

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

Revision #4

Created 31 January 2024 12:59:03

Updated 13 March 2026 10:58:29 by Alicja