



**How do I download an invoice
or payment request** from the
Mobiflow platform?

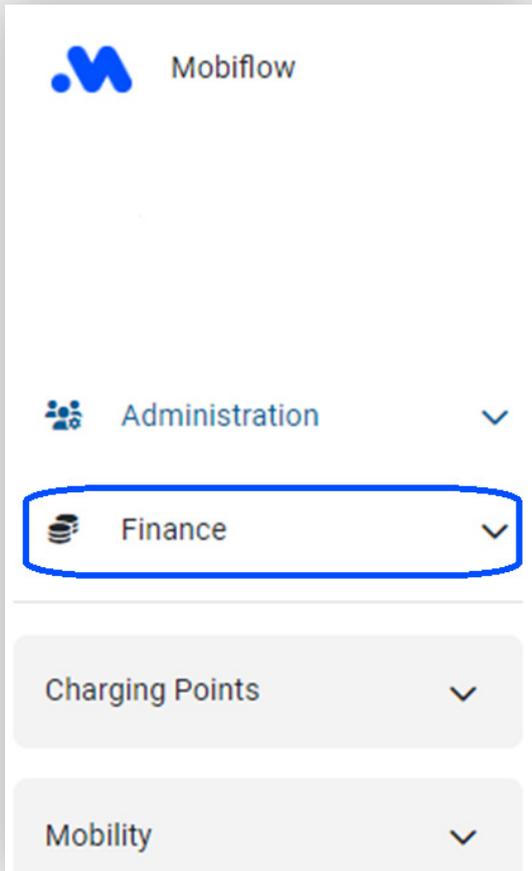
[User Guide](#)





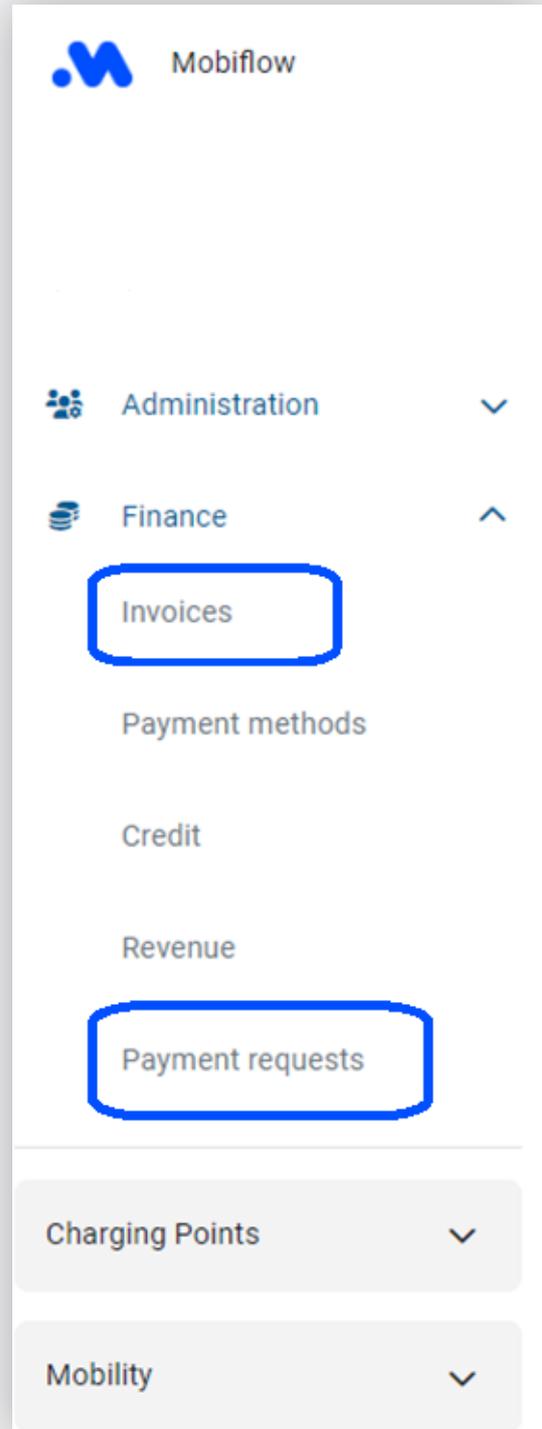
1

Log in to the Mobiflow platform <https://my.mobiflow.be/> with your email address and password and select **'Finance'**.



2

Click on **'Invoices'** or **'Payment requests'**, depending on whether you want to **download** the invoice or the payment request.





3

You will then see **an overview** of the invoices or payment requests. **In the table on the right**, you can download the desired document **in PDF or Excel**.

