**Confirming Order**

Complete this form to process an invoice for goods/services already received

1. Access Mountaineer Marketplace:
   - Log in at myaccess.wvu.edu
   - Click the Mountaineer Marketplace tab
   - Click the Mountaineer Marketplace button

2. In the list of PCPS Automated Forms, click **Confirming Order** to open the form.

3. When an invoice has been received for goods and/or services already received/ performed:
   1. Click **Supplier Search** to find the Supplier.
   2. If the Supplier is not listed, click **Supplier Request**. After the supplier has been registered, you can return to this form.
4. If the Supplier is registered, the Remit To address information populates.

5. Complete all bolded fields. (Non-bolded fields are optional.)
   - **Product Description**: Description of the item that was ordered.
   - **Does the Independent Contractor Form apply?** Reply Yes or No.
   - **Supplier Inv #**:
     a. Enter the number from the supplier’s invoice.
     b. If the invoice does not contain a number, create one using 0463 plus the invoice date in format MMDDYY. If there is no invoice date, the date the invoice was received by WVU shall be used. (0463 is the agency number given to WVU by the State Auditor’s Office.)

   Example for invoice with date of July 31, 2016: 0463073116
   - **Invoice Date**: Date from the Supplier’s invoice. If none, the date you are submitting the form.
   - **Goods Recd Date**: The date the items were received.
   - **Quantity**: The quantity you ordered. For services, enter the quantity of one.
   - **Unit Price**: unit price per item. For services, the unit price is the **total dollar value**.

6. At the top of the form, view choices in the **Available Actions** region in the upper right corner. Choose **Add Item and Close Form**. Click Go.
7. A shopping cart has been created that contains this form. Click **Proceed to Checkout** or **Assign Cart**.

8. Follow standard procedures for paying for an item or forwarding the cart to an employee who will submit the requisition. The account that will be charged will be identified in these steps.