

The workshop portal, step by step.

For garages and workshops that look after lorries and trailers for operators on Amarine, and for their own customers. From the invitation to the signed inspection sheet and the invoice.

amarineone.co.uk/guide/workshop

GETTING STARTED

- What you need
- When an operator invites you
- Your connect code
- A garage on its own
- What you see of an operator
- The menu

WORK AHEAD

- Start work on a lorry
- Reading Work ahead
- Opening a vehicle

BOOKINGS

- Answering a booking
- Offering a date yourself
- Cancelling a booking
- Saying what you did

INSPECTION SHEETS

- Starting a sheet
- At the ramp
- Tyres and brakes
- The fault page
- Saving and coming back

- Review and sign
- After signing
- When a signed sheet is wrong
- Printing and emailing a sheet
- Finding a sheet

INVOICES

- Raising an invoice
- What is being charged
- Preview and issue
- Printing and emailing an invoice
- Recording a payment
- Cancelling an invoice

YOUR OWN CUSTOMERS

- Customers and their vehicles
- What you charge

YOUR COMPANY

- Company details and logo
- Bank details
- Your account and messages
- Asking how to do something
- Getting help

Getting started

How a workshop gets onto Amarine, and what it can see once it is there.

What you need

- A computer, or a tablet at the ramp, with an up to date browser: Chrome, Edge, Safari or Firefox. There is nothing to install.
- An email address. If an operator has invited you, it must be the address the invitation was sent to.
- The address to sign in: **app.amarineone.co.uk**. From **amarineone.co.uk**, press **Sign in** and choose **The office portal**.

To sign in, type your **Email address** and **Password** and press **Sign in**. If you would rather not type a password, press **Email me a secure sign-in link**. If you have forgotten it, press **Forgot password?** and follow the email.

When an operator invites you

The operator sends an invitation to your email address. The email names the operator and the vehicles, and has no button to press on purpose: an invitation cannot be accepted by whoever it is forwarded to.

- 1 Go to **app.amarineone.co.uk**. If you have no account yet, press **Create an account**, then **A garage or workshop**.
- 2 Type the **Email address** the invitation was sent to and a **Password** of at least 8 characters, and press **Create account**. Any other address will find nothing.
- 3 Open the confirmation link in the email we send, then press **Sign in**.
- 4 The invitation is waiting under **Invitations**. It says which operator it is and which lorries they would like you to look after.
- 5 Press **Accept** and confirm. If you do not run a workshop on Amarine yet, accepting creates your company, and you own it. If you already run one, choose it under **Answer as** first.

Invitations

Hauliers who would like you to look after their vehicles

workshop@demo-garage.example

Sign out

Signed in as workshop@demo-garage.example.

Demo Freight would like you to look after 2 lorries

DEMO 08, TR0002

"Our six-week inspections move to you from October. These two come first."

If you accept, you will see those vehicles' due dates and any defect their drivers report, and nothing else of theirs. They will be able to send you bookings, which you can accept, decline, or answer with a different day.

Answer as

Demo Garage (the workshop you already run) ▼

Accept

No thank you

An invitation waiting under Invitations.

GOOD TO KNOW

Creating an account joins you to nothing. No company exists until you accept, and the operator gets an appointment, not a way into your company. To turn an invitation down, press **No thank you**; the operator sees any reason you give.

Your connect code

If your workshop is already on Amarine, an operator can appoint you with your connect code instead of an invitation.

- 1 Open **Work ahead**. Your code is in the **Your connect code** panel, in the form SVC-XXXX-XXXX. Press **Copy** and give it to the operator.
- 2 The operator types it in, checks your name and company number, and ticks the lorries.
- 3 A card appears on Work ahead saying the operator wants you to look after their lorries. Press **Accept**, or **Decline**. Until you answer you see nothing of theirs.

Your connect code

Share this code with a client so they can connect your workshop.

SVC - DEMO - 0000

Copy

Change it

Changing it stops the old one working immediately. Anybody you gave it to and who has not used it yet will need the new one.

Your connect code, at the foot of Work ahead.

GOOD TO KNOW

Change it gives you a new code. The old one stops working at once.

A garage on its own, for its own customers

A workshop that uses Amarine for its own customers, without being invited, registers as a company. It costs £20 a month, the first month is free, and prices exclude VAT.

- 1 At app.amarineone.co.uk press **Create an account**, then **A company**.
- 2 Under **Organisation type** choose **Service provider**, fill in the company's details, and accept the Terms and the Data Processing Agreement.
- 3 Press **Submit registration**. We check it and set your workspace up, and tell you by email.

