

31.12.2025

On the occasion of the year end, we would like to express our appreciation for your cooperation and continued partnership during 2025.

With the new year approaching, we would like to inform you that, as part of its global digital transformation, GIZ will implement the SAP S4HANA system worldwide with effect from 1 January 2026. This transition aims to standardise business processes, harmonise GIZ's global IT landscape, and strengthen integration between headquarters and country offices, thereby increasing efficiency.

The key implications of this system transition for GIZ contract partners are outlined below.

Tendering and contracting

- There will be no changes to the procedures for bid submission, contract awarding, or contract drafting.
- Tender submissions will continue unchanged and are not affected by the SAP transition.

Invoicing and payment procedures

- From January 2026, two dedicated email addresses will be introduced:
 - One for financial contract management
 - One for invoice submission and payment processing
(Further details are provided in the attachment)
- As part of the SAP S/4HANA implementation, all ongoing contracts will be assigned new SAP contract numbers.
- Contract partners will be informed individually of the relevant contract numbers during 2026.

Revised settlement process for goods and services

The financial settlement process will be implemented in two distinct steps:

- **Step 1:** Submission of a service entry sheet (LERF) to the designated email address prior to invoicing.
- **Step 2:** Submission of the invoice together with the confirmed LERF to the dedicated email address for payment processing.
- The applicable payment term remains unchanged and continues to apply from the date of submission of the LERF.

The detailed invoicing procedure, including the applicable Standard Operating Procedure (SoP), is provided in the attachment and will apply from January 2026 onwards.

Payment terms and transition period

- The GIZ payment terms currently in force remain unchanged.
- Due to the system changeover, payment processing will be temporarily affected between 30 December and 20 January.
- Contract partners are therefore requested to **submit new invoices on or after 21 January 2026.**

GIZ is taking all necessary measures to ensure a smooth transition and to minimise any inconvenience during this period.

We thank you for your cooperation and understanding and wish you a successful start to the new year.

Kind regards,

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