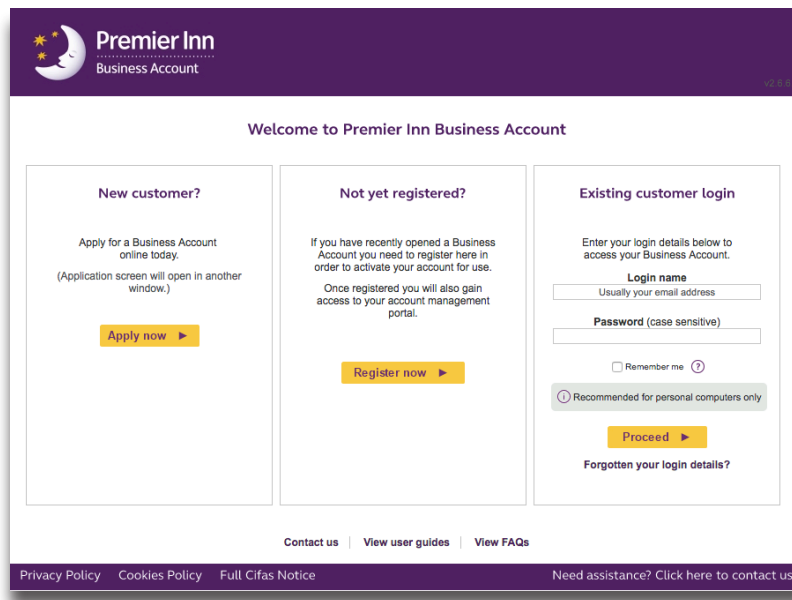


Viewing Invoices, Statements and Current Transactions

To help you manage your account, we have made invoices, statements and current, unbilled transactions available for you to view online.

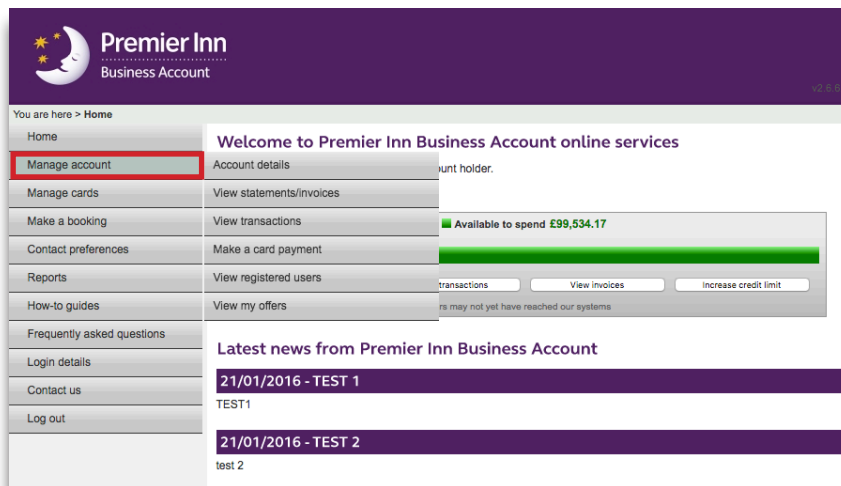
- 1 If you are logged on to the online management tool, go to Step 2. If you are not already logged into your account, go to businessaccount.premierinn.com.

Enter your username and password and click on 'Proceed'.



The screenshot shows the Premier Inn Business Account login page. The header includes the Premier Inn logo and 'Business Account' text. The main heading is 'Welcome to Premier Inn Business Account'. There are three main sections: 'New customer?' with an 'Apply now' button, 'Not yet registered?' with a 'Register now' button, and 'Existing customer login' with fields for 'Login name' (usually email address) and 'Password (case sensitive)', a 'Remember me' checkbox, a 'Proceed' button, and a link for 'Forgotten your login details?'. At the bottom, there are links for 'Contact us', 'View user guides', and 'View FAQs', and a footer with 'Privacy Policy', 'Cookies Policy', 'Full Cifas Notice', and 'Need assistance? Click here to contact us'.

- 2 From the homepage, hover over 'Manage Account'.



The screenshot shows the Premier Inn Business Account homepage. The header is the same as in the previous image. Below the header, there is a navigation menu with 'Home' selected and 'Manage account' highlighted with a red box. The 'Manage account' menu is open, showing options: 'Account details', 'Manage cards', 'Make a booking', 'Contact preferences', 'Reports', 'How-to guides', 'Frequently asked questions', 'Login details', 'Contact us', and 'Log out'. The main content area is titled 'Welcome to Premier Inn Business Account online services' and displays account information, including 'Available to spend £99,534.17' and a 'Latest news from Premier Inn Business Account' section with two test entries: '21/01/2016 - TEST 1' and '21/01/2016 - TEST 2'.



