

# DENTAL BOUTIQUE

## **anew smile**

### CREDIT CARD RECEIPTS & RECONCILIATION

[What is a tax receipt?](#)

[Frequently Asked Questions](#)

[How do I get access to Dext for myself or a new team member?](#)

[How to Submit a Receipt via Email](#)

[How to Submit a Receipt via the Dext App](#)

## What is a tax receipt?

A tax receipt must include the following information.

- Supplier name (and ABN if an Australian company)
- The exact amount of GST included in the total cost

### Not Tax Receipts

Only show the order total or estimated total amount and not exactly how much GST is included.

Hello,

Thanks for your Amazon Marketplace order. We'll let you know once your item(s) have dispatched. Your estimated delivery date is indicated below. You can view the status of your order or make changes to it by visiting [Your Orders](#) on [Amazon.com.au](#).

Your purchase has been divided into 3 orders.

#### Order summary

Order: #250-5074870-4056642

Placed on Thursday, August 10, 2023

Arriving:

**Wednesday, August 23**

Your delivery option:

**prime Expedited International Delivery**

[View order details](#)







Your order will be sent to:

**Nell Bent**  
55 Whitehorse Road  
Dental Boutique - Ground Floor  
DEEPDENE, VIC 3103  
Australia

**Order Total Including GST: \$20.69**

Selected Payment Method: Amex

#### ORDER SUMMARY

Pantry (6)		Quantity	Price
	Twining's English Breakfast Tea Bags 10 pack	3	<b>\$9.00</b> \$0.30 per 1 Ea
	Twining's Pure Camomile Infusions Tea Bags	3	<b>\$9.00</b> \$0.30 per 1 Ea
	Twining's Pure Green Tea Bags 10 pack	3	<b>\$9.00</b> \$0.30 per 1 Ea
	Twining's Pure Peppermint Infusions Tea Bags	3	<b>\$9.00</b> \$0.30 per 1 Ea
	Twining's Strawberry Raspberry & Loganberry Infusions Tea Bags	2	<b>\$6.00</b> \$0.30 per 1 Ea
	Arkadia Vanilla Chai Tea	2	<b>\$14.00</b> \$2.92 per 100 G
<b>Estimated total*</b>			<b>\$43.74</b>

#### NOTE:

Amazon will never send you a tax receipt to start with. After the item has been delivered you need to go into My Orders and either download or request the tax invoice as shown below.



ORDER # 250-2542251-2309438


[View order details](#) | [Invoice](#) ▾

- [View tax invoice 1](#)
- [Contact seller for invoice if not shown here](#)
- [View printable order summary](#)
- [Invoice unavailable for some items. Learn more.](#)

## Tax Receipts

Show the amount of GST included within the total and include the Company details (ABN) of the supplier.

<b>BILLED TO:</b> Nell Bent 55 WHITEHORSE RD DEEPPENE, VIC 3103	<b>OFFICEWORKS LTD</b> ABN: 36 004 763 526  Issue Date: 13/07/2023 Order Date: 13/07/2023
 <b>Collection</b>	 Est. Collection in 2 hours
J.Burrows Magnetic Black Frame Whiteboard 900 x 600mm Product Code: JB602MAG I Unit Price: \$53.98 Quantity: 1	\$53.98
	Sub total \$53.98
	Delivery Fee Free
	GST Included in Total \$4.91
<b>Order Total</b>	<b>\$53.98</b>



### Tax Invoice

Your order ID is #568476. A summary of your order is shown below. To view the status of your order [click here](#).

<b>Shipping address</b>  Reuben Sim Dental Boutique 1/35 Whitehorse Road Melbourne, Victoria 3103 Australia 03 98177711  Substitute out of stock items? <a href="mailto:reception@dentalboutique.com.au">reception@dentalboutique.com.au</a>	<b>Billing Address</b>  Reuben Sim Dental Boutique 1/35 Whitehorse Road Melbourne, Victoria 3103 Australia 03 98177711  Substitute out of stock items? <a href="mailto:reception@dentalboutique.com.au">reception@dentalboutique.com.au</a>
--	---

