Customer Help Guide

How to download Bill Reports

My Vodafone

Please download the last 3 monthly Bill Reports
for the type detailed below:

– Report 1: 'Phone number itemisation'

...and download the last 1 monthly Bill Report
for the type detailed below:

– Report 2: 'VAT summary report by phone number'

To get started, click the following link:
https://www.vodafone.co.uk/myvodafone/

Step 1: Log in to My Vodafone with your Username and Password

Log in to My Vodafone

Number or Username

E.g. 07123445567 or jonsmith@gmail.com

Forgotten username?

I don't know my mobile number

Continue

Not registered? Register for My Vodafone

Step 2: Click on 'View bills' on the dashboard

Step 3: Click on 'Reports' in the sidebar

Step 4: Click on the highlighted 'Itemisation' tab

Step 5: Click on the 'Phone number itemisation' option

Step 6: Select a date range of just one month, then click 'Submit'
– Note: You will need to repeat this process to download 3 consecutive months

Step 7: Click on the highlighted 'scheduled report' tab

Step 8: Select the 'One time' checkbox, check the date range, then click 'Submit'

Step 9: Type in a report name, then click 'Create'

Step 10: This report will go into the Scheduled Reports section. It takes approximately 24 hours for the report to be ready for download.

Personal | **Business** | Corporate | Public Sector

My Account (Logged in) ...

Mobile phones   Price plans   Mobile working   Business solutions   Why Vodafone?   Support

Search

My account

Company bills

Dashboard

View bills

Personal organiser

Structure

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Pay bill

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Manage direct debit

Bookmarked reports | Show +

Location in company structure | Hide −

Location: > Billing Hierarchy > Billing Hierarchy

Summary | Itemisation | Highest/lowest | Usage | Find transactions

Scheduled reports ▾   Go

A report will only be scheduled if it is too large to return reliable results quickly.

Scheduled reports complete

⌄ Name	⌄ Company structure	⌄ Request date	⌄ Run date	⌄ Private	Actions

There may be a slight discrepancy between the reports and the invoice, due to the rounding rules used to display report information. The amount you are charged is as shown on your invoice.

Scheduled reports pending

No data is available.

Scheduled reports

Step 11: While that report is preparing, click on the 'Reports' tab in the left

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❓ | ⭐

Scheduled reports ▾ [Go]

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No data is available.

Step 12: Click on the 'VAT summary report by phone number' option

Step 13: Change the date range to just 1 month. Make sure 'VAT summary report by phone number' is selected in the drop-down menu. Then click 'Submit'.

Step 14: Click on the highlighted button to download your report

Step 15: Once your 'Phone number itemisation' reports are prepared (~24 hours later) log back into your My Vodafone account

Log in to My Vodafone

Number or Username

E.g. 07123445567 or jonsmith@gmail.com

Forgotten username?

I don't know my mobile number

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Step 16: Click on 'View bills' on the dashboard

Privacy and cookies   My account (Logged in)...

My Vodafone   Help & information   5G   Search

Welcome

My plan

Monthly cost

£20.⁵³

Business Advance Value comes with UK minutes,texts and 1GB Shared Data

View price plan

To discuss an upgrade contact us

My company bills and usage

Account number:

Last bill amount:£ **0.00**

Billing Analytics

View balance and usage

Pay my bill

View bills

Contact us

Get in touch in a way that suits you.

Contact us

My settings

Manage your phone settings, such as Content control - which limits access to age-restricted sites. You can also make changes to phone diverts, international and premium calls, data notifications and data roaming.

Manage my settings

Manage my devices

Mobile Switching

My details and admin rights

Update your username, password, billing address and more - and set up and manage Direct Debits.

Manage my details

Manage direct debits

Manage admin rights

Related links

> Business eForum

Help & Support

All help topics

Help with your device

Lost or stolen devices

Vodafone Community

Help with my account

Vodafone UK

About us

For investors

For the media

Sustainable business

Why choose us?

Step 17: Click on 'Reports' in the sidebar

Step 18: Change the drop-down menu to 'Scheduled reports' and click 'Go'

Step 19: Locate your new report in the table and click the highlighted button to download it
- Note: You will need to download 3 consecutive one month long reports

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Location	> Billing Hierarchy > Billing Hierarchy

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[Scheduled reports ▾] [Go]

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Scheduled reports complete

˅ Name	˅ Company structure	˅ Request date	˅ Run date	˅ Private	Actions
Jan	Billing Hierarchy-Billing Hierarchy	31/01/2024	31/01/2024	Y	

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