Delivery confirmation

Contents
1 What does it mean to confirm delivery? ................................................................. 1
2 Delivery confirmation .......................................................................................... 1

1 What does it mean to confirm delivery?
The delivery of products and services ordered via Lupin must be confirmed to make sure it matches the invoice in order to proceed with payment. A delivery confirmation verifies that the delivery is correct, and is not to be performed until the product has been delivered/the service has been completed.

2 Delivery confirmation
Click on the tab Procurement and select Confirm delivery.
The form will display any pending orders, and all order numbers start with ‘LU’.
Find your order by entering the order number (or part of it) in the search field.
Select the order that you wish to process and click on New confirmation.

Lupin will automatically suggest that the order has been delivered in full. If this is correct, click ‘OK’ and its status will changes to ‘Received in full’.

If it is incorrect, e.g. you have only received partial delivery, only confirm the quantity which you have received, and make the appropriate changes in the column Received quantity (see image below). Please comment on why the entire order has not been delivered. The comments will appear in the comments box for the invoice. Then click OK.
The order will then receive the status of ‘Partially confirmed’ and will remain as such until the delivery of all products has been confirmed. At the next partial delivery, confirm any further delivered items. You can include the delivery date and the delivery notification number here as well. If the order will not be delivered in full, it can be deleted. Please comment to explain why the order has been deleted.

To delete an order where you have only received partial delivery or no delivery at all, click on Close order. This order will receive the status of Closed Incomplete deliv.