**Your Order Contains...**

Cart Items	SKU	Qty	Item Price	Item Total
Items shipped to 1/35 Whitehorse Road, Melbourne, Victoria, 3103, Australia				
Nu Pure Mini Spring Water 40 x 250 ml	D-109025	30	\$9.99 AUD	\$299.70 AUD
			Subtotal:	\$299.70 AUD
			Shipping:	\$13.48 AUD
			Grand Total:	\$313.18 AUD
			GST Included in Total:	\$1.23 AUD

**Fairdinks**  
<https://www.fairdinks.com.au>  
ABN:51263068916

## Frequently Asked Questions

### **Who is responsible for submitting receipts**

The named cardholder is responsible for ensuring all purchases made on their card are reconciled. If you give your card to another team member to make a purchase, it is your responsibility to ensure that they have submitted the receipt.

### **What if I have a team leader who does not have their own card but makes frequent purchases on mine?**

Please speak to the finance team about getting them set up with their own Dext login and access.

### **I purchased something using the company credit card, where do I send my receipt?**

Please send the receipt to Dext either via the app on your phone or via your dedicated Dext email-in address as soon as possible.

### **The receipt is in my email**

Please forward the email to your dedicated Dext email-in address.

### **The receipt is an order confirmation (in tax receipt format) on my screen**

Please take a photo of the receipt on your screen and upload it via the Dext app on your phone.

### **The receipt is a physical paper receipt**

Please take a photo of the receipt and upload it via the Dext app on your phone.

### **When do I send my receipt?**

As soon as the purchase has been made or as soon as you have received the tax invoice.

### **If I made a purchase on behalf of another site, how do I make sure the receipt goes to the right site?**

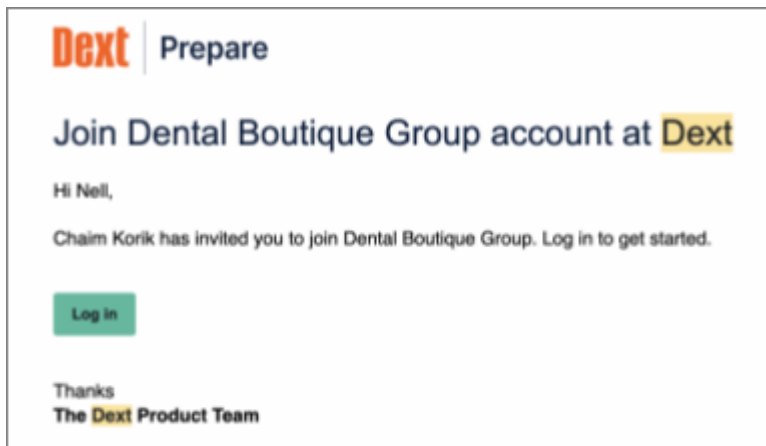
If you have access to more than one site, you can choose which email-in address to send to or in the app, which business to upload the receipt to.

If you've made a purchase on behalf of a site you don't have access to, please speak with the Finance team.

## How do I get access to Dext for myself or a new team member?

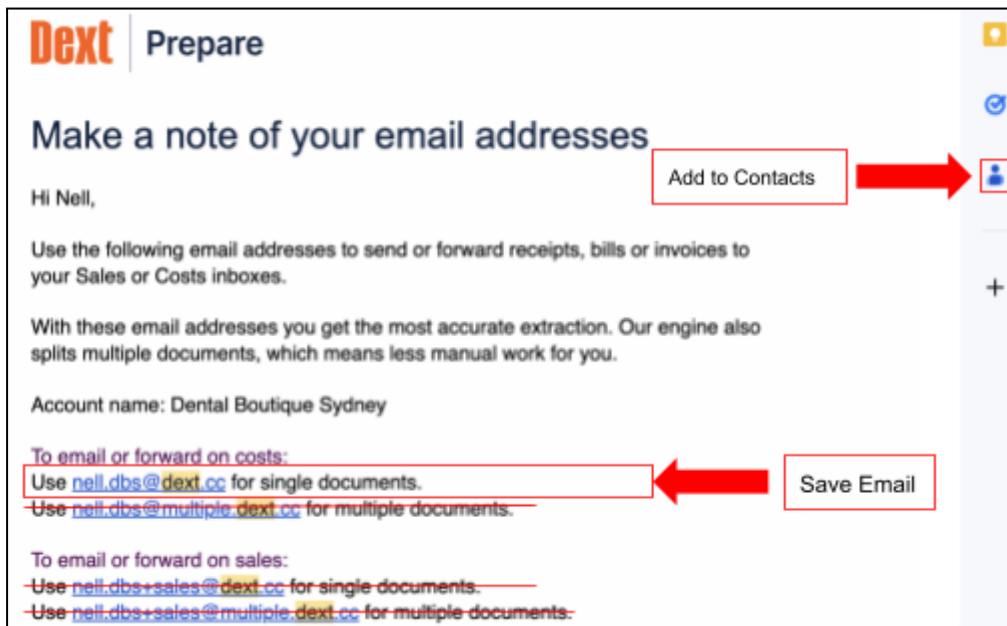
The finance team will send you an invitation via email and SMS to join Dext for your relevant site. Please follow the prompts to accept the invitation and create your log in.

