

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.