



Explanation of Invoice and Invoice Attachment

1. Invoice Items

Domestic parcel	freight charge including toll and fuel surcharge
Domestic parcel – Service Fees	services provided for shipping
Domestic parcel – COD fee	cash-on-delivery service fee in the Czech Republic
Domestic parcel – CreditCard payment fee	cash-on-delivery fee (from the cash-on-delivery amount) paid by credit card
Export parcel	freight charge including toll and fuel surcharge
Export parcel – Services fee	services provided for shipping
Export parcel – COD fee	foreign cash-on-delivery service fee
Export parcel – CreditCard payment fee	cash-on-delivery fee (from the cash-on-delivery amount) paid by credit card
Exports outside the EU	freight charge including toll and fuel surcharge
Export outside the EU – Service fee	cash-on-delivery fee (from the cash-on-delivery amount) paid by credit card
Export outside the EU – COD fee	foreign cash-on-delivery service fee
Export outside the EU – CreditCard payment Fee	services provided for shipping
Import parcel	freight charge including toll and fuel surcharge
Import parcel – Services fee	services provided for shipping
Import parcel – COD fee	cash-on-delivery service fee
Import parcel – CreditCard payment Fee	cash-on-delivery fee (from the cash-on-delivery amount) paid by credit card
Fee for Banking Transactions	fee for the transfer of cash taken upon delivery to the account

2. Invoice Attachment

“Delivery details” sheet

Columns “P+Q+R” – freight charge

Column “P” (TransportFee) – the basic shipping price,

Column “Q” (Diesel Fee) – fuel surcharge,

Column “R” (TollFee) – toll surcharge,

Column “S” (Total Service fee) – the sum for the services listed in individual columns of the **“Service Surcharges details” sheet,**

Column “U” (Total surcharges fee) – the sum for surcharges listed in individual columns of the **“Service Surcharges details” sheet,**

Column “Y” (Total amount = Summary) – the total amount invoiced for a single parcel (sum of columns “P” + “Q” + “R” + “S” + “U”). The summary amount (column “Y”) in the “Delivery details” sheet does not include the Credit card fee for COD payed credit card, these fees are shown separately in the “Credit card fee details” sheet

“Service Surcharges details” sheet column “E” (CODFee) – Cash service fee (cash-on-delivery collecting),



“Credit card fee details” sheet column “I” (CreditCardFee) – card payment fee.

3. Explanation of shortcuts for services and parcel surcharges

SHORTCUT	NAME	DESCRIPTION
24H	Guaranteed24	guaranteed delivery the next working day after the receipt
AIN	Additional flat-rate insurance for all parcels	
AOS	Addressee only service	delivery only to hands of a specified person
COS	Consolidation	
CST	Export document	Copy of export documents VDD, T2L
DDS	Precisely defined delivery date within 5 days of the parcel receipt	
FDS	Flex delivery service	6 optional solutions for flexible delivery and continuous notification of the recipient via e-mail
FSS	Flex delivery SMS service	6 optional solutions for flexible delivery and continuous notification of the recipient via e-mail and SMS
IN1	Declared value insurance	single additional insurance for individual parcels up to CZK 12,500
IN2	Declared value insurance	single additional insurance for individual parcels up to CZK 25,000
IN3	Declared value insurance	single additional insurance for individual parcels up to CZK 50,000
IN4	Declared value insurance	single additional insurance for individual parcels up to CZK 100,000
NMC	Not system like	improperly packed parcel not meeting the parameters for system parcel shipping
P&R	Pick & return service	parcel collection at the selected address and delivery back to the customer
P&S	Pick & ship service	parcel collection at the selected address and delivery to any address
PSD	Parcel shop delivery service	parcel delivery directly to GLS ParcelShop
PCC	Payment Credit Card	Credit card cash-on-delivery payment
SBS	Stand by service	storage at the depot. The parcel can be picked up by the recipient in person
SDS	Scheduled delivery service	parcel delivery in a pre-selected 2-hour time interval
SM1	SMS service	SMS notification about the parcel delivery the next working day
SM2	SMS Preadvice service	SMS notification about the parcel delivery within the estimated 3-hour time interval



SOP	Signature on the rollcard	
SZL	Document return service	confirmation of the document accompanying the parcel by the addressee and delivery back to the sender
TGS	Think green service	compensation of CO2 emissions resulting from parcel delivery
TM	Oversize parcel	surcharge for the parcel exceeding the maximum permissible circumferential length of 300 cm according to the GLS formula
XS	Exchange service	in exchange for the delivered parcel, the driver picks up another parcel from the recipient and delivers it to the sender
SF1, SF2, SF3, SF4	Seasonal Fee	seasonal surcharge