How to:

Prepare bulk invoice files

Follow this information to help you prepare your bulk invoice file before uploading to the MyIntegra portal.

You can save time by submitting multiple invoices using our bulk invoice upload functionality, rather than creating individual invoices.

For example, if you have 5 invoices to lodge for payment, you can use the bulk upload function within the MyIntegra provider portal to submit these in 1 file rather than create 5 individual invoices.

Each line in the file will represent a corresponding line on your invoice.

Important information

- Only .CSV files are accepted. If you're using Microsoft Excel, be sure to save the file in .CSV (Comma delimited) format
- It's essential that the file you upload and the information submitted matches the format shown in the table on the following page, with all columns included
- The Header row of the .CSV file (row 1) is mandatory, please do not delete it

Data formatting

The table on the following page explains the data required in each of the columns of the CSV file. If the data submitted does not match the required format for each column, the file will fail and invoices will not be created within MyIntegra's portal.

Need help?

Contact our friendly team

- Call **1800 696 347**
- Email **choiceandcontrol@myintegra.com.au**
- Live web chat **myintegra.com.au**

What fields are needed in the bulk upload file?	What does the field refer to?	What format do I need to enter?	Is this field mandatory or optional?
ParticipantName	Participant first and last name	First name last name	Optional
ParticipantNDISNumber	Participant NDIS number	Numbers only, starting with 4. Currently NDIS numbers are 9 digits in length	Mandatory
SupportsDeliveredFrom	Start date of the support provided	Date format of DD/MM/YYYY	Mandatory
SupportsDeliveredTo	End date of the support provided	Date format of DD/MM/YYYY	Mandatory
SupportNumber	NDIS Support Item catalogue number for the service provided	Up to 60 characters with underscores as per the NDIS format, for example 01_056_0115_1_1. Refer to the NDIS Support Catalogue for a full listing of Support Numbers	Mandatory
InvoiceNumber	Your unique invoice number	Numbers and characters	Mandatory
Quantity	Number of units provided	Numbers with up to 6 decimal places, for example NNN.NNNNNN If charging for time-based services, convert the duration of the service into minutes then divide by 60. For example, for 1 hr and 15 minutes of service, calculate as 75mins divided by 60 minutes to enter 1.25	Mandatory
UnitPrice	Price per quantity sold or hourly price of the service	Numbers with up to 6 decimal places, for example NNN.NNNNNN Please do not include $	Mandatory
GSTCode	GST information as applicable to the item or service. P1: Tax Claimable (10%) P2: GST Free P5: GST out of Scope	P1 or P2 or P3	Optional
ClaimType	Claim type of the service provided " " (ie, Blank): Standard Service Charges CANC: Cancellation Charges REPW: Report Writing Charges TRAN: Travel Charges NF2F: Non-Face to Face Services	" " (ie, Blank), or CANC, or REPW, or TRAN, or NF2F	Optional
CancellationReason	Reason of the cancellation type NSDH: No show due to health reason NSDF: No show due to family issues NSDT: No show due to unavailability of transport NSDO: Other	NSDH or NSDF or NSDT or NSDO	Conditional – required if the claim type is "CANC"
ABNofSupportProvider	Your unique Australian Business Number (ABN). Under rules set by the National Disability Insurance Agency, we are unable to pay any invoice that does not include an ABN. There is one exemption – if you are exempt from quoting an ABN under Australian Tax Office rules and you provide us with a "Statement by a Supplier" form	A valid ABN is 11 digits in length. If you are exempt from quoting an ABN, please enter EXCLS	Mandatory