Reference Guide for Submitting Internally Created Invoices Requiring New Supplier Setup

Steps to guide invoice owners to enter invoices for new suppliers related to internally created invoices, such as honorariums, awards, prizes and non-employee expense reimbursements, are provided within this document. The steps pertain to domestic and international suppliers.

A new supplier is a supplier who is not listed or found in GW iBuy+ Invoice when a supplier search is performed. Always perform a supplier search before an invoice with a new supplier setup is submitted.

For honorarium payments, a completed and approved honorarium form should be submitted as supporting documentation. The form must be accompanied by the appropriate tax form, W-9 for domestic recipients or W-8BEN for international recipients who are treated as nonresident aliens for US tax purposes. In addition, for international recipients, the Alien Information Request form is required. The form must clearly identify the purpose of the honorarium and identify the dates in which the service was given to the university. More information about honorariums, including when an honorarium is appropriate, is located at https://procurement.gwu.edu/awards-honorariums.

Detailed receipts for expenditures should support non-employee expense reimbursements over $35. Expenditures less than or equal to $35.00 do not require a receipt.

Note: These instructions do not pertain to a commercial, domestic supplier or a commercial, international supplier who has submitted an invoice for goods or service. A domestic supplier is required to self-register through the iSupplyGW portal. A commercial, international supplier does not register via the iSupplyGW portal but instead is required to submit the necessary documentation to the iSupplyGW Team for processing. More information about a domestic and international supplier's registration is available at https://procurement.gwu.edu/new-supplier-registration.

Direct questions to University Payables at p2p@gwu.edu.

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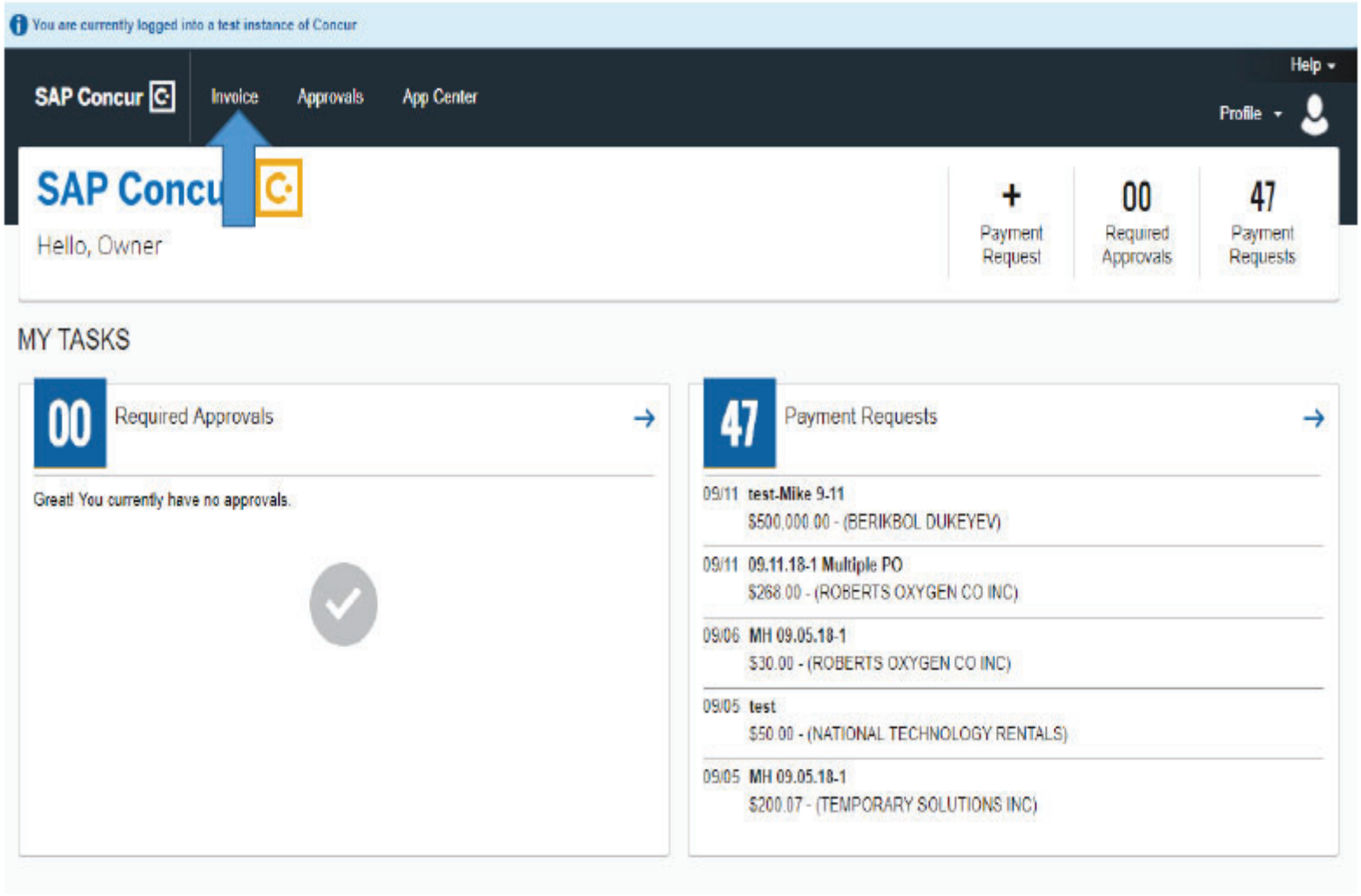
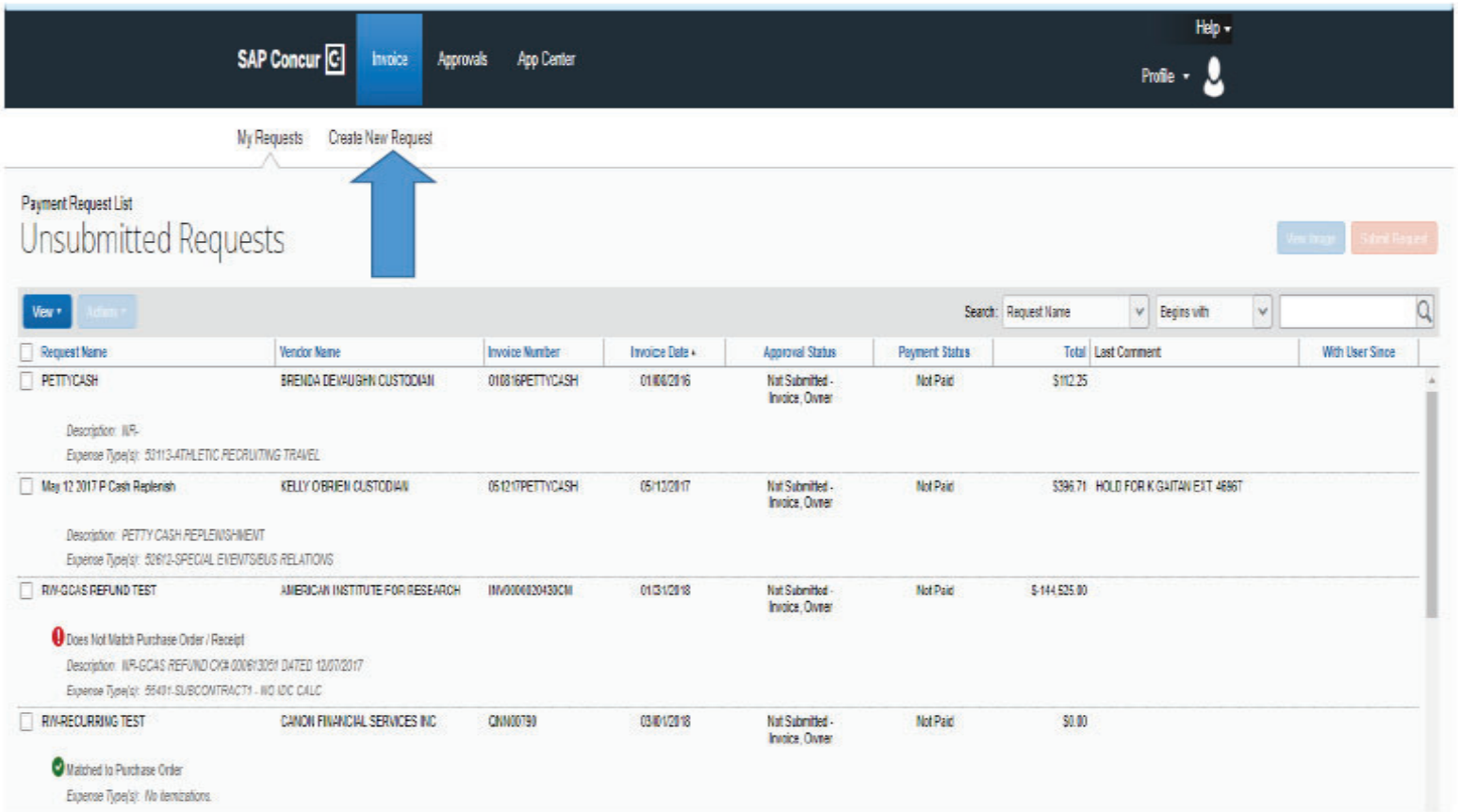
Step1: Log into the CONCUR application using your single sign-on.

Step 2: Select the 'Invoice' module.



Step 3: Click on ‘Create New Request’.



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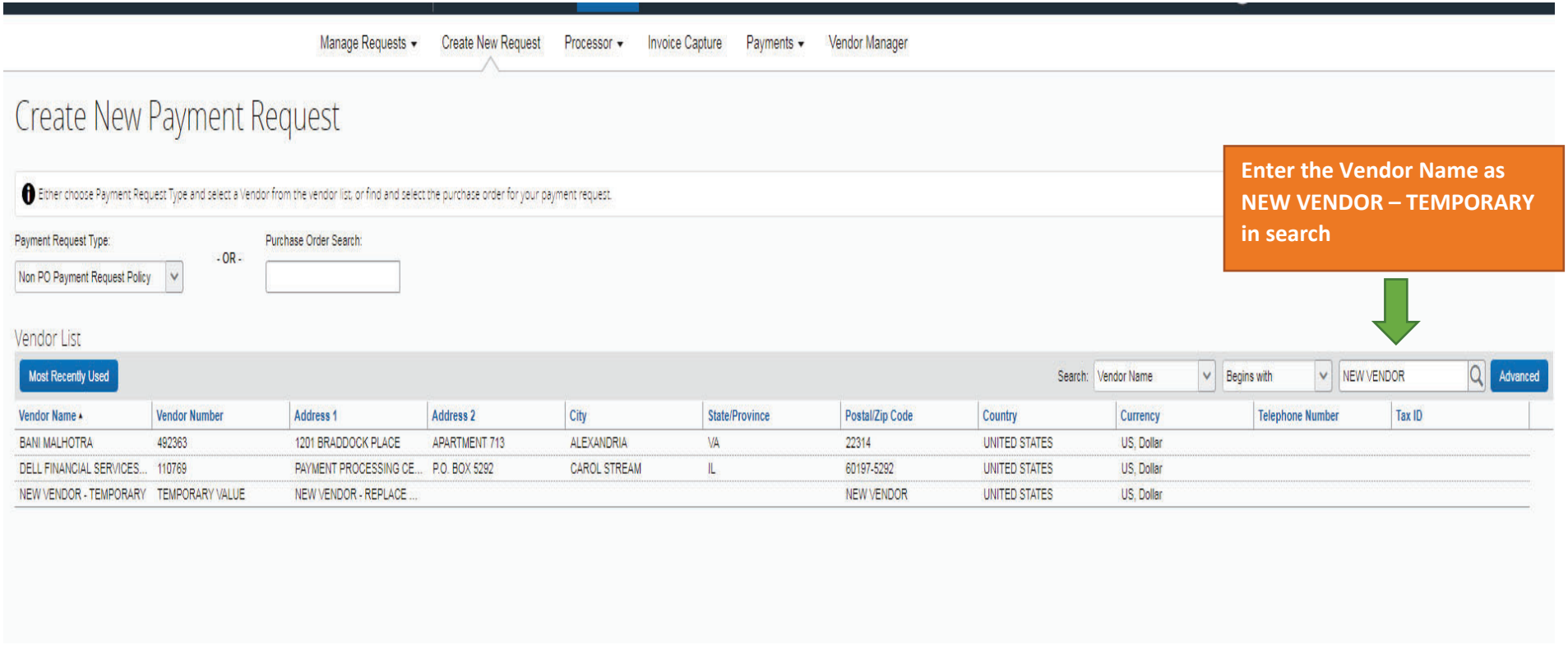
Step 4: Vendor Search:

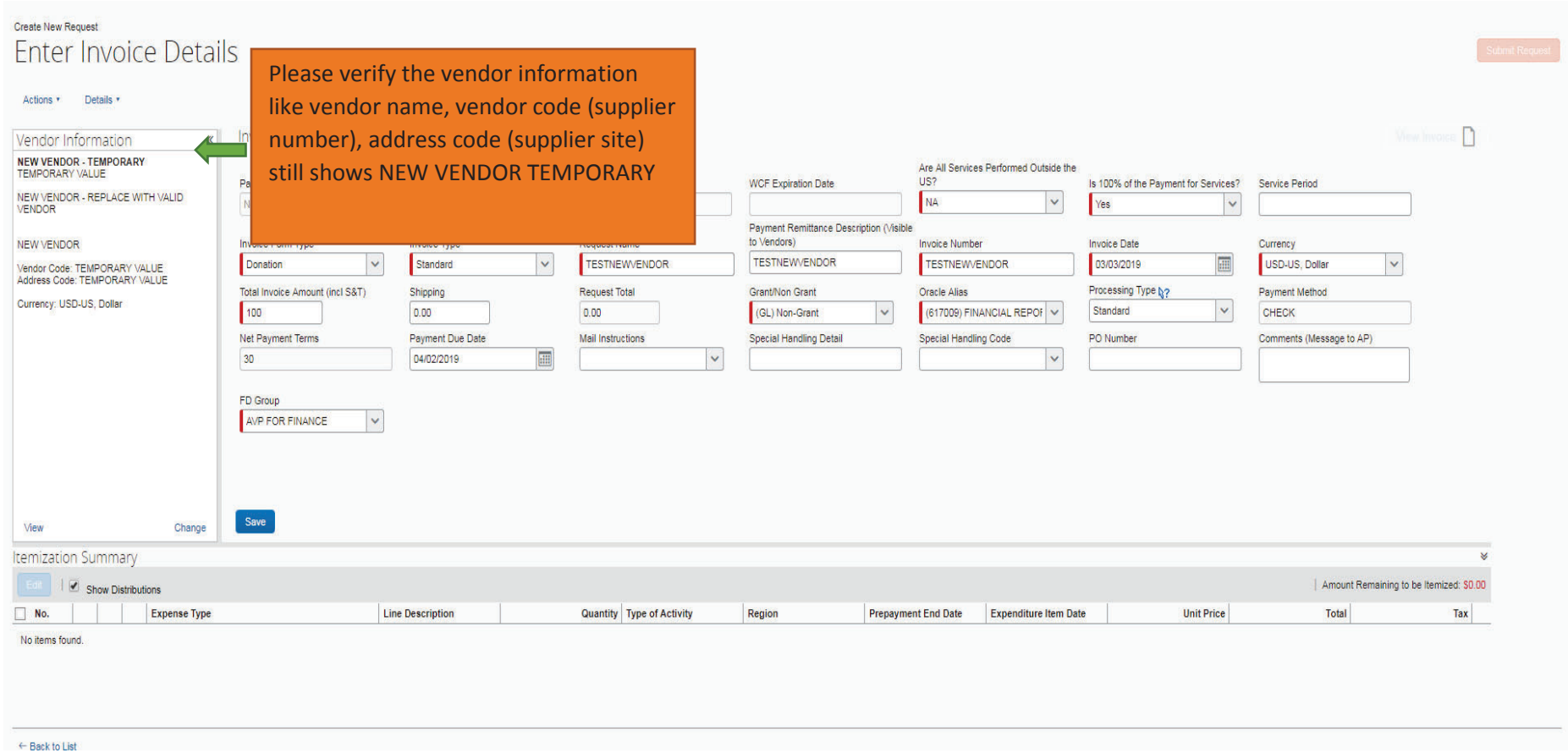
Enter the vendor name in the search and click on magnifying glass button to search the vendor .If there are no search results then the vendor doesn't exist in Concur/iBuy+ Invoice.

