

Reference Guide for Non-PO Payment Request Policy

Non PO Payment policy is used for the activities that do not require the securing of a purchase order prior to the issuance of payment activity (Refer to Procurement website – <https://procurement.gwu.edu/competitive-exemptions-goods-and-services>) If you are submitting a request as non-PO you must identify the specific exemption number from the aforementioned website. In the 'Comments (Message to AP)' field you must indicate 'Exempt # xx'. Failure to do so will result in the delay of payment processing as this is required in order for the payment process to proceed

Note : Please verify that the appropriate option is selected in the 'Invoice Form Type' field to ensure the proper routing of the submission for invoice review and approval

Utilize the Non PO Payment Request Policy for the following activity submissions:

1. Awards
2. Donations
3. Endowments
4. GCAS Refunds
5. Honorariums
6. Non-employee expense reimbursements
7. Non-PO commercial invoices
8. Other – Please identify
9. Petty Cash Replenishments
10. Prizes
11. Supplier Refunds

Step 1.


Log into the CONCUR application at <https://ibuy.gwu.edu> using your GWU system ID and password using Single sign-on. Then select the GW Invoice option on the right hand side



Step 2. Select the 'Invoice' module

You are currently logged into a test instance of Concur

SAP Concur **C** Invoice Approvals App Center Help

Profile 

SAP Concur **C**


Hello, Owner

+ **00** **47**
Payment Request Required Approvals Payment Requests

MY TASKS

00 Required Approvals →

Great! You currently have no approvals.



47 Payment Requests →

- 09/11 test-Mike 9-11
\$500,000.00 - (BERIKBOL DUKEYEV)
- 09/11 09.11.18-1 Multiple PO
\$268.00 - (ROBERTS OXYGEN CO INC)
- 09/06 MH 09.05.18-1
\$30.00 - (ROBERTS OXYGEN CO INC)
- 09/05 test
\$50.00 - (NATIONAL TECHNOLOGY RENTALS)
- 09/05 MH 09.05.18-1
\$200.07 - (TEMPORARY SOLUTIONS INC)

Step 3. Click on 'Create New Request'

The screenshot shows the SAP Concur Invoice interface. At the top, there is a navigation bar with 'SAP Concur', 'Invoice', 'Approvals', and 'App Center'. On the right, there are links for 'Help', 'Profile', and a user icon. Below the navigation bar, there are two buttons: 'My Requests' and 'Create New Request'. A blue arrow points to the 'Create New Request' button. The main content area is titled 'Payment Request List' and 'Unsubmitted Requests'. There are two buttons: 'View Image' and 'Submit Request'. Below this, there is a search bar with 'Request Name' and 'Begins with' dropdowns. A table lists several requests with columns for Request Name, Vendor Name, Invoice Number, Invoice Date, Approval Status, Payment Status, Total, Last Comment, and With User Since. The first row is for 'PETTYCASH' by 'BRENDA DEVAUGHN CUSTODIAN' with an invoice number of '010816PETTYCASH' and a total of '\$112.25'. The second row is for 'May 12 2017 P Cash Replenish' by 'KELLY OBRIEN CUSTODIAN' with an invoice number of '051217PETTYCASH' and a total of '\$396.71'. The third row is for 'RW-GCAS REFUND TEST' by 'AMERICAN INSTITUTE FOR RESEARCH' with an invoice number of 'INV000020430CM' and a total of '\$-144,525.00'. The fourth row is for 'RW-RECURRING TEST' by 'CANON FINANCIAL SERVICES INC' with an invoice number of 'QIN00790' and a total of '\$0.00'. Each row has a checkbox on the left and a status indicator (red exclamation mark or green checkmark) on the right.

<input type="checkbox"/>	Request Name	Vendor Name	Invoice Number	Invoice Date	Approval Status	Payment Status	Total	Last Comment	With User Since
<input type="checkbox"/>	PETTYCASH	BRENDA DEVAUGHN CUSTODIAN	010816PETTYCASH	01/08/2016	Not Submitted - Invoice, Owner	Not Paid	\$112.25		
	Description: INF- Expense Type(s): 53113-ATHLETIC RECRUITING TRAVEL								
<input type="checkbox"/>	May 12 2017 P Cash Replenish	KELLY OBRIEN CUSTODIAN	051217PETTYCASH	05/12/2017	Not Submitted - Invoice, Owner	Not Paid	\$396.71	HOLD FOR K GAITAN EIT 4686T	
	Description: PETTYCASH REPLENISHMENT Expense Type(s): 53012-SPECIAL EVENTS/BUS RELATIONS								
<input type="checkbox"/>	RW-GCAS REFUND TEST	AMERICAN INSTITUTE FOR RESEARCH	INV000020430CM	01/31/2018	Not Submitted - Invoice, Owner	Not Paid	\$-144,525.00		
	Does Not Match Purchase Order / Receipt Description: INF-GCAS REFUND C/R 000613051 DATED 12/01/2017 Expense Type(s): 66401-SUBCONTRACTY - NO IDC CALC								
<input type="checkbox"/>	RW-RECURRING TEST	CANON FINANCIAL SERVICES INC	QIN00790	03/01/2018	Not Submitted - Invoice, Owner	Not Paid	\$0.00		
	Matched to Purchase Order Expense Type(s): No Itemizations								

Step 4. Vendor Search

The screenshot shows the SAP Concur Invoice interface for vendor search. The top navigation bar includes 'SAP Concur', 'Invoice', 'Approvals', and 'App Center'. Below the navigation bar, there are links for 'My Requests' and 'Create New Request'. The main content area features a 'Payment Request Type' dropdown set to 'Non PO Payment Request Policy' and a 'Purchase Order Search' field. A 'Vendor List' section is visible, showing a table of vendors. The search criteria are set to 'Vendor Name' and 'Begins with', with the search term 'UNITED PARCEL' entered. An 'Advanced' search button is also present. Annotations in orange boxes provide instructions: 'Allow the Default Non Po Payment request policy to remain' points to the dropdown; 'List shows most recently used vendors' points to the 'Most Recently Used' button; 'Enter the Vendor/Supplier Name/number' points to the search input field; and 'Perform the search by clicking the magnifying glass' points to the search button.



