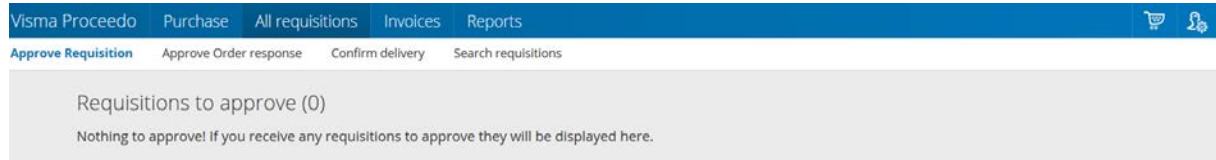


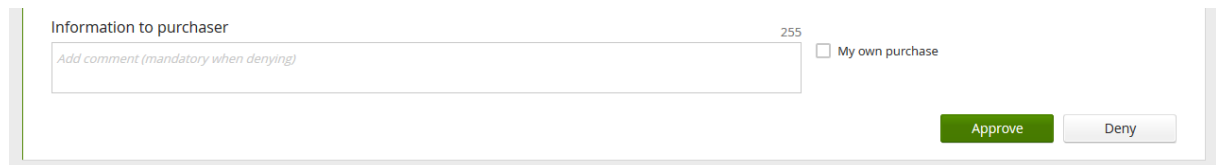
Approving orders

Updated 28 March 2019

Orders awaiting approval by an approving officer are displayed in the menu under **All requisitions/Approve Requisition**. Approving officers can reject or approve orders, and make changes to account codes.



If the order concerns the approving officer's own purchase, he or she cannot approve it and must tick the My own purchase box and then select Approve. The order will be sent on to the superior level for final approval.



Once the requisition has been approved by the approving officer, it will be sent to the supplier. A copy of the order confirming that the order has been placed will be sent from the system to the person who placed the order, if they have chosen to receive confirmation in the settings.

Contact

General system support Lupin (Proceedo):

servicedesk@lu.se

046- 2229 000, Mon–Fri 8:00–17:00

Purchasing and procurement questions:

inkop@eken.lu.se

Billing and accounting questions:

lev@eken.lu.se

046-2224600, Mon–Fri 10:00–12:00, 13:00–15:00