Procurement in short

When you are involved in procurement, you must know:

1. The framework and rules
2. Your role in connection with procurement in your organisation
3. How to use agreements which AU has entered and know what to do if an agreement does not exist.

We call this a clear-cut procurement organisation. A summary is described below:

Framework and rules

- Use the agreements which AU has entered into. If an agreement does not exist, then:
  1. In connection with purchases totalling less than DKK 100,000 (of no interest to foreign suppliers): 2-3 tenders must be obtained.
  2. In connection with purchases totalling less than DKK 100,000 (of interest to foreign suppliers): Please contact Procurement.
  3. For purchases totalling more than DKK 100,000, please contact a Procurement coordinator or the Procurement team.
- Public procurement is regulated by law.
- AU’s procurement policy applies to procurement at AU.

Procurement organisation

- The following three roles must be part of your procurement organisation:
  1. Procurement coordinator
  2. Procurement manager/person responsible for procurement in your unit
  3. E-commerce procurement officer
- These roles require that you assume responsibility, possess procurement competences and knowledge, have been granted the required authority and have the resources (time) at your disposal.
- The procurement organisation requires management focus.
- Clear communication is required.

Use the agreements

- Get a good overview of AU’s agreements
- Use e-commerce when possible
- Become familiar with the agreements and how they are used
- Challenge your habits
- Use the procurement partners in Procurement
- The ambition – compliance of 90%

A clear-cut procurement organisation will benefit your team

We experience many different views regarding procurement and we know that there are exceptions. This guide is therefore based on a lot of experience and knowledge, and the Procurement team is always available if you need assistance. In general, the advantages make up for any disadvantages.

Advantages

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<thead>
<tr>
<th>Advantage</th>
<th>Description</th>
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<tr>
<td>The best prices</td>
<td>Focus on quality at the right price</td>
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<td>Service and warranty</td>
<td>Transparent procurement process</td>
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<td>Clear division of responsibilities</td>
<td>More in-depth knowledge of agreements</td>
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<td>Highly qualified procurement officers</td>
<td>Influence on future agreements</td>
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<td>Less bureaucracy</td>
<td>Less time spent on training</td>
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<td>Less manual – more automated process</td>
<td>In control of your procedures</td>
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<td>Management focus</td>
<td>Savings</td>
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