



Key to Success with electronic invoices

With an ever growing number of businesses using T&E software to manage employee travel expenses, high quality invoice images have never been more important. Failure to upload images to your expense system is only the beginning of where companies start to lose cash that should be recoverable.

- ✓ Ensure the VAT number is visible
- ✓ Ensure the full invoice is visible within the image/photo and in focus
- ✓ No overlapping pieces of paper. Do not put the credit card receipt on top of the invoice image – take it off
- ✓ If there are two pages, take two pictures – single page per image only
- ✓ Supplier name and address must be included and visible
- ✓ VAT breakdown must be included or this is not a valid VAT invoice
- ✓ Invoice number and date must be included
- ✓ Make sure the document is flat before you take the picture – no curled edges
- ✓ All information must be clearly visible – check your image before you attach it
- ✓ PDF eInvoices are best

No coffee cup stains!



No pictures of the fuel pump as proof of purchase!



Do not include your knees in the picture!



Beer mats are not invoices!



Contact Quipsound today

for support through upcoming changes and help with your VAT Recovery: