



## Załącznik nr 8 do Umowy

### Direct payment – basic information

1. Any entity that will receive DP should be registered in UNICEF's system in advance as a vendor and linked to the Partner. Upon registration the proof of linkage will be needed (either a **letter** or a FACE form from the main partner with indication of the recipient as a permitted payee).

2. There must be always 2 FACE forms:

1st Face form is a request for authorization as an activity with an indication of modality and the payee. That FF should be **submitted to UNICEF before the start of activities/works by third party.**

2<sup>nd</sup> Face form: Once works done and the third party wants a payment, the partner should accept works/deliverable and **submit a report FACE form to UNICEF** based on which we will be transferring payment. In this case report is an actual payment. The important note: **the Payment invoice should be issued to the name of UNICEF. Not the partner.**

3. If the terms of agreement were based on deliverables to be paid **by installments**, that must be done based on proof of delivery of that deliverable. In that case the vendor issues instalment invoice for the works done and that should come with the FF from the main partner, there must be proof of service/goods portion delivered and that was accepted by partner in full and satisfactory manner, and that it can be now paid.

4. Invoice should specify:

Payer: UNITED NATIONS CHILDREN'S FUND UNICEF Emergency Response Office in Poland ul. Towarowa 25A, 00 869 Warszawa NIP/VAT CODE: 7011100128

Receiver: main partner

5. After receiving the invoice, the main partner should clear the invoice and send it to UNICEF with Face Form (report) for the amount from the invoice. The proof of the deliverable, the act of acceptance/the report should be also attached.

6. If there are more than one entity to receive Direct Payment – we recommend having each entity **on separate FF.**