



UNIVERSITY OF
SOUTH ALABAMA

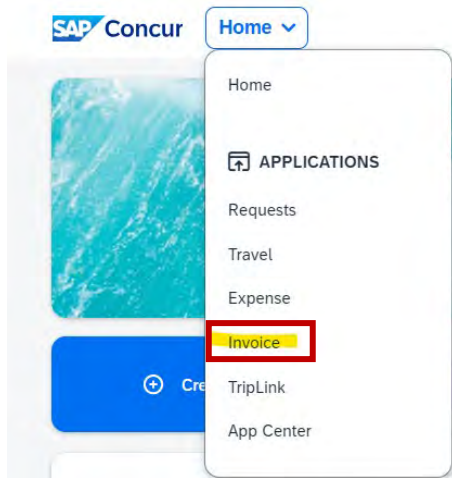
FLAGSHIP OF THE GULF COAST®

Concur
Creating a Non-PO Invoice Manual

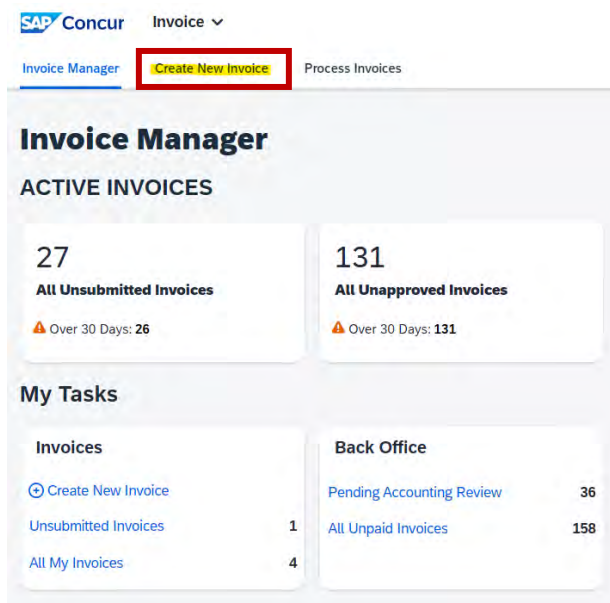
Procurement Card and Travel Services

650 Clinic Drive Suite 1400 | Mobile, Alabama | 36688 | 251.460.6242
pcardandtravelsvcs@southalabama.edu

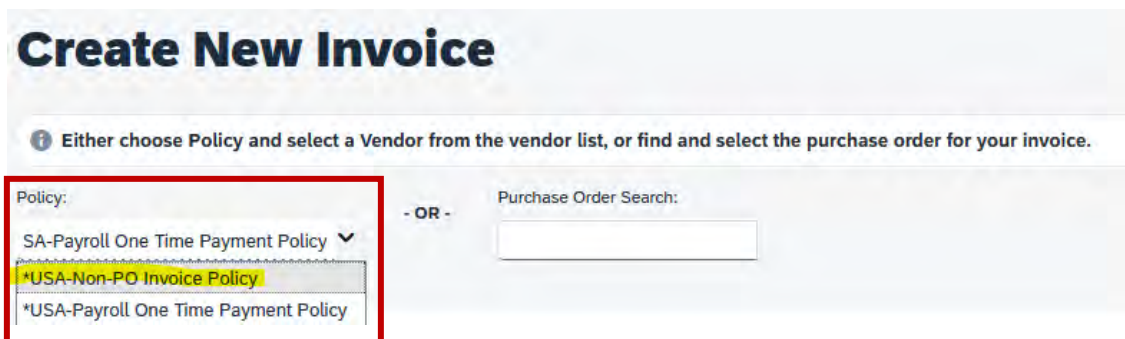
1. Log into Concur and select Invoice.



2. Click Create New Invoice.



3. In the Policy dropdown field select *USA-Non-PO Invoice Policy.



- Search for the vendor using the query fields to the right. Once you locate the vendor select the vendor option with “DD1” (preferred), “HP”, or “AP” as the Vendor Address Code. **Never select the option with “XX1” as the Vendor Address Code when using the *USA Non-PO Invoice Policy.** If you are unable to locate the vendor please contact Accounts Payable.

Create New Invoice

Either choose Policy and select a Vendor from the vendor list, or find and select the purchase order for your invoice.