Annotations:


- Allow the Default Non Po Payment request policy to remain
- List shows most recently used vendors
- Enter the Vendor/Supplier Name/number
- Perform the search by clicking the magnifying glass

Vendor Name	Vendor Number	Address 1	Address 2	City	State/Province	Postal/Zip Code	Country	Currency	Telephone Number
DELL MARKETING LP	110770	ACCEPTANCE	PO BOX 4125	CAROL STREAM	IL	60197-4125	UNITED STATES	US, Dollar	
JORDAN STANLEY COHEN	460136						UNITED STATES	US, Dollar	
JORDAN STANLEY COHEN	460136						UNITED STATES	US, Dollar	
LANGUAGE INNOVATIONS LLC	317425	1725 I ST NW STE 300		WASHINGTON	DC	20006	UNITED STATES	US, Dollar	

Advanced Search is also available to search the vendors. This permits search via various selected criteria.

Step 5. Vendor Selection


SAP Concur  Invoice Approvals App Center Help 

Profile 





My Requests [Create New Request](#)

Create New Payment Request

i Either choose Payment Request Type and select a vendor from the vendor list, or find and select the purchase order for your payment request.

Payment Request Type: Non PO Payment Request Policy  -OR- Purchase Order Search:

Vendor List

Most Recently Used Search: Vendor Name  Begins with  UNITED PARCEL   Advanced

Vendor Name	Vendor Number	Address 1	Country	Currency	Telephone Number	Tax ID
UNITED PARCEL SERVICE INC	142858	PO BOX 7247 0244	UNITED STATES	US, Dollar		36-2407381
UNITED PARCEL SERVICE INC	142858	PO BOX 4980	HAGERSTOWN MD	UNITED STATES	21747-4980	US, Dollar 36-2407381
UNITED PARCEL SERVICE INC	142858	UPS SUPPLY CHAIN SOLUTIONS ... ATTN: CUSTOMS BROKERAGE S...	LOUISVILLE KY	UNITED STATES	40232	US, Dollar 36-2407381
UNITED PARCEL SERVICE INC	142858	UPS SUPPLY CHAIN SOLUTIONS ... 28013 NETWORK PLACE	CHICAGO IL	UNITED STATES	60673-1280	US, Dollar 36-2407381
UNITED PARCEL SERVICE INC	142858	1620 VALWOOD PKWY #115	CARROLLTON TX	UNITED STATES	75006	US, Dollar 36-2407381
UNITED PARCEL SERVICE INC	142858	# 38 PO BOX 7247 0244	PHILADELPHIA PA	UNITED STATES	19170-0001	US, Dollar 36-2407381
UNITED PARCEL SERVICE INC	142858	4125 ALBEMARLE ST NW	WASHINGTON DC	UNITED STATES	20016	US, Dollar 36-2407381

Select the correct vendor /Supplier Name, Number and Remittance Address and click to select it

Step 6. Enter Invoice Details

Create New Request

Enter Invoice Details

Submit Request

Actions ▾ Details ▾

Vendor Information

ADDIS ABABA UNIVERSITY
THIS SITE FOR WIRES ONLY
WRES.DC
20025
Vendor Code: 230409
Address Code: WRES-01
Currency: USD-US, Dollar

Invoice Date: 02/01/2020
WCF Expiration Date:
Are All Services Performed Outside the US? N/A
Is 100% of the Payment for Services? Yes
Service Period:
Payment Remittance Description (Visible to Vendors):
Invoice Number:
Invoice Date:
Currency: USD-US, Dollar
Grant/Non Grant: (GL) Non-Grant
Oracle Alias: (617009) FINANCIAL REPORT
Processing Type: Standard
Payment Method: CHECK
Net Payment Terms: 0
Payment Due Date:
Mail Instructions:
Special Handling Detail:
Special Handling Code:
PO Number:
Comments (Message to AP):
FD Group: AVP FOR FINANCE

View Invoice

View Change

Itemization Summary

Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
No Items found.										

Please verify the Vendor information like Vendor Name, vendor code (Supplier Number), Address code (Supplier site)

If wrong vendor is selected click on Change to select the correct vendor, Name and Number

Fields highlighted in red are all mandatory

My Requests

Create New Request

Enter Invoice Details

Actions ▾ Details ▾

Vendor Information

ADDIS ABABA UNIVERSITY

THIS SITE FOR WIRES ONLY

WIRES,DC
20025

Vendor Code: 230409
Address Code: WIRES-01

Currency: USD-US, Dollar

View Change

Invoice Details

Payment Request Type: Non PO Payment Request Policy

W8 Received: Yes

W8 Expiration Date: 12/31/2020

WCF Expiration Date:

Are All Services Performed Outside the US?: NA

Is 100% of the Payment for Services?: Yes

Service Period:

Invoice Form Type:

Invoice Type: Standard

Request Name:

Payment Remittance Description (Visible to Vendors):

Invoice Number:

Invoice Date:

Currency: USD-US, Dollar

Total Invoice Amount (incl S&T): 0.00

Shipping: 0.00

Request Total: 0.00

Grant/Non Grant: (GL) Non-Grant

Oracle Alias: (617009) FINANCIAL REPORT

Processing Type: Standard

Payment Method: CHECK

Net Payment Terms: 0

Payment Due Date:

Mail Instructions:

Special Handling Detail:

Special Handling Code:

PO Number:

Comments (Message to AP):

FD Group: AVP FOR FINANCE

Save

View Invoice

Submit Request

Itemization Summary

Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
No items found.										

