Viewing Summary Invoices on DCLI.com

1. Go to www.dcli.com.
2. Click "LOG IN" in the top Utility navigation.
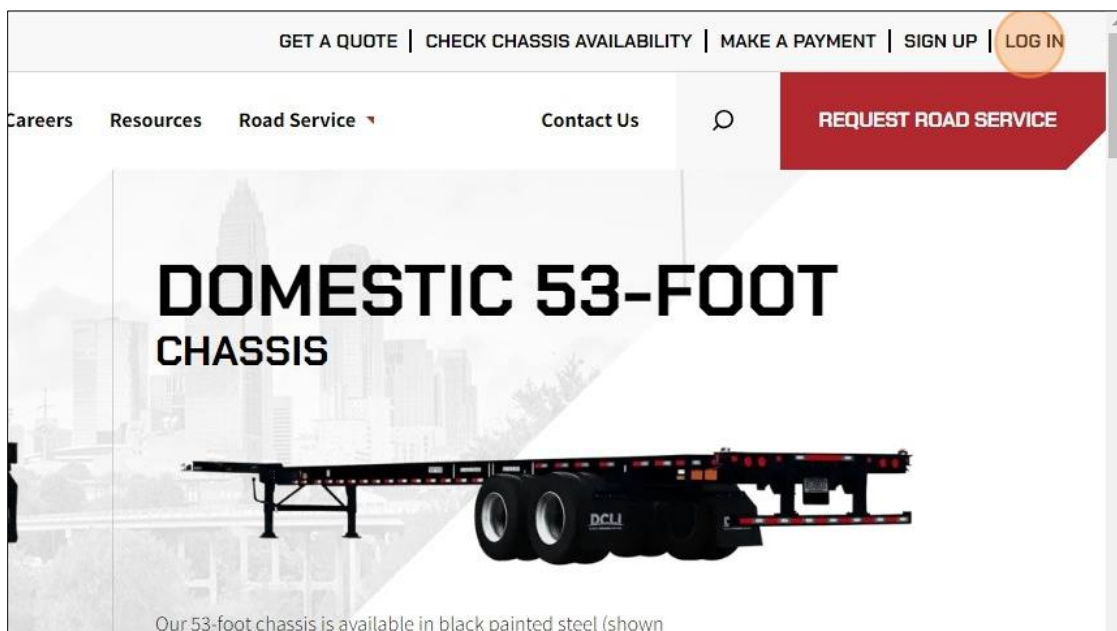
3. Enter your email address and password in the fields provided.
4. Click the Sign In button.

5. Click on the INVOICES tab.
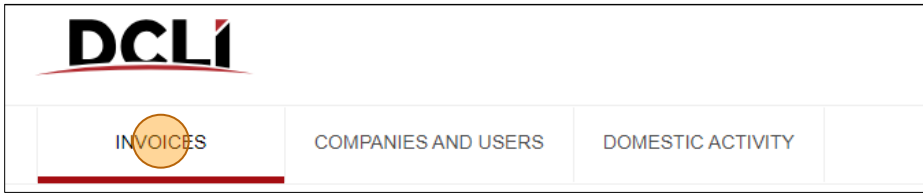
6. You now have a customizable view of all your summary invoices.
   NOTE: You will see a notice at the top of your screen as Domestic customers do not currently have the ability to dispute invoices or pay bills through the dcli.com portal. So, while "Pay" and "Dispute" options are shown for each line item, those links will not function.

DCLI

| INVOICES | COMPANIES AND USERS | DOMESTIC ACTIVITY |

Invoice List

Invoices

? Help

⚠ You do not have the permissions to dispute or pay invoices. If this seems incorrect please reach out to domesticcommercial@dcli.com

