Drexel University P2P Transformation

Create Confirming Order

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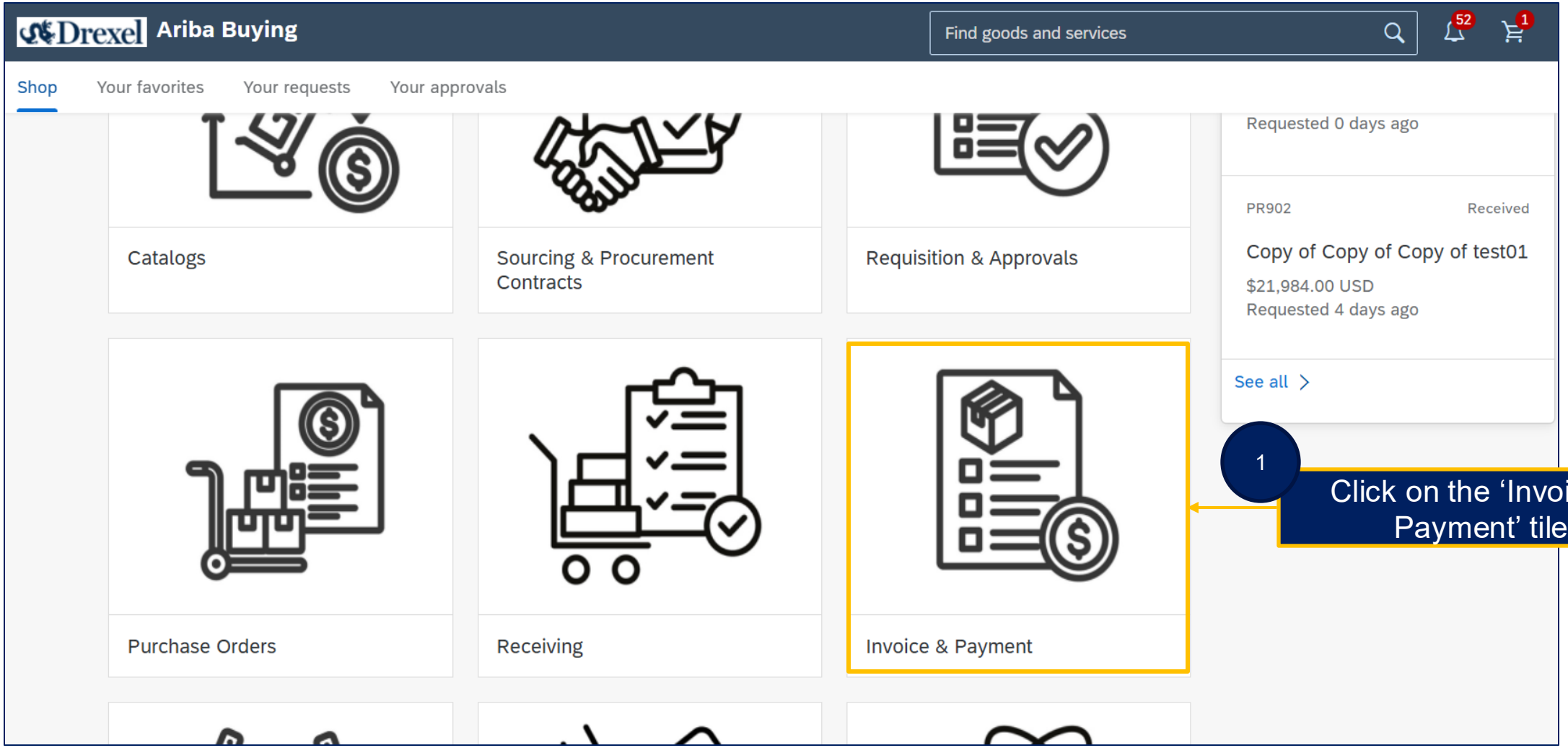
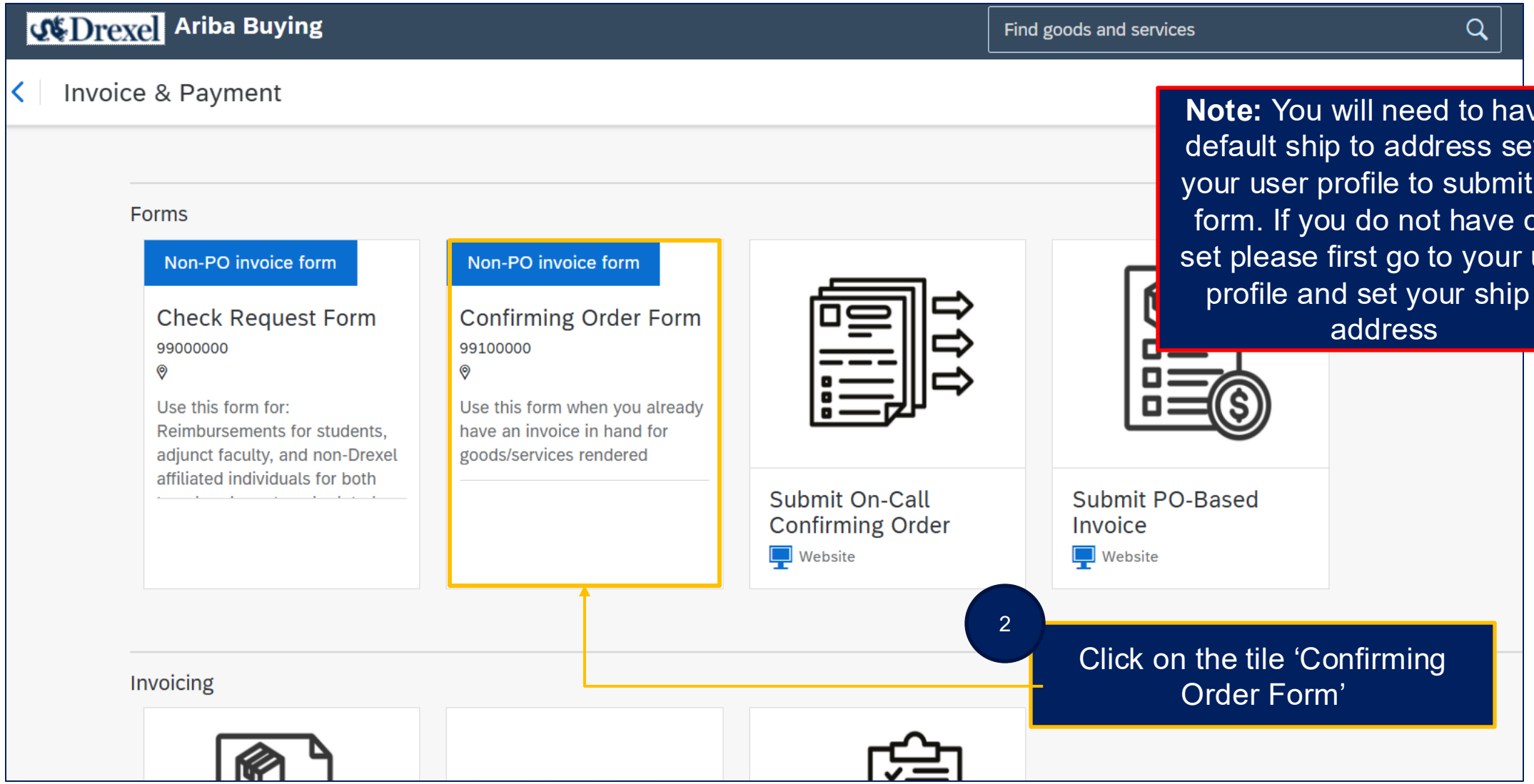
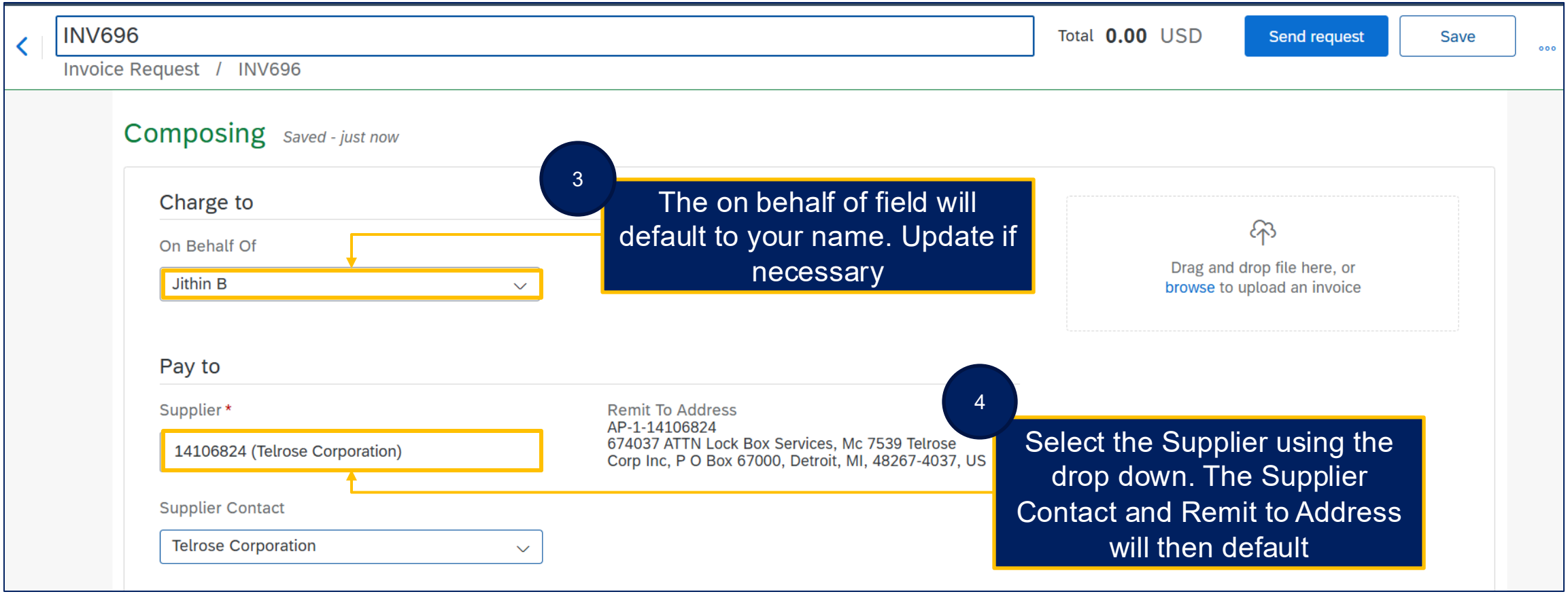


