



UPPSALA
UNIVERSITET

Procedo – 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 authentication
- Support
 1. Ask a colleague
 2. Staff web/service and tools/purchasing and procurement
 3. Ask purchasing officer = Carolina Wallström-Pan

The screenshot shows the Uppsala University staff portal. At the top, there's a navigation bar with the university logo, the title 'Medarbetare', and user information for Carolina Wallström-Pan. Below this is a sidebar with navigation options like 'Anställning', 'Stöd och verktyg', and 'Organisation och styrning'. The main content area features a large banner about new guidelines for services and meetings, followed by three smaller news items: 'Forskare ska följa regler för god forskningssed', 'Ny miljöplan för 2025', and 'Alla Windowsdatorer ska uppdateras till Windows 11'. There are also buttons for 'Hitta dina riktade ingångar' and 'Sök kurser och utbildningar'. At the bottom, there's a 'Driftinformation' section and a 'Mina verktyg' (My Tools) section. A green arrow points from the 'Log in link to Proceedo on the Staff Web/My Tools' bullet point to the 'Mina verktyg' section, specifically to the 'Visma Proceedo' tool, which is used for purchasing.



Procedo – 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 Procedo.
6. The invoice is automatically paid.

