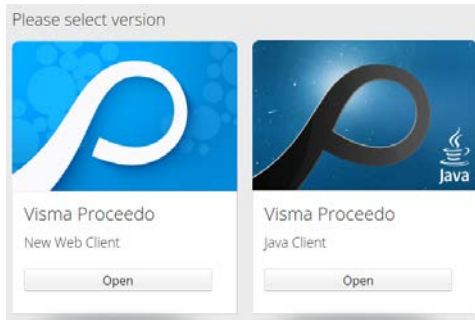


Login and homepage

Updated 28 March 2019

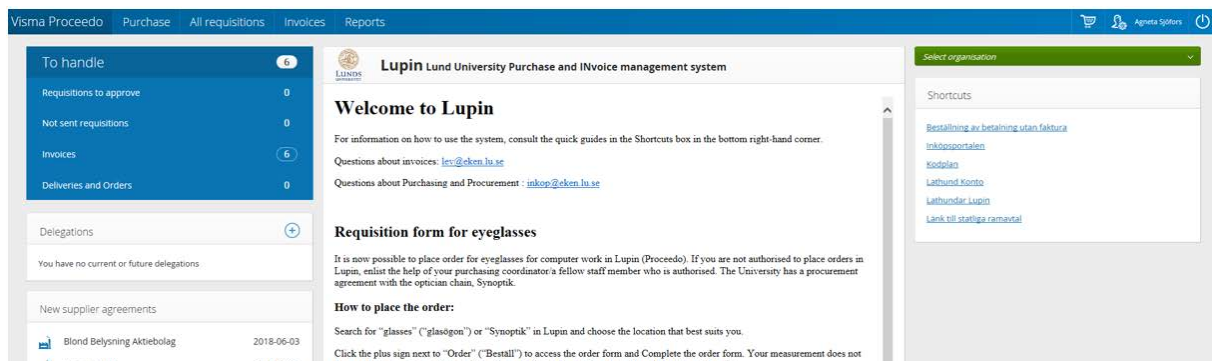
Log in through the link Lupin.adm.lu.se with your Lucat identity and password. If you are authorised as a Local Administrator, or for FKU modules (renewed competition) or if you are a Purchasing Coordinator, you can still choose the Java client to gain access to necessary information and functions which have not yet been transferred to the web client.



At the top of the page, you will see a blue menu line with the following options: **Purchase, All requisitions and Invoices and Reports.**

The shopping cart and personal settings are located in the top right-hand corner. The language can be changed immediately.

To the left you can see matters for you to process, and below you can delegate authorisations before taking annual leave, etc.



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