

Provider Invoice Requirements

- Document identifiable as an 'Invoice' or 'Tax Invoice'
- Business contact details listed
- ABN listed
- Email address listed
- Bank Details listed
- Unique Invoice Number
- Participant's Full Name
- Participant's NDIS Number
- Date of each service/support
- Description of service and relevant support code (if known)
- Duration of each Service
- Hourly/unit rate & Total cost
- GST or GST Free – whilst many disability services are GST free you should check the ATO website for further information and reflect the appropriate GST code on your invoice.
- Total Invoice Amount
- Details of service type – ie direct, transport, non-face to face, cancellation, NDIA required support, telehealth supports, irregular SIL support
- Details of cancellation for cancelled service

Please send invoices to info@onpointplanmanagement.com.au

Please note NDIS pricing arrangements and price limits must be followed when supports are delivered to NDIA-managed or plan-managed participants.

What happens after we receive your invoice?

We enter the invoice into our system.

Participants approve or decline the invoices.

Approved invoices are uploaded to the NDIS Provider Portal and then paid.

Declined invoices are discussed with the participant and resolution sought.