

# Lupin Proceedo Confirm delivery

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Guide updated:17 Mars 2025

## Confirm delivery

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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.

## Awaiting order response confirmation

The order has received a change from the supplier. An order in this status, is an information and the requester needs to Approve in Lupin / Proceedo under Deliveries and orders if the change is approved. Click on the order that has Status: Awaiting order response to see the change from the supplier. Then click Approve if you approve the changes to be able to confirm the delivery. An e-mail message has been sent to the requester with a notification of the change in the message, there is an Accept button directly in the message.

Search requisitions   Approve Requisition   **Deliveries and orders**

Search and handle orders

Search order:    Status:    Organisation:    Delivery address:

Search from all users

Found 24 orders   [Export to Excel](#)   [Display list](#)

Order date: 2024-04-14 14:36  
Orderer: Lunds universitet

**Atea Sverige AB**   LU24008910  
Awaiting order response confirmation

Order date: 2024-04-12 15:29  
Orderer: Lunds universitet

**Ahlsell Sverige AB**   LU24008877  
Awaiting order response confirmation

Order date: 2024-04-12 13:04  
Orderer: Lunds universitet

**Atea Sverige AB**   LU24008711  
Awaiting order response

**Approve order response for LU24008711**   Status: Awaiting order response confirmation (review order match result)

Supplier: Atea Sverige AB   Requisition: [LU24008711 \(254451\)](#)  
Order: [LU24008711](#)   Orderer: Lunds universitet  
Order sent: 2024-04-11   Organisation: Lunds universitet  
Order response number: FOB02363020  
Response status: Order accepted with changes  
Delivery date: 2024-04-15

Your order is confirmed with the following changes:

Status	Line	Item	Description	Unit price	Quantity	Delivery date
Changed	1	LU_IPHONE 13	Apple iPhone 13 128GB med laddare, fodral	6 693,00 SEK 6 693,04 SEK	1 PCS	2024-04-15

Changes: Price

[Approve](#)

## 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.

**i** This order is waiting on Merck Life Science to respond with an order response. If you have already received the delivery create a manual order response with the button to open up to confirm delivery.

[Manual order response](#)

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

## 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 is 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.

Item	Unit price (excl. VAT)	Received quantity	Previously received	Confirm amount (net)	Confirm amount (gross)	
Offertmapp Premium A4 PP svensk hållning blå Frp 20st. (6302814)	160,02 SEK	<input type="text" value="1"/>	(0 of 1 Frp)	<input type="text" value="160,02"/>	<input type="text" value="200,03"/>	<input type="button" value="Confirm delivery"/>
Offertmapp Premium A4 PP svensk hållning röd Frp 20st. (6302848)	131,33 SEK	<input type="text" value="1"/>	(0 of 1 Frp)	<input type="text" value="131,33"/>	<input type="text" value="164,16"/>	<input type="button" value="Close order"/>
Offertmapp Premium A4 PP svensk hållning svart Frp 20st. (6302863)	156,01 SEK	<input type="text" value="1"/>	(0 of 1 Frp)	<input type="text" value="156,01"/>	<input type="text" value="195,01"/>	
Offertmapp Premium A4 PP svensk hållning gul Frp 20st. (6302855)	161,11 SEK	<input type="text" value="1"/>	(0 of 1 Frp)	<input type="text" value="161,11"/>	<input type="text" value="201,39"/>	
Notislappar Post-it® Energy 654 76x76mm Frp 6st. (654TFEN)	229,66 SEK	<input type="text" value="1"/>	(0 of 1 Frp)	<input type="text" value="229,66"/>	<input type="text" value="287,08"/>	
Post-it Super Sticky Car 76x76. Frp 6 st. (6546SSCARN)	174,18 SEK	<input type="text" value="1"/>	(0 of 1 Frp)	<input type="text" value="174,18"/>	<input type="text" value="217,73"/>	

[Set all to zero](#)   [Fill all](#)

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.

Item	Unit price (excl. VAT)	Received quantity	Previously received	Confirm amount (net)	Confirm amount (gross)	
LACIE External Portable Harddrive 2TB USB 3.2 Gen 1 up to 5Gb/s USB-C (1003421887)	1 194,00 SEK	<input type="text" value="1"/>	(0 of 1 ST)	<input type="text" value="1 194,00"/>	<input type="text" value="1 492,50"/>	<input type="button" value="Close order"/>
LACIE External Portable Harddrive 2TB USB 3.2 Gen 1 up to 5Gb/s USB-C (1003421887)	1 196,00 SEK	<input type="text" value="1"/>	(0 of 1 ST)	<input type="text" value="1 196,00"/>	<input type="text" value="1 495,00"/>	

[Set all to zero](#)   [Fill all](#)

Related invoices					<a href="#">Refresh</a>
Invoice	Invoice date	Status	Invoiced excl. VAT	Amount	
<a href="#">3090066</a>	2023/11/03	Review not performed (order match)	2 390,00 SEK	2 987,50 SEK	
Total invoiced:			2 390,00 SEK	2 988,00 SEK	

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.

**Invoice status : Review not performed (order match)**  
Reviewer: Test2, Supportanvändare

Investigation ongoing

If it is 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.

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Related invoices [Refresh](#)

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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.

Confirmed for LU23022081

Status: Received in full

i This order is received in full. If you have received more click Confirm more.

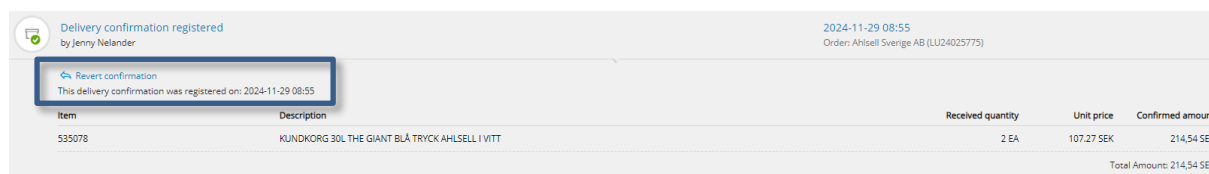
Enter your quantity and click on "Confirm delivery". To handle the invoice in the system, enter the coding and approve then the invoice it will be sent for approval.

## Revert confirmation

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A confirmation can be cancelled until the invoice has matched the order. As soon as the first invoice is matched against to the order, the possibility to undo the confirmation disappears even if the item is not included on the invoice.

To cancel a confirmation, go to All requisitions and search for your order. Go to history and click on the confirmation, if the order has not matched against an invoice, a text will be illuminated: *Revert confirmation*, click on the text and your confirmation will be deleted.



Item	Description	Received quantity	Unit price	Confirmed amount
535078	KUNDKORIG 30L THE GIANT BLÅ TRYCK AHLSELL I MITT	2 EA	107.27 SEK	214.54 SEK
				Total Amount: 214.54 SEK

## Close order

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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".

## Status of order

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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 confirmation:** The order is awaiting handling and approval of the supplier. To be able to receive an order in this status, click on “Approve” if it is correct. "Manual order response".

**Awaiting order response:** The order is waiting to be handled by supplier, if you have received delivery click on "Manual order response" in order to confirm delivery.

**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**

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