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Accident Compensation Corporation

ACC SendInvoice Install and Configure Guide

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1 What is SendInvoice?

SendInvoice is a simple tool for securely sending electronic invoice schedules to ACC, so that ACC can pay for claims it has accepted. It's a desktop application that runs on Windows PCs, using modern, supported technology. SendInvoice consumes spreadsheets (in a csv format) and submits that data through to ACC as an invoice.

This installation guide describes how to install and configure SendInvoice.

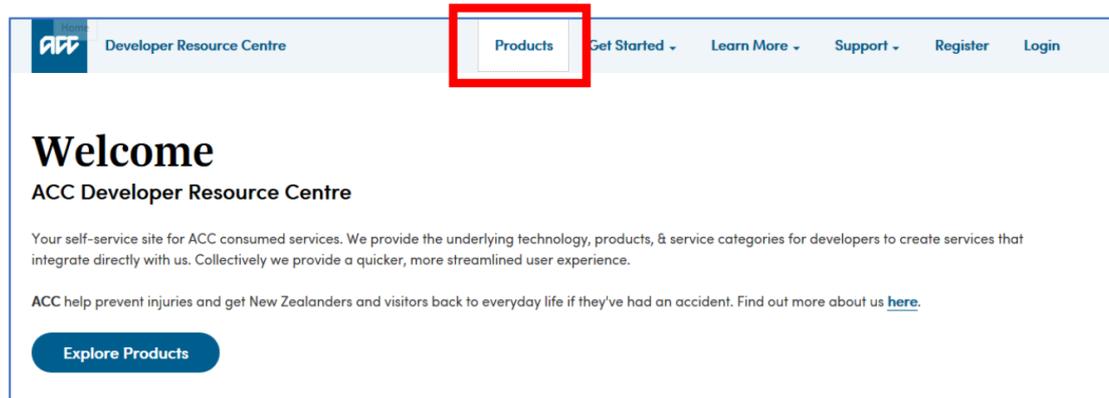
2 Installing SendInvoice

2.1 Technical Requirements for SendInvoice

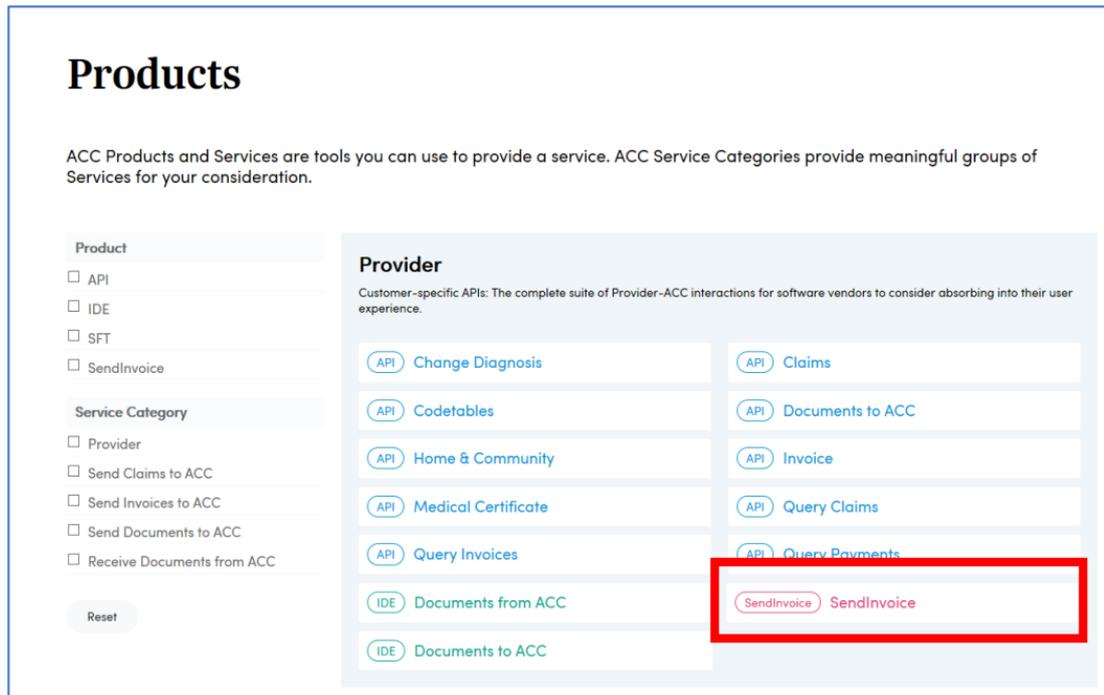
- A computer using Windows 7, 8 or 10 operating systems
- An internet connection
- A valid Healthsecure Digital Certificate
- Spreadsheet software that supports .csv spreadsheets such as MS Excel (SendInvoice will only consume .csv spreadsheets).

