

# Getting set up for eInvoicing:

Xero Business Edition



November 2024

**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 Xero Business Edition users - but if you currently invoice through Xero, your system is capable of eInvoicing. If any details don't apply to your software version, please refer to Xero Central for the latest instructions.*

## 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) and the details of the contact person you will nominate for your business.**

### IN XERO:

*Business > Bills to pay > Automate Bill Entry > Register to receive eInvoices*

- Enter your NZBN – click 'Search' – and verify that your details are correct.
- Enter the details for the business contact.

*> Complete registration*



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

*If you're unable to complete the registration process, please take a look at this Xero Central link:*  
[Issues with registering to receive 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 XERO:

*Contacts > Select Customer > Contact Details > Edit Contact > NZBN*

*You'll also need to make sure your NZBN is in your organisation details:*

*Account > Settings > Organisation details > NZBN*

*And if you're registered for GST, make sure your GST number is included in your financial settings:*

*Account > Settings > Organisation details > Advanced settings > Financial Settings > GST Number*



### 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](https://www.invoicing.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 invoicing - you're all ready to receive.



Incoming invoices will appear as 'Draft Bills' in Xero - not via email - so if you don't already check your draft bills regularly, it might be worth setting a reminder to do so.

**To send an invoice, just create an invoice as normal. Once you have entered the relevant contact, the option to 'Send as an invoice' will activate in the bottom right corner of the invoice screen.**

Once you select this option, complete the details of your invoice as normal. If your customer requires a purchase order, contract number, project number or tender number as part of an invoice, make sure this information is entered in the 'Reference' field.

To	Issue date	Due date	Invoice number	Reference	Branding theme
Example	2 Aug 2024	20 Sep 2024	# INV-0627	PO:PN123456	Standard

*PO: Purchase order | CN: Contract number | PN: Project number | TN: Tender number.*

### IN XERO:

*New Sales Invoice > (Enter Contact) > 'Send as an invoice'*

- Enter the relevant invoice details, as normal.
- If you want to attach a PDF, CSV, JPG or PNG file to your invoice:

*Attach files > Upload > 'Send with invoice'*

- When your invoice is complete, and you've checked the details, click:

*'Approve and send' > 'Send'*

*(If a customer is unable to receive invoices, you'll get a notification - and the option to resend as a PDF).*

**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 [invoicing.govt.nz](https://invoicing.govt.nz)