

## KickStart Scholarship

### INFORMATION ABOUT THE ORDER PROCESS

#### 🎯 What is supported by the scholarship?

The KickStart scholarship can be used for construction and the materials needed for it, the purchase of special components, or special consulting services (see table of eligible or ineligible services).

Eligible	Not eligible
Materials	Living expenses
Rental or purchase of specialized equipment (remain at university)	Standard lab equipment, e.g., laptops
Fabrication of specialized parts	Staff costs
Special Consultants (pls contact GründES! for this)	Personalized software licenses
Software licenses for the university	

#### 📍 How does the ordering process look like?

The process is clearly laid out [here, on the university's website](#).

1. obtain, check and compare up to 3 offers (see orders under/over 1,000 euros net)
2. Fill in the order form according to the following criteria:

**Provide the following billing and shipping address with each order:**

Hochschule Esslingen  
GründES! (S6200)  
Kanalstraße 33  
73728 Esslingen am Neckar

- **Orders under 1,000 euros net** = send order (So-called „direct purchase“ is permitted without a formal offer. A price comparison between known suppliers should be carried out. A written order with the 1st page of the order form so-called „Bestellformular“ is recommended).
- **Orders over 1,000 Euro net** = Obtain 3 comparative offers, fill out order form, have order form reviewed by cost manager, and obtain approval from the so-called Zahlstelle (the finance and controlling department of the university).

Only **after receiving the approval** the order can be placed!

3. Receive the goods, keep the delivery receipt
4. Inspect goods and check the invoice
5. Proval of the invoice and money transfer (as mentioned below, there is a difference between electronic and paper invoices):

- Send **electronic invoices** with the following information by mail to the cost manager for factually and mathematically correct position.

Firma:	
Re-Nr.	
Betrag:	
Kostenstelle:	
IVS-Nr. (falls nötig)	Not to be filled out!
Kostenart: (für Bibliothek)	Not to be filled out!
Kap+Titel (FIN)	Not to be filled out!

- **Paper invoices** are stamped „factually and accountably correct“ in the in-house post office (Hauspost). They have to be filled in with cost center and total amount and submitted to the cost manager for signature. After the signature of the cost manager, they are delivered to the so-called Zahlstelle in the in-house post office (Hauspost).

The following link provides all information, order forms and detailed regulations for processing orders at Esslingen University of Applied Sciences: <https://intranetportal.hs-esslingen.de/meine-hochschule/organisation/verwaltung/finanzen-und-controlling/beschaffungsvorgaben-und-bestellungen>

## Barauslage

If it is not possible to place the order online or request an invoice for transfer, payment can also be made in cash or by card payment (so-called Barauslage). In order for the privately incurred expenses to be reimbursed by the Zahlstelle, the following must be observed:

- | Please **submit the form of „Barauslage“ in its entirety**, with **all original receipts and signed** by the cost manager, to the Zahlstelle via Hauspost
- | Cash expenses (Barauslagen) must be submitted to the Zahlstelle promptly, **no later than 4 weeks after the order is placed**
- | Attention! **No purchases can be made abroad (that means outside of Germany)**. Please pay particular attention to this when ordering via so-called marketplaces (Amazon, Ebay, AliBaba, etc.).

Further information on the subject of „Barauslagen“ can be found on the intranet: <https://intranetportal.hs-esslingen.de/meine-hochschule/organisation/verwaltung/finanzen-und-controlling/zahlstellen/barauslagen>

## What is mandatory to specify when ordering?

- | A written order with the 1st page of the order form is recommended, because on this page are all the necessary information, such as billing/delivery address and Umsatzsteuer-ID/VAT and EORI no.
- | Provide an order number:
  - Order numbers are important information for identifying the delivery and invoice and should therefore be specified without fail. For the format of the purchase order number we advise a combination of cost center and sequential number.
  - Example: cost center - year - name of the startup or idea - consecutive no.  
**Example for the first order of the KickStart scholarship:** cost center-2022-name of the startup or idea-1

## What do I have to pay attention to when ordering?

- | Please note the delivery times: Delivery and payment must be made within the promotion period.
- | Recommendation: final order approx. 4 weeks before grant expiry.
- | Complete invoice submission 2 weeks before the scholarship expires

## Who will pay the bills?

The invoices are paid by Zahlstelle (the finance and controlling department) via the Landesoberkasse Baden-Württemberg. The KickStart scholarship is part of a funding project of the German Federal Ministry of Education and Research (BMBF) as part of the [StartUpLab@FH](#) guideline.