2.2 Download SendInvoice

- Access the ACC developer portal website at: <https://developer.acc.co.nz>
- Click on **Products** at the top of the screen



- Click on the **SendInvoice** option



- From here, you can download SendInvoice.

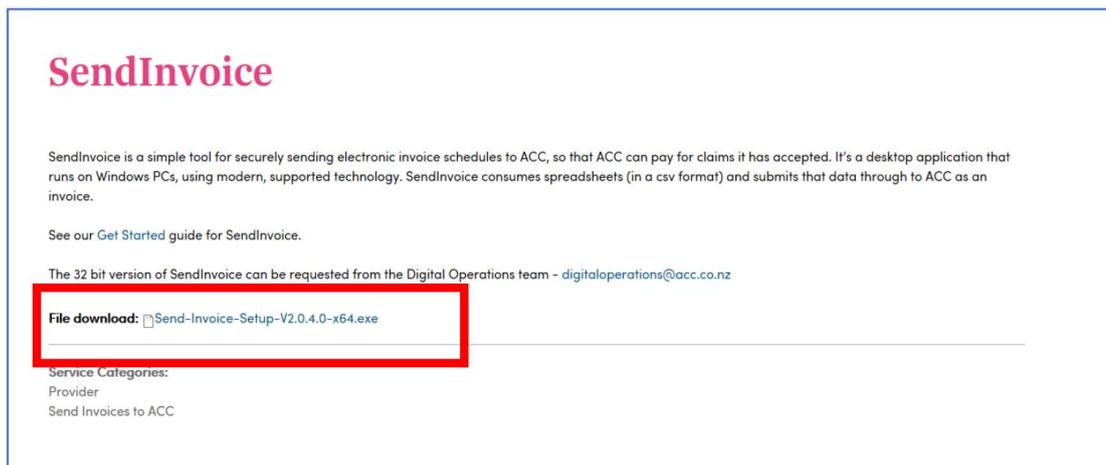


Figure 1: *SendInvoice download location*

- Once the download has completed, click on the downloaded .exe file to run the program. SendInvoice will automatically install the program onto your computer and then open the application. An icon will also be saved to your desktop to access the application in future.

