Procure-To-Pay
Finance Division
https://procurement.gwu.edu/university-payables
https://procurement.gwu.edu/payables-frequently-asked-questions
https://procurement.gwu.edu/awards-prizes-honorariums

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.

Please Note:
These instructions do not pertain to commercial, domestic or international suppliers who has submitted an invoice for goods or service.

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. 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://accountspayable.gwu.edu/awards-honorariums.
Detailed receipts for expenditures should support non-employee expense reimbursements regardless of the amount.
Expenditures with no itemized/detail receipt will be reported on a 1099 form.

For Awards and Prizes:

Awards / prizes are payments made to students or non-GW employees in recognition of an accomplishment (reportable for tax purposes) or to assist them in further research opportunities (non-reportable for tax purposes).

To process an Award or Prize, submit a request with adequate supporting documentation through iBuy+ Invoice. The documentation should include:

- student's name
- address
- purpose of the award / prize
- explanation of the award / prize
- amount
- how the recipient was selected
- whether employee or academic related.

In the case of a reportable award or prize, the individual tax identification number must be on file with Supplier Maintenance or in GWEB/Banner for current registered students.

Domestic suppliers:

Are required to self-register through the iSupplyGW portal which can be found here.

International Suppliers:

Do not register via the GW portal but instead are required to submit the necessary documentation to the iSupplyGW Team (isupplygw@gwu.edu) for processing.

- Completed Supplier Registration Form. (Calls required for international banking updates / changes).
- Copy of current IRS W-8BEN (for individuals) or W-8BEN-E (for entities), Rev. Oct 2021 (Required)
- Signed bank letter confirming the account number or IBAN(as applicable) and SWIFT code, or a recent bank statement (dated within the last 90 days) that clearly displays the account holder name and full wire instructions, including account number or IBAN (as applicable) and SWIFT/BIC code and any correspondent/ intermediary banking (as applicable).
- Completed and approved International Engagement Request Form for international individuals, Rev. Oct 2021 (Required)
    - **Note**: This form needs to be filled out by internal GW departments. The supplier should not fill out this form nor should a copy be shared with the supplier.
- Organizational personnel contact (Optional)

Once GW reviews and approves the registration you will receive an email confirming your registration as an active supplier with GW.

More information about a domestic and international supplier's registration is available at https://procurement.gwu.edu/new-supplier-registrationinformation.
Direct questions to Accounts Payable at p2p@gwu.edu.

Confirm it's an internally created invoice:

- GW treats internally created invoices (such as **awards, honorariums, prizes and fellowships/stipends)** as part of the "Payments for Goods & Services" and requires they be submitted via **GW iBuy+Invoice.**

Set up (register) the NEW supplier before payment:

- The supplier must be **registered and active** in GW's Supplier Maintenance database via the **Supplier Registration Process**

- To initiate registration, domestic suppliers are invited to register through **iSupplyGW.** Departments can request an invitation by emailing **isupplygw@gwu.edu** or by coordination with the department engaging the supplier.
- New suppliers will complete the Supplier Registration Form, submit appropriate tax forms (W 9 for domestic or W 8 series for international), and provide banking information in the iSupply portal during registration.

Submit the invoice through GW iBuy+ Invoice:

- All internally created invoices must be submitted via GW iBuy+ Invoice. You can use:
  - Capture (email: Invoice@gwu.edu) to auto-extract invoice data and route for approval
  - The data entry form within iBuy+ Invoice by creating a new request.

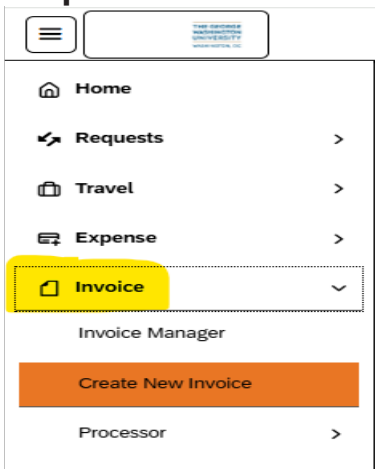
Direct questions to University Payables at p2p@gwu.edu.

Step 1: Invite all new US Citizens to register through Payment Works (current registered GWU students do not do this step). Once registration is confirmed, proceed to the next step.

Step 2: Log into the CONCUR application using your single sign-on

Step 3: Select the 'Invoice' module

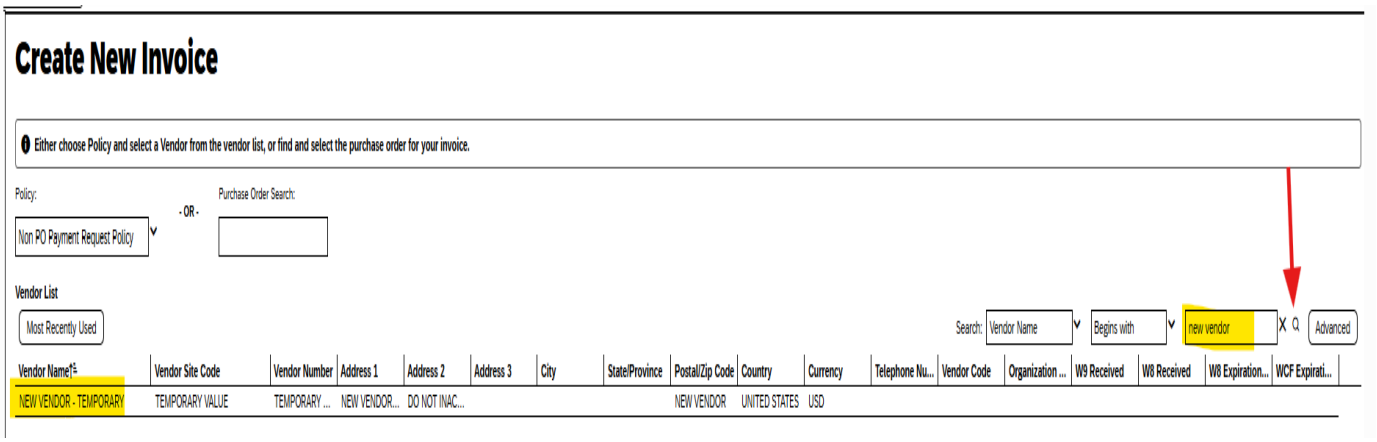
Step 4: Click on 'Create New Request'.



Step 5: Vendor Search:

Enter the vendor's 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.

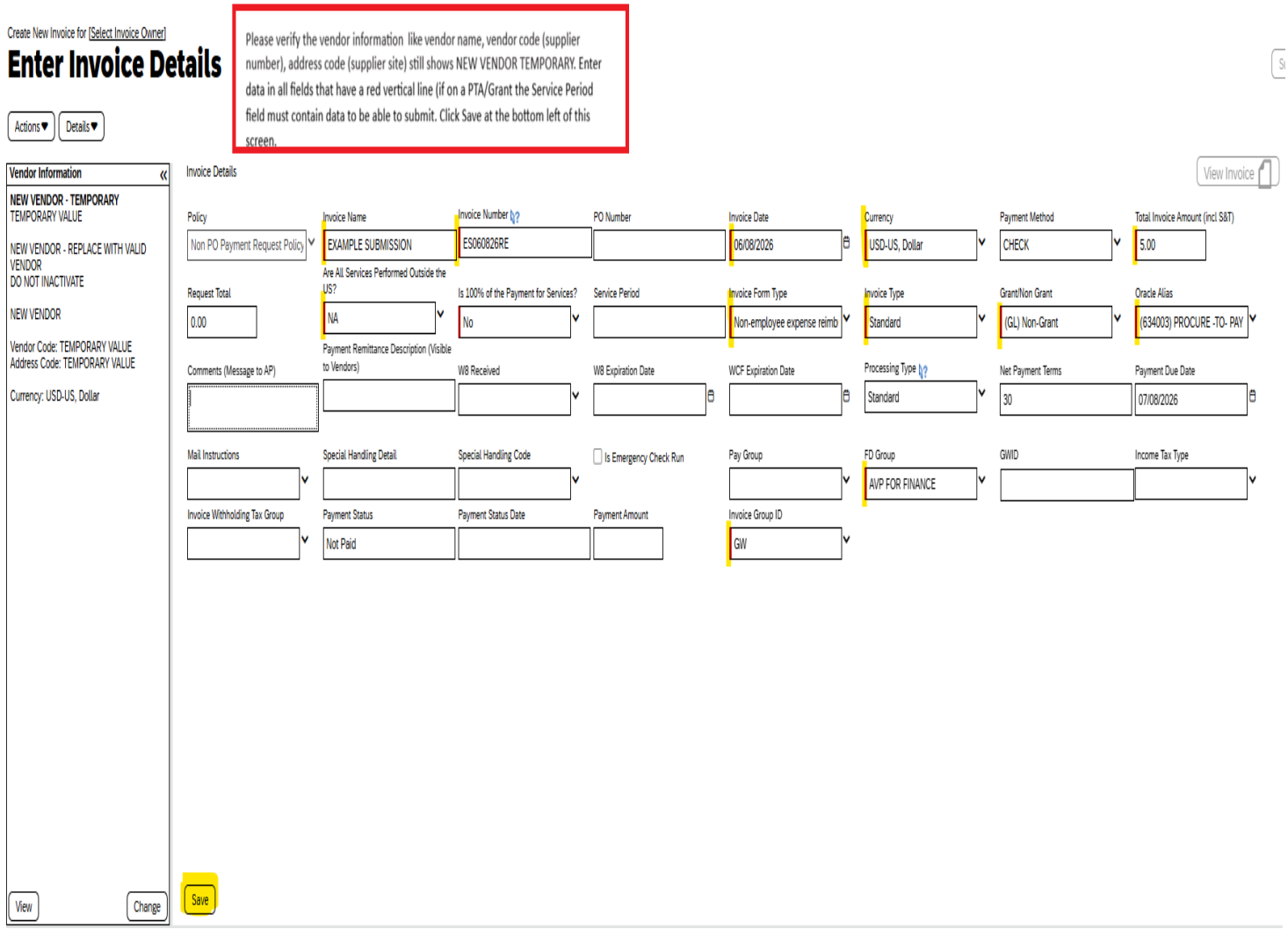
As the new vendor does not exist in the Concur system, please use **Vendor Name: NEW VENDOR – TEMPORARY** in the vendor search.



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

Step 6: Enter Invoice Details using the vendor’s name as “New Vendor –Temporary”**.** Enter all the Invoice Header and lines details.

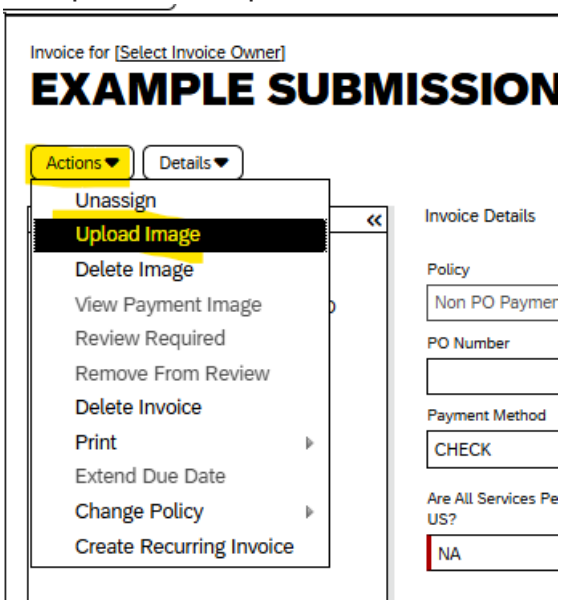
Click on Save.



Step 7: Upload your invoice image.

Click on 'Actions'->Upload Image

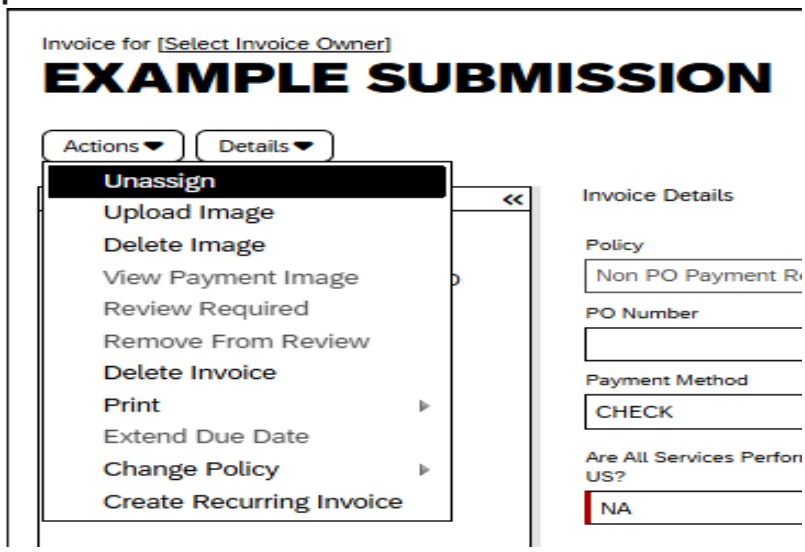
Note: Attach the invoice image and other documents that are required for a new vendor set up in EAS. For example, if this is an expense reimbursement to a non-employee, provide a document with his/her address to where the check payment should be delivered. An email from the individual providing the address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

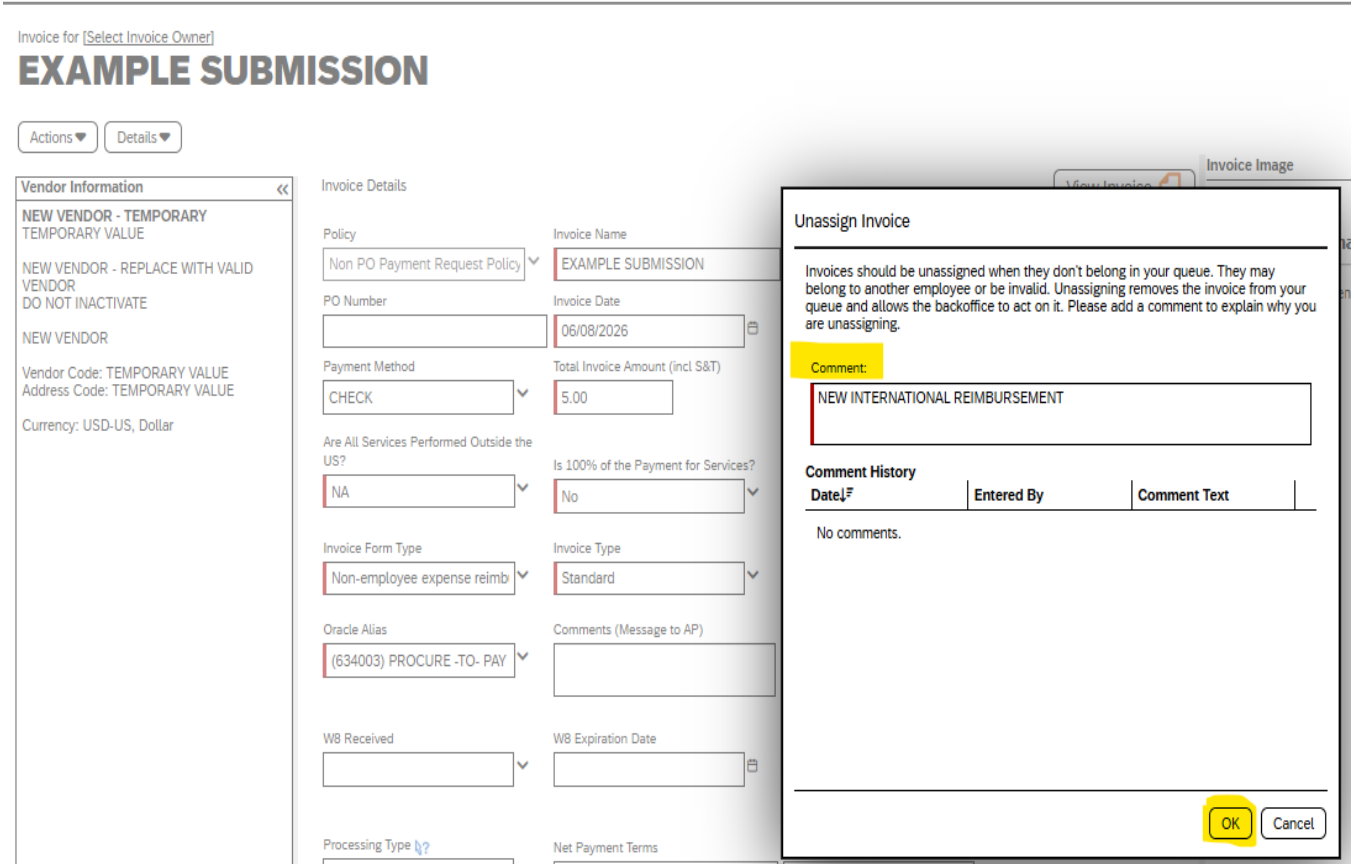


Step 8: Invoice Owner 'unassigns' the invoice.

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 or new international reimbursement.**





Click on OK.

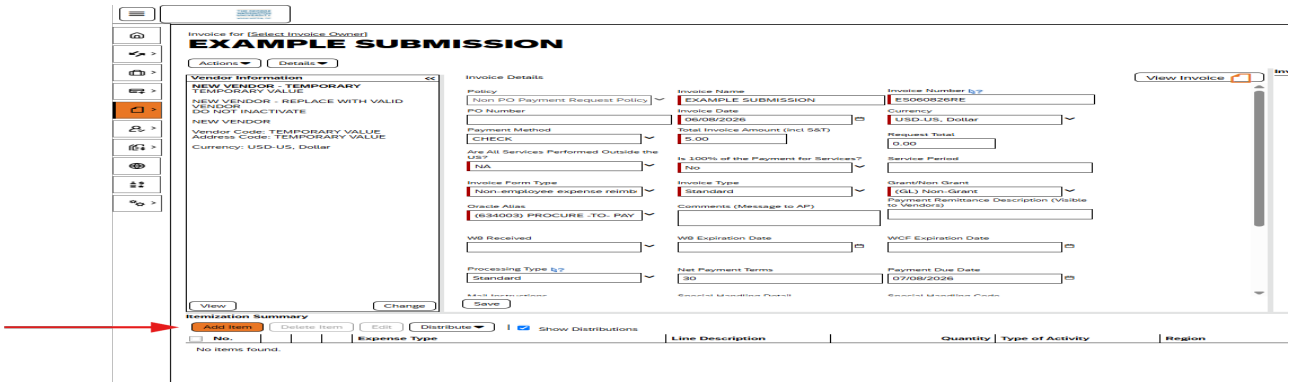
By clicking “Unassign Request” the request will route to Accounts Payables and Accounts Payable will work with Supplier Maintenance for New Vendor Set up.

Invoice will no longer show in your queue.

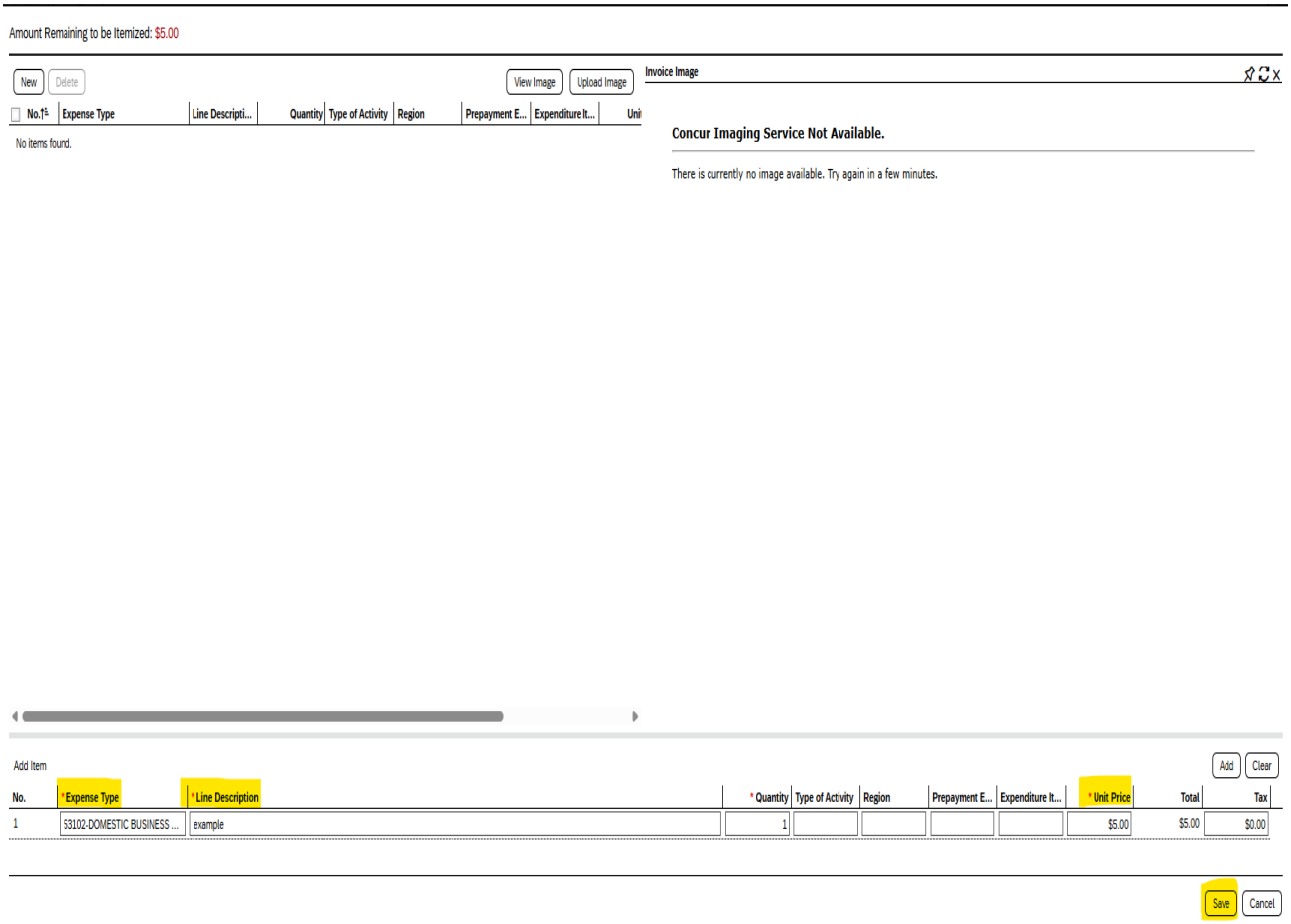
Step 9: Accounts Payable will assign the invoice back to the Invoice Owner with the new vendor tied to the Invoice. This process may take up to two business days. Accounts Payable will engage and provide the supporting documentation to Supplier Maintenance to setup the new vendor.

The invoice will show up in your “Unsubmitted request “

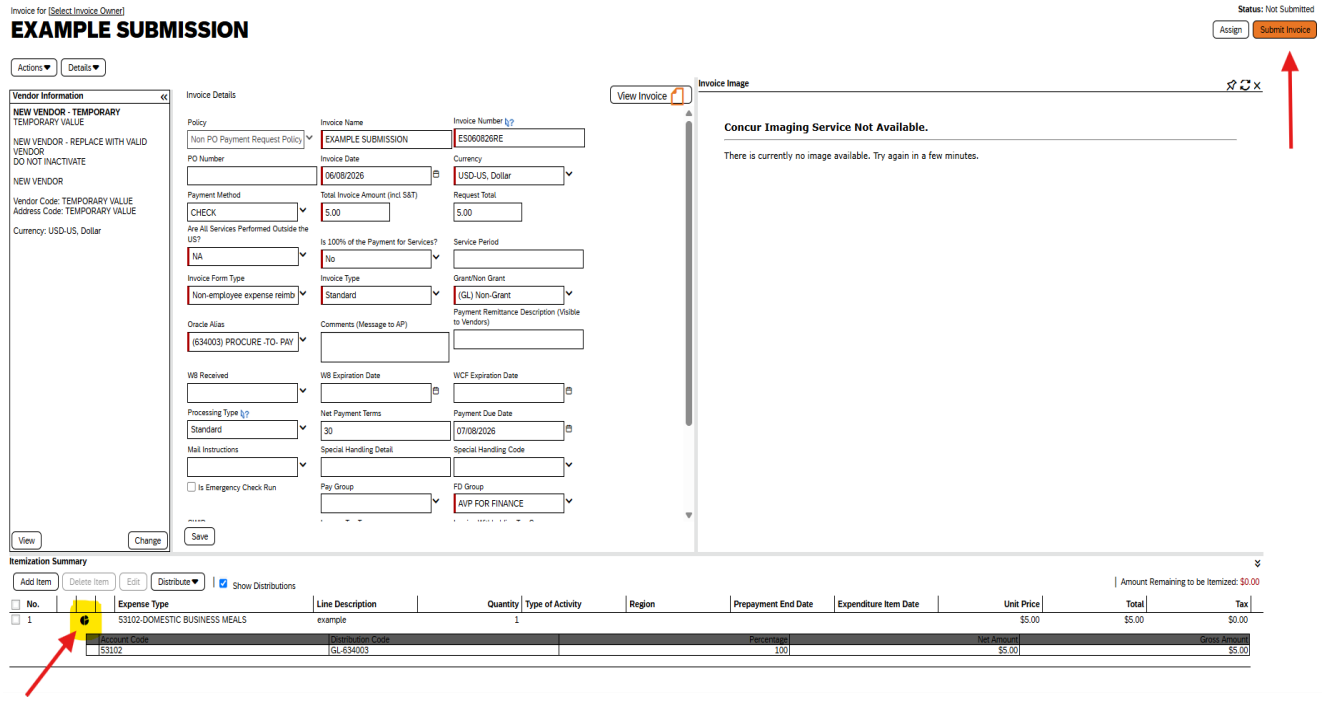
Open the Request, verify all the details under vendor information and invoice details are correct, make sure there is a line(s) under itemization summary, click add item



