

# Placing orders

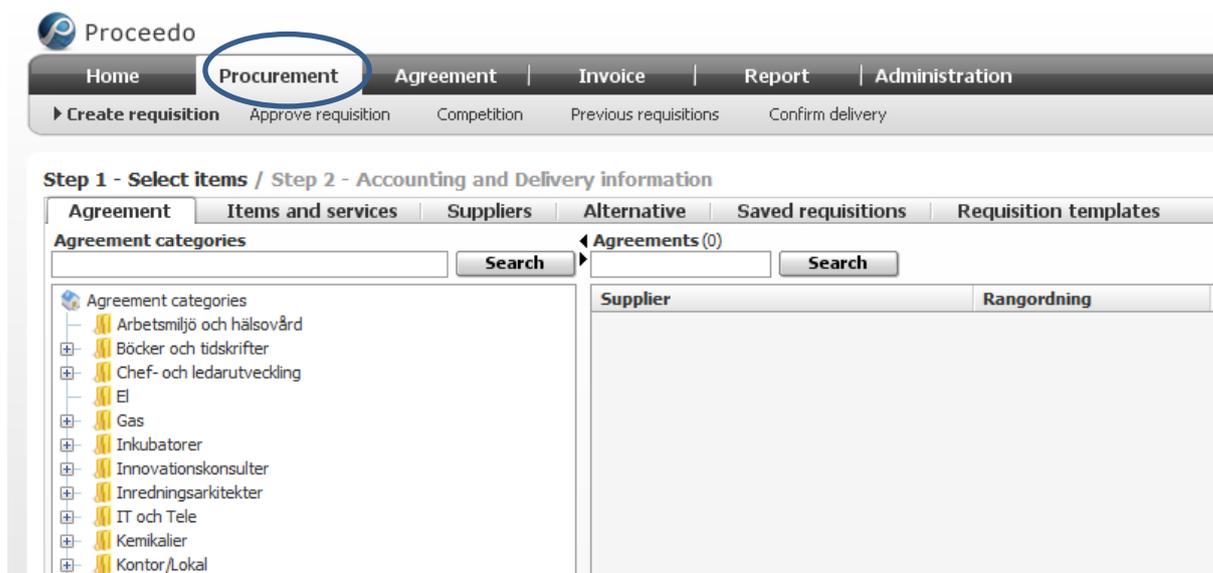
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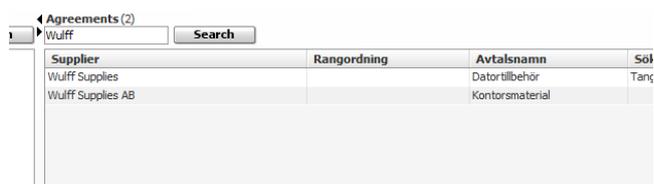
If the supplier has an integrated catalogue or online store, orders are to be placed in Lupin.

## 1 Create an order

Click on the tab **Procurement**.



In Step 1, under the tab **Agreement**, you can both search for agreements and place orders. Choose either an agreement among the 'Agreement categories' or search for a specific agreement (supplier) in the search box 'Agreements'.



Supplier	Rangordning	Avtalsnamn	Söl
Wulff Supplies		Datorbillbehör	Tanç
Wulff Supplies AB		Kontorsmaterial	

Under the tab **Alternative** you can place orders via an online form/free text purchase orders and find shortcuts to external online stores.

You can also search for a product/service directly under the tab **Items and services**, by entering a search word or article number in the search field.

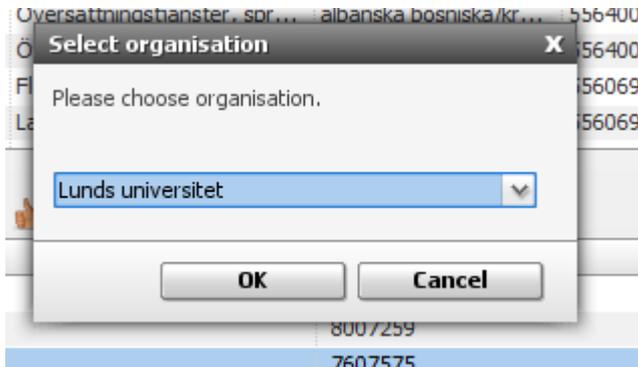
## 2 Order products

To order an item from the list under **Items and services**, click on the Plus sign in the column 'Order'. For more information about the product, click on the information symbol.

