

Orders and invoice management

LOG IN TO LUPIN

Go to www.lupin.adm.lu.se

IMPORTANT INFORMATION FOR THE SUPPLIER

Make sure that the supplier receives and understands the procurement agreements under which an order is being made and that the reference on the invoice is to be your name: **“First name Surname”** exactly as it is entered in LUCAT.

Invoices with no reference are sent back to the supplier for completion. This can entail a delay in delivery.

INVOICING ADDRESS

Lund University
Department/division name
Box 188
221 00 Lund

ONLY INVOICES!

DELIVERY ADDRESS

Address where the ordered items can be received.

LINKS

Purchasing portal: www.staff.lu.se

DO YOU NEED HELP?

For questions on invoicing: lev@eken.lu.se

For questions on purchasing: inkop@eken.lu.se

For questions on Lupin; servicedesk@ldc.lu.se

Make accounting easier!

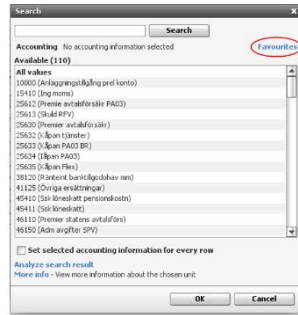
SELECT FAVOURITES AND SAVED VALUES

Click Favourites (see red ring).

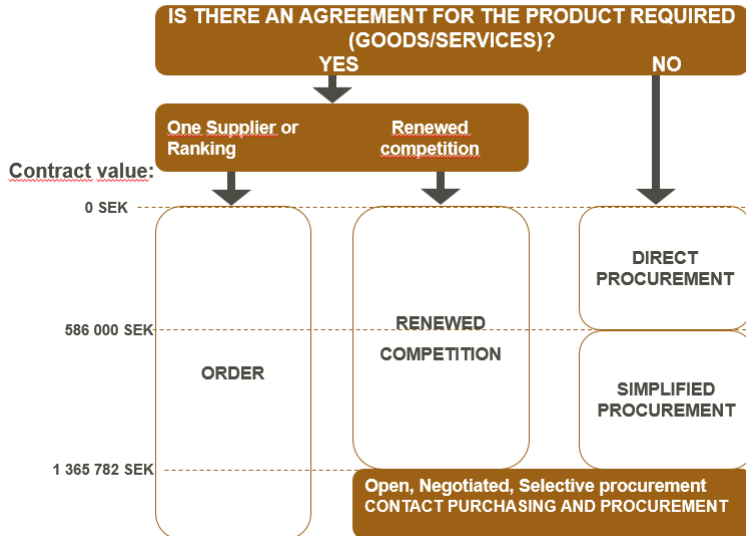
Favourites are displayed at the top of the list.

When ordering, the values you use most are also shown.

Saved values are shown as accounting suggestions. When ordering in LUPIN, if there is an autogenerated accounting suggestion for the item in question, that will be displayed instead.



Choose the right path



More information and support at: www.staff.lu.se

- Find agreement
- Calculate contract value
- Direct procurement checklist
- ...and much more!

Orderer's checklist

- I comply with legislation and rules.
- The expense has been approved by an authoriser before I start the ordering process.
- When ordering, I check that prices and conditions etc. are correct.
- Before receipt/review in Lupin, I check that the delivery is correct.
- When reviewing an invoice, I check that it is paid to the correct supplier with the correct amount in the right currency (bank details, corporate identity number, amount and currency under the tab "Invoice heading" in Lupin correspond to the information on the invoice).
- I attach the necessary documents.

Tips and advice

INVOICE TO BE REMOVED?

Select "**Not my invoice**" and write a comment stating that the invoice is to be removed. NB! Specify why the invoice is to be removed, agreement with the supplier, etc.

INSURED ON A TRIP?

- Basic insurance from Kammarkollegiet.
 - Extra insurance when your travel has been booked through Via Egencia using Diners Club TAC. More information is available on www.staff.lu.se

TRAVEL AND POSSIBLE TAX REVIEW

Attach the conference invitation or similar to the invoice for the business trip. If there is none, make a note about the purpose of the trip either in the description field or under the comments button.

AVOID UNNECESSARY V.A.T. FOR PURCHASES WITHIN THE EU

Provide Lund University's VAT number: SE202100321101, in transactions with other EU countries.

More about VAT: www.ekonomiwebben.lu.se

DUTY FREE STATUS FOR SCIENTIFIC INSTRUMENTS/APPARATUS

In case of import from countries outside the EU, on condition that the product will be kept permanently. Apply to the Swedish Customs: "Application for permission for the duty-free import of teaching material, scientific and cultural material and scientific instruments and apparatus": www.tullverket.se

Select the right account

QUICK GUIDE

Link from the Lupin start page

GOODS

- Purchase price < SEK 5 000 or short duration => **63 account**
- SEK 5 000 - 25 000 and financial life of at least 1 year => **64 account**
- >SEK25 000 and financial life of at least 3 years => **account 10000**

FOOD/PROVISIONS (GUIDANCE)

External guests – aim: to entertain

- 55200 Entertainment and gifts (external)

Other cases

- Staff parties and information meetings: **49600 Entertainment and gifts (internal)**
- Refreshments for staff, fruit baskets, massage etc: **49500 Staff welfare measures**
- Refreshments which cannot be considered entertainment and gifts or staff welfare measures: **57470 Refreshments at meetings**
- Meals in connection with internal courses/conferences/workshops: **57322 Meals at courses/conferences** (the invoice covers course packages for staff which include meals and accommodation, but under account number 48100 Course fees, external courses and Conferences)

Information/Documentation

- For all occasions where some form of refreshments are provided, such as for hospitality, simple refreshments or courses and conferences, a receipt/restaurant bill and notes are required on:
 - Date
 - Purpose
 - Names (first and surnames), profession or function for all participants and the company or equivalent they represent (In case of simple refreshments in connection with open house events, inaugurations and suchlike, where the number of participants is high, simplified documentation of participants is acceptable.)

Enter the information in the comments box (Comments button) and/or attach a file with the details (Attach button).

Receipt/restaurant bill to be scanned and attached.

For information on permitted amounts for hospitality and VAT management: go to the finance pages www.ekonomiwebben.lu.se

