



HOW TO INVOICE A JOBSHEET AND REVIEW JOBSHEETS WHERE PAYMENT HAS NOT BEEN REQUESTED

Jobsheet statuses

The following jobsheet statuses will be accessible in the mailbox under the **jobs in progress** tab:



Authority approved – everything in your job was approved with no changes.

Approved with changes – full authorisation is given, but the Scheme Operator has modified some of the content within the jobsheet. This can include prices.

Authority part approved – some of your jobsheet lines have been approved, but some lines have not been approved. If you want to invoice a job that is part approved, you will need to delete the declined line items to be able to proceed.

Authority deferred – no response has been given, this is just a holding response from the Scheme Operator, notifying you that they cannot respond just yet.

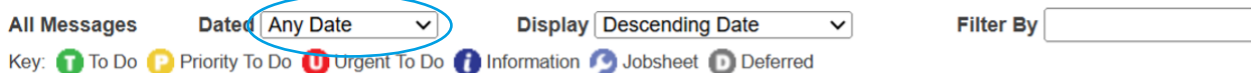
Information requested – authority has not been given and the Scheme Operator requires further information from you before they can authorise your job.

Authority declined – all of your job has been declined in full.



The following jobsheet status will be accessible in the mailbox under the job complete tab

Job Complete – the jobsheet has been marked as complete but not invoiced off.



Using the search box at the top of the page, select any date from the dated drop down to show all jobsheets. The display drop down can also be used to filter the jobsheet statuses.

Invoicing a job once authority is approved/approved with changes

Any jobsheet with the status authority approved can be marked as complete and then invoiced.

To proceed to complete a jobsheet, click **completion/invoice details**

Jobsheet Ref. 151195701 - Authority Approved - Expires 04 Dec 2025

Job Date: 04 Nov 2025 15:39

Booking Created

Vehicle/Asset Details

SchemeOperatorName

Standard instructions

Special Instructions Exist

Estimated Completion

n/a

Change

View/Edit Defects

Cancel Job

Booking Details

Authorisation Details

Jobsheet Versions

Completion/Invoice Details

Jobsheet Line Items

This area holds details of individual line items for this jobsheet. Add the line items of work to this jobsheet by selecting the 'Add Line Item' option below. View more information about each line item by selecting its name below.

Authorisation Response Notes Thanks

Already Authorised

Scheme Operator Modified & Authorised

Declined Item

Warranty Item/Service Inclusive

Documentation

Information requested

Line Item Description	Labour Value	Parts Value	Fluids Value	Discount Value	Line Total	
Tail Lift - Routine, Taillift service & weight test 29/10/25: Carried out LOLER and Weight Test,						
Movement - Routine, Vehicle Movement Travelled to site						
Totals					£165.80	

Add/Amend Tread Depths

Add Video

Add Image/Document

Add Line Item

Request Authorisation

Click yes to mark the job as complete, fill in the completion date and time and then click **close jobsheet/invoice**

Jobsheet Ref. 151195701 - Authority Approved - Expires 04 Dec 2025

Job Date: 04 Nov 2025 15:39

Booking Created

Vehicle/Asset Details

SchemeOperatorName

Standard instructions

Special Instructions Exist

Estimated Completion

n/a

Change

Return to Jobsheet

Available for Collection/Return

Please select when work is complete and the vehicle is ready for collection/return.

Job Complete

Yes

No

Date & Time of Completion

Please enter the date and time of completion of this job

Completion Date

Completion Time

e.g. 05 Nov 2025

e.g. 15:41

Work Completion

Contact details for when the work is complete

Contact Name

Telephone No.

