



Background

With several projects around the globe, high volumes of invoices are processed annually. To facilitate timeous payments, information contained in payment requests must be as accurate and complete as possible.

Invoicing Across Entities

The GI currently has three legal entities registered in Geneva, Vienna, and Cape Town respectively. Each entity has its own accounting system, and it is imperative that the invoice is submitted to the entity where the project is held. A complete list of projects with the relevant entity, Project Leader and Administrator can be [found here](#).

In instances where suppliers do not have their own invoice, templates (which are colour coded), are provided within the Ops Manual.

Green - [Geneva](#)

Purple - [Vienna](#)

Grey - [Cape Town](#)

Checking the Invoice

There are a few checks that must be carried out before an invoice is submitted for payment. All information supplied must be as comprehensive as possible. Take the time to check this information to avoid rejection later in the processing stage.

- The Name

The name of the Supplier must be supplied in full and **must match** the name of the Account holder in the banking detail section.

- The Address

A full address must be supplied – this must include the City, Postal Code and Country.

- The Date

There must be a Date on the invoice, including the year.

- Invoice Number

A unique invoice number must be reflected. Duplicate invoice numbers will not be processed. If unsure, the following format can be used :

First Letter of Name + Surname + Month +

Year E.g., AANOTHER1020

When several invoices are received within the same month, please add the suffix -a, -b or -1, -2 etc.

- Donor and Project Code

The invoice must reflect the Donor and Project code available **at the time of the invoice**. No invoices will be accepted outside the start and completion dates of the relevant project.

- Description

The purpose of the payment (goods or services) must be as detailed as possible.

- Currency Code

Double check the currency code to make sure it is what was agreed upon. The GI process payments in the following major currencies - USD, GBP, CHF, EUR, NOK, THB, CAD, or ZAR.

- Amount and Total

Double check that the invoice reflects the amount agreed upon, and that calculations are made correctly. Only vendors who are registered for VAT in their country of residence must complete the VAT section. Should you request a refund, only reflect the final cost to you, and not the VAT charged by the vendor on your original purchase.

- Banking Details

The following information is required under banking details :

- Account Holder's Name *(should match supplier name at top)*
- Name of the Bank
- Physical Address of the Bank – **this is very important for our check in the banking system**
- Branch Code of the Bank
- Type of Account e.g., Current Account, Savings Account
- Account Number - **Even if an IBAN is available, an account number must be included as Inter-banking systems do not always accept the IBAN format**

- SWIFT Code – the correctness can be checked [here](#)
- IBAN Number if available – the correctness can be checked [here](#)
- [ABA Number](#) if applicable

Any missing information will result in a rejection of the payment request.

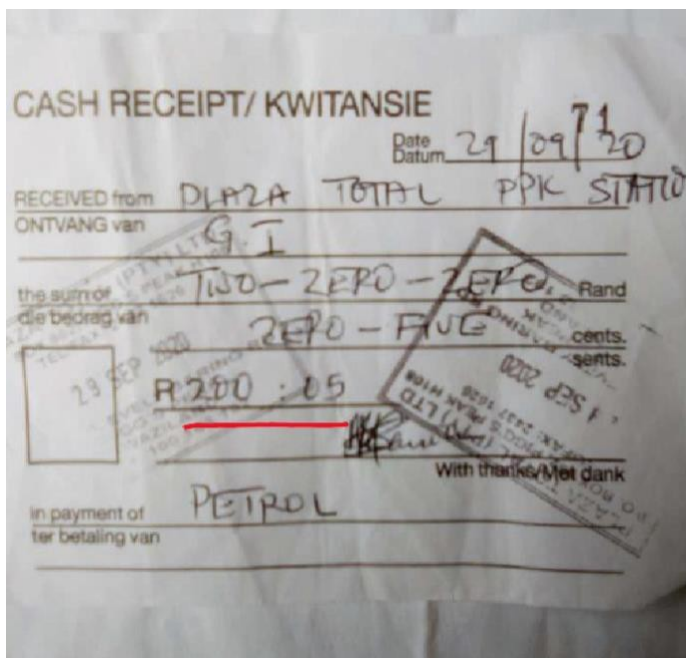
- Supporting Documents

Make sure that all supporting documents are attached e.g., signed timesheet, clearly scanned copies of receipts etc.

If the currency of a supporting receipt does not match the currency of the invoice, a conversion must be made using [Oanda](#), and this conversion must be added either in .pdf format or as a screenshot.

It is important that the exchange rate reflected matches the date of the invoice - if your invoice is dated 12 January 2020, the conversion attached must be for this date as well. You can scroll back in time to determine the exact rate used on a particular day.

