



Introduction to Procurement at DTU

Welcome as a new employee at DTU

As a new employee, you will, at some point, need to procure something on behalf of DTU – whether it's lab equipment, office supplies, IT licenses, or conference tickets.

When you place an order, you represent DTU as a public institution. That means you must know and follow the applicable rules. This page gives you a quick overview of the essentials to help you get off to a good start.

DTU How procurement works at DTU

Procurement works differently from unit to unit. Some units limit ordering to a few people, while others allow more employees to do it.

Make sure you know the procurement rules in your unit – for example, by asking one of your **superusers in “Procurement”**. Every unit has at least one superuser ready to help with your procurement, and you can find yours in the list [here](#)

Key resources to know

→ DTU Procurement Policy	Framework and principles for procurement at DTU
→ Supplier Agreement Overview	The agreements you must use when procuring at DTU. They ensure compliance with legislation, provide the best terms, and save time
→ Group Procurement on Inside	Useful information and guidance on procurement
→ DTU Fusion	Systemet, hvor alle indkøb skal foretages

Getting started

As a new requisitioner at DTU, you are required to complete the **Procurement Course**. It's short and practical, and you can take it at your own pace. The course has two parts:

- **Procurement Competences** – the framework and rules for procurement at DTU
- **DTU Fusion Competences** – shows you how to order goods and services in Fusion

The course equips you with the knowledge and tools you need to carry out procurements correctly and efficiently – you can find the course [here](#)

Happy procuring!
Koncernindkøb