



USER MANUAL

Road User Portal (RUP)

-

Download your Billing Documents

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**

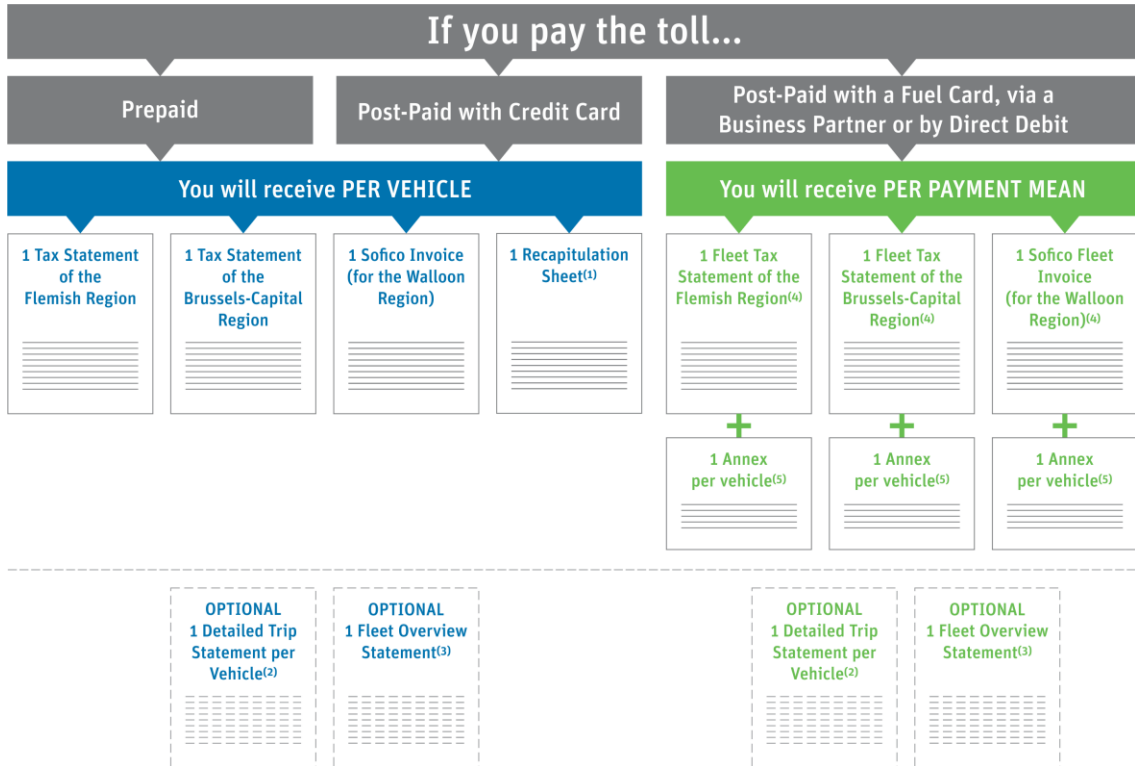
(From any location)

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

Download your Billing Documents on the Road User Portal

Billing is carried out every 2 weeks (the first billing period is closed on the 15th and the second billing period is closed on the last day of the month). The billing documents can be consulted and downloaded on the [Road User Portal](#) at all times under “My Invoices”.

The following billing documents will be made available on the Road User Portal:



(1) Recapitulation sheet: overview of the two tax statements and the Sofico invoice, showing the total amount of kilometres charged for one vehicle in the 3 Regions of Belgium, as well as the corresponding amount to be paid.

(2) Detailed trip statement per vehicle (optional): list of journeys that includes time stamps and routes travelled per day by one vehicle in the 3 Regions. You receive this document by default, but you can choose not to receive it anymore by deselecting the corresponding option in your account details on the [Road User Portal](#).

(3) Fleet overview statement (optional): overview of the total amount (for the 3 Regions) charged for each vehicle in the fleet (fleet = all the vehicles registered in your Road User Portal account). To receive this optional document, you have to select the corresponding option in your account details on the [Road User Portal](#). This document is not an official invoice.

