

Since September 2009, the annexes of all invoices can be downloaded from our website.

HOW TO USE eBilling

Go to our website: www.gls-group.eu and choose Belgium as country. There is an **OPEN** and a **CLOSED** area.

In the OPEN area

1. choose "Online Tools – GLS Belgium Distribution"
2. click on "eBilling"



You can choose between 4 different options:

1. "Show invoice"
2. "Register for closed area"
3. "Register for email notification"
4. "Register for Direct Debit"

1. Show invoice

Fill in the customer number, the invoice number mentioned on the invoice (also called vcs number) and the security code (also called captcha).

The captcha or security code is made of visual control digits that avoid hackers to enter this part of the website. The captcha is case sensitive.

Once everything is filled in, click on the check icon above.

2. Register for closed area

Choose the kind of access login you want:

- A complete new one, only for eBilling, to avoid that everyone in the company has access to confidential information or

- An already existing login. If an existing one is chosen, every person knowing the login will have access to the invoices and its confidential contents.

Fill in the requested information and click on the check icon above. Our Sales Support will check the information and create a new login or give access to the existing login.

3. Register for email notification

Insert the customer number, the vcs number, the control code and click on the check icon above.

Fill in the e-mail address destined to receive the notifications informing that a new invoice is in the queue.



4. Direct Debit

Insert the customer number, the vcs number and the security code.

Print out the pdf-document, fill in all requested information and send it back by mail at finance.credit.collection@glb-belgium.com or by fax to the number +32 (0)2/55.66.378.

In the CLOSED area

Once the login and password are entered, the option eBilling with 'Invoices' and 'Other options' will be visible in the menu.

In the option 'Invoices', you have the possibility to download invoices until 20 month ago.

Make your selection and click on the loop to download the requested invoice.

Following formats can be downloaded: CSV, XLS and TXT.

When clicking on 'Other options' all the options of eBilling in the open area appear: invoices, email notification and direct debit.

Contact:

GLS Belgium Distribution
 Phone +32 (0)2 55 66 211
 Fax +32 (0)2 55 66 745
www.gls-group.eu