Step-by-Step Guide

Shopper: Creating a Confirming Order (Pay Invoice)

Buy@Duke users may use the system to pay invoices. This requires creating a Confirming Order.

1. Create a Text Order as shown in the previous section.

2. In the Special Handling column, click on the drop down icon and select Confirming Order-Bill only from the resulting list.

3. In the Approval Note field, add the text Confirming Order PO.

4. Using the Notes and Attachments tab, add a note in the Supplier Text box indicating that this is a confirming order for the payment of an invoice.

5. Using the Add Attachment button, attach a scanned copy of the invoice.

6. After receiving department approvals, the cart will route to Procurement Services for processing with a PO number beginning with the numbers 8505.

7. Procurement Services staff will print the invoice and send it to Accounts Payable for payment. The purchase order will not be sent to the Supplier, generating another order.