

INVOICE PROCESS – Shorter FAQ version
(Applicable from January 2026)

1. Who does this process apply to?

- a. Suppliers of goods (including IT equipment and licences)
- b. Service providers (companies and individuals)
- c. Funding recipients and other beneficiaries

2. Where do I request advance payments?

a. **Goods and services:**

Email: fin.processing_IN@giz.de

Please mention the contract number clearly.

b. **Service contracts:**

Use the 2026 billing templates available on the GIZ India [website](#) and send requests to: fin.processing_IN@giz.de

3. Where do I send my invoice?

a. **Goods (materials, equipment, licences):**

From mid-January 2026, send invoices to: invoice_IN@giz.de

b. **Services:**

Invoices may only be sent **after LERF approval**, and only to:
invoice_IN@giz.de

4. What is LERF and why is it required?

- a. LERF is the Service Entry Sheet used to confirm services rendered.
- b. From **21 January 2026**, LERF approval is mandatory before invoicing for all service contracts.

5. How does service invoicing work from January 2026?

It is a two-step process:

- a. Submit LERF and annexes to fin.processing_IN@giz.de
- b. After approval, submit the invoice to invoice_IN@giz.de

6. Will payment terms change?

- a. No. Existing GIZ payment terms remain unchanged.
- b. Payments are temporarily affected between 30 December and 20 January.

7. What if I do not have a formal contract?

- a. Send the invoice and supporting documents to: invoice_IN@giz.de
- b. Clearly mention the name or email address of the GIZ staff member who commissioned or received the deliverables.