

DETAILED INVOICE PROCESS

(Applicable from January 2026)

This process applies to the following categories:

1. Suppliers of goods
2. Service providers (companies and individuals)
3. Other beneficiaries / funding recipients

1. Settlement process for suppliers of goods

(Including IT equipment, IT licences and framework agreements for materials)

Advance payments

- Contractually agreed advance payments for equipment or materials must be requested by email.
- Please send your request, clearly mentioning the contract number, to: fin.processing_IN@giz.de

Invoice submission

- From **21st January 2026**, invoices for tangible goods must be submitted to the following email address: invoice_IN@giz.de
- Please discontinue use of the previous invoicing email address for goods.

2. Settlement process for service contracts

(Including framework agreements with companies and individuals)

The settlement procedure for service contracts has been revised to reduce invoice-related queries and enable faster digital processing.

Advance payments

- Requests for advance payments under service contracts must be sent to: fin.processing_IN@giz.de
- Please ensure:
 - A clear and precise subject line
 - Use of the **new 2026 billing templates**, available on the GIZ India website: (<https://www.giz.de/en/regions/asia/india>).
- All updated templates will be published on the website for direct download.

Key change in invoice processing

- Previously, invoices were submitted to project administrators or nodal persons.
- From January 2026 onwards, invoices **must not** be submitted directly.
- Vendors must first obtain approval of the **Service Entry Sheet (LERF)** from GIZ.
- Only after LERF approval may an invoice be raised and submitted.

What is LERF and how will invoicing work in 2026?

From **21st January 2026**, invoice verification and processing will follow a **two-step procedure**, each with a separate GIZ email inbox:

1. **Service entry (LERF) and advance payments**
Email: fin.processing_IN@giz.de
2. **Electronic invoicing**
Email: invoice_IN@giz.de

Step-by-step process

Step 1: Service entry (LERF)

- Submit the completed service entry sheet (LERF), along with all relevant annexes and supporting documents, to:
fin.processing_IN@giz.de
- This submission is required **before invoicing** and will undergo commercial and technical review.
- The new LERF format is based on the existing billing form and will be published shortly on: www.giz.de/en/regions/asia/india
- All supporting billing documents must be submitted in digital format.
- For ongoing contracts, please submit the LERF using the **current contract number**.
- You will receive a confirmation email indicating the **new SAP contract number**, which must be used for all future correspondence.

Step 2: Invoicing

- Once the LERF has been reviewed and approved, GIZ will send you an email requesting invoice submission.
- Please submit invoices only after receiving this request.
- Invoices must be submitted exclusively as:
 - X-invoices, or
 - PDF invoicesto: invoice_IN@giz.de
- Invoices that comply with the approved LERF and legal invoicing requirements will be processed for payment.
- All new service billing and invoice templates will be available on the GIZ India website in 2026.

3. Settlement process for financing / funding recipients

- All payment requests, settlements, annexes, and proof of use must be submitted exclusively to: fin.processing_IN@giz.de
- Please ensure the use of the **new settlement forms**.
- Initially, submit documents using the **existing contract number**.
- The new SAP contract number will be communicated by email at the latest upon submission of your first settlement after the system changeover.

4. Invoices without a formally concluded contract

Invoices without a written contract

- If no formal written contract has been concluded by the GIZ Country Office procurement unit, but commissioning has taken place through a GIZ staff member or project:
 - Please send the invoice and all supporting documents to: invoice_IN@giz.de
 - Clearly indicate the **name or email address of the GIZ staff member** who received or confirmed the deliverables, services or materials.