

# INVOICE SUBMISSION REQUIREMENTS

Please email all original invoices to: [planmanagement@headwaygippsland.org.au](mailto:planmanagement@headwaygippsland.org.au)


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

- provider's NDIS business name
- 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 after 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](mailto:planmanagement@headwaygippsland.org.au) with **AMENDED** clearly in the subject line.

	To	<a href="mailto:planmanagement@headwaygippsland.org.au">planmanagement@headwaygippsland.org.au</a>
	Cc	
	Subject	Amended: Invoice # 1234



## INVOICE STATUS ENQUIRIES

Please email all follow-ups for previously submitted invoices to [invoiceenquiries@headwaygippsland.org.au](mailto:invoiceenquiries@headwaygippsland.org.au)

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](mailto:intake@headwaygippsland.org.au) for:

-  Sending copies of plans
-  Requests to join or cease services

## CONTACT US



(03) 5127 7166



[www.headwaygippsland.org.au](http://www.headwaygippsland.org.au)



[planmanagement@headwaygippsland.org.au](mailto:planmanagement@headwaygippsland.org.au)