Completing the Non-PO Payment Request Form

Last revised 4/3/2023
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 required in determining the payee or price. For example, 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.

• There are limited scenarios in which the N-POP may be used. These scenarios are listed and defined on the N-POP Matrix, found under Quick Links on the UD Exchange Home Page.

• All N-POP commodity codes begin with “NP-”. These are the only commodity codes available on the form.

• 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.
Be sure to read the instructions and note the blue link to the Non-PO Payment Matrix. The matrix lists and defines the scenarios in which this form may be used.

Click Next.
• Enter search criteria to find your registered supplier.
• Click **Search**.
Locate the fulfillment center you wish to use for the supplier. Click **Select**.
• You will see your supplier added to the form.
• Click Next.
In the **Attachments** section, click **Add Attachment** to generate a pop-up window.

Click **upload** to search for and attach your invoice/documentation.

Refer to the N-POP Matrix for information on required documentation 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 a draft and return later. (See slide 18 for more details)

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

Select the payment **Type**.

Refer to the **Non-PO Payment Matrix** to ensure that you are selecting the *correct* payment type.
Scroll down:

- Enter the payment amount in the **Unit Price** field.
- 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.
Scroll down:

- Enter the **Payee Invoice Number**
- Enter the **Invoice Date**.
- If there are **Payment Notes/Instructions**, type them into the box.
- Confirm accuracy by checking the box.
- Click **Next**.
If you have multiple invoices for this supplier, you can click the drop-down menu and select “Save to Cart and Add Another”

Click Add and go to Cart.
Name your Shopping Cart.
If needed, add an **Internal Note** (visible to UD employees only) or an **External Note** (visible to the UD employees and the supplier).
Enter any necessary notes.

Your changes will be saved automatically.
If you are a Shopper in UD Exchange:

You can select to **Assign Cart** to a Requester who will complete the required business justification and financial information and then submit your Non-PO Payment Request for approval.

**OR**

You can select **Proceed to Checkout** to add the required business justification and financial information to the draft requisition, before you **Assign Cart** to a Requester.

If you are a Requester in UD Exchange:

Select **Proceed to Checkout** to add the required business justification and financial information and submit your Non-PO Payment Request for approval.
To retrieve a saved draft, go to **Orders>Procurement Requests**.

Your draft form requests that have not been added to shopping carts will be listed. Click on the **blue link** to open the draft. You can then complete the form and add it to a shopping cart.
Questions:
• procurement@udel.edu

Resources:
• Procurement Services Website
• NPOP Matrix
• NPOP Account Codes with Descriptions
• Adding Financial Information to Requisitions