As the new vendor does not exist in the Concur system, please use **Vendor Name: NEW VENDOR – TEMPORARY** in the vendor search.



Select the Vendor "New Vendor –Temporary" as your vendor and double click.

Step 5: Enter Invoice Details using the vendor name as “New Vendor –Temporary”**.**



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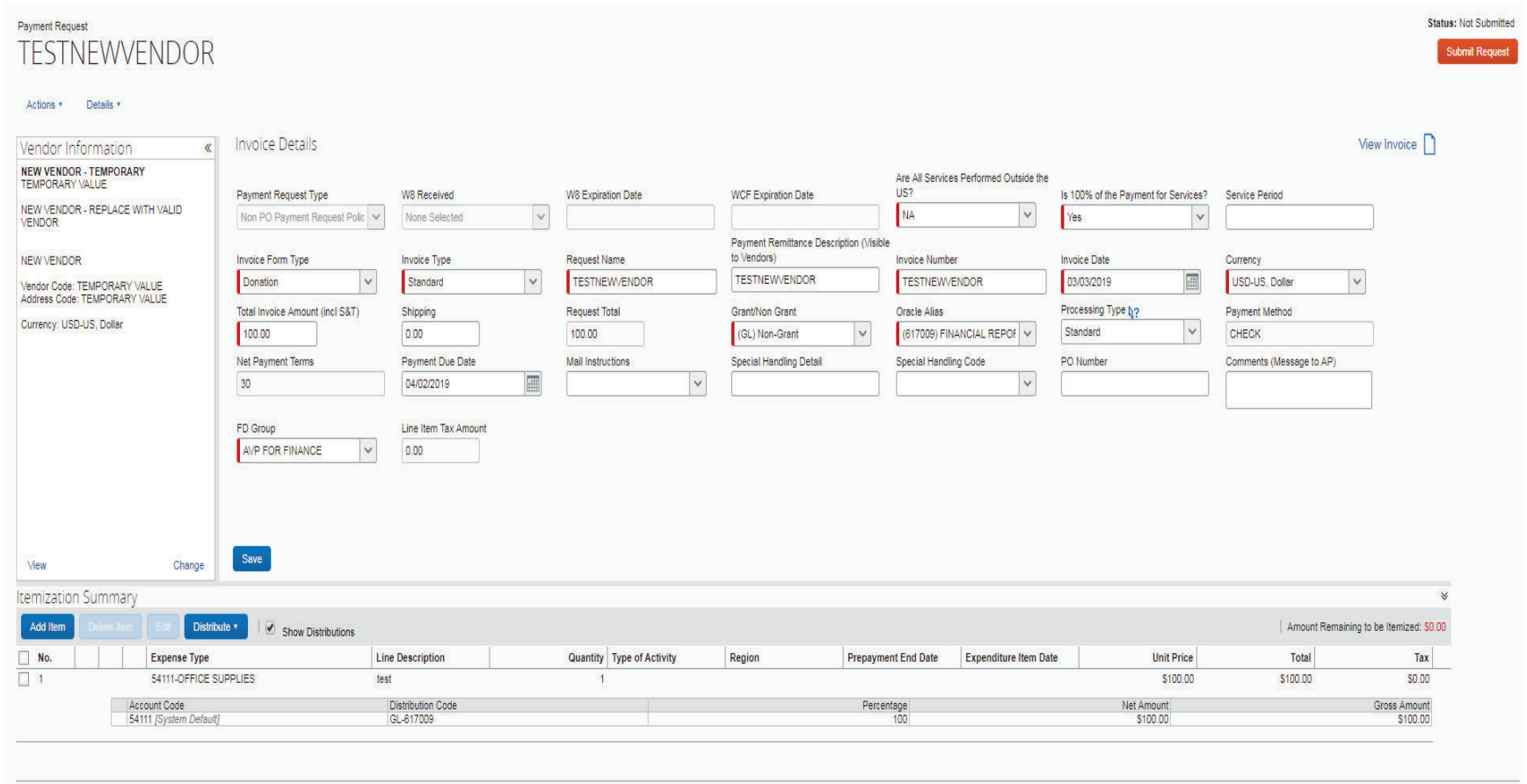
Enter all the Invoice Header and lines details.



Click on Save.

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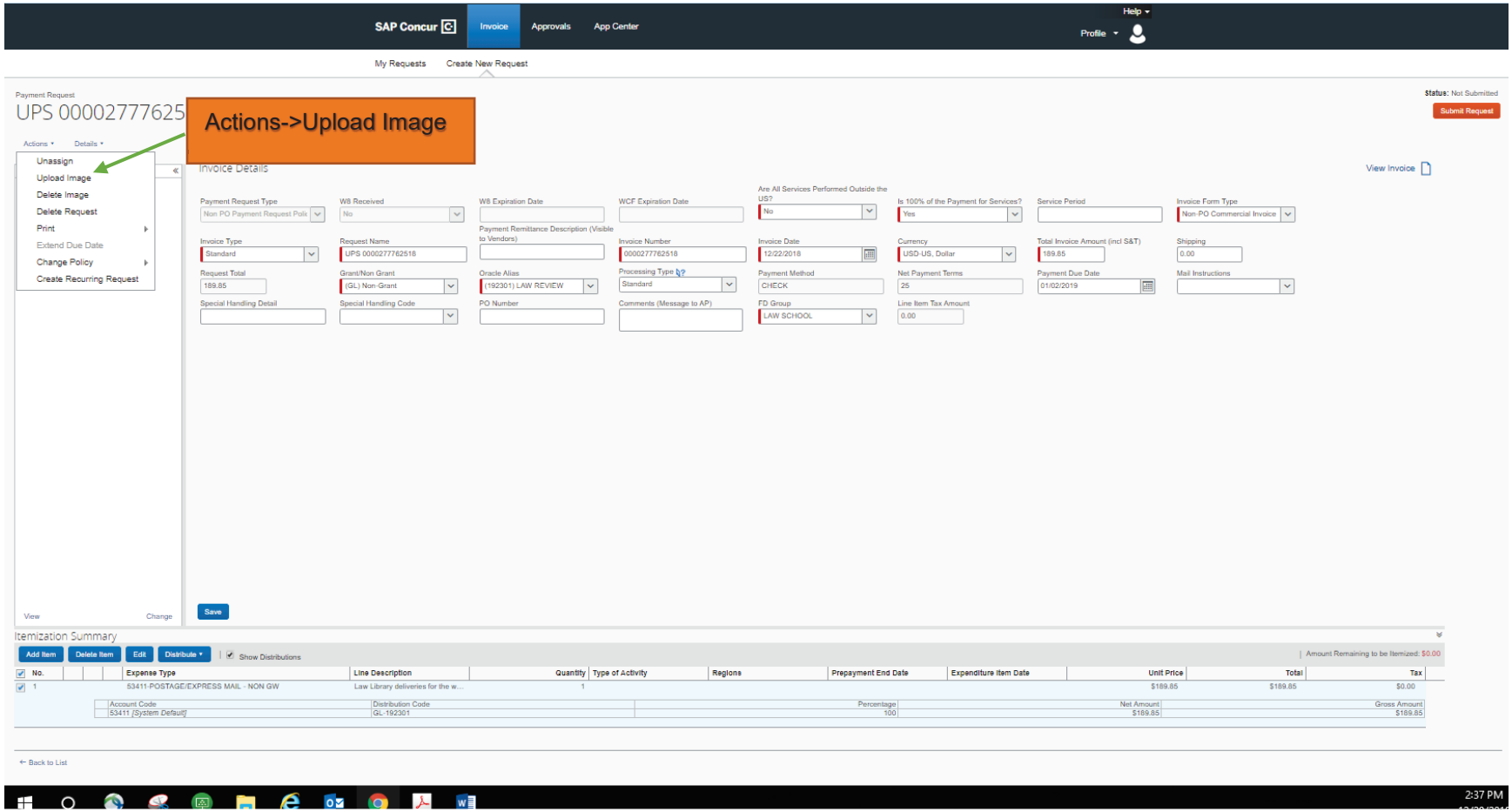
Step 6: Upload your invoice image.

Click on 'Actions'->Upload Image

Note: Attach the invoice image and other documents that are required for a new vendor set up in EAS. For example, if this is an expense reimbursement to a non-employee, provide a document with his/her address to where the check payment should be delivered. An email from the individual providing the address is acceptable for expense reimbursements.



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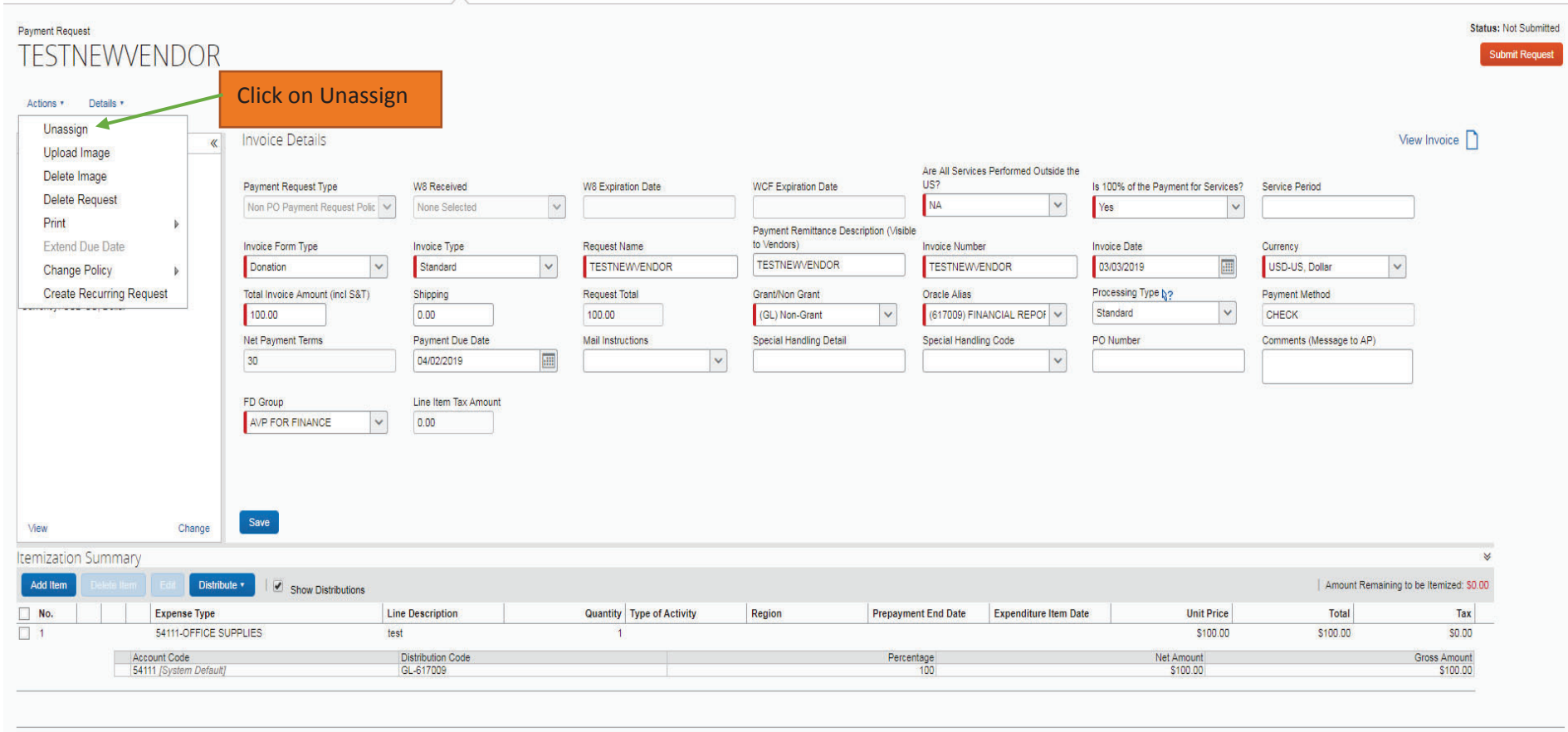
Step 7: Invoice Owner 'unassigns' the invoice.

An action -> Unassign The invoice owner does not select anyone to whom to assign the invoice. When an invoice is unassigned, it is routed to Accounts Payable for action.

Add comments. For example in the Comments (Message to AP): "New vendor set up is required." **If a student is involved, in the Comments, state "setup is needed for student" and provide his/her GWID.**



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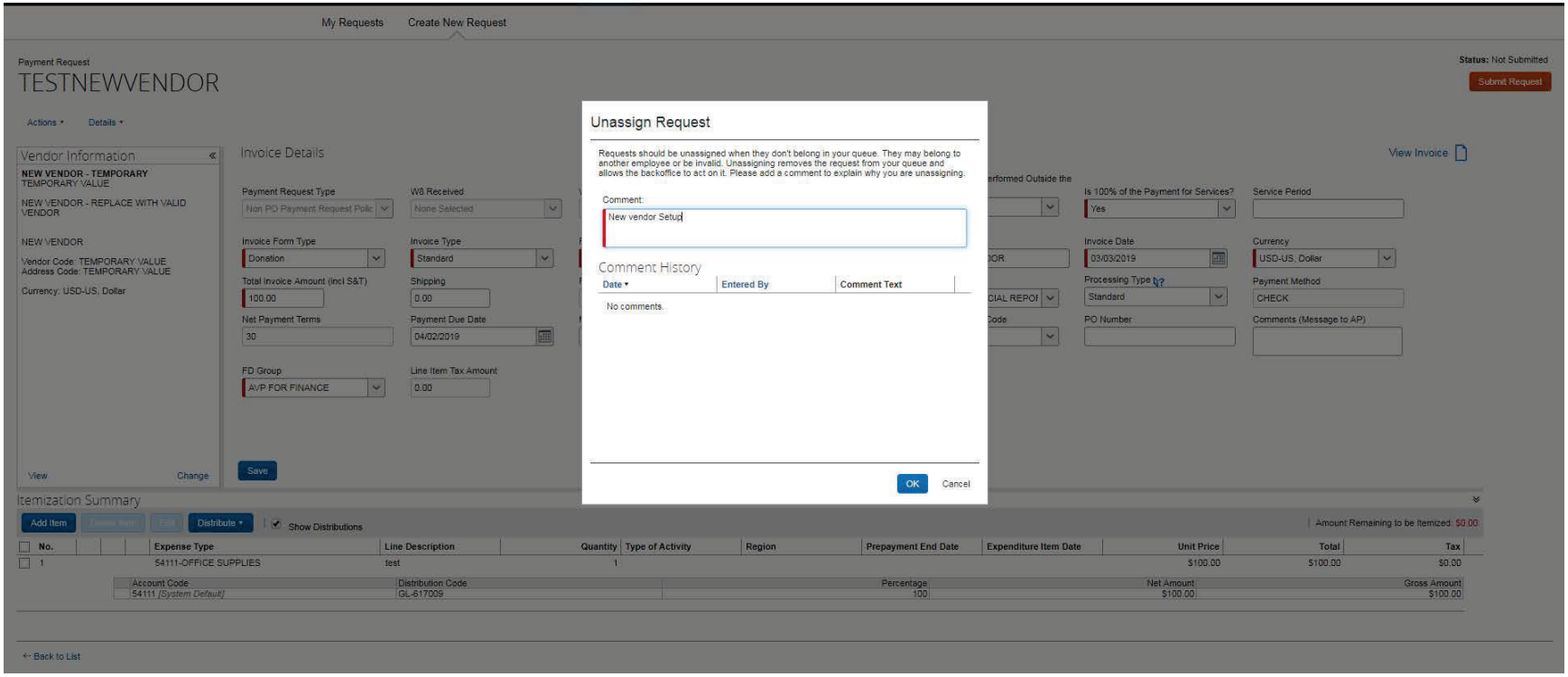
Add comments to the Payment Request.



Click on OK.

By clicking “Unassign Request” the request will route to Accounts Payables and Accounts Payable will work with Supplier Maintenance for New Vendor Set up.

Invoice will no longer show in your queue.

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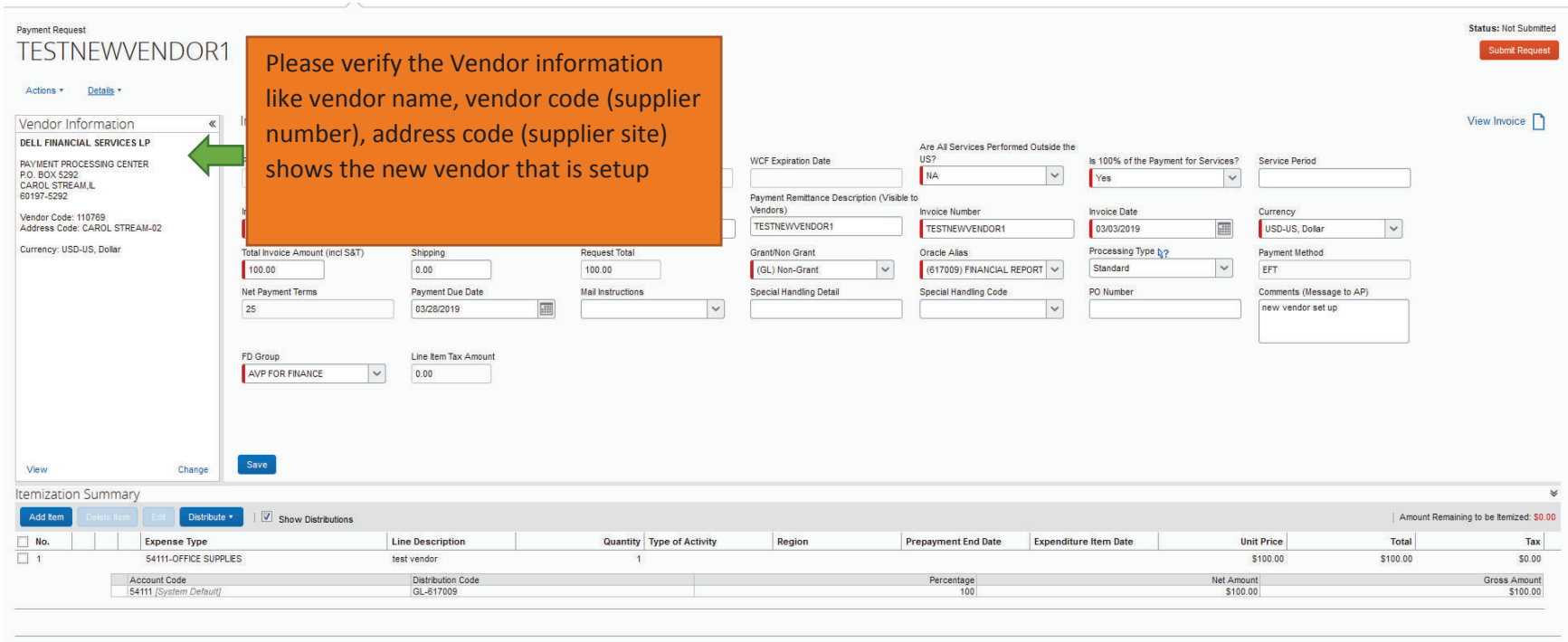
Step 8: Accounts Payable will assign the invoice back to the Invoice Owner with the new vendor tied to the Invoice. This process may take up to two business days. Accounts Payable will engage and provide the supporting documentation to Supplier Maintenance to setup the new vendor.

