

## Special Notes for Contracting with AIST

1. At the National Institute of Advanced Industrial Science and Technology (hereinafter “AIST”), only the duly authorized employees (contractors at Regional Centers and AIST Tsukuba locations) may make contracts or place orders. (AIST does not allow researchers to directly place orders.)
2. AIST procures goods (services) according to research project and planning, and therefore, strict adherence to delivery (fulfillment) due date is required of all contractors who do business with AIST.

In the event a disaster, accident, or other unavoidable situation prevent you from being able to make a delivery by the delivery (fulfillment) due date, you are requested to promptly contact and inform our contractors to that effect.

You are also requested to expeditiously provide a replacement if the goods fail to pass the inspection by AIST upon delivery.

3. Please make sure to include the date in all estimates, shipping slips, and invoices when you prepared them as the issuer. You are asked to make sure not to leave the date blank.
4. We appreciate your efforts to maintain a proper business relationship so as not to cause any suspicion of bribery, price-fixing, or collusion as we procure goods and services from you.
5. The following conduct will be deemed as improper accounting. Notwithstanding the examples listed below, you are kindly asked not to engage in any other illegal acts.
  - a) deposit (consenting to a request from AIST employee for a deposit); and
  - b) submission of documents containing facts not consistent with the facts of the actual business transaction.
6. If an impropriety is discovered concerning any business transaction that you conduct, you will be subject to a disposition such as suspension of business transaction, in which case please be informed in advance that the governmental agencies, various public organizations, etc., not to mention AIST, may be notified of such incident.

AIST publishes on its official website “Our approach to Ensure Appropriate Use of Competitive Research Funding” in order to ensure proper research expenditures.

URL: <https://unit.aist.go.jp/colproc/torikumi/torikumi.html>

7. AIST is subject to various audits and inspections including its internal audit, audit conducted by an accounting firm, inspection by research funders, inspection by the Board of Audit of Japan and audit by the Regional Taxation Bureau. We ask for your cooperation during such audits and inspections as you may be requested to provide relevant evidential documents concerning transactions from time to time.

If you receive any of the following requests from AIST employees, please promptly notify the Report and Help Desk indicated below. Please be assured that you will not be treated unfavorably because of your notification to AIST.

- 1) a request to make a contract or place an order directly from unauthorized personnel;
- 2) a request to alter the delivery date, items, quantity, or price;
- 3) a request to leave the date blank in an estimate or other similar documents; or
- 4) a request that seems to be an improper accounting practice.

**【Report and Help Desk for Inappropriate Use of Public Research Funding  
Including Competitive Research Fund】**

Legal and Compliance Division, Compliance Office  
Tsukuba Central 1, Tsukuba Headquarters\_IT Collaboration Center  
1-1-1 Umezono, Tsukuba City, Ibaraki Prefecture, Japan 305-8560  
TEL: 029-862-6835 FAX: 029-862-6841  
Inquiry by Mail: [https://www.aist.go.jp/aist\\_j/inquiry/tsuho.html](https://www.aist.go.jp/aist_j/inquiry/tsuho.html)

**【Contact for Inquiries Regarding Special Notes】**

General Affairs Headquarters, Accounting Division, Procurement Management Office  
AIST Tsukuba Central 1, Tsukuba Headquarters\_IT Collaboration Center  
1-1-1 Umezono, Tsukuba City, Ibaraki Prefecture, Japan 305-8560  
TEL: 029-861-2013 FAX: 029-861-2012