GOOD TO KNOW

A workshop that an operator invites uses the portal free of charge for that operator's work.

What you see of an operator

- Only the vehicles the operator named. Their other vehicles are not shown at all.
- For those vehicles: when the PMI, brake test, MOT and tachograph calibration are due, any open defect their drivers have reported, and what has been done to the vehicle.
- Never their costs, their road tax or their insurance.

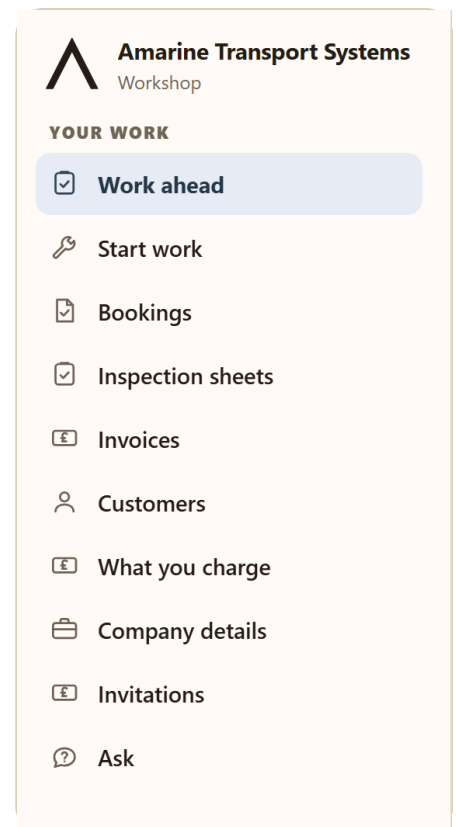
The operator can take a lorry back, and you stop seeing it at once, or end the appointment altogether.

The menu

The menu on the left, under **Your work**, has everything a workshop does. On a narrow screen it folds away behind the button with three lines.

- **Work ahead:** what is due for every operator who appointed you, bookings waiting, defects reported, and your connect code.
- **Start work:** the lorry in front of you, by its registration, and the sheet it opens.
- **Bookings:** dates agreed with operators and dates waiting for an answer.
- **Inspection sheets:** every sheet you have written, drafts included.
- **Invoices:** everything you have charged for, drafts included.
- **Customers:** your own customers, who are not on Amarine, and their vehicles.
- **What you charge:** your price list.
- **Company details:** what appears on your sheets and invoices, your bank details and your logo.
- **Invitations:** operators waiting for your answer.
- **Ask:** how to do something in this portal, answered from this guide.

The envelope at the top opens your messages. **Account settings** and **Sign out** are at the foot of the menu.



Work ahead

The first screen after you sign in: what falls due across every operator who appointed you.

Start work on a lorry

A lorry is at the ramp. This is the short way in: the registration, everything the garage knows about that lorry, and the sheet, without looking for a booking first.

- 1 Open **Start work**.
- 2 Type the **Registration** and press **Look it up**. Or press **Take a photo of the lorry** and photograph the front of it: the photograph only fills the registration in, and it is kept nowhere.
- 3 Read what comes back: what is due (overdue and untracked included), the defects its drivers have reported and nobody has answered, and **What keeps coming back**, which is every item you marked X, R or A on two or more of your own signed sheets for it, and every item its drivers have reported twice or more in a year.
- 4 Under **What are you doing?** press the kind of work. The sheet opens on it.



Start work

The lorry in front of you

workshop@demo-garage.example

Sign out

Start work

Type the registration, or photograph the front of the lorry. Everything this garage knows about it is shown before you pick the work.

Registration

DEMO01

Look it up

Take a photo of the lorry

The photograph only fills in the registration. It is not kept anywhere.

DEMO01

An operator's lorry

Scania · R450 · 2019 · Demo Haulage

What is due

Safety inspection (PMI) 16 Sept 2026 · 3 days overdue

Laden roller brake test 24 Sept 2026 · in 5 days

Annual test (MOT) 11 Mar 2027 · in 173 days

Tachograph calibration Not tracked

What keeps coming back

ROAD WHEELS & HUBS 3 Times on your sheets, last 19 Jul 2026 Nearside rear hub weeping oil

Mirrors and glass 2 Times reported by drivers, last 18 Sept 2026 Mirror moving in the wind

SPRAY SUPPRESSION, WINGS & WHEEL ARCHES 2 Times on your sheets, last 18 May 2026 Offside rear mudflap torn

Last odometer 412388 km, 17 Sept 2026. Last sheet 19 Jul 2026, Jo Demo.

