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/goods-and-services-are-exempt-competition) 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 approprtiate 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

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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

Step 3. Click on 'Create New Request'

Step 4. Vendor Search

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

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

Step 5. Vendor Selection

Create New Payment Request

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:

- OR -

Purchase Order Search:

Non PO Payment Request Policy

Vendor List

Most Recently Used

Search: Vendor Name | Begins with | UNITED PARCEL | Advanced

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

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

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Step 6. Enter Invoice Details

Create New Request

Enter Invoice Details

Actions ▾   Details ▾

Vendor Information «

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WIRES,DC
20025

Vendor Code: 230409
Address Code: WIRES-01

Currency: USD-US, Dollar

Submit Request

View Invoice

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

Field	Value
...ation Date	020
WCF Expiration Date	
Are All Services Performed Outside the US?	NA
Is 100% of the Payment for Services?	Yes
Service Period	
...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

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

View   Change   Save

Itemization Summary

Edit   ☑ 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 highlighted in red are all mandatory

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

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

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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:

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

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Enter Invoice details – Continued:

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:

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. <mark>Enter your business justification notes in the Comments (Message to AP) field so Accounts Payables can treat this payment as priority</mark>.
- **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 potage 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

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Enter Invoice Details

Submit Request

Actions ▾   Details ▾

Vendor Information «

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THIS SITE FOR WIRES ONLY

WIRES,DC
20025

Vendor Code: 230409
Address Code: WIRES-01

Currency: USD-US, Dollar

View   Change

Invoice Details

Field	Value
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

Save

Itemization Summary ⌄

Edit | ☑ 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.

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

											Add	Clear

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

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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: I**f 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

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   Add | Clear

No.	* Expense Type	* Line Description	* Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	* Unit Price	Total	Tax
1	54111-OFFICE SUPPLIES	TEST Line	1					$100.00	$100.00	$0.00

Click on Save   ➡ Save | Cancel

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

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.

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

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

Select the Distribute button and select Distribute Selected items

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

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]

☑	Percentage	* Grant/Non Gr...	* Oracle Alias	Distribution Code
☐	100	(GL) Non-Grant	(192301) LAW ...	GL-192301

Click on Save

Cancel [Save]

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

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 lowe
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

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Identify the invoice for upload and select it
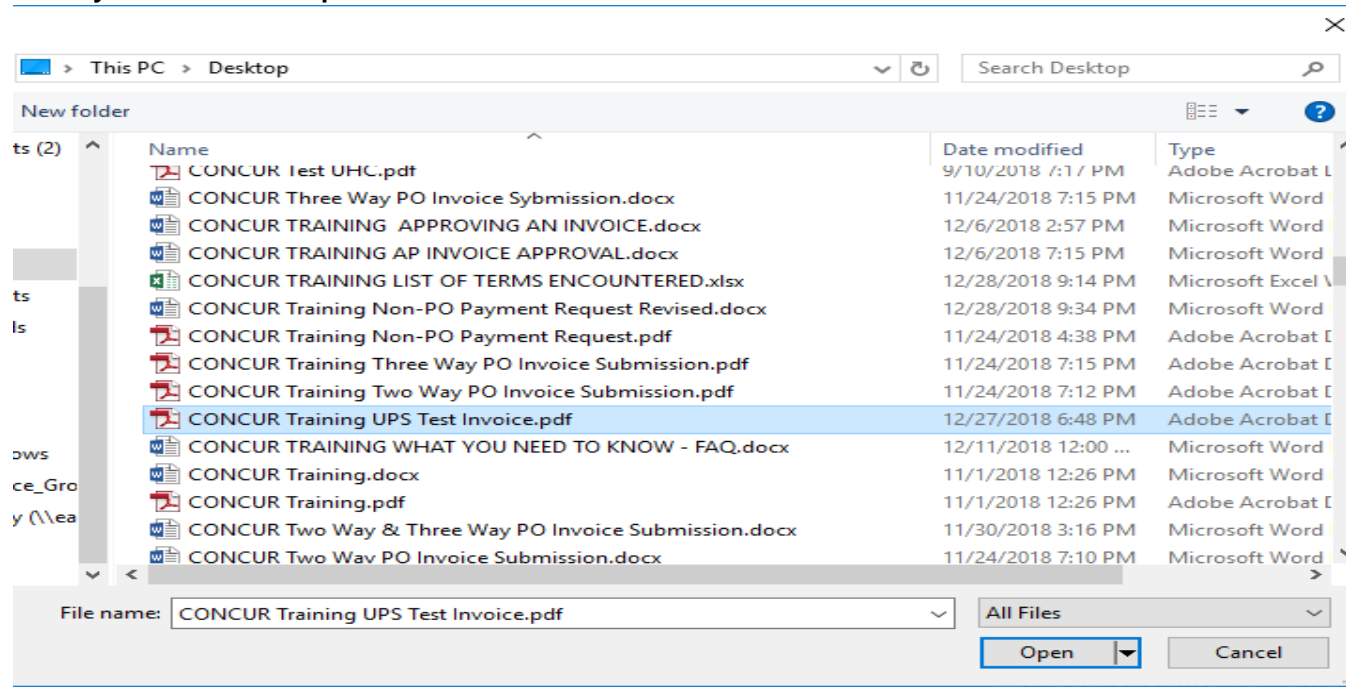
Select 'Upload'

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...	Upload
CONCUR Training UPS Test Invoice.pdf		Remove

Close

Upload Image

For best results, scan images in black & white wi...
Click Browse and select a .png, .jpg, .jpeg, .p... ...er file.

Image will be indicated as 'Uploaded'

Files selected for uploading:	Browse...	Upload
CONCUR Training UPS Test Invoice.pdf	Uploaded	

Close

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.

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

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

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:

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

Back Office Approval:

Submit Request

Save Workflow   Cancel

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)

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