



DTU's Procurement Policy

The Technical University of Denmark's Procurement Policy was approved by the Executive Board on 25 November 2025.
The policy becomes effective when published on DTU Inside.



Purpose

The Technical University of Denmark's procurement policy, together with DTU's accounting instructions, sets out the overall framework for how procurement should be carried out at DTU. This policy thus applies to all procurement at DTU.

The purpose of the procurement policy is to ensure that all purchases are made in a responsible and efficient manner where resources are used appropriately and where the focus is on securing the greatest possible value for DTU.

As DTU is a public institution, procurement must comply with the Danish Public Procurement Act (*Udbudsloven*) and applicable European legislation. All procurement should contribute to long-term value creation and innovation. If possible, procurement should be subject to competition to ensure competitive prices and terms for DTU.

The policy supports DTU's core tasks: day-to-day operations, research, education, scientific advice, and innovation.

As an educational institution with a strong sense of social responsibility and an ambition to be a driving force for sustainable value creation—both in Denmark and globally—DTU is committed to transforming the University's operations and administration in a sustainable direction. A key focus area in this transition is the procurement of goods and services.

DTU strives to conduct procurement that promotes responsible resource consumption, and which integrates environmental, social, and economic aspects of sustainability.

Roles and responsibilities

Group Procurement

Procurement at DTU is organized with a central procurement department (Group Procurement) and decentral contracting entities, procurement coordinators, and procurement officers. Group Procurement is responsible for establishing and supporting the framework for procurement at DTU, which involves the following (not prioritized):

Procurement guidelines: Develop and effectively communicate clear procurement guidelines to DTU employees.

Streamlining and digitalization of the procurement process: Establish a standardized process that ensures smooth and efficient procurement from the time the need arises until the supplier is paid.

Digitalized data-driven procurement: Ensure the continual digitalization of the procurement process and, together with departments and offices, ensure that data-driven procurement is incorporated into daily routines.

Corporate framework agreements: Enter into corporate framework agreements for goods and services that ensure competitive prices and which support DTU's business.

Procurement training for all units: Procurement training for decentralized procurement superusers and procurement coordinators in all units.

Responsible procurement: In accordance with DTU's *Green Procurement Guide*, the environment, climate, and social responsibility are actively considered in connection with all purchases over DKK 100,000.

Support for units: Provide advice and assistance in connection with specific procurement tasks.

Checks and compliance: Perform follow-up checks to ensure compliance with relevant legislation as well as best practices within accounting and ethics.

General collaboration: Engage in broad collaboration with 'Statens og Kommunernes Indkøbsservice' (SKI) and other Danish universities to ensure competitive terms.

Departments, offices, and centres

Departments, offices, and centres at DTU are themselves responsible for their procurement under existing framework agreements.

The decentralized units are responsible for purchases of less than DKK 100,000 which are not covered by a framework agreement. All purchases must be made within the framework established by Group Procurement and DTU's accounting instructions.

Each department, office, and centre has a procurement officer who ensures that goods and services are procured in accordance with the procurement policy.

It is mandatory that procurement is made under existing agreements

As a public institution, DTU is subject to public procurement legislation. Therefore, joint corporate framework agreements must be used to the extent that they cover the specific need. If in doubt, contact Strategic Procurement.

The use of framework agreements not only ensures compliance with legislation, but also with standards as regards warranties, service, and considerations pertaining to the environment, climate, and social responsibility.

If a need cannot be covered by an existing procurement agreement

If a need cannot be covered under an existing procurement agreement, the purchase must be carried out in accordance with applicable legislation and DTU's internal guidelines.

Which process to follow depends on the total value of the purchase. Below are the three amount ranges with associated requirements and procedures for the involvement of Group Procurement, the tender obligation, and considerations with regard to environmental and social responsibility.

For procurement that is not covered by a joint corporate framework agreement, the following applies:

For purchases of less than DKK 100,000

- The department, centre, or office makes the purchase itself.
- The necessity of the purchase must be assessed. The Danish Public Procurement Act applies, and principles of administrative law must be complied with. Due to the size of the amount, no special documentation requirements apply.
- Cross-border interests are not examined.
- If the amount is between DKK 3,000 and DKK 30,000, and the purchase is for goods and services for daily operations from suppliers who are unable to submit an invoice, and where the purchase cannot be covered by an existing procurement agreement, or in the case of travel and entertainment (conference fees, minor necessities, taxis, restaurants, etc.), DTU credit cards must be used. If the supplier does not accept payment by DTU credit card, an invoice can be requested.

For purchases of less than DKK 3,000

A DTU credit card must be used for:

- Goods and services for day-to-day operations which cannot be covered by an existing procurement agreement and where the supplier is not expected to be used again.
- Travel and entertainment (conference fees, minor necessities, taxis, restaurants, etc.).
- If the supplier does not accept payment by DTU credit card, payment is made in cash/by private credit card, and the outlay is subsequently settled in DTU Expense.

For purchases between DKK 100,000 and DKK 1,611,360

- Group Procurement must be involved well in advance, and preferably as soon as the need becomes known.
- The Danish Public Procurement Act applies.
- Group Procurement ensures compliance with the Danish Public Procurement Act. This includes examining the existence of cross-border interests and ensuring compliance with the principles of administrative law.
- Environmental, climate, and social responsibility are taken into account in line with DTU's *Green Procurement Guide*

NB:

The DKK 100,000 limit is calculated as the combined contract sum of products or services of the same type that could beneficially be procured or tendered together. It covers the needs of the entire unit over a 12-month period. Procurement needs cannot be divided into multiple orders or invoices to lower the contract sum.

For purchases in excess of DKK 1,611,360 (threshold value)

- Group Procurement must be involved well in advance, and preferably as soon as the need becomes known.
- The EU Public Procurement Directive applies, and, in most cases, EU public procurement procedures must be conducted.
- Environmental, climate, and social responsibility must be taken into account in accordance with DTU's *Green Procurement Guide*.

Delivery

Procured goods and services must not be delivered to a private address, as VAT deductions, for example, are not possible. Delivery must therefore always be made to a DTU address. If delivery is made to a different address, prior approval must be obtained from the nearest head of department. The purchased item must then be returned to DTU as soon as possible.

Leasing agreements

Leasing agreements must go through Group Procurement regardless of the amount involved and must be signed by the university director, executive vice president.

Purchases via e-commerce and travel booking

Procurement at DTU must be made via approved channels:

- DTU e-commerce
- DTU credit card
- Travel bookings must be made through DTU's travel operator. All purchases of flights and hotel stays abroad must be made using DTU's travel booking system. Employees must familiarize themselves with DTU's transport and meeting activity policy before booking.

Ethics

DTU staff, their close relations, and any companies owned by them must not act as suppliers to DTU unless this supplier relationship has been examined by Group Procurement and approved in writing by the Head of Group Procurement.

Procurement outside Group Procurement's responsibility

Procurement related to the construction and maintenance of buildings and outdoor areas is handled by Campus Services (CAS). These purchases are subject to separate legislation and different thresholds to those mentioned in this procurement policy.