Create Confirming Order (Continued)



Create Confirming Order (Continued)



If you are requesting a new supplier, select "_NEW SUPPLIER REQUEST_" from the dropdown. If you are updating an existing supplier's address, select "_EXISTING_SUPPLIER_UPDATE_"

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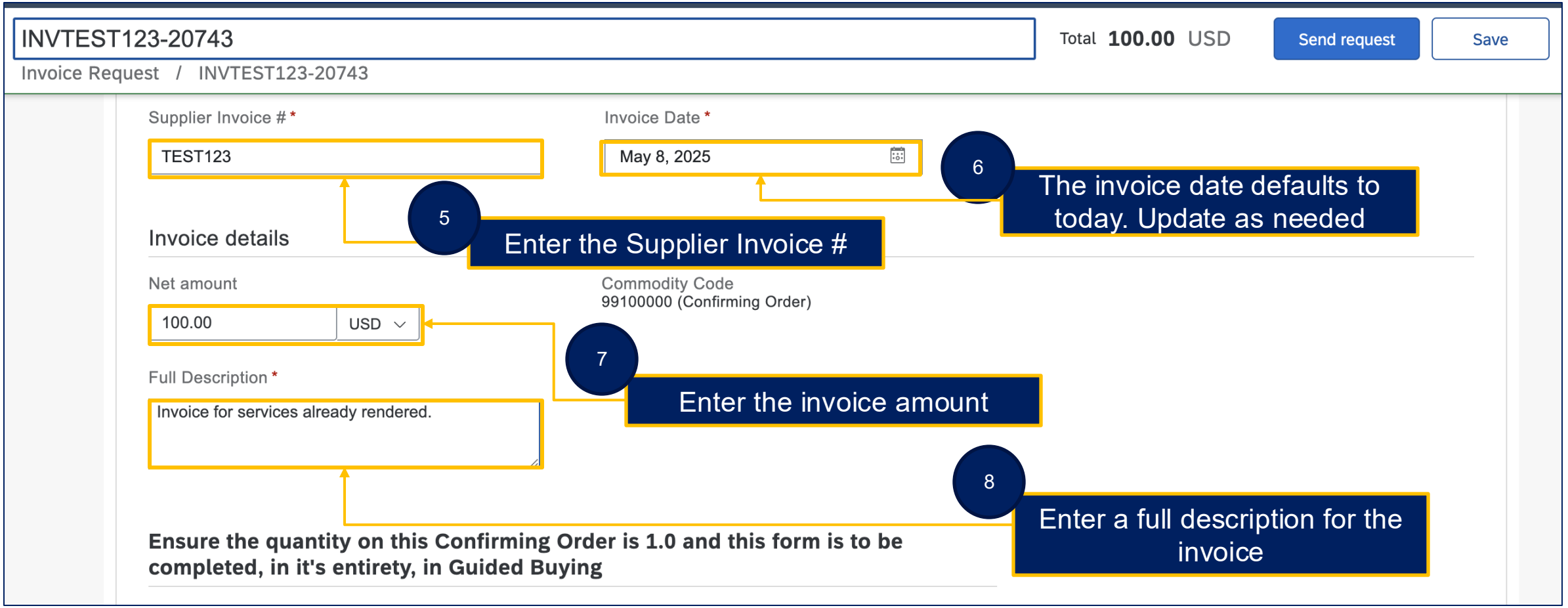

