

## Login and homepage

Updated 10 July 2020

Log in at [Lupin.adm.lu.se](http://Lupin.adm.lu.se) using your LUCAT ID and password.

At the top of the page in the blue menu bar, select:

**Purchase** to search for a product and register an order.

**All requisitions** to find a previous order, approve an order, sign for any delivered products if required by the system, and create a manual order confirmation.

**Invoices** to process any invoices for you to handle. Here you can also search for invoices which you have previously processed and, if you are authorised, view and search among all invoices.

The shopping cart and personal settings can be found in the top right-hand corner.



The default language is Swedish, but you can easily make an instant change to English.

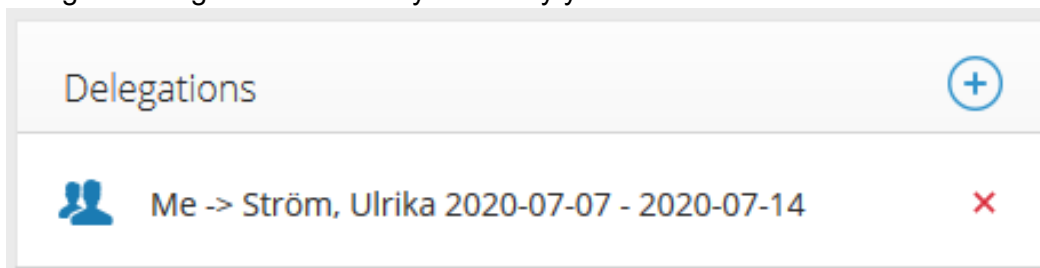
The default setting for messages is that every time an invoice is sent to you for review, you receive an email. The same applies if you are an approving officer and receive an order or an invoice to approve.

Other messages sent out by the system are when an order has been approved and an order has been sent to the supplier, and when information about your order has been rejected by the approving officer.

In order to avoid delay in the ordering/invoice flow, the system also sends out reminders.

To the left, in the **To handle** box, you can see any items for you to handle. Click the heading to be redirected to the relevant processing view.

Below the **To handle** box, you will find **Delegations**. Here you will see any current delegations registered both for you and by you.



You can register your own delegation. Click on the + symbol and choose who you want to delegate to, as well as which task to delegate and for what period.

Review and delivery confirmation rights can be delegated to anyone, whereas approval rights may only be delegated according to the applicable approval rules (we do not use the Special approval function). During the delegation period, all matters to be processed are displayed to both the person who delegated the matter and the person to whom it was delegated. The matter can be handled by both parties. To end a delegation prematurely, click the red X.

If you cannot find the user to whom you wish to delegate, contact the Division of Finance via <https://forms.eken.lu.se> for assistance.

On the homepage, new supplier agreements and current information regarding ordering and invoice handling are presented. Here you will also find guides to the most common features such as Order, Approving order, Delivery, Reviewing invoices and Approving invoices.



To the right, under **Shortcuts**, you will find the form for requesting payment without an invoice **Beställning av betalning utan faktura** and our support form **Supportformulär**. Here, you will also find links to other useful information regarding purchasing and billing.

Regardless of where you are in the system, you can always return to the homepage by clicking Visma Proceedo in the top-left corner of the blue menu bar.

Visma Proceedo

### Contact

Division of Finance:

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