

# 1. Step: Entering receipts

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# Uploading receipts

Here you can upload receipts that you have paid yourself. If an invoice is to be paid by Smart, you must create it as a direct payment.

**1)** Make sure that **Smart is the customer on the receipts**. Depending on which company you are employed by, the details are as follows:

**SMartDe eG**, Wilhelmstraße 150, 10963 Berlin, VAT-ID: DE302421357

**Smart Bildungswerk gGmbH**, Wilhelmstraße 150, 10963 Berlin

- For gross amounts of **less than EUR 250**, it is possible that no customer appears on the receipts. These receipts can also be submitted.
- Accommodation costs and tickets can be in the name of the employed member

**2)** Go to "**Expense reimbursements > Receipts**" in the Smart Portal and add receipts.

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**3)** Upload the receipt and fill in the required fields with information from the receipt. The title is for recognition purposes and should be meaningful to you.

**4)** When you are finished, you can save the receipt. You will now find it in your voucher list.

Please note: If you submit receipts to Smart and the costs are reimbursed via an expense reimbursement, you cannot use the same receipt in your income-related expenses or in your income/expenses statement.

Please only submit receipts for a closed period. (For example, separately for the years 2023 and 2024)

Step by step in the Portal:

**Uploading files**

The portal supports the file formats .pdf and .jpg, so if invoices or documents are uploaded, they should be in these formats. It is also important to note that only one file can be uploaded. Therefore, multi-page documents must be saved as .pdf. If you do not have a scanner but only a smartphone, we recommend installing a scanning app (e.g. Adobe Scan).

### **Title of the Receipt**

The title of the receipt will appear in your list when you select receipts for expense reimbursement, so it should be assignable and recognizable. For recurring receipts, it may be useful to make a time assignment, e.g. "Name-2023-July".

### **Type of receipt**

You can choose from the following voucher types. We will check your entry and adjust it if necessary:

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### **Information on the receipt**

The details of 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 several VAT rates are stated, "Mixed VAT" can be selected.

The "**Invoice date**" refers to the date on the invoice.

In the **Description** field, you can briefly explain to the Smart Team what the invoice is about, especially if it is not clear from the invoice.

# Managing receipts

## Receipts by Status

You can find the receipts in the portal in different lists, depending on the status they are in.

**Not submitted:** These are receipts that can still be used for expense reimbursements.

**Submitted:** These are receipts that are part of an expense reimbursement either pending confirmation at Smart or has been accepted and paid out.

**Rejected:** These are receipts that, for various reasons, cannot be accepted. You can view them here and, if the legal requirements are met, use them for your own tax return or income-expenditure statement.

The lists can be sorted by any column and can be viewed on a per-year basis. You can view individual receipts by double-clicking on the corresponding row.

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## Deleting Receipts

You can delete receipts that have not been submitted at any time by clicking on the symbol at the far right in the respective row.

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# Receipts and Invoices

Receipts without detailed invoice details can be issued for smaller amounts up to €250 gross (including VAT). For amounts exceeding €250, we always require a proper invoice.

The following information is required on the invoice:

1. Our billing address:
  - SMartDe eG, Wilhelmstraße 150, 10963 Berlin, or
  - Smart Bildungswerk, Wilhelmstraße 150, 10963 Berlin
2. Supplier's address
3. Supplier's tax number
4. Sequential invoice number
5. Invoice date
6. Invoice amount
7. For VAT exemption, provide an appropriate justification, e.g., "Due to the small business regulation according to §19 UStG, no VAT is shown."
8. IBAN and BIC of the supplier
9. Description of services and the timing or duration of the service

Please note: Invoices that do not comply with these requirements cannot be processed for payment by the accounting department of SMartDe eG.

Below, you will find an example of how an invoice should look:

Insert here the address  
of SMartDe eG

SMartDe eG  
Herrn Max Mustermann  
Wilhelmstr. 150  
10963 Berlin

Don't forget the tax number

Firmenname  
Musterstraße 51  
12345 Stadt

Tel.: 0211 12345 67  
E-Mail: info@domain.de  
Internet: www.domain.de

Steuernr.: 10/111/1234

## Rechnung

Rechnung Nr. 2023-08-1001

Always include a description of service

Service period is  
mandatory on the invoice

Datum: 07.08.2013  
Leistungszeitraum:  
Juli 2023

Pos	Leistung	MwSt.	Einzelpreis	Anzahl	Gesamtpreis
1	Text der ersten Position Mehrere Zeilen sind möglich...	19 %	120,00 EUR	2	240,00 EUR
2	Text der zweiten Position	19 %	98,00 EUR	1	98,00 EUR
3	Text der dritten Position	19 %	12,00 EUR	2	24,00 EUR

If the invoice is issued without VAT, e.g. because of the small business regulation, you should include the correct paragraph too:

"Umsatzsteuerfrei nach §19 UStG - Kleinunternehmerregelung"

Don't forget bank account details

Der Gesamtbetrag ist ab Erhalt dieser  
Rechnung zahlbar innerhalb von 7 Tagen  
ohne Abzug auf folgendes Konto:

Nettobetrag: 362,00 EUR  
zzgl. 19 % MwSt: 68,78 EUR  
**Gesamtbetrag: 430,78 EUR**

Max Mustermann  
DE12 1002 1002 1002 1002 12