

Searching for items and placing orders

Updated 26 November 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



Visma Proceedo
New Web Client

Open

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.




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:

LUPIN (PROCEEDO) – NEW WEB CLIENT

Compare items			
Item	Kontorsmateriel Pilot Begreen WB-Marker Svart	Kontorsmateriel Pilot Begreen WB-Marker 5-pack. Frp 5 st.	Kontorsmateriel Pilot Begreen WB-Marker 5-pack. Frp 5 st.
			
Agreement	Kontorsmateriel (V 2016/1367)	Kontorsmateriel (V 2016/1367)	Kontorsmateriel (V 2016/1367)
Price	132,38 SEK / 1 Frp	88,37 SEK / 1 Frp	88,37 SEK / 1 Frp
Comp. price	13,24 SEK / 10 Frp	17,67 SEK / 5 St.	17,67 SEK / 5 St.
Description		Begreen är Pilots sortiment av pennor tillverkade av återvunnet material. Pennor av högsta klass med absolut minsta	Begreen är Pilots sortiment av pennor tillverkade av återvunnet material. Pennor av högsta klass med absolut minsta

Click on an item to view detailed item information and certain agreement information:



Kontorsmateriel
Pilot Begreen WB-Marker 5-pack. Frp 5 st.

Quantity of inner unit in sales unit: 1 Frp contains 5 ((InnerUnitType))

Begreen är Pilots sortiment av pennor tillverkade av återvunnet material. Pennor av högsta klass med absolut minsta miljöpåverkan. WB-pennan Pilot V-Board Master har ett kapillärsystem som ger jämnt blackflöde. Blacket innehåller mycket färgpigment vilket gör att man enkelt kan läsa text från 10 meters avstånd

Item no: 358371
Item no (manufacturer): 358371
GTIN: 4902505358371
UNSPSC: 44.12.17.11
Supplier: Wulff Supplies
Manufacturer: Pilot
Price type: Contract price
Return item ID: 358371

Price valid from 2017-07-01
88,37 SEK / 1 Frp
Excl. VAT of 25%

Comp. price: 17,67 SEK / 5 St
Minimum order quantity: 1 Frp
Ordered in quantities of: 1 Frp

Delivery time: Approx. 5 working days

1 Frp

[Item sheet](#) [Add to template](#)

Agreement: Kontorsmateriel
Agreement nbr: V 2016/1367
Agreement type: Framework agreement

Wulff Supplies AB

Helpdesk
Phone: 020 - 45 10 10
Fax: 020 - 45 20 20
Email: kundservice@wulffsupplies.se

Supplier contact
Name: Carina Bengtsson
Phone: 040-688 02 84
Mobile: 0701-08 52 71
Email: carina.bengtsson@wulffsupplies.se

Agreement responsible
Name: Erik Bårdskår
Phone: 046-222 02 71
Email: eric.bardskar@eken.lu.se

Agreement description
Upphandling av kontorsmateriel

The online shops you have access to are displayed under Quick links:

Choose markup

Not sent requisitions (0)

Templates (1)

No saved requisitions right now. Search items to create one.

Quick links

- Adlibris Webbutik**
Adlibris AB

➦
- Agilent Webbutik - Laboratorieprodukter**
Agilent Technologies Sweden AB

➦
- Ahlsell Webbutik - VVS och verktyg**
Ahlsell Sverige AB

➦

Clicking the online shop you want to visit will show you a new view which allows you to open the online shop:

LUPIN (PROCEEDO) – NEW WEB CLIENT

Adlibris Webbutik

Item no: PO
Supplier: Adlibris AB
Search words: Adlibris Book Böcker Bok bokinköp litteratur literature bokbeställning

Open web shop

Agreement Information
Agreement number: 96-9-2016:001
Name: Adlibris AB
[Agreement info](#)

Helpdesk
Phone: 08-54606000
Email: info@adlibris.com

Supplier contact
Name: Evellna Mikaelson
Mobile: 076-0154496
Email: evellna.mikaelson@adlibris.com

Agreement responsible
Name: Erik Bårdskar
Phone: +46 46 222 02 71
Email: erik.bardskar@eken.lu.se

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:

Visma Proceedo Purchase All requisitions Invoices Reports

marker pilot wb

Found 5 products

Pilot Begreen WB-Marker 5-pack. Frp 5 st. 1 Frp 88,37 SEK

Select other purchaser

Continue

LUPIN (PROCEEDO) – NEW WEB CLIENT

Step 1. Provide the account code and a description, and click Proceed:

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 **Split 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**.

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 2. Finalize requisition

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