W8 Received, W8 Expiration Date, WCF Expiration Date fields are populated form the Supplier record .Refer to details listed below



Fields Descriptions:

- W8 Received and W8 Expiration date:** Review the 'W8' and 'W8 Expiration Date' fields. If the W8 indicator is 'N' or if the 'W8 Expiration Date' indicated is less than today's date, the system will show a warning. Resubmit a new form after the updated W8 has been obtained from the supplier.



- WCF Expiration date:** Review the 'WCF Expiration Date' field. If the date is less than today's date, the system will show an exception; resubmit after a new Workers Classification Form has been completed (by your organization), and submitted to the Tax Department for their review and approval

Enter Invoice details – Continued:

Select the right Invoice form type from the list of values, if you do not see the Form type with in the Lov use 'Other Identify' option and enter the type of the invoice in the Comments Field

The screenshot shows the 'Enter Invoice Details' form. On the left is the 'Vendor Information' section for ADDIS ABABA UNIVERSITY. The main 'Invoice Details' section contains several rows of fields:

- Payment Request Type: Non PO Payment Request Policy
- WB Received: Yes
- WB Expiration Date: 12/31/2020
- WCF Expiration Date: (empty)
- Are All Services Performed Outside the US?: N/A
- Is 100% of the Payment for Services?: Yes
- Service Period: (empty)
- Invoice Form Type: (dropdown menu, highlighted by an orange callout box)
- Standard Invoice Type: Standard
- Request Name: (empty)
- Payment Remittance Description (Visible to Vendors): (empty)
- Invoice Number: (empty)
- Invoice Date: (calendar icon)
- Currency: USD-US, Dollar
- Total Invoice Amount (incl S&T): 0.00
- Shipping: 0.00
- Request Total: 0.00
- Grant/Non Grant: (GL) Non-Grant
- Oracle Alias: (G17009) FINANCIAL REPORT
- Processing Type: Standard
- Payment Method: CHECK
- Net Payment Terms: 0
- Payment Due Date: (calendar icon)
- Mail Instructions: (empty)
- Special Handling Detail: (empty)
- Special Handling Code: (empty)
- PO Number: (empty)
- Comments (Message to AP): (text area)
- FD Group: AVP FOR FINANCE

 At the bottom, there is an 'Itemization Summary' table with columns for No., Expense Type, Line Description, Quantity, Type of Activity, Regions, Prepayment End Date, Expenditure Item Date, Unit Price, Total, and Tax. The table currently shows 'No items found.'

Definition of each Invoice Form type listed in the LOV (List of Values)

- Commercial PO invoice:** A bill issued by a supplier/vendor who rendered a good or service to the University. It is supported by a purchase order.
- Commercial non-PO invoice:** A bill issued by a supplier/vendor who rendered a good or service to the University that does not require a purchase order.
- Honorarium:** An honorarium is a one-time payment of a nominal amount that may, at the discretion of the university, be made to an individual, (who is not an employee or a student of the university) as an expression of gratitude for a personal service or expertise



provided by the individual, for a special and non-recurring activity or event with a short duration for which a fee is not legally or customarily required and where compensation is not requested.

- **Prize:** Given as a reward to the winner of a competition or in recognition of an outstanding achievement. Not applicable to employees.
- **Award:** Given in recognition of an outstanding achievement. Not applicable to employees.
- **Endowment:** Expense paid by endowments. Requires approval by Treasury.
- **Others-Identify :** If you don't see the form type from the list of values, use the form type as 'Others-Identify' and enter the invoice type in Comments (Message to AP) Column
- **Donations** – Used to capture the donations to charitable organizations by the university.
- **Petty Cash Replenishments** – GW has a very small number of petty cash funds. When replenishment is required to properly fund the account, this type should be used.

Enter Invoice details – Continued:

My Requests Create New Request

Create New Request

Enter Invoice Details

Actions ▾ Details ▾

Vendor Information

ADDIS ABABA UNIVERSITY

THIS SITE FOR WRES ONLY

WRES.DC
20025

Vendor Code: 230409
Address Code: WRES-01

Currency: USD-US, Dollar

View Change Save

Select the Invoice type from the Lov .Refer to the definitions listed below

Payment Request Type
Non PO Payment Request Policy ▾

WS Received
Yes ▾

WS Expiration Date
12/31/2020

WCF Expiration Date

Are All Services Performed Outside the US?
NA ▾

Is 100% of the Payment for Services?
Yes ▾

Service Period

Invoice Form Type

Invoice Type
Standard ▾

Request Name

Payment Remittance Description (Visible to Vendors)

Invoice Number

Invoice Date

Currency
USD-US, Dollar ▾

Total Invoice Amount (incl S&T)
0.00

Shipping
0.00

Request Total
0.00

Grant/Non Grant
(GL) Non-Grant ▾

Oracle Alias
(617009) FINANCIAL REPORT ▾

Processing Type
Standard ▾

Payment Method
CHECK

Net Payment Terms
0

Payment Due Date

Mail Instructions

Special Handling Detail

Special Handling Code

PO Number

Comments (Message to AP)

FD Group
AVP FOR FINANCE ▾

View Invoice

Itemization Summary

Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
No items found.										

