

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.

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

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'.

The screenshot shows the SAP Concur Invoice interface. At the top, there is a navigation bar with 'SAP Concur', 'Invoice', 'Approvals', and 'App Center'. On the right, there are links for 'Help', 'Profile', and a user icon. Below the navigation bar, there are two tabs: 'My Requests' and 'Create New Request'. A blue arrow points to the 'Create New Request' tab. The main content area is titled 'Payment Request List' and 'Unsubmitted Requests'. There are two buttons: 'View Request' and 'Submit Request'. Below this, there is a search bar with 'Request Name' and 'Begins with' dropdowns. A table lists several requests with columns for Request Name, Vendor Name, Invoice Number, Invoice Date, Approval Status, Payment Status, Total, Last Comment, and With User Since. The table contains four rows of data, each with a checkbox on the left. The first row is for 'PETTYCASH' by 'BRENDA DEVAUGHN CUSTODIAN'. The second row is for 'May 12 2017 P Cash Replenish' by 'KELLY O'BRIEN CUSTODIAN'. The third row is for 'R/W-GCAS REFUND TEST' by 'AMERICAN INSTITUTE FOR RESEARCH'. The fourth row is for 'R/W-RECURRING TEST' by 'CANON FINANCIAL SERVICES INC'. Each row has a description and expense type(s) listed below it.

Request Name	Vendor Name	Invoice Number	Invoice Date	Approval Status	Payment Status	Total	Last Comment	With User Since
<input type="checkbox"/> PETTYCASH	BRENDA DEVAUGHN CUSTODIAN	010816PETTYCASH	01/08/2016	Not Submitted - Invoice, Over	Not Paid	\$112.25		
Description: NP- Expense Type(s): 53113-ATHLETIC RECRUITING TRAVEL								
<input type="checkbox"/> May 12 2017 P Cash Replenish	KELLY O'BRIEN CUSTODIAN	051217PETTYCASH	05/12/2017	Not Submitted - Invoice, Over	Not Paid	\$396.71	HOLD FOR K GAITAN EXT 4867	
Description: PETTY CASH REPLENISHMENT Expense Type(s): 52612-SPECIAL EVENTS/SEUS RELATIONS								
<input type="checkbox"/> R/W-GCAS REFUND TEST	AMERICAN INSTITUTE FOR RESEARCH	INV000030430CM	01/31/2018	Not Submitted - Invoice, Over	Not Paid	\$-144,525.00		
Does Not Match Purchase Order / Receipt Description: NP-GCAS REFUND CKA 000613051 DATED 12/07/2017 Expense Type(s): 55401-SUBCONTRACTY1 - NO IDC CALC								
<input type="checkbox"/> R/W-RECURRING TEST	CANON FINANCIAL SERVICES INC	CNW00190	03/01/2018	Not Submitted - Invoice, Over	Not Paid	\$0.00		
Matched to Purchase Order Expense Type(s): No Itemizations								

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.

Manage Requests ▾

Create New Request

Processor ▾

Invoice Capture

Payments ▾

Vendor Manager

Create New Payment Request

i 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:

Enter the Vendor Name as
NEW VENDOR – TEMPORARY
in search

↓

Vendor List

Most Recently Used

Search: Vendor Name ▾ Begins with ▾ NEW VENDOR 🔍 Advanced

Vendor Name	Vendor Number	Address 1	Address 2	City	State/Province	Postal/Zip Code	Country	Currency	Telephone Number	Tax ID
BANI MALHOTRA	492363	1201 BRADDOCK PLACE	APARTMENT 713	ALEXANDRIA	VA	22314	UNITED STATES	US, Dollar		
DELL FINANCIAL SERVICES...	110769	PAYMENT PROCESSING CE...	P.O. BOX 5292	CAROL STREAM	IL	60197-5292	UNITED STATES	US, Dollar		
NEW VENDOR - TEMPORARY	TEMPORARY VALUE	NEW VENDOR - REPLACE ...				NEW VENDOR	UNITED STATES	US, Dollar		

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”.

