

## Guide to completing invoices for services/works or consulting/appraisal contracts

This guide is intended to make the invoicing process more cost-efficient on both sides.

It explains the specific details you must include when preparing an invoice to send to GIZ GmbH.

By way of example, we have reproduced a blank GIZ invoice form and added key invoicing information and instructions. These are highlighted in **green boxes** with **red arrows**.

- ❖ These invoice details must be provided even if you wish to use your own invoice form.

Here is a brief summary of the main instructions and information:

- **Your invoice address** – the address of the contractual partner
- **Our invoice address** – not personalised
- Your bank details and tax number must be complete and up to date.
- The current **8-digit contract number** and **5-digit** cost centre or **12-digit** project number – please make sure that you enter the correct numbers here in case the contract number, cost centre or project number for an existing contract has changed.
- The invoicing period / performance period refers in all cases to settlement for the days worked. Please note that the ‘from ... to’ dates must be within the contract term.
  - The contract number / project number or cost centre and the invoicing period are automatically added to the remaining sheets in the Excel table.
- The invoice date must not be earlier than the last day of the invoicing period unless this has been agreed in the contract.
- Make sure that you indicate whether the invoice is an interim invoice, a final invoice or for an advance payment.
- If you are requesting a contractually agreed advance payment, please enter the date on which work is due to commence, and enter the amount in line 3.5.4 (see Guide to completing invoices – invoice overview)
- The information required in the remaining sheets of the Excel document can be found in the contract and (where applicable) the price schedule.

**Contractor** (please use the address in your contract)

As stated on page 1 of the contract. The name and address of the organisation must match the details in the contract.

**Bank account**

Bank name:  
 Account no.:  
 Sort code:  
 IBAN:  
 BIC/Swift code if not in DE  
 Tax/VAT ID no.:

Please enter your **full** bank account details and tax number.

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH Bonn  
 Friedrich-Ebert-Allee 36  
 53113 Bonn

Please send all invoices to **this** address.

Please enter a sequential invoice number here.

**Sequential invoice no.:**

- Partial invoice
- Final invoice
- Advance payment request

Tell us what type of invoice this is.

Work start date:  
 (Please enter when submitting first advance payment request)

**You must provide this information for advance payment requests**

To be completed by GIZ	
<input type="checkbox"/> Original	<input type="checkbox"/> Copy
VR	1 1
LR	1 1
KR 4 7	
Account:	Cost centre:
Received by OU 5240	
<input type="checkbox"/> VZ	<input type="checkbox"/> TRG
<input type="checkbox"/> SRG	<input type="checkbox"/> GS
<input type="checkbox"/> NT	
Baseline date	
Confirmation of performance (by the relevant division)	
OU	Date
Name	
Factually and arithmetically correct (checked by Financial Management-Contracts)	
OU	Date
Name	

Leave blank - to be completed by GIZ

From page 1 of the contract  
**Contract number** (8-digit),  
 812XXXXX  
**Project numbers** have 12 digits  
**Cost centres** have 5 digits

**Contract number**    **Project processing no.(cost centre)**    **Invoicing period**    **Invoice date**  
 from    to    Date on which the invoice is issued

**Brief project title**    **Country**    **Place of performance (as per**  
 Project title and organisational unit (OU)

Invoice complete on:

GTC	Price schedule	Remuneration item (net figures)	Currency:	Reserved for use by GIZ
	1	<b>Milestone no. xx / Fixed lump-sum price</b>		Enter the place of performance for VAT purposes ( <b>as per contract</b> ).
3.3.1	2.1	<b>Fees</b>	#BEZUG!	Enter the period covered by this invoice. <b>NB</b> The invoicing period is not necessarily the same as the contract term.
3.3.2	2.2	<b>Contract-related costs</b>	#BEZUG!	
3.3.3	2.3	<b>Use of national staff</b>	0,00	
3.3.4.1	3	<b>Flight costs</b>	0,00	
3.3.4.1	3	<b>Transport</b>	0,00	
3.3.4.2	3	<b>Per diem allowances</b>	0,00	
3.3.4.3	3	<b>Overnight accommodation allowance</b>	0,00	
3.3.4.4	3	<b>Other travel costs</b>	0,00	
3.3.5.1	4	<b>Subcontracts</b>	0,00	
3.3.5.2	4	<b>Equipment costs</b>	#BEZUG!	
3.3.5.3	4	<b>Operating costs in country of assignment</b>	#BEZUG!	To which country is the project for which you are providing a service/work allocated? Enter the country name here.
3.3.5.4	4	<b>Workshops/training</b>	0,00	
3.3.5.5	4	<b>Local contributions</b>	#BEZUG!	
3.3.5.6	4	<b>Other costs</b>	#BEZUG!	
3.3.5.7	4	<b>Flexible remuneration item</b>	0,00	
		Invoice amount	Net	#BEZUG!
		+ VAT (%)		#BEZUG!
		Invoice amount	Gross	#BEZUG!
3.6.2		- Cost retentions	Net	
		- VAT on retention (%)		0,00
		Subtotal		#BEZUG!
3.5.4		+ Advance payment requested	Net	
		+ VAT (%)		0,00
3.5.4		- Advance payment (amount used)	Net	
		- VAT (%)		0,00
		<b>AMOUNT PAYABLE</b>		<b>#BEZUG!</b>

Enter the place of performance for VAT purposes (**as per contract**).

Enter the period covered by this invoice.  
**NB** The invoicing period is not necessarily the same as the contract term.

To which country is the project for which you are providing a service/work allocated? Enter the country name here.

Enter advance payment as per contract payment plan (**enter VAT where applicable**)

Enter the amount used of the advance payment received as per the contract payment plan (**enter VAT where applicable**).

Contact    Phone    Email

All the information in this invoice is correct. The invoiced expenses and costs have not been settled by or invoiced to a third party.

Signature (optional)

Please enter your personal contact details here so that we can contact you if we have any questions.





### GTC 3.3.4 Travel costs

Contract number:  
0

Processing no./Cost centre:  
0

Invoicing period:  
from to

Button to open additional sheets

Additional travel costs sheet

Voucher no.	Item	Sub-item*	Reimbursement method	Name	Quantity	Amount (of voucher or lump sum)	Currency	FX rate**	Total	Date of outward journey (dd/mm/yy)	Date of return journey (dd/mm/yy)	Further information
1									0,00			
2									0,00			
3									0,00			
4									0,00			
5									0,00			
6									0,00			
7									0,00			
8									0,00			
9									0,00			
10									0,00			
11									0,00			
12									0,00			
13									0,00			
14									0,00			
15									0,00			
16									0,00			
17									0,00			
18									0,00			
19									0,00			
20									0,00			
21									0,00			
22									0,00			
23									0,00			
24									0,00			
25									0,00			
26									0,00			
27									0,00			
28									0,00			
29									0,00			
30									0,00			
31									0,00			
32									0,00			
33									0,00			
34									0,00			
35									0,00			
36									0,00			
	<b>Total flights</b>								0,00			
	<b>Total per diems</b>								0,00			
	<b>Total overnight accommodation</b>								0,00			
	<b>Total transport</b>								0,00			
	<b>Total other travel</b>								0,00			
	<b>Total</b>								0			

Click in the cell and select the relevant option, e.g. flights, taxi, etc.

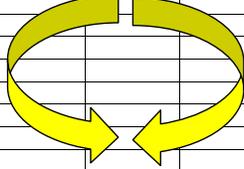
See explanation below marked with an \*

Click in the cell and select the relevant option, e.g. lump sum or against evidence

Name of expert

1, if the voucher currency and contract currency are both EUR

Details of travel must be provided when invoicing for the lump-sum reimbursement of air travel costs.



