

# 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 <https://indirect.lpuk-portal.co.uk>.



## Document Retrieval Service

testlpcus

Log out



 Login

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

[User Guide in PDF format](#)

This website is managed by Unifiedpost Group on behalf of LeasePlan UK Ltd, 165 Bath Road, Slough, Berkshire, SL1 4AA

[Terms & Conditions](#) [Privacy Statement](#)

# 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 shows the LeasePlan Document Retrieval Service interface. At the top left is the LeasePlan logo. The title "Document Retrieval Service" is centered at the top. On the top right, the user is logged in as "testlpcus" with a "Log out" button and a help icon. Below the header, there are three main navigation buttons: "Lease No 35229 (+5 more)", "Recent History", and "Full Document Search". A large orange button labeled "New Documents" is prominent. Below this, 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: 1". A "View Selected" button is present. A table displays the document list with columns: Document No, Tax Point, Invoice Type, Gross Amount, VAT, Lease No, Customer Name, Reg No, Cost Centre, and Customer No. The first row shows a document with a "View" button circled in red. At the bottom right, there are four export/download buttons: "Export Selected Data to CSV", "Export All Data to CSV", "Download Selected to PDF", and "Download All to PDF".

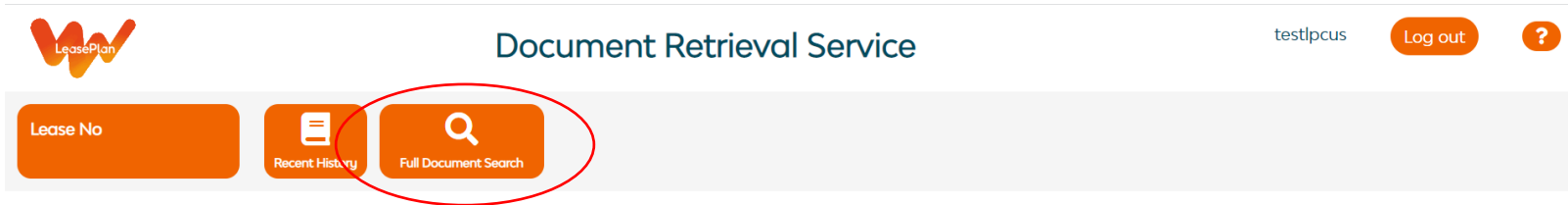
	<input type="checkbox"/>	Document No	Tax Point	Invoice Type	Gross Amount	VAT	Lease No	Customer Name	Reg No	Cost Centre	Customer No
1	<input type="checkbox"/>		20/08/2021	MANUAL							

To view a document click on the "View" text as highlighted above and the document will open in a new window.

