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Paying an invoice for someone else, or having your company pay yours

Paying Your Invoices

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Paying an invoice for someone else, or having your company pay yours

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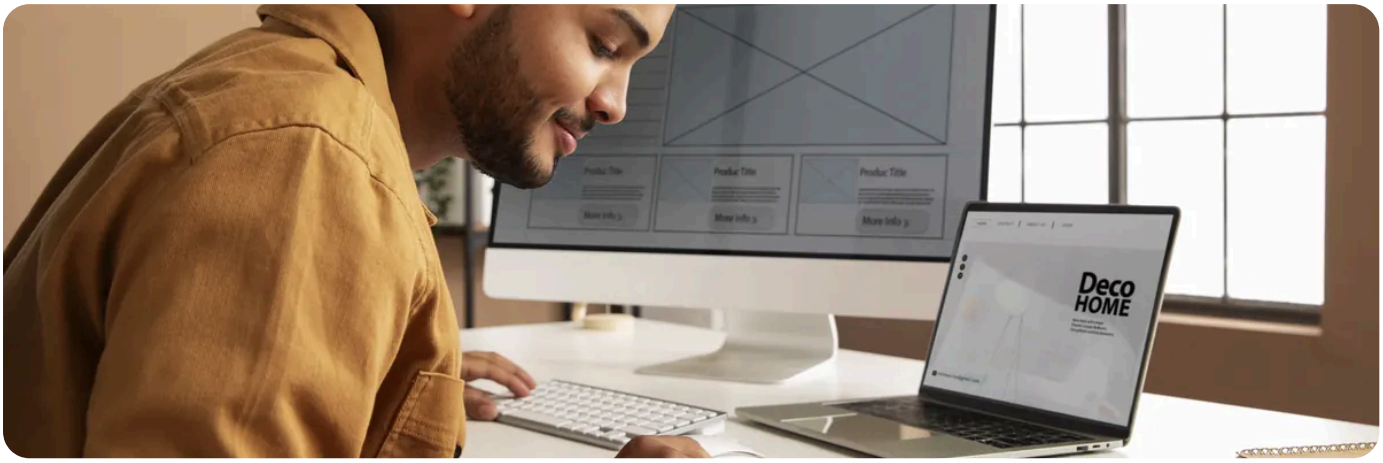

Anyone can pay an invoice, as long as the **amount is exact** and the payment says **which invoice it is**. The invoice stays in the account holder's name, whoever pays. What changes with who pays is the proof: the name on the receipt can be different, and that is no problem if the invoice number comes with it.

Three common situations

Situation	What to do	Watch out for
The company pays a partner's or developer's invoice	Use the method the company has, from the invoice. Write the invoice number in the reference.	The invoice stays in the name of the account holder. If the company wants it in its own name, change the details **before** paying.
A relative or friend pays for you	Give them the invoice number and the amount, or send them the invoice link. They pay and keep the receipt.	If they pay by card, the name on the account and the cardholder's may not match: the bank may decline. See **paying by card: how it works, and what can go wrong**.
Accounting pays many invoices at once	They can send a single transfer and list every invoice number in the proof.	Each invoice is settled separately, so each service renews with the right date.

Step by step

1. **Decide who the invoice is for.** It is whatever is under "Invoiced to". If the company needs it in its own name, fix the details first: see **how to get an invoice in your company name and tax number**.

2. **Give the payer the essentials:** the invoice number, the exact amount and the method. The payment details are on the invoice itself, behind your password.

3 **The payer uses the invoice number** as the transfer reference, if the bank allows it.

4 **Send the proof** the way the invoice indicates, with the invoice number clearly visible. See **bank transfer: the five stages until your payment is confirmed**.

5 **Check in My Interweb** that the invoice has turned to Paid.

Never give the payer your full card number or your password.
Whoever pays for you only needs the invoice. If payment details are going around by e-mail or chat that are not the ones on the invoice, do not pay: see **how to tell whether an e-mail really came from us**.

For accounting to see the invoices without using your account
, create a sub-account with the invoices permission and no other: see **how to manage sub-accounts**. The methods your account has are on **payment methods**.

NEED A HAND?

Can the person paying not see the invoice, or does the proof show another name? Send us the invoice number.

Open a support ticket →

SEE ALSO

- How to pay your invoice →
- How to manage sub-accounts →
- Which payment methods are available where you are →
- How to get an invoice in your company name and tax number →

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