

# myinvoice

Air bp's electronic invoicing system



my**invoice** allows you to:



## choose how to see new invoices ▼

- Receive your invoices as PDF attachments by email.
- Merge large numbers of copy invoices into one PDF bundle.
- Receive notifications by email when new invoice information is online.



## easily access invoice and account information ▼

- Straightforward access to a summary of your account.
- Quickly search for invoices by a range of criteria.
- View delivery tickets next to invoice line items where available.



## see what is due and when ▼

- View your account balance and total exposure.
- View all open (unpaid) invoices in one convenient place. This allows you to easily see how much you need to pay, or how much will be collected if paying by direct debit.
- Opt to receive payment due reminders by email.



## raise a query ▼

- Raise a query on an invoice or delivery quickly and easily.
- Track your query through to resolution.
- Opt to receive status updates via email.



## export information ▼

- Download content from key screens.
- Export all the invoices you need into one PDF or excel file.



## view details of uninvoiced deliveries ▼

- Click 'uninvoiced deliveries' within your account detail to view details of all deliveries made that are on Air bp's accounting system that have not yet been invoiced.
- View a total of these uninvoiced values on the 'accounts' tab.



## have more than one user ▼

- Have as many users as you wish on the system.
- Tailor preferences such as email alerts and languages to each individual.



## access your invoices on any device ▼

- Securely log in on tablets and mobiles as well as desktop.
- Recommended browsers are Google Chrome, Firefox, Safari and Microsoft Edge.



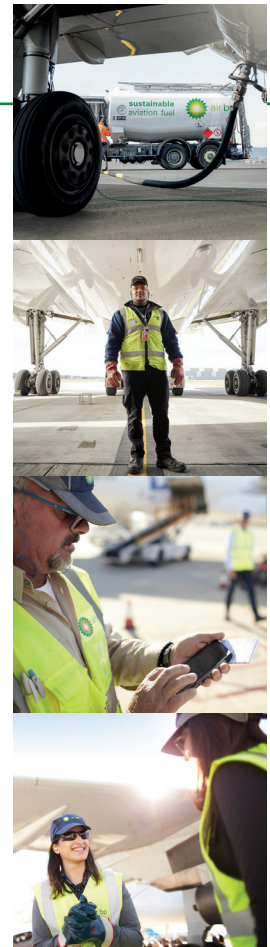
## store your invoices for audit purposes ▼

- Historic invoices remain accessible within my**invoice** (contact your collector if you have any issues).



## view in a choice of languages ▼

- my**invoice** can be viewed in English, German, French, Spanish, Italian, Swedish and Chinese.



If you have any queries about the system or how to use it, please visit [airbp.com/myinvoiceinfo](https://airbp.com/myinvoiceinfo) or speak to your account manager or collector. If you're unsure who that is, email [airbpmymyinvoice@bp.com](mailto:airbpmymyinvoice@bp.com)