

Guide to Invoicing for NDIS Claims

for Providers servicing NDIS Participants

Magnum Support Services is NDIS Registered Plan Management Service Provider for NDIS Participants looking to hire professionals to manage the claims and payments for Invoices they receive from various supports and services providers enabling them to achieve their goals. We work towards taking the pressure off from the Participants and their Families by managing the invoice claims and payments through their NDIS Funded Plans.

To process these payments, we require valid Tax Invoices for all goods and services supplied to clients / NDIS Participants. Under NDIS Guidelines, all Invoices must meet certain criteria for processing. This Invoicing Guide is designed for Service Providers to ensure the Invoices they raise are valid in all aspects with all necessary information about the goods &/or services and clients to whom it has been supplied.

A Valid Tax Invoice shall include all of the following information:

- Provider's Information
 - Company / Trading Name
 - ABN – Australian Business Name
 - Business Address
 - Business Email Address
 - Business Phone Number
 - NDIS Provider Number (if NDIS Registered Provider)
 - Bank Details – Account Name / BSB / Account Number
- Magnum Support Services' Information
 - Invoices must be raised to Magnum Support Services
 - Invoices must be emailed to pm@magnumsupports.com.au
 - If unable to email Invoices, these can be posted to:
 - Suite 22, Level 1, 797 Plenty Rd, South Morang VIC 3752
- NDIS Participant's Information
 - Client / NDIS Participant's Full Name
 - Client / NDIS Participant's NDIS Number
 - Participant's Address
- Goods &/or Services Details
 - Date of Supply of Goods, or Start & End Date of Services
 - Service Description
 - NDIS Line Item Number
 - Qty / Hrs / Units
 - Unit Charges (must meet NDIS Price Guidelines)
 - Amount (for each line item / service / product)
 - GST Amount applicable
 - Total Amount Due as per the Invoice raised

** A Sample Invoice is provided on the next page for your review and consideration.

** File Formats can vary depending on the application you would be using in your business

* We will record and process Invoices if only provided as attachments in formats: **pdf, doc or docx**

* Invoices provided in Online downloadable formats will not be considered

**BUSINESS
 LOGO IMAGE**

**YOUR
 BUSINESS
 INFORMATION**

TAX INVOICE

Invoiced To:

Contact Name: NDIS Participant Name - NDIS Number 0000
 Client Business: MAGNUM SUPPORT SERVICES (Plan Mgr)
 Client Address: S22, L1, 797 Plenty Rd South Morang VIC 3752
 Phone: 03 9013 7740
 Email: pm@magnumsupports.com.au
 Service Add: NDIS PARTICIPANT Service Address

Invoice # : INVOICE NUMBER
 Invoice Date: INVOICE DATE

Item Details	Qty / Hrs	Rate	Amount
Support Service Item - Start Date - to - End Date - Line Item Number	QUANTITY or Hours	unit charge	Amount
Support Service Item - Start Date - to - End Date - Line Item Number	QUANTITY or Hours	unit charge	Amount

INVOICE NUMBER
 INVOICE DATE

Discount : discount
 Subtotal : subtotal
 3% Card Surcharge : 00
 GST Amount : GST Amt
Total Charges (Incl GST) : Total Charge
 Amount Paid : 00
Balance Due : \$ Bal Amt

THANK YOU FOR YOUR BUSINESS

JOB NOTES

RELEVANT JOB NOTES
 FOR SERVICES PROVIDED

Please Note:

- Magnum Support Services as Plan Managers for NDIS Participants are not the recipient of any Goods &/or Services provided to the common client.
- Magnum Support Services do not hold reserve of any funds from client's NDIS Funding. Amounts are claimed and processed through NDIS Portal against the support category & line item as per NDIS Guidelines.
- All Payments will be made according to NDIS Price Guide valid at the time of supply of goods & services.
- Most Invoices are paid within 10 working days from the receipt. However certain delays may still occur.
- To track your outstanding invoices, contact Magnum's Plan Management team at **03 9013 7740**