Completing the Non-PO Payment Request Form
What’s different in UD Exchange?

**Restrictions on Account Code Use**
- In webforms, a user could access any account code for payment whether it is appropriate for that type of payment or not.
- In UD Exchange, the account codes are restricted to specific commodity codes, providing greater accuracy and adherence to Finance guidelines for use.

**Ability to bypass Purchase Order**
- In webforms, a user had to choose Purchase Order if the amount was over $5,000, regardless of whether a PO needed to be issued or not.
- In UD Exchange, the Non-PO Payment Request is used for payment of non-sourceable goods and services and no PO needs to be issued.
When do I use the N-POP form?

• The Non-PO Payment (N-POP) form is used for payment of *non-sourceable* goods & services. *Non-sourceable* means that there is no negotiation or competitive bidding involved in determining the payee or price. For instance, the federal government is the only provider who can issue H1NB visas; there is no need to determine the best provider when obtaining one: they are *non-sourceable*.

• VP Finance has provided a list of limited scenarios in which the N-POP is used, described on the N-POP Matrix, with definitions for each.

• N-POP commodity codes begin with NP and the numeric UNSPSC codes are not used on these forms.

• The N-POP form is never used to pay UD students or employees.
On the **Shopping Home Page**, scroll down to the **Procurement Forms** section.

Select the **Non-PO Payment Request** tile.
1. Be sure to read the instructions and note the blue link to the **Non-PO Payment Matrix**. The matrix will provide guidance for completing the form.

2. Click **Next**.
1. Enter search criteria to find your registered supplier.

2. Click **Search**.
Locate the fulfillment center you wish to use for the supplier.

Click Select.

This will show you suppliers’ Fulfillment (or order) addresses. You may not see their Remit addresses. Please choose as best as possible; AP will take steps to match the remit address.
1. You will see your supplier added to the form.
2. Click **Next**.
In the **Attachments** section, click **Add Attachment** to attach your invoice/documentation. The **Non-PO Payment Matrix** notes what attachments are required for each type of payment.
Click **Save Changes**. Repeat as needed for all attachments.
At any point in the form, click **Save Progress** to save as draft and return later.

Click **Next** when ready to proceed.
On the Payment Request Details page:

Select the payment Type.

- Refer to the Non-PO Payment Matrix (found under Quick Links on the UD Exchange Home Page) to ensure that you are selecting the correct payment type.
Scroll down:

1. Enter the payment amount in the **Unit Price** field.

2. Enter the payment description in the **Product Description** field.

Quantity will always be 1 and cannot be changed.

After clicking the **Payment type**, the definition will appear as a reminder.
1. Enter the Payee Invoice Number
2. Enter the Invoice Date.
3. If there are Payment Notes/Instructions, type them into the box.
4. Confirm accuracy by checking the box.
5. Click Next.

Invoice Number and Date may not appear depending on type of payment selected.

Scroll down:
1. Enter the Payee Invoice Number
2. Enter the Invoice Date.
3. If there are Payment Notes/Instructions, type them into the box.
4. Confirm accuracy by checking the box.
5. Click Next.
Click Add and go to Cart.

If you have multiple invoices for this vendor, click “Save to Cart and Add Another”
Name your Shopping Cart.
Scroll down to Item Details section and enter any necessary notes. Changes will automatically save.
If you are a Shopper in UD Exchange, Click Assign Cart to submit your Non-PO Payment Request to a Requester.

If you are a Requester in UD Exchange, you will have the option to click Proceed to Checkout to submit your Non-PO Payment Request, or click Assign Cart to submit it to another Requester for review.
1. If you saved a draft by clicking “Save Progress” and left the form, to retrieve it go to Orders>Procurement Requests.

2. There you will find all draft form requests not yet added to shopping carts to be made requisitions.
Remember!

• The NPOP only creates a purchase order for the point of making a payment. Nothing is sent to the supplier.
• NPOP purchase orders are prefaced with UDP for Payment.
• You should not see open obligations on UDP purchase orders unless we are making recurring payments on a lease, or there was a problem with the voucher/payment.
• Because nothing is sent to the supplier, your shipto address should be your default office address. Do not use a non-campus address for NPOPs as these are intended to track University property not on campus.
• NPOPs cannot be combined with other types of payments because they go through specialized workflow, but they can include contract attachments.
Resources

**Procurement Services**
procurement@udel.edu

See also, “Non-PO Payment Matrix”

“Adding Financial Information to Requisitions”