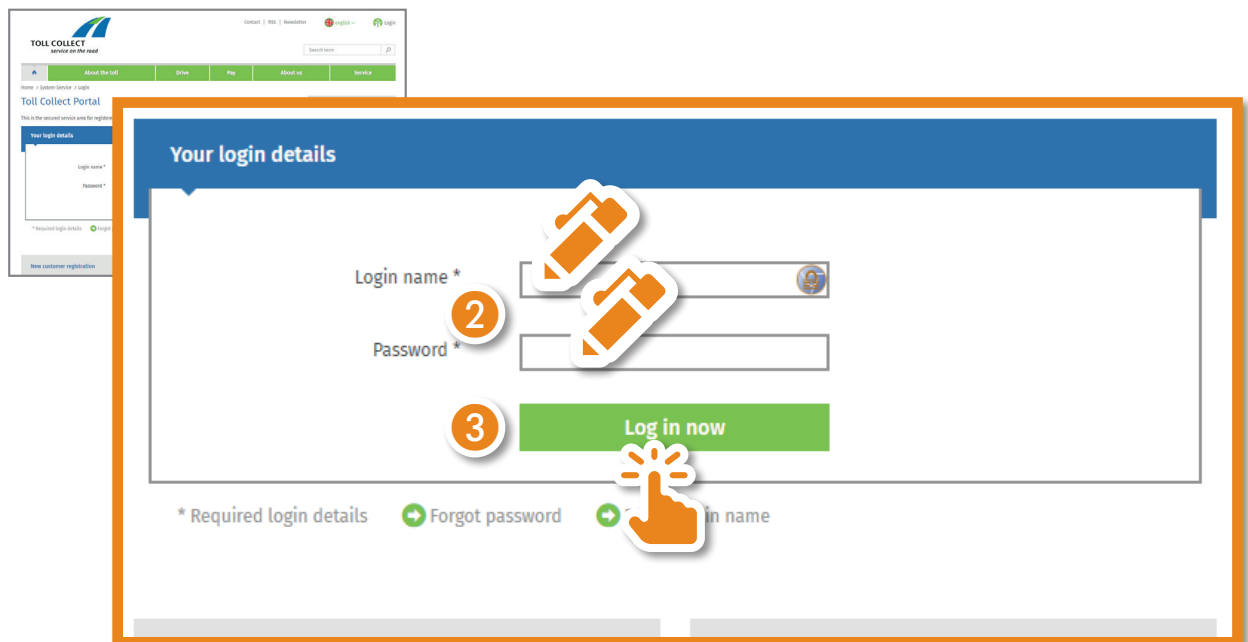


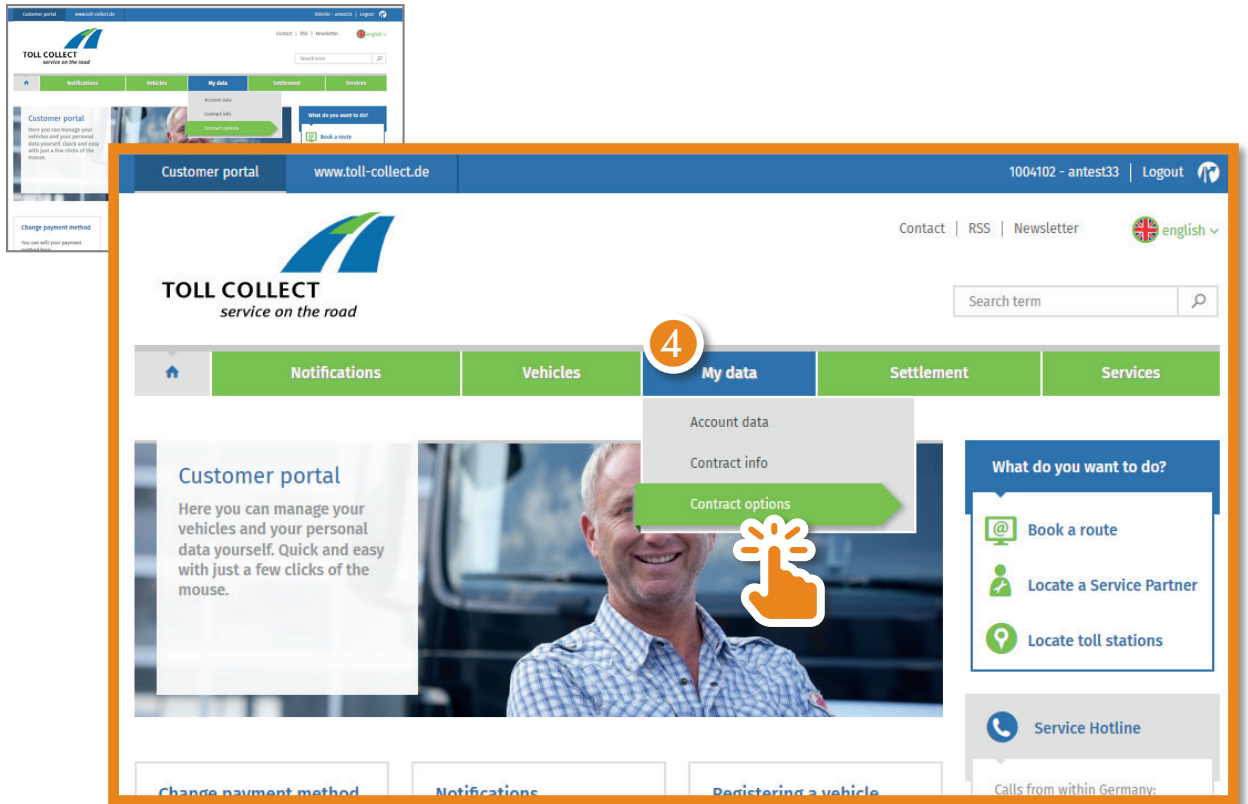
Instructions

DOWNLOAD INVOICE DOCUMENTS

