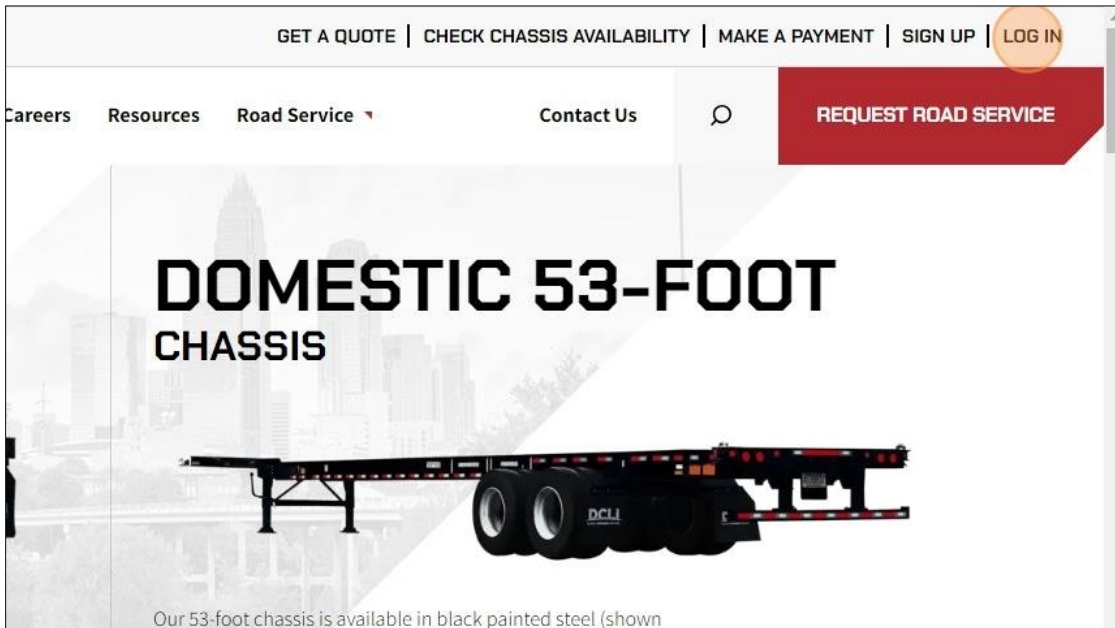


# DCLI.COM VIEW INVOICES GUIDE – Marine Customers



## Viewing Summary Invoices on DCLI.com

1. Go to [www.dcli.com](http://www.dcli.com).
2. Click "LOG IN" in the top Utility navigation.

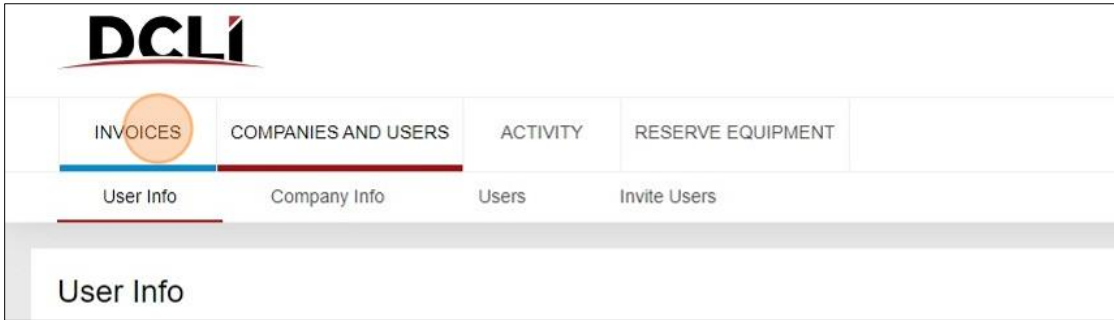


3. Enter your email address and password in the fields provided.
4. Click the Sign In button.

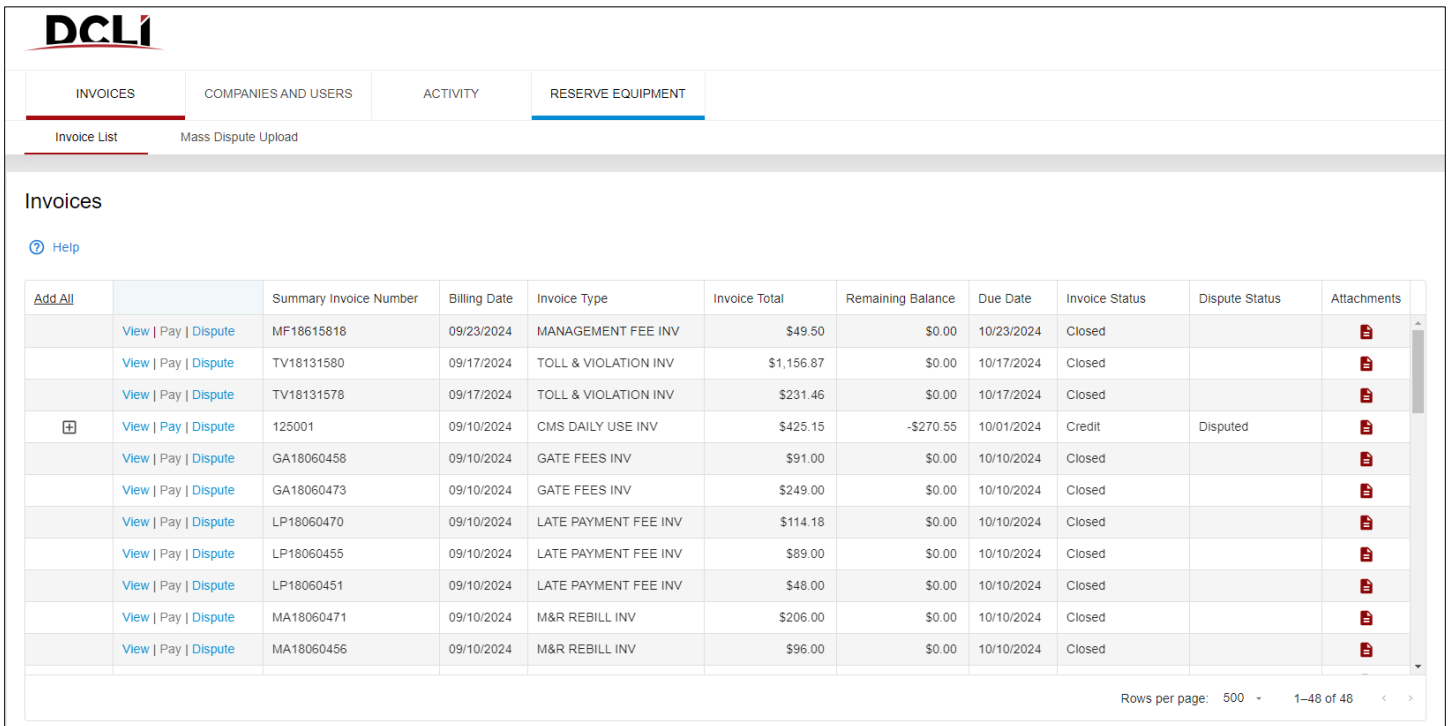
The screenshot shows the "Sign In" form on the DCLI website. The form includes the following elements:

