



L'ORÉAL

E-Billing

USER GUIDE

Navigate the Platform

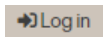
How to Access E-Billing?

01 — VIA THE LINK

Click the below link or type it into your web browser.

 <https://documentplatform.loreal.co.uk/>


You will land on the E-Billing '**Log In**' page where you are able to sign in and access your E-Billing account.

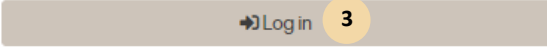
Enter your username (1), and password (2) and finally click on the  button (3).



L'ORÉAL


**Welcome to your new,
improved L'Oréal
customer portal**


If this is your first time visiting the new portal, please either
Create an account or **activate your account**.
If you have already activated your account then log in below.

1	<input type="text" value="Username"/>
2	<input type="password" value="Password"/> 

 **3**

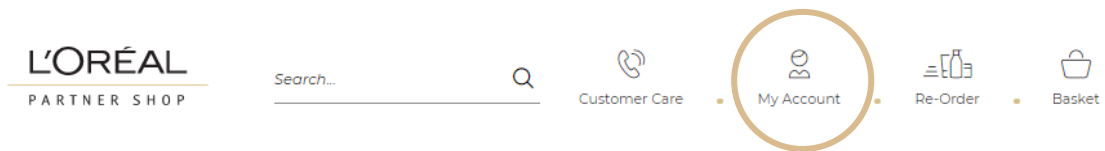
 [Forgotten password](#) [L'Oréal staff login](#) 

 [Activate your account](#)

 [Create your account](#)

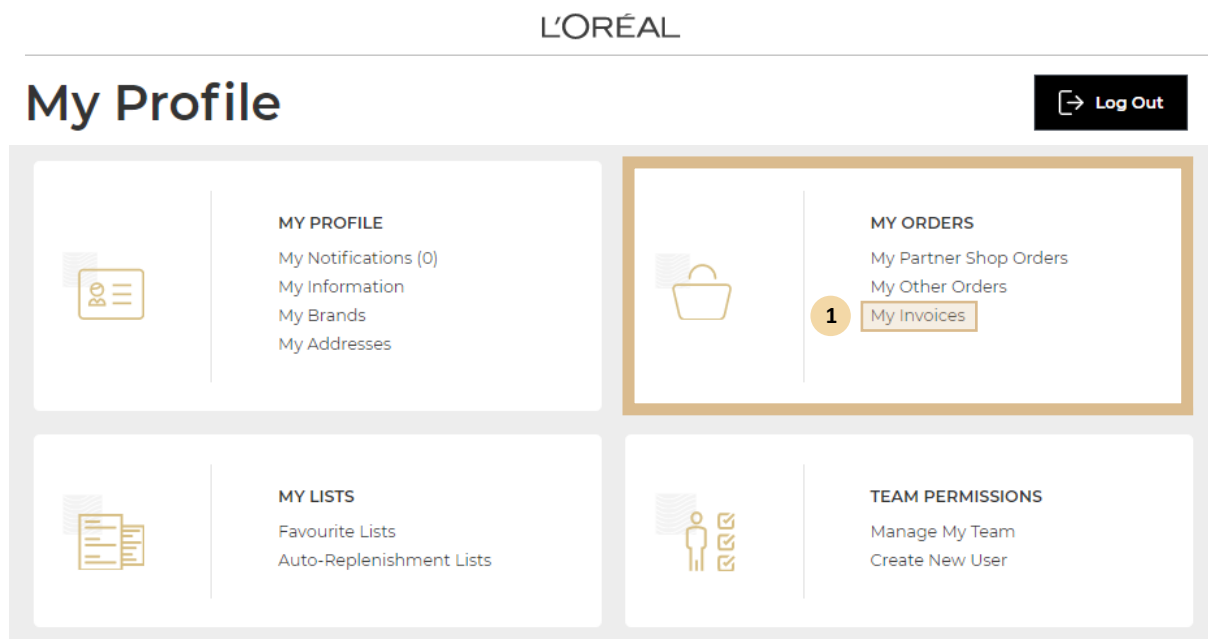
02 — VIA L'ORÉAL PARTNER SHOP (LPS)

Log into LPS and click on **'My Account'** in the header.



You will land on the Accounts page which is composed of 4 elements: 'My Profile', 'My Orders', 'My Lists' and 'Team Permissions'.

Find the **'My Orders'** Section and select **'My Invoices' (1)**.



This will take you to the **'My Invoices'** page.

Click [View all account documents here](#) to be redirected to the E-Billing login page.

