January 5th, 2026

Kobe University

To all suppliers,

Notice regarding transactions with Kobe University

Thank you very much for your cooperation and considering Kobe University.
Once your business relationship with Kobe University has commenced, processes relating to contracts and payment matters etc. will be handled by the university as described below.
If you wish to commence a business relationship with the university after understanding this system, please apply for a Payment Recipient Registration Request (相手先【支払先】登録依頼) from the link of our website below (Japanese only).

取引業者のみなさまへ（https://www.kobe-u.ac.jp/info/public-info/purchase/index.html#torihiki）

2. 初めて神戸大学との取引を開始される際の手続き：いずれも必須です。

1. 相手先【支払先】登録依頼

・Web申請はこちら (Online application)

Once the Request Form is issued, please stamp it and submit it promptly to the requesting department of the university. A Pledge will be issued at the same time, so please also stamp this and submit it to the requesting department as an urgent document.

Please ensure that the contents of this notice are well understood by the relevant person(s) in your company.

Ⅰ Regarding contracts

１． About Pledge Submission

Based on the demands of the Japanese government's 'Guidelines on the Management and Inspection of Public Research Grants for Research Institutions' (Decided upon by the Ministry of Education, Culture, Sports, Science and Technology) (Revised February 1, 2021), Kobe University has established the 'Basic Policy for measures against unauthorized use of research funds at Kobe University' (Decided upon by the university president). As a measure to prevent collusion between members of Kobe University and business operators, a pledge must be submitted before transactions with the university can be commenced. We appreciate your understanding and cooperation in this matter.

２． About Types of Order

①Direct orders from faculty members

Based on the University's rules, orders from faculty members are limited to under ¥500,000 per transaction. However, the following types of order cannot be taken directly from faculty members: those that require the drawing up of a contract, those related to industrial waste disposal, those related to worker dispatch and those related to construction. If you receive a direct order from a faculty member in violation of the aforementioned rules, please do not accept the order (If it is difficult for you to refuse the request, please contact the Accounting and Procurement Division)

②Orders from the School of Medicine, Kobe University Hospital and Kobe University libraries

Orders related to the School of Medicine or Kobe University Hospital are made by the Financial Management Division of the School of Medicine (However, construction-related orders are made by the Facilities Management Division of the School of Medicine). Library-related orders (excluding construction over ¥500,000) are made by the Information Processing and Management Division of the Kobe University Library (Orders under ¥500,000 can also be made).

③Orders from the accounting sections of other departments (excluding those in point ② above）

Orders are made by the accounting sections of other department for goods purchases under ¥1,000,000 per

transaction (excluding equipment/machinery of more than ¥500,000 per item), as well as manufacturing, labor and construction under ¥500,000. (However, construction orders from the Graduate School of Maritime Sciences are under ¥2,500,000).

④Orders from the Accounting and Procurement Division

Orders are made by the Accounting and Procurement Division for goods purchases, manufacturing, labor etc. not covered by Points ①, ② and ③.

⑤Orders from the Facilities Department

Orders are made by the Facilities Department for construction, design/measurement surveys etc. not covered by Points ①, ②, ③ and ④.

３. Inspection and Delivery of goods/services

Inspection of goods is conducted by the person responsible for finances in the specific department (hereafter referred to as the departmental contact). Please make sure that the departmental contact has confirmed the delivery slip and delivered goods, before delivering the goods to the faculty/staff member. Please make sure to include the following information on the delivery slip: Total cost, the full date of delivery (date, month, year), and the delivery slip number. After the recipient has stamped the delivery slip, please give it to the departmental contact. Subsequently, the departmental contact will conduct an acceptance inspection and make an electronic record of the delivery for the university (delivery data).

This process does not only apply to equipment/furnishings but to all products/services, including consumables and pharmaceuticals etc. Please make sure that you discuss the matter with the departmental contact, particularly in the case of large-scale items or large quantities.

Furthermore, the university's accounting system is consumption-tax inclusive and the total for multiple unit-price items will be rounded to the nearest yen. We appreciate your understanding and cooperation in this matter.

Orders for construction and design/measurement surveys from the Facilities Department will be inspected by an inspector from the Facilities Department.

II. Regarding payments

１. Cross-checking of delivery data and the drawing up of invoices

Based on the delivery and inspection data compiled at the end of the month, Kobe University will send a 'Payment Schedule' and 'Invoice Submission Deadline''[*1] by email or fax[*2] to your company around the fourth business day of the following month. If this is concordant with the delivery records compiled by your company, please send an invoice (in A4 where possible) to Kobe University by the submission deadline. If there is a discrepancy, please inform the university and we will investigate the matter.

If it is difficult for you to issue the invoice by the monthly closing deadline, please submit the invoice at the same time as the delivery slip and inform the person in charge (departmental contact).

＊１ For orders made by the Library through the Library System and orders for unit price contracts made by the Management Division of the School of Medicine: A 'Payment Schedule' will not be issued and the invoice should be submitted directly to the person in charge at either the Library or the School of Medicine. Please make sure to confirm this with the person in charge at the library/School of Medicine. Please note that the payment will be made as a lump sum of the compiled total cost of the item(s)/invoice(s).

＊２ The recommended method for sending the Payment Schedule is by e-mail. However, if you wish to receive the Payment Schedule by fax (due to reasons such as not having email system), please enter in your fax number when registering as a payment recipient.

２. Payments

As a general rule, we make payment by bank transfer at the end of the following month. If the end of the month is a holiday, it will be the proceeding business day.

３. Remuneration for English proofreading etc.

For payments subject to remuneration/fees as specified in Income Tax Act No. 204 Item 1, withholding tax is applied.

For individual entities, the withholding tax is deducted from the amount billed. Withholding tax is not applied to corporations/legal persons, however a record of payment must be submitted to the tax office. For this purpose, the payment date will be different from that specified in 2 above, and will instead be the 25th of the month. In addition, the Payment Schedule mentioned in 1 above will not be sentout.

For more information about the remuneration requirements/fees for withholding tax, please see the following page on the National Tax Agency website:

http://www.nta.go.jp/taxes/shiraberu/taxanswer/gensen/2792.htm （Japanese only）

（Tax Answer No.2792: Remuneration requirements/fees for withholding tax）

Withholding Tax Guide 2022(https://www.nta.go.jp/publication/pamph/gensen/shikata_r04/pdf/16.pdf)

Inquiries regarding this notice:

Ⅰ Contract-related:

Accounting and Procurement Group, Account and Procurement Division, Finance Department

Tel: 078-803-5152（Dial-in）

Fax: 078-803-5386

Email: fn-keiyaku2@office.kobe-u.ac.jp

Ⅱ Payment-related:

Revenue and Expenditure Group, Accounting and Procurement Division, Finance Department

Tel: 078-803-5133（Dial-in）

Fax: 078-803-5149

Email: fn-sisyutu@office.kobe-u.ac.jp