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eInvoicing:  
**Getting your business  
up to speed**



eInvoicing creates new levels of efficiency, accuracy and security - and for most businesses, getting set up should be simple.

To be eInvoicing capable, you only need to do two things:

**#1 Register to receive eInvoices**

**#2 Get set up to send eInvoices**

In this guide, you'll see the easy steps to take, so that the benefits of eInvoicing can start working for your business.



**eInvoicing** | Pūtea Tāhiko

**Faster. Smoother. Safer.**  
**It's the next step, for Kiwi business.**



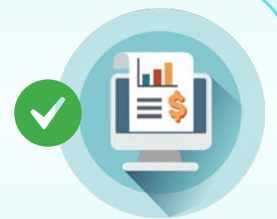
# Getting set up for eInvoicing: How to receive



**Getting set up to receive invoices is an easy process and requires little to no investment for most small businesses. Many business and accounting software products are already eInvoicing capable with many more progressively adding the functionality throughout 2022.**

## Step 1: Check your accounting or billing software package.

The first thing you need is eInvoicing capable accounting or invoicing software. You can check if your software is capable by checking the website of your software provider, the growing list of providers on our website, or by asking your accountant.



## Step 2: Get registered.

Your next step, is getting registered to receive eInvoices. This process varies - but in most cases, it's easy and free. Follow the instructions given by your software provider or check with your accountant. You can link to your provider's instructions from our 'Getting set up' page on [eInvoicing.govt.nz](https://www.invoicing.govt.nz)



## Step 3: Let your suppliers know.

Once you're registered, let your suppliers know that you'd prefer to receive eInvoices - not a PDF. They'll need your New Zealand Business Number (NZBN) to do this and they'll need to be eInvoicing-capable themselves.

There's a [supplier communications toolkit](#) available to help you encourage your suppliers to get eInvoicing capable and to begin sending you eInvoices.



## At that point, you're ready to go!

When you start getting eInvoices, you might see a different layout to a traditional PDF invoice, depending on your particular software package.

Rest assured, it's a genuine invoice that meets the IRD's requirements.

Purchases overview • Bills to pay •  
Edit Bill INV-98

Draft Print PDF Bill Options

From	Date	Due Date	Reference	Total
Smart Agency	30 Aug 2021	30 Aug 2021	INV-98	230.00

Amounts are Tax Exclusive

Item	Description	Qty	Unit Price	Account	Tax Rate	Amount NZD
	Custom printing - high gloss leaflets	2,000.00	0.10		GST on Expenses	200.00
Subtotal						200.00
Total GST 15.00%						30.00
<b>TOTAL</b>						<b>230.00</b>

Save Approve Cancel

# Getting set up for eInvoicing: How to send



## Step 1: Find your buyer's NZBN.

You'll need the New Zealand Business Number (NZBN) of your customer, which is essentially the 'address' that you'll be sending your eInvoice to. If you don't have this on file already there are a range of search options at [nzbn.govt.nz](https://nzbn.govt.nz)



If you're only looking for a few NZBNs, you can use the basic search function - and if you see multiple numbers for a business, reach out to your customer to confirm the correct one.

For businesses with many customers, the best option is to request an NZBN business match. Just export a list of your customers or suppliers and send it on to the [Business Match](#) service - which will provide these businesses' NZBNs back to you for free.

### NZBN-Business Match

[Datarequest@nzbn.govt.nz](mailto:Datarequest@nzbn.govt.nz)

[www.nzbn.govt.nz/using-the-nzbn/nzbn-services/](https://www.nzbn.govt.nz/using-the-nzbn/nzbn-services/)

**When you have your customer's NZBN - you can usually add it into a field in your accounting system's customer contact section, or use its 'upload' function to upload all customer NZBNs.**

NZBN

## Step 2: Use your provider's process to create and send eInvoices.

The process of sending an eInvoice varies from software to software - but in most cases, it's easy and free. Follow the instructions given by your software provider or check with your accountant. You can link to your provider's instructions from our 'Getting set up' page on [eInvoicing.govt.nz](https://eInvoicing.govt.nz)



**Of course, you can only send eInvoices to buyers who can receive them.**

Check with your customers whether they've got that capability yet - then let your accounts team know to send eInvoices instead of PDFs.



# Getting set up for eInvoicing: **Letting your customers know**



eInvoicing is still growing across New Zealand, so it'll take some time for all businesses to get on board.

But the more businesses send and receive eInvoices, the more we all share in benefits such as reduced admin, and faster payments.



A great way to help speed things up is to highlight that your business can send or receive eInvoices – in your business conversations, your contracts, or via your email signature.



Download this image  
from [eInvoicing.govt.nz](http://eInvoicing.govt.nz)

## If you can receive eInvoices:

Add the following to your business's email signature for relevant roles (such as accounts payable team members or auto responses for AP enquiries):

*"We prefer to receive eInvoices instead of PDFs. Our NZBN is (xxxxxxxxx)."*

## If you can send eInvoices:

Add the following to your business's email signature for relevant roles (such as accounts & procurement team members) and onto your PDF or paper invoices:

*"We prefer to send eInvoices instead of PDFs - to make it faster and easier for you to process our invoices. Let us know if your business can receive eInvoices, and your NZBN."*

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