



ORBIS-EV.CO.UK

BACK OFFICE BILLING REPORT PROCESS

Guiding you through the process of running a billing report
for usage of a sites EV charge points.



CONTACT

Address

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Phone + Email

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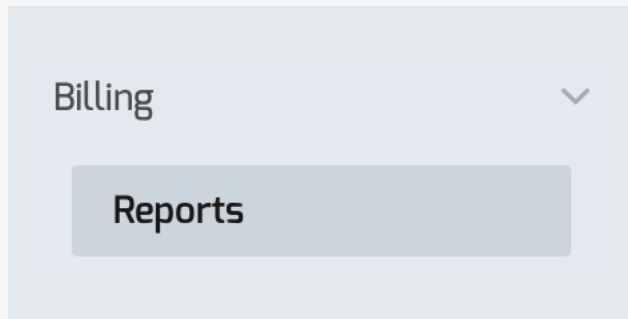
Online

www.orbis-ev.co.uk

Orbis **EV**
CHARGE FOR THE FUTURE

Start by opening a web browser on your computer or tablet and log in to your account at en-evportal.saascharge.com

01

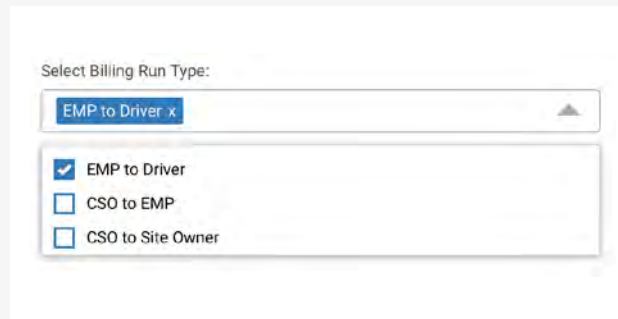


Open the billing report menu

You can find billing reports and settings within the billing tab on the left hand side of the console.

1. From the main console click '**Billing**' to open the billing menu
2. Click '**Reports**' to open the reports section

02

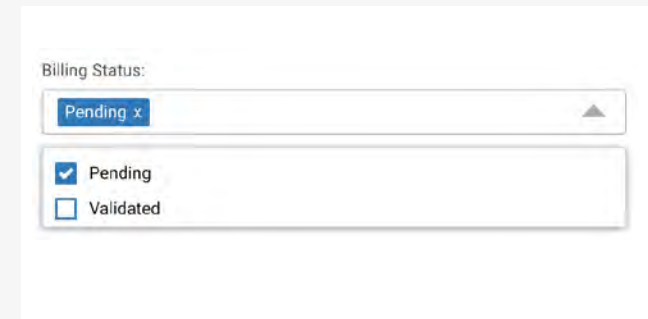


Select the run type

Use the drop down menu to select the type of report you want to run. For a site owner/operator running a report for users select the EMP to driver report

Driver: Driver is the person using the charge station
EMP: E-mobility provider
CSO: Charge station operator
Site Owner: The business who owns the site.

03



Select the billing status

Use the drop down menu to select the billing status

Note:

If the driver does not pay for the charging session, select '**pending**'.

If the driver pays for the charging session select '**validated**'.

04

Select Site Owner:

Test site x

☒ UnSelect All

Search

☒ Test site

Select your site

Use the drop down to select your site from the site owner list.

Note:

If your site isn't showing or you have any unexpected sites please contact us for help.

05

Year: 2025 x

Month: Jan x

Date From (yyyy-mm-dd): yyyy-mm-dd

Date To (yyyy-mm-dd): yyyy-mm-dd



☒ Jan

☐ Feb

☐ Mar

☐ Apr

☐ May

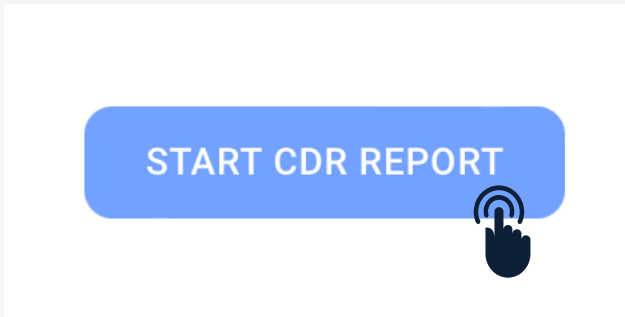
☐ Jun

☐ Jul

Choose the dates for your report

You can select years, months, or set a specific date range for example to align with tax requirements.

06



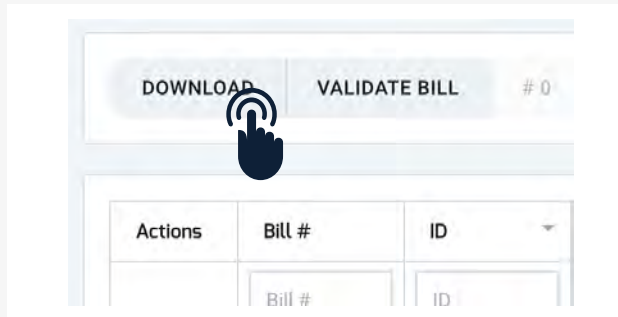
Generate the report

Click 'Start CDR Report' to generate the report.

Note:

This will list all charging sessions for all of the drivers using this site.

07



Download the report

At the top right of your screen you can download this report for your own use.

Note:

The file will be available as a CSV file for use with most programs such as Microsoft Excel or Google Sheets.



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