Submitting an Invoice for Payment via Smarty Grants

All invoices for work orders commencing with EQWO2 are required to be submitted for payment via Smarty Grants. Invoices received via email <u>will not</u> be processed.

Please see below for easy to follow instructions on how submit an invoice.

1. Logon to your Smarty Grants Account and click 'My Submissions'.



Corrective Services NSW

2. Smarty Grants arranges the 'My Submissions' page so that all forms relating to a specific Work Order are grouped together.

Locate the Work Order you wish to submit an invoice for by looking for Work Order Number in blue text. In the example below the Work Order number is EQWO2- 0003.

Figure 1



Underneath the Work Order there will be your submitted EQUIPS External Facilitator Work Order Acceptance form (A, Figure 1). There will also be a CSNSW Raise EQUIPS Work Order v2 (B, Figure 1) which is a copy of the information you receive on email in a simplified PDF format.

Once the Work Order has been accepted and a purchase order has been raised, an invoice form titled EQUIPS Work Order Invoice (C, Figure 1) will become available to you.

NOTE: If the invoice form is not available after you have a received a PDF copy of your purchase order, please email <u>OSPAdmin@justice.nsw.gov.au</u> with the subject line: **Invoice Form Required**. Please include your full name and the Work Order number in the email.

3. Open the 'EQUIPS Work Order Invoice' form (C, Figure 2) by clicking the title.

Figure 2



4. The form will contain pre-populated sections that allow you to confirm you are using the correct invoice form for the correct program (see Figure 3).

Figure 3

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ogram	CSNSW EQUIPS Foundation CSNSW FOURS Demostic Abuse	CSNSW EQUIPS Aggre	ssion	
	Clear	CSNSW EQUIPS Addict	tion	
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	External Facilitator Registration ID			
	EFR1-0030 This question is read only. SmartyGrants Regist	ration ID starting with EFR		
ogram	Program Location Name			
Location	 Broken Hill Community Corrections Office 	e *		
	Other			
	This question is read only. If the program is not located at a Community Corrections Office or a Custodial Correctional Centre, select "Other"			
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Is this Work Order responsible for the 21st session? • Yes • No Clear This question is read only. You will need to complete the following section of the form in Figure 4. Figure 4 includes helpful hints on the left hand side.

Figure 4	
	The External Facilitator can elect to invoice CSNSW following completion of the entire EQUIPS program or invoice at the completion of each module.
	Each module contains 4 x 2 hours sessions plus 8 hours of administrative and quality assurance time. Therefore each invoice would be for 16 hours of work at \$80 an hour. i.e. the invoice would be for \$1280 per module delivered (5 x modules in each program).
5 a) Tick the modules you are invoicing for.	Please select the Module/s you are invoicing now * Module 1 Module 2 Module 3 Module 4 Module 5 Clear
5 b) Confirm the required paperwork has been completed to the best of your knowledge.	I declare that I have completed the paperwork for the module/s selected above* Attendance records Case notes Offender self-management plans and/or offence map Clear At least 3 choices must be selected.
5 c) Enter a unique invoice number E.g. 5- 2018 .Please keep a record of what invoice numbers you have used as duplicates can't be processed.	Invoice Invoice Number * Invoice Date * Invoice Dat
5 d) Enter the invoice date and invoice amount.	Invoice Amount (excluding GST) * \$ Must be a dollar amount.
5 e) Upload a PDF copy of your invoice.	Invoice * Attach a file: Choose Files No file chosen For example invoice templates please visit: https://www.correctiveservices.justice.nsw.gov.au/Pages/CorrectiveServices/programs/offender-services- and-programs/external-program-facilitators.aspx Notes from External Facilitator (optional)
5 f) Click ' Next Page'	Entitled to Regional Incentive? Yes No Clear This question is read only. This is not applicable to metropolitan areas. Save Progress Save and Close Next Page

5. You will then be asked to review the form before clicking 'submit'. You will receive an automatic email confirming your submission.

You can elect to submit invoices after the completion of each program module, or at the end of the program.

If you elect to invoice after each module a new invoice form will be made available when the previous one has been processed. Note: If the invoice form is not available please email <u>OSPAdmin@justice.nsw.gov.au</u>. Please include your full name and the Work Order number.



IMPORTANT: If there are errors on a submitted invoice you will be notified via email and you will be asked to make amendments. The EQUIPS Work Order Invoice form will be reopened for you to upload an amended invoice.