


Invites received by your organisation

The **Invites > Received** menu contains all active invitations sent to your organisation. An active invitation is one that has not been completed.

The bell icon  is used to indicate if you have any active invites.

1. To access the invites received by your organisation, select **Invites** from the menu on the left, then select **Received**.
2. To action an invitation, click on the row for the invitation. The selected invite will turn orange in colour. Once an invitation has been selected, enter the relevant details.

Invites Received							
Settlement Date	Title	Document Type	Consideration	Market Value	Date Received	Sent By	Your Role
04/07/2019	CT	Conveyance of Land - Residential/Primary Production	159,000		03/07/2019 15:28		Vendor
	CT		150,000		04/07/2019 16:57	.TEST ACCOUNT	Purchaser
04/07/2019	CT	Conveyance of Land - Residential/Primary Production	111,000		03/07/2019 15:12	.TEST ACCOUNT	Vendor

Once an invitation has been selected you can commence entering details.

The information you need to enter will vary depending on whether you are representing the vendor or purchaser.

Note: your role (Purchaser or Vendor) is indicated in the **Your Role** column.



Invites Received							
Settlement Date	Title	Document Type	Consideration	Market Value	Date Received	Sent By	Your Role
	CT				02/07/2019 14:47		Purchaser
03/07/2019	CT	Conveyance of Land - Residential/Primary Production	150,000		03/07/2019 14:59	. TEST ACCOUNT	Vendor

Your Role: Purchaser

If you represent the **Purchaser**, you will be given the option to click [Create New Opinion](#) or [Create New Self Determination](#). Click on the relevant button, a document will be created linking to the vendor's part of the transaction. Enter the documents details.

Your Role: Vendor

If you represent the **Vendor**, click on the Enter Vendor Details [Enter Vendor Details](#) button. Enter the vendor details,

Troubleshooting

The invite may not be displayed in the **Invites > Received** Menu for your organisation where:

- you have already completed the data associated to the invite. Check your **All** menus for completed work.
- the inviting party has not selected your organisation from the list of registered RevenueSA Online clients during the **Invite** process. In this case you will only receive an email.

Invites sent by your organisation

The screenshot shows the RevenueSA Online homepage. The left-hand navigation menu is expanded to show the 'Invites' section, which is highlighted in orange. Two yellow arrows point to the 'Sent' and 'Received' sub-menus under 'Invites'. The main content area displays the 'Stamp Duty Conveyance' form, which includes fields for 'Invitation Email Address *', 'Current Client Name', and 'Additional Client Name'. A message at the top of the form reads: 'Please select the relevant menu item on the left to begin using RevenueSA Online:'. Below the 'Invitation Email Address *' field, there is a note: 'The above email address will be used to receive invitations to complete Commonwealth Reporting data. Only one email address can be nominated.' Below the 'Current Client Name' field, there is a note: 'The above Current Client Name is your organisation's name in RevenueSA Online. This name is shown to other organisations when sending invitations to complete purchaser/vendor data.'

The **Invites > Sent** menu contains all active invitations sent by your organisation.

Invites Sent						
Settlement Date	Title	Document Type	Consideration	Market Value	Date Sent	Sent to
27/06/2019	CT	Conveyance of Land	160,000		27/06/2019 17:22	TEST ACCOUNT
03/07/2019	CT	Conveyance of Land - Residential/Primary Production	150,000		03/07/2019 14:59	
25/07/2019	CT	Conveyance of Land	6,000,000		28/06/2019 11:02	TEST ACCOUNT

Troubleshooting

The invite may not be displayed in the **Invites > Sent** menu for your organisation where:

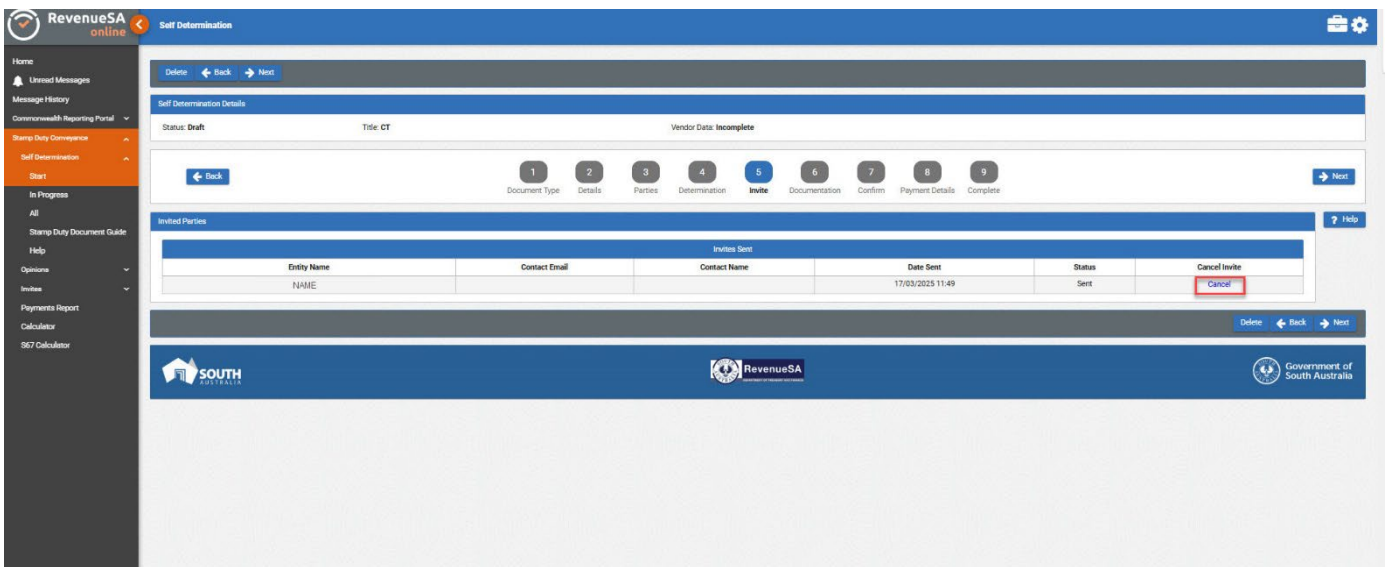
- the invited party has completed the required data.
- the invitation has not been sent or has been cancelled by your organisation. Check the **Invite** component of your stamp duty document or workspace and resend the invite if required.

Cancellation 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.



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.

RevenueSA online

Invites -

Open Document **Enter Vendor Details** Create New Option Create New Self Determination **Cancel Invite**

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](#).

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

SOUTH AUSTRALIA

RevenueSA

Government of South Australia