Confirming Order
Process and Procedure
Procurement Services
Confirming Order forms are used to pay invoices where the goods/services have already been provided without a requisition or purchase order in place. Only Procurement Services is authorized to commit the University for the purchase of goods and services.

Scenario:

Mary needs to purchase three sandwich trays for a meeting next month. She calls Bob’s Deli and orders three sandwich trays. Bob delivers the trays and leaves an invoice requiring payment. Mary will now have to complete a Confirming Order form for Bob’s Deli payment.

The issue with this scenario is all purchases are required to first go through Purchasing. How would one go about placing this order through the proper channels?
The first option would be for those who have a Purchasing Card, to make this payment with a P-Card for vendors who accept credit card payments. If a P-Card is not available or the supplier does not take a P-Card, the process would be...

Mary needs to purchase three sandwich trays for a meeting next month. She calls Bob’s Deli and request a quote for her order. Mary logs into Smart Source to prepare a non-catalog order and attaches the quote. This order will be routed through the approval process and funds will be encumbered for the amount of this order. Once the order is delivered, Bob’s Deli will submit the invoice to drexel_university@edmamerica.com for payment. The invoice will be keyed and scanned into the Smart Source system. Mary will receive a notification for Invoice approval. Once Mary approves, the invoice will be processed by Accounts Payable for payment.
Once you have determined the Confirming Order is the proper form for payment, select the Confirming Order Form in SmartSource:
The Confirming Order form contains two sections:

- **Request Info:**
  - In this section, you will provide:
    - Supplier Name
  - After The Fact Justification
    - This is where you will explain the circumstances for making this purchase outside of the Smart Source system.

Please refer to the Entering Supplier Manually Job Aid if your supplier’s name does not appear in the search.
The Confirming Order form contains two sections:

- **Request Info:**
  - In this section, you will provide (con’t):
    - Supplier Invoice Number
    - Invoice Date
    - Pay Vendor Checkbox
      - Check this box to have a payment processed for this invoice
    - Internal Attachments
      - This section requires you to upload your invoice

*Please Note: Not attaching documentation in this section will cause an error in the checkout process*
The Confirming Order form contains two sections:

- **Items Purchased After the Fact:**
  - In this section, you will enter the:
    - Description
    - Price
    - Quantity

Once the form has been completed, submit the form to your cart for checkout. At this point you can proceed with the checkout process and submit your requisition.