



The **Invite** step is a critical part of the stamp duty process.

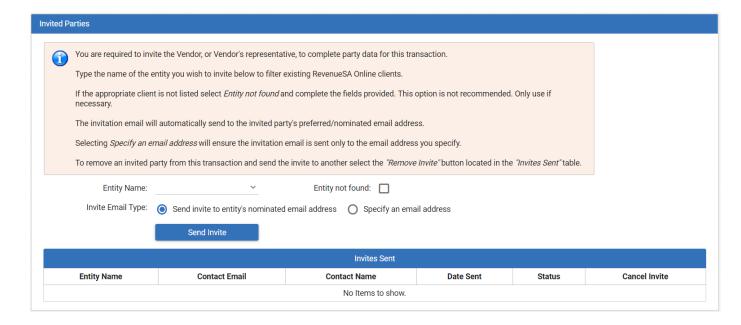
If **Vendor** details have not been provided in the document you will be able to **Invite** the parties reprensenting the Vendor to complete the relevant details. Ensuring that you invite the correct entity is highly important.

**Please note**: You will not be able to complete the document until the vendor details have been completed.

## **Inviting a Registered RevenueSA Online Entity**

1. Search for and select the **Entity Name** of the representative for the Vendor.

If you cannot find the recipent in the list, but believe they would be a registered RevenueSA Online client, please contact the recipent to confirm their Entity Name or contact RevSupport.







- 2. You can select the **Invite Email Type** to either
  - Send the invite to the entity's nomintated email address. This will send the email invite to the Entity's preferred email address that has been provided to RevenueSA for all invites to be sent to; or
  - Specify an email address. You will be required to enter an email address for the invite to be sent to, along with a Contact name for the recipient.
- 3. Press **Send Invite** to invite the Entity.



Press Next to continue.

## Inviting a Non-Registered RevenueSA Online Entity

1. If the entity cannot be found when typing in the **Entity Name** list, click **Entity not found**.

This method is not recommended. Invites sent via this method will not populate in the recipient's Invites Received menu. Before using this method please contact the recipient to check if they are a registered RevenueSA Online client or contact RevSupport.

You will then be required to manually enter the details for the Entity to be invited to complete the Vendor details.



2. Press **Send Invite** to invite the Entity.





| Invited Parties      |                  |              |                  |        |               |
|----------------------|------------------|--------------|------------------|--------|---------------|
| Invites Sent         |                  |              |                  |        |               |
| Entity Name          | Contact Email    | Contact Name | Date Sent        | Status | Cancel Invite |
| Example Conveyancing | example@conv.com | Bill Smith   | 20/06/2019 15:55 | Sent   | Cancel        |

3. Press Next to continue.