What are you doing?

There is no date agreed for this one. Starting it now records the arrival as the booking and tells Demo Haulage their lorry is in.

PMI inspection

Safety inspection

MOT preparation

Brake test

Repair

Service

The lorry in front of you, before the first box is ticked.

GOOD TO KNOW

If the operator has already agreed a date for that lorry, the sheet opens on that booking. If they have not, the arrival itself becomes the booking, agreed, and the operator is told their lorry is in. Either way they still confirm the work into their own records at the end, or do not. A registration nobody has is said to be unknown: add the lorry under **Customers** with the details off it, and open a sheet from there.

Reading Work ahead

- The tiles at the top, **Overdue**, **Next 7 days**, **Not tracked** and **Vehicles**, are also filters. Press one to show only those vehicles; press it again to clear it.
- The panels **Waiting for your reply**, **Today's booked work** and **Reported defects** are what needs you today.
- The table has one row for each vehicle, with its PMI, brake test, MOT and tachograph dates. A date shows how far off it is, or that it is overdue, and a **Booked** or **Offered** mark when a date is in hand.
- Search by registration, operator or make, or filter by status. With several operators, choose one from the list above the table.



Work ahead

Across every client who appointed you

workshop@demo-garage.example

Sign out

All

▼

Every client (2)

▼

1

Overdue

past its date

4

Next 7 days

this week

2

Not tracked

no date on file

6

Vehicles

for 2 clients

Waiting for your reply 1

DEMO 01

Friday 25 September, 08:00 · Demo Haulage

View all bookings

Today's booked work 2

DEMO 04

Sunday 20 September, 08:30 · Demo Haulage

DEMO 06

Sunday 20 September, 13:00 · Demo Freight

View all bookings

Reported defects 2

Review faults reported on vehicles assigned to your workshop.

Review defects

Work ahead, with an operator's vehicles and what they have due.

GOOD TO KNOW

What counts as urgent or due soon follows each operator's own warning window, so two operators' vehicles with the same date can be coloured differently.

AMARINE · Workshop guide · amarineone.co.uk/guide/workshop

Page 8 of 28

Opening a vehicle

Press **Open** on a row. The vehicle shows what is due, its open defects and what has been done to it. From here you can offer the operator a date for a check or a defect (see Offering a date yourself).

Bookings

A booking is a date for a vehicle, agreed between the operator and you. Nothing is agreed until the other side answers, and each card says whose turn it is.

Answering a booking

- 1 Open **Bookings**. A card that says **They are waiting on you.** needs your answer.
- 2 To take it, press **Accept**. The booking is **booked in**.
- 3 To suggest a different time, press **Another day**, choose the date and time, write why (for example "No ramp free that morning"), and press **Offer this instead**. It is the operator's turn now.
- 4 To refuse it, press **Decline** and say why. The operator reads what you write.

Bookings

What you have agreed to, and what is waiting

workshop@demo-garage.example

Sign out

Open

Everything

1 booking is waiting on you. Nothing moves until you answer.

DEMO 01

waiting

BK-20260918-4F2A1

Thursday 24 September, 08:00 · for Demo Haulage · a check falling due

They are waiting on you.

Six-week PMI inspection. The driver can leave it at your gate from 07:30.

Answer this: accept it, decline it, or offer another day.

Accept

Another day

Decline

Cancel

DEMO 03

waiting

BK-20260916-8C3D2

Friday 25 September, 07:30 · for Demo Haulage · a check falling due

Waiting on them.

Cancel

▼ How this date was agreed (2 steps)

1. The operator asked for Tuesday 22 September 09:00.

A booking waiting for you, one waiting for the operator, and one booked in.

GOOD TO KNOW

How this date was agreed under each card shows every offer and answer, in order. The operator is told of every answer in their own messages.

Offering a date yourself

- 1 On **Work ahead**, press **Open** on the vehicle.
- 2 Press **Book** next to the check or the defect.
- 3 Fill in **When** and, if you like, **Anything they should know**, and press **Offer this date**.

The operator accepts it, offers another day or declines, and the planner on their side shows the check as **Offered** until they answer.

Cancelling a booking

Either side can cancel a booking that is waiting or booked in. Press **Cancel** and say why; the reason is required, and the other side sees it.

Saying what you did

When the work on a booked-in vehicle is finished, tell the operator what was done. They confirm it into their own records.