	Summary Invoice Number	Billing Date	Invoice Type	Invoice Total	Remaining Balance	Due Date	Invoice Status	Dispute Status	Attachments
View | Pay | Dispute	LP18615819	09/23/2024	LATE PAYMENT FEE INV	$68.40	$0.00	10/23/2024	Closed		📄
View | Pay | Dispute	AC18556652	09/18/2024	ASSET CHARGE INV	$17.15	$0.00	10/18/2024	Closed		📄
View | Pay | Dispute	GA18556653	09/18/2024	GATE FEES INV	$112.64	$0.00	10/18/2024	Closed		📄
View | Pay | Dispute	LP18556654	09/18/2024	LATE PAYMENT FEE INV	$39.62	$0.00	10/18/2024	Closed		📄
View | Pay | Dispute	RO18556656	09/18/2024	RS REBILL INV	$9,244.59	$0.00	10/18/2024	Closed		📄
View | Pay | Dispute	RO18556655	09/18/2024	RS REBILL INV	$253.09	$0.00	10/18/2024	Closed		📄
View | Pay | Dispute	TV18131579	09/17/2024	TOLL & VIOLATION INV	$565.00	$565.00	10/17/2024	Open		📄
View | Pay | Dispute	MF17777238	09/05/2024	MANAGEMENT FEE INV	$17.00	$0.00	10/05/2024	Closed		📄
View | Pay | Dispute	MF17785150	09/05/2024	MANAGEMENT FEE INV	$17.00	$0.00	10/05/2024	Closed		📄
View | Pay | Dispute	MC17777239C1	09/05/2024	MISC CHARGES CM	-$44.00	$0.00	09/05/2024	Closed		
View | Pay | Dispute	MC17785151C1	09/05/2024	MISC CHARGES CM	-$44.00	-$44.00	09/05/2024	Credit		

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7. Hover your mouse over the column headers to see the view options available for each.
   An arrow icon indicates that the data in the column can be sorted in either ascending or descending order.
   To sort, click the column header.

Invoice Total	Remaining Balance	Du... ↑ ⋮	Invoice Status	Dispute Status	Attachments
$68.40	$0.00	Due Date 24	Closed		📄
$17.15	$0.00	10/18/2024	Closed		📄
$112.64	$0.00	10/18/2024	Closed		📄
$39.62	$0.00	10/18/2024	Closed		📄
$9,244.59	$0.00	10/18/2024	Closed		📄

8. Click the three dots to see other view options for the column.

Invoice Total	Remaining Balance	Due Date	Invoice Sta... ↑ ⋮	Dispute Status
$68.40	$0.00	10/23/2024	Closed Menu	
$17.15	$0.00	10/18/2024	Closed	
$112.64	$0.00	10/18/2024	Closed	
$39.62	$0.00	10/18/2024	Closed	

9. For example, click the Filter option to remove certain types of invoices from your summary view.
In this example, we have selected to only see invoices with a status of "Open" on this tab by clicking Filter, then selecting Open from the Value dropdown menu, then clicking Add Filter.

Invoice Total	Remaining Balance	Due Date	Invoice Sta... ↑ ⋮	Dispute Status
$68.40	$0.00	↑ Sort by ASC		
$17.15	$0.00	↓ Sort by DESC		
$112.64	$0.00	▼ Filter		
$39.62	$0.00			
$9,244.59	$0.00	◌ Hide column		
$253.09	$0.00	▥ Manage columns		
$565.00	$565.00	10/17/2024 Open		

	Summary Invoice Number	Billing Date	Invoice Type	Inv
Columns Operator Value			E PAYMENT FEE INV	
✕ Invoice Status ▾ is ▾			SET CHARGE INV	
+ Add filter			TE FEES INV	
		Credit	TE PAYMENT FEE INV	
View | Pay | Dispute	LP18556654	Open	TE PAYMENT FEE INV	
View | Pay | Dispute	RO18556656		REBILL INV	
View | Pay | Dispute	RO18556655	Closed	REBILL INV	

You can use the options available on each column to customize the summary invoice tab view to your preferences.

10. You can download invoice information by clicking on the icon in the Attachments column.

Invoice Total	Remaining Balance	Due Date	Invoice Status	Dispute Status	Attachments
$68.40	$0.00	10/23/2024	Closed		📄
$17.15	$0.00	10/18/2024	Closed		📄
$112.64	$0.00	10/18/2024	Closed		📄
$39.62	$0.00	10/18/2024	Closed		📄

11. The dialog box will give you the option to download a PDF of the summary invoice, which is the same document that you received via email.
If the invoice has move-level details, you will also see an option to download an Excel file containing that detailed information.
Click the blue arrow icon to download a single file or the red Download All Attachments button to download all files shown in the window.

Viewing Invoice Details on DCLI.com

NOTE: Invoices issued on or before October 31, 2024, and that are still open do not show move-level invoice balance details on the View screen since payments could not be applied at this level in our previous system. You can see the Remaining Balance and Invoice Status for these invoices from the main screen of the Invoices tab. Invoices issued November 1, 2024, or later with show Remaining Balance and Invoice Status at both the summary level on the main Invoices tab and at the move level on the View screen.

