

Requesting payment without an invoice

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1 What does “Requesting payment without an invoice” mean?

Payments for conferences or similar, for which there is no invoice as basis for the payment, are registered on the Finance web by filling in the form “Requesting payment without an invoice”. Any supporting documentation for the payment must be included as an attached PDF. Invoices are NOT to be registered using this form. (If you have received an invoice or pro forma invoice in PDF, submit it to lev@eken.lu.se. If you received it by regular mail, send it to Lunds universitet Box 188 221 00 Lund)

Once the form is filled in and submitted, an “invoice” will appear in Lupin, and will be processed in the same way as a regular invoice (reviewed, assigned account codes and approved). It is important that the form is filled in correctly, otherwise the payment will not be processed. Once the invoice is processed and ready in Lupin, it will be sent in the same way as a regular invoice, along with the payment.

2 Create payment

Log into Lupin and click on ‘Beställning av betalning utan faktura’ (Requesting payment without an invoice).

By clicking this link, you will be redirected to the form which is to be completed.



3 Complete the form

Fill in the form. All mandatory fields must be completed in order for an invoice to be sent.

Description of the fields:

Invoice number/message to recipient: Provide the information the supplier needs in order to identify the payment (max 25 characters).

Name of supplier: Fill in the full name of the supplier.

Address of supplier: Fill in the address of the supplier.

Postal code and city of supplier: Fill in the postal code and city where the supplier is located.

Country: Fill in the country in which the supplier is located.

Banking details: Select the type of payment from the drop-down menu.

If you select PG (postal giro) or BG (bank giro), the currency will automatically be set to SEK.

Provide account details and the VAT registration number.

Currency: Select the type of currency for the payment from the drop-down menu.

Total amount incl. VAT: Fill in the total amount including VAT

VAT amount: Not mandatory, but to be filled in if the payment includes VAT.

Reference: Fill in the name and surname of the person who will be processing the invoice in Lupin, or their Lucat ID.

Expiration date/requested due date: Fill in the requested due date of the payment, provided that the invoice in Lupin is approved and ready by this date.

Attach documents: Supporting documentation in PDF must always be included, such as a conference registration conformation in which the amount and banking details of the supplier are provided. If you wish to attach more than one document, these must be compiled into a single attachment.

Complete the form by providing your email address.

Once the form has been completed, respond to the question at the bottom of the page and click 'Submit'.

The request is then sent to the Finance Division, Invoice Management Office. If the supporting documentation corresponds to the information provided in the form an invoice will be sent in Lupin to the person you included as a reference.

For information on how to process this invoice, see the quick reference guide "Reviewing invoices", <http://www.ekonomiwebben.lu.se/sites/ekonomiwebben.lu.se/files/granska-faktura-i-lupin.pdf>

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Beställning av betalning utan faktura

Detta formulär använder du när leverantören inte har möjlighet att skicka en faktura.
Obs! Är formuläret inte korrekt ifyllt eller om uppgifter saknas kommer underlaget att returneras.

Obligatoriska uppgifter är markerade med *.