- Sign in** (header)
- Email:** Input field containing "ed.mctow@abct.com"
- Password:** Input field with masked characters "\*\*\*\*\*"
- Remember Me
- Sign In** button
- [Forgot your password?](#) link
- Please Note:** DCLI has adopted a multifactor authentication process for logging in.
- For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication.

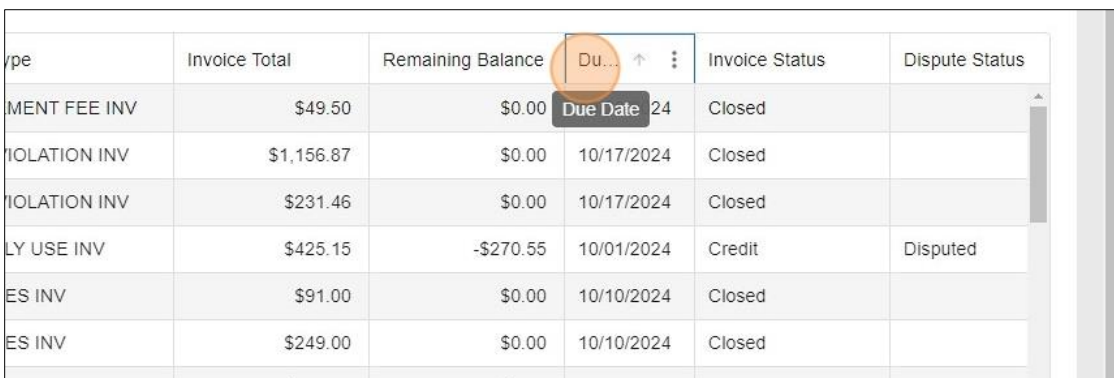
5. Click on the INVOICES tab.