Invoice Target

These are the details of the company responsible for paying the invoice

Name

Address

Close Jobsheet / Invoice

Complete the billing details and then click raise invoice/request payment

Jobsheet Ref. 151195701 - Job Complete

Job Date: 04 Nov 2025 15:39

Booking Created

Vehicle/Asset Details

SchemeOperatorName

Standard instructions [Special Instructions Exist](#)

Estimated Completion

n/a

[Change](#)

[Return to Jobsheet](#)

Billing Details
In order for this job to be submitted as an electronic invoice, the following fields must be completed accurately:

- Actual VAT Total(s)
- Number of your VAT Invoice
- Tax Point Date

This invoice will be created on behalf of [Check](#)
[box if this is correct.](#) ☐

VAT Band	Job Total	Suggested VAT	Actual VAT	Invoice Total
Standard 20.00%	165.80	33.16	£	£ 165.80
Suggested Gross Value				165.80
Totals	£165.80	Enter Gross Value Here	£	

Invoice Number

Tax Point Date

Date Requested

Payment Due Date

Once the details are completed, please select the 'Request Payment' option to submit this invoice to the Scheme Operator.

[Raise Invoice/Request Payment](#)

The invoice has now been raised.

Jobsheet status of authority part approved

If a jobsheet has a status of authority part approved, the unauthorised line will need to be deleted or amended as necessary.

A declined line will need to be deleted.

Jobsheet Ref. 132767611 - Authority Part Approved

Job Date: 02 Feb 2024 14:49

Booking Created

Vehicle/Asset Details

SchemeOperatorName

Standard instructions [Special Instructions Exist](#)

Estimated Completion

02 Feb 2024 17:00

[Change](#)

[View/Edit Defects](#) [Cancel Job](#) [Booking Details](#) [Authorisation Details](#) [Jobsheet Versions](#) [Completion/Invoice Details](#)

Jobsheet Line Items
This area holds details of individual line items for this jobsheet. Add the line items of work to this jobsheet by selecting the 'Add Line Item' option below. View more information about each line item by selecting its name below.

Authorisation Response Notes [No authorisation required](#)
[A](#) Already Authorised [S](#) Scheme Operator Modified & Authorised [D](#) Declined Item [N](#) Warranty Item/Service Inclusive [I](#) Documentation
[i](#) Information requested

Line Item Description	Labour Value	Parts Value	Fluids Value	Discount Value	Line Total	
Movement - Routine, Vehicle Movement	0.00	0.00	0.00	0.00	62.50	Delete
Other Unspecified Work - Remove & Refit, Plant Equipment	147.00	74.10	0.00	0.00	221.10	Delete
Totals					£283.60	

[Add Video](#) [Add Image/Document](#) [Add Line Item](#) [Request Authorisation](#)

The jobsheet status will then change to authority approved and the jobsheet can then be marked as complete and invoiced.

Jobsheet Ref. 1327611 - Authority Approved

Job Date: 02 Feb 2024 14:49

Booking Created

Estimated Completion 02 Feb 2024 17:00 [Change](#)

Vehicle/Asset Details

SchemeOperatorName

Standard instructions [Special Instructions Exist](#)

[View/Edit Defects](#) [Cancel Job](#) [Booking Details](#) [Authorisation Details](#) [Jobsheet Versions](#) [Completion/Invoice Details](#)

Jobsheet Line Items

This area holds details of individual line items for this jobsheet. Add the line items of work to this jobsheet by selecting the 'Add Line Item' option below. View more information about each line item by selecting its name below.

Authorisation Response Notes **No authorisation required**

[A](#) Already Authorised [S](#) Scheme Operator Modified & Authorised [D](#) Declined Item [N](#) Warranty Item/Service Inclusive [I](#) Documentation

[i](#) Information requested

Line Item Description	Labour Value	Parts Value	Fluids Value	Discount Value	Line Total	
A Other Unspecified Work - Remove & Refit, Plant Equipment	147.00	74.10	0.00	0.00	221.10	Delete
OBP						
Totals					£221.10	

[Add Video](#) [Add Image/Document](#) [Add Line Item](#) [Request Authorisation](#)

If more information is required, the jobsheet line will need to be responded to and authorisation requested again or the jobsheet line needs to be deleted.

