

Submitting Tax 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.

BlueCare

- 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@ucommunity.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 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 will be delayed.
- Payment enquiries? apenquiry@ucommunity.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 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 will be delayed.
- Payment enquiries? apenquiry@ucareqld.com.au or 07 3253 4981.

UnitingCare Health (UCH)

- Send invoices to: apinvoices@uhealth.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@uhealth.com.au or 07 3253 4981.

How to address your Tax Invoice to UnitingCare from 1 July 2024?

- Our ABN (excluding ARRCS - refer to table below) changed on 1 July 2024. Please update your system with our new ABN 84 675 001 493.
- From 1 July 2024, please address your invoice to the Trading Division you've provided goods/services to (refer to table below), with or without our new ABN.
- Without the correct 'bill to' details, your tax invoice will be returned to you for correction and payment could be delayed.

Trading Division (Bill To)	ARRCS ONLY
BlueCare	Australian Remote & Regional Community Services
UnitingCare Community	
UnitingCare Queensland	
UnitingCare Health	
ABN: 84 675 001 493	ABN: 88 167 926 132

Payment Run Schedule

- ARRCS, UCC, UCQ and UCH payments are released every Friday.
- BlueCare 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](#).