Delegating authorisation

There may be periods when you, as a Lupin user, need to delegate your authorisation privileges to another person, so as to avoid any unprocessed invoices and purchase orders, in case of annual leave, sick leave, business trips, etc.

- If your role is to place orders, you are to delegate the authority to confirm deliveries of placed orders.
- If your role is to approve orders, you are to delegate the authority to approve orders. This authority may only be delegated in accordance with the adopted authorisation plan.
- If your role is to review invoices, you are to delegate the authority to review invoices.
- If your role is to approve invoices, you are to delegate the authority to approve invoices. This authority may only be delegated in accordance with the adopted authorisation plan.

How to delegate authority

To delegate authority, click on ‘Settings’ in the top right-hand corner.

- Select Delegate
- Click on New delegation and search for the user to whom you wish to delegate authority. (If you are unable to find the user, please contact lev@eken.lu.se)
- Tick the boxes of the authorisations you wish to delegate.
- Specify the period during which the delegated authorisation is valid.
- Confirm your selection by clicking OK.

Remove a delegated authority that is still valid

- Click on Settings in the top right-hand corner.
- Select Delegate
- Click on the red X in the column Terminate and confirm by clicking OK.

Delegated invoices, delivery confirmations and orders

During the period of delegated authorisation, unprocessed invoices will appear both with the person with the initial authorisation and the person who received authorisation through delegation. Both persons will receive emails about new invoices/orders.