



USER MANUAL

Road User Portal (RUP)

-

Download the fleet invoice(s)/fleet tax statement(s)

In case of additional questions contact Satellic Customer Support on

00800/72 83 55 42

(From Belgium and neighboring countries)

or +32 2 416 0 416

(From any location)

Calls from mobile networks may be surcharged according to the terms and conditions of your mobile service operator.

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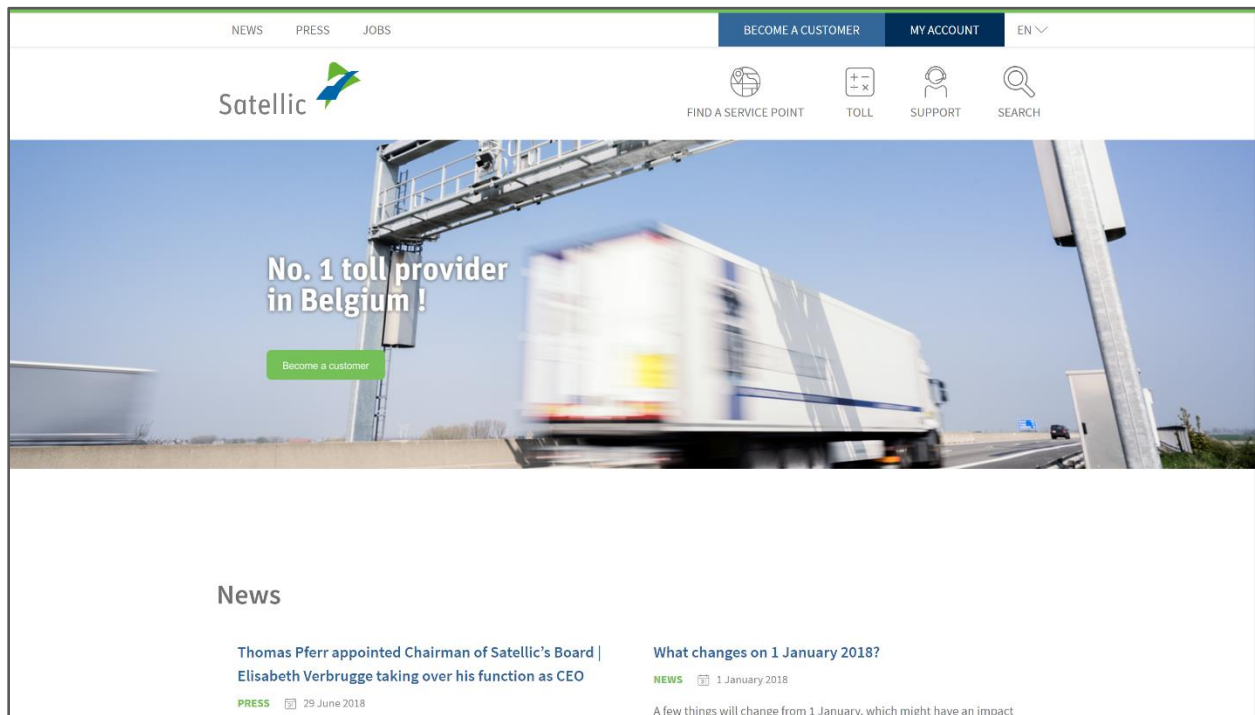
Approved by: CS

Download the fleet invoice(s)/fleet tax statement(s) on the Satellic Road User Portal

