

Invoice requirements vendors to Centacare NENW Plan Management



Centacare NENW Plan Management have refined our accounts payable system to automate the scanning, interpreting, and filing of invoices.

Scanner readable invoices enable accurate invoice data extraction and automated processing. The immediate benefit to you is timely payment.

Payments are made by Electronic Funds Transfer (EFT) only.

Your invoice must be compliant with Australian Tax Office (ATO) requirements. For further information, refer to the [ATO](#) website.

What will delay payment of my invoice?

- # Using the same invoice number for different clients - **duplicate numbers will not be processed.**
- # Emailed "links" and unreadable attachments
- # NDIS Client full name - no part name
- # NDIS Item numbers not included
- # Quantity / hours not specified
- # Excel or word document
- # Images
- # Link to download Invoice

Before sending your invoice to Centacare Plan Management, please check the following details are included in your invoices:

Scan and send requirements

Tax Invoices must be scanned in high resolution (minimum 300dpi), PDF format.

(a) Tax invoices to be emailed to:

ndisaccounts@centacarenenw.com.au

with one attachment per PDF invoice. (Page 1 should be the invoice followed by supporting documents.)

- (b) Multiple invoices must be sent as separate attachments (one invoice per PDF attachment).
- (c) Email Subject line - Invoice.
Reimbursements subject line - Reimbursement

Tax Invoice should specify the following

- Client Full Name
- Client NDIS Number (if known)
- Invoice number
- Quantity / hours
- NDIS item number
- Invoice date (should not be dated before delivery of goods/services)
- Service Start and End dates
- Subtotal amount
- Freight amount (if any)
- GST/NTR amount
- Invoice total amount (including GST)
- ABN

Details for EFT payment

- Bank account details (BSB, Account Number & Account name)
- Email address (for remittance advice)

For more information.

Contact Plan Management on (02) 6762 9262 between 8:00 am and 5:00 pm Monday to Friday or planmanagement@centacarenenw.com.au