Definition of each Invoice type listed in the LOV

- **Standard:** An Invoice from a supplier representing an amount due for goods or services purchased or performed.
- **Credit memo:** A memo from a supplier representing a credit amount towards goods or services
- **Prepayments:** An invoice entered to pay an advance payment for expenses to a supplier. If you choose 'Prepayments' invoice type, please enter the Prepayments end date on the invoice lines

Enter Invoice details – Continued:

My Requests Create New Request

Create New Request

Enter Invoice Details

Submit Request

Actions ▾ Details ▾

Vendor Information

ADDIS ABABA UNIVERSITY

THIS SITE FOR WIRES ONLY

WIRES_DC
20025

Vendor Code: 230409
Address Code: WIRES-01

Currency: USD-US, Dollar

View Change

Invoice Details

View Invoice

Payment Request Type Non PO Payment Request Policy	W8 Received Yes	W8 Expiration Date 12/31/2020	WCF Expiration Date	Are All Services Performed Outside the US? NA	Is 100% of the Payment for Services? Yes	Service Period
Invoice Form Type	Invoice Type Standard	Request Name	Payment Remittance Description (Visible to Vendors)	Invoice Number	Invoice Date	Currency USD-US, Dollar
Total Invoice Amount (incl S&T) 0.00	Shipping 0.00	Request Total 0.00	Grant/Non Grant (GL) Non-Grant	Oracle Alias (617009) FINANCIAL REPORT	Processing Type Standard	Payment Method CHECK
Net Payment Terms 0	Payment Due Date	Mail Instructions	Special Handling Detail	Special Handling Code	PO Number	Comments (Message to AP)
FD Group AVP FOR FINANCE						

Save

Itemization Summary

Exit Show Distributions Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
No items found.										

Fields Description

- **Service Period:** This is a free text form field. Enter the dates during which the services have been performed
- **Request Name:** Enter the name of the request .This is similar to what we use in Expense today. Select a unique name for each submission
- **Payment Remittance Description (Visible to Vendors) :** Enter a meaningful description in this field as this description will be printed on the Check and ACH remittances that are sent to the vendors
- **Invoice Number:** Use the Invoice number provided by the supplier or add the AP recommended protocol if no invoice number exists. **Strictly adhere to the AP invoice protocol. Do not create your own invoice number; by doing so you will circumvent the duplicate invoice detection process.**

- **Invoice Date:** Enter the invoice date provided by the supplier, if the invoice no date use the current date.
- **Currency:** By default US currency USD is populated. If the invoice is in another currency, select the currency from the list of values
- **Total Invoice Amount (Incl S&T) :** Enter the total invoice amount that is sent by the supplier including shipping and tax
- **Shipping:** Enter the shipping amount that is listed on the invoice sent by the supplier; the amount entered would be equally split among the invoice lines
- **Request Total:** Request total is total amount of the invoice lines

Enter Invoice details – Continued:

My Requests Create New Request

Create New Request

Enter Invoice Details

Submit Request

Actions ▾ Details ▾

Vendor Information

ADDIS ABABA UNIVERSITY

THIS SITE FOR WIRES ONLY

WRES.DC
20025

Vendor Code: 230409
Address Code: WRES-01

Currency: USD-US, Dollar

View Change

Invoice Details

Payment Request Type
Non PO Payment Request Policy

Invoice Form Type
Standard

Total Invoice Amount (incl S&T)
0.00

Net Payment Terms
0

FD Group
AVP FOR FINANCE

WS Received
Yes

Invoice Type
Standard

Shipping
0.00

Payment Due Date

WS Expiration Date
12/31/2020

Request Name

Request Total
0.00

Mail Instructions

WCF Expiration Date

Payment Remittance Description (Visible to Vendors)
Grant/Non Grant
(GL) Non-Grant

Special Handling Detail

Are All Services Performed Outside the US?
NA

Invoice Number
Oracle Alias
(617009) FINANCIAL REPORT

Special Handling Code

Is 100% of the Payment for Services?
Yes

Invoice Date

Processing Type
Standard

PO Number

Service Period

Currency
USD-US, Dollar

Payment Method
CHECK

Comments (Message to AP)

View Invoice

Save

Itemization Summary

Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
No items found.										

Field Descriptions

- **Grant/Non Grant:** Select GL (Non Grant) or PTA (Grant) from the list of values
- **Oracle Alias:** Select the GL/PTA accounts to where the invoice would be charged
- **Processing Type:** Standard is the default value. 'Priority' processing type is used only for any emergency payments that need to be paid immediately. **Enter your business justification notes in the Comments (Message to AP) field so Accounts Payables can treat this payment as priority.**
- **Payment Method, Net Payment Terms, and Payment Due Date:** The payment details information are populated from the vendor/supplier record.
- **Mail Instructions:** Mail instructions are required for check instructions, depending on the priority of the check payments 'Mail Instructions' can be selected. The postage expenses for using the mail instructions would be charged to the dept. submitting the invoice
- **Special Handling Detail:** This field can be used to enter any additional instructions regarding the payment (including details for 'HOLD For Pick Up')
- **Special Handling Code: These values can be selected only for check payments**
 - **Attachment required :** Checks will be delivered to the Accounts Payables address
 - **Hold For Pick up :** Checks will delivered to the FSSC in Washington DC for pick up by the requester
- **PO Number:** Enter a PO number if you think this invoice has to be associated with a PO
- **Comments (Message to AP):** All the comments and instructions that you need Accounts payables to follow and take action on the invoice has to be entered into this field
- **FD Group:** FD group will default from the home org; if this is not the correct FD group you can choose the correct one to which you are charging to from the list of values and submit or assign the invoice for approval

Enter Invoice Details

Submit Request

Actions ▾ Details ▾

Vendor Information

ADDIS ABABA UNIVERSITY
THIS SITE FOR WIRES ONLY
WRES.DC
20025
Vendor Code: 230489
Address Code: WRES-01
Currency: USD-US, Dollar

View Change Save

Invoice Details

Payment Request Type: Non PO Payment Request Policy
W8 Received: Yes
W8 Expiration Date: 12/31/2020
WCF Expiration Date:
Are All Services Performed Outside the US?: NA
Is 100% of the Payment for Services?: Yes
Service Period:
Invoice Form Type:
Invoice Type: Standard
Request Name:
Payment Remittance Description (Visible to Vendors):
Invoice Number:
Invoice Date:
Currency: USD-US, Dollar
Total Invoice Amount (incl S&T): 0.00
Shipping: 0.00
Request Total: 0.00
Grant/Non Grant: 1 (GL) Non-Grant
Oracle Alias: 2 (617009) FINANCIAL REPORT
Processing Type: Standard
Payment Method: CHECK
Net Payment Terms: 0
Payment Due Date:
Mail Instructions:
Special Handling Detail:
Special Handling Code:
PO Number:
Comments (Message to AP):
FD Group: AVP FOR FINANCE

Click on Save

Itemization Summary

Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
No items found.										