< Back Home > My Profile > My Invoices

My Invoices

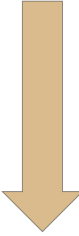
- MY PROFILE
- MY ADDRESSES
- MY BRANDS
- MY LISTS
- MY ORDERS

Find your invoices below **View all account documents here**

Please note that the loading of your invoices can take a long time.

January 2021 **Search**

We have no invoice for this period.



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1 Username

2 Password

3 **Log in**

- [Forgotten password](#)
- [L'Oréal staff login](#)
- [Activate your account](#)
- [Create your account](#)


Enter your username (1), and password (2) and finally click on the **Log in** button (3).

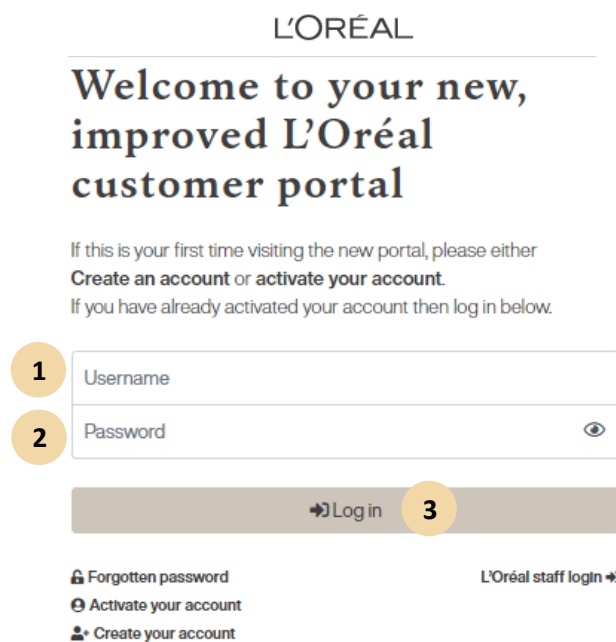
How to Navigate E-Billing?

01 — LOG IN

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 3

 [Forgotten password](#) [L'Oréal staff login](#) 

 [Activate your account](#)

 [Create your account](#)

You will then be redirected to the E-Billing homepage where you will be able to manage and maintain your invoices, credit, and monthly statements anytime, anywhere.

02 — HOMEPAGE

What your L'Oréal customer account portal shows:

L'ORÉAL

Home Payment history [STAGING SITE]

11 Logout

Welcome to your L'Oréal customer account portal.

We've created a new way to access your account information. You can search across all invoices, credits, statements, documents in your account and download them in PDF format.

885 entries found

10 Show search

« 1 2 3 4 5 6 7 8 ... 9 »

*Please note recent payments made outside of the portal (e.g. via phone) may take up to 24hrs to show on your portal account.

1	2	3	4	5	6	7	8	9	
TYPE	ACCOUNT	CUSTOMER	DATE	DOC NO	NET AMOUNT	DELIVERY NO	CURRENCY	PDF	MERGE PDFS
INV			16.07.2020	9002080016	149,285.42	5002081789	GBP		<input type="checkbox"/>
INV			16.07.2020	9002080014	11,088.00	5002077273	GBP		<input type="checkbox"/>



Navigation Key:

1 Indicates type of document **INV**: Invoice/ **CRE**: Credit/ **STA**: Statement

2 Your Account Number

3 Your Salon Name

4 Invoice date

- 5 Invoice Number
- 6 Invoice Amount (excl VAT)
- 7 Currency (GBR or EUR)
- 8 Here you can click the icon  to open the invoice document in PDF form
- 9 Allows you to merge multiple documents into one PDF:
 1. Tick your selection
 2. Scroll to the bottom of the page
 3. Click 
 4. This will open your selection in one PDF to view or download

10 Search your document history by:

1. Date
2. Account number
3. Document number
4. Amount (£ or €)
5. Document type



L'Oréal UK Ltd
 Welcome to your L'Oréal customer account portal
 We've created a new way to access your account information. You can search across all invoices, credits, statements, documents in your account and download them in PDF format.

1,657,741 entries found Hide search

« 1 2 3 4 5 6 7 8 ... 16578 »

Advanced search

Date from	Date to	Account ID / Customer name	Document numbers	Net amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Multiples can be entered using a comma e.g. 123456,02321567891

Invoices
 Credits
 Statements
 Debits
 Accrual Credits
 Dunning Letters

11 Logout here

Here to Help

If you have any questions, please do not hesitate to contact us:

 0800 0304 034

 ppdcustomer@loreal.com



Or you can view our E-Billing FAQ section via the link below:

<https://www.lorealpartnershop.com/uk/en/faq/faqs/#e-billing>

Thank you for switching to paperless invoicing. Your help is hugely contributing to L'Oréal's fight for a more sustainable future!
 #GreenSalon #L'Oréalforthe future