giz

INVOICE Process Flow Summary
Step-by-step overview
(Applicable from January 2026)

1. Suppliers of Goods

Advance payment
    a. Email request with contract number to: fin.processing_IN@giz.de

Invoice submission
    b. From 21st January 2026, send invoice to: invoice_IN@giz.de

2. Service Providers (Companies and Individuals)

Step 1: Service Entry (LERF)
    a. Prepare LERF using the 2026 template
    b. Attach all supporting documents in digital format
    c. Submit to: fin.processing_IN@giz.de
    d. Use current contract number for ongoing contracts
    e. Receive confirmation and new SAP contract number

Step 2: Invoice Submission
    f. Wait for written confirmation from GIZ
    g. Submit invoice (X-invoice or PDF only) to: invoice_IN@giz.de
    h. Invoice is processed only if aligned with approved LERF

3. Funding Recipients / Other Beneficiaries

Settlement submission
    a. Send settlements, annexes, and proof of use to: fin.processing_IN@giz.de
    b. Use new settlement forms
    c. Initially quote old contract number
    d. New SAP contract number will be communicated by GIZ

4. Invoices Without a Formal Contract

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

The 2026 billing templates and all the relevant information is available on the GIZ India website.