Sending eInvoices:
How to get started.

eInvoicing creates new levels of efficiency, accuracy and security - and for most businesses, getting started is simple.

Step 1: Confirm eInvoicing capability.

If the current accounting or invoicing software you are using is eInvoicing capable, activating this capability should be free, or low cost, and take less than five minutes. 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: Find your buyer's NZBN.

You'll also 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

Search the NZBN Register

🔍 Search by NZBN number OR business name

Site search

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.

www.nzbn.govt.nz/using-the-nzbn/nzbn-services/

NZBN-Business Match

Datarequest@nzbn.govt.nz

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

NZBN | New Zealand Business Number

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

So check with your customers whether they can receive eInvoices yet - then let your accounts team know to send eInvoices instead of PDFs. Each accounting or invoicing software is different, but you're likely to need to select 'eInvoicing' when you do your invoices. Check your software provider's website for specific information or instructions.

It's also worth adding a note to your business's email signatures - or your invoices - stating that your business is eInvoice capable.

An eInvoicing enabled business.
We prefer to send eInvoices. Let us know your NZBN, and if your business can receive eInvoices.

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

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

MINISTRY OF BUSINESS, INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI