BOOKKEEPING · RECORDS WE NEED

How to download your eBay invoices and credit notes

Your monthly eBay invoice is the document behind the fees. It sets out the selling fees and other costs eBay charged you for the month, along with any credit notes, and it is what supports the VAT treatment of those costs in your accounts. A figure copied from a summary screen is not enough. We need the document itself.

THE SHORT VERSION

Payments › Reports › Invoices › Summary download

Before you start

- Sign in to eBay on a computer, using the account that holds the listings. If you sell through more than one eBay account, each has its own invoices.
- Invoices are monthly, so a VAT quarter is three separate downloads, and a full year is twelve.
- The current month will not be there yet. eBay issues each invoice after the month ends, so July's invoice appears in early August.

1 Open Payments

From the Seller Hub menu along the top of the page, select **Payments**.



Seller Hub, top navigation, Payments.

2 Go to Reports

In the left sidebar, select **Reports**. The Financial overview page opens.



Left sidebar, Reports.

3 Open Invoices

Scroll down to **Financial documents** and select **See all** under **Invoices**. You can also use the **Invoices** tab at the top of the Reports page. Both land on the same screen.



Financial documents, Invoices, See all.

If the card says the invoice is not available for the month you are looking at, that month has not been issued yet. Come back after the month has closed.

4 Download the summary

Each month has a row for the **Tax invoice** and, where one applies, a row for the **Credit note**. Find the months you need in the **Date range** column, then select **Summary download** on each row. That gives you the PDF, which is the one we normally ask for.

Details download next to it gives the same month as a CSV, broken down line by line. Send that as well if we have asked for it, or if you want to see exactly what a fee relates to.



Date range, date generated, document name, Summary download.

Do not skip the credit note rows. A credit note reduces what you were charged. Leaving it out overstates your eBay costs for the month.

Invoice or transaction report?

DOCUMENT	WHAT IT COVERS	WHEN WE NEED IT
Monthly invoice and credit note	The fees and other costs eBay charged you, with the VAT treatment applied to them.	Every month in the period, for the fee side of your accounts and your VAT return.
Transaction report	Every order, refund, fee, postage label and payout, line by line, for the dates you choose.	Every VAT quarter, to reconcile your sales to the money that reached your bank.

The two are not alternatives. We normally need both, and the separate guide on transaction reports covers the other one.

Sending it to us

Please do

- Send every month in the period, with no gaps.
- Include the credit note as well as the tax invoice.
- Keep the file as it downloaded, and name it by month, for example **eBay invoice Jun 2026**.
- Send one set per eBay account.

Please do not

- Retype the totals into an email in place of the PDF.
- Send a screenshot of the fees box on the overview screen.
- Assume we already have the month because it was on last quarter's list.
- Wait until the year end. Monthly is far quicker to sort out.

Why the document matters

eBay fees are a real business cost, and the invoice is the evidence for them. It shows what the charge was for and how VAT was applied to it, which decides how the cost is recorded and whether anything is recoverable. Without the document there is a number with nothing behind it, and that is the sort of gap that turns into a query later.

If you get stuck at any step, send us a screenshot of the screen you are on and we will point you to the next click.

Zmartly, accountants for UK ecommerce sellers. zmartly.co.uk
eBay Seller Hub screens change from time to time. If what you see does not match this guide, the wording may have moved but the route is still Payments, Reports, Invoices. This guide covers how to obtain your records and is not tax advice on your own circumstances.