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
Step 4
Vendor Search

Do Not Change The Policy

Vendor list shows most recently used vendors for easy selection.

Enter the vendor/supplier name, click the magnifying glass to perform the search. There are different ways to search, you can use, click the down caret symbol and enter the search information.

Advanced Search is also available to search the vendors. This permits search via various selected criteria.
Select the correct Vendor/Supplier Name/Number and the REMITTANCE Address that is on the invoice.
Double click to create your new invoice.
Step 6
Verify the correct vendor/supplier was selected.
Step 7
Invoice Details – all fields with a red vertical line are mandatory and must be completed, field descriptions are below.
Field Descriptions:

- **Invoice Name**: This is a free form text field; this is similar to what is used in Expense. Use a unique name for each submission, limit the number of characters used and no special characters.

- **Invoice Number**: Use the invoice number provided by the vendor/supplier or add the Payables recommended protocol when no invoice exists, it can be found [here](#). **Strictly adhere to the Payables invoice naming protocol, do not create your own, doing so will circumvent the duplicate invoice detection process.**

- **Invoice Date**: Enter the invoice date provided by the vendor/supplier, if no date is provided, use the current date.

- **Currency**: By default, US currency USD is populated. When the invoice is in another currency, select the currency from the LOV (list of values).

- **Total Invoice Amount (Incl S&T)**: Enter the total amount of the invoice sent by the vendor/supplier. If sales taxes are included you need to check the [tax department website](#) for sales tax exemptions.

- **Are all Services Performed outside the USA?**: This is required for tax reporting and/or tax withholding.

- **Is 100% of the Payment for Services?**: This is required for tax reporting and/or tax withholding, goods are not reportable/with holdable and services are subject.

- **Service Period**: This is a free form text field and required for all Grant/PTA related invoices.

- **Invoice Form Type**: Select from the drop down the type of invoice you are processing.

- **Invoice Type**: Select the type of invoice either standard or credit.

- **Grant/Non Grant**: Select GL (Non Grant) or PTA (Grant) from the LOV (list of values).

- **Oracle Alias**: Select the GL/PTA accounts to where the invoice would be charged.

- **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.

- **Payment Remittance Description (Visible to Vendors)**: This is sent with payment either printed on the check or sent with ACH, limit the number of characters used and no special characters.

- **Processing Type**: Standard is the default value.
  - 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.
  - 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 be 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.

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

- **Award**: Given in recognition of an outstanding achievement. Not applicable to employees. For more on this topic visit [here](#).
- **Donations**: Used to capture the donations to charitable organizations by the University.
- **Fellowships**: Submit/create a request with adequate supporting documentation through. For more on this topic visit [here](#).
- **GCAS Refunds**: request for GCAS only
- **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).
  For more on this topic visit [here](#).
- **Material & Service PO Invoices**: A bill issued by a supplier/vendor who rendered a good or service to the University. It is supported by a purchase order.
- **Non-Employee Expense Reimbursement**: Reimbursement for persons not an GWU/MFA Employee or GWU/MFA Student. For more on this topic visit [here](#).
- **Non-PO invoice**: An invoice issued by a supplier/vendor who rendered a good or service to the University that does not require a purchase order.
  For more on this topic visit (GWU) [here](#) and (MFA) [here](#).
- **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 type of invoice in Comments (Message to AP) Column.
- **Payroll- For Payroll Use Only**: request for Payroll use only.
- **Prize**: Given as a reward to the winner of a competition or in recognition of an outstanding achievement. Not applicable to employees. For more on this topic visit [here](#).
- **Stipend - Non GWU Student, Scholarships, and Fellowships** Submit/create a request with adequate supporting documentation. For more on this topic visit [here](#).
Always save when you are finished or make any changes!
Step 9

Itemization details:
Populate all mandatory fields (denoted by the red asterisk*) and any desired optional fields and click save in the bottom right.

Field Descriptions:
- **Expense Type**: Search for the ‘Expense Type’ or enter the five-digit expense.
- **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 7, Field (Payment Remittance). limit the number of characters used and no special characters.
- **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 a Grant or PTA 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 which is the lime amount that you are allocating.
- **Total**: The ‘Total’ field will automatically calculate based on your entries in the ‘Quantity’ and ‘Unit Price’ fields.

After you click on Save, it will take you back to the Invoice page.

**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.
Step 10
Allocation:
Select the line (do this for all lines entered) click the edit button.
Click Distribute by in the middle left of the screen, click the down caret and select Percentage and then click the Add button.

There should always be the number 100 under the distribution section, click save in the bottom right.

**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.
Step 11
Upload your invoice - Your invoice followed by all supporting documentation must be submitted as one single pdf file.
Click Actions, upload image, browse (find where you saved it), select, upload, file MUST be png, jpg, pdf or tif
You will see it has been uploaded, click close:

View the invoice to make sure the correct attachment was selected for upload:
Step 12
Submit your request for management approval by selecting the ‘Submit Request’ option.
Click submit in the upper right side:
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. Then click submit Invoice.

Any additional questions, you can email p2p@gwu.edu