

Invoicing Queensland Health for Private Entity Reimbursement

Version: 2.1

2nd June 2022

Submitting an invoice to Queensland Health

Invoices must be submitted to 2022fluvaccinationblitz@health.qld.gov.au ensuring that all submission requirements are included.

Submission Requirements

In order to claim reimbursement for privately purchased influenza vaccine stock, please submit the below to Queensland Health;

1. **Invoice to Queensland Health for cost reimbursement.**
2. **Declaration indicating doses administered and corresponding date range.**
3. **Proof of purchase / invoice indicating quantity and type of vaccine ordered (indicating vaccine has been privately purchased).**

To ensure your invoice is efficiently processed, please:

- *Submit all invoices to Queensland Health via email in a PDF format—any other format will not be recognised by the system*
- *Ensure there is only one invoice per PDF—if you are submitting multiple invoices, you can submit them as separate PDFs in the same email*
- *Only submit invoices once. Sending the same invoice multiple times will cause duplicates in the system, which can slow down processing.*

Invoice Requirements

There are new format requirements for invoices being sent to Queensland Health, including the need to reference associated PO numbers.

Invoices **must** contain the following:

1. 'Tax invoice' or 'Credit memo' listed at the top (credit memos must reference the original invoice)
2. Company name, address and ABN number at the top (if applicable)
3. Reference number/invoice number (max 16 characters)



Invoice enquiries

For invoice enquiries, please contact the 2022 Flu Vaccination Team by calling **07 3608 5960** (8am–4:30pm Monday to Friday) or emailing 2022fluvaccinationblitz@health.qld.gov.au.

When contacting the 2022 Flu Vaccination Team, please ensure you provide the relevant information (e.g. invoice number, date of submission etc.) so your enquiry can be investigated as quickly as possible. Invoice payment may not be able to be made immediately, but the team will take the necessary action to ensure all invoices are processed in a timely manner.