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.
Click Next when ready to proceed.

At any point in the form, click Save Progress to save as draft and return later.
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.
After clicking the Payment type, the definition will appear as a reminder.

Quantity will always be 1 and cannot be changed.

Scroll down:

1. Enter the payment amount in the **Unit Price** field.
2. Enter the payment description in the **Product Description** field.
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.
Click **Add and go to Cart.**

If you have multiple invoices for this vendor, or have different commodity/account codes on the same payment request, 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.
Retrieving a Saved Form

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 purpose of making a payment. The purchase order is *not* 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 ship-to address should be your default office address. *Do not* use a non-campus address for NPOPs as they are used 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.
Question: What do I put in each field?

- Some of the fields on the NPOP form show and hide based on the type of payment.
- You may find that your requisition does not move through workflow without questions being asked to clarify items entered or omitted from the form.
- The following slides show best practice for NPOP fields.
- Above all, *do not enter the same information into all text fields on the NPOP*. Each text field on a requisition has a specific purpose.
- Your requisition may be delayed if the content of each field is missing or requires clarification.
You complete the NPOP form before it becomes a requisition, so let's start with the FORM FIELDS:

The first ~30 characters of the Product Description field becomes your Description in UDataGlance, combined with the supplier name. This should be a basic description. If you leave it blank, the commodity code description becomes the default.
Form Fields: Invoice Details

Please leave the following fields empty if they do not apply. Invoices are not required for all types of payments; please complete these fields only if this information was provided on the invoice you received from the supplier.

Payee Invoice Number

Invoice Date

These are NOT required fields, and may not show on your form depending on the payment type you selected.

If there is no invoice number, LEAVE THIS FIELD BLANK. Accounts Payable may have a naming convention for the supplier or payment type to avoid duplicate payments.
Form Fields: Payment Instructions

About Payment Instructions: Please remember, NPOPs pay immediately upon approval. Do not request payment on a specific date.

If attachments are required to be sent with payment, if checks are to be held for pickup (at Cashier’s Office), if verbiage is required on the payment line, please include that information in this field. For detail about recurring payments, please click the ? icon below.

Please leave this box empty if there are no specific payment instructions beyond making payment.

Please provide any payment instructions for AP, such as enclosing attachments with check, mailing separately from other payments, etc. Leave blank if no specific instructions apply.

If recurring payments are required, please put in the schedule (e.g., monthly, weekly, or quarterly); payment dates may not be exact but will be scheduled in time to meet a contract requirement such as a lease. Recurring payments are simply vouchers automatically copied so nothing about a recurring payment, such as amount, funding source, remit address, etc. can change.

This field is NOT required unless you have specific payment instructions. The ? Symbol lists examples of valid payment instructions. Please ensure your instructions are appropriate for the payment method (e.g., if ACH payment is made, we cannot enclose something with a check). If you do not have specific payment instructions, please LEAVE THIS BLANK.
Next, you add your form to a *Shopping Cart*, which has its own CART FIELDS:

The Cart Name becomes the Requisition Name and is previewed in most searches as well as mentioned in requisition emails. It is searchable.

Description is not searchable, but does show on a requisition and in export data.
Finally, the cart is turned into a *requisition*. Only some *REQUISITION FIELDS* are needed on an NPOP.

The Internal Notes/Business Justification field is **REQUIRED**! This is where you explain the who/what/when/where/why behind the payment. Do not rely on your attachments to explain the payment to approvers (including Procurement).

NPOPs are **not** sent to the supplier/payee – leave the External Notes and Attachments fields blank!

The supporting attachment(s) from your form will appear here.
Requisition Fields: Line Notes & Attachments

Line-related fields are not necessary unless you have multiple lines with different information (multiple payees, each with an attachment, or a multi-line travel reimbursement needing details such as mileage or per diem calculations. These fields are optional, but if used, should not repeat the data entered into Internal Notes/Business Justification at the header level.

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Resources

Procurement Services
procurement@udel.edu

See also, “Non-PO Payment Matrix”
“Adding Financial Information to Requisitions”