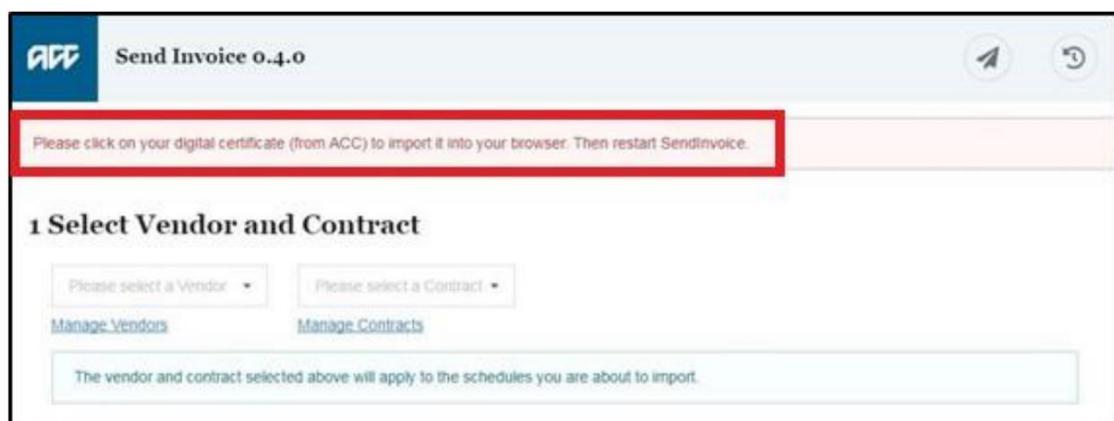
3 Configure

3.1 Opening SendInvoice

- Double-click on the SendInvoice icon to run the app.
- The SendInvoice window will open.

3.2 Install Digital Certificate

- If you **don't have** a digital certificate installed, SendInvoice will prompt you as below.



The instructions that came with your Healthlink CD explains how to install the digital certificate.

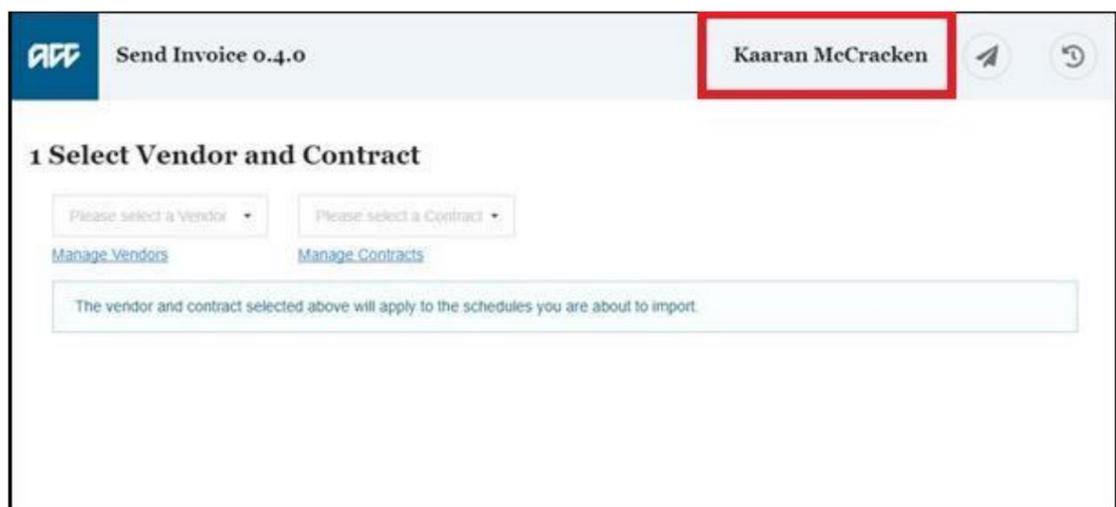
- If you **have** a digital certificate installed, this will be automatically selected for you and will be used for all invoice submissions to ACC. The top right corner of the screen shows the name of your digital certificate.

- If you **have more than one** certificate installed, each time you start SendInvoice it will prompt you to select the appropriate certificate for the invoices you want to submit in the current session. To choose a different digital certificate, close and restart SendInvoice.



Notes:

- you may see a security prompt asking for your digital certificate, select "Allow" and the App will select your digital certificate.
- all screenshots in this User Guide show **fictional** test user details for example purposes.



- If you have multiple digital certificates installed, then a selection window will appear and you will need to select the appropriate digital certificate for the invoices you are submitting to ACC in that session.