- 1 On the booking, press **Say what you did**. If a sheet is already signed, the form is filled in from it.
- 2 Check **What was done**, the **Mileage** and **Unit**, the **Defects found** and what was **Put right**.
- 3 Fill in **Net £** and **VAT £** if you know them. Leave them blank if you do not: blank is not the same as £0.
- 4 Press **Say this is done**. The booking shows **not recorded yet** until the operator confirms it.

GOOD TO KNOW

If the operator sends it back, the card tells you why and the booking is booked in again. Say what you did once more, with their reason in front of you. Signing a sheet does not close a booking; this step does.

Inspection sheets

The inspection sheet is the paper sheet on a screen: the same items, the DVSA Inspection Manual references, the tyre and brake readings and the fault page. Once signed it cannot be changed, and the operator can read it in their own records without asking you for it.

Starting a sheet

- 1 For an operator's vehicle, open the booking (it must be booked in) and press **Fill in the sheet**. For your own customer, open **Customers** and press **Open a sheet** on the vehicle.
- 2 Choose what kind of work it is: **PMI inspection**, **Safety inspection**, **MOT preparation**, **Brake test**, **Repair**, **Service** or **Something else**.
- 3 The sheet opens, with the vehicle's details already on it.

The screenshot shows a web interface for managing customers. At the top, there's a header with a hamburger menu, the title 'Customers', a subtitle 'Your own customers and their vehicles, typed once', a user email 'workshop@demo-garage.example', and a 'Sign out' button. Below the header, there are two buttons: 'Add a customer' and 'Show archived', followed by the text '2 customers'. A message box states: 'These are your own customers, kept by you and read by nobody else. Their vehicles are not part of anybody's fleet on this platform. Nothing here falls due or appears on a planner.' Below this, a section for 'Demo Customer One' (with '2 vehicles') shows the address 'Unit 2, Demo Wharf, Bradford, ZZ99 9ZZ · 01274 000 000'. The main part of the interface is a form titled 'WHAT KIND OF WORK ON DEMO 07?'. It contains several buttons: 'PMI', 'Safety inspection', 'MOT preparation', 'Brake test', 'Repair', 'Service', 'Something else', and 'Not now'.

Choosing the kind of work.

GOOD TO KNOW

The kind of work is written on the sheet and cannot be changed later. A trailer gets the trailer sheet by itself. A booking has one sheet: pressing the button again opens the same one, and **Carry on with the sheet** takes you back to a draft.

At the ramp

- 1 Check the details the sheet opened with. **Check these details** at the top shows the chassis, the ministry number, the make, the model, the year and the two dates, as they were copied from the record. Look at the lorry: press **These are right**, or put them right and press **Save my corrections**. A correction goes on this sheet, and on your own customer's vehicle so the next sheet starts right; an operator's own record is theirs, and is not changed by you.
- 2 Fill in the inspection details at the top: **Date carried out** (needed to sign), **Odometer** and its **Unit**, **Laden** and **Location**. The last recorded odometer reading is shown under the box.
- 3 Go through each section and tap one code for every item:
 - **S** serviceable
 - **X** needs attention
 - **R** adjusted or repaired
 - **A** advisory
 - **NA** not applicable
- 4 For an X, R or A, write what you found or what you did in the box that opens. An X must have words before the sheet can be signed.
- 5 Tap **next service** on an item to flag it to watch at the next visit. Tap a chosen code again to clear it.
- 6 Press **Next unanswered** at any time to jump to the first item without an answer.

Bookings

All sheets

0 of 51 answered

0 of 51 answered
Saved to workshop

Next unanswered

Review and sign

Save progress

Check these details

They were copied onto the sheet when it opened. Look at the lorry: if they are right, say so; if they are not, put them right here before you start.

CHASSIS / VIN		MINISTRY NUMBER	
XLRTE47MS0E000007		DEMO-0007	
MAKE	MODEL	YEAR	
DAF	CF 450	2019	
MOT EXPIRY		TACHOGRAPH CALIBRATION	
28/03/2027		13/11/2027	

These are right

Save my corrections

What the sheet opened with, for you to confirm before the first item.

▼ Inside the vehicle

15 of 15 answered

1 SEATSIM 18

S

X

R

A

NA

next service

2 SEAT BELTS & SUPPLEMENTARY RESTRAINT SYSTEMSIM 3

S

X

R

A

NA

next service

3 MIRRORS & INDIRECT VISION DEVICESIM 22

S

X

R

A

NA

next service

4 GLASS & VIEW OF THE ROADIM 23

S

X

R

A

NA

next service

Stone chip in screen, outside the swept area

5 WINDSCREEN WIPERS & WASHERSIM 25

S

X

R

A

NA

next service

Nearside wiper blade split

Items answered, with an advisory and a repair written up. The bar at the top counts what is answered.

☰

Inspection sheet

workshop@demo-garage.example

Sign out

As it is on the paper

Bookings

All sheets

48 of 51 answered

48 of 51 answered

Next unanswered

Review and sign

Save progress

Saved to workshop

DEMO 02

draft

▶ Vehicle details · Scania R450

HGV inspection · INS-20260918-7A3C2

DATE CARRIED OUT

18/09/2026

ODOMETER

618952

UNIT

km

LADEN

Unladen

LOCATION

Demo Garage, bay 2

Last recorded: 612430 on 2026-08-07.

▶ Job references and additional work

The top of the sheet: the vehicle's details and the inspection details.

Tyres and brakes

- For each axle and each tyre position, and the spare: **Tyre size**, **Tread (mm)**, **Pressure (PSI)** and the date it was **Manufactured (WWYY)**.
- For each axle end: the brake temperature and the lining, in millimetres or per cent, and the **Ambient air temperature (°C)**.
- Tyre sizes can be brought forward from the last signed sheet; check them before you rely on them. Tread, pressures, linings, temperatures and tyre dates are never carried forward. A box left blank is not recorded.

The fault page

Every item marked X, R or A gets a line on the fault page by itself. Add the notes or action taken, whether it was customer damage, the time in hours (0.25 is a quarter of an hour) and your initials. **Add a line with no item** is for travel, consumables and anything else.

Inspection sheet

As it is on the paper

[workshop@demo-garage.example](#) [Sign out](#)

[Bookings](#) [All sheets](#)

51 of 51 answered

51 of 51 answered
Saved to workshop

[Next unanswered](#) [Review and sign](#) [Save progress](#)

Check these details

They were copied onto the sheet when it opened. Look at the lorry: if they are right, say so; if they are not, put them right here before you start.

CHASSIS / VIN		MINISTRY NUMBER	
MAKE	MODEL	YEAR	
DAF	XF 480	2019	
MOT EXPIRY		TACHOGRAPH CALIBRATION	
31/03/2027		14/05/2027	

[These are right](#) [Save my corrections](#)

The fault page, filled in by itself from the items marked X, R and A.

Saving and coming back

- The sheet saves itself shortly after you stop typing. The bar at the top says **Saving...** and then the time it was saved. **Save progress** saves at once.

- If the connection drops, a copy is kept in the browser tab. When you come back you are asked whether to restore it or use the saved version.
- A draft is private to your workshop until it is signed. Carry on later from **Inspection sheets** with **Continue inspection**.

Review and sign

- 1 Press **Review and sign**.
- 2 Add any **Notes** and what to look at **At the next service**.
- 3 Fill in **Who carried it out**, which is your signature, and the **Supervisor, if one checked it**. Leave the supervisor blank if nobody did.
- 4 Press **Sign it off** and confirm. Everything on the screen is saved first; if that fails, nothing is signed.

The screenshot shows the AMARINE inspection sheet interface. At the top, it says "DEMO 02 draft" and "HGVI inspection · INS-20260918-7A3C2". There is a link to "Vehicle details · DAF XF 480". Below this, there are five input fields: "DATE CARRIED OUT" (18/09/2026), "ODOMETER" (618952), "UNIT" (km), "LADEN" (Unladen), and "LOCATION" (Demo Garage, bay 2). Below these fields, it says "Last recorded: 612430 on 2026-08-07." and a link to "Job references and additional work". Below this, there is a section titled "Inside the vehicle" with a dropdown arrow. To the right of this section, it says "15 of 15 answered". Below the "Inside the vehicle" section, there is a "SEATS" section with a "1" in a box. Below "SEATS", there are five buttons: "S", "X", "R", "A", and "NA". The "S" button is highlighted with a green border. To the right of these buttons, there is a "next service" button. In the top right corner of the "SEATS" section, it says "IM 18".

The signing panel at the end of the sheet.

BEFORE YOU SIGN

Sign it off stays greyed out while any item has no answer or any X has no words, and the screen says how many are left. A signed sheet cannot be changed afterwards. If something on it is wrong, the answer is another sheet.

After signing

- The sheet is on the booking, and the operator is told. They accept it into their records, choosing which due date it answers, and you are told when they do.

