

Annex 5: Instruction signatures/commercial order release

Payment Request (Equipment and expenses)

With authorization USB 206 – 806 payments/credit transfers are initiated at the relevant invoice checking department or bookkeeping and purchase orders to the procurement organization commercially released. The person signing the document makes formal checks and ensures that

- the correct acceptance has been provided
- there are no self-approvals or collegial signatures
- acceptance and instruction are basically on the same document
- the accounting type used (departmental overhead (DGK), Invest, R&D) is correct in fiduciary terms
- the correct asset class is selected for Invest and the user data for the asset master record is correct
- the selected accounting objects are set up, budgeted and released in the SAP systems
- the order to purchasing organization are made within adequate budgets

Approval signature(s) and instruction signature(s) have to be provided by different people (2 pairs-of-eyes principle).

The fragmentation of compound transactions for which value limits are set is not permitted.

Authorization type	Content	Level	Specification
USB 206	> 410.000 € > 500,000 \$	Level 2	<p>The USB authorizes:</p> <ul style="list-style-type: none">- Payment instructions for approved invoices and outgoing credit notes/provisions,- comm. order releases
USB 306	≤ 410.000 € ≤ 500,000 \$	Level 3	
USB 406	≤ 160.000 € ≤ 200,000 \$	Level 4	
USB 506	≤ 80.000 € ≤ 100,000 \$	Level 5	
USB 606	≤ 50.000 € ≤ 60,000 \$	Level 6	
USB 706	≤ 8.000 € ≤ 10,000 \$	Level 7	
USB 806	no	Level 8	

Further Specification

The instruction signature USB 206 – 806 is provided on invoices which were approved with USB 202 – 802,

- without order reference if business agreements are available
- when the invoice verification is not possible because of deviations from the order/delivery
- on documents (e.g. payment, credit transfer vouchers) from other payment transactions

Authorization USB 206 – 806 is used for comm. order release in procedure MyOrders for order transactions which were ordered with authorizations USB 100 – 800.

Payment/booking/settlement of outgoing credit notes and provision payments is initiated with authorization USB 206 – 806 on the payment instructions document with bookkeeping.

Invoices on which purchase order (online-/paper order request) are based and for which checking of the invoice is possible, are checked without instruction signature and passed for payment.