

Xero e-invoicing

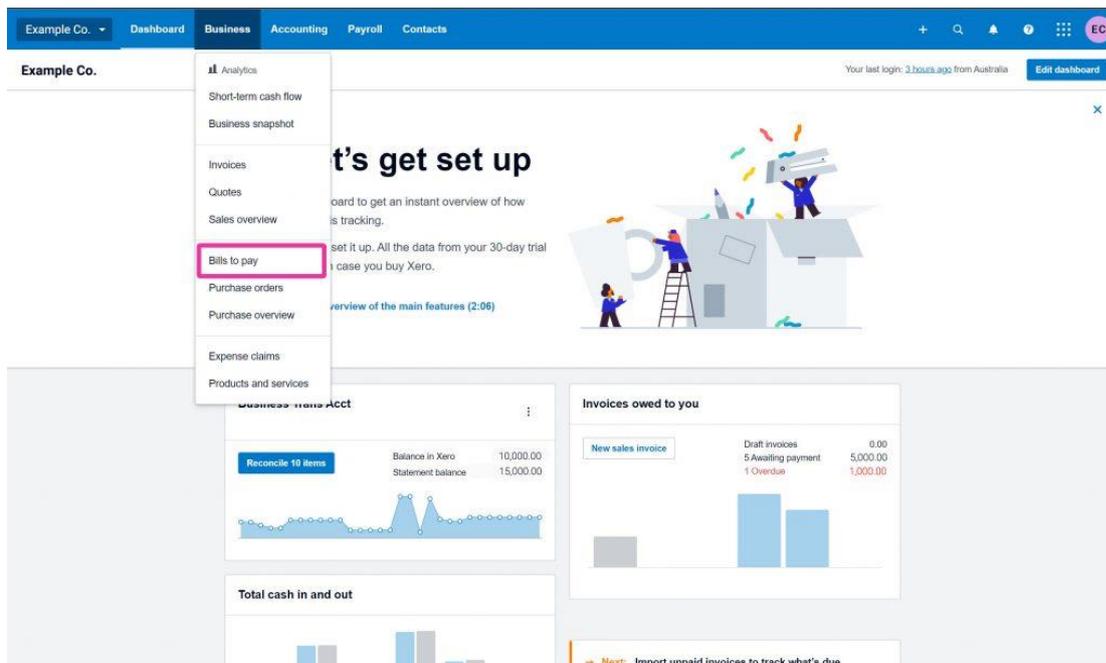
[Xero and e-Invoicing](#)

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

- 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)

- 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.

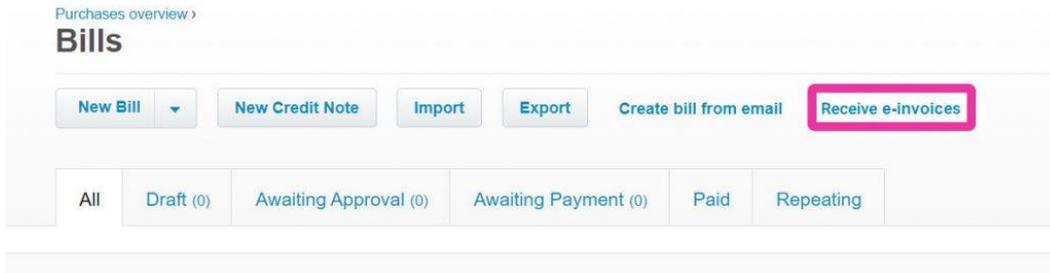


The screenshot shows the Xero dashboard for 'Example Co.'. The top navigation bar includes 'Example Co.', 'Dashboard', 'Business', 'Accounting', 'Payroll', and 'Contacts'. A dropdown menu is open under 'Business', with 'Bills to pay' highlighted in a pink box. The main content area shows a 'Let's get set up' banner, a 'Business transactions' section with a reconciliation table, and an 'Invoices owed to you' section with a bar chart.

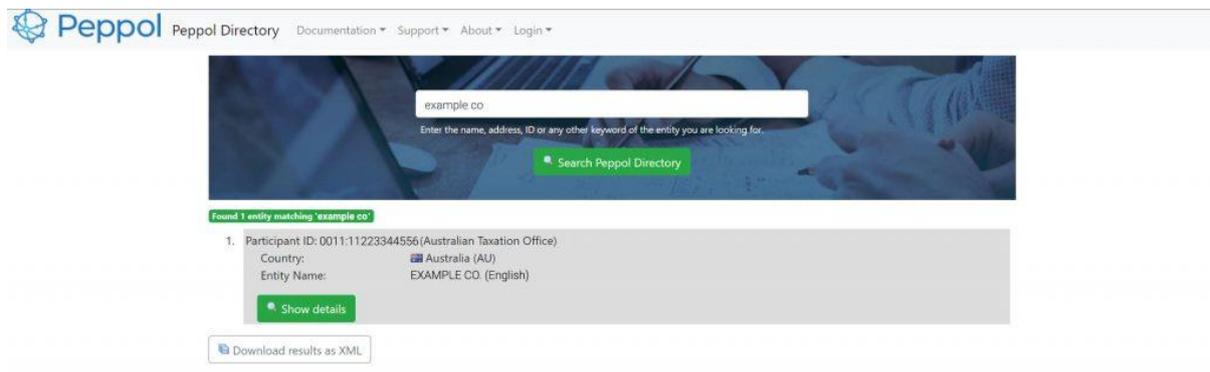
Reconcile 10 items	Balance in Xero	Statement balance
	10,000.00	15,000.00