Step 7. Enter Itemization Details:

Populate all mandatory fields (denoted by the red asterisk*) and any desired optional fields

Amount Remaining to be Itemized: **\$100.00**

New Delete View Image Upload Image

No. *	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment E...	Expenditure It...	Unit Price	Total	Tax
Add Item										
No.	* Expense Type	* Line Description	* Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	* Unit Price	Total	Tax
1			1					\$0.00	\$0.00	\$0.00

Save Cancel

Field Descriptions:

- **Expense Type:** Search for the 'Expense Type' or enter the five-digit expense type if known
- **Line Description:** Enter your 'Line Description' (payment purpose; this may be identical to the 'Payment Remittance Description' indicated on the 'Enter Invoice Details' screen. Refer to step 6 –Field (Payment Remittance).
- **Quantity:** The 'Quantity' value defaults to the number "1". You may leave the default value or change if appropriate
- **Type Of Activity:** If a non-domestic expense type is indicated, then select the Type of Activity from the list of values
- **Regions:** If a non-domestic expense type is indicated, then select the Regions from the list of values
- **Prepayment End date:** If the Invoice type is selected as "Prepayment" on the invoice header then the Prepayment end date has to be populated for all the invoice lines
- **Expenditure Item date:** If an award is involved, then the 'Expenditure Item Date' field must be populated by entering the date (either via manual entry or by selecting the calendar "dropdown").
- **Unit Price:** Enter the unit price
- **Total:** The 'Total' field will automatically calculate based on your entries in the 'Quantity' and 'Unit Price' fields.

Amount Remaining to be Itemized: \$100.00

<input type="button" value="New"/> <input type="button" value="Delete"/>										<input type="button" value="View Image"/>	<input type="button" value="Upload Image"/>
No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment E...	Expenditure It...	Unit Price	Total	Tax	

Add Item

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
1	S4111-OFFICE SUPPLIES	TEST Line	1					\$100.00	\$100.00	\$0.00

Click on Save

After you click on 'Save', it will take us back to the Payment Request Screen

Vendor Information

UNITED PARCEL SERVICE INC
 PO BOX 7247-0244
 PHILADELPHIA, PA 19170-0001
 Vendor Code: 142856
 Address Code: PHILADELPHIA-01
 Currency: USD-US, Dollar

Invoice Details

Payment Request Type: Non PO Payment Request Polr
 Invoice Type: Standard
 Request Total: 189.85
 Special Handling Detail: [Empty]

W8 Received: No
 Request Name: UPS 0000277762518
 Grant/Non Grant: (GL) Non Grant
 Special Handling Code: [Empty]

W8 Expiration Date: [Empty]
 Oracle Alias: (192301) LAW REVIEW
 PO Number: [Empty]

WCF Expiration Date: [Empty]
 Processing Type: Standard
 Comments (Message to AP): [Empty]

Are All Services Performed Outside the US?: No
 Invoice Number: 0000277762518
 Invoice Date: 12/22/2019
 Payment Method: CHECK
 PD Group: LAW SCHOOL

Is 100% of the Payment for Services?: Yes
 Invoice Date: 12/22/2019
 Net Payment Terms: 25
 Line Item Tax Amount: 0.00

Service Period: [Empty]
 Total Invoice Amount (incl S&T): 189.85
 Payment Due Date: 01/02/2019

Invoice Form Type: Non-PO Commercial Invoice
 Shipping: 0.00
 Mail Instructions: [Empty]

Itemization Summary

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
1	53411 POSTAGE/EXPRESS MAIL - NON GW	Law Library deliveries for the w...	1					\$189.85	\$189.85	\$0.00
	Account Code: 53411 (System Default)	Distribution Code: GL-192501		Percentage: 100				Net Amount: \$189.85		Gross Amount: \$189.85

Expense Type and Distribution code are associated with the Payment line

Note: If an additional line item is to be processed (due to multiple organizations or expense types being involved in the payment), click 'Add Item' and repeat step 7.

Edit an Existing Line Item: If the item was recorded incorrectly then you may select the item by clicking the check box at the beginning of the line and then click 'Edit'. You can make the necessary revisions on the following screen and then 'Save' your input.

SAP Concur **Invoice** Approvals App Center Help Profile

My Requests Create New Request

Payment Request Status: Not Submitted
UPS 0000277762518 [Submit Request](#)

Actions Details [View Invoice](#)

Vendor Information

UNITED PARCEL SERVICE INC

PO BOX 7247-0244
 PHILADELPHIA, PA
 19170-0001

Vendor Code: 142856
 Address Code: PHILADELPHIA-01

Currency: USD-US, Dollar

Invoice Details

Payment Request Type Non PO Payment Request Pali	WB Received No	WB Expiration Date	WCF Expiration Date	Are All Services Performed Outside the US? No	Is 100% of the Payment for Services? Yes	Service Period	Invoice Form Type Non-PO Commercial Invoice
Invoice Type Standard	Request Name UPS 0000277762518	Payment Remittance Description (Visible to Vendors)	Invoice Number 0000277762518	Invoice Date 12/22/2018	Currency USD-US, Dollar	Total Invoice Amount (incl S&T) 189.85	Shipping 0.00
Request Total 189.85	Grant/Non Grant (GL) Non-Grant	Oracle Alias (192301) LAW REVIEW	Processing Type Standard	Payment Method CHECK	Net Payment Terms 25	Payment Due Date 01/02/2019	Mail Instructions
Special Handling Detail	Special Handling Code	PO Number	Comments (Message to AP)	FD Group LAW SCHOOL	Line Item Tax Amount 0.00		

Select the check box and click on Edit to make any corrections

View Change [Save](#)

