

Provider**Hub**

ProviderHub training guide

Find invoice





Provider**Hub**

Find invoice

Use this form when you need to search for up-to-date invoice information.

This guide will give you steps and information on:

- searching for an invoice •
- finding the status of your invoice •
- single invoice search and summary •
- multiple invoice search and summary. •

Note: Any field that is marked with * is mandatory to complete the search.

Navigating the home page

Currently working for			
Auto Vendor 1			From the Pi
Health treatment	Finance	View forms (last 14 days)	home page
Claim lodgement ACC48	Invoice for services ACC40	Sent forms	heading Fir
Treatment extension Accase	Q Find invoice	 ☑ Draft forms ☑ Unsent forms 	Find invoid
Engagement form	Q Find remittance advice		
Q Find claim by number	Administrator tasks		
O Find claim by client	Manage organisation		

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Single invoice search

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Find invoice		
Harme		
Voor vender VENMAN-001 – MAN001		
Single invoice		
Search for an invoice that has been sent to ACC by your vendor.		
Search ACL Water D HIMANA GIR - HARDER	*hons solor 1994/986	
ik Paras ik Maraki		

On this page, you can search by Single invoice or Multiple invoices.

To check the details of a single invoice, enter the invoice number you would like to query. Click Search.

Single invoice summary

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	Your vendor	01 - MAN001									
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Single invoice	,										
Search for an invoice	e that has been sent to AC	C by your vendor.									
Invoice sum	mary									Nove succe	th
Amount cloimed St8.00				Amount owarded 50.00			Wittholdey \$500	tos deductione			
Invoice line deto	alls										
				O, Search Provider II	0, Service code, Clotm number						
Provider ID	Service date	Service code	Claim number	Claimed	Aworded	withholding tox	Payment shotus	Payment reference-#	Payment date	Status reason	
HPSPA	19/10/2025	8A29P	AA76026	588.0	50.0	50.0	Awailing Authorisation				
	in Pharmatil.								Contact	About Providentiub	140
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You can view key information relating to the invoice such as payment status, payment reference, and the payment date.

To check another invoice, click on New search and enter another invoice number.

To search for an invoice at another vendor you work for, return to the home page and click Change vendor.





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Multiple invoice search

Currently working for Auto Vendor 1		
Health treatment	Finance	View forms (last 14 days)
Claim lodgement ACC45	Invoice for services ACC40	Sent forms
		Draft forms
Treatment extension ACC32	Q Find invoice	✓ Unsent forms
Engagement form	Q Find remittance advice	
Q Find claim by number	Administrator tasks	

rom the home page, lick Find invoice.

ProviderHub			▲ ⊖
Home			
Your vendor			
VENMAN-001 - MAN001			
Single invoice Multiple invoices	l .		
Multiple invoices			
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Search for involces that have been sent to ACC by your vehabr.			
Search			
ACC Wender ID VEIMAAN-001 - MANEOI	~	C Provider ID	
10 states		hada ta	
* Date from 22/05/2024		20/05/2024	8
Date from must be within the last 60 months			
Invoice number	54	ahan .	
	-	-None	;
Claim number			

To check the details of multiple invoices, click Multiple invoices.

You will be able to search for invoices based on specific criteria like date range, ACC Provider ID, claim number, and status. Click Search.

Errors: If there is a mismatch between the ACC vendor ID and ACC provider ID, an error message will be displayed stating that there are no matches found based on your search criteria. Make sure you have entered the correct information.





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Multiple invoices summary

ProviderHub						A 0
Your vendor Manual1	Account1 - MAN001					
Single inv	ice Multiple invoices					
Multiple invoices						
Search for invoices that have been seri	t to ACC by your vendor.					
Search results Tend or yes much to worke to MANON Records per page: 20 +	and date range 22/05/2020 to 29/05/2024.			Page: 1 of 9		New search
Submitted	Vendor ID	Invoice number	Stotus	Amount	Comments	Actions
18/10/2023	MANOOI	23]1802954	Complete & Awaiting Validation	\$124.0		View
18/10/2023	MAN001	AA192837	Complete & Awaiting Validation	\$318.7		View
19/10/2023	MAN001	23j1902960	Complete & Awaiting Validation	\$89.0		View
19/10/2023	MAN001	23j1902961	Complete & Awailing Validation	\$129.4		View
19/10/2023	MAN001	23/1902980	Complete & Awaiting Validation	\$78.0		View
19/10/2023	MAN001	23/1902962	Complete & Awaiting Validation	\$923.76		View
20/10/2023	MAN001	23/2002971	Complete & Awaiting Validation	\$200.01		View
20/10/2023	MAN001	23]2002972	Complete & Awaiting Validation	\$190.0		View

A list of invoices will be displayed, based on the search criteria selected.

Tip: You can adjust the number of records that show on each page by clicking the drop-down arrow next to records per page.

In the summary view key information is displayed such as:

- date submitted •
- vendor ID •
- invoice number •
- status •
- amount for each invoice •
- any comments. •

To view the full invoice, click **View** on the invoice you would like to view in detail.

Click the **New search** button to go back to the **Find invoice** screen to check another invoice.

