Recipient(s): Purchasers and requisitioners in INDFAK2

Are you the invoice recipient in IndFak2?

You are registered as a requisitioner in IndFak2 and are therefore able to make purchases in relation to specific projects on behalf of your department/faculty/administrative division.

If you receive help placing your order – for example from a secretary or student worker – it is important that you pass on the information below.

There are many steps in AU’s purchasing process – from placing the order, to receiving the invoice, approval and then payment. To achieve the best result, all steps need to be clear.

These instructions are aimed to guide requisitioners through the purchasing process.

What can a requisitioner do?

Once you have been registered as a requisitioner (the person to receive the invoice in IndFak2), you are able to make purchases on behalf of your department/faculty/administrative division.

How to make purchases

When making purchases at AU you must:

- **Check whether there is a purchasing agreement**
  
  Klick here to find all our purchasing agreements. We establish purchasing agreements when our consumption of a given product group exceeds the threshold values set in national and EU legislation.

- **Unsure about anything?**
  
  Is your purchase not covered by an agreement? Or are you unsure whether you need to hold a mini-tender? If so, call your procurement partner. Click here to see who your procurement partner is.
When the supplier sends an e-invoice to AU

The EAN number, the numbers for ‘Sag’ (case) and ‘Sagsopgave’ (case task), and the name of the requisitioner must be specified on the invoice when it is sent electronically to AU.

Note: The person the invoice is addressed to must also receive it in IndFak2.

An AU Accounts Payable employee (the invoice assigner) fills in the fields: ‘Moms’ (VAT) and ‘Artskonto’ (generic account). The numbers for ‘Sag’ (case) and ‘Sagsopgave’ (case task) are filled in if these numbers appear on the invoice/are known. A relevant text is written in the description field.

The invoice is sent to you, the requisitioner, to be confirmed/rejected.

Things to check before confirming/rejecting acceptance of an invoice

Is it a joint invoice?
- If the invoice is to be divided between more ‘sager/sagsopgaver’ (cases/case tasks), please follow these instructions
- Alternatively, you can make a note in the comments field which indicates how the expense should be divided. Once it has been shared, the VAT code is changed to 77. The invoice is then distributed by AU Accounts.

Does the invoice relate to catering?
- If the invoice relates to catering, you must note the participants and the occasion in the comment field or upload this information in an attached file.
Regarding foreign invoices

If you receive a foreign paper invoice, you should immediately send it to kreditorhotline@au.dk along with information about the numbers for ‘Sag’ (case), ‘Sagsopgave’ (case task) and the name of the requisitioner. Please specify the organisation the invoice relates to in the subject line of the email.

AU Accounts Payable will then ensure that the invoice is scanned into IndFak2 and enters the flow in the procedure outlined above.

Unsure about anything?
If you have any questions about the invoicing procedure, please contact AU Accounts Payable at kreditorhotline@au.dk.

If you have any other questions, please contact your project finance administrator or business controller.

See the IndFak2 requisitioner quick guide for AR, BSS, HE and the central administration
See the IndFak2 requisitioner quick guide for ST.