

Delivery confirmation

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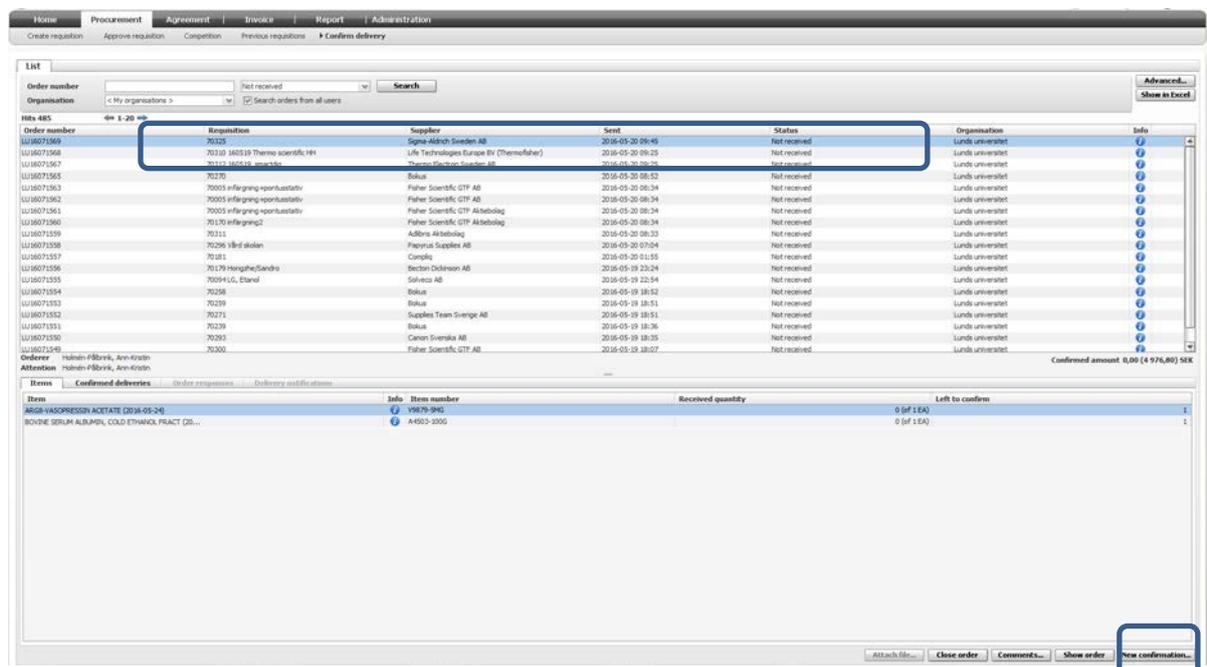
1 What does it mean to confirm delivery?

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**.



The screenshot shows the Lupin procurement system interface. At the top, there are navigation tabs: Home, Procurement, Agreement, Invoice, Report, and Administration. Below these are sub-tabs: Create requisition, Approve requisition, Competition, Previous requisitions, and Confirm delivery. The main area displays a list of orders with columns for Order number, Requisition, Supplier, Sent, Status, and Organisation. A blue box highlights the 'Confirm delivery' button in the top right corner of the interface. Below the list, there is a detailed view of a specific order with columns for Item, Info, Item number, Received quantity, and Left to confirm. A blue box highlights the 'New confirmation...' button at the bottom right of the detailed view.

Lupin will automatically suggest that the order has been delivered in full. If this is correct, click 'OK' and its status will change 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.