



Drexel University P2P Transformation

Create Confirming Order

DREXEL UNIVERSITY

Agenda

- Explain the steps to create a confirming order
- How to request a new supplier if not available in the system
- How to request a new address for an existing supplier

Important: Points to be considered for creating Confirming Order

- User creates confirming order by logging in to Ariba Guided Buying
- This QRG explains on how to create confirming order

Create Confirming Order

The screenshot displays the Drexel Ariba Buying dashboard. At the top, there is a search bar with the text "Find goods and services" and a magnifying glass icon. To the right of the search bar are notification icons: a bell with "52" and a shopping cart with "1". Below the search bar are navigation tabs: "Shop" (underlined), "Your favorites", "Your requests", and "Your approvals".

The main content area is a grid of tiles, each with an icon and a label:

- Catalogs:** Icon of a shopping cart and a dollar sign.
- Sourcing & Procurement Contracts:** Icon of two hands shaking.
- Requisition & Approvals:** Icon of a document with a checkmark.
- Purchase Orders:** Icon of a shopping cart, a document with a dollar sign, and a box.
- Receiving:** Icon of a shopping cart, a clipboard with checkmarks, and a checkmark.
- Invoice & Payment:** Icon of a document with a box and a dollar sign. This tile is highlighted with a yellow border.

On the right side of the dashboard, there is a notification panel. It shows a message: "Requested 0 days ago". Below this, it says "PR902" and "Received". The main text of the notification is "Copy of Copy of Copy of test01" with a value of "\$21,984.00 USD" and "Requested 4 days ago". At the bottom of the notification panel is a link that says "See all >".

A callout box with a blue background and white text points to the "Invoice & Payment" tile. The callout contains the number "1" in a blue circle and the text "Click on the 'Invoicing & Payment' tile".

Create Confirming Order (Continued)

The screenshot displays the Ariba Buying interface. At the top left, the Drexel logo and 'Ariba Buying' text are visible. A search bar on the top right contains the text 'Find goods and services'. Below the header, a navigation bar shows 'Invoice & Payment' with a back arrow. The main content area is titled 'Forms' and contains four tiles. The second tile, 'Confirming Order Form', is highlighted with a yellow border. It includes a blue header 'Non-PO invoice form', the title 'Confirming Order Form', the ID '99100000', and a location pin icon. The description reads: 'Use this form when you already have an invoice in hand for goods/services rendered'. Below the description is a horizontal line. To the right of this tile are two other tiles: 'Submit On-Call Confirming Order' and 'Submit PO-Based Invoice', both with 'Website' icons. A yellow callout box with a blue circle containing the number '2' points to the 'Confirming Order Form' tile. The callout box contains the text 'Click on the tile 'Confirming Order Form''. Below the 'Forms' section is an 'Invoicing' section with three partially visible tiles.

Drexel Ariba Buying Find goods and services

< Invoice & Payment

Forms

Non-PO invoice form
Check Request Form
99000000
📍
Use this form for:
Reimbursements for students, adjunct faculty, and non-Drexel affiliated individuals for both

Non-PO invoice form
Confirming Order Form
99100000
📍
Use this form when you already have an invoice in hand for goods/services rendered

Submit On-Call Confirming Order
🖥️ Website

Submit PO-Based Invoice
🖥️ Website

2
Click on the tile 'Confirming Order Form'

Invoicing

Create Confirming Order (Continued)

INV696 Total 0.00 USD Send request Save

Invoice Request / INV696

Composing *Saved - just now*

Charge to

On Behalf Of

Jithin B

Pay to

Supplier *

14106824 (Telrose Corporation)

Supplier Contact

Telrose Corporation

Remit To Address

AP-1-14106824
674037 ATTN Lock Box Services, Mc 7539 Telrose
Corp Inc, P O Box 67000, Detroit, MI, 48267-4037, US

3 Verify the On Behalf Of field

4 Select the supplier from the drop down

Drag and drop file here, or [browse](#) to upload an invoice

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

Create Confirming Order (Continued)

5 Enter the Invoice Number

6 Select the invoice date

7 Enter the invoice amount

8 Enter the invoice description

INVTEST1234-696 Total 100.00 USD Send request Save

Invoice Request / INVTEST1234-696

Supplier Invoice # * TEST1234 Invoice Date * December 16, 2024

Invoice details

Net amount 100.00 USD Commodity Code 99100000 (Confirming Order)

Full Description * Test Item

Create Confirming Order (Continued)

INVTEST1234-696 Total 100.00 USD Send request Save

Invoice Request / INVTEST1234-696

Commodity Code: *

Select

⚠️ Make a selection

Accounting Date: *

12/16/2024

Is this for a reimbursement?

