Searching for items and placing orders

*Updated 1 October 2018*

Click on the **Purchase** tab

1. Search and compare
2. Select and add to shopping cart
3. Provide an account code and complete the order

The overview of product categories shows the current agreement areas/categories. Some of the categories are also divided into subcategories. More detailed agreement information with appended documents is currently not available in the new web client, but it is under development. The division of product categories can provide some guidance on ranking or competition. For questions regarding agreements or range of products, please contact [inkop@eken.lu.se](mailto:inkop@eken.lu.se).

Use the categories and the search box to find items.

- You can search broadly or within a specific product category, using one or more keywords and by filtering by supplier.
- If a category is selected, you will only see results from that category when searching.
- Tick the thumbs-up box to find items with a good price, e.g. from a shopping cart.
- You can also choose to narrow your search to certain eco-labels.
- You can sort by price, item name, and supplier, and click the **Compare** button to compare items immediately.

Searching for an item by sorting the search results.

You can compare items:
Click on an item to view detailed item information and certain agreement information:

Clicking the online shop you want to visit will show you a new view which allows you to open the online shop.
If you click on Open web shop, you will leave Lupin and enter the supplier’s online shop with our procured goods. Although the online shops look different, the final step is always to send off the shopping cart so that the selected items are placed in your Lupin shopping cart.

Shopping cart:

The content of the shopping cart is only displayed when you click the shopping cart symbol.

The Continue button of the shopping cart will take you to the accounting step where you must provide an account code for the order before it is sent off for approval by an approving officer.

Finalise your order selection: pull up the shopping cart, review the content and click Continue:
Step 1. Provide the account code and a description, and click Proceed:

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>Product A</td>
</tr>
</tbody>
</table>

If you haven’t already, mark the accounts and activities you use most often as Favourites. You can make your selection when the search box is visible.

Accounting tips:

- If you need more than one account row for your item, click Add row.
- If you want to divide the items onto different account rows, select New accounting and drag each item row to the desired account row – place it on Add items here.

Step 2. Finalize requisition

Press New accounting if you want to set another accounting for your products.

Mark the row and drag the article to the row above.
Step 3. Send requisition:

You can name the order, write an internal comment to the approving officer, choose the delivery address if you have several and, if necessary, enter the delivery date and provide information to the supplier. Before the order is sent, you also have the option of saving it as a template for future use.

When you click Send requisition, the order will be sent to the approving officer for approval, after which it is sent to the supplier.

Some suppliers send order confirmations. If you need to approve a change, enter this view (All requisitions – Search requisitions):

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