Policy: *USA-Non-PO Invoice Policy - OR - Purchase Order Search: _____

Vendor List

Most Recently Used

Vendor Name*	Vendor Address Code	Vendor Code	Address 1	Address 2	City	State/Province	Postal/Zip Code	Country	Currency	Tax ID (Supplier Portal)
CDW Government Inc.	DD1	J00345096	75 Remittance Dr.	Suite 1515	Chicago	IL	60675-1515	UNITED STATES	USD	
CDW Government Inc.	HP2	J00345096	200 N Milwaukee Ave		Vernon Hills	IL	60061-1577	UNITED STATES	USD	
CDW Government Inc.	HP1	J00345096	75 Remittance Dr.	Suite 1515	Chicago	IL	60675-1515	UNITED STATES	USD	
CDW Government Inc.	HP2	J00345096	230 North Milwaukee Ave.		Vernon Hills	IL	60061	UNITED STATES	USD	

- Complete all required fields as indicated by the redline in the left-hand side of the fields. Then click Save.

Create New Invoice for [Select Invoice Owner]

Enter Invoice Details

Actions Details

Vendor Information

CDW Government Inc.

75 Remittance Dr.
Suite 1515
Chicago, IL
60675-1515

Vendor Code: J00345096
Address Code: DD1

Currency: USD-US, Dollar

Invoice Details

Policy: *USA-Non-PO Invoice Policy

Invoice Name: Computer\$032825

Invoice Number: 123456

Invoice Date: 8/30/2025

Invoice Received Date: 8/30/2025

Chart: 11

Division: 11.1 Development and Alumni

Div2: 11.1 Development and Alumni

Org: 11.20303 MCOB & Student Aff

Fund: 11.35000 University

Program: 14000 Institutional Support

Activity: 14000 Institutional Support

Index: 14000 Institutional Support

Currency: USD-US, Dollar

Total Invoice Amount (incl S&T): 1200

Request Total: 0.00

Carrier Route: 1099 Vendor

Direct Deposit Override: 1099 Vendor

Check Vendor: 1099 Vendor

View Change Save

- Query for the account code in the Expense Type field. Select the appropriate account and complete the remaining required fields as indicated by the red asterisk next to the field label. Then click Save.

Amount Remaining to be Itemized: \$1,200.00

Now Cancel

No TA Expense Type Line Description Quantity Rec... Quantity Unit Price Total

No Items found.

Add Item

No.	Expense Type	Line Description	Quantity Rec...	Quantity	Unit Price	Total
1	Computers \$1-\$1,999 - 712150	Lenovo Laptop	1	1	\$1,200.00	\$1,200.00

Add Clear

Save Cancel

7. Now you need to upload the invoice. Select Actions – Upload Image.

8. Click browse and locate the invoice wherever you saved it and select it. Then click Open – Upload – and lastly Close.

Upload Image

For best results, scan images in black & white with a resolution of 300 DPI or lower.
Click **Browse** and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 10 MB limit per file.

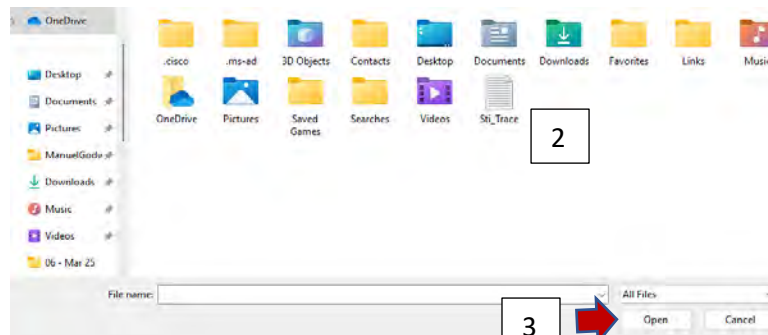
Files selected for uploading:

1

Browse... Upload

No files selected

Close



Upload Image

For best results, scan images in black & white with a resolution of 300 DPI or lower.
Click **Browse** and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 10 MB limit per file.

Files selected for uploading:

Browse... Upload

4

VWR.pdf

Remove

Close

5

9. Confirm that your invoice uploaded and is legible. Click View Invoice and your invoice image will pop-up. Once confirmed close the pop-up window and click Submit Invoice.

The screenshot shows the SAP Concur Invoice Manager interface. On the left, there's a sidebar with 'Invoice Manager' and 'Create New Invoice' buttons. The main area displays 'Invoice Image' for 'Computers032825'. A pop-up window titled 'ORIGINAL INVOICE' from 'avantor' is shown, displaying the invoice details. A red arrow points to the 'View Invoice' button in the top right corner of the main interface, with a text box saying 'Pop-up view of invoice'.

The screenshot shows the SAP Concur Invoice Manager interface. The 'Submit Invoice' button is highlighted with a red arrow. The interface displays the 'Invoice Details' for 'Computers032825', including fields for 'Invoice Name', 'Invoice Number', 'PO Number', 'Invoice Date', and 'Invoice Received Date'. The 'Status' is 'Not Submitted'.

10. After you click Submit Invoice you will automatically be taken to the My Invoices screen. Here you can select "All My Invoices" in the View field if you wish to verify your invoice has been submitted.