Yes No

Do you have an Invoice in hand for goods and/or services that have already been rendered without an established Purchase Order? *

Yes No

9 Select the commodity code from the drop down

10 Select the accounting date
(This is typically be the same as the invoice date)

11 Select the appropriate answer

Create Confirming Order (Continued)

INVTEST1234-696 Total 100.00 USD Send request Save

Invoice Request / INVTEST1234-696

As you have an Invoice in hand for goods and/or services that have already been rendered, this request will be processed as a Confirming Order. Was this purchase made in response to an emergency, as defined by the Procurement Policy (a "significant and imminent risk of loss to the University or where University safety and security, or human life or property may be endangered")?*

Yes No

Provide a detailed explanation of why this purchase qualifies as an emergency and could not go through the standard procurement process. Note that waiting until the last minute to initiate a purchase does not constitute an emergency and will not be considered valid justification for the use of a Confirming Order.*

- Health/Safety Urgency
- Equipment Breakdown or Essential Service Disruption
- Critical Research/Project Deadline
- Pre-Authorization from Procurement (requires attachment)
- Other

12

Select the appropriate answer

13

Select the explanation as to why this purchase qualifies as an emergency

(Note: Selecting 'Other' allows for a free text response)

Create Confirming Order (Continued)

Drexel Ariba Buying 52 1 ?

INVTEST1234-696 Total 100.00 USD Send request Save

Invoice Request / INVTEST1234-696

Justification for Bypassing PO Process: Provide a detailed explanation of the nature of the emergency and why a purchase order could not be obtained in advance. Include steps that will be taken to prevent future similar instances.*

Equipment Breakdown or Essential Service Disruption

Is this for a service?
 Yes No

Is the supplier a current or former student or employee (within the current or previous calendar year) of Drexel University, its subsidiaries and/or affiliates?*

Yes No

Is the supplier a U.S. Citizen or Permanent Resident Alien?*

Yes No

14 Enter the detailed justification including the steps to prevent the similar instances in future

15 Select the appropriate answer

16 Select the appropriate answer

17 Select the appropriate answer

Create Confirming Order (Continued)

Drexel Ariba Buying 52

INVTEST1234-696 Total **100.00** USD [Send request](#) [Save](#) ...

Invoice Request / INVTEST1234-696

Was service totally performed outside the United States? If this request is for other than a service, such as a reimbursement, please select "NO".*

Yes No

Internal Attachments:

[Upload file](#)

Internal documents

Statement of Acknowledgement:

I acknowledge that I have read and understand the Drexel University Purchasing Policy, specifically the section on Unauthorized Purchases. I certify that this request is in full compliance with the University's policy, which restricts Confirming Orders to emergency situations where obtaining a prior Purchase Order (PO) was not feasible. I confirm that the justification provided accurately represents the nature of the emergency and the reasons for deviating from standard procurement procedures.

I am aware that any unauthorized use of Confirming Orders or engagement in practices that violate the Drexel Purchasing Policy, particularly the Unauthorized Purchases section, may result in disciplinary action. This can include, but is not limited to, mandatory training, written warnings, temporary suspension of purchasing privileges, or permanent revocation of purchasing rights, with escalation to senior leadership and subject to Internal Audit review for repeat violations.

By submitting this form, I take full responsibility for ensuring this request aligns with the University's procurement policies.*

I acknowledge

18 Select the appropriate answer

19 Acknowledge the statement

Create Confirming Order (Continued)

Is your supplier onboarded? ⓘ

Yes

Request new supplier to be onboarded

Do you need to add a new address for an existing supplier? ⓘ

No

Request new address added to existing supplier

> Taxes

> Accounting

Total amount	100.00 USD
Net amount	100.00 USD
Taxes	0.00 USD

20 Select the appropriate answer

21 Select the appropriate answer

22 Expand the 'Accounting' section

Create Confirming Order (Continued)

- If your supplier is not an existing Supplier in the system and needs to be set up for payment, select 'Request new supplier to be onboarded'

Is your supplier onboarded? ⓘ

Yes

Request new supplier to be onboarded

20.1 Select the option 'Request new supplier to be onboarded', if needed

If your supplier is not onboarded, you will need to complete the New Supplier Information below and set the Supplier field under "Pay to" to "_NEW SUPPLIER REQUEST_" at the top of this form.