Example - Currency of Receipts is ZAR, but the consultant is claiming for a reimbursement in USD as agreed with the team leader



Currency I Have: South African Rand ZAR

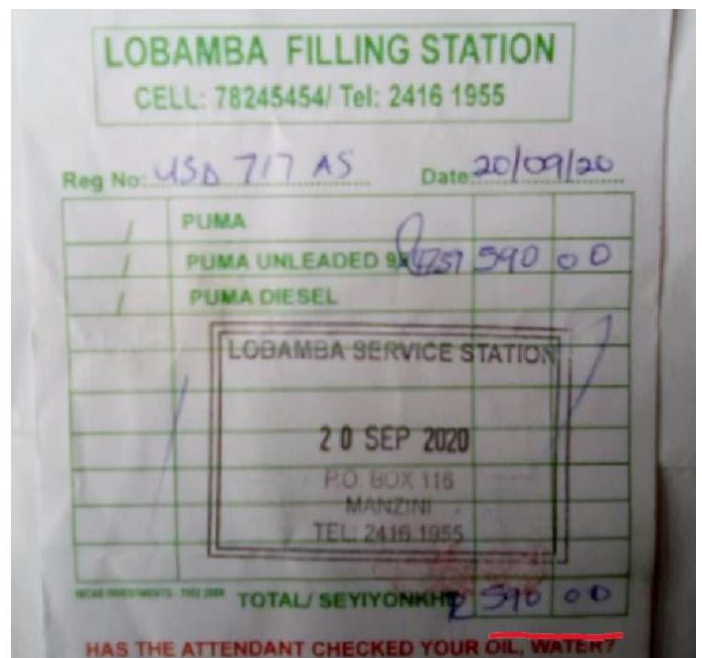
Currency I Want: US Dollar USD

AMOUNT: 200.05

AMOUNT: 11.6987

INTERBANK +/- 0%

DATE: Sep 29, 2020



Currency I Have: South African Rand ZAR

Currency I Want: US Dollar USD

AMOUNT: 590

AMOUNT: 36.1118

INTERBANK +/- 0%

DATE: Sep 20, 2020

The completed invoice will look as follows :

INVOICE

A Another
14 Magnolia
Road Brenton on
Kent United
Kingdom
A123B456

The Global Initiative Against Transnational Organized Crime
Avenue de France
23 Geneva, CH-
1202
Switzerland

Date	Invoice Number*	Donor	Project
1 October 2020	AANOTHER1020	USA	20.USAInde

*First letter of First Name + Surname + Month + Year – e.g.: JSMITH0318 - Please use a new Invoice Number for each submission

Description	Currency	Amount
Reimbursement – Fuel – Research Paper Field Work R 200.05 converted @ USD 11.70	USD	\$ 11.70
Reimbursement – Fuel – Research Paper Field Work R 590.00 converted @ USD 36.11	USD	\$ 36.11
Amount without VAT		\$ 47.81
VAT Amount if Applicable		
Total Inclusive of VAT		\$ 47.81

Banking Details

Account Name ; A Another
Bank : The Bank of the UK
Bank Address : Trafalgar Square Street 14, Westminster, UK
Branch Code : 9875
Type of Account : Savings Account
Account Number : 4567 2536 12 2
Swift Code : FIRNZAJJ
IBAN Nr : GB29 NWBK 6016 1331 9268 19
ABA : Not Applicable

- Additional Notes

- a) Reimbursement claims must include the actual invoice – providing only the **credit card** slip is not sufficient.
- b) Alcohol and items of a personal nature are not allowable expenses.
- c) Public transport providers do not always provide a slip. It is handy to carry an invoice book or notepad which the operator can sign on receipt of payment.
- d) Only files converted to .pdf will be accepted.
- e) The name of the file must match the invoice number.
- f) Please use rounding when entering the converted rate, making sure that the decimal is included as well e.g., USD 1'234.09.

- Breaking your Expenses Down

All expenses on our accounting system are captured against a specific general ledger. What this means, is that we will need a breakdown of your expenses so that these can be allocated correctly. A few examples of frequently used entries are :

<i>Postage</i>	<i>International / National Fights</i>
<i>Per Diem, Accommodation</i>	<i>Local Transport</i>
<i>Stationery</i>	<i>Consultants / Fixers</i>

Please check with us if you are unsure.

Western Union Payment requests

The same checks are carried out on the invoice, except when it comes to the banking details. The following information must be reflected :

Name of Payee: **Arnold A Another**

Payment via Western Union

City: **Dar Es Salaam**

Country: **Tanzania**

Security question: **What is the name of your first pet?**

Answer: **Doggy**

The security question and answer are imperative. Without this, the recipient will not be able to receive the funds. A **copy of the payee's passport / identification document** must be attached to the invoice.

Submitting the Invoice

Once you are satisfied that the invoice is ready to submit, send it for approval to the relevant Project Leader (refer to *Donor and Project list*). When sending the request, the subject line must contain the name of the supplier, as well as the invoice number (*it will be rejected if this is not correct*). The Project Leader will then approve the invoice and send it to the relevant 'payme' and oracle email account account for further processing. The project leader will need can create a grouped email using the how to guide found in the Training section of the Ops Manual.

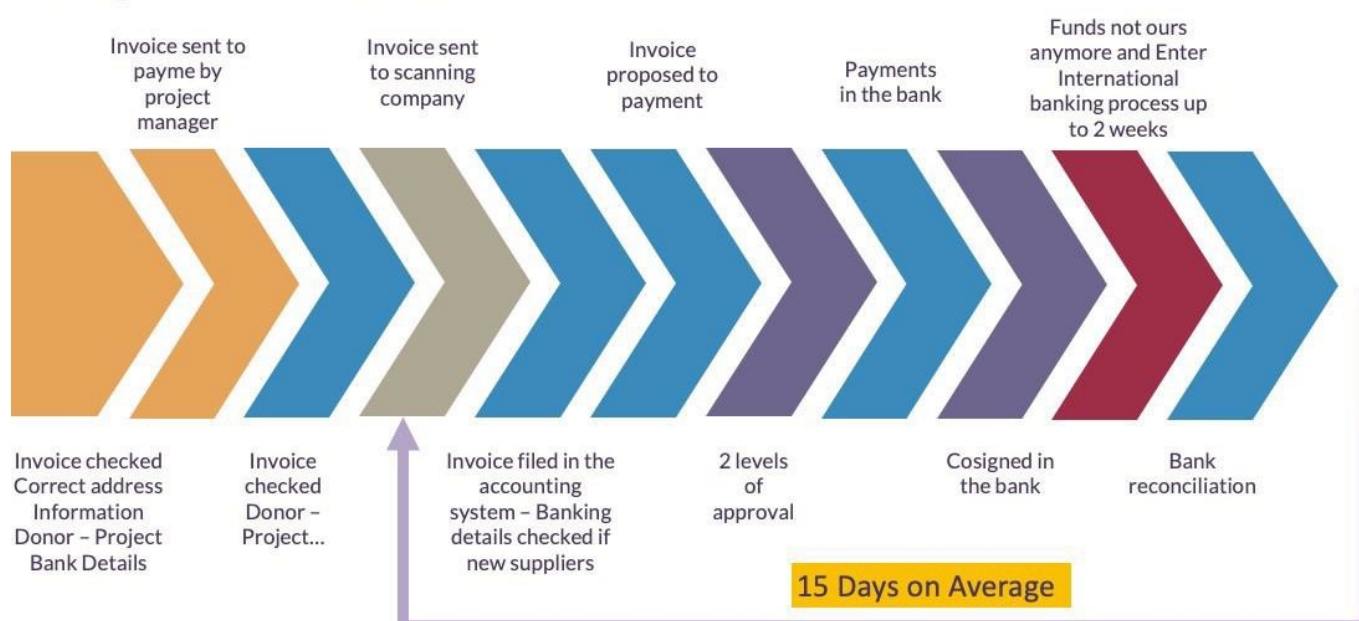
When sending invoices for processing please keep in mind the following restrictions. Failure to comply with the following requirements will result in the invoice not being processed in Oracle.

- A file cannot exceed 10 MB.
- You cannot send more than 20 invoices at once.
- Only PDF files are supported.

The Payment Process

The process which the invoice follows once submitted, has various checks and balances in place to ensure that payments are compliant with Donor requirements and within the Organizational framework. A minimum of 15 working days are required for the invoice to pass through the various stages, and it is important that suppliers are made aware of this upfront.

Payment Process



Proof of Payment

You may request a proof of payment after 20 working days of submission. Your request must be sent to the same e-mail address used to submit the invoice. Please include a copy of the invoice for reference purposes.

Resources

Please take some time to visit our additional resources on the Operations Manual.

- [Invoicing](#)
- [DSA / Per Diems](#)
- *Reimbursement for Use of Private Vehicle*

We are here to help

The finance team are here to assist with any queries that you might have.