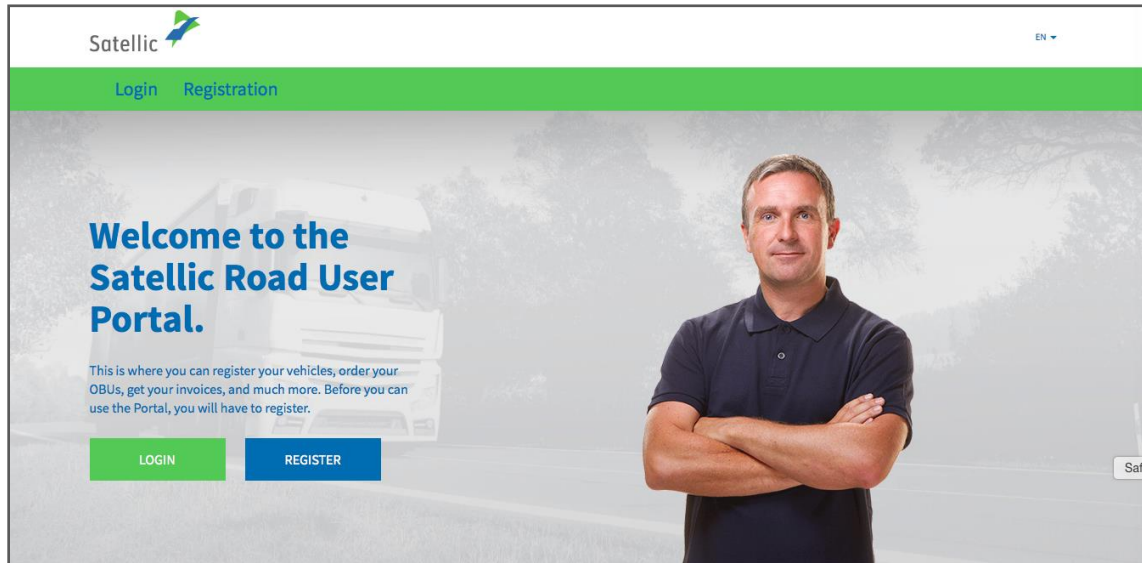
In this manual, we explain you how to download a fleet invoice/fleet tax statement on the Satellic Road User Portal.

Please note that, due to privacy reasons, not all the account details can be shown in the print screens below.

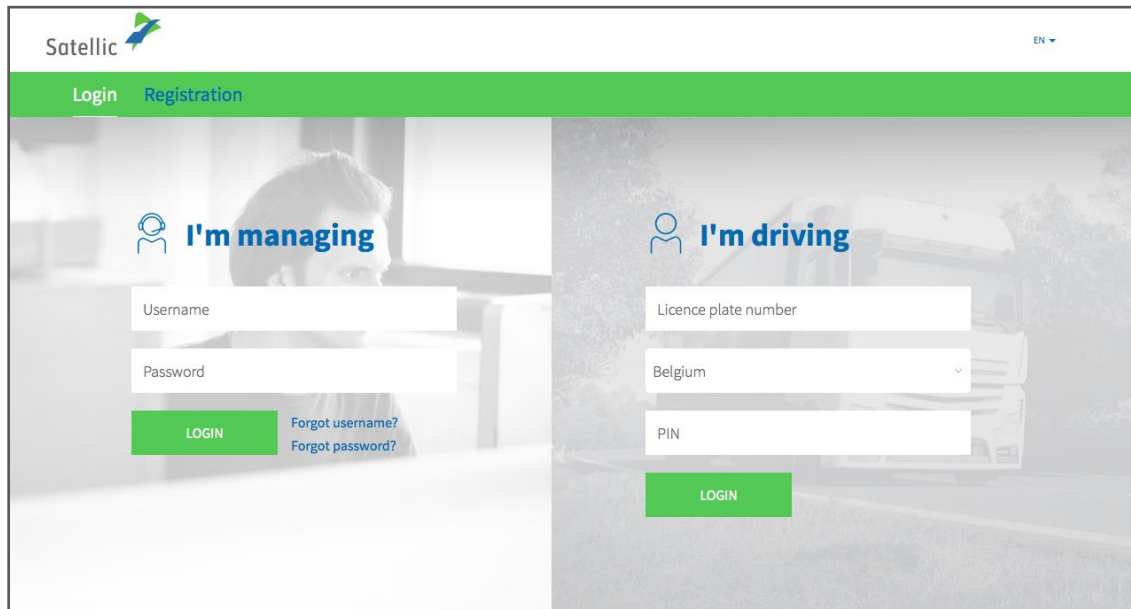
Step 1: Go to www.satellic.be and click on “MY ACCOUNT” to log in to the Road User Portal.