New Supplier Information

*Set the Supplier field under "Pay to" to "_NEW SUPPLIER REQUEST_" at the top of this form.

20.2 Fill in the necessary details to request a new supplier

Supplier Name: *

⚠ Required

Supplier Contact: *

First Name Last Name

⚠ Required

Supplier Email: *

example@email.com

⚠ Required

Supplier Phone:

(Country, Area, Phone, Ext)

Supplier Fax Number (optional):

(Country, Area, Phone)

Create Confirming Order (Continued)

- If your supplier is onboarded in the system and you need to add a new address, select 'Request new address added to existing supplier'

Do you need to add a new address for an existing supplier? ⓘ

No

Request new address added to existing supplier

If your existing supplier address needs to be updated, you will need to complete the Add New Address to Existing Supplier below and set the Supplier field under "Pay to" to "_EXISTING_SUPPLIER_UPDATE_" at the top of this form.

Add New Address to Existing Supplier

*Set the Supplier field under "Pay to" to "_EXISTING_SUPPLIER_UPDATE_" at the top of this form.

Select Existing Supplier to Update: *	City/Town: *
<input type="text" value="Select"/> ⓘ	<input type="text" value="City or town"/>
⚠ Make a selection	⚠ Required
Country: *	State/Province:
<input type="text" value="Select"/> ⓘ	<input type="text" value="State or Province"/>
⚠ Make a selection	
Address 1: *	Zip/Postal Code:
<input type="text" value="Number and street name"/>	<input type="text"/>
⚠ Required	
Address 2:	
<input type="text" value="Apt, suite, unit, building, floor, etc."/>	

Contact Information

Supplier Email:	Supplier Phone:
<input type="text" value="example@email.com"/>	<input type="text" value="(Country, Area, Phone, Ext)"/>

21.1

Select the option 'Request new address added to existing supplier'

21.2

Fill in the necessary details to add a new address

21.3

Add the contact information



Create Confirming Order (Continued)

INVTEST1234-696
Invoice Request / INVTEST1234-696

Accounting

Account Type: Expense

Chart: D - Drexel University

Account: 3011 - Office Supplies Expense

Activity: 0137 - Immigration Law Society

Org: 1010 - Sr. VP Human Resources

Location: 001000 - 0000000001Main Building00000...

Fund: 110001 - Education & General

Split accounting

Total
Net amount
Taxes

23 Select the account type from the drop down

24 Select the chart from the drop down

25 Select the Activity from the drop down
(This field is optional)

26 Select the Account from the drop down

Create Confirming Order (Continued)

INVTEST1234-696 Total **100.00** USD Send request Save

Invoice Request / INVTEST1234-696

Accounting

Account Type	Chart
Expense	D - Drexel University
Account	Activity
3011 - Office Supplies Expense	0137 - Immigration Law Society
Org	Location
1010 - Sr. VP Human Resources	001000 - 0000000001Main Building00000...
Fund	
110001 - Education & General	

Split accounting

Amount **100.00 USD**

100.00 USD

27 Select the Org from the drop down

28 Select the Location from the drop down (This field is optional)

29 Select the Fund from the drop down

Create Confirming Order (Continued)

INVTEST1234-696 Total 10 USD Send request Save

Invoice Request / INVTEST1234-696

Attachments

Drag and drop file here, or **browse** to upload, then click the Add button. Add

Process

Request — Ashley Gaston — Purchasing Admin — Accounts Payable... — Reconciling

30 Drag and drop or click the 'browse' button to attach the invoice documentation (An attachment is required)

31 Validate the approval workflow



Create Confirming Order (Continued)

INVTEST1234-696 Total 100.00 USD **Send request** Save

Invoice Request / INVTEST1234-696

32

Click the button 'Send Request' to submit the request for approval

Attachments

Drag and drop file here, or [browse](#) to upload, then click the Add button. Add

Process

Request — Ashley Gaston — Purchasing Admin — Accounts Payable... — Reconciling

