

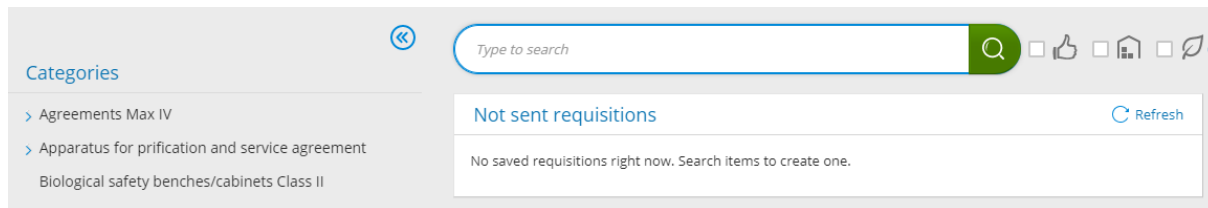
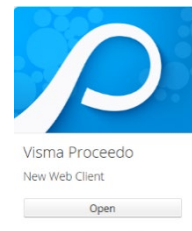
GUIDE FOR SEARCHING FOR ITEMS AND PLACING ORDERS IN LUPIN PROCEEDO

Searching for items and placing orders

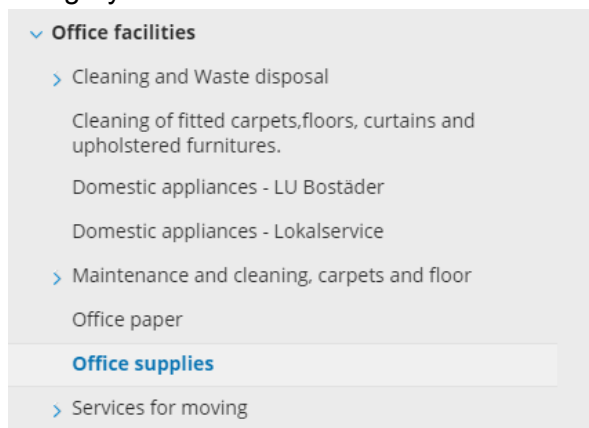
Updated 9 July 2020

Products and services that can be ordered via the system are available under **Purchase** in the blue menu bar. Here, you will also find links to online shops, requisitions and free text forms.

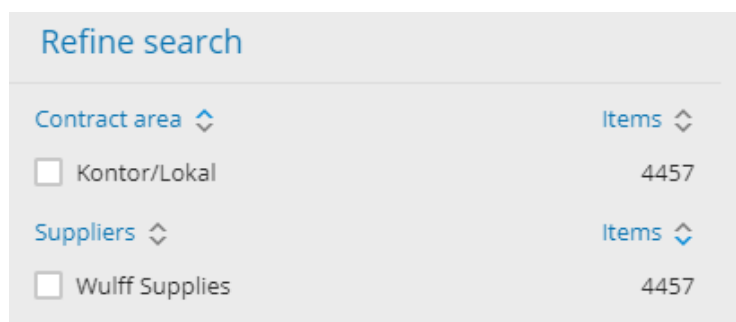
You can search directly in the search box by typing in the product, service or supplier.



The categories overview shows the current agreement areas/categories. Click the relevant category for more detailed information and to see any subcategories.



If a category is selected, you will only see results from that category when searching. You can narrow your search to certain agreement areas and suppliers for the marked category.



Detailed agreement information and appended documents are available for each product (see more on page 2).

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» Show all contract areas

There is also a tab to the left that can be expanded to show all agreement areas.

If you have questions concerning agreements or products, please contact us via the support form <https://forms.eken.lu.se/>.