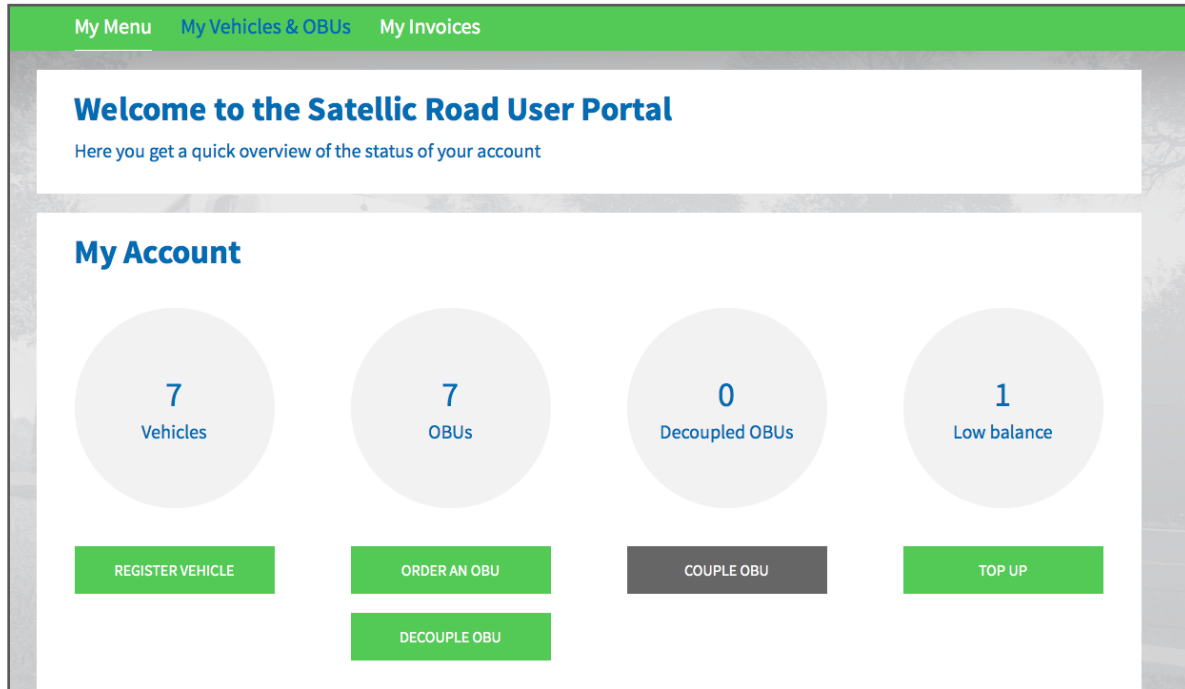
Step 2: Click on "LOGIN".



Step 3: Click on "I'm managing" and log in with your Username and your Password.



Step 4: Select “My Invoices” (in the green banner)



Step 5: On the screen, you will see the “**Collective Payment Order**” (Fleet overview) if you have selected this option in your account details on the Road User Portal. It gives you the total amount charged for each vehicle in the fleet and it can be downloaded by clicking on the language (English, French, Dutch or German). In the example hereunder, click on “English”. **Please note that it is NOT AN OFFICIAL DOCUMENT!**

You then see “**Tax/Fee CSV list**”:

If you only have vehicles for which you pay the toll on a post-paid scheme with fuel card, via a Business Partner or per direct debit, this document will list all the references of the annexes to the fleet invoices/fleet tax statements for your fleet.