3.3 Configure Vendor and Contract Details

- If you haven't yet entered vendor or contract numbers, SendInvoice will prompt you to input these details. You will be unable to import your .csv file until this is done:

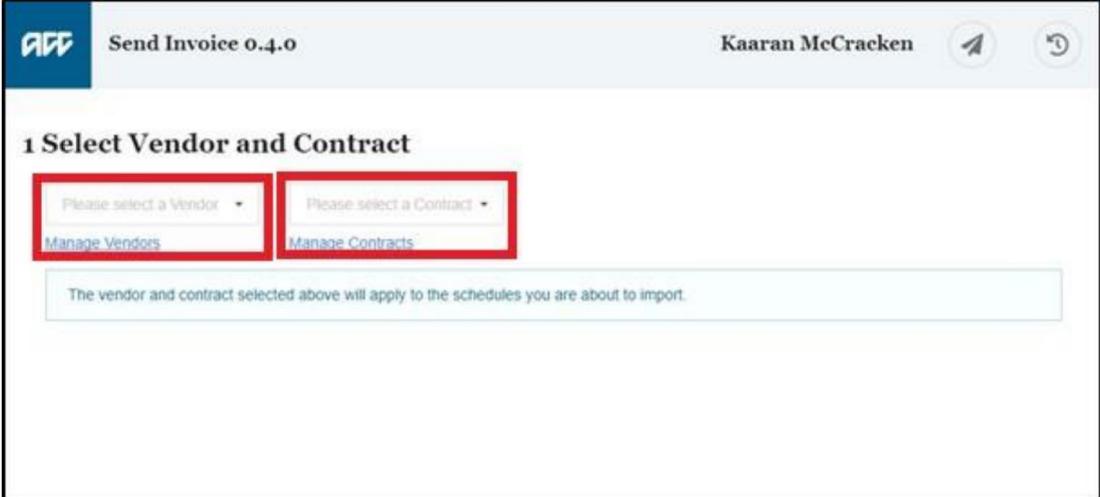
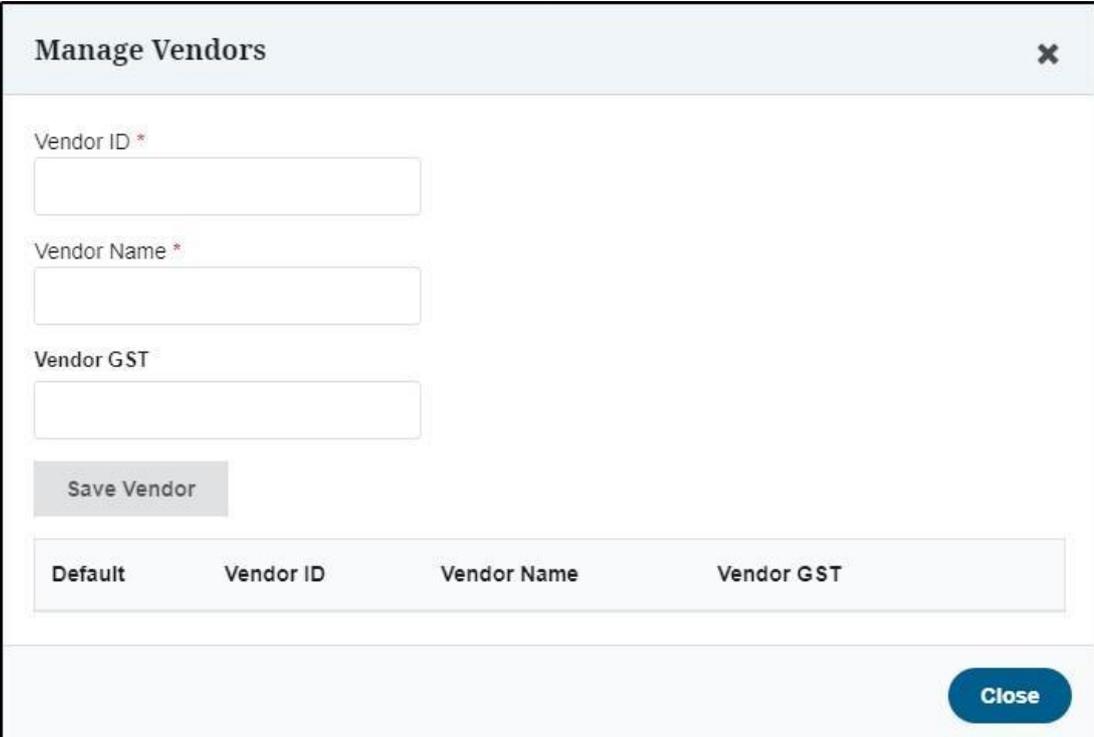


Figure 2: Select vendor and contract

- Select 'Manage Vendors' to see:



Default	Vendor ID	Vendor Name	Vendor GST
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Figure 3: Manage vendors

- Enter your vendor ID (provided by ACC) and your vendor name.
- If you are GST registered, you can also enter the GST number (just the digits).