New sales invoice	Draft invoices
	5 Awaiting payment
	1 Overdue
	5,000.00
	1,000.00

- Click 'Receive e-Invoices'.

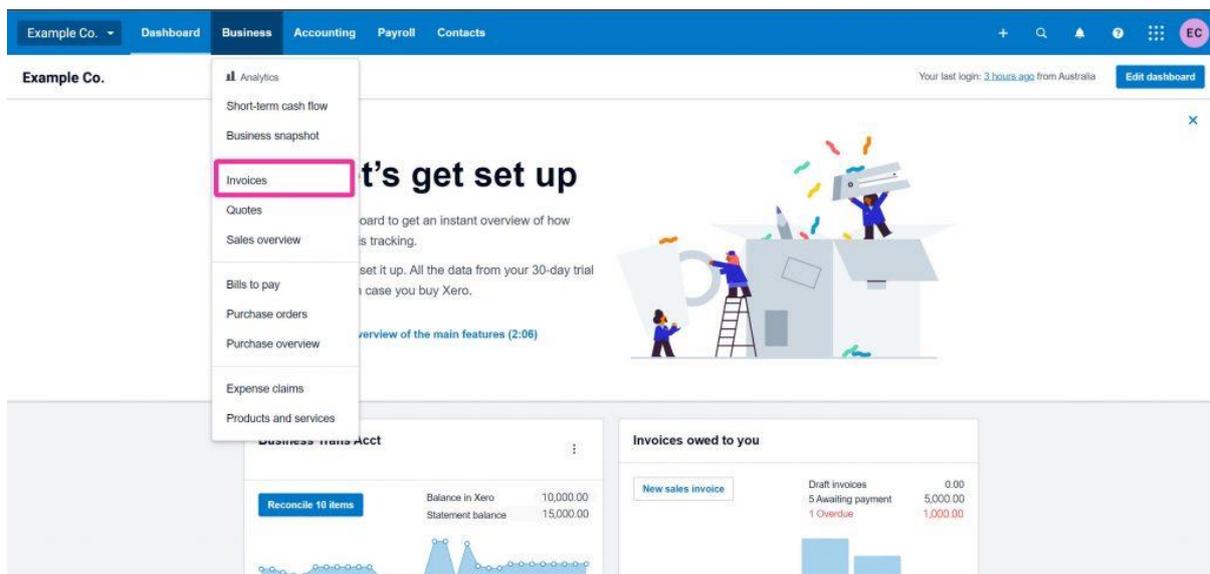


- Enter your business's ABN, then click *Search for business information*.
 - Make sure your business's information is correct, then click *Yes, these details are correct*.
 - Enter the details of the business contact and legal representative. If you're a small business without third-party legal representation, 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.

