

Copy invoices can be downloaded from the online system.

Please log in to the Account Manager, choose the relevant account if applicable and navigate to the Transaction Tab across the top. After this, please choose invoice list from the menu on the left.

Here you will find a list of invoices from the past three months. By clicking anywhere in the row of the invoice for which you require data, you will be navigated to a page from which you can download the invoice data in MS Excel or CSV.

By clicking on the pdf icon in the invoice list, you can download the invoice in pdf format.

Please see screenshots below:

Card Administration Transactions Infoboard BP FleetReporter BP Alerts Account

BP AccountManager Transactions Invoice List

Account Selection
Invoice List
Invoice Archive
Uninvoiced Transactions
BP Alerts Transactions
Schedules for a computer
Computer Files Resending

Invoice List

Listed below are your invoices for the last 3 months. Click on the column headings to sort, or use "Define filter" to see a selection of records. You can also click on the individual rows to view the invoice transaction detail and download into Excel. To access PDF invoices older than 3 months, please go to Invoice Archive. The archive will store invoices for up to 24 months.

To access your original E-Invoice, please click on the PDF icon in the 'E-Invoice' column below. You will require a PDF viewer to open these files. To download the latest version of Adobe Reader click on the link below.

PLEASE NOTE: Parent level users can only view authority level invoices by navigating to the required authority first via Account Selection and then proceeding to Invoice List/Invoice Archive.

[Click to download PDF viewer](#)

Page 1 of 0 [Go](#) [Define filter](#) [Send Information](#) 20 Records displayed

Invoice Date	Invoice Number	Parent Authority Number	Invoice Amount	Invoice Type	Country of Supply	E-Invoice
30/4/2020			GBP	International	United Kingdom	
30/4/2020			GBP	International	United Kingdom	
30/4/2020			GBP	International	United Kingdom	
30/4/2020			GBP	International	United Kingdom	
30/4/2020			GBP	National	United Kingdom	

Please do not hesitate to contact us if there is anything further you require