



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

If **Vendor Commonwealth Reporting** details have not been provided for the document in RevenueSA Online, you need to **Invite** the party representing the Vendor to complete the Vendor Commonwealth Reporting details. It is **highly important** that you ensure you **invite the correct entity**.

Please note:

- You will not be able to complete the document in RevenueSA Online until the vendor's Commonwealth Reporting details have been entered by the vendor's representative.

Invite a Registered RevenueSA Online Entity

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

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

Invited Parties

You are required to invite the Vendor, or Vendor's representative, to complete party data for this transaction.

Type the name of the entity you wish to invite below to filter existing RevenueSA Online clients.

If the appropriate client is not listed select *Entity not found* and complete the fields provided. This option is not recommended. Only use if necessary.

The invitation email will automatically send to the invited party's preferred/nominated email address.

Selecting *Specify an email address* will ensure the invitation email is sent only to the email address you specify.

To remove an invited party from this transaction and send the invite to another select the *"Remove Invite"* button located in the *"Invites Sent"* table.

Entity Name: Entity not found:

Invite Email Type: Send invite to entity's nominated email address Specify an email address

Invites Sent					
Entity Name	Contact Email	Contact Name	Date Sent	Status	Cancel Invite
No Items to show.					

Select the **Invite Email Type** by clicking in the relevant check box. Options are to either:

- **Send the invite to the entity's nominated email address.** This will send the email invite to the vendor's representative's preferred email address that they have 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.

2. Click on the **Send Invite** button to invite the vendor's representative.

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.

Invite a Non-Registered RevenueSA Online Entity

1. If the vendor's representative cannot be found, in the list, when typing their details in the **Entity Name** field, click on the **Entity not found** button.

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 RevenueSA.

If you choose to proceed, you will need to manually enter the details for the Entity to be invited to complete the Vendor details.

Entity Name:

Entity Name:

Entity not found:

Contact Name:

Contact Email:

2. Click on the **Send Invite** button 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

1. Click on **Next** to continue.

Cancelation of invite

Cancel invite sent by purchaser to vendor representative

1. If an invite is sent to the incorrect entity, the ability to cancel the incorrectly sent invitation, is available.

To cancel the invite, select **Cancel** from the **Cancel Invite** option. You will then have the option to send an additional invite to the vendor's representative.

The screenshot shows the RevenueSA online Self Determination interface. The 'Invited Parties' table is visible, with a 'Cancel' button highlighted in red in the 'Cancel Invite' column. The interface includes a navigation menu on the left, a progress bar at the top, and a footer with the RevenueSA and Government of South Australia logos.

Cancel Vendor or purchaser invite received

1. If a purchaser or vendor invitation is received and is no longer required, the ability to cancel the received vendor invite is available.

To cancel the invite received, Select the **Received** option from the **Invites** menu. This will allow you to cancel the selected invite received.

The screenshot shows the RevenueSA online interface. The top navigation bar includes 'Open Document', 'Vendor Details', 'Create New Option', 'Create New Self Determination', and 'Cancel Invite' (highlighted with a red box). Below the navigation bar, there is a message: 'Select the invite you wish to action by clicking anywhere on the appropriate row. A selected invite will turn orange. If your role is Vendor click the Enter Vendor Details button to start adding your data. If your role is Purchaser click the Create New Option button to start an option document or click the Create New Self Determination button to start a self determination document. Help is available here.' Below this message is a table titled 'Invites Received' with the following data:

Settlement Date	Title	Address	Parties	Document Type	Consideration	Market Value	Date Received	Sent By	Your Role	Status
17/03/2025	DT	1 ROAD NAME ST ADELAIDE SA 5000	test test		1		17/03/2025 10:47	NAME	Vendor	Incomplete

The bottom of the page features the South Australia logo, the RevenueSA logo, and the Government of South Australia logo.