(4) Fleet tax statement/Sofico fleet invoice: document which gathers, per Region and per payment mean, the total toll amount which is due for your fleet (Here, fleet = all

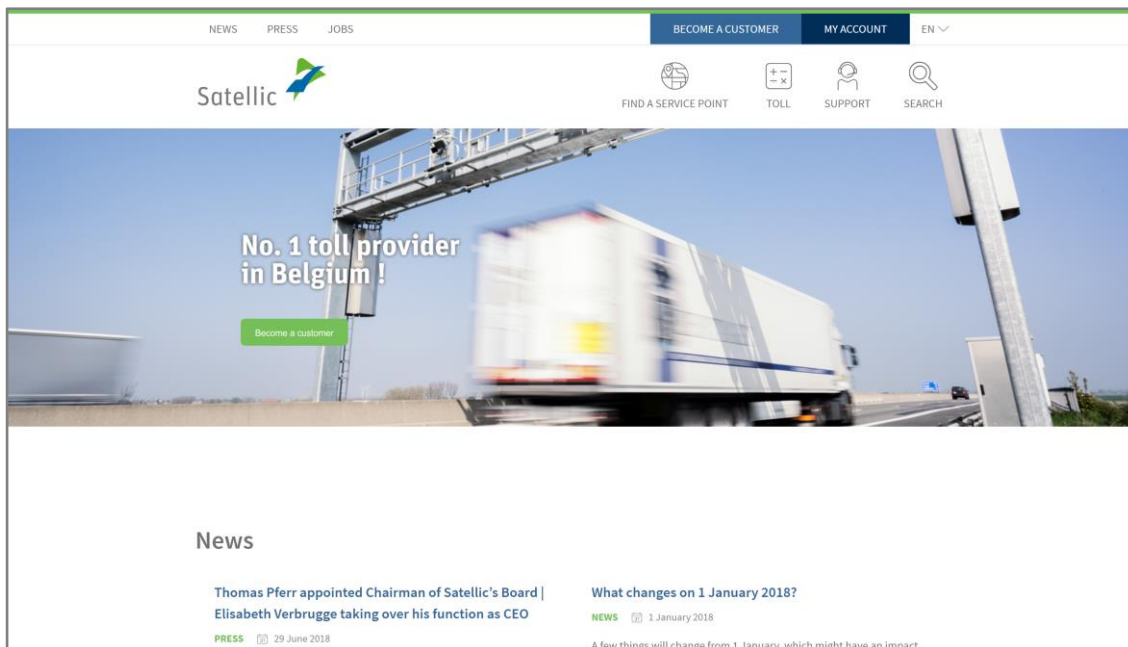
the vehicles registered in your [RUP account](#) for which you use the same payment mean).

(5) Annex to the fleet tax statement/Sofico fleet invoice: details per vehicle-OBU combination, which includes the detailed trip statement per Region (per vehicle). On the [Road User Portal](#), you can also download the full detailed trip statement per vehicle (covering the trips made in the 3 Regions of Belgium) if you haven't deselected this option in your account details on the [Road User Portal](#).

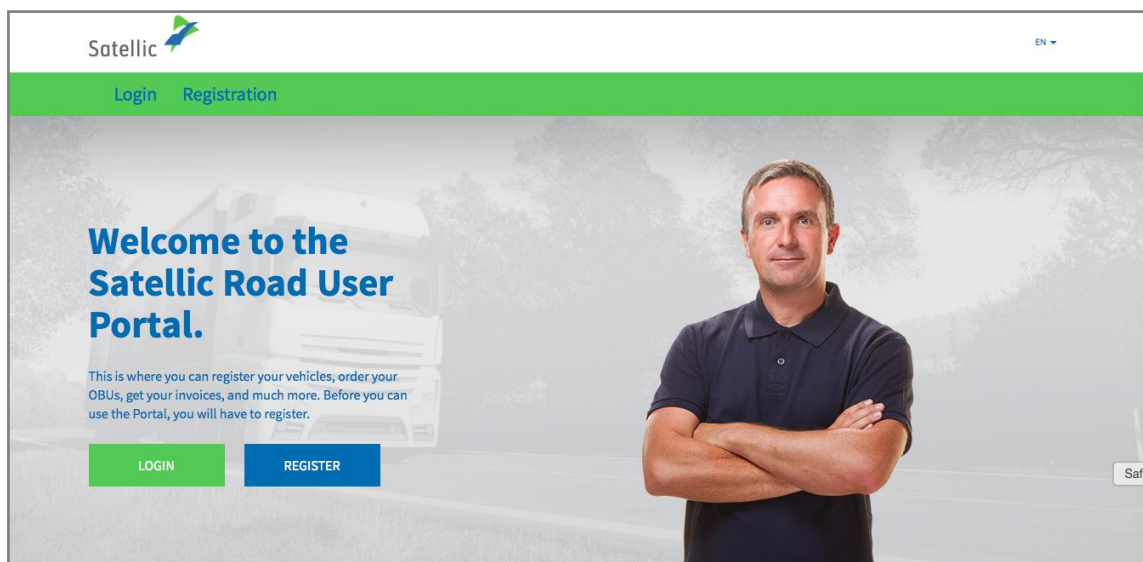
IMPORTANT! The amount mentioned on those billing documents is already paid: When you are on a prepaid scheme, you paid with the prepaid balance of your OBU. When you are on a post-paid scheme, the toll is already paid by your credit or fuel card issuer (according to the billing cycle of your card issuer), by your Business Partner or by direct debit (your contact person will be able to give you more information on the subject).

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

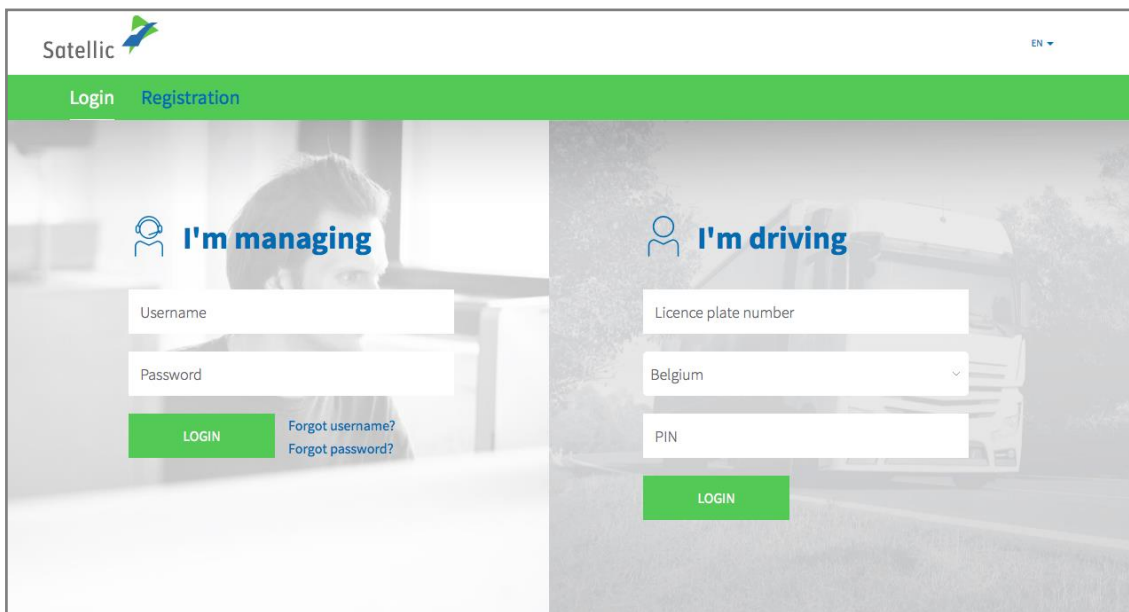
Step 1: Go to www.satellic.be, and select “MY ACCOUNT”.



