Agenda

1. Shopping/Browsing/Searching in the Penn Marketplace
2. Supplier Request/Registration
3. Non-PO Payment Request Processes
4. Q & A
5. Resources
Shopping/ Browsing/Searching in the Penn Marketplace

Search Functions in the Penn Marketplace

• **Supplier Search**
  – Use the left hand navigation bar to search for suppliers on the many attribute fields available

• **Document Search**
  – Use the Document Search option when looking for detailed information on Requests, PO’s, Invoices, and payment statuses

• **Supplier Request and Registration Status**
  – View the Supplier Request/Registration dashboard for the status of your requests and supplier registration progress

• **Quick Search**
  – To perform a simple search use the top right hand box to enter your information if you have a specific supplier name, PO # or Invoice # for a quick return of information
How to Resend a PO – 2 Options

• To quickly resend the PO yourself, you can enter the Penn Marketplace and select your PO and resend directly to the supplier. Follow the detailed instructions.

• Alternatively, you may complete and submit the request form located on the Purchasing Services website at https://cms.business-services.upenn.edu/purchasing/policies-a-forms/purchasing/request-to-resend-approved-purchase-order-to-supplier.html.
Shopping/ Browsing/Searching in the Penn Marketplace

Picking up an assigned cart

- When notified via an email notification to pick up an assigned cart, sign into the Penn Marketplace through BEN BUYS as a Requisitioner or PO Manager (not via the link in the email) or via PennKey
Use of Proxy Registration

• Proxy Registration is to be used for exceptional cases
  – Foreign suppliers struggling with language
  – High Profile Individuals
  – Foreign Currency requirements
  – Technical barriers

• Click [here](#) for a training video snippet on the use of proxy registration.
Supplier Request and Registration

Supplier Request vs Registration

• An email notification stating Supplier Request “Approved” indicates the supplier has been approved to be invited to register on the portal.
  – Service Level – 2 Business Days from submission to approval

• Supplier Registration “Approved” email notification indicates the supplier has registered and has been approved in the Penn Marketplace database.
  – Service Level – 2 Business Days from submission to approval upon supplier completing registration
Supplier Request and Registration

Supplier Request - “Other”

- When selecting “OTHER” in the Supplier Information box question when creating the Non-PO supplier request – please be specific with your description.
Supplier Request and Registration

- **W-9’s are not needed for Refunds** –
  - When onboarding a payee into the Penn Marketplace for a refund bypass the option of uploading the W-9.
  - Examples: Ticket refund, tuition, Penncard refunds
• Prior identified Independent Contractors, who do not have the SPE and SPQ in the PENN MARKETPLACE, should submit any updated documentation to SupplierSupport@upenn.edu to append to the supplier profile.
Non-PO Payment Request Process

Invoice Numbering

Following a standard invoice numbering system is best practice and is key to preventing duplicate payments and makes searching for invoices easier.

Invoice Numbering Guidelines:

Entering an Invoice Number
• Only use capital ALPHA and numeric characters, do not use any special characters (e.g., - / . ; * etc.) Do not use spaces, N/A or not applicable is not a valid invoice number.

Utilities Payments
• When paying utility invoices the Invoice number should consist of the account number followed by the 4 digit date MMYY. (Example Account 5679 July 2010 Bill should be 56790710) Please ensure that everyone is following this format for all utility payments.

Guest Travel Reimbursement
• Invoice numbering/dating format - Invoice # = date of beginning the trip, invoice date = date of end of trip (e.g., 070114 and 070714)
Non-PO Payment Request Process

Validation errors

Reasons for Validation 1 Error:
- ZZZZ cannot be used with this object code
- Frozen Fund
- BC2 can only be used with this fund
- BC4 can only be used with this fund
- Failed Rule 56- this object code can only be used with grant funds
- 403- if Non-PO payment request is submitted outside of the hours of Mon- Sat 8am-8pm (In Available Actions- click “approve and complete” for this error)

Actions needed:
- Approval Level 1 will receive an email notification of the error
- Approver must take appropriate actions and correct account string
- If Approver approves the request without taking action, the Non-PO payment request will be sent to Validation Error 2 error and AP will need to correct