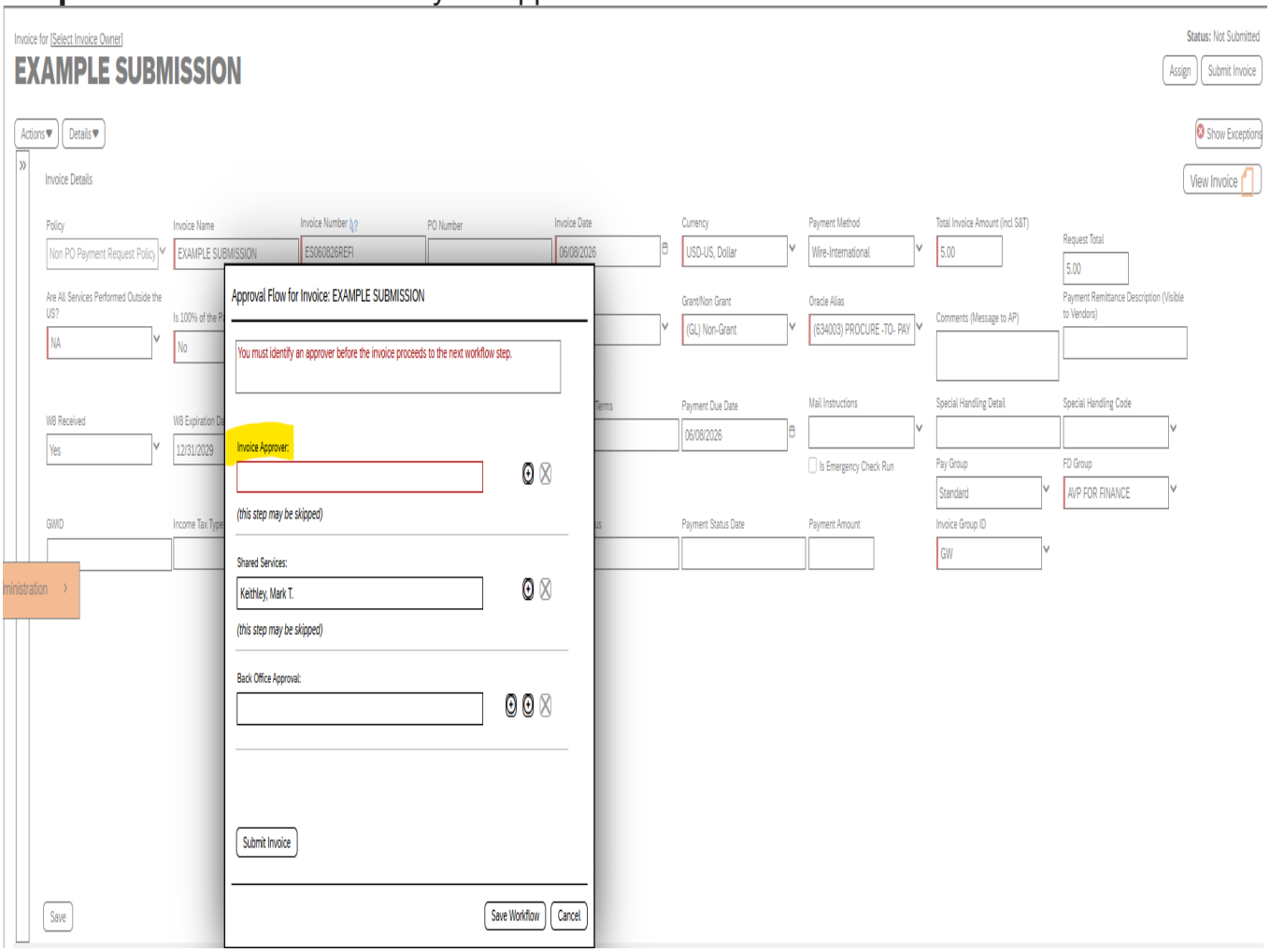
Enter the distribution(s), line description, the unit price is the amount for that line, click save in the bottom right:



Make sure there is a pie circle next to the line(s) under itemization summary to ensure it has been fully allocated, now click submit invoice and send to your approver:



Step 10: Submit the Invoice to your Approver:



Key takeaways

- Submit foreign honoraria, GWU registered student awards, prizes and non-employee reimbursements through GW iBuy+ Invoice; use Capture, invoice@gwu.edu or the data entry form for efficiency.
- Domestic non-employee payees must register through PaymentWorks; international non-employee payees do not register and are handled via iBuy+ Invoice with required documents.
- Attach acceptable documentation, sponsored project invoices route to OVPR automatically.
- Use the Honorarium Recipient Form for honorariums.

Useful links:
https://procurement.gwu.edu/university-payables
https://procurement.gwu.edu/awards-prizes-honorariums
https://procurement.gwu.edu/paymentworks
https://procurement.gwu.edu/new-supplier-registration
https://procurement.gwu.edu/invoice-number-protocol