Once the response to the information request has been added, click **request authorisation**

Jobsheet Ref. 105724356 - Authority Part Approved

Job Date: 26 Aug 2020 12:26

Booking Created

Estimated Completion 26 Aug 2020 12:30 [Change](#)

Vehicle/Asset Details

SchemeOperatorName

Standard instructions [Special Instructions Exist](#)

[View/Edit Defects](#) [Cancel Job](#) [Booking Details](#) [Authorisation Details](#) [Jobsheet Versions](#) [Completion/Invoice Details](#)

more information about each line item by selecting its name below.

Authorisation Response Notes **No authorisation required**

[A](#) Already Authorised [S](#) Scheme Operator Modified & Authorised [D](#) Declined Item [N](#) Warranty Item/Service Inclusive [I](#) Documentation

[i](#) Information requested

Line Item Description	Labour Value	Parts Value	Fluids Value	Discount Value	Line Total	
i Heater - Remove & Refit, Heater controls/cables	105.00	201.69	0.00	0.00	306.69	Delete
Should the Motor Gasket, Heater Gasket & Fuel Filter not be covered under the contract maintenance ?						
RESPONSE WRITTEN HERE						
S Movement - Routine, Vehicle Movement	42.00	0.00	0.00	0.00	42.00	Delete
Totals					£348.69	

[Add/Amend Tread Depths](#) [Add Video](#) [Add Image/Document](#) [Request Authorisation](#)

Invoicing a jobsheet marked as job complete

Complete the billing details and then click **raise invoice/request payment**

Jobsheet Ref. 131360254 - Job Complete

Job Date: 09 Dec 2023 12:01

Booking Created

Vehicle/Asset Details

SchemeOperatorName

Standard instructions

Estimated Completion

09 Dec 2023 12:01

Change

Special Instructions Exist

Return to Jobsheet

Billing Details
In order for this job to be submitted as an electronic invoice, the following fields must be completed accurately:

- Actual VAT Total(s)
- Number of your VAT Invoice
- Tax Point Date

This invoice will be created on behalf of
box if this is correct. ☐

VAT Band	Job Total	Suggested VAT	Actual VAT	Invoice Total
Standard 20.00%	187.03	37.41	£	£ 187.03
Suggested Gross Value				187.03
Totals		£187.03	Enter Gross Value Here £	

Invoice Number

Tax Point Date

Date Requested

Payment Due Date

03 Dec 2025

Once the details are completed, please select the 'Request Payment' option to submit this invoice to the Scheme Operator.

Raise Invoice/Request Payment

Payment not yet requested report

A report can be run by clicking payment not yet requested on the homepage.

1link Service Network

Price Check

Service Centre PM

automotive e-commerce

Welcome

Enhanced Directory Entry

Please select one of the following options

mailbox

create jobsheet

tariff management

service technicians

infodata statistics

payment not yet requested (1023)

downtime management (2)

1link helpdesk

future booking

data exports/reports

tyre pricing

view invoices

change password/email

csi information

heavy vans

mailbox compose message future booking create jobsheet help logout home

Click download file to export it into an Excel spreadsheet.



Payment Not Yet Requested

This report shows authorised jobsheets that have not yet been payment requested

Job Reference	Job Status	Job Date	Auth Expiry Date	Reg No	Operator Name	Job Total
73717219	Authority Expired	29 Oct 2015	28 Nov 2015			260.62
76000442	Authority Expired	04 Mar 2016	08 Apr 2016			290.51
76114139	Authority Expired	10 Mar 2016	09 Apr 2016			84.00
76270170	Authority Expired	18 Mar 2016	30 May 2016			373.86
76475062	Authority Expired	31 Mar 2016	30 May 2016			221.05
76627498	Authority Expired	08 Apr 2016	08 May 2016			113.24
77315481	Authority Expired	13 May 2016	12 Jun 2016			84.00
77704447	Authority Expired	03 Jun 2016	06 Jul 2016			223.35
77743110	Authority Expired	06 Jun 2016	05 Aug 2016			160.00
78339650	Authority Expired	07 Jul 2016	06 Aug 2016			21.00

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