

# Electronic Invoicing

## Fact sheet

### Making your account easier

#### Benefits of e-invoices

No doubt you too will enjoy the convenience of monitoring your CityLink travel costs in a format that best suits your reporting requirements.

**Free:** Electronic invoices are provided monthly free of charge. You will be notified by email and receive three files with trip details in EXCEL, PDF and CSV formats.

**Speed:** All invoices are sent directly from CityLink to the nominated email address, avoiding any delays at the mailhouse or post.

**Flexibility:** You can assign a 'fleet identifier', allocate tolls to appropriate cost centres and files can be saved anywhere on your network.

**Control:** You will still receive in the mail a tax invoice summary page for payment, giving you extra time to assess the data prior to paying your bill. The summary page will show your opening and closing balances plus trips and fee totals.

**TIM (Transurban Invoice Manager):** Your electronic files will allow you to insert the data into TIM to suit your reporting requirements. You can analyse your trip data and expenses incurred at cost centres right down to trip by trip level. Visit the CityLink website and see how much time you can save with TIM.

**Multiple contacts:** Set up a dedicated group email address (such as [citylink@companyname.com.au](mailto:citylink@companyname.com.au)) and multiple people within your organisation will receive

copies of your electronic invoice, avoiding delays resulting from staff changes and holidays. Just make sure each person is registered as a contact on your account.

#### Before we begin

As most businesses employ sophisticated firewall and/or anti-virus software protection, your IT department may filter large electronic email attachments. To make sure you can maximise the benefits of electronic invoicing, we recommend that you contact your IT department to enable you to receive the monthly electronic invoice in Winzip format directly to your inbox.

#### File formats

The Winzip file you will receive contains three versions of your invoice:

- a PDF file (requires Acrobat Reader 5 or greater);
- CSV – an EXCEL-friendly text file; and
- a RAW (comma delimited) data file (to be used with TIM or other software).

### Signing up is easy

Email: [comcare@citylink.com.au](mailto:comcare@citylink.com.au)

Phone: **1300 360 962**

(Monday to Friday, 8am – 6pm)