Invoices

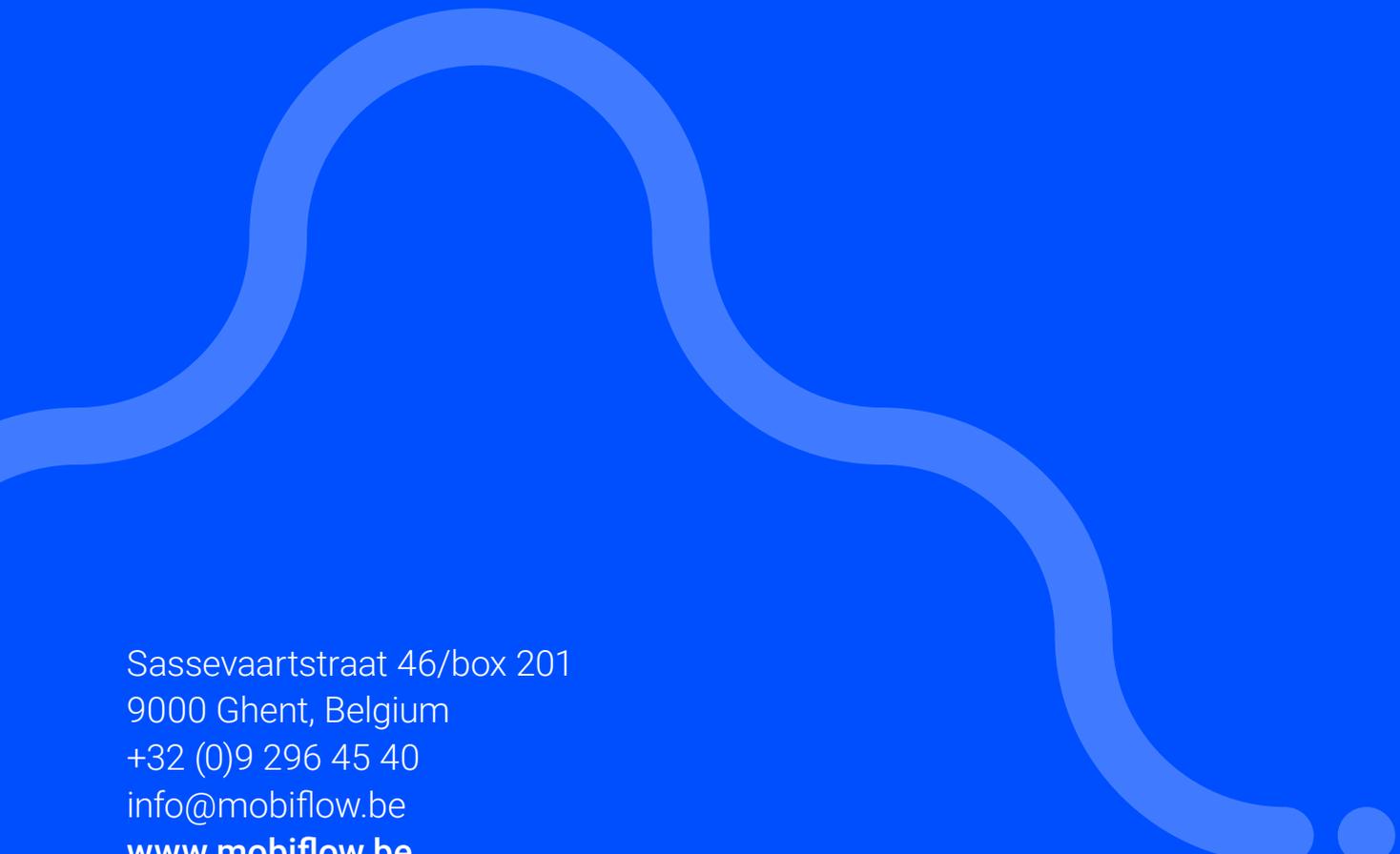
It may take a few days before an invoice payment is handled. In case you already made the payment, please ignore the status.

Date	Reference number	Amount (incl.)	Amount paid (incl.)	Status	PDF	Excel
2020-11-15	20012525	€286.70	€286.70	paid	PDF	Excel
2020-10-15	20012398	€120.11	€120.11	paid	PDF	Excel
2020-09-15	20012288	€32.34	€32.34	paid	PDF	Excel
2020-08-15	20012187	€71.72	€71.72	paid	PDF	Excel
2020-07-15	20012083	€37.21	€37.21	paid	PDF	Excel
2020-06-15	20011989	€29.43	€29.43	paid	PDF	Excel
2020-04-15	20011842	€3.71	€3.71	paid	PDF	Excel



Note: It is important to always give the person in charge of the accounting or finance department access to the account to download the necessary invoicing documents



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