

# How to download an invoice?

**Dear Customer!** 

This quick guide will show you how to download invoices or view amounts, statuses and due dates directly from Shell Fleet Hub .

## Important!

- To make sure that Shell Fleet Hub works well for you we recommend to open it in one of the following browsers: Google Chrome, Microsoft Edge or Mozilla Firefox. Other browsers might not be compatible with SFH.
- Please clean your cookies regularly to assure best on-line performance of Shell Fleet Hub. You may use this keyboard shortcut to **clean your cookies**: Crtl+Shitf+Del.
- To open PDF files successfully please use Acrobat Reader (Adobe) or Microsoft Edge browser.

All the invoices issued before the modification of the invoicing method from **paper invoicing** to e-invoicing will **not be available** for you to download via Shell Fleet Hub.

You are able to download **up to 50 invoices** which do not exceed the size of 20 MB **in one go**.

You can download invoices which are **no older than 2 years** (730 days). However in one go, you would be able to download invoices for different date ranges depending on the amount of accounts or cards.

### Example 1

Your main Shell Account has 55 sub-accounts and your fleet has 550 cards so you may choose any 1 month (31 days) from last 2 years (730 days).

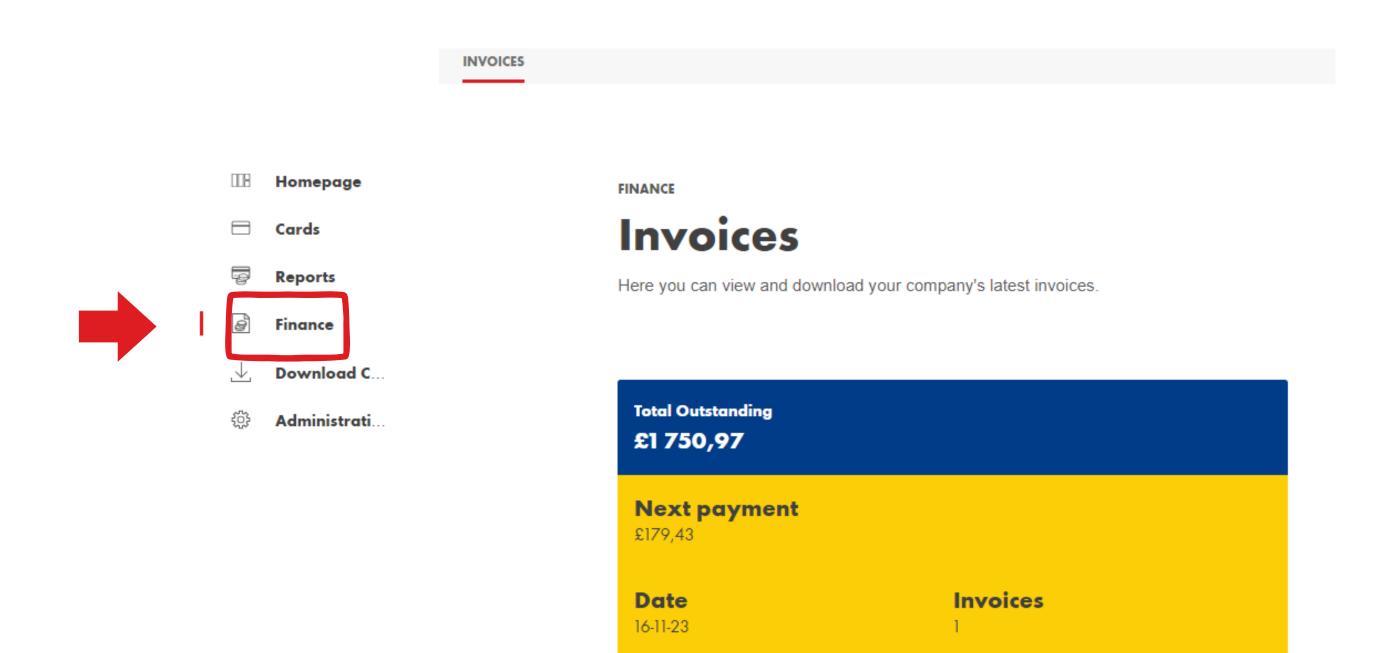
### Example 2

You have only 1 Shell Account and your fleet has 30 cards so you may choose any 6 months (184 days) from last 2 years (730 days).

| Limit date selection that can<br>be downloaded in one go<br>based on amount of accounts<br>and cards | Accounts | Cards    |
|--|----------|----------|
| Up to 184 days   | 1        | 1-10     |
| Up to 184 days   | 1        | 11-50    |
| Up to 62 days  | 2-5      | 51-500   |
| Up to 62 days  | 6-50     | 501-5000 |
| Up to 31 days  | >50      | >5000    |