- If the operator sends it back with a question, you get a message and the sheet shows it. Write **Your answer** and press **Send this answer**.
 - For your own customer's vehicle, **Invoice this work** starts the invoice from the sheet.
-

When a signed sheet is wrong

- 1 On the sheet, open **Something on this sheet is wrong**.
- 2 Write **Why is it being withdrawn**. The operator reads it.
- 3 Press **Withdraw this sheet** and confirm.

A withdrawn sheet is never deleted or changed. It stays on the record, marked withdrawn, and the booking can have a fresh sheet.

Printing and emailing a sheet

- **Print / save as PDF** is on every signed sheet. It prints the sheet with your logo and name at the top, the items with their references, the tyre and brake readings, the fault page and the signatures.
- To email it, fill in **To** under **Send this inspection sheet** (the customer's address on file is filled in for you), add a note if you like, and press **Send**. The PDF goes attached, and replies come to your company.
- Only a signed sheet can be sent. A draft is not finished.

Inspection sheet

workshop@demo-garage.example

Sign out

As it is on the paper

Bookings

All sheets

Print / save as PDF

51 of 51 answered

This sheet is signed. Jo Demo on 2026-09-18.

It is now on the booking, and the operator can read it in their own records without asking you for it. It cannot be changed. If something is wrong with it, the answer is another sheet.

All sheets

Back to bookings

Invoice this work

SEND BY EMAIL

Send this repair sheet

Your customer gets the PDF attached. A reply comes back to your company, not to the platform.

To

accounts@demo-customer-one.example

This is the customer's address on file.

A note (optional)

Anything they should know. It goes above the sheet in the email.

Send

A signed sheet, ready to print or email.

Finding a sheet

Inspection sheets lists every sheet, newest first. Search, choose a **Status** (draft, signed or withdrawn) or dates, and press **Apply filters**. A sheet the operator has queried says **Sent back to you**.

Inspection sheets

Everything you have filled in

workshop@demo-garage.example

Sign out

Bookings

6 sheets

Search sheets

Status

From

To

Reference, registration or cus

All statuses

dd/mm/yy

dd/mm/yy

Apply filters

Clear

1 to 6 of 6 sheets

2 sheets are not signed.

Draft sheets are private to your workshop until they are signed.

DEMO 02

not signed

INS-20260918-7A3C2

PMI inspection · 18 Sept 2026 · for Demo Haulage

51 of 51 answered

Continue inspection

DEMO 06

not signed

INS-20260919-5D1E8

PMI inspection · 19 Sept 2026 · for Demo Freight

12 of 51 answered

Continue inspection

Every sheet, drafts included.

Invoices

An invoice starts already written from the booking and the signed sheet. A draft is private to you and has no number; the number is taken when you issue it.

Raising an invoice

- 1 For an operator's booking, press **Raise an invoice** on the booked-in booking. The draft has the operator's details, the registration, the references, one line for each fault on the signed sheet, and your standing charge for that kind of work if you set one.
- 2 For your own customer, press **Invoice this work** on a signed sheet, **New invoice** on a vehicle in **Customers**, or **New invoice** on **Invoices**, then choose the customer and the vehicle and press **Create draft**.

GOOD TO KNOW

A booking, like a sheet, has one invoice at a time. Pressing the button again opens the same draft.

What is being charged

- 1 Under **What it is for**, write the **Work done** and any **Notes for the customer**.
- 2 For each line, give the description, quantity, unit price and VAT rate: **20%**, **5%** or **Zero rated**. **Add a line** adds one; **x** removes one.
- 3 **Add from your list...** offers your price list and what you have charged before.
- 4 Check **How to pay**. If it says the invoice does not say where to send the money, press **Add your bank details**.



Invoice

What you are charging, and for what

workshop@demo-garage.example

Sign out

All invoices

The sheet

Print / save as PDF

£316.08

DG-1042 issued

DEMO 02 · INS-20260918-7A3C2

FROM

Company

DEMO GARAGE

TO

Company

Demo Haulage

Address

Unit 1, Demo Park, Demo Lane, Leeds, ZZ99 9ZZ

Address

1 Demo Road, Leeds, ZZ99 9ZZ

VAT

GB 999 9999 73

VAT

GB 999 9999 73

What is being charged

6 lines

ITEM	DESCRIPTION	QTY	UNIT £	VAT	NET
	Six-week PMI inspection, 3-axle tractor unit	1	£145.00	20%	£145.00
	Laden roller brake test	1	£45.00	20%	£45.00
5	Wiper blade, 700 mm, nearside	1	£18.50	20%	£18.50
44	Side-marker lamp lens and bulb, offside rear	1	£12.40	20%	£12.40
	Labour: rectification, per hour	0.5	£68.00	20%	£34.00
	Workshop consumables	1	£8.50	20%	£8.50

Net

£263.40

VAT

£52.68

Total

£316.08

A draft invoice, written from the signed sheet.

