Payments

LOCAL ACTION

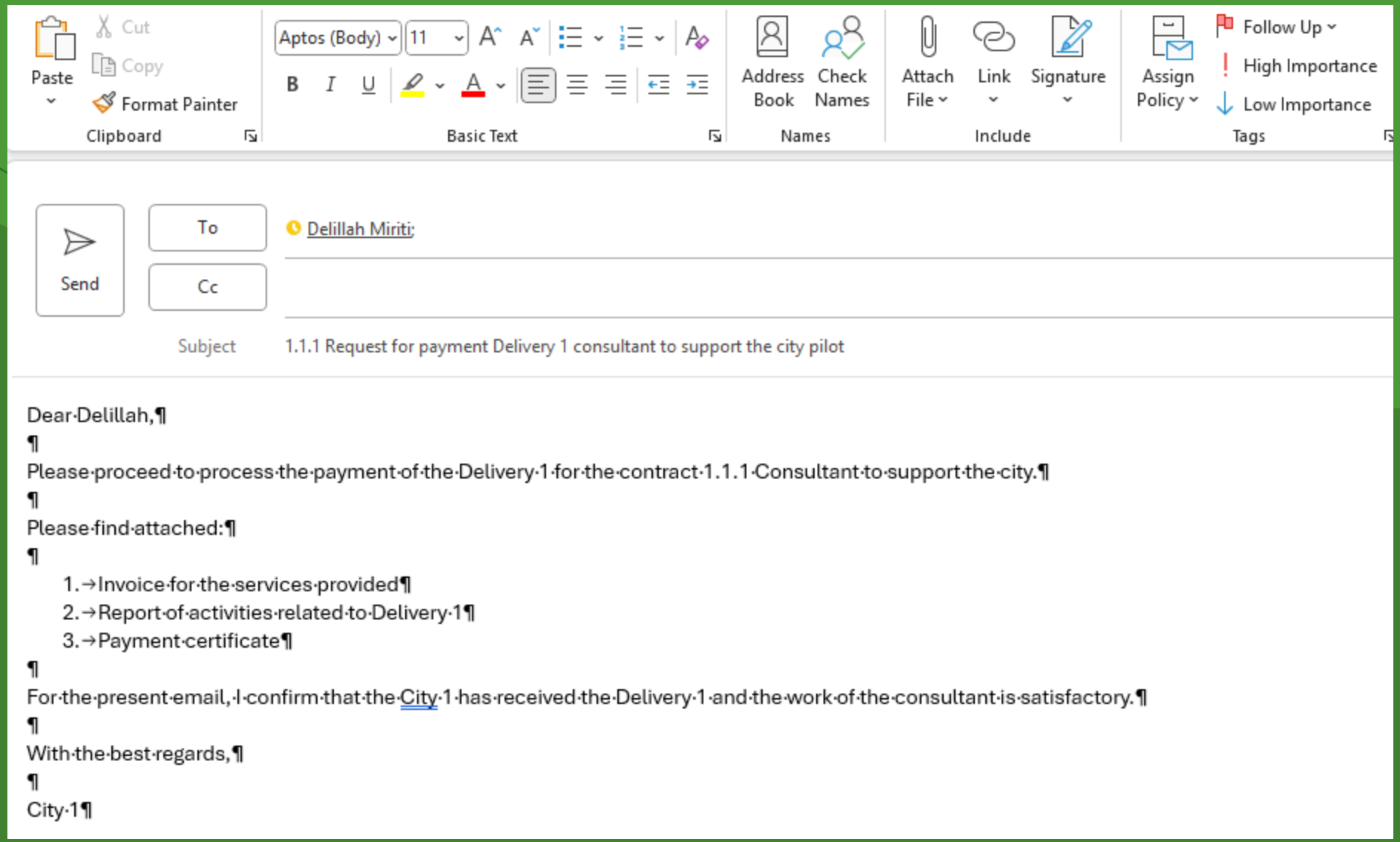
When the goods / services are delivered the supplier sends a request for payment:

1. **Monitor the payment plan to ensure timely submission of documents for swift processing. Payments are processed within 5 working days.**
2. **Contact Ms. Delillah Miriti delillah.miriti@undp.org (based in Bonn) with the payment request via email fulfilling the requirements below.**

- Invoice from the supplier **MUST** be provided, a signed delivery note for payment of goods and a signed certificate of completion for payment of services and a **VALID** supplier bank account.
- Quote task operation number and the related purchase order when sending the request for payment.
- Confirmation that the city is satisfied with the services/ goods delivered.
- Output reports or deliverables (e.g., activity reports for consultants or contract deliverables for providers) are completed. For consultant payments a signed certificate of payment is required.
- For payments to be processed all supporting documents **MUST** be submitted.

UNDP processes payments quickly, provided all documentation is correct. Note: Providers must register in the UNDP financial system, which includes verifying bank account details.

EMAIL EXAMPLE



LOCAL ACTION

Please note:

All payments MUST be authorized by UNDP.

UNAUTHORISED REIMBURSEMENTS **ARE NOT ALLOWED**.

UNDP
LOCAL
ACTION