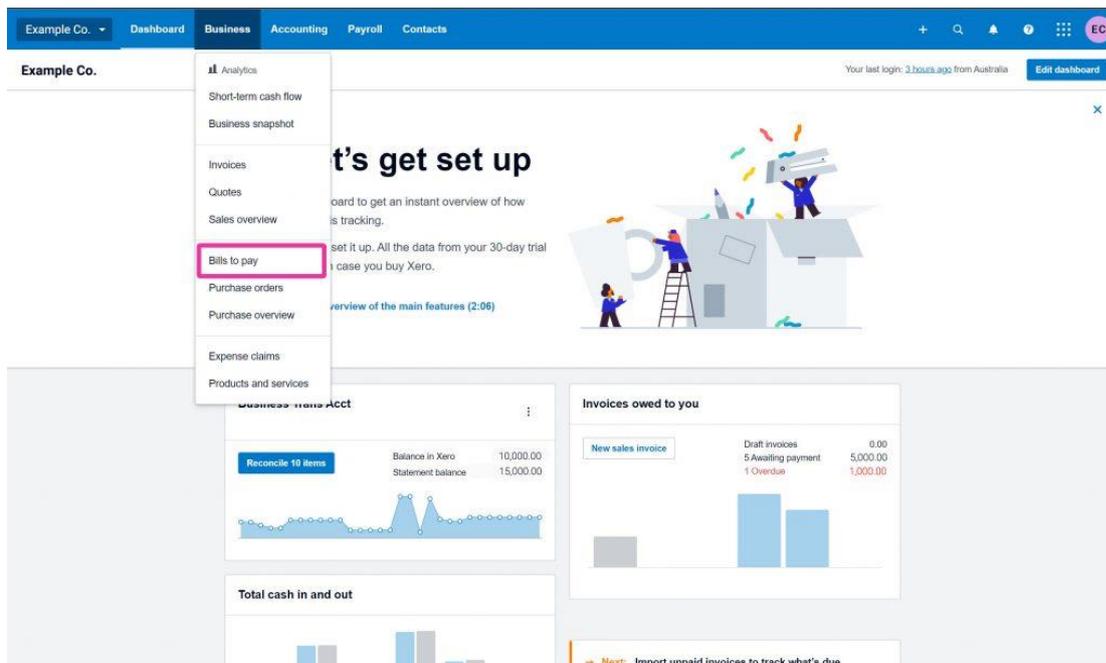# Xero e-invoicing

[Xero and e-Invoicing](#)

[Xero send and receive e-Invoices](#)

1. Before you begin, make sure you've added your business's ABN, branch number (if applicable) and registered business name in your organisation's setting.

   - Click your business name from the top menu
   - Click *Settings*
   - Click *Organisation details*
   - Enter your ABN in the *Australian Business Number* field
   - Click Save

   Note, ensure your role in Xero is as an advisor or standard user (if you set up your Xero account yourself, you won't need to do anything)

2. Find your customer's ABN and add it to their contact details in Xero, so they can receive the e-Invoice. (Their ABN is entered in the *Tax* field under *Financial Details*)

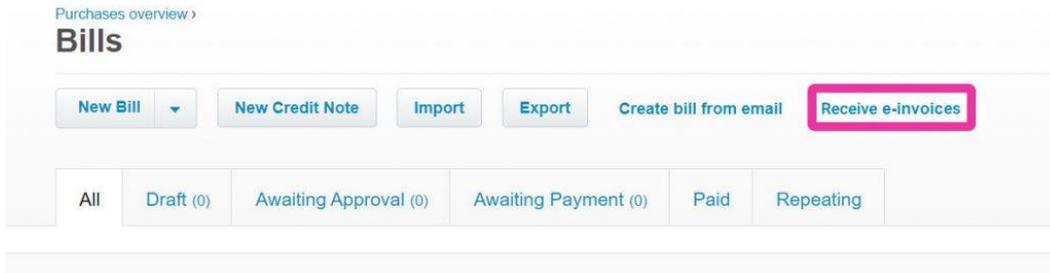   - From the *Business* sub-menu under the main menu, click Bills to pay.


   - Click 'Receive e-Invoices'.

- Enter your business's ABN, then click *Search for business information.*
- Make sure your business's information is correct, then click *Yes, these details are correct.*
- Enter the details of the business contact and legal representative. If you're a small business without third-party legal representation, your legal representative will probably be you.
- Click *Complete registration to receive e-Invoices*.

