



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**.

User	Appr. req.	Confirm delivery	Review inv.	Approval invoice	Valid from	Valid to	Terminate
Larsson, Kerstin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2016-05-20	2016-05-27	X
Falkfors Gavelin, Anna	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2016-05-20	2016-05-27	X

New delegation

OK Cancel

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.