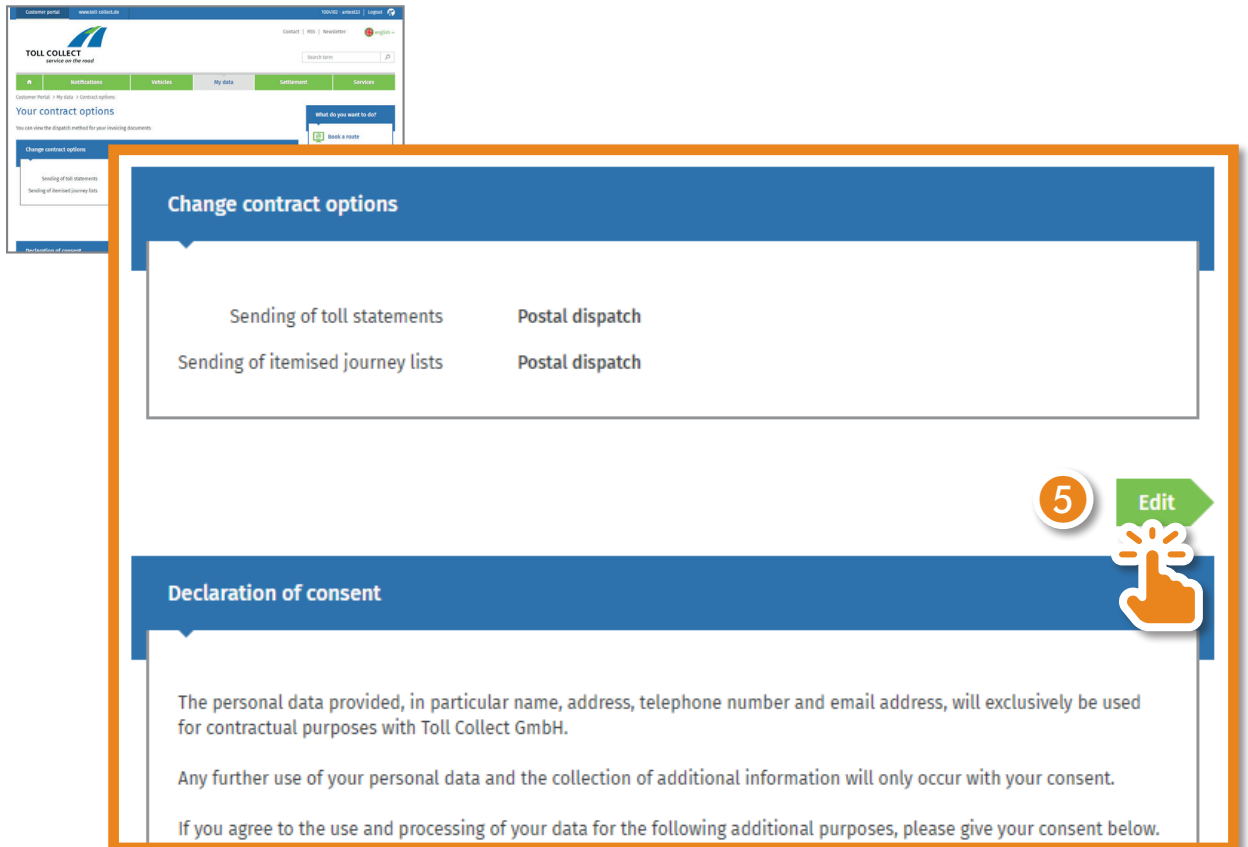
Log on to the customer portal.



Go to “My data” and select “Contract options”.