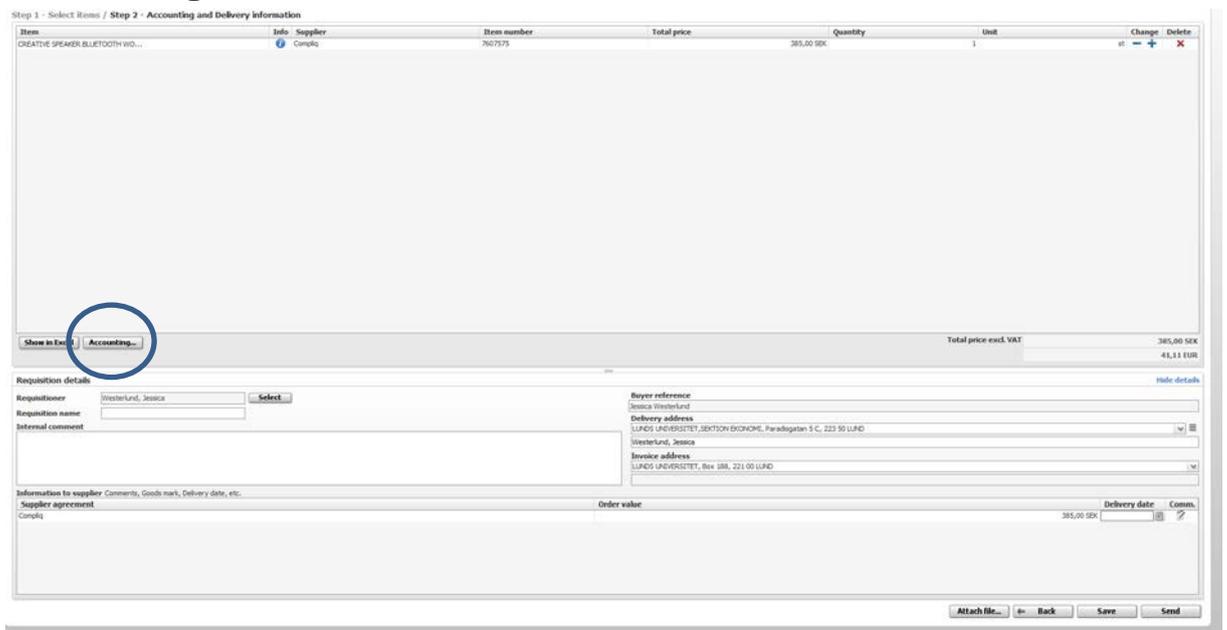
Selected items will appear in the shopping basket. The shopping basket can include orders from several different suppliers.

Check to make sure your shopping basket contains the correct items. Any changes can be made directly in the 'Quantity' column or by using the plus/minus signs in the 'Change' column. Once you have verified the content of your shopping basket, click on 'Continue'.

Select 'Lunds universitet' as the organisation

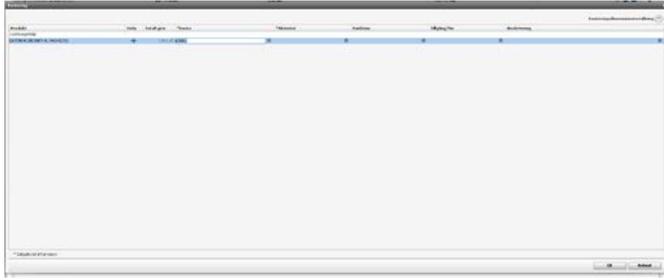


### 3 Accounting of order



Click on 'Accounting'.

In order to provide an account code, in the column 'Konto' you can either type it directly or select one from the drop-down menu that appears when clicking on the lines next to the text box. You can also use the name to search for it. To have the same account code appear for all listed items, tick the box 'Set selected accounting information for every row'. If you need multiple rows for account codes, add more rows by clicking on the plus sign in the 'Split' column.



The following fields are mandatory:

**Konto:** Select the account for the invoice. If the order is for entertainment, fixed assets or short-term investments, this requires a special account (see the quick reference guide 'Accounting of costs and VAT').

**Aktivitet:** Select the activity that is to pay for the cost.

The following three fields are optional:

**Funktion:** Only applicable if your department makes further divisions of its costs.

**Tillgång/Fin:** Enter value 999 if the order concerns a theft-prone item which you would like to have registered. Can only be used in combination with accounts 63xxx and 64xxx.

**Beskrivning:** Here you can provide a brief description of what the order is to be used for. The description will appear in follow-ups in the financial system.

Once you have provided all the accounting information for the order, close this window by selecting 'OK'.

## 4 Submit and save order

Finalise the order by

1. Naming the order in the box 'Requisition name'
2. Verifying the delivery address
3. Providing any additional information needed to the approving finance officer in the comments box
4. Making sure that the information is correct (order value, etc.) and enter a delivery date if needed
5. Submitting the order by clicking on 'Send'

Lupin will submit the order for approval. Once it has been approved, a supplier order will be created and submitted.

If you instead want to continue placing the order at a later time, select 'Save' rather than 'Send'. NB! This is not an option when ordering from an online store.

If your order is not approved, you will receive an email stating that the order has been denied. The justification for not approving the order will be provided in the email as well as in Lupin under **Procurement** > 'Previous requisitions' > 'Comment'.

A denied purchase order can be reused by selecting 'Use as template' (not applicable for orders made through an online store).