Provider Invoice Submission Checklist

Use this one-page checklist to make sure every invoice is right first time. Correctly formatted invoices are typically processed within 3–5 business days.

On every invoice

- ■ Business name, ABN and contact details
- ■ Participant's full name and NDIS number
- ■ Date(s) of service within the current plan period
- ■ NDIS support item code(s) and description
- ■ Hours / units delivered and rate per unit
- ■ Subtotal, GST (if applicable) and total payable
- ■ Unique invoice number and date of issue
- ■ Bank BSB / Account or PayID for payment
- ■ Service notes or attachments where relevant
- ■ Invoice supplied as a PDF (one invoice per PDF)
- ■ Sent to invoice@smartplanservices.com.au

Where to send

Email your PDF invoice to **invoice@smartplanservices.com.au**. This is the only method of submission.