

**Recipient(s):** Purchasers and requisitioners in INDFAK2

**Memo**

## 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.

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Page 1/4

Registering as  
a requisitioner

### 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.

Procurement

### 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](#)

Order

### How to ensure you receive a correct invoice

Once the order has been placed, you must give the supplier all the information which **MUST** appear on the invoice. The following information must appear on the invoice:

- **EAN number**
- **‘Sag’ (Case) and ‘Sagsopgave’ (Case task)** (must be specified as the order number)  
If you do not know which ‘Sag’ (case) and ‘Sagsopgave’ (case task) numbers (previously called project and activity) you can use for purchasing, please contact your project finance administrator/business controller.  
If your department has an agreement on the use of requisitions, you must inform the supplier of the requisition number
- **Requisitioner name** - the name of the invoice recipient in IndFak2 who must process (confirm/reject) the invoice.

Supplier

### 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.

AU Accounts Payable

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.

Special information required for an invoice

### 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.



Requisitioner

**How to confirm/reject acceptance of an invoice**

If the invoice is addressed to you, you must now process (confirm/reject) it in IndFak2.

As requisitioner you must **confirm** that:

- The goods have physically been **received**
- **The price is correct**

You must also **check** that:

- The invoice contains the correct numbers for **'Sag' (case)** and **'Sagsopgave' (case task)**. If this information is not on the invoice, you must add the numbers for 'Sag' (case) and 'Sagsopgave' (case task).

**You should then:**

- **If you are a requisitioner at BSS, AR, HE or the central administration:**
  - **Confirm** reception of goods.
- **If you are a requisitioner at ST:**
- Click **Forward** and select the right approver.

If you receive an invoice which has been sent to you by mistake, you must reject the invoice. The invoice will then be sent back to the invoice assigner.

**Regarding foreign invoices**

If you receive a foreign paper invoice, you should immediately send it to [kreditorhotline@au.dk](mailto: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](mailto: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](#).

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