6. You now have a customizable view of all your summary invoices.



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.



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

Type	Invoice Total	Remaining Balance	Due Date	Invoice Sta... ↑	Dispute Status
SE INV	\$46.00	\$0.00	10/10/2024	Closed	
MENT FEE INV	\$111.90	\$0.00	10/05/2024	Closed	
MENT FEE INV	\$111.90	\$0.00	10/05/2024	Closed	
ON CHRG INV	\$29.53	\$0.00	09/27/2024	Closed	
LEASE DIFF CM	-\$40.00	\$0.00	09/05/2024	Closed	
LEASE DIFF CM	-\$40.00	\$0.00	09/05/2024	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.

Type	Invoice Total	Remaining Balance	Due Date	Invoice Sta... ↑	Dispute Status
SE INV	\$46.00	\$0.00			
MENT FEE INV	\$111.90	\$0.00			
MENT FEE INV	\$111.90	\$0.00			
ON CHRG INV	\$29.53	\$0.00			
LEASE DIFF CM	-\$40.00	\$0.00			
LEASE DIFF CM	-\$40.00	\$0.00			
SE INV	\$95.00	\$0.00	10/05/2024	Closed	
SE INV	\$95.00	\$0.00	10/05/2024	Closed	
SE INV	\$311.00	\$0.00	10/05/2024	Closed	
SE INV	\$45.00	\$0.00	10/10/2024	Closed	

Summary Invoice Number	Billing Date	Invoice Type	Invoice
	10/2024	NET LEASE INV	
	05/2024	MANAGEMENT FEE INV	
	05/2024	MANAGEMENT FEE INV	
	28/2024	MIGRATION CHRG INV	
	05/2024	MASTER LEASE DIFF CM	
	05/2024	MASTER LEASE DIFF CM	
NL1777234	09/05/2024	NET LEASE INV	
NL17785146	09/05/2024	NET LEASE INV	
NL17841420	09/05/2024	NET LEASE INV	
NL18060448	09/10/2024	NET LEASE INV	
MF18615818	09/23/2024	MANAGEMENT FEE INV	

Add All		Summary Invoice Number	Billing Date	Invoice Type	Invoice												
<div style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Columns</th> <th>Operator</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>× Invoice Status</td> <td>~ is</td> <td>~ Open</td> </tr> <tr> <td colspan="3">+ Add filter</td> </tr> <tr> <td colspan="3" style="text-align: right;">Remove all</td> </tr> </tbody> </table> </div>						Columns	Operator	Value	× Invoice Status	~ is	~ Open	+ Add filter			Remove all		
Columns	Operator	Value															
× Invoice Status	~ is	~ Open															
+ Add filter																	
Remove all																	
			12/2024	CMS DAILY USE INV													
			12/2024	ASSET CHARGE INV													
			05/2024	NL TERM LUMP INV													
+ View   Pay   Dispute		MF18060459	09/10/2024	MANAGEMENT FEE INV													
+ View   Pay   Dispute		MF18060474	09/10/2024	MANAGEMENT FEE INV													
+ View   Pay   Dispute		NL18060453	09/10/2024	NET LEASE INV													
+ View   Pay   Dispute		TV17633331	08/28/2024	TOLL & VIOLATION INV													
+ View   Pay   Dispute		TV17785147	09/05/2024	TOLL & VIOLATION INV													
+ View   Pay   Dispute		TV18060454	09/10/2024	TOLL & VIOLATION 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.

\$210.00	\$0.00	10/04/2024	Closed			
\$29.53	\$0.00	09/27/2024	Closed			
\$16.89	\$16.89	09/27/2024	Open			
\$50.00	\$0.00	09/26/2024	Closed			
\$50.00	\$0.00	09/26/2024	Closed			
\$328.25	\$0.00	08/06/2024	Closed	Disputed		
\$24.24	\$24.24	08/11/2024	Open			
\$5,435.53	\$417.68	08/02/2024	Open	Disputed		
\$11,459.91	-\$1,732.50	08/02/2024	Credit	Disputed		
\$3,001.00	\$0.00	08/11/2024	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.