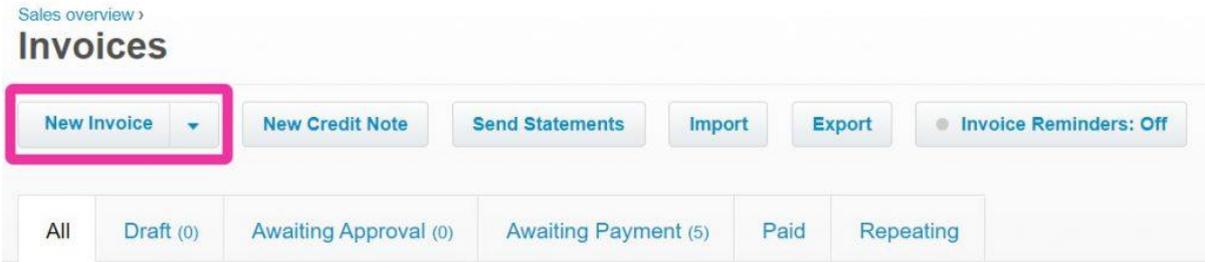


4. Sending E-Invoices

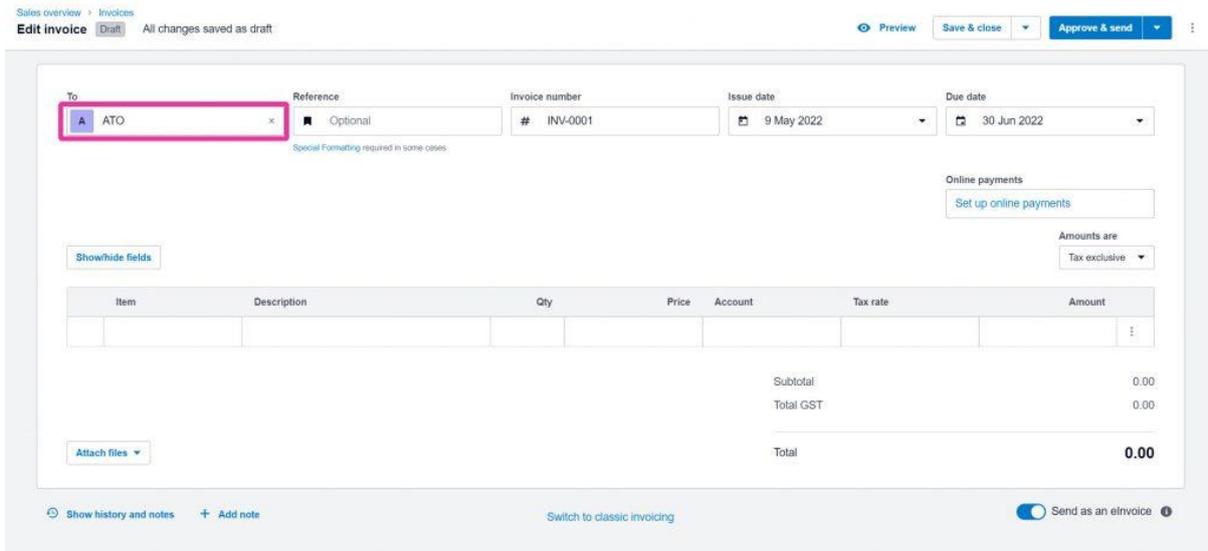
- From the *Business* sub-menu under the main menu, click *Invoices*.



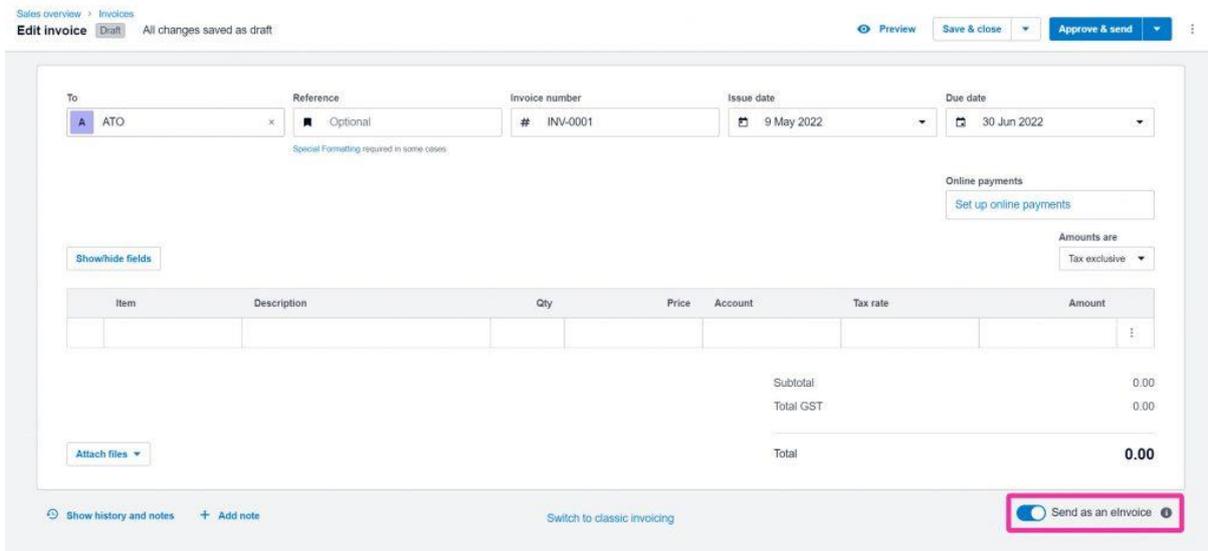
- Click *New Invoice*.



- 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*.

Sales overview > Invoices

Edit invoice Draft All changes saved as draft

Preview Save & close **Approve & send**

To: Reference: Invoice number: Issue date: Due date:

Online payments:

Amounts are:

Item	Description	Qty	Price	Account	Tax rate	Amount
						Subtotal 0.00
						Total GST 0.00
						Total 0.00

Show history and notes Add note Switch to classic invoicing Send as an eInvoice

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

Get set up now

Send eInvoice ✕

This invoice will be sent directly to your customer's financial system.

Include a PDF copy of this invoice

Include payment information

By sending an eInvoice, you acknowledge and agree that Xero's [Terms of Use](#) and [Privacy Notice](#) apply. If you do not agree, please do not send an eInvoice.

Cancel **Send**

Price 40.00

Subtotal

Total GST

Amount due

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).