# **SmartTech**

# What is SmartTech?

SmartTech™ lets employees buy tech and white goods from Currys with 0% interest, spreading payments over 12 to 48 months. Deductions are taken from **net salary**.

- **Product Access -** Employees choose from over 5,000 items laptops, TVs, washing machines, and more at guaranteed high street prices. Products come with a 12-month warranty and can be collected in-store or delivered.
- Approval Options Clients can choose pre-approval (automated based on eligibility) or post-approval (manual review after each window).
- **Client Controls -** Clients set spend limits, product types, and repayment terms. These can be configured by Client Support Managers or directly in SmartPay™.
- **SmartPay™ Integration -** SmartPay™ centralises management of all payroll benefits and provides reporting for salary deductions.

# SmartTech<sup>™</sup> – Value for Employers and Employees?

### For Employers

Spending Control

Set a maximum spend per employee, visible in SmartTech™.

Boosts Engagement

Adds value to the voluntary benefits offering.

Low Admin Load

Approvals are automated; Currys handles customer service.

Flexible Setup

Choose payback periods, product range, and eligible employee groups.

Supports Financial Wellbeing

Helps employees manage costs, aligning with HR priorities.

#### For Employees

Simple Purchase Journey

Search, select, and buy via SmartHub® with salary deductions.

#### Spread Big Costs

Pay over time for large items or seasonal expenses.

#### • Interest-Free Payments

No extra cost, just manageable monthly deductions.

#### Wide Product Range

Over 5,000 items; from gadgets to white goods.

#### Instant Access

Collect in-store or get home delivery.

#### Warranty Included

All items come with a 12-month warranty.

#### Spend Tracking

Employees can view their available balance in SmartTech™.

# Who is this guide for?

This guide is aimed at employers with admin access.

### Who is the Partner?

Currys is the retail partner for SmartTech™, offering over 5,000 consumer tech and white goods products at guaranteed high street prices. They handle product fulfilment, customer service, and warranty support for all SmartTech™ purchases.

# Employee Journey – Applying for SmartTech

#### Step 1 – Log In

Access your account via SmartHub or the Connect+ mobile app.

#### Step 2 - Find SmartTech

Navigate through the mega menu or select the MyBenefits tile.

#### Step 3 – Browse marketplace

Click "Browse Now" or go to Currys.co.uk to pick a product you're allowed to buy and work out how much eGift card credit you'll need.

#### Step 4 – Add to basket

Click Buy Now to add your products to basket.

#### Step 5 – Review your total order

Review the card value, deduction period and agree to terms and conditions

#### Step 6 - Complete order

Select "Complete Order" to send your gift card request for approval.



# SmartTech – Approval Process

#### Who approves applications?

Employers approve applications in Reward Manager. Some members may have applications carried over from a previous provider. If a member has a migrated application, they can't apply again until it's fully paid off. When the system detects this, the application window stays closed until the end date of the old application.

#### • Step 1 Login to Reward Manager

Use your work email and password.

### Step 2 Access SmartPay

Select SmartPay from the dashboard or product list.

#### Step 3 Open SmartTech Applications

Filter for "SmartTech Applications".

#### Step 4 Review Pending Applications

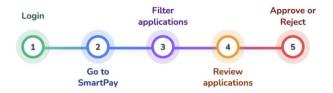
o View the list of employees who've submitted requests.

#### Step 5 Check Application Details

- Click into each application to review:
  - Employee ID
  - Applying for value
  - Deduction period
  - Deduction typeStep 6 Approve or Reject
- Use the "Approve" or "Reject" buttons.

### Step 7 Confirmation

- Approved applications move to the deduction report.
- Rejected applications are closed and not processed.



#### Is the process Manual or Automatic

You can choose between automated or manual approval flows. Employers can choose **pre-approval** for automatic processing based on eligibility data (the system requires SmartPay limit for this to work), or **post-approval** for manual review after each selection window. Employers can also set spend limits, product types, and repayment terms. These settings can be configured by RGERS directly in SmartPay™.

### When are approvals done?

### Approval Timing and Impact

Approvals are triggered once an employee submits their application. Employers can choose how often to log in and review requests, but delays in approval will delay the gift card release. To avoid manual review, we recommend using preapproval, which automates approvals based on set rules.

#### Gift Card Delivery After Approval

Once approved, the eGift card is instantly generated and available in your order history on the SmartTech page. After the employee clicks **View eGift Card** for the first time, it can no longer be cancelled. The card will display the eGift number and PIN needed to make a purchase at Currys, and it can also be printed if required.

#### Outcome of Rejection

If an employer rejects a SmartTech application in SmartPay, **the application is cancelled** and no eGift is issued and the process ends without any salary sacrifice deductions being applied. If the rejection was made in error, the employee must submit a new application for approval.

#### **Approval Notifications**

#### Order confirmation Email Alerts from SmartTech

Employees receive a confirmation email for each order. If needed, they can resend it once from the order history page.

# If the employee wants to cancel

#### How to Cancel and Cooling off periods

If you haven't viewed the voucher and it's within 14 days of ordering, go to **Order History** and click **Request Refund**. This cancels future deductions. If payroll has already run, one payment may be taken, but your finance team will be notified to refund it in your next pay.

If the voucher has been **viewed or it's past 14 days** from application date, contact the employee helpdesk. They'll check with Currys to confirm it hasn't been used. Once confirmed, the voucher will be refunded, and your employer will be told to stop deductions and issue any refund due.

If the **voucher has been used**, refunds are only possible if Currys issues a new gift card. You'll need to share the new card number so we can verify it hasn't been used and follow the refund process. Partial refunds are not possible,

**Refunds** usually take 3–5 working days to confirm, but complex cases may take longer.

# SmartTech - Invoicing Process

#### Who Invoices Who

Reward Gateway Edenred generates the invoice and sends it directly to the Employer. Employers will only ever receive invoices from Reward Gateway Edenred.

#### Frequency

Invoices are raised monthly.

#### **How Invoices Are Generated**

Invoices are created by our finance system and sent to the employer by email with the invoice attached.

#### **Client Payment**

The employer is responsible for settling the invoice within the agreed payment terms.

Importantly, employees can still use their eGift card **before the invoice has been** paid.

#### **Invoice Enquiries**

Employers should direct **all invoice-related queries** to the Reward Gateway Edenred Finance team only.

Accounts Receivable-RG <accounts.receivable@rewardgateway.com>

# Reporting

### **Deduction Report**

The deduction report helps employers make SmartTech payroll deductions for each employee. It shows the employee's name, benefits used, total amount to deduct, current deduction, and remaining balance. The report is generated on the SmartPay payroll date and includes applications approved before that date. Any approved after will appear in the next report.

Employers can also filter the deduction report to show only new, continuous or closing applications, or they can choose to show them all together. The report can be downloaded into a CSV format where it can be formatted to meet each client's needs.

There are **two reports available** for you to choose from based on your requirements:

- Detailed Report: This report offers deduction information for each order made by an employee.
- **Summary Report**: This report presents the overall deductions for each employee.

#### Downloading a report

Check out this article for guidance on how to download a Deduction Report.

https://success.rewardgateway.com/hc/en-us/articles/18118097380765-SmartPay-Deduction-Reports-for-UK-only

## Partner Contact

SmartTech Customer Service 0330 135 9779

### Other articles

SmartTech Help Pages

• Terms and conditions