# Payment Document Training Guide.



We want to make it as easy as possible for you to evidence that your payments are compliant. That's why we've updated our payment documentation to make them clearer and display all charges transparently.

# Driver's invoice.

We create this on behalf of the driver and send it to you. It breaks down the amount of money that you owe the driver for the work carried out in a given week.

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			61.245 cm	

# For you:

It can be found on an individual driver's financial details tab or by clicking the download 'pay run' button on a closed pay run.

# For your drivers:

It can be found in the app by clicking on the 'View document' button on the payment details screen as the 'Invoice'.

# Your invoice.

This is a brand new invoice created on your behalf by Wise and sent to the driver. It explains what has been charged and deducted from the driver.

As usual, these deductions will be taken from the drivers pay before they're paid. This invoice serves as physical proof that you are clearly communicating deducted amounts to the driver.



# For you:

It can be found by clicking the download 'pay run' button on a closed pay run.

# For your drivers:

It can be found in the app by clicking on the 'View document' button on the payment details screen as a 'Payable invoice'.

# Payment summary.

(formerly known as advice note)

Although this document is a replacement for the previous "Advice note", this summarises each invoice amount rather than displaying all the detail of each line item.

The purpose of this document is for us to clearly demonstrate to the subcontractor how the money from their invoice is distributed. Therefore, this will display any fees that Wise charge for services that the subcontractor has signed up for. In the case of them taking one of our VAT products, we will also detail the amount of VAT held.

wise.	Payı	ment Summary
Keeley Santos	Statement number: PS-23-12-01	Payment date: 19/04/2024
Depot: Northampton - DNN1	Week No: 12	Week commencine: 20/03/2001
Description		1010372024
Keeley Santos: Invoice 23-12-01		Total
Snappy Logistics: Advance payme	int	£1,245
Snappy Logistics: Deposit return		£400.00
Total to be paid		£500.00
		£2,145.00
Deductions		
Snappy Logistics: Invoice 23-12-DN	IN1-0001	Total
3rd party invoice		(£136.00)
Snappy Logistics: Advance repayme	int	(£240.00)
Snappy Logistics: Deposit held		(£400.00)
Beamin: VAT Held		(£500.00)
Reamin Invoice (822-01-01)		(£207.50)
fotal		(£20.00)
		(£1,503.50)
ross Total		
otal Deductions		£2,145.00

Wise

# For you:

It can be found by clicking the download 'pay run'

# For your drivers:

It can be found in the app by clicking on the 'View

document' button on the payment details screen as a 'Payment summary'.

Liability summary.

# Pay run statement.

This invoice details the total you will need to pay into your bank account for each driver on a given pay run. This statement is sent from Wise to you.

It now only shows the gross amount paid to drivers. We've made this change so the totals of your pay runs are easily visible from one place.



This is raised by Wise and sent to you. The document provides an overview of all the

an overview of all the invoices we have raised to subcontractors from you on the pay run.

### For you:

It can be accessed from each closed pay run in the Wise Platform. Click on the 'Summaries' button to view and download.

# Product invoice.

Product invoices are raised by Wise and sent to you. The document explains the total amount charged to you for Wise and Securitax products.

### Did you know?

If you add the **payrun statement** total and the **product invoice** total, it will equal the total in the **transaction statement**.

### For you:

It can be found by clicking the download 'Summaries' button on a closed pay run.



Statement from	Statement to	Statement reference: M-23-12-0
With Wise Limited Radcliffe House 3rd Floor Solihull B91 2AA VAT number: GB 416772484	Snappy Logistics 123 Company Lane Citytown AB12 3AB	21976 manu r
pay@withwise.com	Week No: 12	Week commencing: 29/03/2024
Depot: Northaniper		Amount

# Transaction statement.

We generate and send you a straightforward document detailing the date and total value of each pay run.

If you have multiple depots, each depot will have their own transaction statement weekly

### Did you know?

The amount in this statement equals the pay run statement and product invoice added together.

one money account is provided by Module FS Limited, authorised and regulated by the Financial Conduct Authority for issuance of electron yr (FRN 900573).

#### For you:

It can be found by clicking the download 'Summaries' button on a closed pay run.