

Annex 4 – Invoicing Instruction of Service Contract

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 and include the complete address, company stamp, duty stamp, and original signature.
- The invoice for an Individual Consultant/Appraiser must include the following information: full name, detailed address, email and contact details, NPWP (Tax ID) number, contract number, and bank account details.
- GIZ Contract/Purchase Order reference number shall be mentioned in the invoice.
- Project and processing number shall be mentioned in the invoice.
- Information of payment terms: Advance Payment/Interim Payment/Final Payment
- Copy of Bank Account
- Details banking information of which the payment is requested to be transferred.

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2. Invoice and voucher requirements (Service Contract):

a. General Information

- **Payment Reimbursement:** Payment will only be reimbursed for remuneration as specified in the contract.
- **"Against Provision of Evidence":** This means that vouchers or receipts must be submitted to substantiate actual expenses as per the contract's provisions for reimbursable costs (e.g., invoices for flight tickets, hotel stays, etc.).
- **"Against Proof of Performance":** This refers to demonstrating that the service provided is based on a lump-sum performance model (e.g., timesheets for daily fees, or evidence of completed documentation as specified in the contract).
- **"Lump Sum Based on Output":** This requires proof that the services provided are based on output or deliverables (e.g., submission of reports or other agreed outputs as specified in the contract).
- **Invoice Languages:** All invoices must be in English or translated in English.

b. Format Documentation

- **Invoices and Vouchers:** Original documents must be provided for invoices and vouchers. Invoices starting from IDR 5,000,000 must include a duty stamp (Materai 10,000).
- **List of Expenses:** The list of expenses should be submitted in Microsoft Excel format (as Annex of the contract).
- **Email Approvals:** Email approvals must be submitted in PDF format.
- **Proof of Documentation:** Copies of supporting documents, such as timesheets, cover reports, and service confirmations, must be provided in PDF format.
- **Digital Vouchers:** Vouchers in digital format must be submitted with proper resolution (e.g., scanned versions).

c. Invoice shall be attached with the following documents, accordance to the remuneration and reimbursement type as stipulated in the contract:

▪ **The List of Expenses**

- a. The List of Expenses, as outlined in Annex 6 of the contract, details all expenses in accordance with Section 5 (Remuneration) and must be accompanied by supporting evidence (e.g., expert fees, detailed travel costs, and all other costs specified in the contract).
- b. The Contractor is required to provide this document when submitting interim and final payment requests, except for contracts based on daily rates, lump sums, or output-based agreements.**

▪ **Timesheets for the experts**

- a. **Timesheets:** Timesheets are typically required for payments based on daily fees or per diems. They must specify the days worked, the activities performed and be signed by the expert.
- b. **Required Information:** Timesheets must include the consultant's name, position/job description, period, date, number of working days, total contract duration as per the budget, and the cumulative total as reflected in the report.
- c. **Approvals:** The timesheet must be signed by the expert, approved by the Contractor's Team Leader, and acknowledged by the GIZ Technical Advisor or Commission Manager.

▪ **Travel Cost**

1. Air Ticket:

- a. **Travel Expenses:** Travel expenses are reimbursed up to the number and amount specified in the contract.
- b. **Air Ticket Procurement:** Air ticket procurement must comply with the GIZ procurement process as outlined in the General Terms and Conditions, requiring three offers for amounts exceeding 1,000.
- c. **Flight Reimbursement:** Flight reimbursement must be supported by an invoice, ticket printout, and boarding pass.
- d. **Excess Baggage Fees:** Excess baggage fees for transporting GIZ-owned equipment or materials used by the consultant for their work may be reimbursed as legitimate expenses, provided justification is submitted.
- e. **Online Ticket Bookings:** For online flight ticket bookings and payments, an invoice or receipt from the vendor obtained via email is required, along with proof of payment (e.g., mobile banking payment slip, bank transfer slip, credit card statement, or notification email/message from the credit card provider).
- f. **Non-Reimbursable Expenses:** Travel insurance, in-flight meal expenditures, and seat booking fees are considered the consultant's personal expenses and will not be reimbursed by GIZ.

2. Local Transport:

- a. **Taxi Usage:** It is recommended to use metered taxis and retain receipts as supporting documentation.
- b. **Vehicle Rental:** For vehicle rentals (car, motorcycle, or boat), it is advisable to use a rental company, and the rental fee should include gasoline. A logbook must be maintained, recording the passenger's name, date of travel, and route taken.

- c. **Online Taxi Services:** Reimbursement for online taxi services requires an invoice or receipt from the transport provider, obtained via email, along with proof of payment (e.g., OVO slip, GoPay slip, or a screenshot of mobile banking).
- d. **Local Transport Costs:** The lump-sum cost for local transportation, as agreed in the contract, is subject to income tax.

3. Accommodation

- a. **Hotel Rates:** Hotel rates must comply with GIZ's rules and travel regulations.
- b. **Hotel Bill Submission:** Submission of the original hotel bill is required. If the hotel issues only a guest folio, include the payment slip from the EDC machine. For cash payments, ensure the guest folio is marked as "PAID" and stamped by the hotel.
- c. **Online Hotel Bookings:** For online hotel bookings and payments, provide an invoice or receipt from the vendor via email, along with proof of payment (e.g., a mobile banking slip screenshot, bank transfer slip, or credit card statement). A notification email or message from the credit card provider is also acceptable.
- d. **Invoice Details:** Clearly specify whether the hotel invoice includes breakfast.
- e. **Accommodation Costs:** The lump-sum cost of accommodation, as agreed in the contract, is subject to income tax.

4. Per diem

- a. **Applicable Rates:** Rates must comply with GIZ's rules and travel regulations.
- b. **Meal Deductions:** If the consultant receives complimentary meals during a business trip, the following percentages will be deducted from the 24-hour per diem allowance: 20% for breakfast, 40% for lunch, and 40% for dinner.
- c. **Per Diem Costs:** The lump-sum per diem cost, as agreed in the contract, is subject to income tax.

▪ Other Cost / Procurement under the Service Contract

- a. **Procurement Below IDR 15,000,000:** For procurements below IDR 15,000,000 (fifteen million Rupiah), original invoices from third parties, contracts/purchase orders, or quotations, along with the corresponding payment slip, must be submitted.
- b. **Procurement Above IDR 15,000,000:** For procurements exceeding IDR 15,000,000 (fifteen million Rupiah), the documentation must include an inquiry letter, three quotations/offers, and a summary of the award decision (evaluation of the quotations).
- c. **Invoices Exceeding IDR 5,000,000:** Invoices exceeding IDR 5,000,000 (five million Rupiah) must be accompanied by a stamp duty (materai 10.000).
- d. **Approval Requirement:** Approval from GIZ is required before incurring any costs, as specified in the price schedule under specific conditions.

Seite 4/4,

- **Flexible Remuneration**

Flexible Remuneration: All costs under this budget line must be approved by GIZ before being incurred and are **applicable ONLY to the remuneration agreed upon in the contract.**

3. The schedule for submission of invoices :

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

Where : Address as mentioned in the individual email from the project.

Attention to: Project person in charge as mentioned in the email.

4. As stated above, payment will only be made upon receipt of the complete documents as specified.

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

Contractor Signature

Printed Name