1. To view detailed information about an invoice, click the blue View link.

View | Pay | Dispute	TV17065182	08/05/2024	TOLL & VIOLATION INV
View | Pay | Dispute	MA17065174	08/02/2024	M&R REBILL INV
View | Pay | Dispute	MC17065178C1	08/02/2024	MISC CHARGES CM
View | Pay | Dispute	RO17065175	08/02/2024	RS REBILL INV
View | Pay | Dispute	2001	07/12/2024	CMS DAILY USE INV
View | Pay | Dispute	MI16385186	07/12/2024	MIGRATION CHRG INV
View | Pay | Dispute	OT16385187	07/12/2024	ON TERMINAL CHRG INV

2. Some invoice types (toll & violation, migration charges, M&R rebill, etc.) will only have one row of information on the detail screen.

Invoice Details

Summary Invoice Number: TV17777230	Billing Date: 09/05/2024	View Attachments

Invoice Type	Invoice Number	Invoice Status	Invoice Total	Remaining Balance	Dispute Status	Attachments	Chassis Out	Container Out	Date Out	Container In	Date In
TOLL & VIOLATION INV	TV17777230	Closed	$13.26	$0.00		📄			09/05/2024 10:48 AM		09/05/2024 10:48 AM

3. From this screen, you have another way to download a copy of the invoice PDF by clicking on the red View Attachments button at the top of the table
   By clicking the icon in the Attachments column, you can also access the invoice PDF and, if the invoice has been paid, a PDF of the receipt will be available to download.

Attachments
TV17777230   ✕

9/5/2024

REF-1000134_1725568518987.pdf ⬇
Invoice Receipt
DCLI

TV17777230.pdf ⬇
Invoice
DCLI

Download All Attachments ⬇

4. Other invoice types (CMS daily use) will have multiple rows of information on the detail screen showing move-level details.
The view on this screen is customizable (sort, filter, hide, etc.) in the same manner as on the summary invoice screen.

Invoice Details

Summary Invoice Number:	Billing Date:	View Attachments
68001	08/14/2024	

Invoice Type	Invoice Number	Invoice Status	Invoice Total	Remaining Balance	Dispute Status	Attachments	Chassis Out	Container Out	Date Out	Container In	Date In
CMS DAILY USE INV	DU17153923	Open	$339.45	$339.45			TSFZ540400		09/17/2021 05:52 AM		
CMS DAILY USE INV	DU17153944	Open	$339.45	$339.45			TSFZ558896	ABCT5351104	12/28/2021 06:59 AM		
CMS DAILY USE INV	DU17153959	Open	$339.45	$339.45			DDRZ901578	ABCT5357355	07/23/2022 10:43 AM		
CMS DAILY USE INV	DU17153984	Open	$339.45	$339.45			TSFZ546480	ABCT5316320	12/11/2021 12:21 PM		
CMS DAILY USE INV	DU17153986	Open	$339.45	$339.45			TSFZ553331	ABCT5324921	03/04/2022 10:31 AM		
CMS DAILY USE INV	DU17153257	Closed	$385.35	$0.00		📄	DDGZ336854	ABCT5355901	05/27/2024 03:59 PM		
CMS DAILY USE INV	DU17153532	Closed	$385.35	$0.00		📄	DDTZ313524	ABCT5322030	06/06/2024 12:08 AM		
CMS DAILY USE INV	DU17153546	Closed	$349.68	$0.00		📄	TSFZ551918	ABCT5381475	06/02/2024 09:32 AM		
CMS DAILY USE INV	DU17153548	Closed	$349.68	$0.00		📄	DDTZ330977	ABCT5323740	11/23/2023 02:28 AM		
CMS DAILY USE INV	DU17153567	Closed	$385.35	$0.00		📄	LSFZ132031	ABCT5395170	06/07/2024 08:53 PM		
CMS DAILY USE INV	DU17153608	Closed	$385.35	$0.00		📄	DDTZ331205	ABCT5310656	06/06/2024 01:59 AM		

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5. From this screen, you have another way to download a copy of the invoice PDF and the Excel file containing all of the invoice detail by clicking on the red View Attachments button at the top of the table.

Attachments
68001

8/29/2024

68001_08292024_161048_2589078_ABCT DOM-BFB.xlsx
Invoice
DCLI ⬇

8/14/2024

68001_08142024_195934_2589078_ABCT DOM-BFB.pdf
Invoice
DCLI ⬇

Download All Attachments ⬇

6. By clicking an icon in the Attachments column, you can download a PDF of the receipt for paid invoices.

Attachments
DU17153257

9/5/2024

REF-1000132_1725562464095.pdf
Invoice Receipt
DCLI ⬇

Download All Attachments ⬇