

UNIVERSITY OF DELAWARE **EXCHANGE**

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-sourcable*** goods & services.
- ***Non-sourcable*** 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-sourcable***.
- 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.



Shop • Shopping Home Page

Catalog & Forms Showcase

Procurement Forms

Grid of Procurement Forms tiles:

- Non-PO Payment Request (highlighted with a red arrow)
- Subaward Request
- NIMBL Subaward Request
- NSB Customer Setup
- NEW Waiver of Bid Request

Office/Misc Su... tiles:

- Office

Technology Hardware/Software - Faculty/Staff tiles:

- Purchase a New Tech Solution
- Purchase Computer Equipment
- UDeploy - Software Distribution

Computer Hardware/Software - IT Professionals Only tiles:

- Apple
- CDW
- DELL
- hp

My Requisitions (last 90 days)

View as Graph View as List

| Number | Requisition | Requisitioner | Date | Total |
|-------------|-----------------------|---------------|-----------|-----------|
| ✓ 165885898 | Custom Artwork Tes... | Margot McCabe | 12/8/2022 | 50.00 USD |

Displaying 1 of 1 [Search My Requisitions](#)

On the **Shopping Home Page**, scroll down to the **Procurement Forms** section.
Select the **Non-PO Payment Request** tile.

| TOTAL | |
|-------|-----------|
| /2022 | 50.00 USD |

Summary **List** Showing 1 of 1 [View All](#)

My Vouchers (last 90 days)

There are no Vouchers to display.



UNIVERSITY OF DELAWARE EXCHANGE

Shop > Shopping > View Forms

Back to Shopping Home

Non-PO Payment Request

Form Number **8273768**
Purpose **Procurement Request**
Status **Incomplete**

Request Actions History ?

Instructions

Suppliers ▲

Attachments ✓

Form Fields ▲

Review and Submit

Instructions

Payment Request Instructions

Complete all required fields and attach the appropriate documentation necessary to process the payment request. Should you be unable to locate the appropriate Individual/Payee/Supplier in UD Exchange, please ensure they have completed [the online W9](#) and contact your Department Purchasing Specialist for assistance to onboard the payee.

*This form is **not** to be used to pay UD Students or Employees. Please refer to the matrix for how to pay UD-affiliated individuals.*

For assistance in completing this form, please refer to the current Non-PO Payment Matrix at [this location](#). This form is to be used only for payments other than the purchase of goods and services.

Note that **attachments are mandatory** for every type of payment regardless of whether webforms or the NPOP are used; please refer to the matrix for the specific attachment required.

Effective immediately: Honoraria are to be submitted and processed on the [Honorarium Payment Request Form](#). The NPOP form can be added to the cart if reimbursement of expenses should accompany the honorarium.

Next >

- 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**.



Non-PO Payment Request

Form Number 8273768
Purpose Procurement Request
Status Incomplete

Instructions

Suppliers ▲

Attachments ✓

Form Fields ▲

Review and Submit

Suppliers Request Actions History ?

Supplier Please select a fulfillment center below.

Search Registered Suppliers

Supplier 

Relationship

Zip Code Within

- Enter search criteria to find your registered supplier.
- Click **Search**.



Non-PO Payment Request

Form Number **8273768**
Purpose **Procurement Request**
Status **Incomplete**

Instructions

Suppliers

Attachments
Form Fields
Review and Submit

Suppliers

Supplier Please select a fulfillment center below.

[Modify Search](#)

1-16 of 16 Results 200 Per Page

| Supplier Name | Doing Business As | Fulfillment Centers | Action |
|---------------------------|-------------------|--|---------------------------------------|
| CHRISTINA SCHOOL DISTRICT | | 136 B ELKTON ROAD 136 B ELKTON ROAD, MUNCHWORKS, NEWARK, Delaware 19711-7961 United States | <input type="button" value="Select"/> |
| | | 14 FORGE ROAD ETTA J WILSON ELEMENTARY, 14 FORGE ROAD, NEWARK, Delaware 19711-7619 United States | <input type="button" value="Select"/> |
| | | 30 BLUE HEN DRIVE | <input type="button" value="Select"/> |
| | | LANE TRANSPORTATION CENTER, 400 WYOMING ROAD, NEWARK, Delaware 19711-7189 United States | <input type="button" value="Select"/> |
| | | MAIN: (primary) LANE TRANSPORTATION CENTER, 400 WYOMING ROAD, NEWARK, Delaware 19711-7189 United States | <input type="button" value="Select"/> |
| | | PAY TO GEORGE V KIRK MIDDLE SC 140 BRENNEN DRIVE, NEWARK, Delaware 19713-3906 United States | <input type="button" value="Select"/> |
| | | REMIT | <input type="button" value="Select"/> |

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

Non-PO Payment Request

Form Number **8273768**
Purpose **Procurement Request**
Status **Incomplete**

Instructions

Suppliers ✓
Attachments ✓
Form Fields ▲
Review and Submit

Suppliers

Request Actions History ?

Supplier: CHRISTINA SCHOOL DISTRICT
MAIN: LANE TRANSPORTATION CENTER, 400 WYOMING ROAD, NEWARK, Delaware 19711-7189 United States

[Modify Search](#)

1-16 of 16 Results 200 Per Page

| Supplier Name | Doing Business As | Fulfillment Centers | Action |
|---------------------------|-------------------|--|------------|
| CHRISTINA SCHOOL DISTRICT | | 136 B ELKTON ROAD 136 B ELKTON ROAD, MUNCHWORKS, NEWARK, Delaware 19711-7961 United States | Select |
| | | 14 FORGE ROAD ETTA J WILSON ELEMENTARY, 14 FORGE ROAD, NEWARK, Delaware 19711-7619 United States | Select |
| | | ... | Select |
| | | ... | Select |
| | | CHRISTINA SCHOOL DISTRICT LANE TRANSPORTATION CENTER, 400 WYOMING ROAD, NEWARK, Delaware 19711-7189 United States | Select |
| | | MAIN: (primary) LANE TRANSPORTATION CENTER, 400 WYOMING ROAD, NEWARK, Delaware 19711-7189 United States | ✓ Selected |
| | | RAY TO GEORGE V. KIRK MIDDLE SC... | Select |

◀ Previous **Next ▶**

- You will see your supplier added to the form.
- Click **Next**.



Shop > Shopping > View Forms

Back to Shopping Home

Non-PO Payment Request

Form Number **8273768**
Purpose **Procurement Request**
Status **Incomplete**

Instructions
Suppliers
Attachments
Form Fields
Review and Submit

Attachments

Please add your attachments below.

Add Attachment

Add Attachment

Attachment * **Upload**

* Required **Save Changes** **Close**

Save Progress 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.



UNIVERSITY OF DELAWARE EXCHANGE

Shop > Shopping > View Forms

Back to Shopping Home

Non-PO Payment Request

Form Number: 8273768
Purpose: Procurement Request
Status: Incomplete

Instructions

Suppliers: ✓

Attachments: ✓

Form Fields: ⚠

Review and Submit

Attachments

Please add your attachments below.

Add Attachment

Upload [X]

Title *

File *
Maximum upload file size: 25.0 MB

* Required 

Save Progress Next >

Menu Search

Powered by JIBS&EN | Privacy Policy

Click **Save Changes**.

Repeat as needed for all attachments.



Shop > Shopping > View Forms

[Back to Shopping Home](#)

Non-PO Payment Request

Form Number **8273768**
Purpose **Procurement Request**
Status **Incomplete**

Instructions
Suppliers
Attachments
Form Fields
Review and Submit

Attachments

Request Actions | History ?

| # | Attachment | |
|---|---|--|
| 1 | Completed School Use Form | <input type="text"/> <input type="button" value="Edit"/> |

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.

UNIVERSITY OF DELAWARE EXCHANGE

Shop > Shopping > View Forms

Home Shop Orders Contracts Accounts Payable Suppliers Sourcing Reporting Administer Setup

Shop > Shopping > View Forms

Back to Shopping Home

Non-PO Payment Request

Form Number: 8273768
Purpose: Procurement Request
Status: Incomplete

Instructions
Suppliers: ✓
Attachments: ✓

Form Fields: ⚠

Form Fields - Payment Request Details

Request Actions | History ?

- ★ Response Is Required
- 🔍 Field Name Is Searchable

Payment Request

Type *

- Agency
- Award/Prize
- Conference/Seminar Registration Fees

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.

