



FINANCE

Download Invoice & SOA (Statement of Account)

➤ Download Invoice & SOA: Download your invoices & SOA for the past 13 months.

The screenshot displays the 'Invoices' section of the Shell Finance portal. The left sidebar contains navigation options: Homepage, Cards, Reports, Finance (highlighted with a red box), and Administration. The main content area shows a list of invoices for 'All accounts'. The first invoice is for 'Sunday 21st April 2019' with invoice number S000617740. A table below lists several invoices with columns for Issued Date, Due Date, Amount, and Status. Callouts provide instructions: 'Search: Search by invoice number' points to the search bar; 'Filter: Filter by invoice date or invoice status' points to the filter icon; 'Download option: Select invoice you want to download. Click here to choose between download invoice or statement' points to the dropdown menu of the first invoice; 'Invoice information: View invoice number, issued date, due date, total amount & status' points to the first row of the table; and 'Quick download: Quick download of invoice only' points to a download icon at the bottom right.

ISSUED	DUE DATE	AMOUNT	STATUS
21/04/19	21/05/19	\$ 1.86	Due 21/05/19
07/04/19	07/05/19	\$ 3.74	Due 07/05/19
31/03/19	30/04/19	\$ 32.10	Due 30/04/19

Subscribe for e-invoice to enable the download invoice & SOA function. Contact your local customer services to apply!

*The function or interface page may be unavailable or differ subject to access given & country settings.