

Confirming delivery

Updated 10 July 2020

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.



Visma Proceedo
New Web Client

Open

New delivery confirmation for LU16078968

Status: Not received

Supplier	Testleverantör		Delivery date	2018-10-10
Order	LU16078968		Dispatch number	Dispatch number
Order sent	2016-11-23		Add comment	Comments
Requisition	(77337)		Add attachment	
Organisation	Lunds universitet		Confirm delivery	

Fill in date and the amount/quantity that has been delivered from Testleverantör.

Item	Unit price	Received quantity	Previously received	Confirm amount (net)	Confirm amount (gross)
test Idc (Fritext)	1,00 SEK	<input type="text" value="1"/>	(0 of 1 Each)	<input type="text" value="1,00"/>	<input type="text" value="1,25"/>

[Set all to zero](#) [Fill all](#)

[Close order](#)

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

Ordered Items Accounting Approval flow History

Wulff Supplies (Order: LU19004350) Order status: Awaiting order response Order value: 47,75 SEK

Requested		Ordered	Planned delivery	Confirmed delivery	Unit price	Total price
Item	Description					
6208813	Pappregister A4 A-Ö. Frp 10 st.	5 Frp	2019-03-13	0 of 5 Frp	9,55 / 1 Frp	47,75 SEK

^ More information for this order

Order sent: 2019-03-06
Show order: LU19004350

Close order
Manual order response

Contact

Division of Finance

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