

Invoicing Instruction of Procurement Material

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 :

- The invoice must be printed on the company's letterhead, including the complete address, company stamp, and original signature.
- GIZ Purchase Order reference number.
- Project Name and processing number
- Payment terms information: Advance Payment/Interim Payment/Final Payment.
- The bank account details.

2. Invoice and the requirements of supporting documents:

a. General Information

- Items may only be invoiced as specified in the Purchase Order.
- The lump sum cost for any services agreed upon in the Purchase Order is subject to income tax.
- Any advance payment (down payment) must be supported by a bank guarantee.
- Interim payments can only be processed based on partial delivery terms.
- Invoices starting from IDR 5,000,000 must include a duty stamp (Materai 10,000).
- All invoices must be in English or translated in English.

b. Voucher and Invoice shall be attached with the following documents:

- **Delivery Order/Delivery Note:** This document must be provided by the supplier and signed by GIZ.
- **Handover Documents (Berita Acara Serah Terima):** These documents must include a list of items, be provided by the supplier, signed by the beneficiary (end user), and approved by GIZ.
- **Proof of Photo Documentation** (if applicable).
- **Goods Received Confirmation Note:** For internal use in GIZ's documentation.
- **Original Tax Invoice (Faktur Pajak).** The terms and conditions related the Value Added Tax will be specified in separate documents (VAT Terms and Conditions).

3. Related correspondence (apply for delay or partial delivery)

4. 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.

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

The Supplier has read and understood the Invoicing Instructions from the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32+36
53113 Bonn, Germany
T +49 228 4460-0
F +49 228 4460-1766

Dag-Hammarskjöld-Weg 1-5
65760 Eschborn, Germany
T +49 6196 79-0
F +49 6196 79-1115

E info@giz.de
I www.giz.de

Registered at
Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
Local court (Amtsgericht)
Frankfurt am Main, Germany
Registration no. HRB 12394
VAT no. DE 113891176
Tax no. 040 250 56973

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

Supplier's Name

Signature

Date