



Information regarding payments at Kolibri

From purchase orders to credit notes

1. Project start: Assignment/purchase order (PO)

When you accept an assignment, you will receive confirmation in the form of a purchase order (PO) containing information about the assignment, its scope and the fee we will pay you.

2. Project underway

You carry out the work and deliver to us by the agreed deadline.

3. Project conclusion: Credit note and payment

Once a project you have completed with Kolibri has been closed, we will generate a credit note based on the PO and send it to you. The payment term is 30 days after the credit note is issued.



Did you know? Credit note = Invoice

Under German law, a credit note is equivalent to an invoice.

- You **do not need to produce an invoice** and **should not send an invoice to Kolibri** unless explicitly required by your financial authorities.
- Kolibri works exclusively with credit notes. If you have any queries, please quote the **credit note number** and not any other number you have allocated it for your own records.

Kolibri offers the following payment methods:

- SEPA: If you have an account in the SEPA region, this will usually be the preferred payment method.
- PayPal: You are liable for any and all fees incurred by PayPal payments.
- International transfer (outside the SEPA region): This payment method is available subject to a minimum sum of €100. Once the total owed to you reaches this amount, we will make the payment. We reserve the right to deduct a processing fee of €15 from your fee for international transfers.

Important: Keep your payment details up to date

It is important that we always have up-to-date payment details for you. Missing or inaccurate details can lead to delays, which is frustrating for everyone.

So, please make sure that the details we have on record are up to date! You can view your profile here: <https://intranet.kolibri-online.com/intranet>

Do you still have questions? Not sure about something? Get in touch: freelancer@kolibri-online.com