

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.



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:

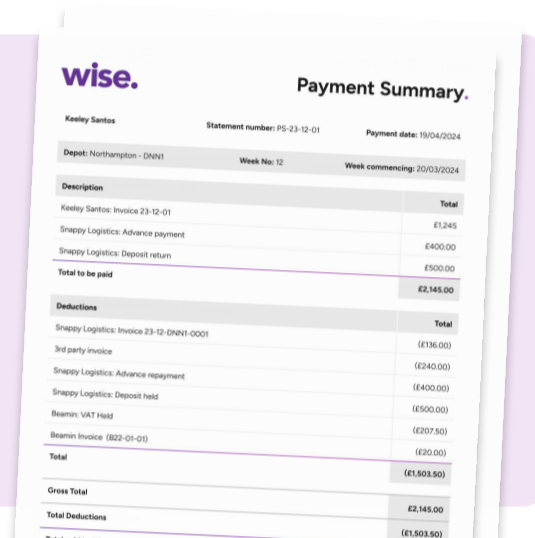
It can be found in the app by clicking on the 'View document' button on the payment details screen as a 'Payable invoice'.

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.



For you:

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

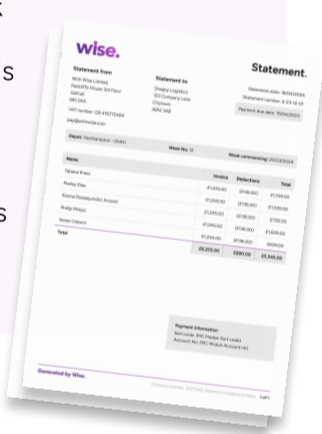
For your drivers:

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



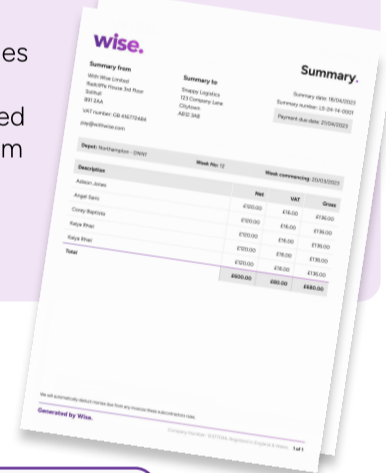
For you:

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

Liability summary.

This is raised by Wise and sent to you.

The document provides an overview of all the invoices we have raised from you on the pay run.



Product invoice.

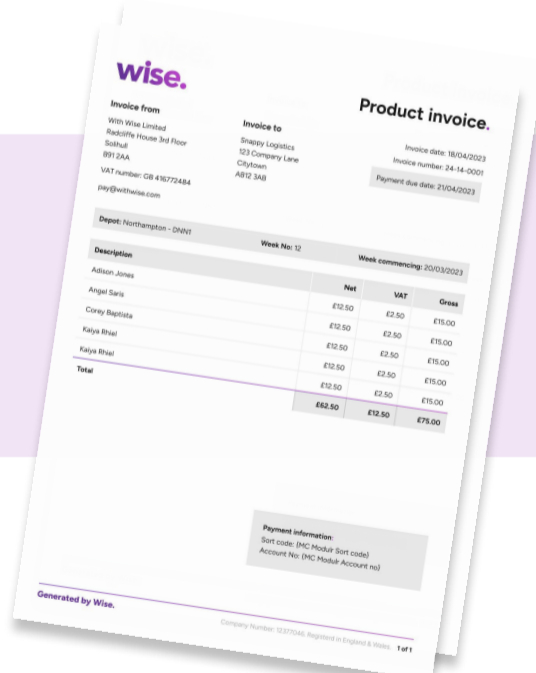
Product invoices are raised by Wise and sent to you. The document explains the total amount charged to you for Wise and Securitax products.

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.



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.

For you:

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