

Bern, 03.07.17

Dear all

The financial department of Bern University will change the system of payment for bills and for claims for expenses. Every supplier has to send the bill directly to the financial department instead of to the institute. Therefore we have to follow some important changes in case we order anything:

**Invoices and electronical invoices:**

- For any order you make starting from August 15th, please add the following reference for SCG group:

**REF-815-15**

- The billing adress must be:

**Universität Bern  
Zentraler Rechnungseingang  
Hochschulstrasse 6  
3012 Bern  
Switzerland**

- For pdf invoices that will be sent by email, the billing adress is:

[kreditoren@fin.unibe.ch](mailto:kreditoren@fin.unibe.ch)

**Please be aware that for any order you will have to distinguish between the billing address and the delivery address.**

The financial department already informed all the vendors who are recorded in their system. You find this list in the attachment. If there is an important supplier who is not informed yet, please tell me and I will do so.

For orders with the group credit card you do not have to put the reference number. Viseca is already informed and the bills come with the number already.

**Claim for expenses:**

Claims for expenses will also be processed with a new electronical form. After the information event we will discuss how to do this the most efficient way.