Sovereign Tech Agency

Invoicing and Reporting Guidance

This document is divided into two sections:

1) **Invoicing Requirements**: Please make sure whoever issues your organisation's invoices reads this section carefully.
2) **Reporting Guidelines**: This section is related to the documentation you need to submit along with your invoice. It applies to all invoices (even those with timesheets). Make sure the person who oversees/manages the work in your organisation is aware of these guidelines.

💡 WE HAVE BEEN NOTIFIED BY OTHER PROJECT TEAMS THAT THEY HAVE RECEIVED PHISHING EMAILS CLAIMING TO COME FROM EITHER THE SOVEREIGN TECH AGENCY OR FROM SPRIN-D (OUR PARENT COMPANY THAT IS ALSO HOSTING OUR INVOICE PROCESSING) ASKING FOR CONTRACT / INVOICING DETAILS.

SHOULD YOU RECEIVE ANY SUCH EMAILS, NOTE THAT ONLY @SOVEREIGN.TECH AND @SPRIND.ORG IS OUR DOMAIN FOR EMAIL CORRESPONDENCE AND IF YOU HAVE ANY SUSPICION OF MALFEASANCE GOING ON, CONTACT YOUR RESPECTIVE PROGRAM MANAGER DIRECTLY OR WRITE TO INFO@SOVEREIGN.TECH.

Invoicing Requirements

The following is some invoicing requirements that our accounting department abides by in order to process your invoices. Read this list carefully to minimize any delays in the processing of your invoices.

Make sure your invoice contains the following:

1) Full name and address of the service provider (you)

2) Full name and address of the service recipient (us)
   That is:
   Sovereign Tech Agency GmbH
   Gartenstr. 7
   10115 Berlin, Germany
   invoices@sovereign.tech
   VAT ID: DE346614449

3) The banking details for the account where the payment should be wired to. EITHER:
    a. IBAN; OR
    b. Account number, Routing number, SWIFT code

4) EITHER:
    a. USt-ID/VAT number; OR
    b. tax number

5) Invoice issue date

6) Invoice number (Needs to be unique and sequential)

7) Quantity and unit of the delivered items OR the type and scope of other services

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💡 MAKE SURE THE DESCRIPTION OF UNITS OR SERVICES IN THE INVOICE (AND THE TIMESHEETS, IF APPLICABLE) MATCHES THE WORK DESCRIPTION IN THE RESPECTIVE ANNEX OF YOUR SERVICE AGREEMENT.

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8) Time of delivery or period of performance of service, even if identical to the date of issue (a statement of the month is sufficient)

9) Amount due, broken down by tax rates and exemptions where applicable

10) If tax is applicable, please include:
    a. Applicable tax rate
    b. The amount of tax payable on consideration

11) If tax is not applicable, reference the relevant tax exemption or reverse charge statement e.g. *"According to the reverse charge system, VAT liability transfers to the recipient of the services"*

12) When the invoice is issued by the service recipient as a credit note, state "credit note"

13) If applicable, include reductions in payment agreed in advance, unless already included in the price (e.g. cash discounts, bonuses, rebates).

14) Ensure invoice is in Euro.

15) Include “**Final Invoice”/”Abschlussrechnung**” when issuing your last invoice of the contract.

16) Submit all documents as PDFs.

💡 FOR ADVANCE PAYMENTS, AN ADVANCE PAYMENT INVOICE MUST ALWAYS BE ISSUED. PAYMENT IS MADE ON THIS BASIS. SUBTRACT THE ADVANCE PAYMENT AMOUNT FROM SUBSEQUENT INVOICES. THERE MAY BE CASES IN WHICH AN INVOICE WOULD AMOUNT TO 0 EUR PAID, WE STILL NEED THESE INVOICES FOR ACCOUNTING.

IF YOU HAVE A MILESTONE-BASED CONTRACT, INVOICES MUST BE SUBMITTED NO LATER THAN 14 DAYS AFTER COMPLETING A MILESTONE.

Reporting Guidance

When submitting an invoice to Sovereign Tech Agency, we need to verify that the work you are invoicing for has been completed. The report that you submit with your invoice helps us to verify the work delivered. Since we support many types of activities that may require different reporting structures, and to allow our contractors the flexibility of using their existing reporting mechanisms, we don’t have a strict report format. The only requirement is that the documentation can help us verify that the work has been completed as contractually agreed upon.

🚧 DO YOU SEE A POTENTIAL DEVIATION FROM THE WORK PLAN AS WRITTEN IN YOUR CONTRACT DUE TO SOME NEW CIRCUMSTANCES? OR YOU WANT TO CHANGE A WORK DETAIL BECAUSE YOU LEARNED SOME NEW INFORMATION? NO WORRIES, THAT IS USUALLY POSSIBLE, YOU JUST NEED TO MAKE YOUR PROGRAM MANAGER AWARE OF IT AS EARLY AS POSSIBLE TO AMEND THE AGREED UPON WORK PLAN.

While there is no required format, here are a few guidelines that can help you:

- Reports can be submitted in a variety of formats to accommodate your existing reporting mechanisms. For ease of access however, we recommend submitting your reports in PDF or markdown (plain text) when possible.

- The language in the report should match the description of the work in the contract. Doing so makes it easy for your program manager to determine which work item in the contract corresponds to your report. Additionally, the language in your invoice should match both.

- If the work is documented as changes to a code repository in publicly accessible commit, merge, pull request, or another source code management action, you can simply provide the links to the corresponding action. Some contractors prefer to tag or categorize these changes when possible for ease of collating them when reporting.

- Additionally, if the output of the work is any tangible deliverable (for example a document or code), you can provide a link to the work if it's publicly available, or attach it to your report.

- If the work has no tangible deliverable that can be pointed to, you can write a paragraph describing the following:

    - What the goal of the work item was (as described in the contract)
    - Describe how you achieved those goals or did that work
    - Describe any results from performing that work item.

- The goal of reporting is to help your program manager verify that the work has been done, so please provide the right level of detail to assist them with that.

    - Providing tangible deliverables (when applicable) that are properly annotated and can be easily tied to the contractual terms is ideal.
    - Reports that are minimal in information may require follow up questions from your program manager and delay the processing of your invoice.
    - Conversely, reports that are too verbose and hard to read will also require more time from your program manager to process, and may still require follow up questions for clarification.

ATTENTION:

SUBMIT INVOICES (AND TIMESHEETS IF YOUR CONTRACT IS TIME-BASED) TO invoices@sovereign.tech.

SUBMIT REPORTS ONLY TO YOUR RESPECTIVE PROGRAM MANAGER.
