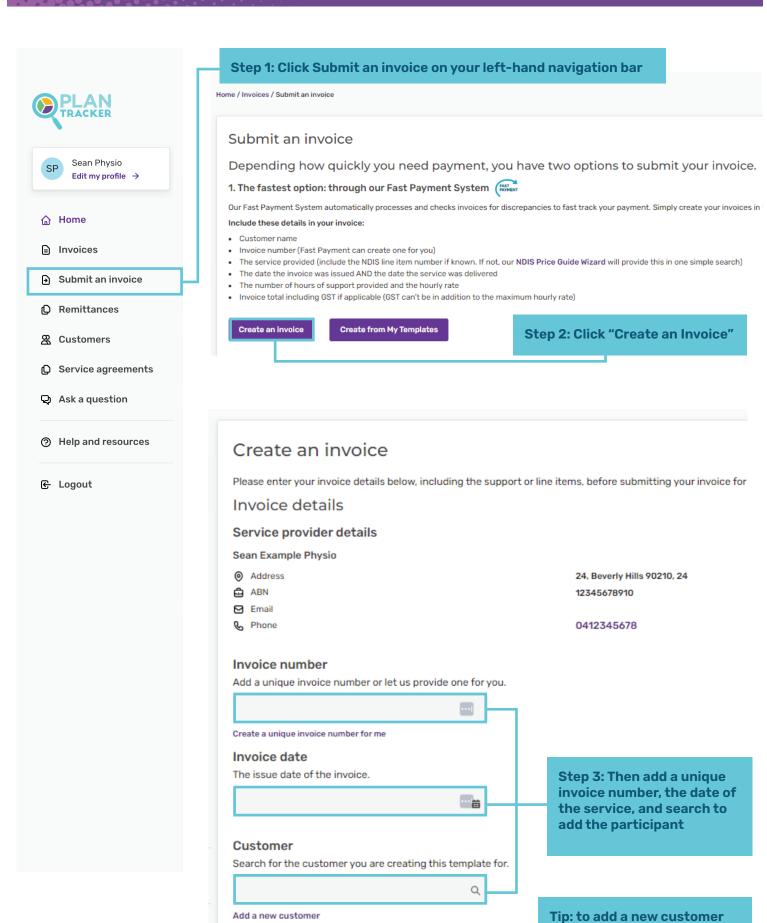
Plan Tracker Portal

How to create and submit an invoice

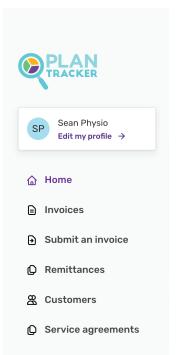


you need their Surname, NDIS number and postcode.



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Step 4: Use the search bar to find the correct Support name or line item.

Our handy Price Guide Wizard allows you to check the line item numbers and price limits and click "Add support item"

Add invoice items

Please ensure that all prices, rates and costs include GST if applicable.

If you're unsure of the support item name or unit price, our NDIS Price Guide Wizar I provides these details in one simple search.

NDIS Service Provided

Search by support name, keyword or line item number

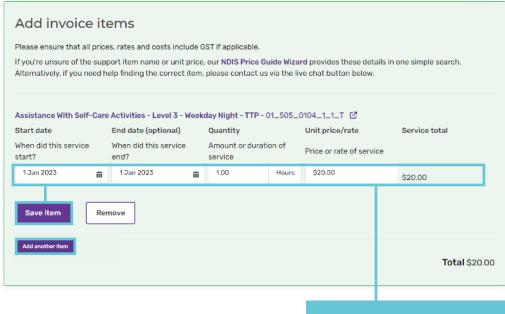
e.g. House and/or Yard Maintenance, Gardening or 1034537

Q

Add support item

Cancel

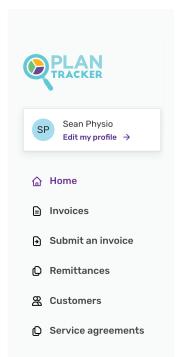
Step 5: Add details about the support - dates, total hours and rate.

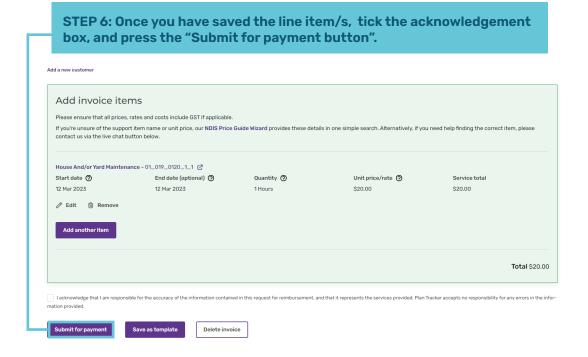


Tip: if you have multiple line items, enter the line item detail, hit the "Save Item" Button and the "Add another item"

Plan Tracker Portal How to create and submit an invoice







You have successfully submitted your invoice

Invoice submitted

O Invoice 123321133 has been successfully submitted.

Made a mistake? No problem - your invoice won't be submitted for the next 0:50 minutes if you want to make changes. Alternatively, email us at accounts@plantracker.com.au or contact us via the live chat button below during business hours.