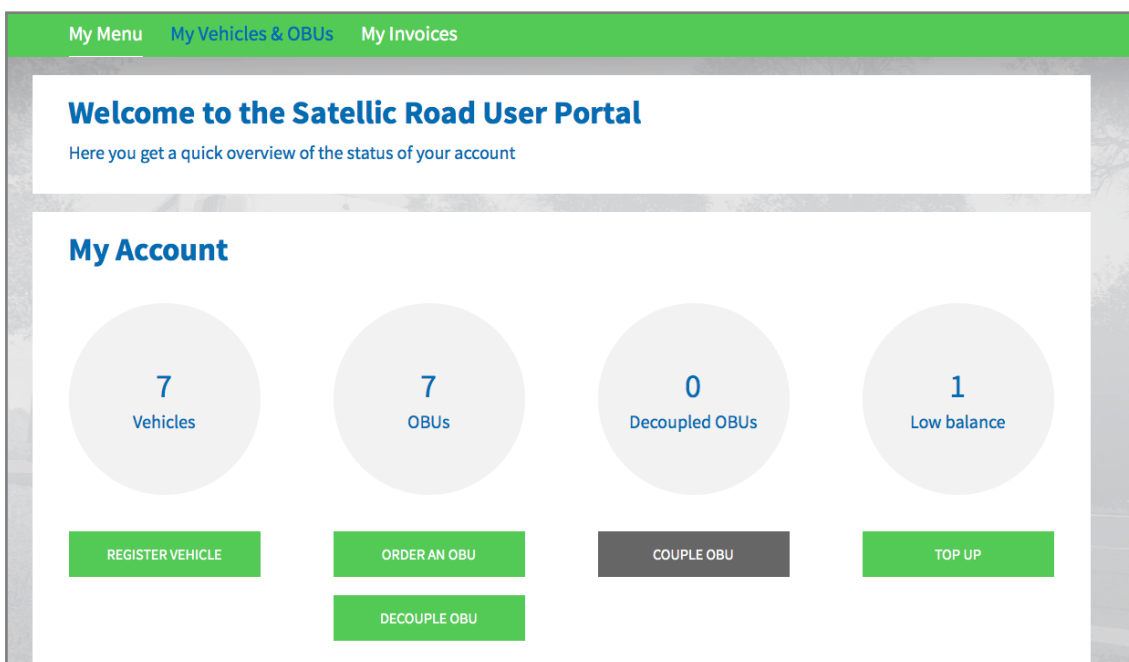
Step 2: Select “LOGIN”.



Step 3: Select “I’M MANAGING” and log in with your Username and Password.



Step 4: Select “MY INVOICES” in the upper green banner.



Step 5: Select the line with the invoice date you want to consult, and click on “VIEW”. You can also consult an invoicing period of your choice by using the “SEARCH”-function.

Fleet Overview by date

Invoice date from to

Invoice date	Document type	Document number	Download
23/2/2016			View >>
1/2/2016			View >>

Step 6: This page entitled “Vehicle toll summary” gives an overview of all the taxes and fees you have been charged with.

IMPORTANT! The amount mentioned on those billing documents is already paid: When you are on a prepaid scheme, you paid with the prepaid balance of your OBU. When you are on a post-paid scheme, the toll is already paid by your credit or fuel card issuer (according to the billing cycle of your card issuer), by your Business Partner or by direct debit (your contact person will be able to give you more information on the subject).

Vehicle toll summary [Back to fleet overview](#)

Total amount: EUR 0.00

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.

Search by OBU ID (S/N) or vehicle


Licence plate number	OBU serial number	Invoice date	Invoice period	Document type	Document number	Amount	Download
▶		23/2/2016	1/2/2016 - 22/2/2016	Recapitulation Sheet		EUR 0.00	Dutch

Step 7: Click on a licence plate number.

The available documents corresponding to the selected invoicing period will be displayed.

You can also see in which languages the different documents are available.

Please note that the billing documents of the Brussels-Capital Region are always available in French and Dutch. Select the language of your choice. You only have to keep one of those documents (one language) in your bookkeeping.




Vehicle toll summary

[Back to fleet overview](#)

Total amount: EUR 0.00

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.

 Search by OBU ID (S/N) or vehicle

Licence plate number	OBU serial number	Invoice date	Invoice period	Document type	Document number	Amount	Download
▼ [redacted]	[redacted]	23/2/2016	1/2/2016 - 22/2/2016	Recapitulation Sheet	[redacted]	EUR 0.00	Dutch
		23/2/2016		Tax statement Brussels	[redacted]	EUR 0.00	French Dutch
		23/2/2016		Tax statement Flanders	[redacted]	EUR 0.00	Dutch
		23/2/2016		Detailed Trip Statement	[redacted]		Dutch

Step 8: Click on the language of the document you want to consult. A PDF-file will be opened. You can save this document on your computer.