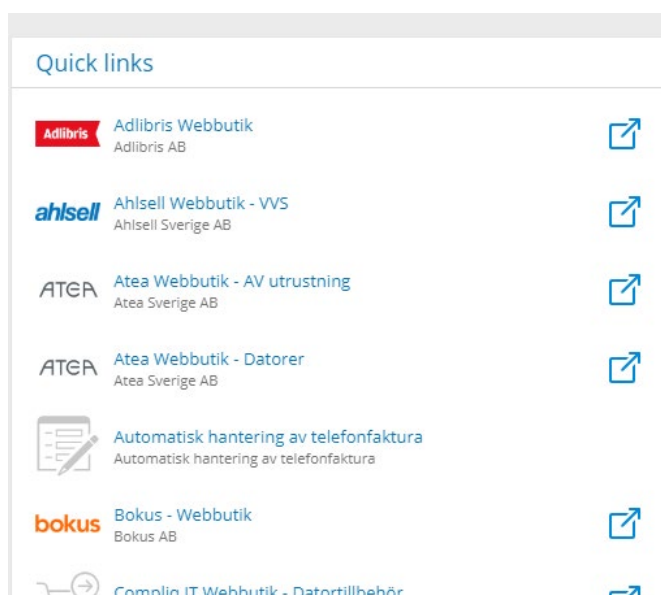
You can search broadly using one or more keywords or within a specific category. You can also tick the thumbs up box to find reasonably-priced items, the home box to display items that are in stock or the leaf box to limit the selection to certain eco-labels.

The selection can be sorted by price, item name and number or supplier. You can also compare different items by ticking the relevant item boxes and clicking **Compare**.

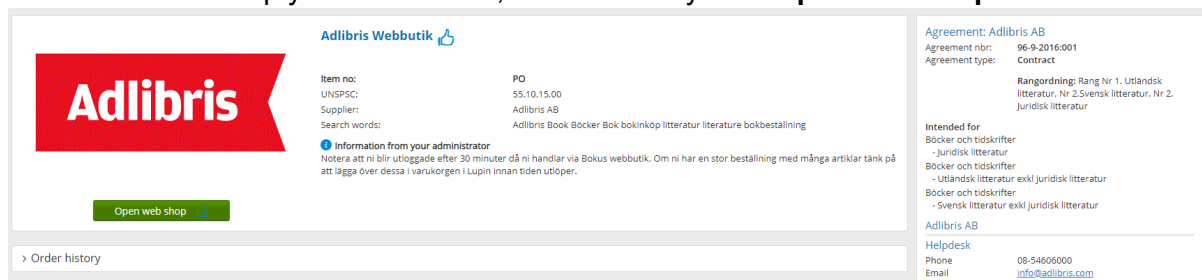
Click an item for more detailed item information, an agreement description and contact information, as well as a link to the full description of the agreement.


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Under **Quick links** you will find subscription, requisition and free text forms, as well as the online shops to which you have access.



Click the online shop you want to visit, which allows you to **Open web shop**.



Through the **Quick links**, you can also click the symbol that redirects you to the online shop. 

By doing so, you will leave Lupin and enter the supplier's online shop with our procured goods.

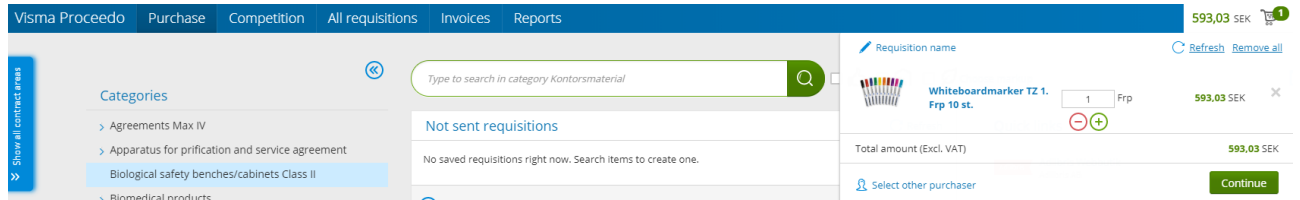
Although the online shops look different, the final step is always to send off the shopping cart so that the selected items are placed in your Lupin shopping cart.

