

## Information on electronic invoicing

In accordance with the e-invoicing directive, as of 27 November 2020, EU suppliers and service providers for public sector contracting authorities, which include the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, are required to send invoices in an electronically readable format. Accordingly, invoices must always be submitted in the 'XRechnung' format or a CEN-compliant form (EN 16931-1). The General terms and conditions of contract for supplying services and work ('Terms and Conditions') 2020 takes this regulation into account (3.5.1 Terms and Conditions).

At the moment, the technical workflow to proceed electronic invoices from contracts for supplying services and work is being finalized. The functionalities will be available from spring 2023.

In order to make the transitional phase easier for you, GIZ will continue to accept invoices in paper form based on the GIZ invoice forms for these type of contracts (Terms and Conditions 2020 and older). More information on invoicing in paper form could be found under the following path: *Invoices and accounting procedures* ([link](#)) → *Invoicing and accounting for contracts for supplying services and work*

**Please note:** PDF-invoices are not allowed.

In the meanwhile, if you intend to send us a XRechnung invoice, you could do so via the Peppol-network (GIZ Buyer Reference known as 'Leitweg-ID': 993-80072-52) or by email to [invoice@giz.de](mailto:invoice@giz.de). Please note that during the transitional phase, **the processing of XRechnung invoice would require a longer time**. And we kindly ask you to contact the project electronic invoice receipt ([supplier-portal@giz.de](mailto:supplier-portal@giz.de)) **beforehand**.

If you have any questions regarding electronic invoicing to GIZ, please contact us by email at the following address: [supplier-portal@giz.de](mailto:supplier-portal@giz.de).