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](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

Advanced Search is also available to search the vendors. This permits search via various selected criteria.
Step 5. Vendor Selection

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

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor Number</th>
<th>Address 1</th>
<th>Country</th>
<th>Currency</th>
<th>Telephone Number</th>
<th>Tax ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNITED PARCEL SERVICE INC</td>
<td>142996</td>
<td>P.O. BOX 2347-5244</td>
<td>UNITED STATES</td>
<td>US Dollar</td>
<td></td>
<td>36-0407381</td>
</tr>
<tr>
<td>UNITED PARCEL SERVICE INC</td>
<td>142996</td>
<td>P.O. BOX 4986</td>
<td>UNITED STATES</td>
<td>US Dollar</td>
<td></td>
<td>36-0407381</td>
</tr>
<tr>
<td>UNITED PARCEL SERVICE INC</td>
<td>142996</td>
<td>UPS SUPPLY CHAIN SOLUTIONS</td>
<td>UNITED STATES</td>
<td>US Dollar</td>
<td></td>
<td>36-0407381</td>
</tr>
<tr>
<td>UNITED PARCEL SERVICE INC</td>
<td>142996</td>
<td>#30 P.O. BOX 3451-5244</td>
<td>UNITED STATES</td>
<td>US Dollar</td>
<td></td>
<td>36-0407381</td>
</tr>
<tr>
<td>UNITED PARCEL SERVICE INC</td>
<td>142996</td>
<td>4125 ALEXANDER ST NW</td>
<td>UNITED STATES</td>
<td>US Dollar</td>
<td></td>
<td>36-0407381</td>
</tr>
</tbody>
</table>
Step 6. Enter Invoice Details

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 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 within 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.
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
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 has 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:**

[Image of invoice details entry screen]
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
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

<table>
<thead>
<tr>
<th>No.</th>
<th>Expense Type</th>
<th>Line Description</th>
<th>Quantity</th>
<th>Type of Activity</th>
<th>Regions</th>
<th>Prepayment End Date</th>
<th>Expenditure End Date</th>
<th>Unit Price</th>
<th>Total</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
**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

<table>
<thead>
<tr>
<th>No.</th>
<th>Expense Type</th>
<th>Line Description</th>
<th>Quantity</th>
<th>Type of Activity</th>
<th>Regions</th>
<th>Prepayment End Date</th>
<th>Expenditure Item Date</th>
<th>Unit Price</th>
<th>Total</th>
<th>Tax</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>54111-OFFICE SUPPLIES</td>
<td>TEST Line</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$100.00</td>
<td>$100.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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

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.
Click on Save
Step 9. Upload your invoice image
Click on ‘Actions’->’Upload Image’
Click on ‘Browse’ to locate the invoice where it is stored
Identify the invoice for upload and select it

Select ‘Upload’
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:

CONCUR Training UPS Test Invoice.pdf

Upload Image

Files selected for uploading:

CONCUR Training UPS Test Invoice.pdf

Upload
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.
Step 10. Submit your request for management approval by selecting the ‘Submit Request’ option and clicking on submit request to start the invoice approval.
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.
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)