[1\\_07122024\\_182941\\_2355150\\_ABCT-BFB.xlsx](#) 

Invoice  
DCLI

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[1\\_07122024\\_151819\\_2355150\\_ABCT-BFB.pdf](#) 

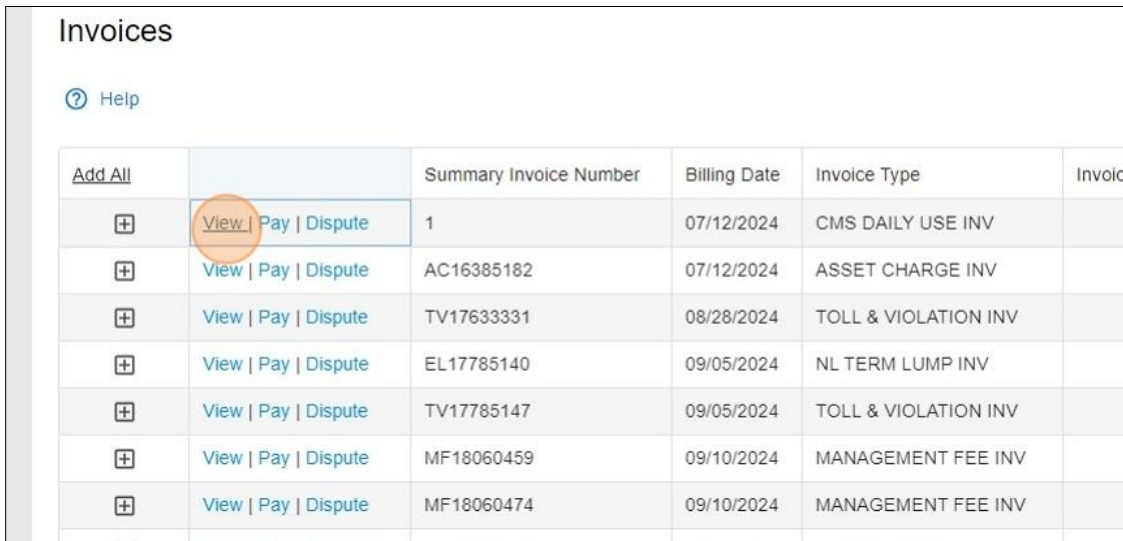
Invoice  
DCLI

Download All Attachments 

## Viewing Invoice Details on DCLI.com

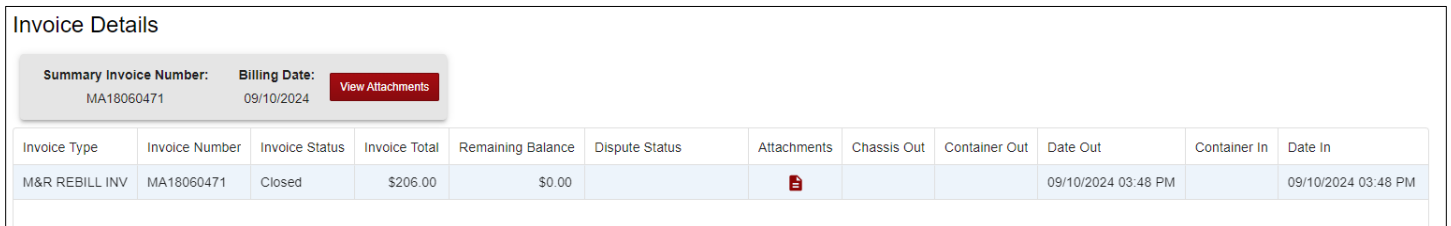
**NOTE:** Invoices issued on or before October 31, 2024, and that are still open do not show move-level invoice balance details on the View screen since payments could not be applied at this level in our previous system. You can see the Remaining Balance and Invoice Status for these invoices from the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



