



## Purchases and invoices – A quick guide

To make purchases at SLU there are many rules and regulations that you need to follow. This guide exists to go through some of the important rules for you as a purchaser and invoice reviewer. Please note that the underlying regulations take precedence & to get a full view you might have to read other documentation. If any questions arise while reading this guide, feel free to contact the administration.

For guides on how to use Proceedo, [please use this link](#).

### Purchases

When you make a purchase, you need to make sure that someone responsible for a project or a coordinator responsible for a research group covers the cost.

#### *Framework agreements (Ramavtal)*

To make a purchase you need to use a framework agreement if there is one. Here are three ways you can check the availability of an agreement:

- Through Proceedo under “Inköp”
- At the site [www.avropa.se](http://www.avropa.se)
- Contact the [administration](#)

If there is no framework agreement you can find a supplier yourself and make purchases for amounts up to 100 000 SEK for a specific goods or service. If you are planning to purchase something that exceeds that amount, please contact the administration.

#### *Orders*

All orders are made through Proceedo\*. If your account in Proceedo is not able to make orders in Proceedo, please contact the administration.

*\*There are exceptions, such as travels through Egencia. If you are unsure, please check with the administration.*

## Invoices

### *E-invoices*

All invoices need to be in the e-invoice format. If you have received an invoice that is not an e-invoice please:

- Contact the supplier about the requirement to invoice us correctly
  - There is a sample text that can be sent to a supplier available on [the bottom of this page](#)
- Inform the administration about your invoice and we will register it in Proceedo

Be aware that we cannot refuse an invoice that has come to SLU even if it is not the correct type. It is the responsibility of the supplier to use the correct invoice, and not the person that is making the order.

### *Reviewing invoices in Proceedo*

If an order was made outside of Proceedo the invoice will need to be reviewed. The easiest way to review an invoice is through the “detailed view” in Proceedo. If you need to know how to get there, [here is a guide on how to do so](#).

- Invoices are much like making travel reports in Primula.
  - Every invoice needs information about what it is, why you purchased it, and potentially extra information.
- You as a reviewer need to inform the accountant at the department about the information above through leaving a comment.
  - Sometimes the invoice already contains some of the information necessary. If so, leave a comment pointing this out.
- You are not expected to input the accounting information of the invoice.
- You are expected to leave a comment with information on where to book the invoice.
- If it is not clear what an invoice contains, a comment explaining it is necessary
- If you've received an invoice you have already approved, it might be that it has been rejected by the administration. Check the invoices comments to see why it has been returned to you.

If you are not sure on how to leave a comment, [see this guide](#).

Some invoices such as those for travel needs to be motivated as to why SLU has paid for your travel. A note such as “Participating in X meeting for project Y” is many times enough.

The reason as to why you as an invoice reviewer should mostly use comments is because it creates a history of how and why the invoice was handled. If you only change the accounting information there is no information about why the invoice was paid.