If you also have vehicles for which you pay the toll on a pre-paid scheme, or on post-paid with credit card, this document will also list all the references of the Sofico invoices (fee statements) and tax statements of the corresponding vehicles.

Below, you see “**Detailed Trip CSV list**”: It is a list containing all the references of the Detailed Trip Statements per vehicle produced for all the vehicles of your fleet. The Detailed Trip Statement per vehicle shows all the time stamps and routes travelled per day by one specific vehicle in the three Belgian Regions.

To see the invoices for this period, including the Fleet invoice(s)/fleet tax statement(s), click on “View>>” (in the right column).

My Menu My Vehicles & OBU's My Invoices

Fleet Overview by date

Please note that documents for CSV download will be provided one day after the invoice date!

Invoice date from to [SEARCH](#)

Invoice date	Download	
1/12/2016	Collective Payment Order (2016-500000035) French Tax/Fee CSV list Download Detailed Trip CSV list Download	View >>

Step 6: If you have clicked on “View >>”, you will see the following screen. Your different payment means appear in a list.

Let us remind you that the fleet invoice/fleet tax statement is only produced for the following post-paid payment means: fuel card, business partner or direct debit.
 You get one fleet invoice/fleet tax statement per region and per payment mean

In the example hereafter, the fleet invoice/fleet tax statement will be produced for each one of the payment means used.

Satelltic WELCOME, P [MY ACCOUNT](#) EN

My Menu My Vehicles & OBU's My Invoices

Invoice per Payment Means [Back to Fleet Overview](#)

Select the payment means or the payment methods used to charge the toll below to be further guided to an aggregated overview. For fuel card and business partner you receive a fleet invoice, for credit card and prepaid recapitulation sheets are provided.

Total amount: EUR 56.57
RefNo: 2016-500000021
Invoice Date: 16/11/2016

Payment method/ Card Issuer	Document type	Document number	Amount	Download
▶ Fuel Card: DKV Selection			EUR 41.56	View >>
▶ Business Partner: Garage Inc.			EUR 15.01	View >>

Step 7: If you want to see the fleet invoice(s)/fleet tax statement(s) for the payment mean “Business Partner: Garage Inc.”, click on “Business Partner: Garage Inc.”

The screenshot shows the 'Invoice per Payment Means' page in the Satellic application. At the top, there is a navigation bar with 'My Menu', 'My Vehicles & OBUS', and 'My Invoices'. Below this, the page title is 'Invoice per Payment Means' with a 'Back to Fleet Overview' link. A message states: 'Select the payment means or the payment methods used to charge the toll below to be further guided to an aggregated overview. For fuel card and business partner you receive a fleet invoice, for credit card and prepaid recapitulation sheets are provided.'

Summary information:

- Total amount: EUR 56.57
- RefNo: 2016-500000021
- Invoice Date: 16/11/2016

Payment method/ Card Issuer	Document type	Document number	Amount	Download
▶ Fuel Card: DKV Selection			EUR 41.56	View >>
▶ Business Partner: Garage Inc.			EUR 15.01	View >>

A mouse cursor is pointing at the 'Business Partner: Garage Inc.' row. Below the table, there is a small tooltip that says 'Payment method/ Card Issuer'.

Step 8: You clicked on “Business Partner: Garage Inc”. The following screen appears.

To download your fleet invoice/fleet tax statement, please click on the language (see black frame). Please note that the fleet tax statement for Flanders is only available in Flemish, the fleet invoice for Sofico (Wallonia) in French and the fleet tax statement for Brussels in Dutch and French.

Satelllic WELCOME [REDACTED] MYACCOUNT EN

[My Menu](#) [My Vehicles & OBUs](#) [My Invoices](#)

Invoice per Payment Means Back to Fleet Overview

Select the payment means or the payment methods used to charge the toll below to be further guided to an aggregated overview. For fuel card and business partner you receive a fleet invoice, for credit card and prepaid recapitulation sheets are provided.