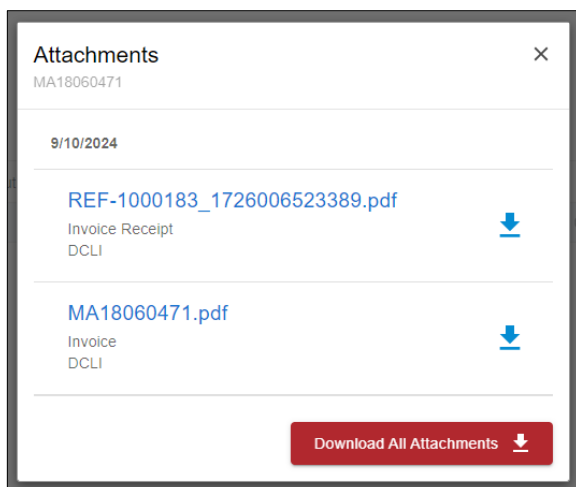
<a href="#">Add All</a>		Summary Invoice Number	Billing Date	Invoice Type	Invoice
	<a href="#">View</a>   <a href="#">Pay</a>   <a href="#">Dispute</a>	1	07/12/2024	CMS DAILY USE INV	
	<a href="#">View</a>   <a href="#">Pay</a>   <a href="#">Dispute</a>	AC16385182	07/12/2024	ASSET CHARGE INV	
	<a href="#">View</a>   <a href="#">Pay</a>   <a href="#">Dispute</a>	TV17633331	08/28/2024	TOLL & VIOLATION INV	
	<a href="#">View</a>   <a href="#">Pay</a>   <a href="#">Dispute</a>	EL17785140	09/05/2024	NL TERM LUMP INV	
	<a href="#">View</a>   <a href="#">Pay</a>   <a href="#">Dispute</a>	TV17785147	09/05/2024	TOLL & VIOLATION INV	
	<a href="#">View</a>   <a href="#">Pay</a>   <a href="#">Dispute</a>	MF18060459	09/10/2024	MANAGEMENT FEE INV	
	<a href="#">View</a>   <a href="#">Pay</a>   <a href="#">Dispute</a>	MF18060474	09/10/2024	MANAGEMENT FEE INV	

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



Invoice Type	Invoice Number	Invoice Status	Invoice Total	Remaining Balance	Dispute Status	Attachments	Chassis Out	Container Out	Date Out	Container In	Date In
M&R REBILL INV	MA18060471	Closed	\$206.00	\$0.00					09/10/2024 03:48 PM		09/10/2024 03:48 PM

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.

- 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 way as on the summary invoice screen.

**Invoice Details**

Summary Invoice Number: 1    Billing Date: 07/12/2024    [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
CMS DAILY USE INV	DU16125658	Open	\$27.25	\$27.25			DCLZ417300		06/10/2024 07:36 AM	TGBU4720128	06/10/2024 03:51 PM
CMS DAILY USE INV	DU16125623	Open	\$27.25	\$27.25			MAEC272671	DFSU2884202	06/11/2024 08:37 AM	DFSU2884202	06/11/2024 12:17 PM
CMS DAILY USE INV	DU16125611	Open	\$27.25	\$27.25			DCLZ701694		06/10/2024 02:59 PM		06/10/2024 03:40 PM
CMS DAILY USE INV	DU16137440	Closed	\$218.39	\$0.00			APMZ416870	FFAU1260812	06/07/2024 02:57 PM	FFAU1260812	06/12/2024 01:13 PM
CMS DAILY USE INV	DU16137438	Closed	\$657.08	\$0.00			PONZ455663	HLBU8037422	05/28/2024 07:22 AM	TRHU7554024	06/13/2024 01:15 PM
CMS DAILY USE INV	DU16143453	Closed	\$193.26	\$0.00	Pending		MAEC587044	MSKU9097812	06/07/2024 01:39 PM		06/11/2024 05:58 PM
CMS DAILY USE INV	DU16143459	Closed	\$254.79	\$0.00			APMZ425152		05/29/2024 01:25 PM	GCXU5139368	06/04/2024 11:04 AM
CMS DAILY USE INV	DU16137435	Closed	\$54.50	\$0.00			DCLZ413911		06/11/2024 02:59 PM	EITU1953823	06/12/2024 01:34 PM
CMS DAILY USE INV	DU16143462	Closed	\$59.26	\$0.00	Resubmitted		POCZ400557	PCIU8927709	06/13/2024 04:35 PM		06/14/2024 02:07 PM
CMS DAILY USE INV	DU16148882	Closed	\$154.61	\$0.00			APMZ234444		06/07/2024 02:30 PM		06/10/2024 02:53 PM
CMS DAILY USE INV	DU16125855	Closed	\$27.25	\$0.00			DCHZ411423		06/10/2024 07:34 PM		06/10/2024 08:06 PM

Rows per page: 500    1-39 of 39

- 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** ✕

1

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7/12/2024

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[1\\_07122024\\_182941\\_2355150\\_ABCT-BFB.xlsx](#)  
 Invoice  
 DCLI

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[1\\_07122024\\_151819\\_2355150\\_ABCT-BFB.pdf](#)  
 Invoice  
 DCLI

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[Download All Attachments](#)

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


**Attachments** ×

DU16125834

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9/5/2024

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[REF-1000127\\_1725553809831.pdf](#) 

Invoice Receipt  
DCLI

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[Download All Attachments](#) 