Itemization Summary Amount Remaining to be Itemized: \$0.00

[Add Item](#) [Delete Item](#) [Edit](#) [Distribute](#) Show Distributions

<input type="checkbox"/>	No	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
<input checked="" type="checkbox"/>		53411 POSTAGE/EXPRESS MAIL - NON GW	Law Library deliveries for the w...	1					\$189.85	\$189.85	\$0.00
		Account Code 53411 (System Default)	Distribution Code GL-192301		Percentage 100				Net Amount \$189.85	Gross Amount \$189.85	

Step 8. Allocate the expenditure by clicking on the 'Distribute' Button -> Distribute Selected items option

SAP Concur Invoice Approvals App Center

My Requests Create New Request

Payment Request **UPS 0000277762518** Status: Not Submitted [Submit Request](#)

Actions * Details * Hide Exceptions

Exceptions

Payment Request Line Item 1 Line Items must be fully allocated. Edit

Vendor Information

UNITED PARCEL SERVICE INC

PO BOX 7247-0244
PHILADELPHIA PA
19170-0001

Vendor Code: 142858
Address Code: PHILADELPHIA-01
Currency: USD-US, Dollar

Invoice Details [View Invoice](#)

Payment Request Type Non PO Payment Request Pol...	W8 Received No	W8 Expiration Date	WCF Expiration Date	Are All Services Performed Outside the US? No	Is 100% of the Payment for Services? Yes	Service Period	Invoice Form Type Non-PO Commercial Invoice	Invoice Type Standard
Request Name UPS 0000277762518	Payment Remittance Description (Visible to Vendors)	Invoice Number 0000277762518	Invoice Date 12/22/2018	Currency USD-US, Dollar	Total Invoice Amount (incl SAT) 189.85	Shipping 0.00	Request Total 189.85	Grant/Non Grant GL Non Grant
Payment Method CHECK	Net Payment Terms 25	Payment Due Date 01/02/2019	Mail Instructions	Special Handling Detail	Special Handling Code	PO Number	Oracle Alias 192301 LAW REVIEW	Processing Type Standard
							Comments (Message to AP)	FD Group LAW SCHOOL
								Line Item Tax Amount 0.00

Select the Distribute button and select Distribute Selected items

Itemization Summary Amount Remaining to be Itemized: \$0.00

No.	Expense	Distribute Selected Items	Line Description	Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
1	53411-PC	Import Distributions	Law Library deliveries for the we...	1					\$189.85	\$189.85	\$0.00
	Account Code 53411 (System Default)		Distribution Code GL-192301		Percentage 100				Net Amount \$189.85		Gross Amount \$189.85

[Back to List](#)

Click on 'Add' Button and it will create the allocations (Distributions)

Distribute Selected Items

Distributions | Distribution Summary

Distributions Total: \$100.00 | Distributed: \$100.00 (100%) | Remaining: \$0.00 (0%)

Distribute By ▾ Add Delete Favorites ▾ Add to Favorites

<input type="checkbox"/> Percentage	* Grant/Non Gr...	* Oracle Alias	Distribution Code
<input type="checkbox"/> 100	(GL) Non-Grant	(617009) FINA...	GL-617009

Cancel Save

Note: The system will default to an allocation of 100%. In this instance as there is only one distribution and we shall 'Save' the input. If there were additional distributions, you would select the 'Add' option to add an additional line or lines as needed and then change the corresponding percentage amount until all lines equal 100 percent.

Distribute Selected Items

Distributions Distribution Summary

Distributions Total: \$189.85 | Distributed: \$189.85 (100%) | Remaining: \$0.00 (0%)

Distribute By ▾ Add Delete Favorites ▾ Add to Favorites

<input checked="" type="checkbox"/> Percentage	* Grant/Non Gr...	* Oracle Alias	Distribution Code
<input type="checkbox"/> 100	(GL) Non-Grant	(192301) LAW ...	GL-192301

Cancel Save

Click on Save



Step 9. Upload your invoice image
Click on 'Actions'->'Upload Image'

SAP Concur Invoice Approvals App Center Help Profile

My Requests Create New Request

Payment Request
 UPS 0000277762518 Status: Not Submitted [Submit Request](#)

Actions->Upload Image

- Unassign
- Upload Image
- Delete Image
- Delete Request
- Print
- Extend Due Date
- Change Policy
- Create Recurring Request

View Invoice

Payment Request Type: Non PO Payment Request Policy
 Invoice Type: Standard
 Request Name: UPS 0000277762518
 Request Total: 189.85
 Special Handling Detail:
 Special Handling Code:
 Oracle Alias: (192301) LAW REVIEW
 PO Number:
 Comments (Message to AP):
 Are All Services Performed Outside the US?: No
 Invoice Number: 0000277762518
 Invoice Date: 12/22/2018
 Processing Type: Standard
 Payment Method: CHECK
 FD Group: LAW SCHOOL
 Line Item Tax Amount: 0.00
 Is 100% of the Payment for Services?: Yes
 Currency: USD-US, Dollar
 Net Payment Terms: 25
 Service Period:
 Total Invoice Amount (incl S&T): 189.85
 Payment Due Date: 01/02/2019
 Invoice Form Type: Non-PO Commercial Invoice
 Shipping: 0.00
 Mail Instructions:
 Save

Itemization Summary

[Add Item](#) [Delete Item](#) [Edit](#) [Distribute](#) Show Distributions Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
1	53411-POSTAGE/EXPRESS MAIL - NON GW	Law Library deliveries for the w...	1					\$189.85	\$189.85	\$0.00
	(Account Code) 53411 (System Default)	(Distribution Code) GL-192301		Percentage				Net Amount		Gross Amount
				100				\$189.85		\$189.85

← Back to List

Click on 'Browse' to locate the invoice where it is stored

Upload Image

For best results, scan images in black & white with a resolution of 300 DPI or lower.
Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 10 MB limit per file.

