Below is the procedure for creating Confirming Orders (formerly referred to as Bill Only PO):

1. Create a text line order for the service/item that requires payment:

   ![Image of a text line order]

   1. Create a text line order for the service/item that requires payment:

2. Locate the *Special Need* column for the line item. Click the arrow icon and select *Confirming Order* from the drop down list:

   ![Image of special need column]

3. Add a note in the *Supplier Text* field in *Details* indicating that the order is a confirming order for the payment of an invoice and attach a copy of the invoice:

   ![Image of supplier text field]

   ![Image of confirming order note in supplier text field]
4. Add “Confirming Order PO” or “Special Needs PO” to the Approval Note filed at the top of the cart:

This creates a Buy@Duke cart that is marked **Special Needs**. The cart routes through the business unit and institutional approval process, if applicable. After approvals are complete, the cart routes to Procurement for processing. All purchase order numbers for **Confirming Order** transactions are assigned an 8505xxxxxx purchase order number.

When Procurement processes the order, the invoice is printed and the purchase order number is noted on the invoice. The attached invoice is sent to Accounts Payable for payment and the purchase order is printed. The attached invoice does not go out to the vendor.