Ordering Goods and Services at the Department of Informatics

When a procurement need arises, sufficient time must be allowed to ensure that everything is arranged properly. Different deadlines apply to the ordering of goods and services. To ensure that your order is processed on time, please contact Kine Marie Fleime Møll as early as possible. She will assist you throughout the entire ordering process and ensure that everything is correctly registered.

We must always comply with UiB's framework agreements. Any deviations must be justified and approved in advance by the requisitioner, Kine-Marie Fleime Møll.

You can see UiB's framework agreements and individual agreements in the contract catalogue (available only on the UiB network).

Contacts

For **department** orders, email kine-marie.moll@uib.no .
For **CBU** orders, email pal.gunnestad@uib.no .
For **IT equipment, computers, and software licenses**, email Randi.Eilertsen@uib.no

For orders exceeding NOK 500,000, the Procurement Section must be contacted early to initiate the quotation process.

For purchases exceeding NOK 100,000, it is recommended to obtain multiple quotations before selecting a supplier.

Required Information for All Orders:

- Sub-project number («Delprosjektnummer», ask the project manager if you are unsure of the project name/number)
- Supplier name
- Supplier quotation and/or description of what is to be ordered (including price)
- Purpose of the purchase
- Participant list as a PDF file
- Delivery location and delivery date/time

Specific Requirements

Restaurants

UiB's hospitality guidelines: Representasjon og bevertning | For ansatte | UiB (Only available in Norwegian)

Reserve a table at the desired restaurant first, and then send us information from "Required Informations for All Orders" as well as a guest list with affiliations. For the Department of

Informatics, send it to Kine-marie.moll@uib.no. For CBU, send it to pal.gunnestad@uib.no. **This must be done a minimum of 5 working days before the event.**

Note that not all restaurants and cafés are registered in our procurement systems. Kine Marie Fleime Møll can check this and arrange for a supplier to be added if necessary. We encourage the use of suppliers that are already registered, as the booking process takes longer when a new supplier must be added.

Registered restaurants include:

- Boccone (Restaurant Bergen AS)
- Bjerck
- Red Run
- Bien Bar
- Bien Basar
- Bien Centro
- Sumo (Vestre torggate)
- Sumo (Solheimsviken)
- Cartel's Latin American Kitchen & Bar
- Zupperia
- Bryggeloftet

If you wish to use another restaurant, contact kine-marie.moll@uib.no (or pal.gunnestad@uib.no for CBU).

A purchase order must always be created in advance so that the invoice can be linked to it. Sende faktura til Universitetet i Bergen | Økonomiavdelingen | UiB

Note: Tips/gratuities must not be paid using government funds.

Representation (Formal Dinners with External Guests)

«Representastion» refers to expenses for lunches, dinners, banquets, receptions, excursions, and similar events where external guests are present. The event should have a certain formal character and be tied to a specific occasion.

Written approval is always required when representation rates are used.

Cost approver Espen Klungseth Rotevatn determines whether an event qualifies as representation and whether the expenses may be charged to the project.

Catering and Meeting Refreshments

The following suppliers may be used (click to see the menu):

- Sammen
- Godt Brød

- Safari Catering

You must provide:

- Event name or purpose
- Delivery time and location
- Guest list (names and affiliations), if applicable. If not, specify participants at group level (for example: Master's students at the Department of Informatics, NN's research group)

Food orders must be submitted at least four working days in advance. Orders submitted after the deadline will not be processed.

Special Rules for NG5 and the University Aula

UiB Learning Arena at Nygårdsgaten 5: UiB Learning Arena

Universitetsaulaen: Booking The University Aula

Conferences

Framework-agreement hotels must be used.

UiB agreements apply within approximately 2.5 hours driving distance from Bergen.

For venues outside this radius and for costs exceeding NOK 500,000 excluding VAT, quotations must be requested from three suppliers (limited competition). The Procurement Section must be contacted before ordering.

For costs below NOK 500,000 excluding VAT, the choice of location and hotel must be justified.

Read more: Individual purchases under 500.000

Before a Quotation Can Be Approved:
Always obtain approval and signature from requisitioner Kine-Marie Fleime Møll.

If participants are paying for accommodation or other expenses themselves, these costs must NOT be included in the agreement being signed.

Send quotations and relevant information to Kine-Marie.Moll@uib.no.

Employees must never sign agreements on behalf of external guests who are paying their own costs. If we sign the contract, we assume the financial risk.

All quotations of NOK 50,000 or more must be approved by the Department's budget and decision manager (BDM), Espen Klungseth Rotevatn.

Hotels and Flights

Bookings for Guests

Guests visiting the Department of Informatics (II) must be registered using the guest registration form. Read more: EN Guests at the Department.

Information for Visiting Guests

If the Department covers travel expenses, accommodation, or other costs related to your visit, you will be registered in BetalMeg, UiB's reimbursement system for external guests.

Travel and Hotel Booking
You are responsible for booking your own travel and accommodation. After your visit has been completed, reimbursement claims are submitted through BetalMeg.

Access to BetalMeg
The Department will register you in BetalMeg before your visit. Once registration is completed, you will receive an email with all necessary information.

Guidance and Support
If you need assistance, contact the Payroll, Travel and Absence Service Desk: post@lonnskontoret.uib.no. They provide support regarding reimbursements and travel claims.

Bookings for Employees

UiB har avtale med reisebyrå Berg-Hansen, som dekker kjøp av flyreiser, hotell, leiebil og tog (VY), visumtjenester og tilrettelegging for gruppereiser.

Flights, hotels, rental cars, train travel (Vy), visa services and roup travel arrangements.

Employees are encouraged to use the UiB credit card when booking business travel, as doing so activates the travel insurance included with the card agreement.

Read more about UiB credit cards and travel advances:
https://www.uib.no/en/foremployees/177137/travel-preparation#travel-advance

Travel bookings should be made through Berg-Hansen's self-service solution (using Feide login). Note that this service doesn’t work in Internet Explorer, so please use a different browser.

For group travel, see UiB's travel booking guidance: Travel booking

Computers, IT Equipment and Software Licenses

For ordering IT equipment, computers, and licenses, email: Randi.Eilertsen@uib.no

IT Equipment

UiB primarily purchases general IT equipment through Atea and Apple products through Dustin.

If the required equipment is not available through these suppliers, alternative vendors may be used.

Computers

When requesting a computer, please provide these details:

- Who will use the computer?
- Which operating system is required? (Windows 11, Ubuntu, or macOS)
- If replacing an existing computer, what is the serial number or service tag of the old machine?

The standards UiB laptop has these specifications:

- Dell Pro 5
- CPU: Intel® Core Ultra 5 335 vPro (8core)
- RAM: 32 GB DDR5, 5600 MT/s, dual-channel
- 1TB SSD
- Display: 14" WUXGA (1920x1200), Non-Touch, 1-120Hz@(VRR)

The laptop can be delivered with either Windows 11 or Ubuntu.

Apple alternatives can also be ordered upon request.

Other laptop models may be purchased if needed, but they require approval from the Head of Department if they are more expensive than the standard model.

Software Licenses

The Department maintains a group license for Overleaf.

If you would like to be added, send an email randi.eilertsen@uib.no

For any other software licenses, send an email describing your request.