Direct payments to third parties

- Submitting direct payment requests

Submitting direct payment requests

Here you can submit invoices to Smart that have not yet been settled and are to be paid by Smart.

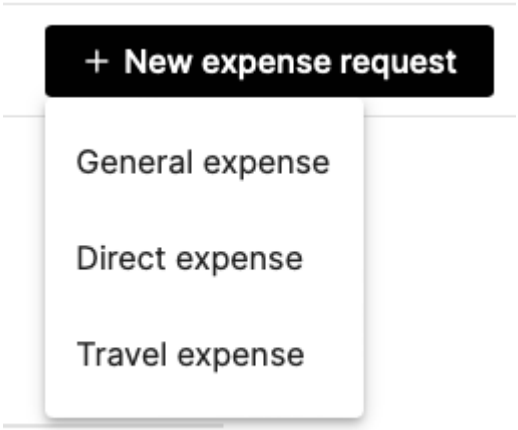
> Please note that only external services (invoices from project partners for their services within the scope of your activity) are to be submitted as direct payments. Goods or other products cannot be paid directly by Smart.

1. Make sure that **Smart is the client on the invoices** and check if all details on the invoice are complete. More information can be found here. Depending on the company you are employed with, the details are as follows:

SMartDe eG, Franz-Mehring-Platz 1, 10243 Berlin

Smart Bildungswerk gGmbH, Franz-Mehring-Platz 1, 10243 Berlin

2. Go to the Smart portal, navigate to "**Expense Reimbursements**," and add a direct payment to a third party.



3. **Upload the invoice** and **fill in the necessary fields** with information from the receipt. Details can be found below.

4. Once you're done, you can **submit the direct payment**. You will now find it in your expense reimbursements.

Please note: If you submit invoices to Smart and they are paid by Smart, you cannot use the same invoice in your tax return as an employee or in your own income-expenditure statement as a freelancer.

Tip: Please pay attention to the required information listed on the invoice. Here is a template for reference.

Step by step in the Portal:

Upload file

The portal supports file formats .pdf and .jpg, so when uploading invoices or documents, they should be in these formats. It's crucial to note that only one file can be uploaded, so multi-page documents should be saved as .pdf. If you don't have a scanner and only have a smartphone, it's recommended to install a scanning app (e.g., Adobe Scan).

Invoice title

The title of the invoice will appear in your list, so it should be identifiable and recognizable. For recurring direct payments, it may be useful to add a temporal designation, such as "Name-2026-July," to facilitate tracking and recognition.

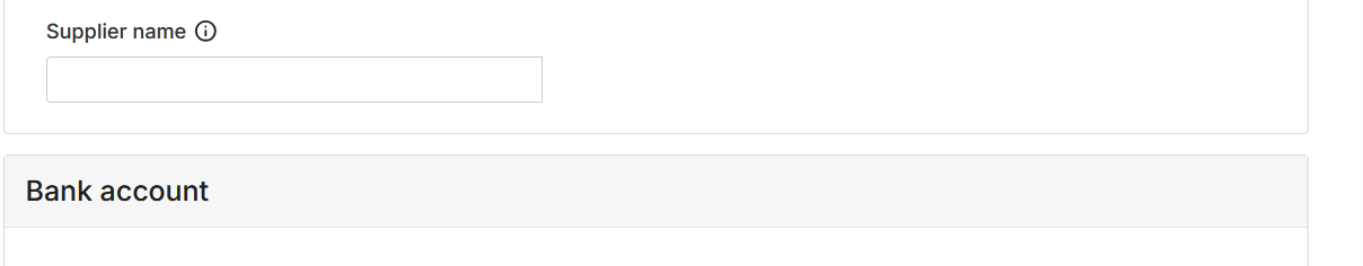
Type of receipt

Third Party Services / Co-worker's invoices: This refers to fees and services that are to be paid from your budget. If you work with others, you can upload their invoices. Smart will verify if the mentioned activity can indeed be performed independently. In case of doubt, always clarify with the Smart team beforehand.

Receipt information

The information about the **supplier** (company/person issuing the invoice), the **total amount of the invoice, the currency, and the VAT rate** can be found on the invoice. If multiple VAT rates are listed, "Mixed VAT" can be selected.

Please enter the **IBAN** of the invoice issuer (supplier) correctly, as the invoice will be paid to this bank account.



"Date of the invoice" refers to the date on the invoice.

In the **description** field, you can briefly explain to the Smart team what it is about, especially if it is not clearly evident from the invoice.