# Lupin Proceedo Confirm delivery

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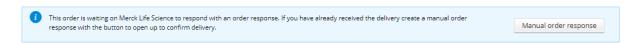
### **Confirm delivery**

A confirmation of delivery must be done as soon as possible after the delivery of your goods, or after your service has been performed. A confirmation of delivery must also be done if your order has been partially delivered or executed.

Confirmation can be done in two ways, either through the tab "All requisitions", select "Deliveries and orders" or through the invoice details.

## Waiting for order confirmation

If an order has the status Pending order confirmation, a "Manual order response" must first be done before the order can be confirmed.



Click on the "Manual order response" button. The status of the order is changed to Not acknowledged and a confirmation can now be created.

Support: https://www.staff.lu.se/

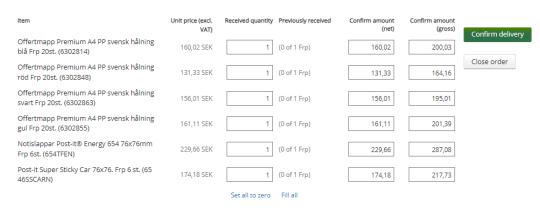
### Confirm delivery through All requisitions

Click on "All requisitions" and then "Deliveries and orders".



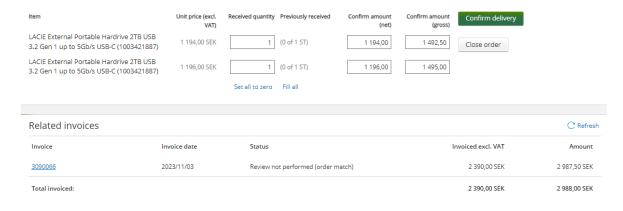
Then a list of unreceived orders will be shown. Click on the order you wish to confirm delivery.

If it's an order with goods, enter the received quantity. The system always suggests that all items have been delivered. In case you did not receive the entire order, fill in a zero on the items you did not receive. If you have received parts of the order, fill in the quantities you did receive.



It is optional to enter the delivery date for the delivery as well as the dispatch number. When you have entered the quantity received, click on "Confirm delivery". The acknowledgement is now made. The status of your order will now change to Partially received if parts of the delivery has been made or Delivered if the entire order has been delivered.

Invoices related to the order will be shown further down on the page.

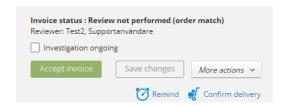


Your delivery is now complete. If the invoice deviates from the quantity or amount, the invoice will not match the order and the status on the invoice will be Review not performed (order match).

The invoice must now be reviewed by the person who made the order and, in some cases, also approved if the mismatch is due to a price deviation. When the invoice has been reviewed it will be given the status Ready.

### Delivery when you have received an invoice

If you have received an invoice for your order in your inbox and have not confirmed your delivery, you can use the invoice to access the delivery view. Click on the text "Confirm delivery" to get to the view for confirming your items.

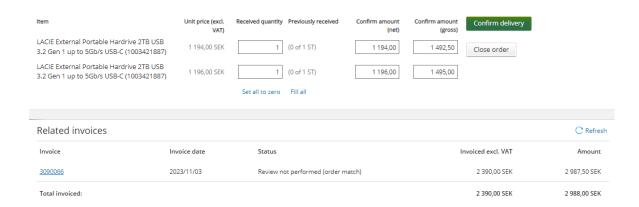


If it's an order with goods, enter the received quantity. The system always suggests that all items have been delivered. In case you did not receive the entire order, fill in a zero on the items you did not receive. If you have received parts of the order, fill in the quantities you did receive.



It is optional to enter the delivery date for the delivery as well as the dispatch number. When you have entered the quantity received, click on "Confirm delivery". The acknowledgement is now made. The status of your order will now change to Partially received if parts of the delivery has been made or Delivered if the entire order has been delivered.

Invoices related to the order will be shown further down on the page.



Your delivery is now complete. If the invoice deviates from the quantity or amount, the invoice will not match the order and the status on the invoice will be Review not performed (order match).

The invoice must now be reviewed by the person who made the order and, in some cases, also approved if the mismatch is due to a price deviation. When the invoice has been reviewed it will be given the status Ready.

#### **Confirm more**

If you have confirmed your entire order but then receive additional delivery, you can search for your order and click on "Confirm more" then you can confirm more items or hours. You can also go through the invoice and click on "Confirm delivery" to access Deliveries and orders.



Enter your quantity and click on "Confirm delivery". To handle the invoice in the system, enter the coding and approve then the invoice it will be sent for approval.

#### Close order

If the goods and services on your order cannot be delivered you can mark the order as closed. When you choose to "Close order" it will change status in your list to Closed incomplete delivery.

A closed order will not be shown in the list of orders you need to handle. In case you still receive the items, you can revert the cancelation by clicking "Confirm more".

Support: https://www.staff.lu.se/

#### Status of order

An order can have the following statuses:

Not received: The order has been sent to the supplier but not received.

**Received in full/ Confirmed**: The entire order is reported as received.

Closed incomplete delivery: The user has closed or partially received an order.

**Awaiting order response**: The order is awaiting handling and approval of the supplier. To be able to receive an order in this status, click on "Manual order response".

**Rejected**: The order has been rejected by the supplier.

**Sent to supplier:** The order has been sent to the supplier.

**Refused:** Approver has refused the requisition.

### Support

If you have questions about confirm delivery, please contact the Finance Division via <u>Support form</u> category *Supplier invoice to LU*.

Support: <a href="https://www.staff.lu.se/">https://www.staff.lu.se/</a>