

E- Invoice guideline for Interpreter 2025v2

General Reminder for Interpreters Transitioning to E-Invoice

- This is a general reminder for interpreters who are transitioning from using paper invoices to the E-invoice system.
- Once you start using the E-invoice for a particular job, please do not submit a paper invoice to WATIS for the same job. Submitting both may result in duplication and delays in payment processing.

Step 1,

Go to <https://mirror.watis.org.nz/>

and login

Sign in at “For Interpreter”

Login below to make a booking or [click here to create an account](#).

[Forgot password?](#)

For Interpreter:
[Sign In](#)
Click here to [Apply for Position](#)

Message for Requesters

2025 Happy New Year

Message for Interpreters

2025 Happy New Year

2, Go to E-invoice

Transaction

[E→ Search Paid Transactions](#)

[E→ View Payment Reports](#)

[E→ E-invoice](#)

3, All the jobs have already done would show below

[View E-invoices](#)

[Claiming for Late Cancellation Job](#)

	Booking Details	Booking Appointment	Actual Timesheet:	Options
✓	Booking#: 558661 Site: NHI#:ABC1234 Job Type:APC	App Date/Time: 2025-02-11 11:00:00 Duration: 1h	Cancelled Booking	Edit E-invoice
✓	Booking#: 558662 Site: NHI#:ABC1234 Job Type:APC+TA	App Date/Time: 2025-02-11 11:00:00 Duration: 1h	Cancelled Booking	Edit E-invoice
✓	Booking#: 558710 Site: NHI#:ABC1234 Job Type:APC	App Date/Time: 2025-02-11 13:00:00 Duration: 30m	Cancelled Booking	Edit E-invoice
	Booking#: 558714 Site:Waitakere Hospital NHI#:ABC1234 Job Type:SINT	App Date/Time: 2025-02-11 13:00:00 Duration: 1h	Start:2025-02-11 13:00:00 Duration:1h End:2025-02-11 14:00:00	Edit E-invoice
	Booking#: 558658 Site:Waitakere Hospital NHI#:ABC1234 Job Type:TA+APC	App Date/Time: 2025-02-11 14:00:00 Duration: 1h	Start:2025-02-11 14:00:00 Duration:1h End:2025-02-11 15:00:00	Edit E-invoice

4, Click “Edit E-invoice” for each individual job

[View E-invoices](#)

[Claiming for Late Cancellation Job](#)

	Booking Details	Booking Appointment	Actual Timesheet:	Options
✓	Booking#: 558661 Site: NHI#:ABC1234 Job Type:APC	App Date/Time: 2025-02-11 11:00:00 Duration: 1h	Cancelled Booking	Edit E-invoice
✓	Booking#: 558662 Site: NHI#:ABC1234 Job Type:APC+TA	App Date/Time: 2025-02-11 11:00:00 Duration: 1h	Cancelled Booking	Edit E-invoice
✓	Booking#: 558710 Site: NHI#:ABC1234 Job Type:APC	App Date/Time: 2025-02-11 13:00:00 Duration: 30m	Cancelled Booking	Edit E-invoice
	Booking#: 558714 Site:Waitakere Hospital NHI#:ABC1234 Job Type:SINT	App Date/Time: 2025-02-11 13:00:00 Duration: 1h	Start:2025-02-11 13:00:00 Duration:1h End:2025-02-11 14:00:00	Edit E-invoice
	Booking#: 558658 Site:Waitakere Hospital NHI#:ABC1234 Job Type:TA+APC	App Date/Time: 2025-02-11 14:00:00 Duration: 1h	Start:2025-02-11 14:00:00 Duration:1h End:2025-02-11 15:00:00	Edit E-invoice

5.1, For APC and TA which require no time stamp. Just click update after verify all the information.

Site: Location:
Job Code: APC General Comments: cancelled APC+VIS
Transaction Information
Interpreter comment:

Back Update

5.2 For Job involve SINT, TINT and VIS. Please input the finish time and click update.

Transaction Information

Arrival Date/Time:* 2025-02-11 -- 13 00 (yyyy mm dd --hh mm)
Actual Start Date/Time:* 2025-02-11 -- 13 00 (yyyy mm dd --hh mm)
Actual End Date/Time:* 2025-02-11 -- 14 00 (yyyy mm dd --hh mm)
Extra Mileage:
Requester Full Name*: WATIS WATIS
Requester Email*: honglo.2000@gmail.com
Interpreter comment:

Back Update

Arrival Date/Time:* 2025-02-11 -- 13 00 (yyyy mm dd --hh mm)
Actual Start Date/Time:* 2025-02-11 -- 13 00 (yyyy mm dd --hh mm)
Actual End Date/Time:* 2025-02-11 -- 13 30 (yyyy mm dd --hh mm)
Interpreter Comment:

Extra Mileage:

If the job requires extra mileage which is more than 40km from Northshore Hospital or Waitakere Hospital, please click the box.

And click the extra mileage you want to claim in the Interpreter comment section.

Requester Full Name*	<input type="text" value="Allan Smith"/>
Requester Email*	<input type="text" value="Allan.smith@waitemata"/>

Requester full name – please enter the name of the clinician who is signing you off.

Remember to click Update.

You have completed the E-invoice through this job.