



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 representing 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 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 RevSupport.

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.					

- You can select the **Invite Email Type** to either –
 - Send the invite to the entity's nominated 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.
- 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

- Press **Next** to continue.

Inviting a Non-Registered RevenueSA Online Entity

- 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.

Entity Name:

Entity Name:

Entity not found:

Contact Name:

Contact Email:

- 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.