

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

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."

eInvoicing | Pūtea Tāhiko

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



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI