

# General

## How to consult and download invoicing details on the FEI Database

You have received an invoice for your Athlete & Horse Registrations?

You wish to consult the details of the passport invoices?

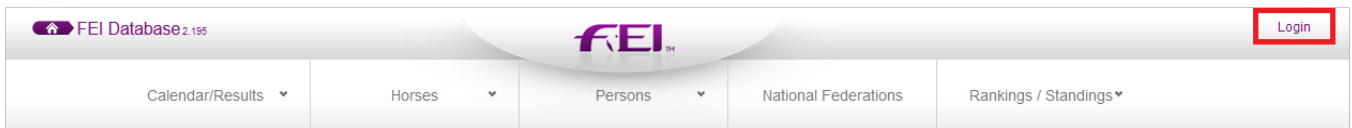
As of April 2023 the monthly invoices will be sent to the National Federations without including the detailed PDF documents.

The lists and details will now be available for you to consult online in the Invoices Management section of the FEI Database.

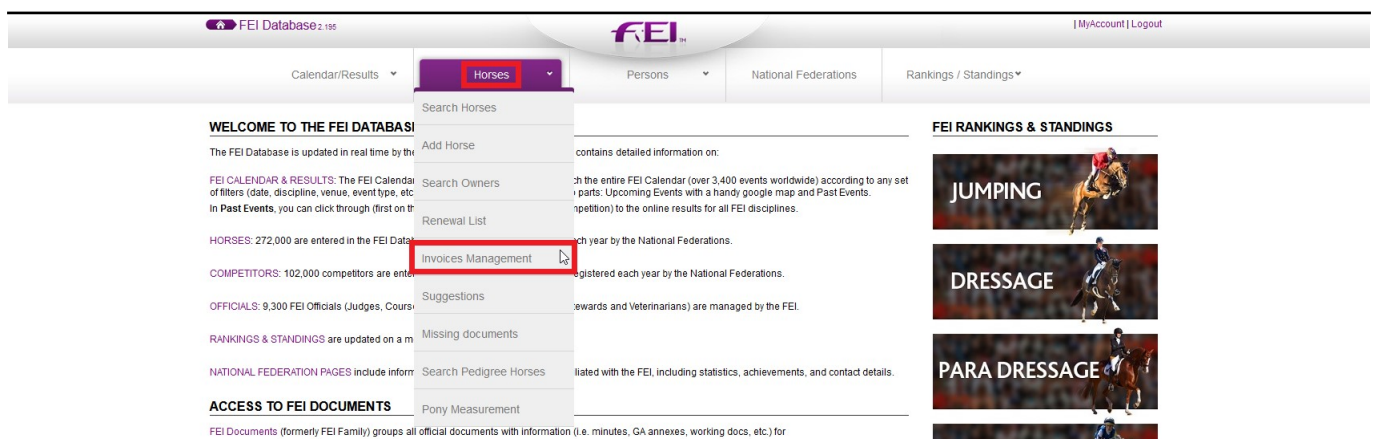
To consult the Invoices Management page you must have the necessary access (NF Invoice Admin) on your account.

This can be granted by the NF User Admin of your National Federation, otherwise please contact **usersupport@fei.org** if you require access.

**Step 1:** You must go to **<https://data.fei.org>** and log in with your FEI ID number and password.



**Step 2:** Click on **Horses** and select **Invoices Management** to open the search page for Invoices.



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Please note: The **Invoices Management** page can be found in/accessed through both the **Horses** menu and the **Persons** menu.

**Step 3:** Please select the month for which you have received an invoice and click on **SEARCH**. This will display all invoices for this month.

The screenshot shows the 'INVOICES MANAGEMENT' search interface. At the top, there are navigation tabs: 'Calendar/Results', 'Horses', 'Persons', 'National Federations', and 'Rankings / Standings'. Below these, the 'INVOICES MANAGEMENT' section contains several search filters. On the left, there are input fields for 'Price', 'Year', and 'FEI ID'. To their right, there are radio buttons for 'Between dates' and 'By month', with 'By month' selected. A dropdown menu for the month is open, showing 'March 2023' selected. Further right, there are dropdowns for 'Administering NF', 'User', and 'Category'. Below these are radio buttons for 'Begin', 'Is equal to', and 'Contain', with 'Begin' selected. To the right of these are input fields for 'Name' and 'Discipline', also with 'Begin', 'Is equal to', and 'Contain' radio buttons. At the bottom right, there are 'Reset' and 'Search' buttons. The 'Search' button is highlighted with a red box.

Please leave the **Administering NF** blank to make sure you see all invoices that have been invoiced to your National Federation (Athletes/Horses might have changed Administering NF in the meantime).

**Step 4:** You can search for different types of invoices by using the **Category** field.

You can refine your search further by selecting one particular discipline. All the invoices of a particular Horse can also be consulted by filling in the **FEI ID** field.

This screenshot shows the same 'INVOICES MANAGEMENT' search interface as the previous one, but with the 'Category' dropdown menu open. The dropdown list shows 'HRD - Horse recognition card duplicate' selected, which is highlighted with a red box. All other search filters and buttons remain the same as in the previous screenshot.

**Step 5:** To download the Excel list of your search results, you must click on **Download as CSV** at the bottom of the page:

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HRO	FIN		
HRO	FIN		
HRA	FIN	Endurance	2023
HRA	FIN	Endurance	2023

15 Invoice(s) / 1 Page(s) 50 results by page ▾

 Download as CSV

This will open an Excel file with Invoice details for the category selected or all details. You can then manage the Excel file as required by filtering and sorting the invoices accordingly.

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If you require any assistance with the Invoices Management section of the FEI Database, please contact: [passport@fei.org](mailto:passport@fei.org)

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