3. Confirm that your customer is registered to receive e-Invoices through their accounting software. You can use the Peppol directory to see if your customer is registered.
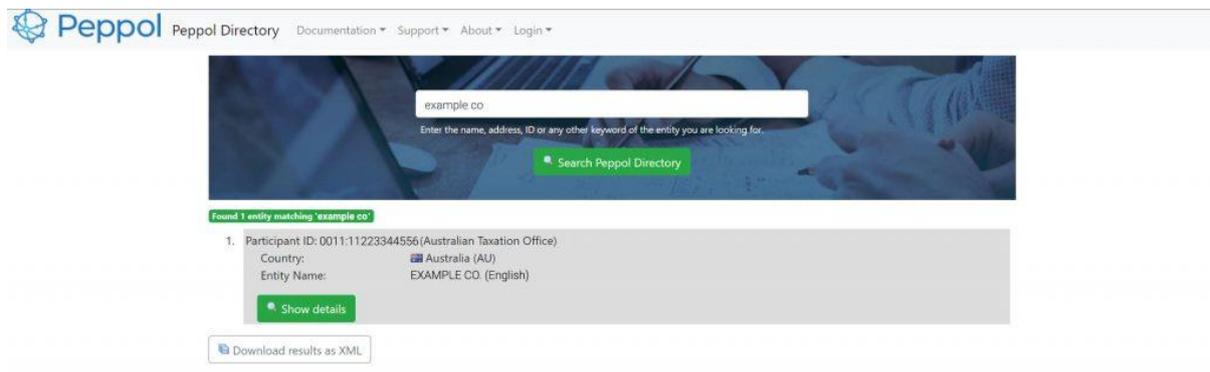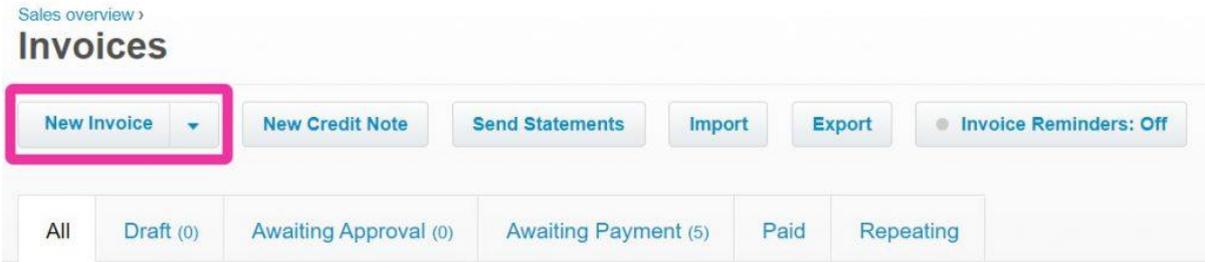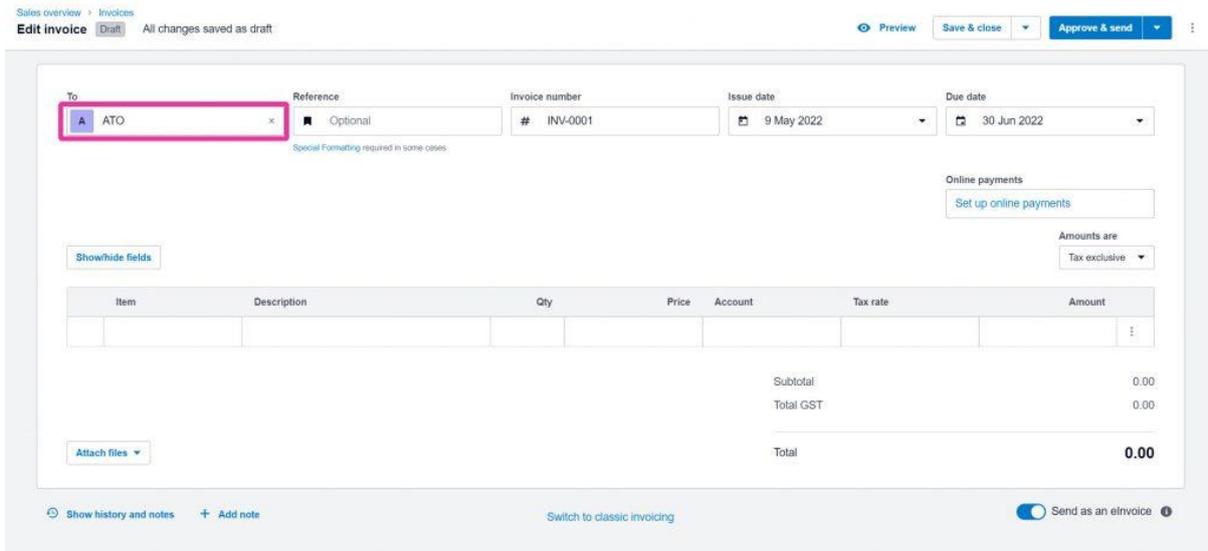