The invoice will show up in “UnSubmitted request “

Open the Request, verify all the details, and submit the Invoice for approvals.



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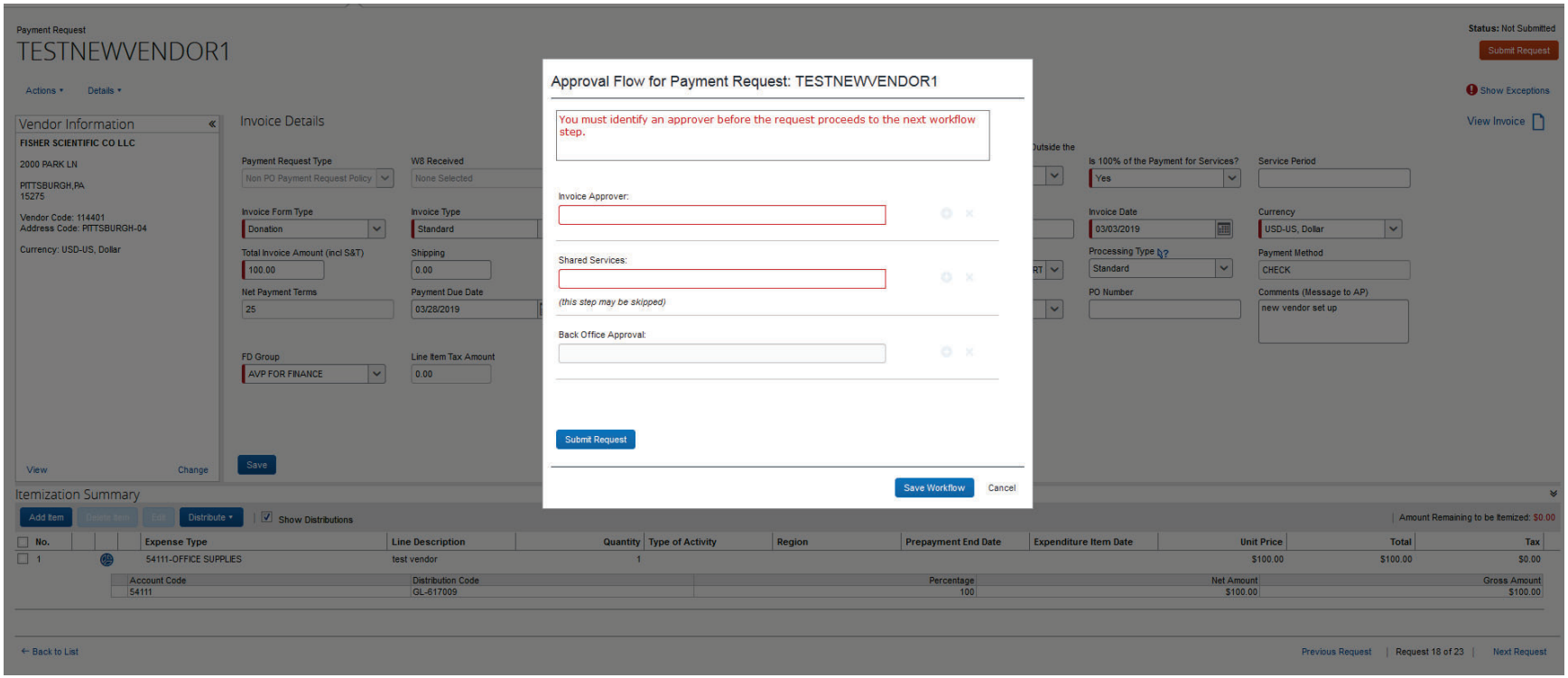
Step 9: Submit the Invoice for Approval.



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