

Submitting Invoices to UnitingCare Qld

Australian Regional & Remote Community Services (ARRCS)

- Send invoices to: invoices@arrcs.org.au
- Ensure invoices are in pdf format, and each attachment contains one invoice only (under 5mb). Invoices contained in links are unable to be accepted.
- Invoices must state the Centre Name and ARRCS contact in the 'bill to' section of the invoice - request from your business contact prior to submitting your invoice. Without this reference, payment will be delayed.
- Payment enquiries? creditors@arrcs.org.au or 07 3253 4981.

Blue Care

- Send invoices to: invoices@bluecare.org.au
- Ensure invoices are in pdf format, and each attachment contains one invoice only (under 5mb). Invoices contained in links are unable to be accepted.
- Invoices must state a **Site ID** or purchase order number in the 'bill to' section of the invoice. Without one of these references, payment will be delayed. Request from your business contact prior to submitting your invoice.
- Invoices may also need to state a work order or client name where applicable. Your Blue Care business contact can help you with these details.
- Payment enquiries? creditors@bluecare.org.au or 1300 318 050.

UnitingCare Community (UCC/Family/Disability/Lifeline)

- Send invoices to: apinvoices@ucccommunity.org.au
- Ensure invoices are in pdf format, and each attachment contains one invoice only (under 5mb). Invoices contained in links are unable to be accepted.
- Invoices must state a Site reference ID in the 'bill to' section of the invoice - request from your business contact prior to submitting your invoice. Without this ID, payment will be delayed.

- Payment enquiries? apenquiry@ucccommunity.org.au or 07 3253 4981.

UnitingCare Qld (UCQ Group Office)

- Send invoices to: apinvoices@ucareqld.com.au
- Ensure invoices are in pdf format, and each attachment contains one invoice only (under 5mb). Invoices contained in links are unable to be accepted.
- Invoices must state either a Purchase Order or a Site 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 will be delayed.
- Payment enquiries? apenquiry@ucareqld.com.au or 07 3253 4981.

UnitingCare Health (UCH)

- Send invoices to: apinvoices@uchealth.com.au
- Ensure invoices are in pdf format, and each attachment contains one invoice only (under 5mb). Invoices contained in links are unable to be accepted.
- Invoices must generally state a Purchase Order. Without this reference, payment may be delayed.
- Payment enquiries? apenquiry@uchealth.com.au or 07 3253 4981.

Entity Name (Bill To)	ABN
The Uniting Church in Australia Property Trust (Q.) (Invoice must specify UCQ entity - Blue Care, UCC, UCQ, UCH).	25 548 385 225
Australian Regional and Remote Community Services Limited	88 167 926 132
Blue Care	96 010 643 909
UnitingCare Community	28 728 322 186
UnitingCare Queensland	45 414 098 573
Uniting Care Health	87 842 457 440

Payment Run Schedule

- ARRCS, UCC, UCQ and UCH payments are released every Friday.
- Blue Care payments are released every Thursday.

Payment Terms

Our standard business payment terms are 30 Days End of Month. Alternate terms can be discussed with your UnitingCare business contact who can seek support from [Procurement](#).