Viewing current unbilled transactions

Select 'View Transactions'.



This will display any current transactions that have not yet been invoiced for e.g. transactions that have happened since your last invoice was issued.

View transactions

Need help with transactions? [Download our user guide](#)

This page only shows transactions that have not yet been invoiced. To see a list of 12 months' invoice history please run a report or alternatively "View statements/invoices" under 'Manage account'.

Let us know if you would like to [provide access to invoices and transactions to someone else](#) (?)

Rows to display Item 1 to 8 of 8 item(s) shown Go to page of 1 pages

Date/time	Guest name	Card no.	Transaction location	Description	Purchase order no.	Customers own ref	Gross value (£)
09/02/15 23:07		3089500100000208473	Llandudno (Glan-Conwy)	Restaurant			16.97
09/02/15 22:17		3089500100000208473	Llandudno (Glan-Conwy)	Restaurant			13.45
09/02/15 19:44		3089500100000208481	Llandudno (Glan-Conwy)	Restaurant			24.37
09/02/15 17:51		3089500100000208481	Llandudno (Glan-Conwy)	Restaurant			28.16
09/02/15 13:43		3089500100000208481	Wakefield Central	Accommodation			57.75
09/02/15 13:42		3089500100000208481	Wakefield Central	Accommodation			237.00
09/02/15 13:41		3089500100000208481	Wakefield Central	Accommodation			73.75
09/02/15 00:07		3089500100000208481	Wakefield Central	Accommodation			14.38

▶

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These transactions can be imported to Excel or PDF if required.

Viewing Invoices and Statements

Select 'View statements/invoices'.



The screenshot shows the Premier Inn Business Account online services dashboard. The main navigation menu on the left includes: Home, Manage account, Manage cards, Make a booking, Contact preferences, Reports, and How-to guides. The 'Manage account' section is expanded, showing options: Account details, View statements/invoices (highlighted with a red box), View transactions, Make a card payment, View registered users, and View my offers. The main content area displays a welcome message, account holder information, and a green bar indicating 'Available to spend £99,534.17'. Below this, there are buttons for 'View transactions', 'View invoices', and 'Increase credit limit'.






These transactions can be imported to Excel or PDF if required.

This is the balance from the previous statement (total outstanding on the account at the time last month's statement was created)

This is any balance that should have been settled prior to this month. If there is a balance in here, the account should be on stop

Statements:

This relates to this month's invoice number

Statement date	Invoice number	Brought forward	Payments received	Overdue balance	Invoice value	Statement balance	View PDF
02-12-10	273645	£542.90	£0.00	£542.90	£783.35	£1326.25	
02-01-11	290107	£1326.25	£1326.25	£0.00	£1338.59	£1338.59	
02-02-11	306666	£1338.59	£1338.59	£0.00	£930.89	£930.89	
02-03-11	323424	£930.89	£930.89	£0.00	£693.22	£693.22	
02-04-11	340490	£693.22	£693.22	£0.00	£2552.56	£2552.56	
02-05-11	357732	£2552.56	£0.00	£2552.56	£1337.47	£3890.03	
02-06-11	375041	£3890.03	£3890.03	£0.00	£1667.29	£1667.29	
02-07-11	392540	£1667.29	£1667.29	£0.00	£651.85	£651.85	
02-08-11	410000	£651.85	£651.85	£0.00	£1330.23	£1330.23	
02-09-11	427567	£1330.23	£1330.23	£0.00	£1890.40	£1890.40	
02-10-11	445218	£1890.40	£1890.40	£0.00	£1671.08	£1671.08	
02-11-11	462984	£1671.08	£1671.08	£0.00	£2765.73	£2765.73	

This is the total amount outstanding at the time this statement was created. It will be overdue balance plus invoice total

This is the date the statement was issued and will cover transactions for the previous month

Click here to view or save the invoice and statement in PDF

Payments/adjustments since most recent statement:

There are no payments since the last statement

This is the value of this month's invoice (last month's transactions)

This is the amount that has been paid since the last invoice and statement was issued

Latest statement value: £2,765.73
Total payments (since last statement): £.00
Outstanding balance: £2,765.73



VAT Invoice

TO :-

Mr M Smith
PI Test Account
Aston Workline
Walsall Road
Cannock
Staffs
WS12 0JA

FROM :-

Premier Inn Business Account,



Helpline Number: 0870 608 8666

INVOICE NUMBER > 289853

TAX POINT DATE > 31/10/2011

PAGE NO > 2

INVOICE DATE > 01/06/2007 TO 30/06/2007

ACCOUNT NUMBER > 982613 3200 003353

ISSUING SITE > Premier Inn Business Account

TRANSACTION DATE	TIME	GUEST NAME	CARD NO.	TRANSACTION LOCATION	PRODUCT	QTY	PURCHASE ORDER/ RESERVATION NO.	CUSTOMER'S OWN REFERENCE	NET €	VAT €	GROSS €
25/06/07	21:08	Mr. Smith	9826133200003353013	Cannock PI	Accommodation		CAN69999	OURRaf1	51.06	8.94	60.00
** TOTALS FOR									51.06	8.94	60.00
25/06/07	21:07	Mr. Jones	9826133200003353021	Cannock PI	Accommodation		CAN69999	OURRaf2	51.06	8.94	60.00
25/06/07	21:07	Mr. Jones	9826133200003353021	Cannock PI Longford House	Traditional Breakfast		CAN69999	OURRaf2	19.15	3.35	22.50
26/06/07	18:27	Mr. Taylor	9826133200003353021	Walsall PI	Accommodation		WALS9999	OURRaf3	46.81	8.19	55.00
27/06/07	19:20	Mr. Jones	9826133200003353021	Stafford PI	Accommodation		STA39999	OURRaf4	204.26	35.74	240.00
** TOTALS FOR									321.28	56.22	377.50

Each card is totalled at the end of the transactions made on it

These are 2 fields that you have the option of populating at time of booking

This section shows a VAT breakdown of the charges on this invoice

VAT ANALYSIS	NET	VAT	GROSS	TRANSACTION TOTALS	NET	VAT	GROSS
STANDARD RATE (17.50%)	£372.34	£65.16	£437.50		372.34	65.16	437.50
ZERO RATED SALES							
EXEMPT SALES							
VAT RATE (5.00%)							
TOTALS	£372.34	£65.16	£437.50				
				AMOUNT DUE	£437.50		

We may display messages to you here

This is the total due for this invoice

THE INVOICE TOTAL SHOWN WILL BE CHARGED TO YOUR ACCOUNT BY DIRECT DEBIT ON OR JUST AFTER 16/07/07



Premier Inn

Business Account

VAT Invoice

TO :-

Mr M Smith
PI Test Account
Acos Worldline
Walsall Road
Cannock
Staffs
WS12 0JA

FROM :-

Premier Inn Business Account,



Helpline Number: 0870 608 8666

INVOICE NUMBER > 289853

INVOICE DATE > 01/06/2007 TO 30/06/2007

PAGE NO >3

ACCOUNT NUMBER > 982613 3200 003353

ISSUING SITE > Premier Inn Business Account

TRANSACTION DATE	TIME	GUEST NAME	CARD NO.	TRANSACTION LOCATION	PRODUCT	QTY	PURCHASE ORDER/ RESERVATION NO.	CUSTOMER'S OWN REFERENCE	NET £	VAT £	GROSS £
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VAT SUMMARY

GROUP	VAT NO.	NET VALUE	VAT VALUE	GROSS VALUE
Premier Inn Ltd	905218838			
Whitbread	243292864	£372.34	£65.16	£437.50
Spirit Group	746010854			
Spirit Group	785412414			
Morrison St	652095342			
Orchid Pubs Ltd	882596472			
Greene King Pubs	514918246			
Paramount	673121945			
Regent Inns	505810276			
TGI Fridays	891109617			
David Lloyd Leisure	911180660			

This page shows the VAT breakdown by the Premier Inn and associated restaurant operating groups



STATEMENT

TO :-
Mr M Smith
PI Test Account
Acos Worldline
Walsall Road
Cannock
Staffs
WS12 0JA

FROM :-
Premier Inn Business Account,



Helpline Number: 0870 608 8666

INVOICE NUMBER :- 289653

STATEMENT DATE :- 01/06/2007 TO 30/06/2007

PAGE NO :- 4

ACCOUNT NUMBER :- 982613 3200 003353

ISSUING SITE :- Premier Inn Business Account

DATE	DESCRIPTION	PAYMENT	GROSS VALUE
	BALANCE BROUGHT FORWARD		£123.45
	DEPOSIT RECEIVED	£0	
	CREDIT LIMIT	£900	
16/06/07	Direct Debit - Thank You	£123.45	
	INVOICE TOTAL THIS MONTH		£437.50
	BALANCE CARRIED FORWARD		£437.50

This is the balance brought forward from your last invoice

Any deposits you place on your account will be shown here
N.B. deposits are usually paid to provide additional credit

This is your agreed account credit limit

This is the amount received since your last invoice

The sum of these 2 amounts forms the overall credit available to spend on your account

The sum of these 2 amounts forms the overall credit available to spend on your account

Thank you for choosing Premier Inn for your accommodation needs.