UnitingCare

Submitting Tax Invoices to UnitingCare Qld

How to address your Tax Invoice to UnitingCare?

- Our ABN is 84 675 001 493
- Please ensure all invoices are in PDF format, with one invoice per attachment (file size under 5 MB). Invoices provided as links cannot be accepted.
- Please ensure your invoice includes the Trading Division to which you have provided the service. These are:
  - BlueCare,
  - UnitingCare Community,
  - UnitingCare Queensland, and
  - UnitingCare Health

BlueCare

- Send invoices to: invoices@bluecare.org.au
- **Invoices must state a Site ID** (format 1234-12345) or purchase order number (starts with PO22xxxxxxx) in the 'bill to' section of the invoice. Without one of these references, payment may be delayed. Please refer to your Service Engagement Form/Purchase Order, or request from your business contact prior to submitting your invoice.
- Include the type of Program Funding, Client Name and Client Reference Number (where applicable, refer to the Service Engagement Form). Your Blue Care business contact can assist you with these details.
- Invoices may also need to state a work order (format BCXX:12345).
- Payment enquiries? creditors@bluecare.org.au or 1300 318 050.
- Send statements to: creditors@bluecare.org.au

UnitingCare Community (UCC/Family/Disability/Lifeline)

- Send invoices to: apinvoices@uccommunity.org.au
- **Invoices must state a D365 reference ID** in the 'bill to' section of the invoice - request from your business contact prior to submitting your invoice. Without this ID, payment may be delayed.
- Payment enquiries? apenquiry@uccommunity.org.au or 1300 390 382.

UnitingCare Qld (UCQ Group Office)

- Send invoices to: apinvoices@ucareqld.com.au
- **Invoices must state either a Purchase Order or a D365 reference ID** in the 'bill to' section of the invoice - request from your business contact prior to submitting your invoice. Without one of these references, payment may be delayed.
- Payment enquiries? apenquiry@ucareqld.com.au or 1300 390 382.

UnitingCare Health (UCH)

- Send invoices to: apinvoices@uchealth.com.au
- **Invoices must generally state a Purchase Order**. Without this reference, payment may be delayed.
- **NetMenu invoices must include a site ID** as below:
  - TWH1000 for The Wesley Hospital
  - BPH5000 for Buderim Private Hospital
  - SSH7000 for St Stephens Private Hospital
  - SAW4000 for St Andrews War Memorial Hospital
- Payment enquiries? apenquiry@uchealth.com.au or 1300 390 382.