

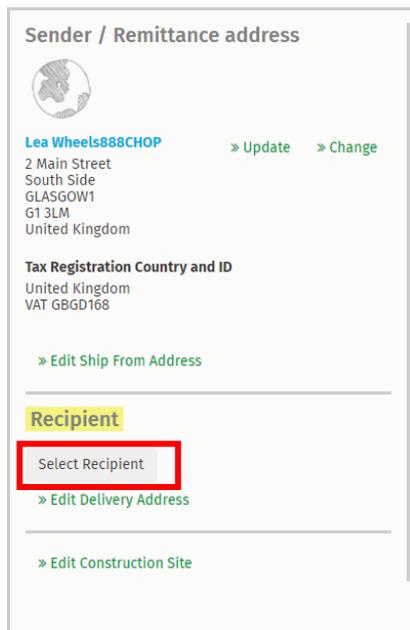
## Submitting your Key-In invoice

There is a minor change to selecting the 'ACCA Recipient' of your Key-In invoice.

When submitting a Key-In invoice, you now only need to select the Recipient (i.e. the ACCA legal entity) and the remaining fields will auto-populate.

Please follow the steps below when selecting the ACCA recipient of your invoice.

1. Input all invoice information as normal
2. Click **Select Recipient**



The screenshot shows a web interface for invoice submission. It is divided into two main sections: 'Sender / Remittance address' and 'Recipient'. The 'Sender / Remittance address' section includes a globe icon, the name 'Lea Wheels888CHOP', and the address '2 Main Street, South Side, GLASGOW1, G1 3LM, United Kingdom'. It also shows 'Tax Registration Country and ID' as 'United Kingdom' and 'VAT GBD168'. There are links for 'Update', 'Change', and 'Edit Ship From Address'. The 'Recipient' section has a yellow header and a button labeled 'Select Recipient' which is highlighted with a red rectangular box. Below it are links for 'Edit Delivery Address' and 'Edit Construction Site'.

3. Search for ACCA and click **Select**. This is now displayed as **ACCA – Association of Chartered Certified Accountants**.

Company	Tax Registration	Action
☆ <b>ACCA - Association of Chartered Certified Accountants</b> 110 Queen Street LONDON G1 3BX United Kingdom	<b>United Kingdom</b> VAT GB309937962	<a href="#">Select</a>
☆ <b>Credit Karma Mortgage, Inc.</b> United States	<b>United States</b> TIN 320512702	<a href="#">Select</a>
☆ <b>Credit Karma Offers, Inc.</b> United States	<b>United States</b> TIN 611830766	<a href="#">Select</a>
☆ <b>Credit Karma Tax, Inc.</b> United States	<b>United States</b> TIN 352570560	<a href="#">Select</a>
☆ <b>US- WellPet LLC</b> United States	<b>United States</b> VAT 80029817010	<a href="#">Select</a>
☆ <b>Campbell Freightliner, LLC</b> United States		<a href="#">Select</a>
☆ <b>ACE Customer2 SRVS</b> France		<a href="#">Select</a>
☆ <b>Arkadin Belgique SA</b> Belgium	<b>Belgium</b> VAT BE0861157585	<a href="#">Select</a>
☆ <b>Arkadin International</b> France		<a href="#">Select</a>

- The **Tax Registration Country and ID** and **invoicing Address** fields have now auto-populated in your invoice.

**Recipient**

**ACCA - Association of Chartered Certified Accountants** [» Change](#)

110 Queen Street  
LONDON G1 3BX  
United Kingdom

**Tax Registration Country and ID**

United Kingdom  
VAT GB309937962

**invoicing Address**

**ACCA\_CHQ\_GB11**  
ACCA\_CHQ\_GB11

[» Edit Delivery Address](#)

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[» Edit Construction Site](#)

- Send** your invoice as normal