Information about ordering GABI-Kat lines

1. Once you found a GABI-Kat line that you would like to get, please use our web order form to submit your line request via the internet. The link to this form is on the GABI-Kat homepage (http://www.GABI-Kat.de). The most important points are your email address and the address of your institute - we need these data to be able to contact you.

2. Download our MTA from the GABI-Kat homepage. Please send three originals of the signed MTA and a "purchase order form" (according to the rules of your institution) via "snail mail" to the following GABI-Kat address:

   Postal address:                      Street address:
   Bielefeld University               Bielefeld University
   CeBiTec / GABI-Kat II              CeBiTec / GABI-Kat II
   c/o Bernd Weisshaar                c/o Bernd Weisshaar
   Postfach 100131                    Universitaetsstrasse 25
   D-33501 Bielefeld                  D-33615 Bielefeld
   Germany                            Germany

3. We will work only on seed requests for which we have received a valid MTA (and the weborder from point 1. above). You will be informed by email that we have started to work on your seed request. This initial email also contains a "tracking number" that allows you to check the status of your request. The link to the "request tracking tool" is on the GABI-Kat homepage.

4. If you want to ask specific questions, you can contact the GABI-Kat team at: info@gabi-kat.de . You can also reach us by Fax (+49-(0)521-106-6423), but we will only reply by email.

5. Please note that we will deliver the seeds together with the reimbursement form (for tax reasons it is not an 'invoice') and one executed MTA back to the scientist who requested the line who serves as our contact person. This person is responsible for forwarding the invoice and the MTA to the correct destination within her/his institution (the accounting department and the contract administrators).

6. Although we hoped that it would not be required, we had to implement a "financial control system" in our database. The payment behavior of several GABI-Kat users is not as it should be. Please check your files for reimbursements which still need to be paid. We will NOT accept orders from institutions where we have unpaid reimbursement notes. Please note that it may affect other groups at your institution if you do not pay.
Supplier Information - GABI-Kat

Postal address: Bielefeld University
CeBiTec / GABI-Kat II
c/o Bernd Weisshaar
Postfach 100131
D-33501 Bielefeld
Germany

USt. Number: 305/5879/0433
VAT Number: DE811307718

Bank account:
Account holder name: Universitaetskasse Bielefeld
(also Beneficiary or Beneficario)
Name of Bank: Landesbank Hessen-Thüringen Girozentrale NL. Düsseldorf
Bank address: Uerdinger Strasse 88, 40474 Duesseldorf, Germany
Bank sorting code: 30050000 (this is the BLZ in Germany)
Bank account No: 61036
SWIFT/BIC code: WELADED0
IBAN: DE46300500000000061036

Authorised signatory: Prof. Dr. Bernd Weisshaar
Contact of Purchase: Axel Wohlgemuth
Contact of Accounting: Axel Wohlgemuth
Contact GABI-Kat related: Prof. Dr. Bernd Weisshaar (GABI-Kat Manager)
Email: info@gabi-kat.de
Fax: +49-(0)521-106-6423

Credit card payment: We can accept payment by VISA or MASTERCARD.
The procedure is as follows:
- wait until you receive the seed and our "reimbursement note";
- download the "Credit card payment form" from the website;
- fill it with the relevant information;
- send the filled form with your signature to us BY FAX;
- we charge your account.

See http://www.gabi-kat.de/faq.html#faq26 for additional info.