

To Whom It May Concern:

We, Pr. Marie-José HANAI and Dr. Sylvaine BATAILLE, head and co-head of ERIAC, Research Unit 4705 of Université de Rouen Normandie, France, hereby attest to our university's protocol of payment for all expenses incurred by its employees for their research work. Rouen University finances such expenses according to the accounting norms that regulate the use of public funds in France in order to insure the transparency of such transactions. These regulations imply that all payments are carried out by the university's financial service and follow a specific procedure: the payment is done only after an order form has been issued by the university, and then an invoice has been issued by the supplier and uploaded to a specific platform (CHORUS).

For the order form to be made, the supplier's financial details need to be communicated to the university's financial office and attested by an official document from the supplier's bank. The financial department requests that the researchers themselves and ERIAC's secretary (Ms Ludivine Linant-Deveaux) directly exchange with the supplier on these matters and take care of part of the administrative work the procedure implies. This is why researchers ask suppliers for basic financial information, which they will then send (presented as data filled in forms) to the university's financial service:

- the supplier's name (name of the company/institution)
- their VAT Number
- their address of payment

- the payment currency (if not euro)
- the supplier's bank's name
- their bank's address
- their account number
- their Bank or Sort Code
- their IBAN
- their BIC (Bank Identifier Code) or SWIFT

The supplier may present these details as they see fit: a simple list or a proforma invoice are entirely acceptable as long as they provide the details listed above.


The financial department at Rouen university also requests an official document from the supplier's bank providing the supplier's bank details (name and address of the bank, account number of the supplier, IBAN, SWIFT, etc.). While such documents are used on a regular basis in France, we are well aware that this request may be unusual and difficult to satisfy in other countries. We have found that if such is the case, a recent bank statement (in which all confidential data has of course been covered) is deemed acceptable by the financial office at our university. (Please note that this part of the procedure will not need to be repeated if other payments are done by Rouen University in the future.) Once these details and bank document have been sent, an order form can be issued and sent to the supplier, who can then transmit the invoice to the university, through the Chorus platform.

We sincerely apologize for any inconvenience this may cause but this is the standard procedure for all transactions using public funds in France and ensures transparent and safe

transactions as well as swift payment. We hope that this letter will be helpful to both suppliers and researchers in their exchanges and we assure suppliers that we at ERIAC do everything we can to make the payment process as easy as possible for them.

Mont Saint Aignan, October 3 2023,

Pr. Marie-José Hanäi



Dr. Sylvaine Bataille

