

Sourcing Department Procedure

GENERAL INSTRUCTIONS TO SUPPLIERS

The Global Fund has implemented a new electronic signature system. If you have received an e-mail with a request to sign electronically please review and sign the attached Purchase Order or other agreement.

If you do not complete the electronic signature process the PO will not be correctly recorded in our system and you will continue to receive reminders to sign the PO. If for any reason, you must manually sign your PO; please print the unsigned copy and manually sign. This will be your counterpart copy of the PO in accordance with Section 21 of Attachment B the Global Fund Standard Terms and Conditions. Please do not send this copy to us. After completing this step, please return to the instructions in the e-mail signature message and sign the PO as required.

If the Purchase Order refers to an existing contract issued by the Global Fund, the terms and conditions of that contract apply. In all other cases, the Purchase Order is governed by the Global Fund Standard Terms and Conditions which can be found on the Global Fund internet site. Any action that the Supplier or Contractor undertakes to produce the goods or services described in the Purchase Order constitutes acceptance of the applicable terms and conditions.

INVOICING

If you have multiple Purchase Orders with the Global Fund, please ask your Global Fund contact about access to the iSupplier or E-invoicing Portals.

If you do not have this access, all invoices must be sent electronically as attachments to TGFBilling@theglobalfund.org. The attachments should be sent preferably in pdf format and should contain only one invoice (with supporting documents if needed) per attachment. All invoices must cite the Purchase Order Number.

VAT

The Global Fund is exempted from VAT in Switzerland.

“Under current European Union law on the common system of value-added tax (VAT), as set forth in Directive 2008/8/EC (the VAT Directive), **the Global Fund is not liable for VAT upon purchase of intangible services from firms based in EU countries, including the United Kingdom.**”

All EU Member States are required to comply with European Commission (EC) law, which includes the VAT Directive. **The VAT Directive provides the Global Fund with this exemption from VAT** on the basis of the **special treatment of certain types of “intangible” services, such as** the following:

services of consultants, engineers, consultancy bureau, lawyers, accountants, and similar services, data processing and provision of information, banking, financial and insurance services, and the supply of staff.”