Submitting Invoices to Clear Funds Manager

A quick guide for NDIS providers supporting one of our participants.

Where to send invoices

Please email all invoices to admin@clearfundsmanager.com.au. Send them as soon as the support has been delivered - there's no need to wait or batch multiple invoices together.

What your invoice needs to include

- **Participant details:** the participant's full name and NDIS number
- **Service date(s):** date(s) the support was actually delivered (not the invoice date)
- **Line items:** the specific NDIS support item code(s) and description for each line
- **Unit price and quantity:** matching the item's current NDIS Pricing Arrangements rate
- **Your details:** your business/trading name, ABN, and (if registered) your NDIS registration number
- **Invoice number & payment details:** a unique invoice number, and your payment/bank details

Missing or incorrect information (especially the wrong item code or a date outside the participant's current plan) is the most common reason an invoice gets delayed - double-checking these details before sending saves everyone time.

What happens after you send it

1. **We review it -** we check it against the participant's plan and available budget.
2. **We pay it -** we process valid invoices within 3 business days of the relevant NDIS funds being received.
3. **If there's an issue -** if anything's missing or doesn't match, we'll email you directly to sort it out quickly.

Questions?

Contact us any time at admin@clearfundsmanager.com.au. We're happy to help if you're new to invoicing a plan-managed participant.