

INVOICE SUBMISSION REQUIREMENTS

Please email all original invoices to: planmanagement@headwaygippsland.org.au

To ensure your invoice can be processed in a timely manner, please ensure your invoice contains the following information:

V	provider's NDIS business name
M	invoice number

provider's ABN

participant's name and NDIS number

support item number listed in the NDIS Support Catalogue

amount and quantity claimed for each unit of the support provided for example, \$51.09 each x 2 units

date/s the support was delivered

date of invoice (must be <u>after</u> the date/s the support was delivered)

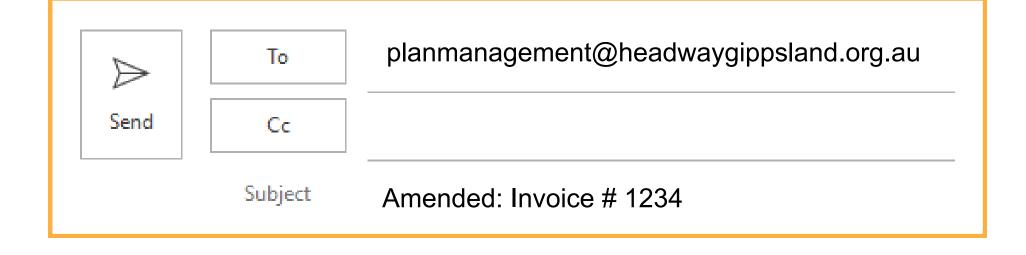
total invoice amount

GST component if applicable (most services are GST free).

Please note: An invoice can only be for one participant, but can include multiple supports and multiple days

AMENDED INVOICE SUBMISSION

If you need to amend your invoice, please email it to planmanagement@headwaygippsland.org.au with **AMENDED** clearly in the subject line.

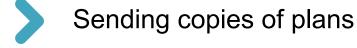


INVOICE STATUS ENQUIRIES

Please email all follow-ups for previously submitted invoices to <u>invoiceenquiries@headwaygippsland.org.au</u>
As per NDIS Guidelines, please allow 5 business days for Plan Managers to validate invoices and 2 business days to reimburse the provider (excluding public holidays).

OTHER QUERIES

Email intake@headwaygippsland.org.au for:



Requests to join or cease services

