



Invoices and Receipts FAQ

This FAQ explains how to add a purchase order number to an invoice, generate your own Invoice, and access your receipt.

Purchase Orders and Invoices

You must add the purchase order number before generating the invoice. You can generate an invoice:

- When your renewal is due before making a payment, and
- After a payment is made.

Request Invoice when Making a Payment

1. [Log into your account](#)

2. Under the “Account” tab

3. Enter the Purchase Order Number (optional)

4. Scroll down and click “Upgrade or Change Options”

The screenshot shows the IRMS 'My Account' page. The browser address bar displays 'irms.org.uk/membership/account/#myaccount'. The page header includes the IRMS logo and navigation links for 'Join The IRMS' and 'Member Directory'. The main heading is 'My Account', with a sub-header 'Account' and other tabs: 'Profile', 'Employer', 'Groups', 'Skills', 'History', and 'Sign Out'. The form contains the following fields:

Name	IRMS Test Record
Contact Person	Jonathan
Job Title	IRM
Address	Sheffield South Yorkshire, GB
Email	info@irms.org.uk
Phone	
Website	
Purchase Order	AB123

Below the form, there is a 'Corporate' section with the following text:

Corporate
Billing method: Corporate By Invoice
Membership past due since Jan 13, 2026
Payment of £529 to renew to Jan 13, 2027

A button labeled 'Upgrade or Change Options' is located at the bottom of the form.

5. Select payment type:

- “Corporate By Invoice” and,

- “Email me an invoice for payment”.

6. The Invoice is sent to your email address.

7. Remember to Click “Save & Continue”!

Corporate By Card - Auto Renew
£529 / year | tax rate 20%

Corporate By Invoice
£529 / year | tax rate 20%
£529 to renew for period through Jan 13, 2027

An invoice is generated when you complete the online application and can be sent to you (select the below), immediately downloaded or see History tab of your membership profile.

When making payment please quote your invoice number as reference.

Email me an invoice for payment

In this example a Corporate Membership account type is used. Other membership types work in very similar.

Save & Continue

Skip


(bottom of page)

Print or Download an Invoice After Making a Payment

1. [Log into your account](#)

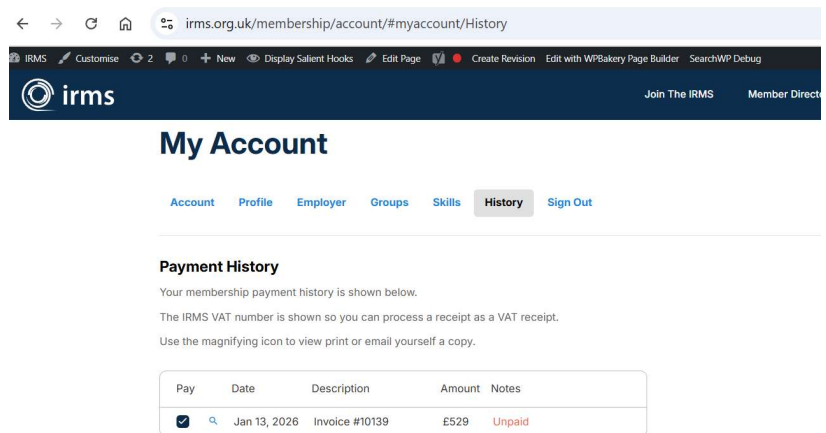
2. Under the “History” tab,

3. Select “Pay”, and

4. Click the View icon on the right of the Tick Box. 

5. The invoice is visible with Print/PDF and Email options.

6. You can change the email recipient(s) before emailing.



The screenshot shows the IRMS website interface. The browser address bar displays 'irms.org.uk/membership/account/#myaccount/History'. The page title is 'My Account'. Below the title, there are navigation tabs: Account, Profile, Employer, Groups, Skills, History (selected), and Sign Out. The main content area is titled 'Payment History' and contains the following text: 'Your membership payment history is shown below. The IRMS VAT number is shown so you can process a receipt as a VAT receipt. Use the magnifying icon to view print or email yourself a copy.' Below this text is a table with the following data:

Pay	Date	Description	Amount	Notes
<input checked="" type="checkbox"/>	Jan 13, 2026	Invoice #10139	£529	Unpaid

Type a comma, no spacing between recipient’s email address in the pop-up box e.g.

account.holder@infoservices.com,accounts.team@infoservices.com

VAT Receipts

After your payment is received, a VAT receipt is sent automatically to your email address. With Card payments this is usually instant. With recurring payments, a VAT receipt is emailed on receipt of each payment. Always if you don’t get the email, please check the junk or spam box.