Create New Request

Enter Invoice Details

Actions ▾ Details ▾

Vendor Information

NEW VENDOR - TEMPORARY
TEMPORARY VALUE

NEW VENDOR - REPLACE WITH VALID
VENDOR

NEW VENDOR

Vendor Code: TEMPORARY VALUE
Address Code: TEMPORARY VALUE

Currency: USD-US, Dollar

View Change Save

Please verify the vendor information like vendor name, vendor code (supplier number), address code (supplier site) still shows NEW VENDOR TEMPORARY

Invoice Form Type: Donation Invoice Type: Standard Request Name: TESTNEWVENDOR

Total Invoice Amount (incl S&T): 100 Shipping: 0.00 Request Total: 0.00

Net Payment Terms: 30 Payment Due Date: 04/02/2019 Mail Instructions:

FD Group: A/P FOR FINANCE

WCF Expiration Date:

Payment Remittance Description (Visible to Vendors): TESTNEWVENDOR

Grant/Non Grant: (GL) Non-Grant

Special Handling Detail:

Are All Services Performed Outside the US?: NA

Invoice Number: TESTNEWVENDOR

Oracle Alias: (617009) FINANCIAL REPO

Special Handling Code:

Is 100% of the Payment for Services?: Yes

Invoice Date: 03/03/2019

Processing Type: Standard

PO Number:

Service Period:

Currency: USD-US, Dollar

Payment Method: CHECK

Comments (Message to AP):

View Invoice

Submit Request

Itemization Summary

Edit Show Distributions

Amount Remaining to be Itemized: \$0.00

No.	Expense Type	Line Description	Quantity	Type of Activity	Region	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
No items found.										

← Back to List

Enter all the Invoice Header and lines details.

Payment Request

TESTNEWVENDOR

Status: Not Submitted

Submit Request

Actions ▾

Details ▾

Vendor Information

NEW VENDOR - TEMPORARY
TEMPORARY VALUE

NEW VENDOR - REPLACE WITH VALID
VENDOR

NEW VENDOR

Vendor Code: TEMPORARY VALUE

Address Code: TEMPORARY VALUE

Currency: USD-US, Dollar

View

Change

Invoice Details

View Invoice

Payment Request Type

W8 Received

W8 Expiration Date

WCF Expiration Date

Are All Services Performed Outside the
US?

Is 100% of the Payment for Services?

Service Period

Invoice Form Type

Invoice Type

Request Name

Payment Remittance Description (Visible
to Vendors)

Invoice Number

Invoice Date

Currency

Total Invoice Amount (incl S&T)

Shipping

Request Total

Grant/Non Grant

Oracle Alias

Processing Type

Payment Method

Net Payment Terms

Payment Due Date

Mail Instructions

Special Handling Detail

Special Handling Code

PO Number

Comments (Message to AP)

FD Group

Line Item Tax Amount

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	Region	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
1	54111-OFFICE SUPPLIES	test	1					\$100.00	\$100.00	\$0.00
Account Code		Distribution Code		Percentage		Net Amount		Gross Amount		
54111 (System Default)		GL-617009		100		\$100.00		\$100.00		

Click on Save.

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.

SAP Concur Invoice Approvals App Center Help Profile

My Requests Create New Request

Payment Request: UPS 00002777625

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

Invoice Details

Payment Request Type: Non PO Payment Request Public

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

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

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	63411-POSTAGE/EXPRESS MAIL - NON GW	Law Library deliveries for the w...	1					\$189.85	\$189.85	\$0.00
	Account Code: 63411 (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

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.**

Payment Request

TESTNEWVENDOR

Actions ▾ Details ▾

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

Click on Unassign

Invoice Details

Payment Request Type: Non PO Payment Request Policy
W8 Received: None Selected
W8 Expiration Date:
WCF Expiration Date:
Are All Services Performed Outside the US?: NA
Is 100% of the Payment for Services?: Yes
Service Period:
Invoice Form Type: Donation
Invoice Type: Standard
Request Name: TESTNEWVENDOR
Payment Remittance Description (Visible to Vendors): TESTNEWVENDOR
Invoice Number: TESTNEWVENDOR
Invoice Date: 03/03/2019
Currency: USD-US, Dollar
Total Invoice Amount (incl S&T): 100.00
Shipping: 0.00
Request Total: 100.00
Grant/Non Grant: (GL) Non-Grant
Oracle Alias: (617009) FINANCIAL REPO
Processing Type: Standard
Payment Method: CHECK
Net Payment Terms: 30
Payment Due Date: 04/02/2019
Mail Instructions:
Special Handling Detail:
Special Handling Code:
PO Number:
Comments (Message to AP):
FD Group: A/P FOR FINANCE
Line Item Tax Amount: 0.00

View Invoice

Itemization Summary

Add Item Delete Item Edit Distribute ▾ Show Distributions

No.	Expense Type	Line Description	Quantity	Type of Activity	Region	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
1	54111-OFFICE SUPPLIES	test	1					\$100.00	\$100.00	\$0.00
								Net Amount	\$100.00	
								Gross Amount	\$100.00	

Account Code: 54111 (System Default) Distribution Code: GL-617009 Percentage: 100

Add comments to the Payment Request.

