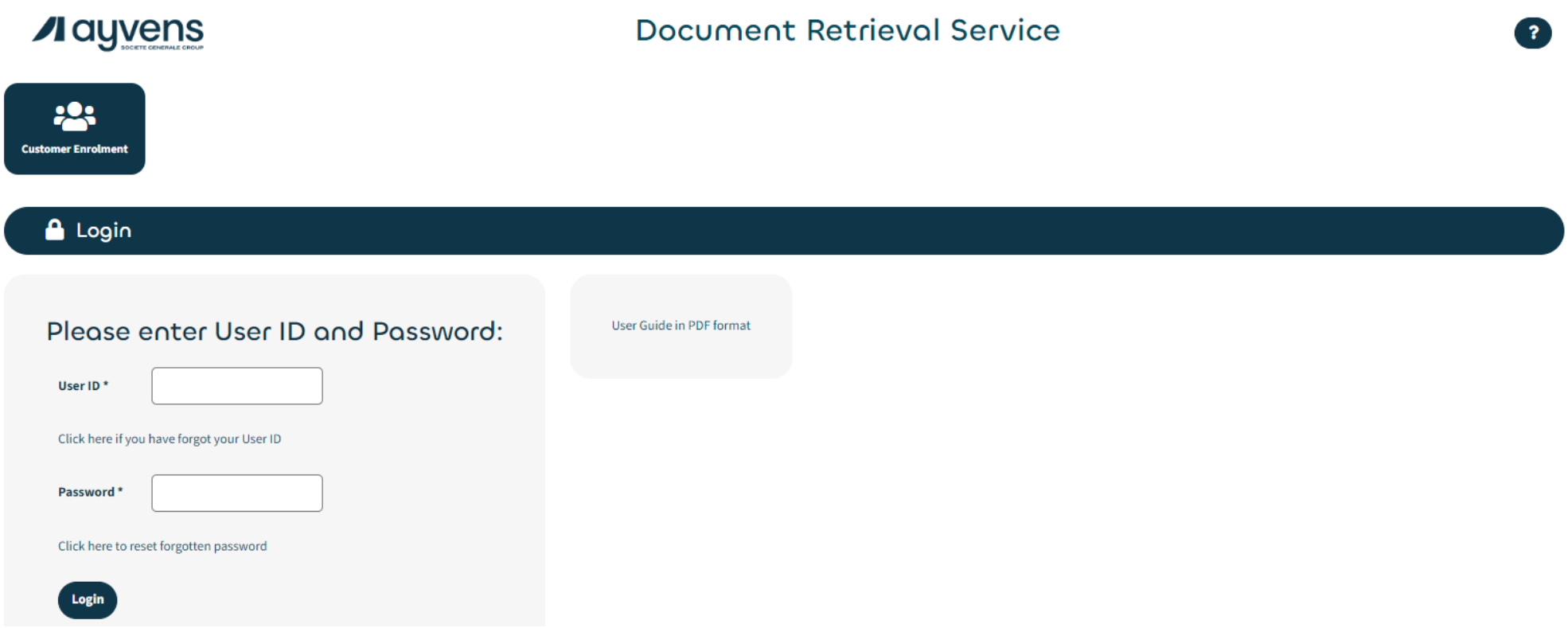
