Getting set up for eInvoicing:

MYOB Business Essentials / AccountRight

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Over 50,000 Kiwi businesses are now set up for eInvoicing. Here's how your business, can get up to speed.

This information is specific to MYOB Business Edition & AccountRight users. If you are an AccountRight desktop user, you need to have an online company file to be able to use eInvoicing.

STEP 1: Get registered

Registering connects you to the Peppol eInvoicing network – and lets you receive eInvoices. To register, you'll need your business's New Zealand Business Number (NZBN), your business name and basic address details.

IN MYOB:

Settings > Sales settings > eInvoicing > Get started

- *Enter your business details, including NZBN (a mandatory field).*
- *Agree to the terms and conditions by checking the relevant box.*

> Register for eInvoicing

Once you've completed your registration, you'll see this indicated in your MYOB sales settings under the 'eInvoicing' tab.

Congratulations! You are now registered, and able to receive and send eInvoices.

STEP 2: Get ready to send

Before you start eInvoicing, your customer records need to include the New Zealand Business Number (NZBN) of the businesses you'll be billing.

Updating these details takes a little bit of setup now, for easier, safer invoicing 'ever after'. It should only take a minute or two per customer, and there's no need to update all your customer records at once – you can work through them one by one as it suits you.

If you don't have their NZBN, you can ask the customer, search on the NZBN directory, or use the free Business Match service on **the NZBN website**. If an organisation uses more than one NZBN across its business, select the one most relevant to you.

IN MYOB:

Contacts > All contacts > Contact Type > Customer

- *Click the customer name to open their record, make your changes, and click 'Save'.*
- *You'll also need to make sure your NZBN is in your organisation details, and your GST number if you are registered for GST:*

My Account > Account Details > Manage Account > My Account > Edit

- *Add the relevant details - and click 'Save'*

And now that you are ready... notify your customers!

Because the more customers you send to, and receive from, the more benefit you'll get. Smoother processing. Less errors and delays, allowing for faster payment. And, improved e-security. So encourage your buyers to eInvoice you - and give them the details they need.

You can email your customers - but also update your email signatures, cost estimates, or other assets your customers frequently see.

Download this image, and sample messaging, at **eInvoicing.govt.nz**

eInvoicing CAPABLE

We prefer to receive eInvoices instead of PDFs. Our NZBN is (XXXXXXXX).

STEP 3: Receiving & Sending

Once you're registered for eInvoicing – you're all ready to receive and send.

When you receive an eInvoice from a supplier, it will appear in UPLOADS in MYOB Business (or when you access an AccountRight company file in a web browser). From there, you can decide whether to create a bill from the eInvoice, download it, or reject it.

When you create a bill from an eInvoice, UPLOADS reads the information directly from the eInvoice data to auto-populate the bill - so you don't need any supporting attachments. If there are attachments received with the eInvoice, these will be saved with the Bill.

To send an eInvoice, just create an invoice as normal. Your customer must have a valid NZBN and you will need to complete the invoice Description to be able to send as an eInvoice.

If your customer requires a purchase order, contract number, project number or tender number as part of an invoice, you can use the CUSTOMER PO NUMBER field to enter it. When entering these numbers, use the relevant prefix:

PO: Purchase order | CN: Contract Reference Number | PN: Project Reference Number
TN: Tender Reference Number | BR: Buyer Reference Number

IN MYOB:

Sales > Invoices > Create invoice

- *Enter the relevant invoice details, as normal.*
- *Attach any supporting documents by dragging them onto the 'Send eInvoice' screen or clicking 'Browse for files' to select them.*
- *When your eInvoice is complete, and you've checked the details, select:*

Share > Send eInvoice

- *Review the confirmation details - then click the 'Send eInvoice' button.*
- *The status of eInvoices that you send will be shown on the Invoices page in MYOB.*

So that's all you need… for faster, more secure, and more accurate invoicing! Take a few minutes to make sure you're up to speed, because as more and more Kiwi businesses get on board, the more we all benefit.

For further information and resources - visit **einvoicing.govt.nz**