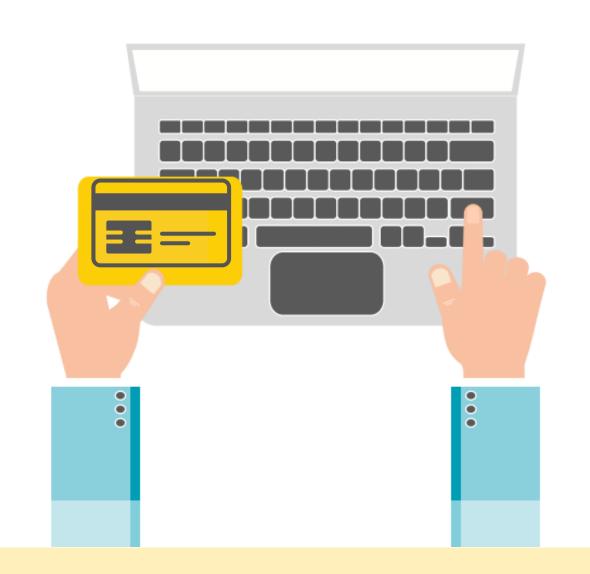


## How to make your payments correctly?



Dear Customer,

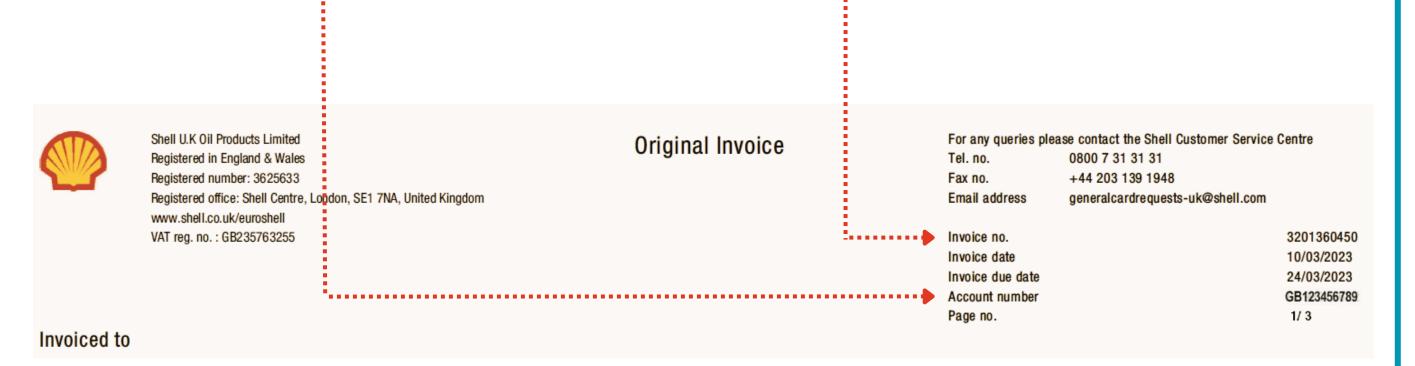
ensure your payment has the accurate details by referring to the guidelines below.



## **Important**

Payments paid before the due date with the right payment details will be applied to your account in time and this prevents any potential service interruptions that could be caused by late payment clearance.

If you would like to make a payment for a specific invoice please populate the right Account Number and the Invoice Number.





Payment references should contain the <u>exact</u> Invoice Number and the <u>exact</u> Account Number. Populating any additional words/letters/signs will cause payment allocation delays and this may cause service interruptions.

■ If you would like to make a payment for a Statement of Account\*, please populate the right Account Number and Statement Number.



<sup>\*</sup>Please note that a Statement of Account may also be called Billing Account Summary.



Payment references should contain the exact Statement Number and the exact Account Number. Populating any additional words/letters/signs will cause payment allocation delays and this may cause service interruptions.



Please note that it takes several business days before your payment is visible in Shell Fleet Hub.



**SHELL COMMERCIAL ROAD TRANSPORT**