

Information to billing procedures and payment terms from 1 January 2026

I. Payment terms for Service Contracts and Material Procurement

1. Advance payments

The contractor shall use the electronic forms provided by GIZ to request advance payments. Each request shall be submitted individually by e-mail (i.e., one e-mail with one form and the relevant attachments per payment advanced). Usually, the address is fin.processing_UG@giz.de unless a different email address for submitting advance payment requests is specified on the contract cover sheet.

GIZ will review and approve advance payments within up to 10 working days. The review period will commence upon receipt of the payment request. Any enquiries from GIZ regarding the advance payment will have a tolling effect until the contractor provides a final response.

2. Special conditions for service contracts (not for material goods)

The contractor shall submit a service entry sheet to GIZ prior to invoicing (see No. 4).

The service entry sheet shall be completed using the electronic forms provided by GIZ and submitted individually by e-mail (i.e., one e-mail with one form and the relevant attachments per service or billing period). Usually, the address is fin.processing_UG@giz.de , unless a different email address for LERF submissions is specified on the contract cover sheet.

Supporting documents for items requiring verification (e.g. travel expenses) may be submitted as attachments together with this e-mail. If such documents cannot be transmitted by e-mail due to size restrictions, they may subsequently be submitted via file transfer. Instructions for this will be provided to the contractor by e-mail after submission of the service entry sheet.

Upon processing of the service entry sheet by GIZ, the contractor will be notified by e-mail that invoicing may proceed. Invoicing shall comply with the requirements (No. 4) and processing times (No. **Error! Reference source not found.**).

3. Special conditions for the supply of material goods (not for service contracts)

The contractor may issue invoices for material goods immediately. Invoicing shall comply with the requirements (No. 4) and processing times (No. 5).

4. Invoicing

For service contracts, invoicing shall occur only after the contractor has submitted the service entry sheet and received confirmation from GIZ. Invoices shall include only the items confirmed (both price and quantity).

Invoices shall be submitted in the **current version of the XRechnung format** or a **CEN-compliant format (EN 16931-1)**. Each invoice shall be submitted individually by e-mail.

Usually, the address is invoice_UG@giz.de , unless a different email address for submitting invoices is specified on the contract cover sheet.

Regardless of the invoicing method, each invoice shall reference the contract number or order number of GIZ. Invoices submitted as XRechnung shall additionally include the **GIZ route ID "993-80072-52"**.

In the event of legal changes to invoicing requirements during the term of the contract, GIZ will notify the contractor promptly. Technical changes may be implemented by mutual agreement through a contract amendment.

5. Processing time

Service Contracts: GIZ will review and approve the service entry sheet and invoice within 15 working days. The processing period will commence upon receipt of the service entry sheet, but not earlier than the end of the billed service period. The deadline shall be suspended from the date of approval of the service entry sheet by GIZ until the contractor issues the invoice.

Material Goods: For deliveries of material goods, the processing period will commence upon receipt of the invoice, but not earlier than the receipt of the goods.

Enquiries or requests from GIZ for corrections or additional documentation will have a tolling effect until the contractor provides a final response.

II. Payment Terms for Grants and Financings

For disbursement requests and financial statements under grant agreements or financial contributions, the contractor shall use the forms provided by GIZ. Each submission shall be sent individually by e-mail (i.e., one e-mail with one form and the relevant attachments per pre-financing period). Usually, the address is fin.processing_UG@giz.de , unless a different email address for disbursement requests and financial statements submissions is specified on the contract cover sheet.

Processing periods for grants and financings will be governed by the specific provisions of the respective contract.