The screenshot shows the SAP Concur 'My Invoices' screen. The 'View' dropdown is set to 'All My Invoices'. The table lists invoices with columns: Alert, Image, Invoice Name, Vendor Name, Invoice Number, Invoice Date, Approval Status, Action Due Date, Payment Status, Total, Last Comment, and With User Since. The first row is highlighted in yellow.

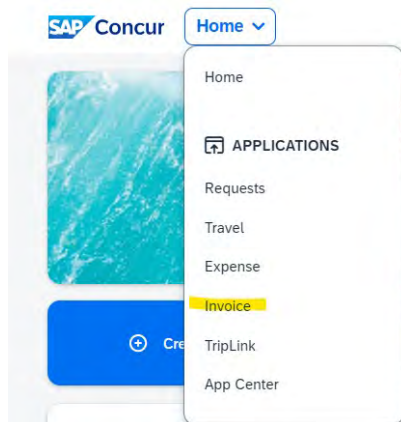
Alert	Image	Invoice Name	Vendor Name	Invoice Number	Invoice Date	Approval Status	Action Due Date	Payment Status	Total	Last Comment	With User Since
<input type="checkbox"/>		Computers032825	CDW Government Inc.	123456	03/28/2025	Pending Cost Object Approval		Not Paid	\$1,200.00		
<input type="checkbox"/>		Test032125	CDW Government Inc.	12345	03/21/2025	Not Submitted	Traveler1, USA	Not Paid	\$100.00		
<input type="checkbox"/>		Test 101	CDW Government Inc.		09/06/2022	Pending Business Office Approval		Not Paid	\$100.00		
<input type="checkbox"/>		T Anderson - Test 1	CDW Government Inc.		08/24/2022	Approved		Paid	\$1,990.00		
<input type="checkbox"/>		Test 7	CDW Government Inc.	Testing	11/04/2021	Pending Cost Object Approval		Not Paid	\$200.00		

Other Miscellaneous Instructions

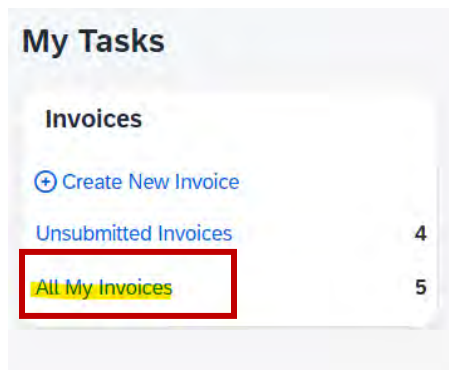
How to Recall an Invoice

Invoices can be recalled as long as Accounts Payable has not fully processed/approved the invoice. Instructions for recalling an invoice are below.

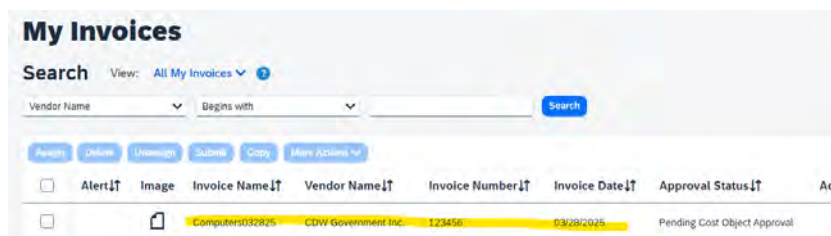
1. Log into Concur and go to Invoice.



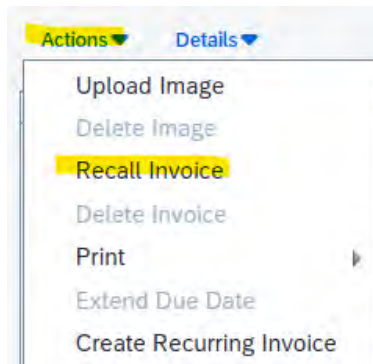
2. Select All My Invoices.



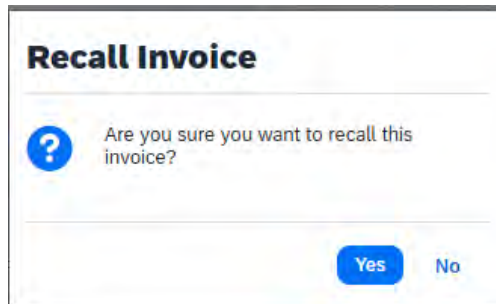
3. Select the invoice you wish to recall.



4. Go to Actions and select Recall Invoice.



5. Confirm you wish to recall by clicking Yes on the pop-up.



6. You will remain on your invoice. You can now make your changes and submit the invoice again. Or if you need to delete it select Actions – Delete Invoice.