The dates must be within the invoicing period.

Enter the exchange (FX) rate. As a general rule, please use the EU currency converter at [Exchange rate \(InforEuro\) \(europa.eu\)](http://Exchange rate (InforEuro) (europa.eu))

\* Please enter more details here:  
Type of flight, overnight accommodation in or outside Germany, visa costs, etc.

\*\* If the voucher is in the contract currency, enter '1' as the FX rate.

**3.3.3 Use of national staff** (lump sum - a copy of employment contract must be submitted)

Contract number: Processing no./Cost centre:

0 0

Invoicing period:

from to

Voucher no.	Name	Start date within invoicing period dd/mm/yy	End date within invoicing period dd/mm/yy	Costs /month	Months	Days	Total	Comments		
1							0,00			
2							0,00			
3							0,00			
4	Enter name and function of national staff as per price schedule. A copy of the employment contract must be enclosed and submitted together with the invoice.	Start/end date within invoicing period		Enter the contractually agreed monthly lump sum	Number of months/days		0,00			
5							0,00			
6								0,00		
7								0,00		
8								0,00		
9								0,00		
10								0,00		
11								0,00		
12								0,00		
13								0,00		
14								0,00		
15								0,00		
16								0,00		
17								0,00		
18								0,00		
19								0,00		
20								0,00		
<b>Total:</b>							0		<b>0,00</b>	

**3.3.5.2 Equipment costs** (will only be reimbursed against evidence)

Button to open additional sheets

Additional equipment costs sheet

Contract number: 0 Processing no./Cost centre: 0

Invoicing period: from to

Voucher n°	Equipment purchased (in German)	Supplier	Voucher date dd/mm/yy	Voucher amount	Currency	FX rate**	Price	Comments
1							0,00	
2							0,00	
3							0,00	
4							0,00	
5							0,00	
6							0,00	
7							0,00	
8							0,00	
9							0,00	
10							0,00	
11							0,00	
12							0,00	
13							0,00	
14							0,00	
15							0,00	
16							0,00	
17							0,00	
18							0,00	
19							0,00	
20							0,00	
21							0,00	
22							0,00	
23							0,00	
24							0,00	
25							0,00	
26							0,00	
27							0,00	
28							0,00	
29							0,00	
30							0,00	
31							0,00	
32							0,00	
33							0,00	
34							0,00	
<b>Total:</b>							0	<b>0,00</b>

Enter purchased items (in the contract language)

Who supplied the equipment?

Date must be within the contract term

Currency used in voucher (EUR, USD, ...)

See note below marked \*\*

Enter any further relevant invoicing information in this column.

\*\* If the voucher is in the contract currency, enter '1' as the FX rate.

Enter the exchange (FX) rate. As a general rule, please use the EU currency converter at [Exchange rate \(InforEuro\) \(europa.eu\)](http://Exchange rate (InforEuro) (europa.eu))

Contract number:  
0

Processing no./Cost centre:  
0

Invoicing period:  
from to

**Office and operating costs**

Button to open additional sheets

Additional invoicing sheet

Lump sum					
No.	Type of office and operating costs	Lump sum	Quantity	Price	Comments
1				0,00	
2				0,00	
3				0,00	
4				0,00	
5				0,00	
6				0,00	
7				0,00	
8				0,00	
9				0,00	
10				0,00	
<b>Subtotal:</b>		0		<b>0,00</b>	

For agreed lump sums, e.g. office rent in the country of assignment

Enter any further relevant invoicing information in this column.

Reimbursement against evidence					
No.	Type of office and operating costs	Amount	Quantity	Price	Comments
1				0,00	
2				0,00	
3				0,00	
4				0,00	
5				0,00	
6				0,00	
7				0,00	
8				0,00	
9				0,00	
10				0,00	
11				0,00	
12				0,00	
13				0,00	
14				0,00	
15				0,00	
16				0,00	
17				0,00	
18				0,00	
19				0,00	
20				0,00	
21				0,00	
22				0,00	
23				0,00	
24				0,00	
25				0,00	
<b>Subtotal:</b>		0		<b>0,00</b>	

If the price schedule stipulates that these costs (e.g. office materials) will be settled against evidence, you must submit the original vouchers.

