

Dear supplier and partner,

Aalborg University (AAU) is implementing a new financial system in January 2023. This may affect you as a supplier and partner to AAU.

During the period of implementation AAU cannot effect payments. Please note important dates below.

How does this affect invoicing?

During the implementation period, it unfortunately will not be possible for AAU to pay your invoices. To avoid late payments during this period, we would therefore like to receive as many invoices as possible on delivered goods and services before **22 December 2022**. This will provide time to process the invoices before final payment before switching to new financial system. We do receive electronic invoices until **5 January 2023** in the old financial system and opens for invoices in our new financial system on **30 January 2023**.

Between 5 January 2023 and 30 January 2023 we kindly ask that you do not submit any new invoices to avoid late payment. However, we cannot guarantee that there will be no instances of late payment of invoices during the period, but we hope for your understanding.

How does this affect payments?

AAU processes the last payment of suppliers before switching financial systems on **30 December 2022**. To avoid late payments we kindly ask you to invoice us immediately after delivering your goods or services.

Our first payments from our new financial system will be run on **24 January 2023**.

No automatic payments can be run between the two dates.

How does this affect procurement?

In the period of **23 December 2022 – 30 January 2023** it will not be possible for AAU to send out any electronic purchase orders from our Purchasing system. You may experience to be contacted directly by our requestors by mail or phone. If you deliver data to our current Purchasing system Mercell (former TriCommerce (TriCom)) you will receive a separate mail at a later time with an excel-template for our new Purchasing system.

We thank you very much for your understanding. If you or your colleagues have any questions, please do not hesitate to contact your contact person at AAU or address AAU's Accounts Payable department directly at oea-kreditor@adm.aau.dk or tel. (+45) 9940 9515 (telephone hours from 09:30 a.m. – 11:00 a.m. and 1:00 p.m. – 2:00 p.m.).

Kind Regards,

Morten Bang Henriksen
Chief accountant

Steen Harrit Jakobsen
CFO



AALBORG UNIVERSITET

Finance and Accounts department
Fredrik Bajers Vej 7K
9220 Aalborg East
www.okonomi.aau.dk