Annex 6. Invoicing Instruction

INVOICING INSTRUCTION :

GIZ standard payment term is WITHIN 30 DAYS after presentation of the following documents (COMPLETE CONDITION):

1. **Original Invoice by indicating :**
   - Invoice shall be printed in the company letterhead with complete address with stamp and original signature
   - GIZ Contract/Purchase Order ref no.
   - Project processing number/Cost centre
   - Information of payment terms: Advance Payment/Interim Payment/Final Payment
   - Copy of Bank Account
   - Details banking information of which the payment is requested to be transfered.

2. **Invoice and the requirements of supporting documents (for Service Contract):**
   a. **General Information**
      - Items can only be reimbursed as agreed in the contract
      - "Against provision of evidence" means voucher shall be provided based on the actual expenditure according to the contract for reimbursable costs (e.g. flight ticket invoice, hotel invoice, etc)
      - "Against proof of performance" means proofing that the service is lump sum based on performance (e.g. timesheets for daily fee, proof of documentation)

   b. **Invoice shall be attached with the following documents:**
      - **Summary sheet with a breakdown of the items** (travel costs, other costs as indicated in the contract)
        Air travel: Copy of air ticket, Invoice for the purchase of air tickets, original boarding pass. In case of online purchase: proof of payment (print-out of payment confirmation page, bank transfer slip).
        Airport tax is reimbursed together with the ticket and should be included in the invoice
        Hotel receipts: Name of the traveler, hotel full name and address, original signature, date of issue, length of stay, price per night
      - **Timesheets for the experts**
        Timesheets are usually required where fees or per diems are paid; the timesheet shall specify the days worked, the activity and shall be signed by the expert
      - **Single vouchers to be reimbursed**
        1. Purchase receipts: in case purchases are reimbursed invoices of the supplier has to be provided. In case of purchases below IDR 15.000.000 (fifteen million Rupiah): order/correspondence + original invoice (see requirements below). In case of purchases above IDR 15.000.000 (fifteen million Rupiah) additionally: inquiry letter, 3 quotations/offers and a summary of the award decision (evaluation of the quotations).
        2. General receipts/invoices (e.g. car rental invoice): supplier's full name and address; date of issue, description of quantity and nature of goods/services supplied; unit price of goods/services

3. **Original Tax Form, with the following information :**

Please be informed that the format of the Invoice and Tax Invoice (Faktur Pajak) shall be use the following format: Original Invoice addressed to: **Project Name** *as stated in the contract*, (the Invoice should display the tax value).

- Tax Invoice Code: **010.xxx-xx.xxxxxxxx**
- Nama Pembeli Barang Kena Pajak/Penerima Jasa Kena Pajak :
  Nama : Kerjasama Teknik Jerman – Republik Indonesia
  Alamat : Menara BCA, Lantai 46, Jl. M.H. Thamrin No. 1 Jakarta 10310
  NPWP : 00.000.000.0-000.000

NOTES:
- All prices/rates quoted must be exclusive of all taxes.
- Please mentioned the Contract Number in the Tax Invoice (Faktur Pajak)

Annex 6. Invoicing Instruction

- The date of the tax invoice and the invoice should be the same.
- Please be advised that GIZ does not have a Tax Identification Number, since GIZ (Kerjasama Teknik Jerman - RI) is registered as an International agency – non-taxable company (Non-PKP). This is according to the regulation from the Ministry of Finance decree with KMK No. 17/KMK.010/2021.

4. **Invoice of Individual Consultant/Appraiser shall indicate the information (Complete Name, Details Address, email and contact details, NPWP #, Contract #, Details Bank Account)**
5. **Copy of GIZ Contract / Purchase Order**
6. **Related correspondence (apply for delay delivery of report)**
7. **The schedule for submission of invoices :**

   When: Monday to Friday/ Time : 08.00 a.m up to 03.00 p.m.

   Attention to: Commission Manager (AV) / Office Manager

   Where : GIZ Office Indonesia – ASEAN Project
8. **As described above, Payment will only be made after receiving complete documents as indicated above.**

I have read the Invoicing Instruction from the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Contractor Signature	**Printed Name**	**Date**