

Approving orders

Updated 9 July 2020

Orders awaiting approval by an approving officer are displayed in the blue menu bar under **All requisitions/Approve requisition**



Visma Proceedo
New Web Client

Open



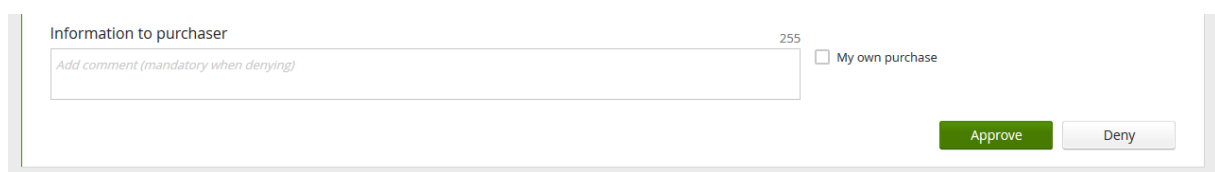
or directly in the **To handle/Requisitions to approve** box.



You can approve or reject the order, as well as make changes to the billing information and add comments. If an order is rejected, you must leave a comment. A rejected order can be reused by the person who placed it (does not apply to orders made in an online shop).

If the order refers to a personal expense, e.g. purchase of your own equipment, you may not approve the purchase yourself. Instead you must check the **My own purchase** box followed by **Approve**.

The order is then forwarded to your superior for final approval.



When you approve an order, you are certifying that the purchase is:

- appropriate for the organisation
- financed
- correctly registered

= OK to order and if the subsequent invoice matches the order and receipt, it should be paid.

Information on approval

More information for approving officers is available at <https://www.staff.lu.se/support-and-tools/purchases-invoices-finances/approval>.

When the order is approved, an order is sent to the supplier; the order then has an order number starting with LU followed by eight digits. An order copy is sent from the system to the person who placed the order as confirmation if chosen in their settings.

Contact

Division of Finance:

Support form: <https://forms.eken.lu.se/?Sprak=e>