

Dear Supplier

Tjele, the 30th of October 2009

To: The Suppliers to Det Jordbrugsvidenskabelige Fakultet (DJF), Aarhus Universitet (the Faculty of Agricultural Sciences (DJF), Aarhus University)

When doing business with Det Jordbrugsvidenskabelige Fakultet (DJF), Aarhus Universitet:

As you probably know, DJF has become part of the Aarhus University and as a consequence hereof the EAN numbers have been consolidated. We are pleased to inform you that in the future the following numbers will be used by DJF:

EAN location numbers	Department / location
5798000877412	The faculty secretariat, Administration
5798000877429	Department of Food Science
5798000877436	Department of Animal Health and Bioscience
5798000877443	Department of Genetics and Biotechnology
5798000877450	Department of Agroecology and Environment
5798000877467	Department of Agricultural Engineering
5798000877481	Department of Horticulture
5798000877504	Department of Integrated Pest Management
5798000877580	International Centre for Research in Organic Farming and Food Systems

On receipt of invoices from suppliers we at DJF will register the invoices. In order for such process to be smooth, your future invoices to us *have to be* endorsed with the following:

- EAN location number
- Project number / activity number (if relevant)
- Name of creditor
- Address of department (place of delivery)

After 15 November 2009 invoices not meeting the above information requirements will be rejected.

We have, of course, impressed on our employees that the above information *has to be* stated in connection with all orders.

If you have any questions to this letter, please feel free to contact me on telephone No +45 8999 1045.

Yours faithfully

Niels Kiil
Head of Department