

Invoicing Information

In order to process payments more efficiently, we ask you to conform to the billing instructions provided below.

The Embassy accepts invoices in electronic format (pdf) only, **no paper invoices will be accepted.** Serbian vendors must submit invoices in RSD only. Foreign vendors must submit invoices in the currency denoted on the order/contract document.

Invoices. In order for an invoice to be accepted as proper for payment, it must contain the following information:

1. It must have a date,
2. It must have the full name and address of the vendor,
3. It must have a contact name and telephone number,
4. It must be in the currency denoted on the Embassy's order/contract document for foreign companies and in Serbian Dinars for Serbian companies,
5. It must reference the Purchase Order number, Blanket Purchase Agreement Call Number or Contract number if the goods/services were procured through one of the above purchasing documents. The numbers look similar to the following sample – "19RB1021-C/F/P/S-xxxx"
6. Invoicing in English is preferred, but if not possible, each line item in the invoice must at a minimum contain the key word(s) in English
7. The payee name must match the company name or name of the contractor on the ordering document. Similarly, payment to the payee's bank account must match the name as written on the ordering document. Payment to third parties will not be made.

Invoices which do not conform to the above will be returned to the vendor within 7 (calendar) days of receipt by the Embassy for correction without any liability to the U.S. Government.

Submit electronic invoices to belgradeinvoicesfmc@state.gov

Serbian contractors shall include the following statement on invoices submitted for payment:

"Oslobodjeno plaćanja PDV-a po članu 24. st.1.16 pod tačka 1. Zakona o PDV (Službeni glasnik RS br. 84/04, 86/04, 61/05, 61/07, 93/12, 108/1368/14-dr. zakon, 142/14, 83/15, 108/16113/17,30/18, 72/18 i 153/20". (*Exempt from VAT under article 24, paragraph 1.16, item 1 on the Law on VAT*" Official Gazette of RS nos. 84/04, 86/04, 61/05, 61/07, 93/12, 108/1368/14-dr. zakon, 142/14, 83/15, 108/16113/17,30/18, 72/18 i 153/20).

Submit your request for the VAT exemption form SNPDV with a copy of the final invoice to BLG-SNPDV@state.gov The Embassy will send you an electronic copy of the SNPDV form by email upon receipt of your request and final invoice.

Payment. All proper invoices will be released to the banking system for payment within 30 days from receipt of a proper invoice in accordance with the Federal Acquisition Regulation Subpart 32.9 - Prompt Payment (<http://acquisition.gov/far/loadmainre.html>)

Informacije o fakturisanju

Kako bi se proces plaćanja odvijao što efikasnije, molimo Vas da postupite u skladu sa niže navedenim uputstvima.

Ambasada prihvata fakture isključivo u elektronskom obliku, i to u pdf formatu. Domaći dobavljači moraju fakturisati robu i usluge isključivo u dinarima.

Faktura. Da bi faktura bila validan dokument za isplatu, mora da sadrži sledeće informacije:

8. Mora da ima datum,
9. Mora da ima puno ime/naziv i adresu prodavca,
10. Mora da ima ime kontakt osobe i broj telefona,
11. Mora da bude u dinarima,
12. Mora da se poziva na broj narudžbenice (Purchase Order), broj trajnog naloga (Blanket Purchase Agreement Call Number) ili broj ugovora (Contract) ukoliko su roba ili usluge nabavljeni putem nekog od navedenih kupoprodajnih dokumenata. Brojevi ovih dokumenata izgledaju slično primeru - "19RB1021-C/F/P/S-xxxx"
13. Fakturisanje na engleskom jeziku je poželjno, ali ukoliko nije moguće, svaka stavka na računu mora da sadrži minimum ključnu reč(i) na engleskom jeziku
14. Ime primaoca uplate mora da se podudara sa imenom firme ili imenom pružaoca usluga u skladu s narudžbenicom. Takođe, pri uplati na bankovni račun primaoca, ime primaoca mora da se podudara s imenom firme/ugovaraca na narudžbenici. Plaćanje trećem licu nije moguće.

Fakture koje ne odgovaraju svemu što je navedeno biće vraćene prodavcu u roku od 7 kalendarskih dana od dana kada ih je primila Ambasada, a radi korekcije i bez ikakvih obaveza za vladu SAD.

Fakture se podnose na sledeću email adresu belgradeinvoicesfmc@state.gov

Dobavljači trebaju da na fakturama stave sledeću napomenu:

"Oslobodjeno plaćanja PDV-a po članu 24. st.1.16 pod tačka 1. Zakona o PDV (Službeni glasnik RS br. 84/04, 86/04, 61/05, 61/07, 93/12, 108/1368/14-dr. zakon, 142/14, 83/15, 108/16113/17,30/18, 72/18 i 153/20“.

Plaćanje. Sve ispravne fakture biće puštene u bankarski sistem radi plaćanja u roku od 30 dana od dana kada je Ambasada primila validni račun u skladu sa Federalnim propisom o javnim nabavkama, poglavlje

32.9 promptna isplata (Federal Acquisition Regulation Subpart 32.9 - Prompt Payment
(<https://www.acquisition.gov/far/html/Subpart%2032.9.html>)