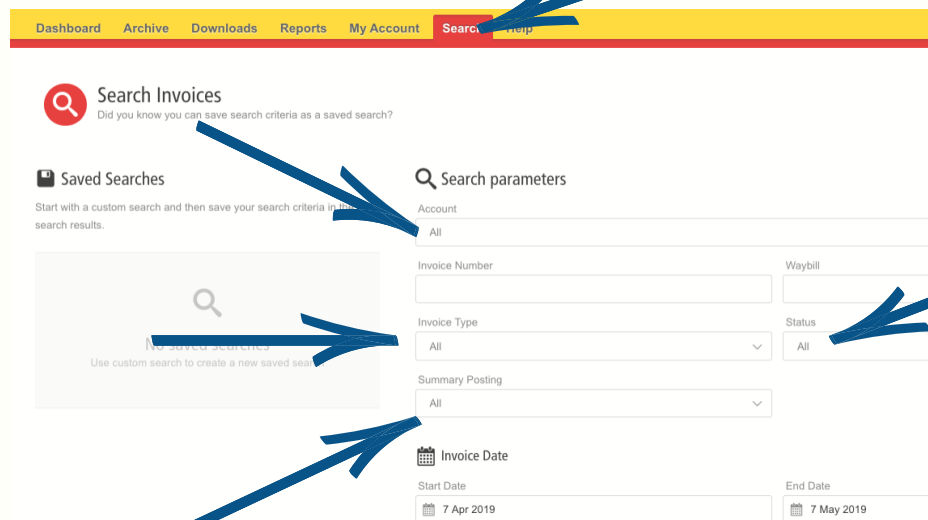
4. Set **Invoice Date** range for 13 weeks, beginning on a Sunday and ending on a Saturday.

5. Click the **checkbox** in the header to select all invoices.

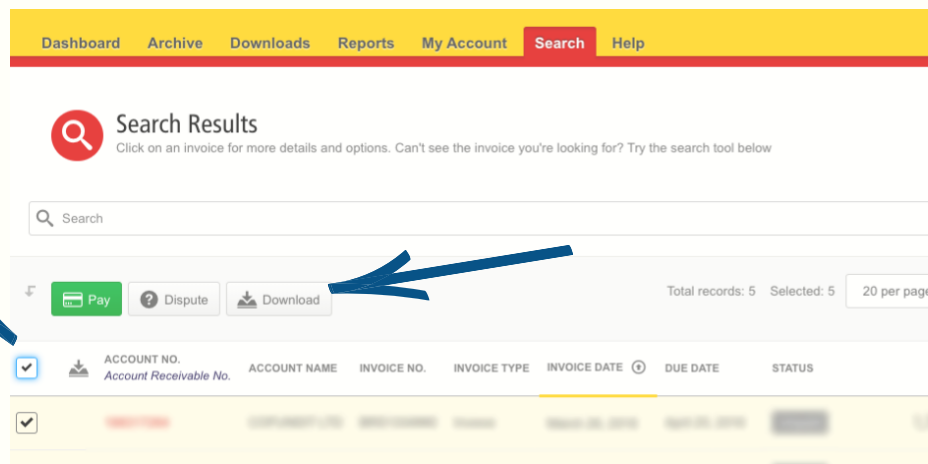
6. Click the **Download** button to download and combine all invoices.



The image shows the DHL MyBill login page. It features a yellow header with the DHL logo. Below the header, there are two main sections: 'Login to MyBill' and 'New to MyBill'. The 'Login to MyBill' section has input fields for 'Email address' and 'Password', a 'Forgot password?' link, and a 'Login' button. The 'New to MyBill' section has a 'Sign-up to MyBill' button. The background of the page shows a yellow DHL van parked in front of a landscape with wind turbines.



The image shows the DHL Search Invoices page. It features a yellow header with navigation tabs: Dashboard, Archive, Downloads, Reports, My Account, Search, and Help. The 'Search' tab is selected. Below the header, there is a 'Search Invoices' section with a search icon and a link to save search criteria. To the left, there is a 'Saved Searches' section. To the right, there is a 'Search parameters' section with fields for 'Account' (set to 'All'), 'Invoice Number', 'Invoice Type' (set to 'All'), 'Summary Posting' (set to 'All'), 'Status' (set to 'All'), 'Waybill', and 'Invoice Date' (with 'Start Date' set to '7 Apr 2019' and 'End Date' set to '7 May 2019'). Blue arrows point to the 'Search' tab, the 'Search parameters' section, the 'Invoice Date' section, and the 'Status' field.



The image shows the DHL Search Results page. It features a yellow header with navigation tabs: Dashboard, Archive, Downloads, Reports, My Account, Search, and Help. The 'Search' tab is selected. Below the header, there is a 'Search Results' section with a search icon and a link to click on an invoice for more details. Below this, there is a search bar and a table of results. The table has columns for 'ACCOUNT NO.', 'ACCOUNT NAME', 'INVOICE NO.', 'INVOICE TYPE', 'INVOICE DATE', 'DUE DATE', and 'STATUS'. The first row of the table is highlighted. To the left of the table, there are buttons for 'Pay', 'Dispute', and 'Download'. To the right of the table, there is a 'Total records: 5' and 'Selected: 5' indicator, and a '20 per page' dropdown. Blue arrows point to the 'Download' button and the first row of the table.

# DHL INVOICES

6. Check the **PDF Invoice** and **Standard CSV** boxes.

7. Click the **Download** button on the right side.

**DHL**

Dashboard Archive **Downloads** Reports My Account Search Help

**Download Selection**  
Go back a page

**Download Preferences**  
Please select your download preferences below.  
Please note: Summary Posting information, indicated by is only available in the Transaction Report.  
No backup document can be retrieved in MyBill for these records.

Select DHL Express Downloads

☒ PDF Invoice  
☒ Standard CSV ☐ Concatenated [Customize Format](#)  
☐ XML  
☐ Waybill / Commercial Invoice  
☐ Transaction Report

**Zip file Summary**  
Your download will be combined into a  
10 files in total  
PDF Invoice 5311.85 KB (5.19MB) approx.  
CSV 51.16 KB (5.03MB) approx.  
Total Download Size 5363.01 KB (5.24MB) approx.  
[Cancel](#) [Download](#)

8. Click **Download Zip File** button to download both .PDF and .CSV files.

**DHL**

Dashboard Archive **Downloads** Reports My Account Search Help

**Active Downloads**  
All active downloads are available for one day.  
You may continue to browse the site whilst downloads are building.

STARTED	TOTAL FILES	RETRIEVED FILES	
April 4, 2016, 7:08 pm GMT	10	10	<a href="#">Download Zip file</a> <a href="#">Cancel</a>

9. Send the .ZIP file folder over to us so we can begin your cost savings analysis!