

# User Guide

## Invoice Portals – iTunes

### TABLE OF CONTENTS

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Table of Contents .....	0
Invoice Portals – iTunes.....	0
<i>How to download itunes invoices from itunes</i> .....	1

### INVOICE PORTALS – iTUNES

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Australian Businesses are required to keep proof of purchases for any purchases over \$82.50 inclusive of GST. A proof of purchase is a document which contains specific information; this normally comes in a format of a docket or a Tax Invoice. Australian sellers are required to issue tax invoices within 28 days from the date the service has been provided.

Generally, invoices are either printed or emailed to clients, however a number of businesses also provide online portals where clients can access and download copies of all their invoices.

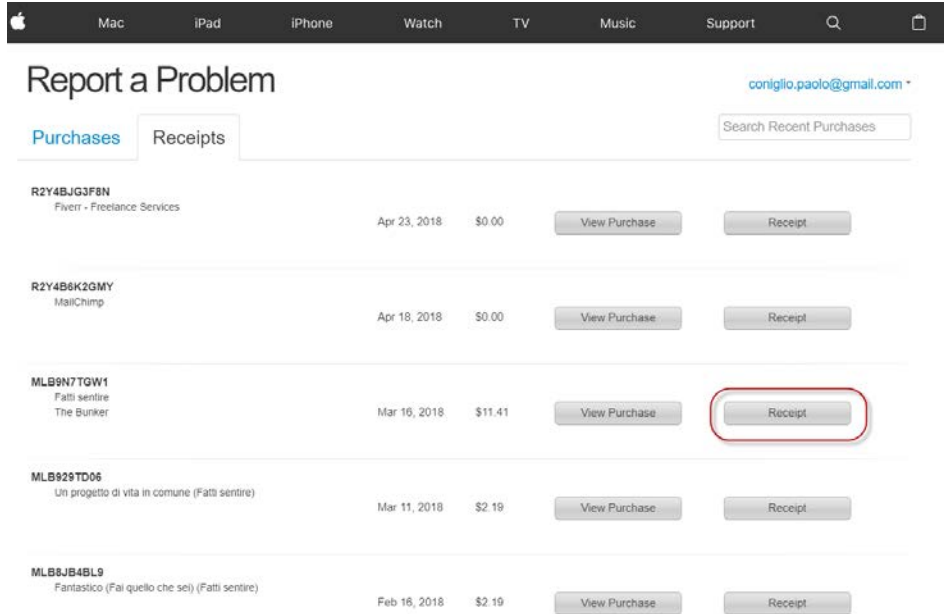
#### iTUNES

iTunes is a digital store of music, videos and other digital resources. iTunes bills clients for each individual purchase, clients receive monthly invoices via email but can also access invoices via the Report a Problem Apple website.

## How to download itunes invoices from itunes

1. On your web browser go to: <https://reportproblem.apple.com/>

➔ *The Apple Report a Problem website opens*



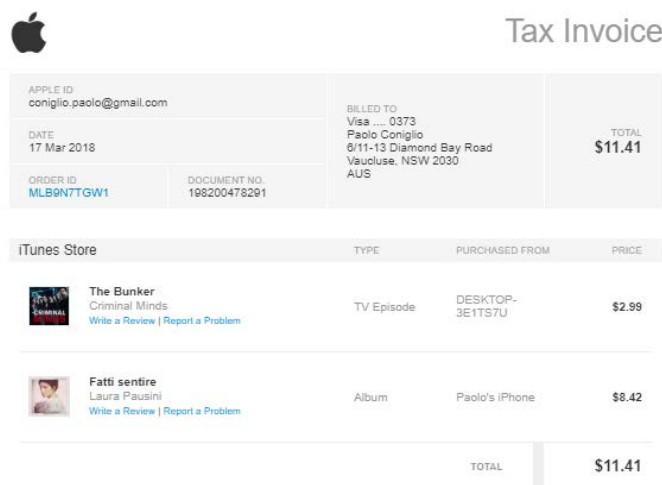
**Report a Problem** coniglio.paolo@gmail.com

**Purchases** | Receipts Search Recent Purchases

Order ID	Product Name	Date	Price	View Purchase	Receipt
R2Y4BJG3F8N	Fiverr - Freelance Services	Apr 23, 2018	\$0.00	View Purchase	Receipt
R2Y4B6K2GMY	MailChimp	Apr 18, 2018	\$0.00	View Purchase	Receipt
MLB9N7TGW1	Fatti sentire The Bunker	Mar 16, 2018	\$11.41	View Purchase	Receipt
MLB9Z9TD06	Un progetto di vita in comune (Fatti sentire)	Mar 11, 2018	\$2.19	View Purchase	Receipt
MLB8JB4BL9	Fantastico (Fai quello che sei) (Fatti sentire)	Feb 16, 2018	\$2.19	View Purchase	Receipt

2. Click on the [Receipts] Tab
3. Find the Purchase and click on [Receipt]

➔ *The iTunes invoice opens*



**Tax Invoice**

APPLE ID coniglio.paolo@gmail.com	BILLED TO Visa ... 0373 Paolo Coniglio 6/11-13 Diamond Bay Road Vaucluse, NSW 2030 AUS	TOTAL <b>\$11.41</b>
DATE 17 Mar 2018	ORDER ID MLB9N7TGW1	DOCUMENT NO. 196200478291

iTunes Store	TYPE	PURCHASED FROM	PRICE
<b>The Bunker</b> Criminal Minds <a href="#">Write a Review</a>   <a href="#">Report a Problem</a>	TV Episode	DESKTOP-3E1TS7U	\$2.99
<b>Fatti sentire</b> Laura Pausini <a href="#">Write a Review</a>   <a href="#">Report a Problem</a>	Album	Paolo's iPhone	\$8.42
TOTAL			<b>\$11.41</b>

4. Click on [Print]
5. Print/Save the Invoice to PDF