Now you can change how your invoicing documents are sent to you. Click “Edit” in order to do this.



Select "E-mail notification" and click "Check data".

Please enter your details

You can change the dispatch method for your invoicing documents and the access option for internet log-on here. Note: The selection of the dispatch method also automatically applies to the provision of Toll Collect GmbH invoices.

	Old	New
Sending of toll statements *	Postal dispatch	<input checked="" type="radio"/> E-mail notification Account-Management@toll-collect.de
Sending of itemised journey lists *	Postal dispatch	<input checked="" type="radio"/> E-mail notification Account-Management@toll-collect.de

* mandatory fields

Cancel 7 **Check data**

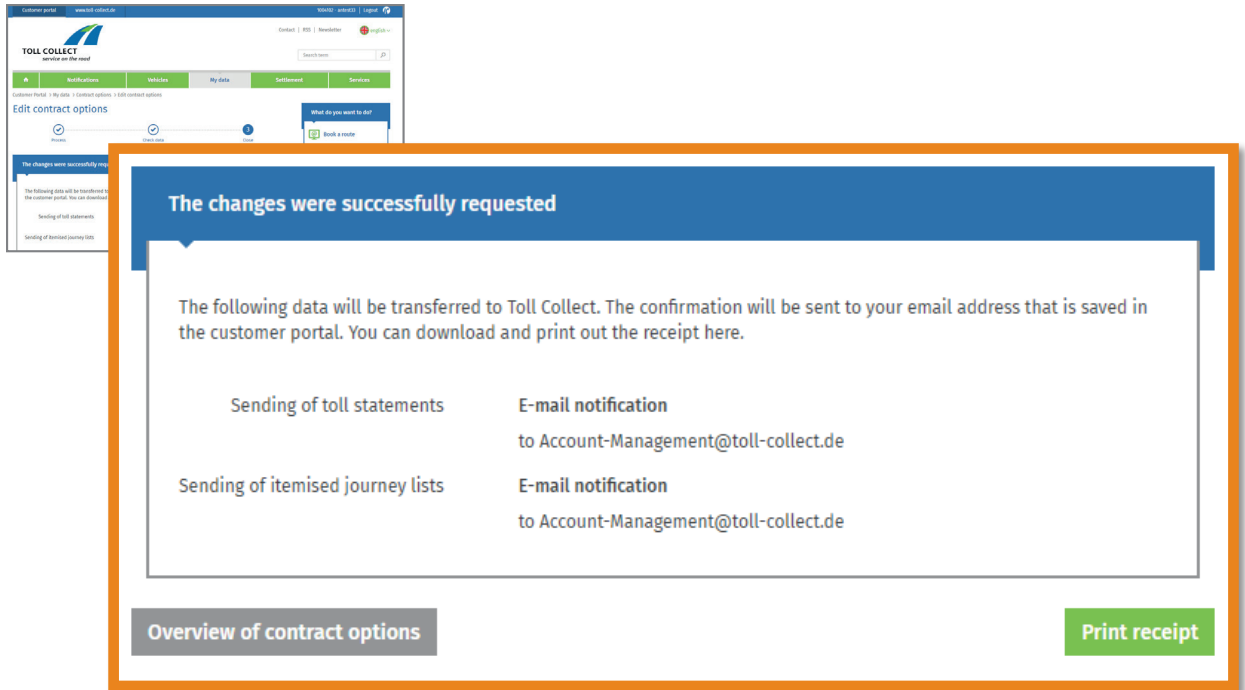
Review your data. If the e-mail address is correct, click "Send".

Please check your entries

Sending of toll statements	E-mail notification to Account-Management@toll-collect.de
Sending of itemised journey lists	E-mail notification to Account-Management@toll-collect.de

Back Cancel 8 **Send**

You have now successfully activated the download of your invoice documents.