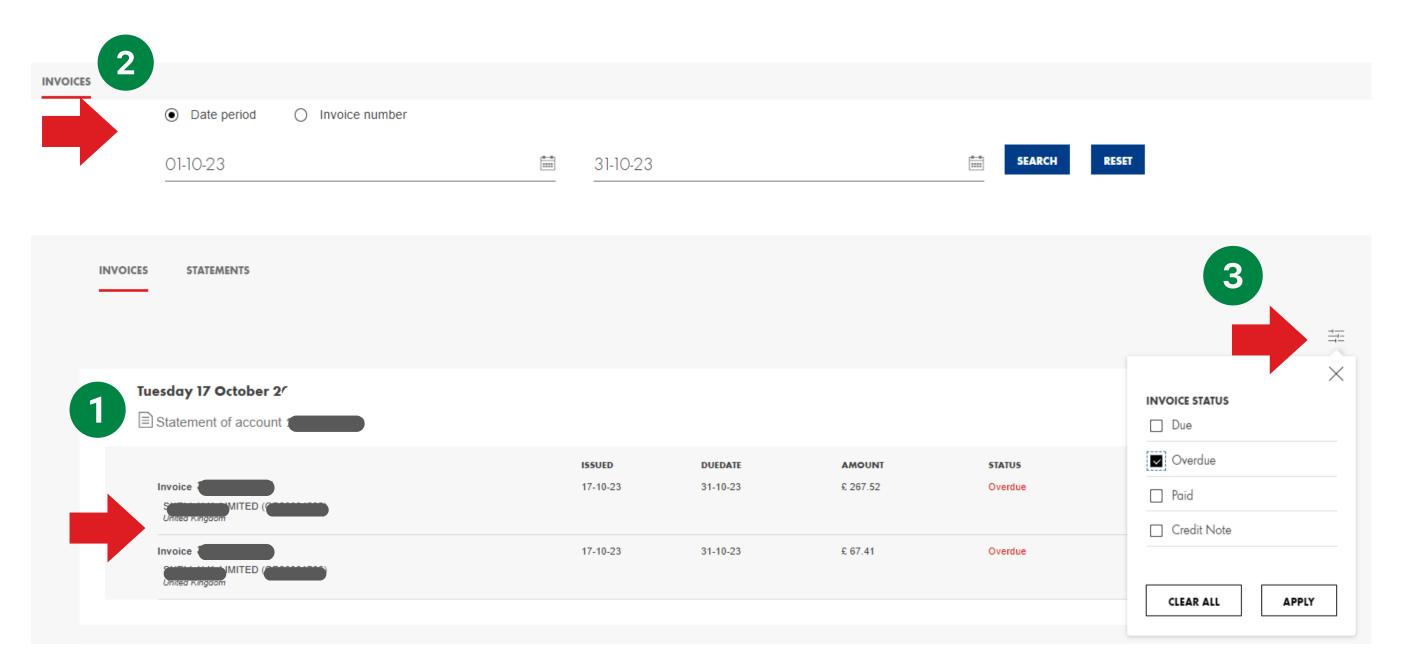
Let's start!

# Step 1. Log in to Shell Fleet Hub and select **Finance** from the menu in the top left corner of the page.



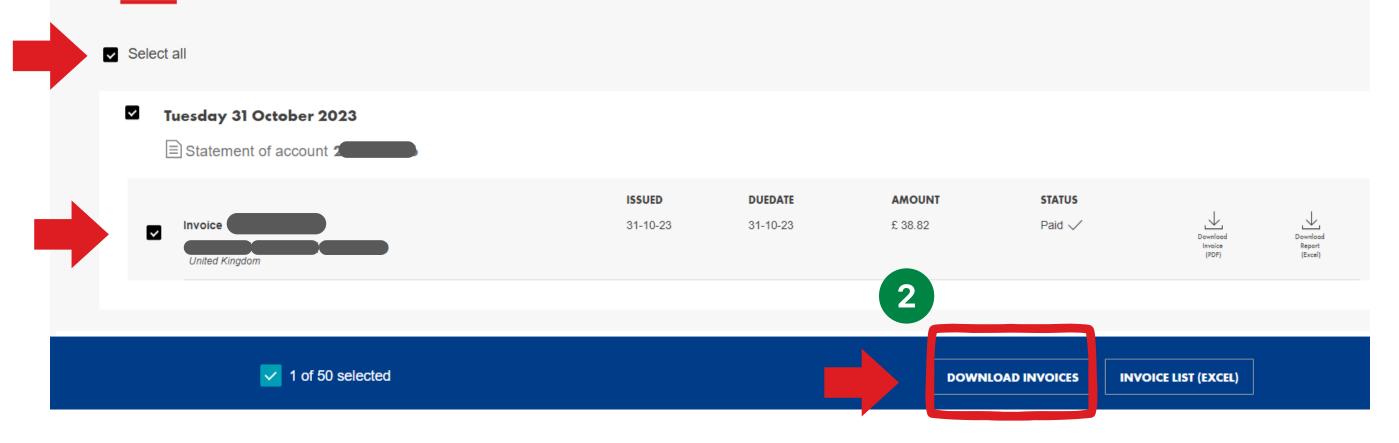
## Step 2.

You can select an invoice directly from the list (1), search for specific invoices (2) or filter them by Invoice Status using the icon on the right hand side (3).



## Step 3.

On the left hand side select the the file/files you wish to download and click the **Download Invoices** button below.



Now your invoice is downloaded and you should see a **pop-up notification** of Downloads in the top right corner (if you are using Microsoft Edge browser). When using other browsers your Downloads might pop-up in other parts of the page e.g. in Chrome in the bottom left corner.

## **SHELL COMMERCIAL ROAD TRANSPORT**

