

Annex 5 – 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.

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Supplier's Name

Signature

Date