Note: By default the quantity on this form will be set to 1 and there will be 1 line item. This should not be changed. This form should be completed in its entirety in Guided Buying.

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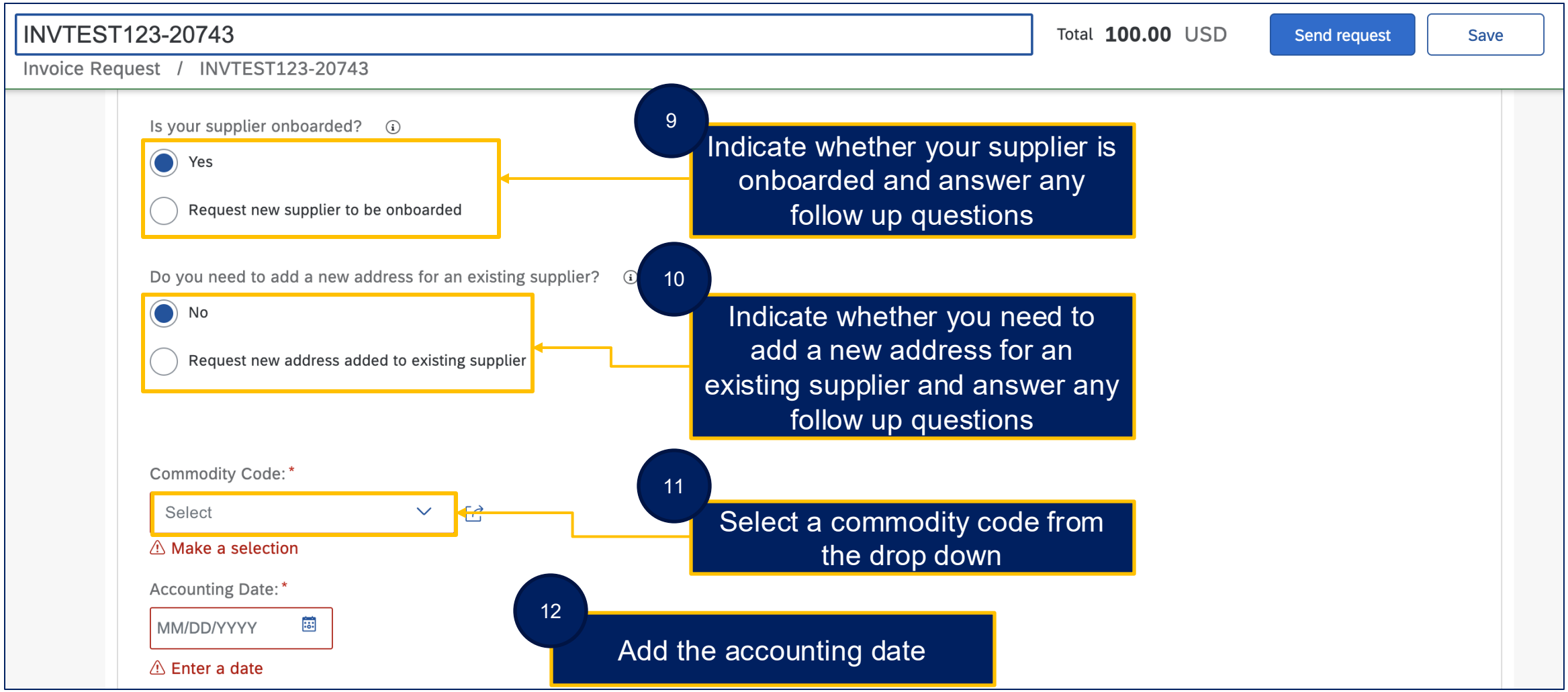
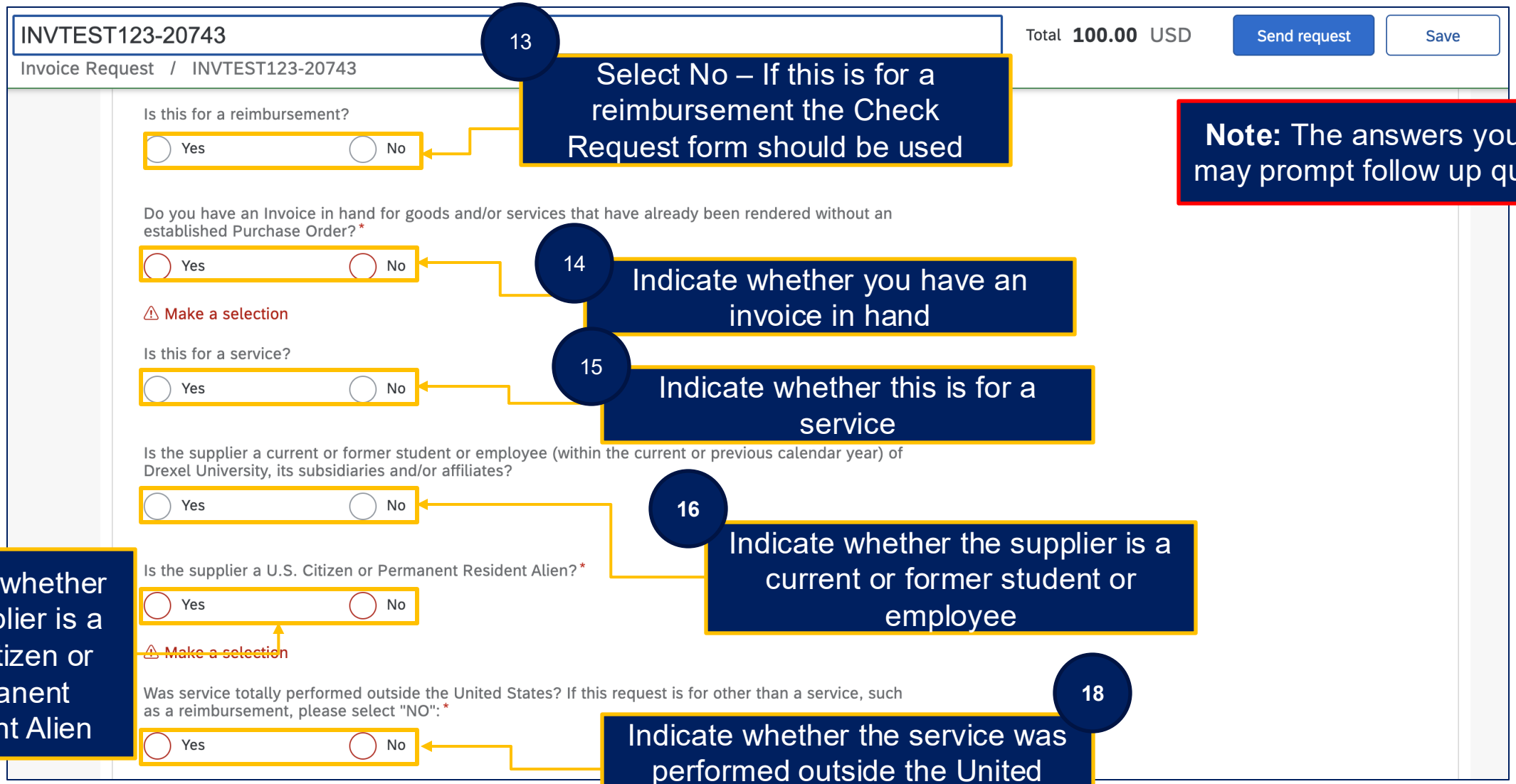