My Requests Create New Request

Payment Request

TESTNEWVENDOR

Status: Not Submitted
Submit Request

Actions Details

Vendor Information

NEW VENDOR - TEMPORARY
TEMPORARY VALUE

NEW VENDOR - REPLACE WITH VALID
VENDOR

NEW VENDOR

Vendor Code: TEMPORARY VALUE
Address Code: TEMPORARY VALUE

Currency: USD-US, Dollar

View Change Save

Invoice Details

Payment Request Type: Non PO Payment Request Policy

W8 Received: None Selected

Invoice Form Type: Donstion

Invoice Type: Standard

Total Invoice Amount (incl S&T): 100.00

Shipping: 0.00

Net Payment Terms: 30

Payment Due Date: 04/02/2019

FD Group: A/P FOR FINANCE

Line Item Tax Amount: 0.00

Unassign Request

Requests should be unassigned when they don't belong in your queue. They may belong to another employee or be invalid. Unassigning removes the request from your queue and allows the backoffice to act on it. Please add a comment to explain why you are unassigning.

Comment:

New vendor Setup

Comment History

Date	Entered By	Comment Text
No comments.		

OK Cancel

Itemization Summary

Add Item Cancel Item Distribute Show Distributions

No.	Expense Type	Line Description	Quantity	Type of Activity	Region	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
1	54111-OFFICE SUPPLIES	test	1					\$100.00	\$100.00	\$0.00
Account Code: 54111 (System Default)		Distribution Code: GL-617009	Percentage: 100		Net Amount: \$100.00		Gross Amount: \$100.00			

Amount Remaining to be Itemized: \$0.00

Back to List

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.

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.

Payment Request: **TESTNEWVENDOR1** Status: Not Submitted [Submit Request](#)

[Actions](#) [Details](#)

Vendor Information

DELL FINANCIAL SERVICES LP

PAYMENT PROCESSING CENTER
P.O. BOX 5292
CAROL STREAM, IL
60197-5292

Vendor Code: 110769
Address Code: CAROL STREAM-02

Currency: USD-US, Dollar

[View](#) [Change](#) [Save](#)

Please verify the Vendor information like vendor name, vendor code (supplier number), address code (supplier site) shows the new vendor that is setup

WCF Expiration Date:

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:

Line Item Tax Amount:

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	Region	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax
1	54111-OFFICE SUPPLIES	test vendor	1					\$100.00	\$100.00	\$0.00
								Net Amount	\$100.00	
								Gross Amount	\$100.00	

Account Code: 54111 (System Default) Distribution Code: GL-617009 Percentage: 100

Step 9: Submit the Invoice for Approval.

Payment Request
TESTNEWVENDOR1

Actions ▾ Details ▾

Vendor Information
FISHER SCIENTIFIC CO LLC
2000 PARK LN
PITTSBURGH, PA
15275
Vendor Code: 114401
Address Code: PITTSBURGH-04
Currency: USD-US, Dollar

Invoice Details

Payment Request Type: Non PO Payment Request Policy
WS Received: None Selected
Invoice Form Type: Donation
Invoice Type: Standard
Total Invoice Amount (incl S&T): 100.00
Shipping: 0.00
Net Payment Terms: 25
Payment Due Date: 03/28/2019
FD Group: AVP FOR FINANCE
Line Item Tax Amount: 0.00

View Change Save

Itemization Summary

Add Item Create Item Edit Distribute ▾ | ☒ Show Distributions

No.	Expense Type	Line Description	Quantity	Type of Activity	Region	Prepayment End Date	Expenditure Item Date	Unit Price	Total	Tax	
1	54111-OFFICE SUPPLIES	test vendor	1					\$100.00	\$100.00	\$0.00	
									Net Amount	Gross Amount	
									\$100.00	\$100.00	

← Back to List

Previous Request | Request 18 of 23 | Next Request

Status: Not Submitted
Submit Request
Show Exceptions
View Invoice

Approval Flow for Payment Request: TESTNEWVENDOR1

You must identify an approver before the request proceeds to the next workflow step.

Invoice Approver:
Shared Services:
(this step may be skipped)
Back Office Approval:

Submit Request
Save Workflow Cancel

Is 100% of the Payment for Services? Yes
Service Period
Invoice Date: 03/03/2019
Currency: USD-US, Dollar
Processing Type: Standard
Payment Method: CHECK
PO Number
Comments (Message to AP): new vendor set up