Click on Browse

Files selected for uploading:

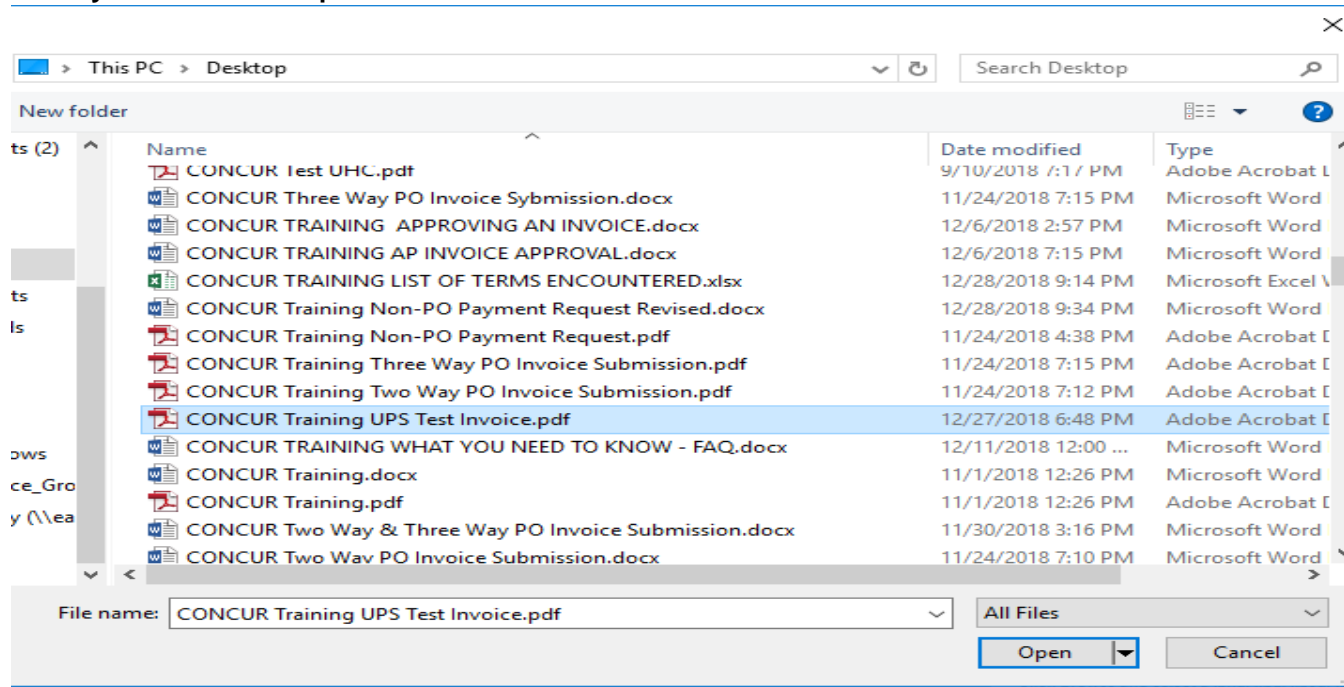
Browse...

Upload

No files selected

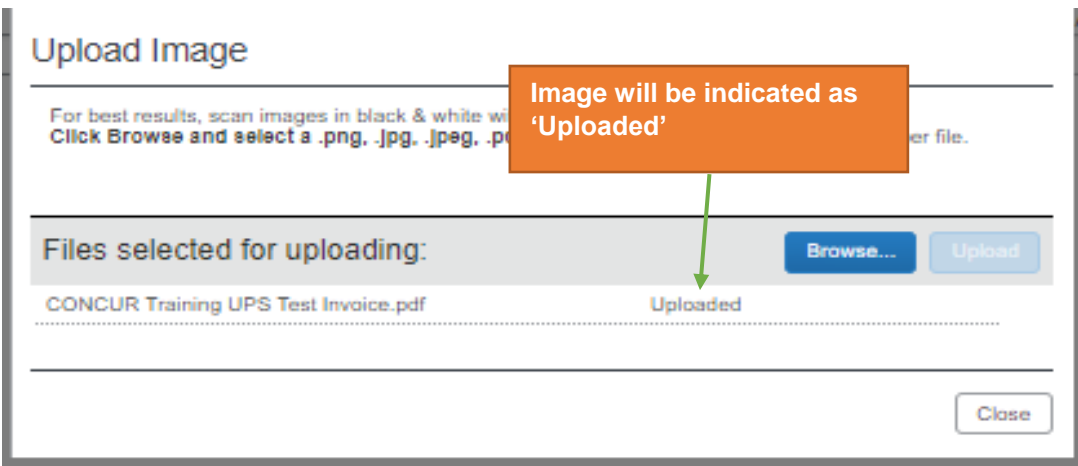
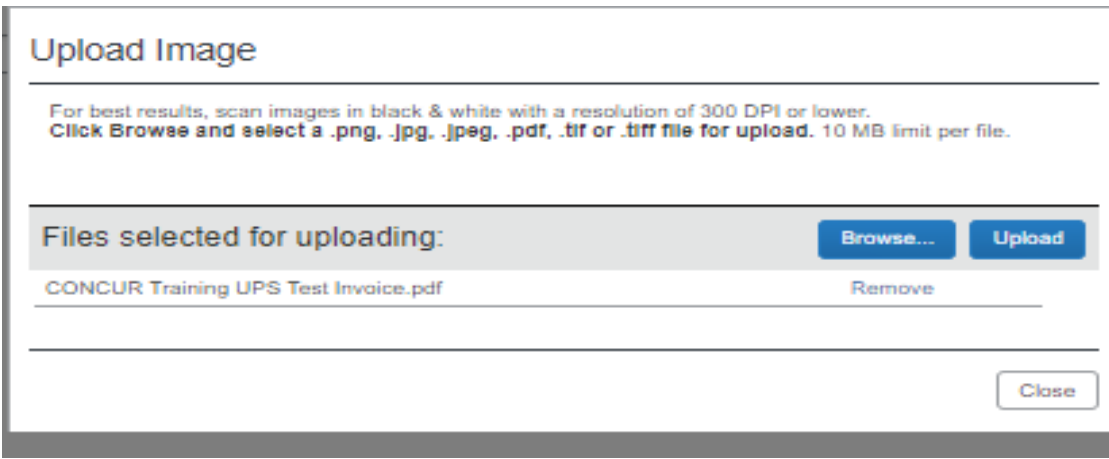
Close

Identify the invoice for upload and select it



Select 'Upload'





Upload Image

For best results, scan images in black & white with a resolution of 300 DPI or lower.
Click **Browse** and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 10 MB limit per file.