Enter any further relevant invoicing information in this column.

<b>Total:</b>	0	<b>0,00</b>
---------------	---	-------------

**3.3.5.1 Subcontracted services** (will only be settled against evidence)

including the contracts for the subcontracted providers

Contract number: 0 Processing no./Cost centre: 0

Invoicing period: from to

\*\* If the voucher is in the contract currency, enter '1' as the FX rate.

Voucher no.	Name of subcontractor	Purpose of subcontract	Voucher amount	Currency	FX rate**	Price	Comments
1						0,00	
2						0,00	
3						0,00	
4						0,00	
5						0,00	
6						0,00	
7						0,00	
8						0,00	
9						0,00	
10						0,00	
11						0,00	
12						0,00	
13						0,00	
14						0,00	
15						0,00	
16						0,00	
17						0,00	
18						0,00	
19						0,00	
20						0,00	
21						0,00	
22						0,00	
23						0,00	
24						0,00	
25						0,00	
<b>Total:</b>					0	<b>0,00</b>	

As shown on the subcontractor's voucher. Please submit original vouchers. These will be returned to you.

Brief description of the activity covered by the voucher

Always enter the net amount / the actual voucher amount paid (including any discounts / excluding any mark-ups) if the invoice submitted to GIZ is subject to German VAT. If the voucher is in a foreign currency, enter the amount paid.

For vouchers in EUR (contract currency), the price will be inserted automatically using the predefined formula when you enter 1 under 'FX rate'\*\*, so you cannot enter the price manually.

**3.3.5.4. Workshops and training - to be invoiced per workshop** (will only be settled against evidence)

Contract number: 0 Processing no./Cost centre: 0 Invoicing period: from to

Additional sheet for workshop costs

\*\* If the voucher is in the contract currency, enter '1' as the FX rate.

Button to open additional sheets

Check in the **contract / price schedule** whether these costs are to be settled against evidence or as a lump sum.

V1	Type of event	Place/date					
Voucher no.	Voucher contents (in German or English)	Voucher date dd/mm/yy	Voucher amount	Currency	FX rate**	Price	Comments
1						0,00	
2						0,00	
3						0,00	
4						0,00	
5						0,00	
6						0,00	
7						0,00	
8						0,00	
9						0,00	
10						0,00	
11						0,00	
12						0,00	
13						0,00	
14						0,00	
15						0,00	
16						0,00	
17						0,00	
18						0,00	
19						0,00	
20						0,00	
21						0,00	
22						0,00	
23						0,00	
24						0,00	
25						0,00	
26						0,00	
27						0,00	
28						0,00	
29						0,00	
30						0,00	
<b>Total V1</b>					0	<b>0,00</b>	

Number the vouchers and enter them in chronological order.

The date shown on the voucher

Enter the voucher amount.

Enter the exchange (FX) rate. As a general rule, please use the EU currency converter at [Exchange rate \(InforEuro\) \(europa.eu\)](http://Europa.eu)

Use the currency abbreviation if the voucher is not in EUR.

Enter any comments here.

The price will be calculated automatically.

**Costs for workshops and training courses**  
These costs must be shown separately for each workshop or training course. Please submit a list of participants with participants' signatures, travel costs (lump sum), etc.

The total will be calculated automatically and transferred to the 'Invoice overview' sheet.

**3.3.5.5 Local contributions** (will only be settled against evidence)

Contract number 0 Processing no./Cost centre: 0 Invoicing period from to

Button to open additional sheets

Additional invoicing sheet

\*\* If the voucher is in the contract currency, enter '1' as the FX rate.