Shopping cart:

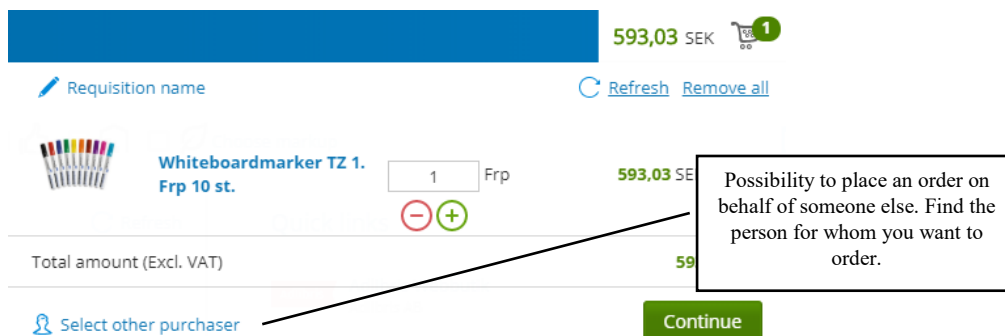
- The content of the shopping cart is only displayed when you click the shopping cart symbol.
- The shopping cart can be filled with items from several different suppliers.
- The **Continue** button of the shopping cart will take you to the accounting step where you must provide an account code for the order before it is sent off for approval by an approving officer.

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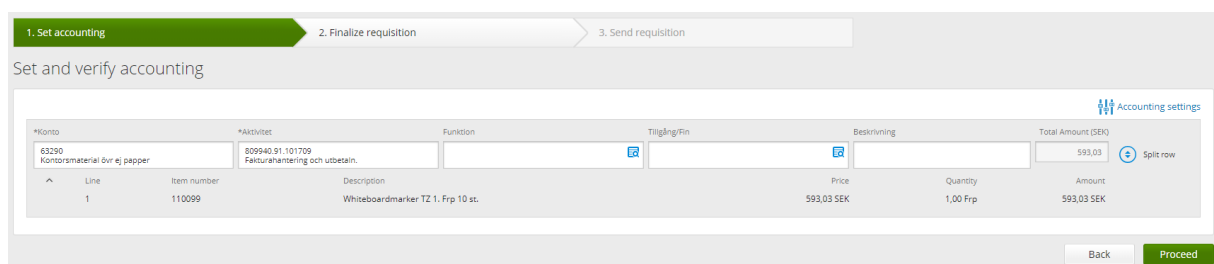
Review the content of your shopping cart, increase/decrease the quantity (does not apply to articles from online shops) and remove items entirely from the shopping cart. When you are done, finalise your order by clicking **Continue**.



If you need to place an order for someone else, you must be authorised to do so. Contact the Division of Finance via the support form <https://forms.eken.lu.se/?Sprak=en>. With this authorisation, you will be able to place orders on behalf of other users, choose account codes and delivery addresses for the recipient.



Provide the account code and a description:



If you have not done so already, select your favourites – the accounts and activities you use most. Make your selection when the search box for the respective accounting value is displayed, e.g. activity. Values marked as favourites are displayed at the top of the selection list. Several values can be marked as **Favourite** however, only one value can be marked as **Default**.

Konto (Account) and **Aktivitet** (Activity) are mandatory fields. There is a guide for choosing accounts, available under **Shortcuts** on the home page. Here you will also find a shortcut to the entire account code system.

For some items, you will get account proposals; it is important to check that the correct account was proposed. A default account can be changed in the same way that you can

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change a default activity.

The **Funktion** (Function), **Tillgång/Fin** (Asset) and **Beskrivning** (Description) fields are optional and used as follows:

Funktion – to divide costs into more levels than just activity

Tillgång/Fin – if the purchase refers to an asset prone to theft that is to be listed in the holding register, select value 999, only in combination with account number 63* or 64*

Beskrivning – provide brief information about the content of the order, the text will be visible in financial system follow-ups.

Accounting tips:

- If you need more than one account row for your item, select **Split row**.

