Confirming delivery

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Once you have received delivery of a product or service from a supplier, you must confirm it in Lupin.

To confirm delivery, go to the menu bar under All requisitions/Confirm delivery.

The total number of items is pre-filled and if everything is correct, please confirm the delivery.

- You can change the number of items received and the date of delivery. It is important that you only confirm the number which you received.
- You can include the delivery note number and a comment.
- You can add an attachment that will accompany the invoice.
- You can also cancel orders if all or part of the delivery is not expected to be received.

Conclude the delivery receipt by clicking Confirm delivery – if the entire delivery has arrived, the status will change from Not received to Received, and to Partially received if only parts of the delivery have arrived.

When the invoice is received from the supplier, it is matched against the order using the order number (LU + eight digits). If the invoice matches your confirmed delivery receipt, it will automatically be marked as ready and sent to the bank for payment by the due date. When the invoice is paid, the symbol for paid invoice, a euro sign, is displayed in the invoice management view. Hover over the symbol and the invoice payment date will be displayed.

If an invoice deviates from confirmed delivery items/cost amount or if an extra cost has been added, the order will be given the status of Review not performed (order match). If the cost is incorrect, the invoice must be reviewed by the person who placed the order and approved in accordance with the applicable ordering procedure, after which the invoice will receive the status Ready.

If an order has the status of Awaiting order response, order confirmation must be done manually before the order delivery can be confirmed. Click the order via All requisitions/Search requisitions, enter the order number and click the Manual order response button. The status of the order will change to Not received, after which a delivery confirmation can be made (see above).
GUIDE FOR CONFIRMING DELIVERY IN LUPIN PROCEEDO

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