4. Sending E-Invoices

- From the *Business* sub-menu under the main menu, click *Invoices*.
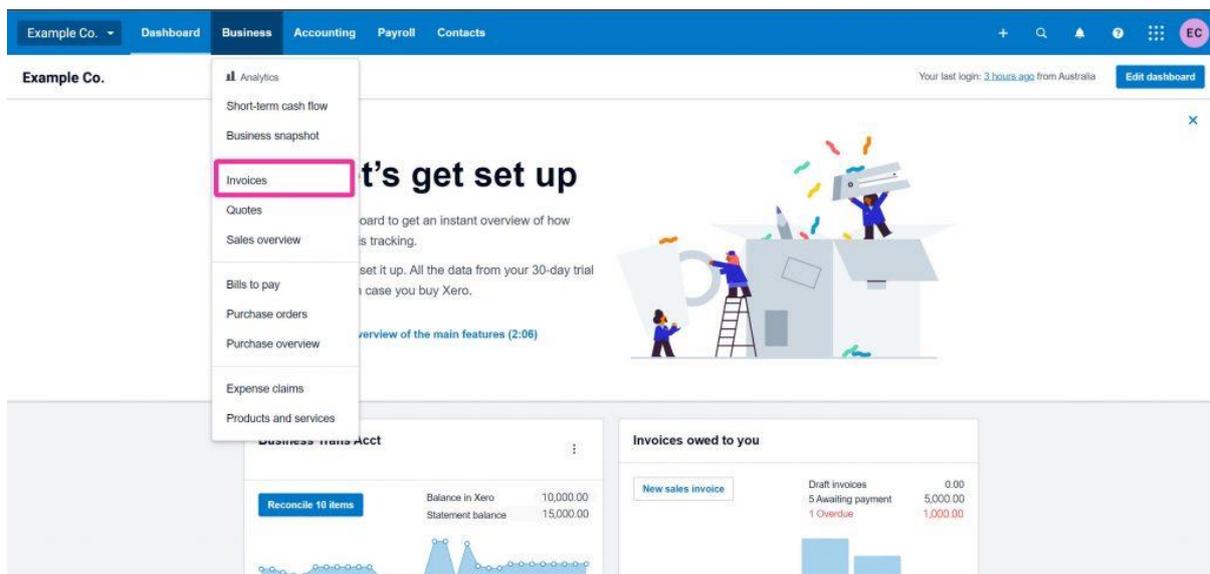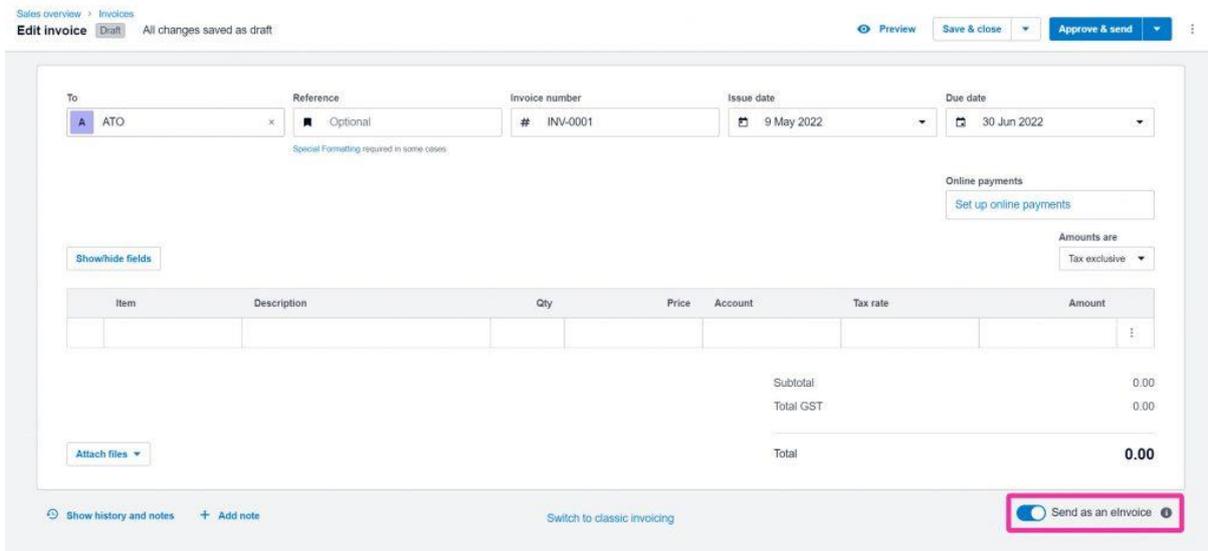
- Click *New Invoice*.

- Select the contact you want to issue the invoice to.

- Toggle the Send as an *e-Invoice* option.

- Fill out the rest of your invoice details. Make sure you include any required attachments.

- Click *Approve & send*.

- On the pop-up that appears, tick or untick the PDF and payment information inclusions as needed, then click *Send*.

Summary

If you're having trouble setting up your e-Invoicing through Xero or any other bookkeeping software, get in touch with us. Our virtual bookkeeping service means we'll be able to get everything done remotely (and, with affordable subscriptions, we're the perfect fit for small businesses).