Files selected for uploading:

Browse

CONCUR Training UPS Test Invoice.pdf

Uploaded

Close

Select 'Close' to complete the invoice upload process

The invoice is now attached to your request. If you wish to verify, you may do so by clicking the 'View Invoice' option. **Your invoice followed by all supporting documentation must be submitted as one single pdf file.**

Payment Request
UPS 0000277762518

Status: Not Submitted
Submit Request

Actions Details

Vendor Information
UNITED PARCEL SERVICE INC
PO BOX 7247-0244
PHILADELPHIA, PA 19170-0001
Vendor Code: 142858
Address Code: PHILADELPHIA-01
Currency: USD-US, Dollar

Invoice Details

Payment Request Type: Non PO Payment Request Polk
W8 Received: No
W8 Expiration Date:
WCF Expiration Date:
Are All Services Performed Outside the US?: No
Is 100% of the Payment for Services?: Yes
Service Period:
Invoice Form Type: Non-PO Commercial Invoice
Invoice Type: Standard
Request Name: UPS 0000277762518
Payment Remittance Description (Visible to Vendors):
Invoice Number: 0000277762518
Invoice Date: 12/22/2018
Currency: USD-US, Dollar
Total Invoice Amount (incl S&T): 189.85
Shipping: 0.00
Request Total: 189.85
Grant/Non Grant: (GL) Non Grant
Oracle Alias: (192301) LAW REVIEW
Processing Type: Standard
Payment Method: CHECK
Net Payment Terms: 25
Payment Due Date: 01/02/2019
Special Handling Detail:
Special Handling Code:
PO Number:
Comments (Message to AP):
FD Group: LAW SCHOOL
Line Item Tax Amount: 0.00
Mail Instructions:
Save

View Invoice
Click on View Invoice to see the image of the invoice attached

Itemization Summary

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
1	83411-POSTAGE/EXPRESS MAIL - NON GW	Law Library deliveries for the w...	1					\$189.85	\$189.85	\$0.00
Account Code: 53411 (System Default)		Distribution Code: GL-192301	Percentage: 100		Net Amount: \$189.85		Gross Amount: \$189.85			

Back to List

Step 10. Submit your request for management approval by selecting the 'Submit Request' option

Click on submit request to start the invoice approval

SAP Concur Invoice Approvals App Center

My Requests Create New Request

Payment Request
UPS 0000277762518

Actions Details

Status: Not Submitted

[Submit Request](#)

[View Invoice](#)

Vendor Information

UNITED PARCEL SERVICE INC
PO BOX 7247-0244
PHILADELPHIA, PA 19170-0001
Vendor Code: 142858
Address Code: PHILADELPHIA-01
Currency: USD-US, Dollar

Invoice Details

Payment Request Type: Non PO Payment Request Pals
 W8 Received: No
 W8 Expiration Date:
 WCF Expiration Date:
 Are All Services Performed Outside the US?: No
 Is 100% of the Payment for Services?: Yes
 Service Period:
 Invoice Form Type: Non-PO Commercial Invoice

Invoice Type: Standard
 Request Name: UPS 0000277762518
 Payment Remittance Description (Visible to Vendors):
 Invoice Number: 0000277762518
 Invoice Date: 12/22/2018
 Currency: USD-US, Dollar
 Total Invoice Amount (incl S&T): 189.85
 Shipping: 0.00

Request Total: 189.85
 Grant/Non Grant: (GL) Non-Grant
 Oracle Alias: (192301) LAW REVIEW
 Processing Type: Standard
 Payment Method: CHECK
 Net Payment Terms: 25
 Payment Due Date: 01/02/2019
 Mail Instructions:

Special Handling Detail:
 Special Handling Code:
 PO Number:
 Comments (Message to AP):
 FD Group: LAW SCHOOL
 Line Item Tax Amount: 0.00

[Save](#)

Itemization Summary

[Add Item](#) [Delete Item](#) [Edit](#) [Distribute](#) Show Distributions | Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
1	53411-POSTAGE/EXPRESS MAIL - NON GW	Law Library deliveries for the w...	1					\$189.85	\$189.85	\$0.00
		Account Code: 53411 (System Default)	Distribution Code: GL-192301		Percentage: 100	Net Amount: \$189.85		Gross Amount: \$189.85		

[Back to List](#)

Select the individual who is responsible for approving this invoice transaction. This individual should be someone higher in your organizational hierarchy or the individual authorizing the charges if the charges are being posted external to your organization.

Approval Flow for Payment Request: UPS 0000277762518

You must identify an approver before the request proceeds to the next w

Invoice Approver:

Back Office Approval:

Submit Request

Save Workflow Cancel

Select the Individual responsible for approving the invoice from the List of values using the last name in the 'Invoice Approver' field

Approval Flow for Payment Request: UPS 0000277762518

Invoice Approver:

Dam, Kim (madmik@gwu.edu)

Back Office Approval:

Click on submit request to route the invoice to the approvers

Submit Request

Save Workflow

Cancel

Note: Depending up on the invoice conditions it will route to various approvers such as OVPR Sub-award approval, Supplier Maintenance etc. (Refer to the Invoice Approval Guidelines Document for additional details)