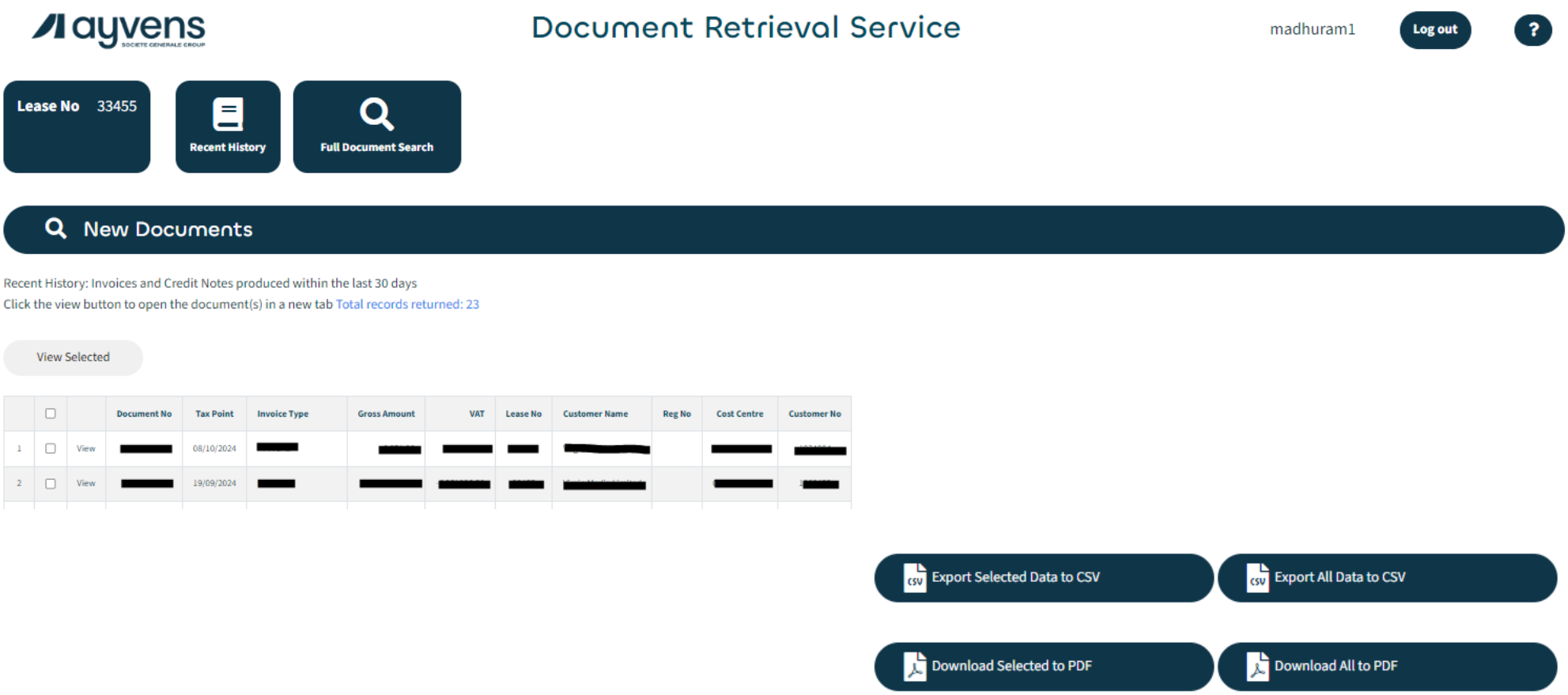
How to access e-invoicing

