Accounts Payable Section
Office of the Comptroller
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Memorandum

Date 21- APR-2026

To **ALL AUB SUPPLIERS IN LEBANON**

Subject **SUPPLIER INVOICING INSTRUCTIONS AND GUIDELINES**

In order to enable the Accounts Payable Section to provide smooth services and timely payments, attached herewith is a guide of the American University of Beirut (AUB or "University") invoicing instructions and guidelines for information and strict compliance.

This will be used in processing all invoice payment requests. Exceptions will lose eligibility for settlement within the agreed/standard time frames.

For any clarifications on the attached guidelines, you can email us at Comptrlr@aub.edu.lb and we will provide necessary explanation.

A. INVOICE DETAILS

To ensure timely processing and payment, suppliers (companies or individuals) must provide valid original invoices (through approved channels in **section B** below) which contain all pertinent information. The Invoice should include the following at a minimum:

1. General Requirements:

a) Supplier name, address, letterhead, company logo, etc.;
b) Supplier tax registration number (If tax-registered);
c) Authorized signature and stamp of the issuing party (supplier), in addition to the fiscal stamp;
d) The University's name and address (as the invoiced entity) and VAT number;
e) Invoice unique serial number or Credit Note number;
f) Invoice date or Credit Note date;
g) Description of goods / services;
h) Unit of measure of goods / services;
i) Quantity of goods / services using the same unit of measure used in AUB's purchase order;
j) Unit cost;
k) Value of goods / services per line item (discounts to be applied / distributed per line, not as a lump-sum on the invoice total);
l) VAT rate and amount (if goods / services are subject to VAT);
m) The total invoice amount for the supply of goods or services in numbers and wording;
n) Invoice currency or Credit Note currency;
o) US Dollar counter value for invoices denominated in Lebanese Pounds that require payment in US$;
p) For Credit Notes, corresponding invoice number and PO number that the credit pertains to should be stated;
q) The invoice should include AUB's Purchase Order (PO) number;
r) For invoices covering several Purchase Orders, the corresponding PO number should be added for every line item;
s) Invoice should detail goods / services by line in accordance to the PO split;
t) Invoices related to delivered goods should be accompanied by the attached Delivery Note stamped "Received" by the store clerk and/or Travel Receipt issued by the store and matching the items delivered;

2. Important Note:

a) The invoice should be a mirror image of AUB's Purchase Order (PO) i.e. matching it 100%. If not, the invoice will be returned to the supplier for correction and initial payment terms will seize to be applicable.
b) Manual change of invoices will not be accepted whether it relates to the invoice number, date, price or amount.
c) Each invoice must carry a unique serial invoice number, repeating invoice numbers even in different fiscal years will not be accepted
d) All invoices with incorrect and/or incomplete data will not be processed until corrected and completed.

The Accounts Payable Section will notify the supplier of any noted issues, either in person upon delivery to the Comptroller Office or by email for invoices delivered to the receiving areas. It is the responsibility of the supplier to make necessary corrections in order to process the invoice through the payment channels. The Comptroller Office may involve the Procurement department for support

B. INVOICE DELIVERY AND ACKNOWLEDGMENT OF RECEIPT

a) Original invoices, along with a copy of the PO document and Delivery Note/Travel Receipt, can be delivered to the Accounts Payable Section for processing through the following channels:
   - Directly to the Accounts Payable Section located at the Comptroller Office – College Hall; or
   - Deposited in the Accounts Payable boxes located at the AUB Receiving Area or AUBMC Receiving Area.

b) Below are the opening hours of the three mentioned locations:

Location	Winter Hours (September till May)	Summer Hours (June till August)
Accounts Payable Section	8:00 AM till 4:30 PM	7:30 AM till 3:00 PM
AUB Receiving Area	7:00 AM till 4:00 PM	7:30 AM till 3:00 PM
AUBMC Receiving Area	7:00 AM till 5:00 PM	7:00 AM till 5:00 PM

c) Invoices delivered directly to the Accounts Payable Section will be immediately checked and stamped as received if no corrections are necessary. A copy will be provided to the supplier as evidence for acknowledgement of receipt.

d) Invoices deposited at the receiving areas will be inspected by the Accounts Payable Section the following day and stamped as received if no corrections are necessary. The supplier can contact the section to request a copy of the stamped invoice as evidence for acknowledgment of receipt.

Invoices delivered through different channels are at a higher risk of loss, delays in processing and hence delays in payment.

C. QUERIES RELATED TO INVOICE PROCESSING AND PAYMENT STATUS

a) For queries related to invoice acknowledgement of receipt and processing, contact the Comptroller's Office Administrative Section, at 01- 374374 ext. 2450.

b) For queries related to problematic invoices, contact the Accounts Payable Section, at 01- 374374 ext. 3576.

c) For queries related to payment status, contact the Accounts Payable Section, at 01- 374374 ext. 3580 and ext. 3583.

All the above can also be addressed through email at Comptrlr@aub.edu.lb .

D. OTHER MATTERS

a) Changes in Supplier Information (such as address, bank account, name, tax status) should be communicated to your AUB Contact person to ensure records update.

b) Definition and changes in bank details require an official letter issued by the company or its bank; the letter should contain at a minimum the following:

   - Bank Name and Address
   - Account Name
   - Account Number

Bank information should be sent to the attention of Ms. Nadine Hariri, Office of the Comptroller, at nh86@aub.edu.lb.

Acknowledgement Letter

AUB SUPPLIER INVOICING INSTRUCTIONS AND GUIDELINES

Supplier/Company Name:

_____

I confirm that I have read this documentation and that my company is able to cover the American University of Beirut invoicing needs.

Name: _____

Title: _____

Company stamp
+ Signature: _____