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1 To Access Shell Card Online – e-invoicing Service

Your e-Invoicing service now can be accessed via Shell Card Online, which is good news as you do not need to remember separate passwords for SCOL and e-Invoicing anymore, making your life easier.

Access Shell Card Online using the URL below (either click on the link, copy and paste it in your browser, or type the link in

https://www.shellcardonline.shell.com

1.1 How to access e-invoicing via Shell Card Online

After logging in, you will be taken to the main Shell Card Online login page, and will land on this screen;

![Fig.2: The Home page of Shell Card Online](image)

You need to click on “e-invoicing” in the “My Access Control” portlet.

1.2 What to do if you forget your password

If you forget your password, please use the “Forgot my password” function on the login page. This will generate a new system password that will automatically be sent to your email address.
You will need to enter your User id or e-mail address and press "Submit". You will be emailed a new password immediately.

If you have any problems with the password reset, for example, your new password is not received within a few minutes, please click on the “Contact Us” link on the top right of your screen.
Please complete the necessary details and enter the description of the problem here – your issue will be forwarded to Customer Service for assistance.
2 Using the e-invoice service

2.1 First time login

The first time you access the e-invoicing functionality, you will be prompted to read some important information about the service. Please take time to read this information before you continue.

![Important information about the e-Invoicing service](image)

*Fig.7: Important information about the e-Invoicing service*

If you wish to download a copy of the Terms & Conditions, click on the link on the bottom of the page - a PDF Document will be opened and can be downloaded for your reference.
2.2 Contact Us:
Displays Shell Customer Service contact phone number and email address, whenever support is needed

Fig 8: Contact Shell
2.3 Self Management: Your User data

You can change/correct your individual user-settings for

- Language
- Email address
- Telephone Numbers
- Activate the email notification for e-invoicing and EID

Important! If you change your password here, that will change your password for the entire SCOL application as there is single sign on for all SCOL applications.

If you activate the e-invoice notification email, every time a new invoice is ready to be downloaded you will receive an email notification like this:
Dear CUSTOMER,

Your electronic invoice is ready for downloading. You can log on to the e-invoice application at www.shellcardonline.shell.com with your user id and password. If you have forgotten your password you can request a new one with the "Forgot my password" functionality on the login page.

When downloading your invoices, the electronic signature is automatically validated. Please make sure that you download and archive all three components (Invoice PDF file, Verification report PDF file, XML file with the signature). More information is available in the user manual, which can be found by clicking the link at the top of the e-invoice home page.

Please make sure you download every invoice within 13 months of the invoice date, and store it electronically according to the legal requirements.

Best regards,

Shell Card Team

This is a system generated email - please do not reply to it. If you have any questions please refer to our website at www.shellcardonline.shell.com

Fig. 10: sample of Notification email
2.4 INVOICES: How to search for an invoice

Click on the “Invoices” button in the grey bar, and you will be taken to this screen:

Fig. 11: Simple Search

You can either press search without entering any search criteria: doing so will return all available e-invoices for every account you are registered for.

Fig. 12: Simple Search result

Or you can enter some search criteria in the “Simple Search” Screen Menu:

- Invoice Number
- Invoice State (new, viewed, downloaded, restored)
- Issuing Date
- Due Date
- Gross Amount
- External Account ID
- Super Siras Account ID

- You can distinguish between the status of an invoice by its 'status icon':

<table>
<thead>
<tr>
<th>Icon</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>📁</td>
<td>New invoice</td>
</tr>
<tr>
<td>📖</td>
<td>Invoice that has been viewed</td>
</tr>
<tr>
<td>📨</td>
<td>Invoice that has been downloaded</td>
</tr>
<tr>
<td>🗑️</td>
<td>Invoice that will be purged</td>
</tr>
</tbody>
</table>

2.5 To View your invoice

If you simply want to view the invoice, click on the Invoice number or Status icon to open it in Adobe Reader.
2.6 Download your invoice

Tick the invoice you want to download then press the “Download” button. You can select one invoice, multiple invoices or all invoices in one go.

At least one invoice from the result list must be selected

![Image of invoice selection](image1.png)

**Fig. 14: Download your invoice**

After selecting your invoice for download, the following pop-up screen will appear:

![Image of file download](image2.png)

**Fig. 15: Open the invoice zipped file.**
If you select either the ‘Open’ or ‘Save’ options you will get the pop up box below (.Zip)

![WinZip - invoices with proof elements 2011_07_13_150407[1].zip]

**Fig. 16: Extract the pdf and xml files.**

The box contains two items;
- Your Invoice in Adobe Acrobat document format (pdf)
- Your proof of electronic Signature document in xml format

Press “Extract” to starting saving both files in your archives on a local Server Folder
Select the area on your local disk where you want to archive your invoices

![Select a folder on your local drive or server before extracting...]

**Fig. 17: Select a folder on your local drive or server before extracting...**
Press Extract – A folder with the Invoice number will be created and the single files are stored in this folder. **Be aware that the xml file is important, it is necessary to verify authenticity of electronic invoice, so always save it together with the pdf file!**

![Fig. 18: A folder with the invoice number as a name is automatically created.](image)

You will then be automatically re-directed to the “Download Result screen” (fig. 19). If you successfully downloaded your e-invoice, press the “Yes” button.

![Fig. 19: Download Result screen](image)
2.7 How to download a verification report.

To download a verification report, first click on verification link under the Invoices tab.

This page allows you to check if the electronic signature used to sign your invoices is OK. If the verification is correct, a verification report will be available for download.

You have to Upload your invoice document(s) from your archives to start the verification process.
Step 1: Upload document:
Browse to your archives folder, select and upload the .PDF file of the Invoice you want to verify.

Step 2: Upload proof element:
Browse to your archives folder and upload the .xml file linked to the pdf invoice you want to verify.
These two files should have been saved in the same folder when the invoice was downloaded.
Fig. 21: Verification of your invoice – select the files

After selection and upload of the two files – pdf and xml – Press Button “Verify” and “Processing request” is shown.

Fig. 22: Verification result screen
Result page shows “Verification successful” and a verification report (PDF) is delivered for download:

Electronic signature verification report

Document signature:
Certificate used: U=KXRLEME, L=Ibox, EMAILADDRESS=mail.demo@akamon.com, CN=WSU DEMO, OU=SENDER, O=Axos Worldline, C=FR
Signature date: 2011-05-02T02:26:40+02:00
Method: SHA1
Algorithm: RSA

Signature verification:
Verification date: 2011-05-02T02:26:40+02:00
Qualified
Timestamp
Math check: OK
Verification status: valid

You are required to download and electronically archive all 3 documents. In case of a tax audit, you may be required to provide all 3 documents to the tax authority according your local legislation, if required

✓ “Invoice PDF”
✓ “xml-file”
✓ “Verification Report”

Make sure you download and archive all your invoices within 13 months. Invoices will no longer be available for download after 13 months.
3 Further help

3.1 How to access the User manual

Link to the User Manual can be found under HELP at the top of the screen in the e-Invoice application:

![Help link in e-Invoice application]

Fig. 23: Help