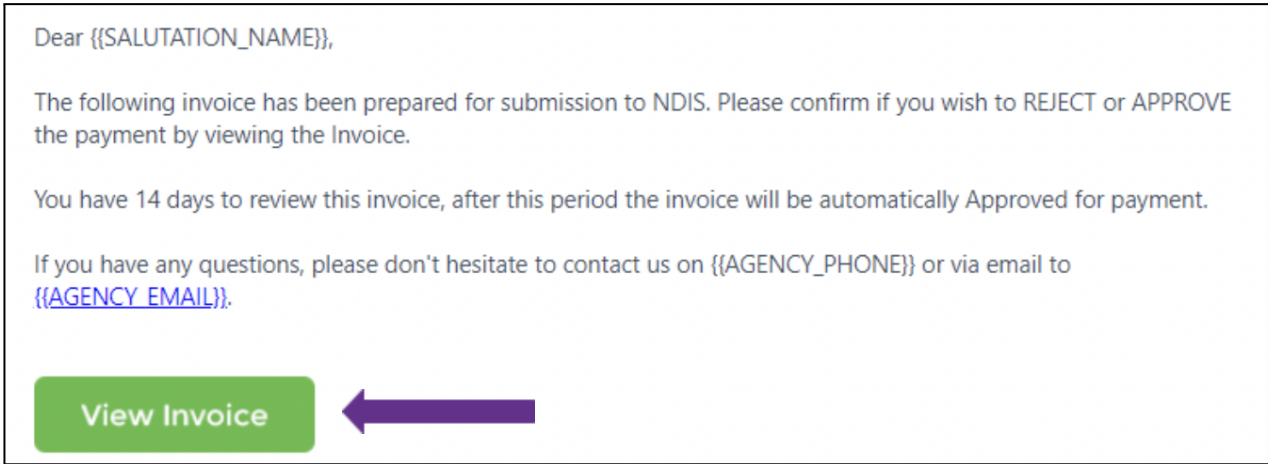




How to Approve or Reject an Invoice

*We also have a video demonstration, go to our [website](#) to watch a short instructional video!

You will receive an email from P2P that looks like this:



Click the green View Invoice button. It will take you to a page where you can view the Claim Details and a copy of the invoice file.

CLAIM DETAILS

Participant Name Eloy Bentley	NDIS No. 430416460	Plan ID 1090603
Created By ...	Beneficiary PROVIDER	Provider Name Parent To Parent
Provider ABN 91281161364	Invoice Number INV1	Invoice Date 08 Jun 2023
Total Amount \$10.00	Status Pending Approval	

The following invoice has been prepared for submission to NDIS. Please confirm if you wish to REJECT or APPROVE the payment.

[REJECT](#) [APPROVE](#)

Screen Shot 2023-06-06 at 9:16:38 am.png

Added Services


Support Item 03_090000911_0103_1_1 Low Cost AT - Personal Care And Safety	Support Category Consumables
Support Start Date 08 Jun 2023	Support End Date 08 Jun 2023
QTY 10	Claim Amount \$10.00
	Claim Type Direct Service

If you want to see the invoice file, click on the white box.

CLAIM DETAILS

Participant Name	NDIS No.	Plan ID
Eloy Bentley	430416460	1090603
Created By	Beneficiary	Provider Name
...	PROVIDER	Parent To Parent
Provider ABN	Invoice Number	Invoice Date
91281161364	INV1	08 Jun 2023
Total Amount	Status	
\$10.00	Pending Approval	

Screen Shot 2023-06-06 at 9.16.38 am.png



When you have checked the details, choose **Approve** or **Reject**.

The following invoice has been prepared for submission to NDIS. Please confirm if you wish to REJECT or APPROVE the payment.

REJECT **APPROVE**



If you want to **reject** the invoice, you have to give a reason. P2P will not claim this invoice so if something changes, you need to let us know.

Confirm

Are you sure you want to reject?

I need more time to approve this invoice.

Cancel **Reject**



IMPORTANT: If the invoice is corrected or you are ready to claim it after you have clicked Reject, please let P2P know by email.