If you have a new team member starting who will be making purchases, please let the finance team know.



Add the costs for single documents email address to your contact list (eg. Dext - Group)

\*You **do not** need to save the other email addresses for costs - multiple documents or for either of the sales emails.



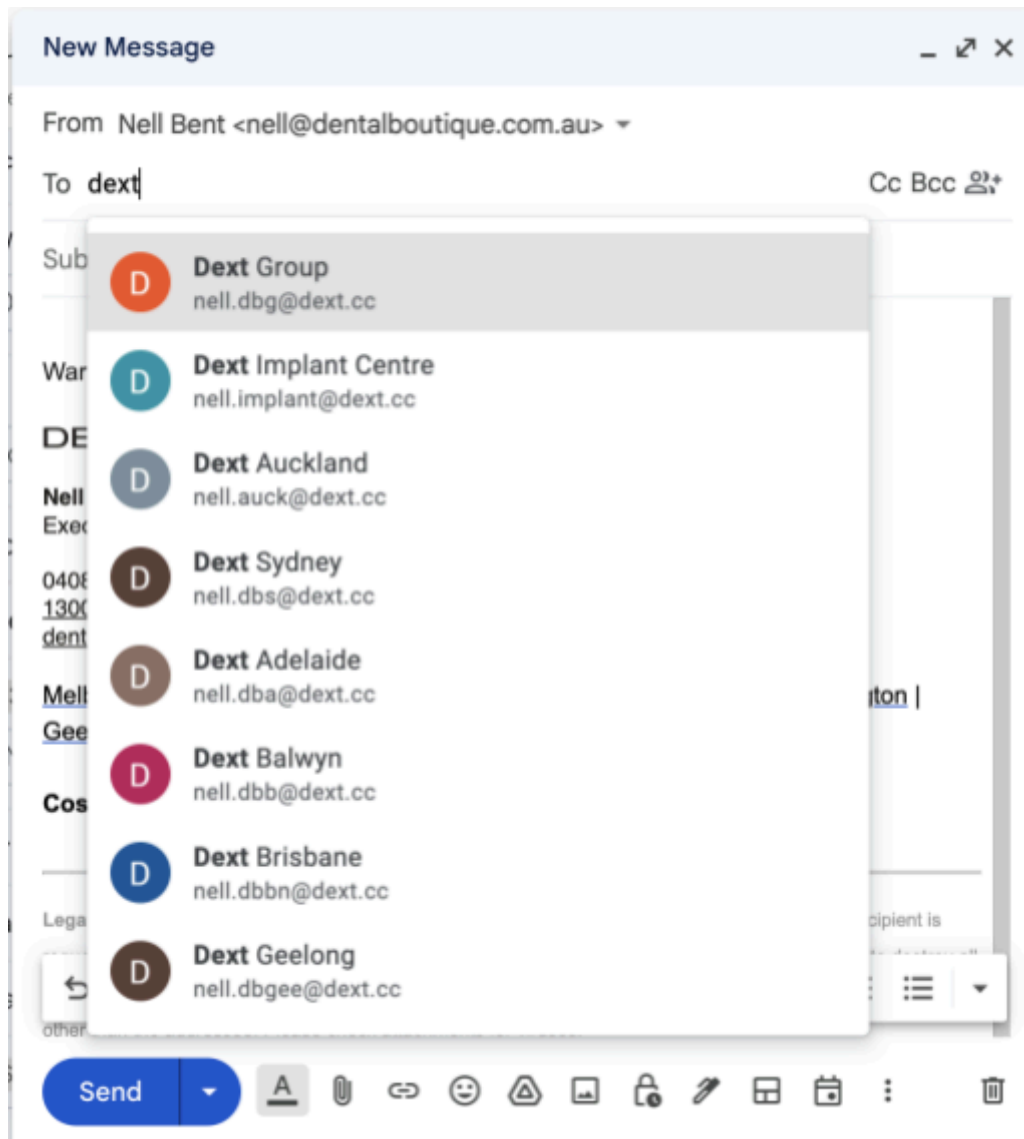
## How to Submit a Receipt via Email

Dext recognises receipts sent both as attachments and if they are just within the body of the email itself.

Once you have received the tax receipt of your order (not just the order confirmation) please forward this to your dedicated Dext email-in address.

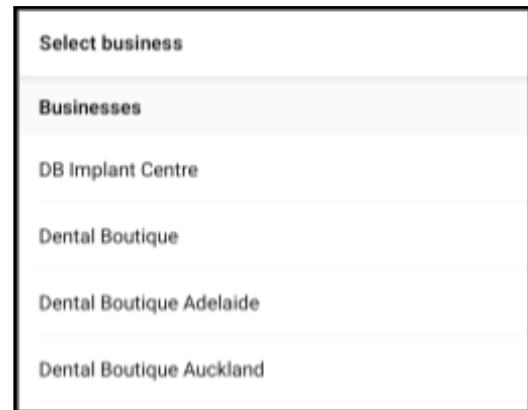
In some cases (eg. Amazon) you may need to request the tax invoice from the seller before sending.

With some orders (eg. Coles or Officeworks) - the tax receipt is only sent after the order has been delivered or you may need to download from the website itself after delivery.



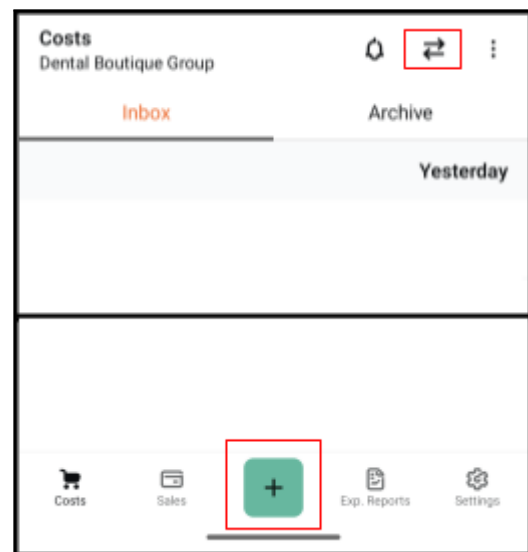
## How to Submit a Receipt via the Dext App on your phone

1. Choose the relevant company that you are uploading the receipt for (if you are linked to more than one).



2. On the home dashboard, click the plus button at the bottom of the screen to upload the receipt.

If you need to switch between businesses, click the two arrows in the top right hand corner.



3. To upload one receipt, select **Single**.  
If you have multiple different receipts to upload, please select **Multiple**.  
If uploading multiple, take a photo of every receipt and then click review.  
Single receipts once taken will automatically go through to the review stage.



4. One in the review stage, please click **Submit**. You **do not** need to categorise your receipt. If there is something that you need to communicate about the receipt to accounts, you can write a description.

5. Once uploaded, you'll be able to see a list of receipts that you have submitted (both via email and via the app).

“To review” means the accounts team has yet to reconcile the receipt at their end, you do not need to action.

You can see a list of all past reconciled receipts uploaded to Dext by viewing “Archive”.

Costs	
Dental Boutique Group	
Inbox	Archive
	Yesterday
Unknown Supplier	13 Feb 2024
\$23.40	To review
Unknown Supplier	13 Feb 2024
\$5.30	To review



You can also watch a video of this process below.

 Dext App Video.mp4