



Australian Government

# eInvoicing

A better way to do business



eInvoicing is the new standardised way to send and receive electronic invoices in your software

**eInvoicing supports businesses** by streamlining your invoicing and freeing up time for you to run and grow your business.

eInvoicing is not email or PDF. eInvoices are exchanged directly between buyers' and suppliers' software, automatically appearing in software ready to be paid.

It removes manual data entry for receivers and the need for senders to generate email invoices, making the whole process faster, more efficient, accurate and secure.

## Benefits of eInvoicing

### ✔ Saves time

eInvoicing can save you time by not having to:

- re-key or scan invoices
- fix errors
- chase missing information, overdue or lost invoices.

Invoice data is accurate and complete as key details are checked before the eInvoice is sent.

### ✔ Reliable and secure

eInvoicing reduces the risk of scams and fraud as eInvoices are sent via a secure network by approved service providers.

The Australian Business Number (ABN) is used to deliver invoices to the right business, with less risk of fake or compromised invoices.

### ✔ Cost savings

Research shows it costs businesses around \$30 to process a paper invoice and \$27 for an emailed PDF invoice, but it costs less than \$10 to process an eInvoice. Your actual savings will depend on your processes, how many invoices you send and the time saved in managing your invoicing.

### ✔ Faster payment

eInvoicing means fewer errors and lost invoices, avoiding unnecessary delays in getting paid.

Federal government agencies are paying eligible eInvoices within 5 days.

### ✔ Connect once, trade with many

Australia has adopted Peppol, an international standard, that allows digital invoices to be exchanged between different software or systems.

Once you're connected to the Peppol network, you can exchange eInvoices with any business on the network that is also connected, regardless of their size or software.

## Your invoice data

eInvoices are sent securely by ATO-approved service providers. The ATO administers the network, but can't access or view your invoices.

## Getting started is easy

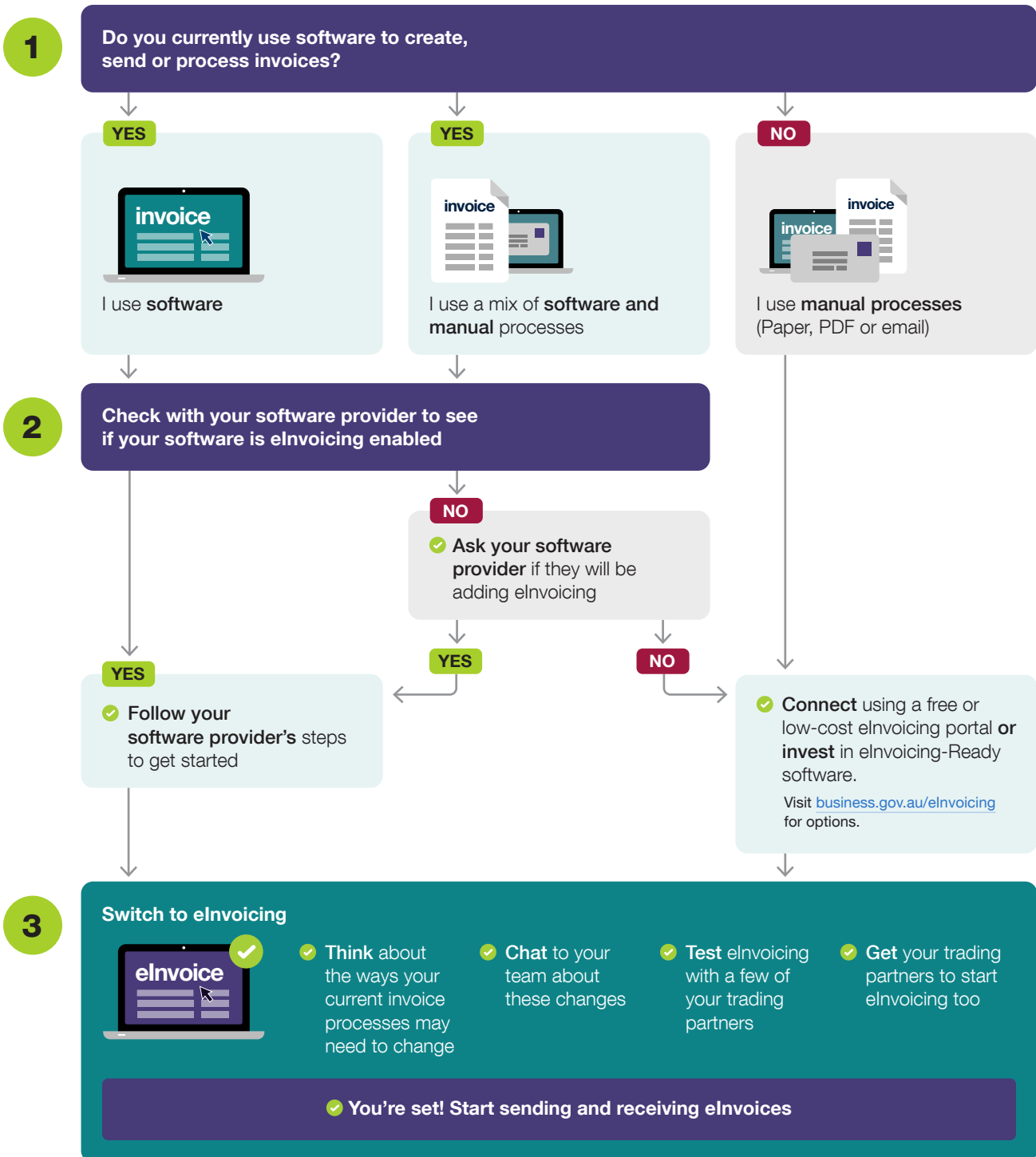
Check with your software provider to see if your software is eInvoicing enabled and follow their steps to get started.

If you don't use software, there are free and low-cost options available to help you start eInvoicing now.

Talk to your trading partners to see if they're already connected. Encourage them to connect and start exchanging eInvoices with you.

Check out the flowchart for details on how to get started. Visit [business.gov.au/eInvoicing](https://business.gov.au/eInvoicing) for more information.

## Getting your business ready for invoicing... it's as easy as 1, 2, 3



This is a general summary only.

For more information go to [business.gov.au/elvoicing](https://business.gov.au/elvoicing)