

Confirming delivery

Updated 28 March 2019

Once you have received a delivery from a supplier, you must confirm it in Lupin.

To confirm delivery, go to the menu under **All requisitions/Confirm delivery**. (Delivery confirmation in the new web client works in the same way as in the Java client.)

- 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.
- You can add an attachment that will accompany the invoice.
- You can also cancel orders if additional deliveries are not expected to arrive.



Visma Proceedo
New Web Client

Open

Conclude by clicking **Confirm delivery** and your order will be matched against the invoice from the supplier. If the invoice matches your order, the invoice is now complete. If the number of items or cost is incorrect, you will need to review the invoice.

If an order has the status Awaiting order response, a manual order response must be entered before the order can be confirmed as delivered. Go in to All orders and search for the relevant order, then click the button for Manual order response. The order status will change to Not confirmed and now a delivery confirmation can be entered.

Contact

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