Preview and issue

- 1 Under **Ready?** press **Preview**. You see the invoice as it will be printed, marked as not issued.
- 2 Set the date it is **Dated** (blank means today) and the **Payment terms**.
- 3 Press **Issue this invoice** and confirm. It takes the next number and cannot be edited afterwards.

GOOD TO KNOW

An invoice needs at least one line with a price. The operator is told when you issue it, and sees only issued and cancelled invoices, never your drafts.

Printing and emailing an invoice

An issued invoice has **Print / save as PDF**, and **Send this invoice**: fill in **To**, add a note if you like, and press **Send**. The customer gets the PDF, and replies come to you. The invoice then shows when it was sent, and whether the customer has opened it.

Recording a payment

- 1 On the invoice, press **Record a payment**.
- 2 Fill in **How much £**, **On what day**, **How** and **Their reference**.
- 3 Press **Record it**. The invoice shows what is still outstanding, or that it is settled.

A customer saying they have paid does not settle an invoice; you are told, and you record the money when it arrives. **Take it back** undoes a payment recorded by mistake, with a reason, and the entry stays on the record.

How to pay

What your customer sees on the invoice.

Account name	DEMO GARAGE
Sort code	00-00-00
Account number	00000000
Payment reference	DG-1042

A transfer arrives on a bank statement with whatever the payer typed beside it. Without a reference it reads "payment" and ties to nothing.

Where it has got to

What is observed, and what somebody has said.

Outstanding

Asked for	£316.08
Received	£0.00
Still outstanding	£316.08
Opened by the customer	Friday 18 September, 10:42

Record a payment

How to pay, and where the invoice has got to.



Invoices

What you have charged for

workshop@demo-garage.example

Sign out

New invoice

Bookings

£602.28 outstanding

Search invoices

Status

From

To

Reference, registration or cus

All statuses

dd/mm/yy

dd/mm/yy

Apply filters

Clear

1 to 5 of 5 invoices

1 invoice is past the due date.

1 draft. Drafts remain private until you issue them.

Draft

draft

£186.00

DEMO 07 · not issued · to Demo Customer One

From INS-20260918-2C4D9

Edit draft

DG-1042

issued

£316.08

DEMO 02 · 18 Sept 2026 · to Demo Haulage

From INS-20260918-7A3C2

Open invoice

The list of invoices, with what is outstanding.

Cancelling an invoice

- 1 On the issued invoice, open **Something on this invoice is wrong**.
- 2 Write **Why is it being cancelled**. The customer reads it.
- 3 Press **Cancel this invoice** and confirm.

The number is not used again, and the customer goes on seeing the invoice, marked cancelled, with your reason. Raise a new invoice for the right amount.

Your own customers

Customers who are not on Amarine. Their vehicles are not part of anybody's fleet: nothing falls due for them and nothing appears on a planner. They are there so that your sheets and invoices are filled in for you.

Customers and their vehicles

- 1 Open **Customers** and press **Add a customer**. Only the **Name** is required; the **Legal name** goes on invoices, and the **Email** is offered when you send one. Press **Add this customer**.
- 2 Press **Add a vehicle** on the customer. Only the **Registration** is required. Choose vehicle or trailer, add what you know, and press **Add this vehicle**.
- 3 From a vehicle, **Open a sheet** starts an inspection sheet and **New invoice** an invoice. **Invoice without a vehicle** is on the customer.

Customers

workshop@demo-garage.example

Sign out

Your own customers and their vehicles, typed once

Add a customer

Show archived

2 customers

These are your own customers, kept by you and read by nobody else. Their vehicles are not part of anybody's fleet on this platform. Nothing here falls due or appears on a planner.

Demo Customer One

2 vehicles

Unit 2, Demo Wharf, Bradford, ZZ99 9ZZ · 01274 000 000

DEMO 07 DAF CF 450 · 2018

MOT 2027-02-28

Open a sheet

New invoice

Edit

TR0003 trailer Krone Curtainsider · 2019

MOT 2027-04-30

Open a sheet

New invoice

Edit

Add a vehicle

Edit details

Invoice without a vehicle

Demo Customer Two

2 vehicles

3 Demo Road, Wakefield, ZZ99 9ZZ · 01924 000 000

TR0001 trailer Schmitz Box van trailer · 2017

Your own customers, each with their vehicles.