Create Confirming Order (Continued)



13 Select No – If this is for a reimbursement the Check Request form should be used

Note: The answers you select may prompt follow up questions

14 Indicate whether you have an invoice in hand

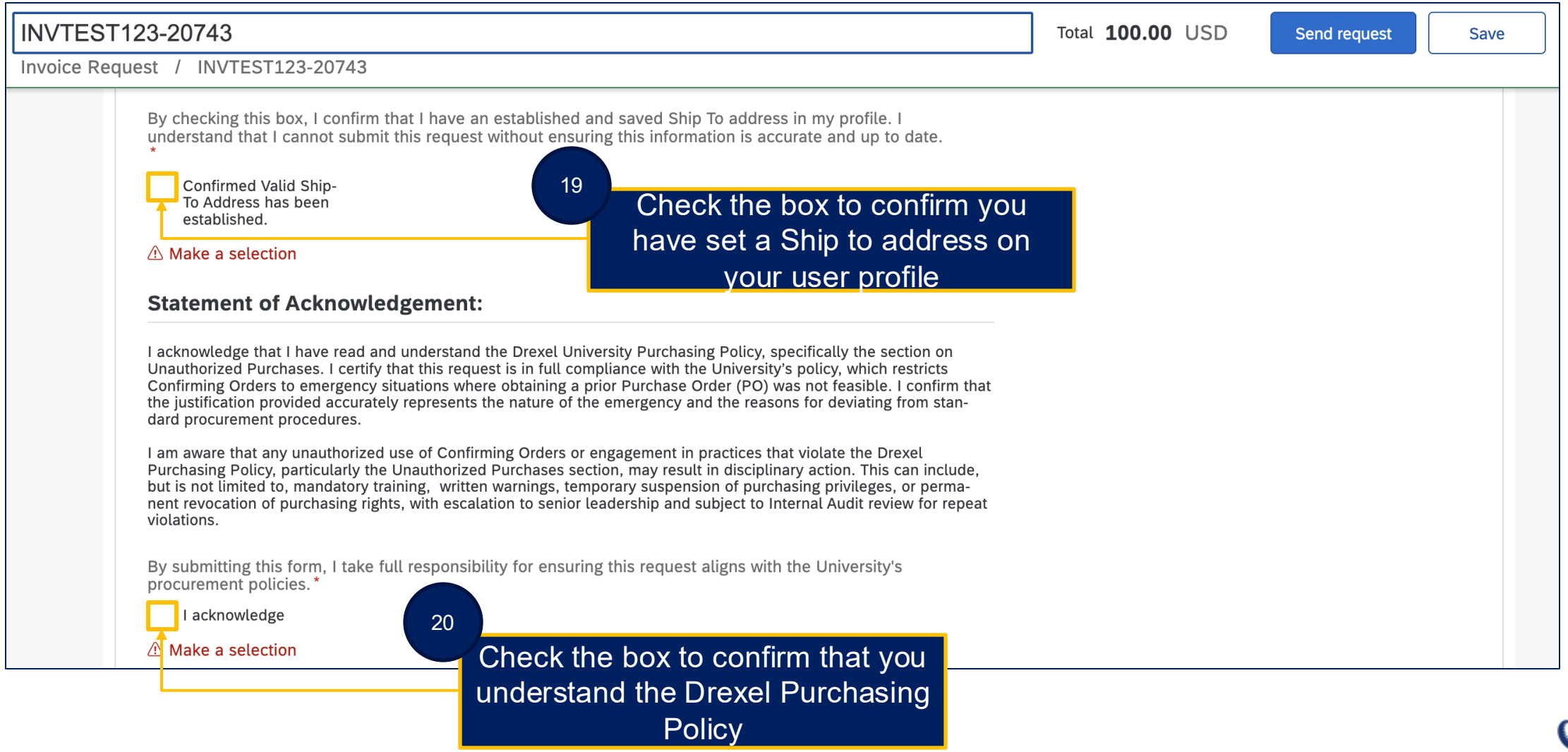
15 Indicate whether this is for a service

16 Indicate whether the supplier is a current or former student or employee

17 Indicate whether the supplier is a U.S. Citizen or Permanent Resident Alien

18 Indicate whether the service was performed outside the United States

Create Confirming Order (Continued)



Confirming Order Form (Continued)

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