The changes were successfully requested

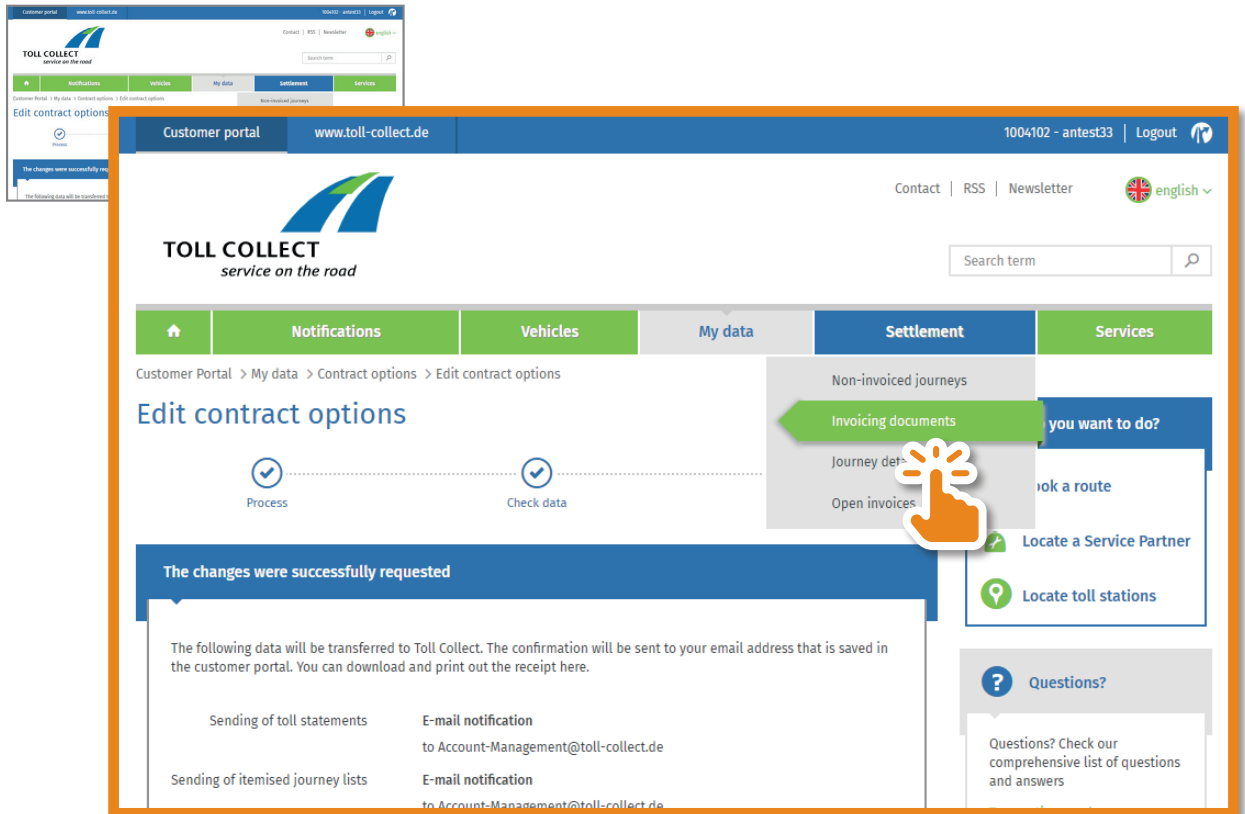
The following data will be transferred to Toll Collect. The confirmation will be sent to your email address that is saved in the customer portal. You can download and print out the receipt here.

Sending of toll statements	E-mail notification to Account-Management@toll-collect.de
Sending of itemised journey lists	E-mail notification to Account-Management@toll-collect.de

Overview of contract options

Print receipt

As soon as new documents are available, you will be notified by e-mail. You can then view the documents in the customer portal under “Settlement” – “Invoicing documents”.



Customer portal | www.toll-collect.de | 1004102 - antest33 | Logout

Contact | RSS | Newsletter | english

TOLL COLLECT
service on the road

Search term

Home | Notifications | Vehicles | My data | Settlement | Services

Customer Portal > My data > Contract options > Edit contract options

Edit contract options

Process | Check data

The changes were successfully requested

The following data will be transferred to Toll Collect. The confirmation will be sent to your email address that is saved in the customer portal. You can download and print out the receipt here.

Sending of toll statements	E-mail notification to Account-Management@toll-collect.de
Sending of itemised journey lists	E-mail notification to Account-Management@toll-collect.de

Non-invoiced journeys

Invoicing documents

Journey details

Open invoices

What do you want to do?

Book a route

Locate a Service Partner

Locate toll stations

Questions?

Questions? Check our comprehensive list of questions and answers



Customer portal | www.toll-collect.de | 1004102 - antest33 | Logout

TOLL COLLECT
service on the road

Contact | RSS | Newsletter | english

Search term

Home | Notifications | Vehicles | My data | Settlement | Services

Customer Portal > Settlement > Invoicing documents

User ID: 1004102 | Jorge DK | Kobenhaven 2 | 2345 Sondborg

Invoicing documents

Toll statements and invoices from the last 24 months and itemised journey lists from the last three months are shown in the table.

- Information on the toll statement and itemised journey list
- Information on Toll Collect GmbH invoices
- Overview of open invoices
- Journey details

Attention:

Please note the change of format of the itemised journey list (CSV file) and in the journey details (Excel file). The fuel type/energy source (K/E) is included in the tariff information instead of the road operator (BBB). Your processing software may need to be adapted. More details about this can be found in our explanatory form templates in the download centre.

Please choose a time period

Time period: last 6 months OR from 2/1/22 until 8/1/22 **Show documents**

Change dispatch method