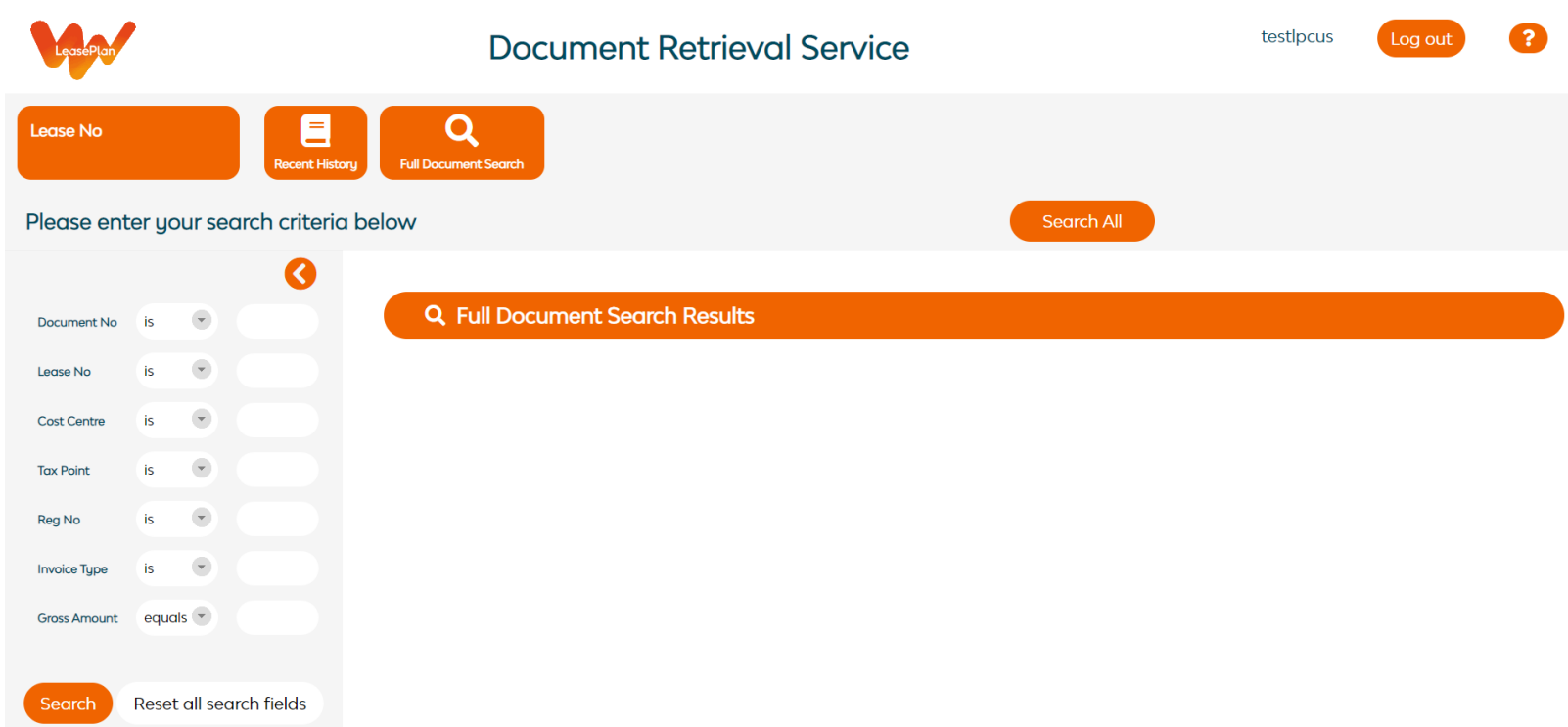
# Full Document Search



If you wish to search for documents older than 30 days then select the "Full Document Search" option at the top of the page



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



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 01/01/21 and 01/02/21 you would search the below:

The screenshot shows the LeasePlan Document Retrieval Service interface. At the top left is the LeasePlan logo. The page title is "Document Retrieval Service". On the top right, the user is logged in as "testlpcus" with a "Log out" button and a help icon. Below the header, there are three main buttons: "Lease No 35229 (+5 more)", "Recent History", and "Full Document Search". A search bar prompts the user to "Please enter your search criteria below" with a "Search All" button. On the left side, there are search filters for Document No, Lease No, Cost Centre, Tax Point (set to "between" with dates 01/01/21 and 01/02/21), Reg No, Invoice Type, and Gross Amount. A "Search" button and a "Reset all search fields" button are at the bottom of the filter panel. The main content area shows "Full Document Search Results" with a "View Selected" button. Below this, a message states "Total records returned: 500. Search limited to 500 records." A table displays the search results with columns for Document No, Tax Point, Invoice Type, Gross Amount, VAT, Lease No, Customer Name, Reg No, Cost Centre, and Customer No. The table contains 7 rows of data, each with a "View" link.

	<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"/>	<a href="#">View</a>			MANUAL							
2	<input type="checkbox"/>	<a href="#">View</a>			RECHARGE							
3	<input type="checkbox"/>	<a href="#">View</a>			RENTAL							
4	<input type="checkbox"/>	<a href="#">View</a>			FIRST/ADVANCE							
5	<input type="checkbox"/>	<a href="#">View</a>			RECHARGE							
6	<input type="checkbox"/>	<a href="#">View</a>			RECHARGE							
7	<input type="checkbox"/>	<a href="#">View</a>			MANUAL							

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:

Export Selected Data to CSV      Export All Data to CSV

Download Selected to PDF      Download All to PDF

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@leaseplan.co.uk](mailto:accounts.receivable@leaseplan.co.uk)