

Accounts Payable Section
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Memorandum

Date 18- NOV-2015

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.

This 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.

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 addresses:

AUBMC Receiving Area

AUB receiving area

- 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 AUB Receiving Area Monday to Friday, from 8:30 am till 3:00 pm and in the AUBMC Area Monday to Friday from 8:30 am till 4:00 pm. Exceptional receipt of invoices outside the above schedule will be done. Most importantly the supplier's representative should get his invoice copy stamped as follows:



The stamped copy will be kept with the supplier as a proof of invoice delivery. All invoices need to have attached to them their related traveler's receipt.

- Invoice date is critical for payment. Lost invoices without proper acknowledged receipt will be deemed "NOT RECEIVED".
2. Direct Pay and express buy invoices are sent to the Comptroller's Office Helpdesk along with their relevant PO's.

B. IMPORTANT INVOICE DETAILS

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

General Requirements:

1. Supplier name, address, letterhead, company logo, etc.
2. Supplier 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) + VAT AUB number.
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 by e-mail the Procurement offices and sometimes the supplier for correction.

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 or 2450.
- For information about problematic balances, contact the Comptroller's Office Accounts Payable Section after 2:00 pm Tel# 01- 374374 ext. 3577 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 Supplier 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

Supplier/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:
