

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 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  Invoice Approvals App Center Help

Profile 


Hello, Owner

+ Payment Request 00 Required Approvals 47 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'

SAP Concur  Invoice Approvals App Center Help Profile 

[My Requests](#) [Create New Request](#)

Payment Request List
Unsubmitted Requests View Image Submit Request

View Actions Search: Request Name Begins with

<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 Description: INP- Expense Type(s): 53113-ATHLETIC RECRUITING TRAVEL	BRENDA DEVAUGHN CUSTODIAN	010816PETTYCASH	01/08/2016	Not Submitted - Invoice, Owner	Not Paid	\$112.25		
<input type="checkbox"/> May 12 2017 P Cash Replenish Description: PETTYCASH REPLENISHMENT Expense Type(s): 53612-SPECIAL EVENTS/BUS RELATIONS	KELLY OBRIEN CUSTODIAN	051217PETTYCASH	05/12/2017	Not Submitted - Invoice, Owner	Not Paid	\$396.71	HOLD FOR K GAITAN ERT 4686T	
<input type="checkbox"/> RW-GCAS REFUND TEST  Does Not Match Purchase Order / Receipt Description: INP-GCAS REFUND C/R 000613051 DATED 12/01/2017 Expense Type(s): 55491-SUBCONTRACTY - NO IDC CALC	AMERICAN INSTITUTE FOR RESEARCH	INV0000020430CM	01/23/2018	Not Submitted - Invoice, Owner	Not Paid	\$-144,525.00		
<input type="checkbox"/> RW-RECURRING TEST  Matched to Purchase Order Expense Type(s): No Itemizations	CANON FINANCIAL SERVICES INC	QINW00799	03/01/2018	Not Submitted - Invoice, Owner	Not Paid	\$0.00		

Step 4. Vendor Search

SAP Concur Invoice Approvals App Center Help Profile

My Requests Create New Request

Cr

Allow the Default Non Po Payment request policy to remain

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

List shows most recently used vendors

Enter the Vendor/Supplier Name/number

Search: Vendor Name Begins with UNITED PARCEL

Advanced

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 RequestsCreate New Request

Create New Payment Request

1 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

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

Search: Vendor Name Begins with UNITED PARCEL x Q 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	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	75008	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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WASHINGTON, DC

GW

iBuy+

INVOICE

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

WIRES.DC
20025

Vendor Code: 230409
Address Code: WIRES-01

Currency: USD-US, Dollar

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

View Invoice

Invoice Date: 12/20/2020

WCF Expiration Date: 12/20/2020

Are All Services Performed Outside the US?

Is 100% of the Payment for Services?

Service Period:

Payment Remittance Description (Visible to Vendors):

Invoice Number:

Invoice Date:

Currency:

Grant/Non Grant:

Oracle Alias:

Processing Type:

Payment Method:

Special Handling Detail:

Special Handling Code:

PO Number:

Comments (Message to AP):

Total Invoice Amount (incl S&T):

Shipping:

Request Total:

Net Payment Terms:

Payment Due Date:

Mail Instructions:

FD Group:

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.										

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 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
(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
A/P FOR FINANCE ▾

View Invoice

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 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

Vendor Information

ADDIS ABABA UNIVERSITY
THIS SITE FOR WIRES ONLY
WRES.DC
20025
Vendor Code: Z30409
Address Code: WRES-01
Currency: USD-US, Dollar

Invoice Details

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?: N/A
Is 100% of the Payment for Services?: Yes
Service Period:
Invoice Form Type:
Invoice Type: Standard
Request Name:
Request Total: 0.00
Mail Instructions:
Payment Remittance Description (Visible to Vendors):
Invoice Number:
Grant/Non Grant: (GL) Non-Grant
Oracle Alias: (617009) FINANCIAL REPORT
Special Handling Detail:
Special Handling Code:
Invoice Date:
Processing Type: Standard
Payment Method: CHECK
Comments (Message to AP):
FD Group: AVP FOR FINANCE

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 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 WIRES ONLY

WIRES.DC
20025

Vendor Code: 230409
Address Code: WIRES-01

Currency: USD-US, Dollar

View Change Save

Invoice Details

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

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

Comments (Message to AP)

Net Payment Terms
0

Payment Due Date

Mail Instructions

Special Handling Detail

Special Handling Code

PO Number

FD Group
AVP FOR FINANCE ▾

View Invoice

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

Itemization Summary

Enter 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.										

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 Review

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

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 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

Vendor Information

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

Invoice Details

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

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.										

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GW
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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

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: 230489
Address Code: WRES-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 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

<div><div>✎</div><div>Show Distributions</div></div>										Amount Remaining to be Itemized: \$0.00		
<input type="checkbox"/>	No.		Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
No items found.												

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

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WASHINGTON, DC



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

New Delete

View Image Upload Image

<input type="checkbox"/> No. *	Expense Type	Line Description	Quantity	Type of Activity	Regions	Prepayment E...	Expenditure It...	Unit Price	Total	Tax
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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	S4111-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

SAP Concur Invoice Approvals App Center

My Requests Create New Request

Payment Request
UPS 0000277762518

Status: Not Submitted
Submit Request

Vendor Information
UNITED PARCEL SERVICE INC
PO BOX 7247-0244
PHILADELPHIA, PA 19170-0001
Vendor Code: 142854
Address Code: PHILADELPHIA-01
Currency: USD-US, Dollar

Invoice Details

Payment Request Type: Non PO Payment Request Policy
Invoice Type: Standard
Request Total: 189.85
Special Handling Detail:

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

W8 Expiration Date:
Payment Remittance Description (Visible to Vendors):
Oracle Alias: (192301) LAW REVIEW
PO Number:

WCF Expiration Date:
Invoice Number: 0000277762518
Processing Type: Standard
Comments (Message to AP):

Are All Services Performed Outside the US?: No
Is 100% of the Payment for Services?: Yes
Service Period:
Invoice Date: 12/22/2018
Currency: USD-US, Dollar
Payment Method: CHECK
FD Group: LAW SCHOOL

Is 100% of the Payment for Services?: Yes
Total Invoice Amount (incl S&T): 189.85
Net Payment Terms: 25
Line Item Tax Amount: 0.00

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

View Invoice

Expense Type and Distribution code are associated with the Payment line

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)								
								Net Amount: \$189.85	Gross Amount: \$189.85	

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.

SAP Concur
Invoice
Approvals
App Center
Help

My Requests
Create New Request

Payment Request

UPS 0000277762518

[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 Polr

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

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

View Change Save

Itemization Summary

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

☒ No ☐ Yes ☐ 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

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

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 Total: 189.85
Grant/Non Grant: (GL) Non-Grant
Processing Type: Standard
Oracle Alias: (192301) LAW REVIEW
FD Group: LAW SCHOOL
Line Item Tax Amount: 0.00

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):
Request Name: UPS 0000277762518
Invoice Number: 0000277762518
Invoice Date: 12/22/2018
Currency: USD-US, Dollar
Total Invoice Amount (incl S&T): 189.85
Shipping: 0.00

Itemization Summary

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

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

[Back to List](#)

Select the Distribute button and select Distribute Selected items

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 * Details *

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

Actions->Upload Image

Payment Request Type: Non PO Payment Request Policy
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

View Invoice

View Change 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

2:37 PM 12/22/2018

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.

Files selected for uploading:

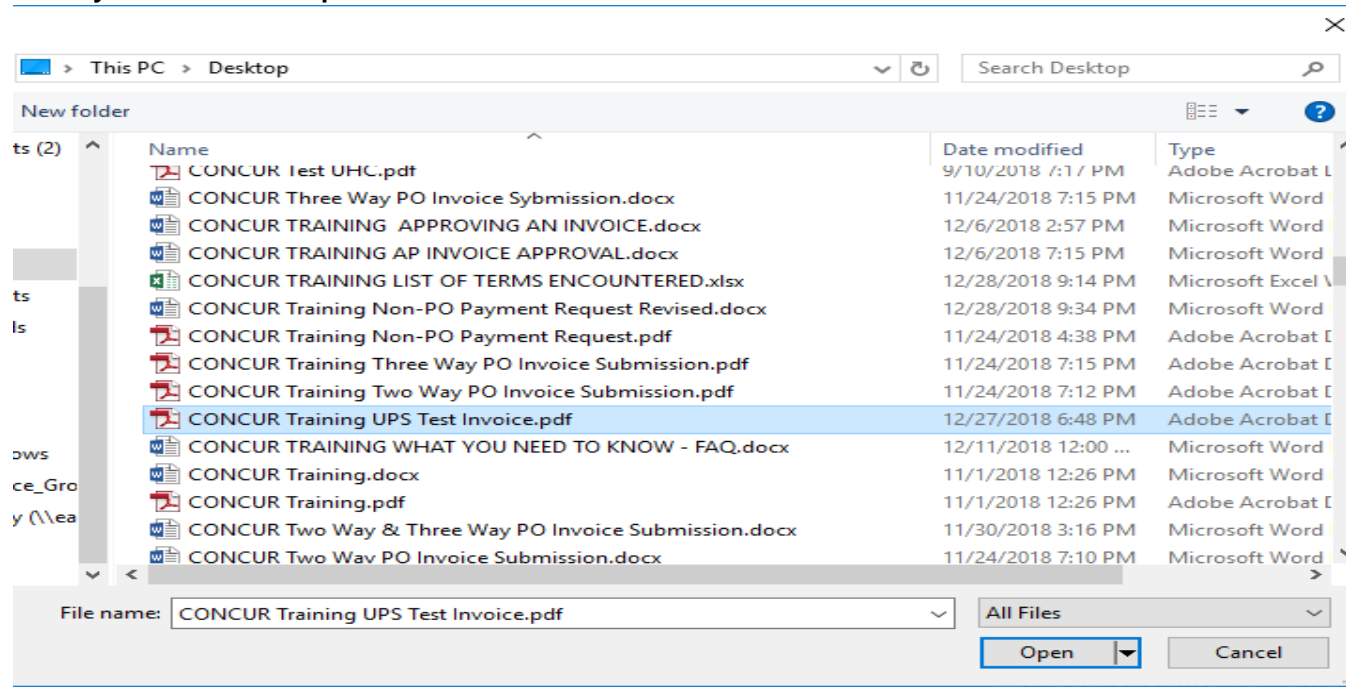
Browse...

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...

Upload

CONCUR Training UPS Test Invoice.pdf

Remove

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.

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.**

SAP Concur

Invoice

Approvals

App Center

Help

Profile

My Requests

Create New Request

Payment Request

UPS 0000277762518

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 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 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

View

Change

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						Net Amount \$189.85	Gross Amount \$189.85	

Back to List

View Invoice




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

THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON, DC

GW
iBuy+ INVOICE

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 Help  Profile 

My Requests Create New Request

Payment Request
UPS 0000277762518

Actions Details

Vendor Information  Invoice Details  View Invoice 

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

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

View Change 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)