



eInvoicing receiving processing quick guide

Maximise your investment with preparation and resourcing



How do you route invoices to the right area for approval?

Because eInvoices use ABNs as the 'address' of the receiver, they all come into a central area – usually an accounts payable team – rather than them going directly to who ordered the goods/services and can approve the invoice for payment. Odds are that you now do this for all invoices your organisation receives and have a central 'invoices@...' inbox set up too.

So, there needs to be a way for them to be passed onto where they need to go. Most government agencies use purchase order (PO) numbers for this, especially for contracts/invoices over \$10,000.

Contract numbers, tender numbers, or some other reference or identifier created by your procurement system may also be used and provided to suppliers to include in the invoices they send you.

Or you may be able to use a buyer name, cost centre code, email address or phone number.

We recommend that whatever your requirements are, you should communicate them clearly to all your suppliers – in all your procurement and contract documentation and ideally also somewhere on your website. For instance, remind them to include leading zeros if you need the reference to be exactly 10 digits long.

Not all eInvoicing-ready small business software provides a specific place for the information you need to include.

This guide can help you work with your small-business-software-using suppliers to get it right.

Xero users

- Put the reference number (PO or contract number) in the Reference field.
- Prefix the number with a code, followed by a colon (:) without space. For example:
 - PO:1234 (for a PO number)
 - CN:1234 (for a contract number)
- Find out more at:
 - [Xero guide](#)
 - [Xero video](#)

Reckon users

- Put the reference number (PO or contract number) in the Reference code field.
- Prefix the number with a code, followed by a colon (:) without space. For example:
 - PO:1234 (for a PO number)
 - CN:1234 (for a contract number)
- Find out more at:
 - [Reckon One guide](#)
 - [Reckon Accounts Hosted video](#)

MYOB users

- Put a PO number in the Customer PO number field. A prefix is not needed for PO numbers.
- This same Customer PO number field can be used for other references you may need be prefixing these numbers with a code, followed by a colon (:) without a space. For example:
 - CN:1234 (for a contract number)
 - TN:1234 (for a tender number)
- Find out more at:
 - [MYOB guide](#)

Quickbooks users

- Quickbooks users can send eInvoices using third party Luca Plus or Link4 apps in their software.
- Find out how to use these at:
 - [eInvoicing with Luca Plus](#)
 - [eInvoicing with Link4](#)