GOOD TO KNOW

Nothing is deleted. **Archive**, inside **Edit details**, takes a customer off the list; **Show archived** and **Bring back** return them.

What you charge

- 1 Open **What you charge** and press **Add something you charge for**.
- 2 Give it a name, how it should read on the invoice, the **Price £** and the **VAT**.
- 3 Under **Starts an invoice for**, choose a kind of sheet (for example **PMI inspection**) to make it the standing charge every invoice for that kind of work starts with. Press **Save**.

A price you change applies to invoices from then on; invoices already raised keep their prices.

Your company

What appears on the sheets you sign and the invoices you send.

Company details and logo

- 1 Open **Company details**.
- 2 Fill in the **Legal company name** and **Company registration number** (both required), the **VAT number** if you are VAT registered, the address for documents, and your **Email** and **Phone**. Customers' replies to your emails go to this email address.
- 3 Press **Save company details**.
- 4 Under **Company logo**, press **Choose a picture** (PNG, JPEG or WEBP, up to about 300 kB) and then **Use this logo**. It goes at the top of your sheets and invoices.

Company details

What appears on the sheets you sign and the invoices you send

workshop@demo-garage.example

Sign out

COMPANIES HOUSE

Registered identity

LEGAL COMPANY NAME *

DEMO GARAGE

Exactly as registered. This is the name that goes on your sheets and invoices.

COMPANY REGISTRATION NUMBER *

00000000

VAT NUMBER

GB 999 9999 73

Leave blank if the company is not VAT registered.

TRADING NAME

Demo Garage

This is the name the platform knows you by. Ask us to change it if it is wrong.

REGISTERED OFFICE

Address on documents

ADDRESS LINE 1

Unit 1, Demo Park

ADDRESS LINE 2

Demo Lane

TOWN OR CITY

Leeds

COUNTY

POSTCODE

ZZ99 9ZZ

COUNTRY

United Kingdom

OPTIONAL

Trading address

Only if you operate from somewhere other than the registered office.

ADDRESS LINE 1

ADDRESS LINE 2

TOWN OR CITY

COUNTY

POSTCODE

COUNTRY

FOR YOUR CUSTOMERS

Contact

EMAIL

workshop@demo-garage.example

PHONE

0113 000 0000

Save company details

Company details.

GOOD TO KNOW

To change your trading name, write to us.

Bank details

Under **Where you are paid**, fill in the **Account name**, and the sort code and account number or the IBAN, and press **Save bank details**. They are printed on every invoice you issue from then on; invoices already issued keep the account they asked for. Only an owner or an admin of the workshop can change them.

ON YOUR INVOICES

Where you are paid

Printed on every invoice you issue from now on. Invoices already issued keep the account they asked for. That is what makes them documents.

ACCOUNT NAME	BANK	SORT CODE	ACCOUNT NUMBER
DEMO GARAGE	Demo Bank	00-00-00	00000000
IBAN (ONLY IF YOU ARE PAID FROM ABROAD)	BIC		

What a payer should quote

Leave empty: the invoice asks for its own number

Leave it empty and each invoice asks the payer to quote its own number. That is what lets a payment on your bank statement be tied back to the invoice it settles. Without it the line reads "payment" and ties to nothing. Fill it in only if you keep an account number with your customers and would rather they quoted that.

Save bank details

Your bank details, as they go on your invoices.

Your account and messages

- **Account settings**, at the foot of the menu, has your profile, **Change email**, **Change password** and **Two-factor auth**. Two-step sign-in is worth turning on.
- The envelope at the top of the screen shows how many messages are unread: a new booking, an answer, a sheet accepted or sent back, an invoice paid. **Open** takes you to it; **Mark all read** clears the count.

Asking how to do something

- 1 Open **Ask** in the menu.
- 2 Type what you want to do, in your own words, for example "how do I sign an inspection sheet" or "where is my connect code", and press **Ask**.
- 3 The answer is the steps from this guide, with a link to the page it came from.

GOOD TO KNOW

It knows how the portal works, not what is in it: it cannot see your bookings, sheets or invoices, and it never changes anything. When the guide does not cover a question, it says so.

Getting help

Write to support@amarineone.co.uk, call 07961 398553 or send a message on WhatsApp. Tell us which screen you are on and what you pressed; a screenshot helps.