

Accounts Payable Section
Office of the Comptroller
American University of Beirut
PO Box 11-0236
Riad El-Solh 1107 2020
Beirut, Lebanon
Tel: +961-1-374 374



Memorandum

Date 19-Sep-2007

To **ALL AUB SUPPLIERS IN LEBANON**

Subject **SUPPLIER INVOICING INSTRUCTIONS AND GUIDELINES**

In Order to enable the Accounts Payable staff to provide smooth services and timely payments, attached herewith is a two-page guide of the American University of Beirut (AUB) invoicing instructions and guidelines for information and strict compliance.

Effective immediately the attached will be used in processing all INVOICE payment requests. Exceptions will lose eligibility for settlement within the agreed/standard time frames.

For any clarifications on the attached guidelines you can email us at Comptrlr@aub.edu.lb and we will be willing to explain.

Copies to:
Office of the Comptroller – All Sections
Purchasing Department
All AUB Campus and Medical Center Departments
Supplier

A. SENDING INVOICES AND PROPER ACKNOWLEDGMENT

Invoices sent to AUB against purchases of supplies are treated in two categories:

1. Invoices against Purchase Orders (PO) issued by the Purchasing Department: such invoices are to be delivered directly to the following address:

Office of the Comptroller
American University of Beirut (AUB)
PO Box 11-0236
Riad El-Solh 1107 2020
Beirut, Lebanon
Tel: +961-1-374 374

- As a general rule, all invoices sent to AUB should be properly acknowledged and dated. It is the Supplier's responsibility to ensure that the sent original invoices are properly recognized by the Comptroller's Office Receiving Clerk. The supplier's representative should make sure that delivered invoices are submitted in the Receiving Area at the Comptroller's Office Monday to Friday, from 8:30 am till 12:30 pm. Most importantly the supplier's representative should get his invoice copy stamped as follows:

RECEIVED
dd mmm yyyy
AMERICAN UNIVERSITY OF BEIRUT
COMPTROLLER'S OFFICE

The stamped copy to be kept with the supplier as a proof of invoice delivery.

- Invoice receipt date is critical for payment. Lost invoices without proper acknowledged receipt will be deemed "NOT RECEIVED". The supplier then must issue a Certified True Copy (CTC) and send it along with an official letter declaring that the original was lost before reaching the Office of the Comptroller.
2. Invoices against Departmental Low Value Orders (LVO) issued directly by the originating department:
This invoice should be delivered along with the goods to the ordering department. The ordering department will verify the received goods against the LVO, sign for receipt and then forward the Original Invoice along with the blue copy of the LVO to the Office of the Comptroller.
 - Invoices without their related blue LVO copy will be rejected and cannot be processed
 - Invoice copies and/or LVO copies other than the blue copy will be rejected and cannot be processed

B. IMPORTANT INVOICE DETAILS

To ensure timely payment, Suppliers/ Vendors must provide valid original invoices which contain all pertinent information to ensure smooth processing. The Invoice should include the following:

General Requirements:

- 1) Vendor name, address, letterhead, company logo, etc.
- 2) Vendor tax registration number (if tax-registered)
- 3) Authorized signature and stamp of the issuing party (supplier), in addition to the **fiscal stamp**.
- 4) The university's name and address (as the invoiced entity)
- 5) Invoice unique serial number or Credit Note number
- 6) Invoice date or Credit Note date
- 7) Description of goods / service
- 8) Unit of measure of goods / service
- 9) Quantity of goods / service using the same unit of measure used in AUB's purchase order
- 10) Unit cost

- 11) Value of goods / service per line item (discounts to be applied / distributed per line, not as a lump-sum on the invoice total)
- 12) VAT rate and amount (if goods / service is subject to VAT)
- 13) The total invoice amount for the supply of goods or services in numbers and wording.
- 14) Invoice currency or Credit Note currency
- 15) For Credit Notes, corresponding invoice number and PO number that the credit pertains to should be stated

Additional Requirements for Invoices against Purchase Orders (PO) issued by the Purchasing Department:

- 16) AUB's Purchase Order (PO) number (should be shown on the invoice)
- 17) Each invoice should cover **only one** Purchase Order
- 18) Item line number as per AUB's PO line numbers (should be shown on the invoice per line item)
- 19) A copy of the Delivery Note stamped "Received" by the store should be attached

PLEASE NOTE that:

The invoice should be a mirror image of AUB's Purchase Order (PO) i.e. matching it 100%. If not, the invoice will be returned to the supplier for correction and initial payment terms will seize to be applicable.

Manual change of Invoices will not be accepted whether on the invoice number, date, price or amount.

Each invoice must carry a unique serial invoice number, repeating invoice numbers even in different fiscal years will not be accepted

ALL INVOICES WITH INCORRECT AND/OR INCOMPLETE DATA WILL NOT BE PROCESSED UNTIL CORRECTED AND COMPLETED. To solve the issues on the invoice, Accounts Payable will notify the supplier through leaving a copy of the invoice along with an explanatory notice at the Comptroller's Receiving Area for the supplier's representative to collect on his next visit. The supplier may also inquire about his problematic invoices by checking for notifications left at the Comptroller's Receiving Area.

C. PAYMENT QUERY/ ALL OTHER QUESTIONS

- For normal inquiries about payments, contact the Comptroller's Office Administrative Section, Tel# 01- 374374 ext. 3581 or 3584.
- For information about problematic balances, contact the Comptroller's Office Accounts Payable Section after 2:00 pm Tel# 01- 374374 ext. 2480 or 2492

D. OTHERS

- For Bank Details, please make sure to send an official letter issued by your company or your bank with your detailed bank information including the following:
 - Bank Name and Address
 - Account Name
 - Account Number

Bank information should be sent to:
Attention: Mr. Malek Shreim
Office of the Comptroller
Tel# 01- 374374 ext. 2482

- If there are changes in the Vendor information (ex. Change in address, bank account, etc), kindly make sure that it is communicated to your AUB contact person so that records can be updated.

Thank you for your cooperation

Kindly make sure you sign the acknowledgement letter below and send it back to AUB

Acknowledgement Letter

AUB SUPPLIER INVOICING INSTRUCTIONS AND GUIDELINES

Vendor/Company Name:

I confirm that I have read this documentation and that my company is able to cover the American University of Beirut invoicing needs.

Name:

Function
(Accounting or Finance manager)

Company stamp
+ Signature:
