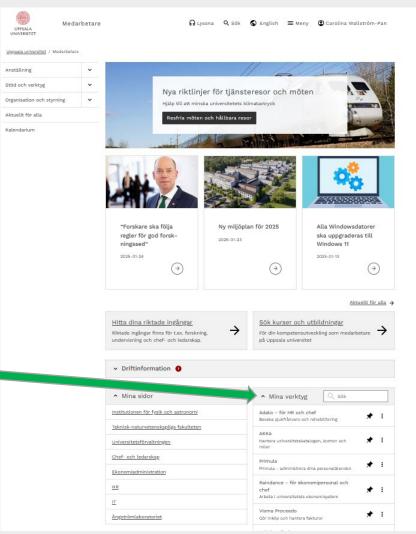


Proceedo - How to

Proceedo – for purchasing

- Only procured suppliers in Proceedo
- User licenses:
 - Personal to order and handle invoices
 - · Apply via your Head of Division
 - "Titt-licens" (to search for products),
 - Username: 113titta@uu.se
 - Password: 113Proceedo
- Log in link to Proceedo on the Staff Web/My Tools
 - Password A and multi-factor authentification
- Support
 - 1. Ask a colleague
 - 2. Staff web/service and tools/purchasing and procurement
 - 3. Ask purchasing officer = Carolina Wallström-Pan





Proceedo – checklist to shopping



- 1. From your supervisor
 - a. Get approval to do the purchase
 - b. Project number for the invoice (9 digit)
- 2. Log in.
- 3. Search the product/supplier and put in basket.
- 4. Post the order (choose correct project number!)



The order goes to the accountant for review and then to your manager for approval.

- 5. When the goods have arrived you mark the order as delivered in Proceedo.
- 6. The invoice is automatically paid.

