Functions to Refine Carts Continued…

Special Handling: Creating a Confirming Order-Bill Pay (Pay Invoice)

Buy@Duke users may use the system to pay invoices when the invoice is presented at the time the goods or services are delivered or before a Purchase Order has been created (e.g., maintenance, contract work, catering). This requires creating a cart that is flagged as a **Confirming Order-Bill Only** order.

**Note:** All carts with a Special Handling designation will route to Procurement for further processing. Carts that are not flagged appropriately will likely result in payment delays to vendors.

1. Select the **Create Shopping Cart** link to open a new page.

2. In the **Approval Note** field indicate the shopping cart is being used to create a Confirming Bill Only purchase order. In **Attachment Type**, select Other to indicate that an invoice will be attached to the cart.

3. Create a **Text Order** as instructed previously in this guide, but entering each information on each line of the invoice and the price.

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

**Note:** In most browser screens, you will need to scroll to the right to view the column. In the event the special handling dropdown menu does not display, select **Check** at the top of the screen and select the dropdown a second time.
Functions to Refine Carts Continued…

5. Using **Notes and Attachments**:

   a. Add a note in the **Internal Note** field indicating that this is a confirming order for the payment of an invoice.

   b. Using the **Add Attachment** button, attach a scanned copy of the invoice. Attachments **must** be PDF files.

6. As with all carts, do the following:

   a. **Check** the cart to confirm there are no errors.

   b. Shoppers will **Notify** their submitter that the cart is ready for review.

   c. Submitters will **Submit Cart** into workflow for approval.

**Note:** After receiving department approvals, the cart routes to Procurement for processing. A **Purchase Order** will be created, beginning with the numbers 8505xxxxxx. The **Purchase Order will not** be sent to the Supplier, preventing an additional order. Once the Purchase Order number has been assigned, the invoice will be sent to Corporate Accounts Payable, which will process the invoice for payment.