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 **will not** 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'.
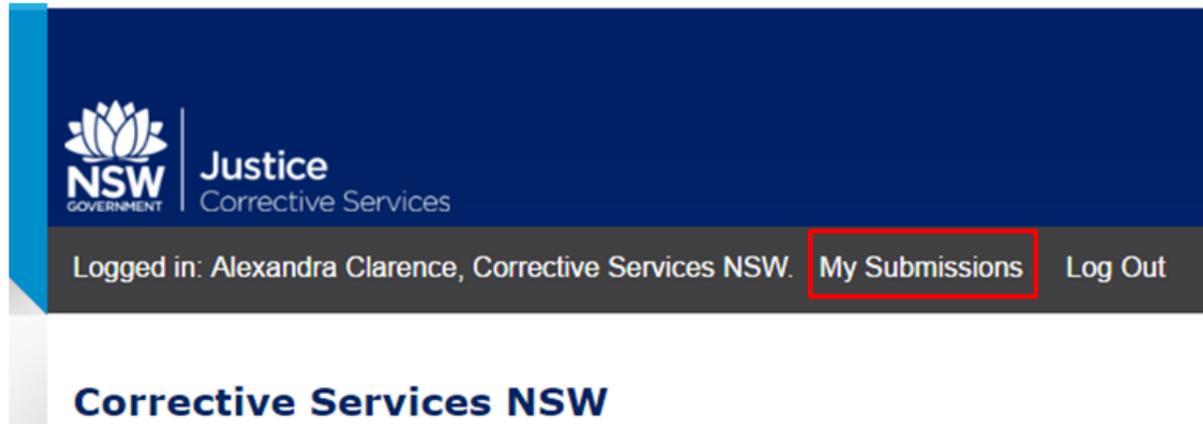
2. Smarty Grants arranges the 'My Submissions' page so that all forms relating to a specific Work Order are grouped together.

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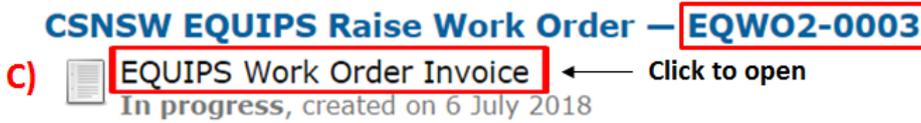
4. The form will contain pre-populated sections that allow you to confirm you are using the correct invoice form for the correct program (see Figure 3).

Figure 3

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.

Invoice

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 Number *
[   ]

Invoice Date *
[dd/mm/yyyy] 📅
Must be a date.

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)
[   ]

Entitled to Regional Incentive?
○ Yes ○ No   Clear
This question is read only. This is not applicable to metropolitan areas.

5 f) Click ' Next Page'

[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 OSPAdmin@justice.nsw.gov.au . Please include your full name and the Work Order number.

CSNSW EQUIPS Raise Work Order — EQWO2-0003

Submitted Invoice Form →

📄 EQUIPS Work Order Invoice
Submitted on 19 September 2018

📄 CSNSW Raise EQUIPS Work Order v2
Submitted on 6 July 2018

📄 EQUIPS External Facilitator Confirm Work Order Acceptance
Submitted on 6 July 2018

New form available →

📄 EQUIPS Work Order Invoice
In progress, created on 19 September 2018
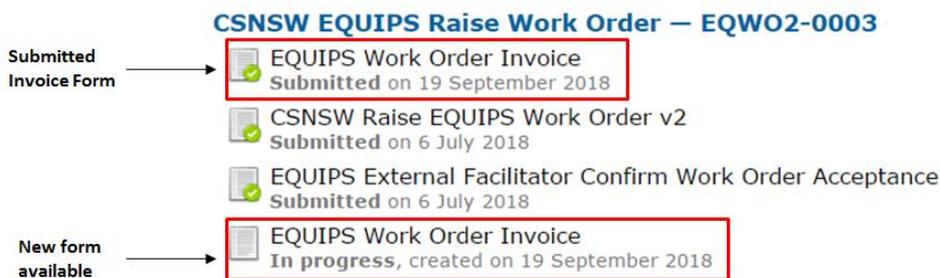
IMPORTANT: If there are errors on a submitted invoice you will be notified via email and you will be asked to make amendments. The EQUIPS Work Order Invoice form will be reopened for you to upload an amended invoice.