Refund

Space Rental/Lease

Specialized Non-PO Services

Sponsorship

Stipend/REU

Student Activity Accounts

Subscription

Travel

Tuition

Utilities

← Previous Save Progress Next →

- Stipend/REU
- Student Activity Accounts
- Subscription
- Travel
- Tuition
- Utilities

1. Enter **Payment Amount** in the "Unit Price" field
2. Enter **Payment Description** in the "Product Description" field - this should reflect the purpose of this payment; do not copy and paste the commodity code description
3. The appropriate documentation **must be attached** or your request will be returned

Space rental of off-campus location, not including hotel. This includes the rental of temporary housing and academic space at non-university locations. Long-term leases can also be processed as multi-invoice/payment purchase order. (No Restriction)

After clicking the Payment type, the definition will appear as a reminder

Quantity will always be 1 and cannot be changed.

| | | | | | | |
|---------------------|---|-----|----------|---|-------|----------|
| Unit Price | 500 | USD | Quantity | 1 | Total | 0.00 USD |
| Product Description | 6 hour auditorium rental. 6/30/2022 10:00am-4:00pm. Performance space for UDX Outreach program. | | | | | |

Scroll down:

- Enter the payment amount in the **Unit Price** field.
- Enter the payment description in the **Product Description** field.

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

156

Invoice Date

07/10/2022

About Payment Instructions: Please remember, NPOPs pay immediately upon receipt of payment. If attachments are required to be sent with payment, if checks are to be held for deposit, please enter that information in this field. For detail about recurring payments, please click here.

Please leave this box empty if there are no specific payment instructions beyond those listed above.

Payment Instructions

Please attach this form with payment

1964 characters remaining

Attachments & Confirmation

I confirm that all information is accurate and all required supporting documentation has been attached. *

Confirmed

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**.

Shop > Shopping > View Forms
Back to Shopping Home

Non-PO Payment Request

Form Number **8273768**
Purpose **Procurement Request**
Status **Incomplete**

Instructions

| | |
|-------------|---|
| Suppliers | ✓ |
| Attachments | ✓ |
| Form Fields | ✓ |

Review and Submit

Review and Submit

Request Actions History ?

✓ Required Fields Complete

| Section | Progress |
|-------------|----------------------------|
| Suppliers | ✓ Required |
| Attachments | ✓ Required |
| Form Fields | ✓ Required Fields Complete |

Previous Add to Favorites Add and go to Cart

Click Add and go to Cart.

If you have multiple invoices for this supplier, you can click the drop-down menu and select "Save to Cart and Add Another"



Shopping Cart • Shopping Cart

Simple Advanced

Search for products, suppliers, forms, part number, etc.

Cart Name **Name your Shopping Cart.**

Description

Multi-Invoice/Payment

After-The-Fact Purchase

Waiver of Bid

1 Item

CHRISTINA SCHOOL DISTRICT • 1 Item • 500.00 USD

^ SUPPLIER DETAILS MAIN : LANE TRANSPORTATION CENTER, 400 WYOMING ...

Contract *no value* PO Number To Be Assigned

Quote number

| Item | Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price |
|---|-------------|----------------|------------|----------|------------|
| <input type="checkbox"/> Non-PO Payment Request | | | | | |

Details

For Margot McCabe

Total (500.00 USD)

Shipping, Handling, and Tax charges are calculated and charged by each supplier. The values shown here are for estimation purposes budget checking, and workflow approvals.

Subtotal * **500.00**

Total * **500.00**

1 Item

CHRISTINA SCHOOL DISTRICT • 1 Item • 500.00 USD

SUPPLIER DETAILS MAIN : LANE TRANSPORTATION CENTER, 400 WYOMING ...

Contract no value PO Number To Be Assigned Quote number

Table with columns: Item, Catalog No., Size/Packaging, Unit Price, Quantity, Ext. Price

If needed, add an Internal Note (visible to UD employees only) or an External Note (visible to the UD employees and the supplier).

6 hr UDX Outreach program. Procurement Request: Non-PO Payment Request

ITEM DETAILS

Payee Invoice Number 156 Invoice Date 7/10/2022 Payment Instructions Please attach this form with payment

Commodity Code NP-SPACE N-POP ONLY: Space rental of off-campus location, not including hotel. This includes the rental of temporary housing and academic space at non-UD-owned locations and associated fees.

Internal Note/Business Justification 1000 characters remaining expand clear

External Note 1000 characters remaining expand clear

PO Type Override

Details sidebar with 'Total (500.00 USD)' and 'Subtotal 500.00'.



