

# Receiving eInvoices: How to get ready.



**Getting set up to receive eInvoices is easy and free for most small businesses. Most accounting and invoicing software, including the likes of Xero, MYOB and Reckon, provide or are currently developing free or low-cost eInvoicing capability.**

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

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 [providers list](#) on our website, or by asking your accountant.



## Step 2: Get registered.

Your next step, is getting registered to receive eInvoices. This process 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.



## Step 3: Let your suppliers know.

Once you're registered, start letting 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](#) online, that shows you how to point your suppliers in the right direction - so that they, and you, can get the benefits.



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

When you start getting eInvoices, the layout might be a bit different to a traditional PDF invoice - depending on your software.

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

Purchases overview • 2021 to 2021 •  
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 Exclude

Item	Description	Qty	Unit Price	Account	Tax Rate	Amount NZD
	Custom printing - high gloss leaflets	2,000.00	6.10		GST on Expenses	200.00
Subtotal						200.00
Total GST 15.00%						30.00
<b>TOTAL</b>						<b>230.00</b>

Add a new line Assign expenses to a customer

Save Approve Cancel

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**Right now, eInvoicing is still rolling out across New Zealand,  
So it'll take some time for all businesses to get on board.**

A great way to help speed things up, is to highlight that your business is ready for eInvoicing - in your business conversations, or within your email signature.

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<b>TALENTCORP</b>	 <b>We prefer to receive eInvoices instead of PDFs. Our NZBN is (XX-XXX-XX)</b>

**Because the more of us that send and receive eInvoices, the more we  
all share in the benefits like admin time-savings and faster payments.**



**eInvoicing | Pūtea Tāhiko**

[eInvoicing.govt.nz](http://eInvoicing.govt.nz)

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



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