

## Information on electronic invoicing for equipment and material orders

In accordance with the e-invoicing directive, as of 27 November 2020, EU suppliers and service providers for public sector contracting authorities, which include GIZ, are required to send invoices in an electronically readable format. Accordingly, invoices must always be submitted in the '**XRechnung**' format or a CEN-compliant form (EN 16931-1), with the exception of so-called direct commissions with a contract value of up to EUR 1,000 net.

To create and transmit XRechnung invoices, you can use the GIZ supplier portal (<https://giz.flow.tiekinetix.net>), which is free of charge. On the supplier portal, you can view all open orders, create a XRechnung invoice based on the order chosen and send it to us conveniently. In addition, you can view all invoice status, including invoices not transmitted through the supplier portal.

To register, you will need your company name in accordance with the commercial register, your VAT ID and/or tax number and your email address.

Self-created xRechnung invoices can be sent via the Peppol network (GIZ Buyer Reference, known as 'Leitweg-ID': 993-80072-52) or by email to [invoice@giz.de](mailto:invoice@giz.de).

For the transmission of XRechnung invoices via email/Peppol, you do not need to register in the supplier portal. However, if you create or upload a XRechnung invoice in the supplier portal, you will be immediately notified if an error occurs.

To make the transitional phase easier for you, as a goodwill gesture GIZ will continue to accept invoices in paper and/or PDF form up to 31 March 2021 (estimated date).

If you have any questions, please contact us **by email** at the following address: [project\\_ere@giz.de](mailto:project_ere@giz.de).