Voucher no.	Recipient	Contract number of contractor	Voucher amount	Currency	FX rate**	Contribution	Comments
1						0,00	
2						0,00	
3						0,00	
4	Name of the individual or company	Reference	For each voucher			0,00	Use this column to enter any further information about expenditures, e.g. cost category.
5						0,00	
6						0,00	
7						0,00	
8		Total of expenditures from enclosed lists. Ensure that any refunded amounts are deducted.					The EUR amount will be calculated automatically from the other details entered in this row. The final total for all the vouchers in this table will be transferred to the 'Invoice overview' sheet.
9							
10							
11							
12							
13							
14							
15						0,00	
<b>TOTAL</b>					0	<b>0,00</b>	

Total of expenditures from enclosed lists. Ensure that any refunded amounts are deducted.

Enter the exchange (FX) rate. As a general rule, please use the EU currency converter at [Exchange rate \(InforEuro\) \(europa.eu\)](http://Exchange rate (InforEuro) (europa.eu))

The EUR amount will be calculated automatically from the other details entered in this row. The final total for all the vouchers in this table will be transferred to the 'Invoice overview' sheet.

**General rules on invoicing local contributions for services and materials/equipment**

1. Copy of the receipt confirmation for payments made to the recipients of local contributions
2. Original lists of expenditures showing how the local contribution was used. These must have been checked for factual and arithmetical accuracy by the recipient and the contractor (i.e. by expert on site).
3. Advance payments to recipients of local contributions must not be included in the invoice.

**The contractor is responsible for providing the funds locally and for settling all amounts with the recipient.**

**Local contributions cannot be used to fund regular purchases of materials and equipment for the office and projects (e.g. vehicles and PC equipment) or advances.**

3.3.5.6 Other costs

Contract number: Processing no./Cost centre: 0 Invoicing period from to

Button to open additional sheets

Lump sum as per contract / price schedule

Lump sum					
No.	Type of other costs	Lump sum	Quantity	Price	Comments
1				0,00	
2				0,00	
3				0,00	
4	The costs are specified in the contract / price schedule (e.g. visas, school fees, etc).			0,00	Enter any comments here.
5					
6					
7					
8				0,00	
9				0,00	
10				0,00	
11				0,00	
12	Number the vouchers and enter them in chronological order.	Agreed amounts as per contract		0,00	The total will be calculated automatically and transferred to the 'Invoice overview' sheet.
13				0,00	
14				0,00	
15				0,00	
16				0,00	
17				0,00	
18				0,00	
19				0,00	
20				0,00	
<b>Subtotal:</b>			0	<b>0,00</b>	

Please enclose original vouchers. Check what was agreed in the contract / price schedule.

\*\* If the voucher is in the contract currency, enter '1' as the FX rate.

Against evidence							
Voucher no.	Voucher contents (in German or English)	Voucher date dd/mm/yy	Voucher amount	Currency	FX rate**	Price	Comments
1						0,00	
2						0,00	
3						0,00	
4						0,00	
5	The costs are specified in the contract / price schedule (e.g. visas, school fees,		Enter the voucher amount.		Enter the exchange (FX) rate. As a general rule, please use the EU currency converter at <a href="http://Exchange_rate_(InforEuro)_europa.eu">Exchange rate (InforEuro) europa.eu</a> .	0,00	The price will be calculated
6						0,00	
7						0,00	
8						0,00	
9						0,00	
10						0,00	Enter any comments here.
11						0,00	
12						0,00	
13						0,00	
14	Number the vouchers and enter them in chronological order.	The date shown on the voucher		Use the currency abbreviation if the voucher is not in EUR.		0,00	
15						0,00	
16						0,00	
17						0,00	
18						0,00	
19						0,00	
20						0,00	
<b>Subtotal:</b>					0	<b>0,00</b>	The total will be calculated automatically and transferred to the 'Invoice overview' sheet.

**Total other costs: 0,00**