The screenshot shows the 'Set and verify accounting' interface. At the top, there are two progress steps: '1. Set accounting' (highlighted in green) and '2. Finalize requisition'. Below this, the 'Accounting settings' section is visible. It includes fields for '*Konto' (63290), '*Aktivitet' (809940.91.101709), 'Funktion', 'Tillgång/Fin', and 'Beskrivning'. A 'Total Amount (SEK)' field shows 593,03. A 'Split row' button is located to the right of the total amount. Below these fields is a table with columns: Line, Item number, Description, Price, Quantity, and Amount. The table contains one row: Line 1, Item number 110099, Description 'Whiteboardmarker TZ 1. Frp 10 st.', Price 593,03 SEK, Quantity 1,00 Frp, and Amount 593,03 SEK. At the bottom right, there are 'Back' and 'Proceed' buttons.

- 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**. NB! **New accounting** will only be displayed if the order contains several items.

The screenshot shows the 'Set and verify accounting' interface in 'New Accounting' mode. At the top, there are three progress steps: '1. Set accounting' (highlighted in green), '2. Finalize requisition', and '3. Send requisition'. Below this, the 'Accounting settings' section is visible. It includes fields for '*Konto' (63290), '*Aktivitet' (809940.91.101709), 'Funktion', 'Tillgång/Fin', and 'Beskrivning'. A 'Total Amount (SEK)' field shows 0,00. A 'Split row' button is located to the right of the total amount. Below these fields is a dashed box labeled 'Add items here'. Below this is another 'Accounting settings' section with fields for '*Konto' (63290), '*Aktivitet' (809940.91.101709), 'Funktion', 'Tillgång/Fin', and 'Beskrivning'. A 'Total Amount (SEK)' field shows 207,79. A 'Split row' button is located to the right of the total amount. Below these fields is another dashed box labeled 'Add items here'. Below this is a table with columns: Line, Item number, Description, Price, Quantity, and Amount. The table contains two rows: Line 1, Item number 200242, Description 'Pärm A4 blå med låda', Price 154,54 SEK, Quantity 1,00 St, and Amount 154,54 SEK; and Line 2, Item number 163508, Description 'Friendly Marker Round 4 färg. Frp 4 st.', Price 53,25 SEK, Quantity 1,00 Frp, and Amount 53,25 SEK. At the bottom right, there are 'Back' and 'Proceed' buttons.

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- Finalise and send the order

1. Set accounting → 2. Finalize requisition → 3. Send requisition

Finalize requisition

Requisition name 40
Internal comment 1000
Information is not sent to supplier

Delivery address
Att.: Ström, Ulrika
LUNDS UNIVERSITET,SEKTIONEN EKONOMI
Sandgatan 5
223 50 LUND

Invoice address
My reference: Ström, Ulrika
LUNDS UNIVERSITET
Box 188
221 00 LUND

Send requisition without pre-approval
[Add attachment \(Internal\)](#)

Orders

Supplier & contracts	Requested delivery date	Order value Net
Wulff Supplies	<i>Date is not eligible</i>	207,79 SEK
Items (2)	Unit price	Total price
200242 Parm A4 blå med låda Delivery time: Approx. 5 working days	1 St 154,54 / 1 St	154,54 SEK
16350B Friendly Marker Round 4 Farg, Frp 4 st. Delivery time: Approx. 5 working days	1 Frp 53,25 / 1 Frp	53,25 SEK
Information to supplier		

Total price 207,79 SEK 19,81 EUR
VAT 51,95 SEK 4,95 EUR

< See accounting Save for later Save as template **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 – for further processing or as a template for future use. NB: **Save for later** cannot be used for orders from online shops.

When you click **Send requisition**, the order will be sent to the approving officer for approval in accordance with the current approval rules, after which it is sent to the supplier. If there are several suppliers in the same order, one order will be sent per supplier. Each order will receive an order number starting with LU followed by eight digits. If the approving officer rejects your order, you will be notified. A rejected order (does not apply to orders made in online shops) can be reused through the **Save as template** option.

Contact

Division of Finance

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