Total amount: EUR 56.57
RefNo: 2016-500000021
Invoice Date: 16/11/2016

Payment method/ Card Issuer	Document type	Document number	Amount	Download
▶ Fuel Card: DKV Selection			EUR 41.56	View >>
▼ Business Partner: Garage Inc.			EUR 15.01	View >>
You will find the fleet invoice(s) per region here >>>	Fleet Invoice Flanders	2016-FLN-1000001916	EUR 7.70	Dutch French
	Fleet Invoice SOFICO	2016-SFC-3000001209	EUR 7.31	


Reference of the document

Click on "Dutch" or on "French" to download the fleet invoices

IMPORTANT!

To **download ALL your fleet invoices/fleet tax statements**, remember to **follow the same procedure for each payment mean** for which the fleet invoice/fleet tax statement is produced (post-paid scheme with fuel card, business partner and direct debit).

Step 9: Click on "View >>" in the right column to be able to download the annex to the fleet invoice/fleet tax statement and the detailed trip statement per vehicle (you will receive the detailed trip statement if you haven't deselected this option in your account details on the Road User Portal).

 **Invoice per Payment Means** [Back to Fleet Overview](#)


Select the payment means or the payment methods used to charge the toll below to be further guided to an aggregated overview. For fuel card and business partner you receive a fleet invoice, for credit card and prepaid recapitulation sheets are provided.

Total amount: EUR 9.62
RefNo: 2016-500000035
Invoice Date: 1/12/2016

Click on "View" to see the annexes of the fleet invoice/ fleet tax statement and the detailed trip statement per vehicle


Payment method/ Card Issuer	Document type	Document number	Amount	Download
▶ Fuel Card: DKV Selection				
			EUR 0.00	View >>
▼ Business Partner: Garage Inc.				
			EUR 0.00	View >>
	Fleet Invoice Flanders	2016-FLN-1000001999	EUR 0.00	Dutch

You will see a list of your vehicles appear on the screen. Select the desired vehicle: in the example below, click on "KEVIN 01".

 **Vehicle toll summary** [Back to Invoice per Payment Means](#)

This is the overview of all taxes and fees you are charged. But don't worry, you won't have to do anything. The taxes will be charged on your credit card / fuel card or will be held from your prepaid balance.

Total amount: EUR 0.00
RefNo: 2016-FLN-1000001999
Invoice Date: 1/12/2016

 Search by OBU ID (S/N) or vehicle

Licence plate number	OBU serial number	Invoice date	Document type	Document number	Amount	Download
▶ KEVIN 01	000410001006500	1/12/2016			EUR 0.00	

The following screen appears:

In the **annex to the fleet invoice/fleet tax statement** (see “Appendix Flanders” here), you will find the details per vehicle-OBU combination, which includes the **detailed trip statement per region** (for each vehicle).

You can also download the complete **detailed trip statement per vehicle**, covering the journeys made in the 3 Belgian Regions if you haven't deselected this option in your account details on the Road User Portal.

Vehicle toll summary

[Back to Invoice per Payment Means](#)

This is the overview of all taxes and fees you are charged. But don't worry, you won't have to do anything. The taxes will be charged on your credit card / fuel card or will be held from your prepaid balance.

Total amount: EUR 0.00
RefNo: 2016-FLN-1000001999
Invoice Date: 1/12/2016

Search by OBU ID (S/N) or vehicle

Licence plate number	OBU serial number	Invoice date	Document type	Document number	Amount	Download
▼ KEVIN 01	000410001006500	1/12/2016			EUR 0.00	
		1/12/2016	<u>Appendix Flanders</u>	2016-FLN-1000001999-00001	EUR 0.00	Dutch
		1/12/2016	<u>Detailed Trip Statement</u>	2016-5000000225		French

Click on “Dutch” to download the annex to the fleet tax statement of Flanders

Click on “French” to download the detailed trip statement per vehicle