Using the web address below, log in using your username and password – we recommend that you save this address to your favourites for ease of access driver.pay-portal.co.uk



Recent History

Once you have logged in the first screen you come to will be your recent history, this will show you all documents that have been uploaded within the last 30 days.

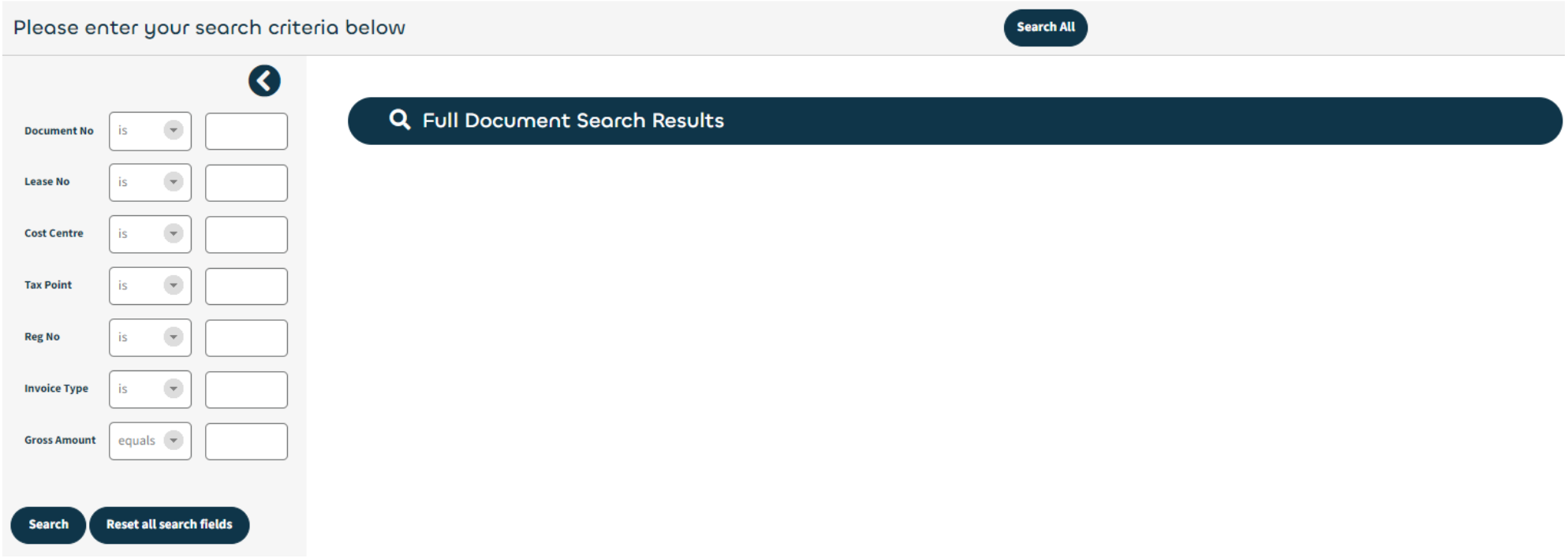


To view a document click on the “View” text as highlighted above and the document will open in a new window.

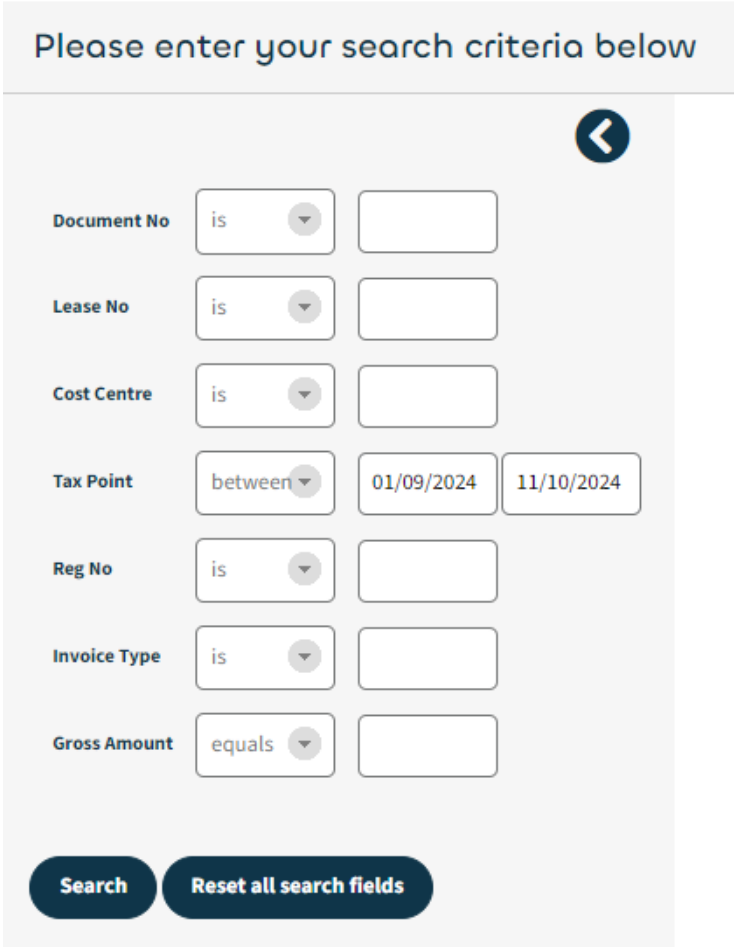
Full Document Search

If you wish to search for documents older than 30 days then select the "Full Document Search" option at the top of the page

This will then take you to the below page which allows you to search by different criteria



Within this search criteria there are options such as “is” and “between”. The view\boxes may change depending on what search criteria you select. So for example if you wanted to view documents dated between 01/09/24 and 11/10/24 you would search the below:



You can then view\download documents, this is detailed further on the next page

Options

From both within “Recent Documents” and “Full Document Search” you will have the 4 below options:

You have the option to download documents to PDF or CSV. If you choose PDF it will download either all or just the selected PDF’s into a ZIP file which will contain the PDF(s). You can also download to CSV, this will download all the values for the selected invoice(s) into a CSV (similar to excel). There is an option to either download all the documents returned in your search or recent documents, or just selected. You can select which items by ticking the tick box next to the relevant line item or you can select all by ticking the top box.

			Document No	Tax Point	Invoice Type	Gross Amount	VAT	Lease No	Customer Name	Reg No	Cost Centre	Customer No
1	☑	View			MANUAL							
2	☐	View			RECHARGE							
3	☑	View			RENTAL							
4	☑	View			FIRST/ADVANCE							
5	☐	View			RECHARGE							

Contact us

Should you have any questions regarding e-invoicing please email

accounts.receivable.uk@ayvens.com