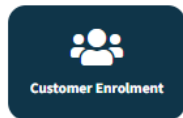


# How to access e-invoicing

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 [ayvenscorp.pay-portal.co.uk](https://ayvenscorp.pay-portal.co.uk)



Document Retrieval Service



Please enter User ID and Password:

User ID \*

[Click here if you have forgot your User ID](#)

Password \*

[Click here to reset forgotten password](#)

Login



# 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.

The screenshot displays the 'ayvens' logo (SOCIETE GENERALE GROUP) and the 'Document Retrieval Service' title. The user 'madhuram1' is logged in, with 'Log out' and a help icon visible. Navigation buttons include 'Lease No 33455', 'Recent History', and 'Full Document Search'. A 'New Documents' search bar is present. Below, a message states: 'Recent History: Invoices and Credit Notes produced within the last 30 days. Click the view button to open the document(s) in a new tab Total records returned: 23'. A 'View Selected' button is shown above a table with columns: Document No, Tax Point, Invoice Type, Gross Amount, VAT, Lease No, Customer Name, Reg No, Cost Centre, and Customer No. Two rows of data are visible, each with a 'View' button highlighted. At the bottom, there are four buttons: 'Export Selected Data to CSV', 'Export All Data to CSV', 'Download Selected to PDF', and 'Download All to PDF'.

	<input type="checkbox"/>		Document No	Tax Point	Invoice Type	Gross Amount	VAT	Lease No	Customer Name	Reg No	Cost Centre	Customer No
1	<input type="checkbox"/>	View	██████	08/10/2024	██████	██████	██████	██████	██████████████		██████	██████
2	<input type="checkbox"/>	View	██████	19/09/2024	██████	██████	██████	██████	██████████████		██████	██████

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



Lease No 33455

Recent History

Full Document Search

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

Please enter your search criteria below Search All

Document No is

Lease No is

Cost Centre is

Tax Point is

Reg No is

Invoice Type is


Gross Amount equals

Search Reset all search fields

Full Document Search Results

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:

Please enter your search criteria below



Document No	is	<input type="text"/>
Lease No	is	<input type="text"/>
Cost Centre	is	<input type="text"/>
Tax Point	between	<input type="text" value="01/09/2024"/> <input type="text" value="11/10/2024"/>
Reg No	is	<input type="text"/>
Invoice Type	is	<input type="text"/>
Gross Amount	equals	<input type="text"/>

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.

	<input type="checkbox"/>		Document No	Tax Point	Invoice Type	Gross Amount	VAT	Lease No	Customer Name	Reg No	Cost Centre	Customer No
1	<input checked="" type="checkbox"/>	View			MANUAL							
2	<input type="checkbox"/>	View			RECHARGE							
3	<input checked="" type="checkbox"/>	View			RENTAL							
4	<input checked="" type="checkbox"/>	View			FIRST/ADVANCE							
5	<input type="checkbox"/>	View			RECHARGE							

# Contact us

Should you have any questions regarding e-invoicing please email

[accounts.receivable.uk@ayvens.com](mailto:accounts.receivable.uk@ayvens.com)