Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

giz Indonesia, ASEAN

INVOICING INSTRUCTION :

GIZ standard payment term is WITHIN 30 DAYS after presentation of the following documents (COMPLETE CONDITION):

1. **Original Invoice by indicating :**
   - Invoice shall be printed in the company letterhead with complete address with stamp and original signature.
   - GIZ Purchase Order ref no.
   - Project processing number/Cost centre
   - Information of payment terms: Advance/Interim Payment/Final Payment
   - Purchase Order Amount (excl. VAT)
   - Copy of Bank Account
2. **Invoice and the requirements of supporting documents:**
   a. **General Information**
      - Items can only be invoiced as agreed in the Purchase Order
      - The lump sum cost for any services, as agreed upon in the Purchase Order, is subject to income tax.
      - Any advance payment (Down Payment) shall be supported with the Bank Guarantee
      - Interim Payment can only be processed for partial delivery terms.
      - Invoice starting from IDR 5.000.000, shall be signed with the duty stamp (Materai 10.000)

   b. **Voucher and Invoice shall be attached with the following documents:**
      - **Delivery Note**: The Delivery Note shall be provided by the Supplier and signed by GIZ.
      - **Handover Documents (Berita Acara Serah Terima):** Handover Documents shall be attached with a list of items and shall be provided by the Supplier, signed by the Beneficiary (end user), and approved by GIZ.
      - **Proof of Documentation (if any)**.
      - **Original Tax Invoice (Faktur Pajak)**
3. **Original Tax Form, with the following information :**

Please be informed that the format of the Invoice and Tax Invoice (Faktur Pajak) shall use the following format:
Original Invoice addressed to: Project Name as stated in the contract (the Invoice should display the tax value).

- Tax Invoice Code: **080.xxx-xx.xxxxxxxx (Tax Exemption)**
  or 010.xxx-xxx.xxxxx (Tax Restitution)
- Nama Pembeli Barang Kena Pajak/Penerima Jasa Kena Pajak :
  Nama : Kerjasama Teknik Jerman – Republik Indonesia
  Alamat : Menara BCA, Lantai 46, Jl. M.H. Thamrin No. 1 Jakarta 10310
  NPWP : 00.000.000.0-000.000

NOTES:

- All prices/rates must be exclusive of all taxes, as GIZ, including its subsidiary organs, is exempt from taxes. GIZ shall process the VAT with tax exemption or restitution to BADORA. The process will take 2-3 months.

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

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Chairperson of the Supervisory Board
Jochen Flasbarth, State Secretary

Management Board
Thorsten Schäfer-Gümbel (Chair)
Ingrid-Gabriela Hoven (Vice-Chair)
Anna Sophie Herken

Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADEFFXXX
IBAN: DE45 5004 0000 0588 9555 00

- Exception for the project under ASEAN, Regional and Global, the Value Added Tax will be paid by GIZ.
- Please mentioned the Purchase Order Number in the Tax Invoice (Faktur Pajak)
- The date of the tax invoice and the invoice should be the same.
- Please provide 2 copies of invoice (1 Original for payment) and (1 copy for the tax exemption process)
- Please be advised that GIZ does not have a Tax Identification Number, as GIZ (Kerjasama Teknik Jerman - RI) is registered as an international agency – a non-taxable company (Non-PKP). This is in accordance with the Ministry of Finance decree, KMK No. 17/KMK.010/2021.

4. **Related correspondence (apply for delay or partial delivery)**
5. **The schedule for submission of invoices :**

   When: Monday to Friday/ Time : 08.00 a.m up to 03.00 p.m.

   Attention to: PIC of GIZ Project Administration.

6. **As described above, Payment will only be made after receiving complete documents as indicated above.**

I have read the Invoicing Instruction from the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Contractor Signature	**Printed Name**	**Date**