1 Item

CHRISTINA SCHOOL DISTRICT • 1 Item • 500.00 USD

SUPPLIER DETAILS MAIN : LANE TRANSPORTATION CENTER, 400 WYOMING ...

Contract no value PO Number To Be Assigned Quote number

Table with columns: Item, Catalog No., Size/Packaging, Unit Price, Quantity, Ext. Price

Non-PO Payment Request

Contract: Select

1 6 hour auditorium rental, 6/30/2022 10:00am-4 UDX Outreach program. Procurement Request: Non-PO Payment Request

ITEM DETAILS

Payee Invoice Number 156 Invoice Date 7/10/2022 Payment Instructions Please attach this form with payment more info...

Commodity Code NP-SPACE N-POP ONLY: Space rental of off-campus location, not including hotel. This includes the rental of temporary housing and academic space at non-UD-owned locations and associated fees.

Internal Note/Business Justification Mitchell Hall was booked 6/30. Rented space for UDX Outreach 916 characters remaining expand clear

External Note 1000 characters remaining expand clear

PO Type Override

Enter any necessary notes. Your changes will be saved automatically.

Details For Margot McCabe Total (500.00 USD) Subtotal 500.00 Total 500.00



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.

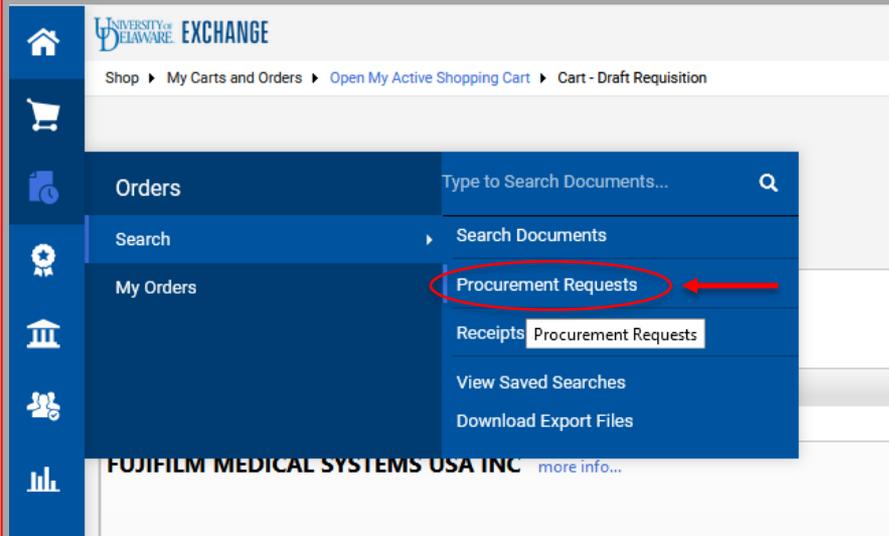
and Tax charges are calculated and charged by values shown here are for estimation purposes and workflow approvals.

| |
|--------|
| 500.00 |
| 500.00 |

| Item | Catalog No. | Size/Packaging | Unit Price | Quantity | Ext. Price |
|------------------------|-------------|----------------|------------|----------|------------|
| Non-PO Payment Request | | | | | |

Retrieving a Saved Form

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.

The screenshot shows the 'Search Procurement Requests' page. The table lists several procurement requests, with the 'Non-PO Payment Request' highlighted by a red arrow. The table columns are: Form Name, Request Number, Form Purpose, Form Status, Date/Time, and Created. The 'Form Status' column contains 'Incomplete' for all listed requests.

| Form Name | Request Number | Form Purpose | Form Status | Date/Time | Created |
|--|----------------|---------------------|-------------|-----------------------|---------|
| Non-PO Payment Request | 463283 | Procurement Request | Incomplete | 7/17/2020 4:24:46 PM | - |
| Subaward Request | 462590 | Procurement Request | Incomplete | 7/16/2020 12:13:08 PM | - |
| Waiver of Bid Request | 462042 | Procurement Request | Incomplete | 7/15/2020 2:25:44 PM | - |
| Subaward Request | 461964 | Procurement Request | Incomplete | 7/15/2020 11:37:30 AM | - |



Questions:

- procurement@udel.edu

Resources:

- [Procurement Services Website](#)
- [NPOP Matrix](#)
- [NPOP Account Codes with Descriptions](#)
- [Adding Financial Information to Requisitions](#)