- Then choose **'Save Vendor'** and that vendor will appear in the list, automatically set as the default:



Figure 4: Selected vendor

- You can add, delete, or edit vendors at any time—but if you have only one, choose **'Close'**. That vendor profile is now selected in the list in the main window.
- Now select **'Manage Contracts'**:

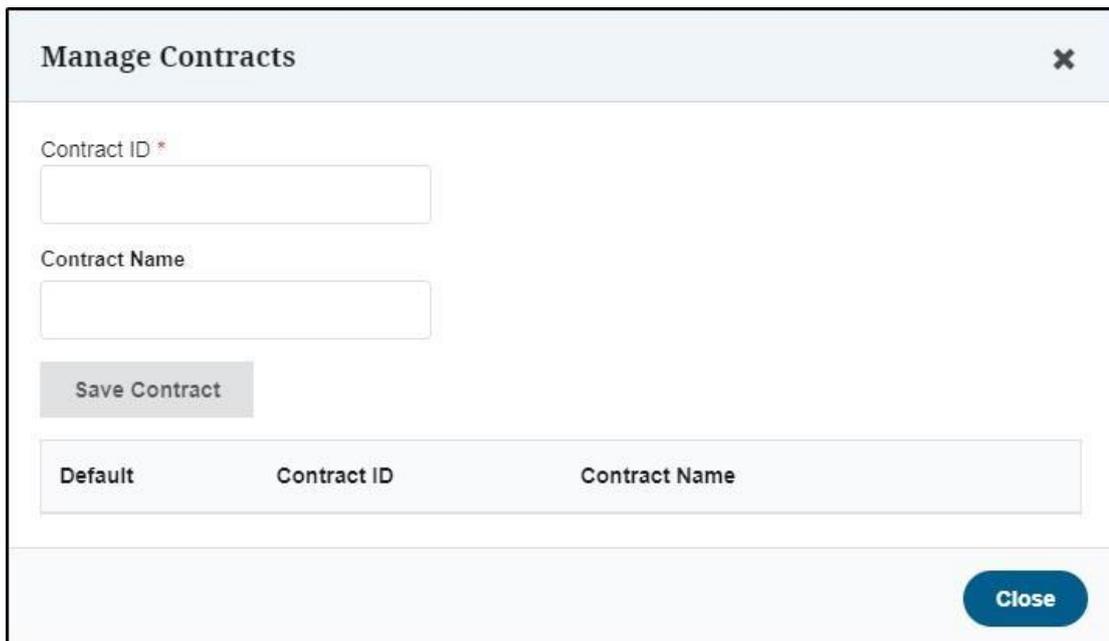


Figure 5: Manage contracts

- Enter your contract ID (provided by ACC) — up to 8 letters and digits, possibly including a **'/'**.
- For your own reference, give the contract a name. This name isn't sent to ACC; it's just to help you identify the contract.
- Then choose **'Save Contract'** and that contract is shown in the list, automatically set as default. You can add, delete, or edit contracts any time, and change the default.
- If you have only one contract, choose **'Close'**.

You have now completed the installation and configuration of SendInvoice to your machine.

For support on how to manage your invoice submissions, refer to the SendInvoice User Guide. This can also be downloaded from <https://developer.acc.co.nz/resources/sendinvoice-manuals-guides>

For further support, you can also watch the simple step by step SendInvoice 'how to' videos on our SendInvoice channel:

https://www.youtube.com/playlist?list=PLL8nC8MhKPx7ijOh0OHxT26IC60rE0_Xb