Quick Reference Guide Attached
Non-PO Payment Request Process

Creating Favorites

• Save any Non-PO Payment Request (in progress or submitted) to your favorites
• Access favorites from the Shortcuts menu on the Jaggaer homepage
• Accounting Codes favorites/defaults can be set up by clicking your name/View My Profile/Default User Settings/Custom Field and Accounting Code Defaults/Code Favorites tab
## Non-PO Payment Request Process

### Terms

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Payment Method</th>
<th>Terms</th>
<th>Based on</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>ePayables</td>
<td>10-Days</td>
<td>Invoice Receipt Date</td>
</tr>
<tr>
<td>New</td>
<td>ACH/Wire</td>
<td>30-Days</td>
<td>Invoice Receipt Date</td>
</tr>
<tr>
<td>New</td>
<td>Check</td>
<td>45-Days</td>
<td>Invoice Receipt Date</td>
</tr>
<tr>
<td>Embedded Before Launch and Not Updated in J aggaer</td>
<td>All</td>
<td>Existing</td>
<td>Invoice Date*</td>
</tr>
<tr>
<td>Embedded Before Launch and Updated/Registered in J aggaer</td>
<td>ePayables</td>
<td>10-Days</td>
<td>Invoice Date*</td>
</tr>
<tr>
<td>Embedded Before Launch and Updated/Registered in J aggaer</td>
<td>ACH/Wire</td>
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<td>Invoice Date*</td>
</tr>
<tr>
<td>Embedded Before Launch and Updated/Registered in J aggaer</td>
<td>Check</td>
<td>45-Days</td>
<td>Invoice Date*</td>
</tr>
<tr>
<td>Individuals/Independent Contractors/Exceptional Suppliers</td>
<td>All</td>
<td>Immediate</td>
<td>NA</td>
</tr>
</tbody>
</table>

* In the future all suppliers’ terms will be based on invoice receipt date
Non-PO Payment Request Process

Banking

• As suppliers register on the Penn Supplier portal we encourage the move from check to electronic payment
• Working on getting Paymode vendors switched over to ePayables or ACH

Foreign Currency Payments

• Payments in foreign currency should be submitted via paper PDA-FC to Accounts Payable
• Foreign Quick Reference Guide is in the final approval stage and will be distributed soon
Non-PO Payment Request Process

Discarding Forms

• Select Documents/My Forms in left hand navigation bar in the Penn Marketplace
• Select/Open
• Request Action/Discard
• Keep a clean work space!
Non-PO Payment Request Process

Description field character limitation

• Use a brief description in the “Description of Payment” field in the Non-PO payment request. The Penn Marketplace has a 2000 character limitation, however there is a 40 character limitation in BEN. The description should be short and describe what the payment is for. The description is what is included on the payment remittance. We are working on limiting the field if possible putting wording in to prevent this issue.
Non-PO Payment Request Process

Limited Engagement Forms

• Please ensure that you select Limited Engagement and not Other when selecting the type of “Non-PO Payment Supplier Request”
• The Limited Engagement form must be attached to each Non-PO payment request
Non-PO Payment Request Process

Limit the use of Will Call Checks
- Will Calls should not be requested for PO invoices
- Please encourage Individuals to register in Penn Marketplace for ACH payments (Payment terms for Individuals are Immediate)

Will Calls should be requested for payments that meet the below criteria:
- Deposits/Payments required at the time of service/event
- Conference and Hotel Registrations
- Payments to the Department of Homeland Security
- Study Participants
- Awards
- Honorariums
- Attachments that need to accompany the check
Summary

**Shopping/Browsing/Searching in Penn Marketplace**

- Search function (suppliers, on-boarding status, invoice, payment status, etc.)
- How to resend the PO
- When picking up an assigned cart from email notification – a Penn Marketplace session needs to be open (If a PO Manager in BEN needs to access Penn Marketplace via BEN)

**Supplier Request/Registration**

- Use of Proxy Registration
- Supplier Request email vs Supplier Registration
- When selecting OTHER in the Supplier Request – be specific
- W-9’s not needed for REFUNDS
- Prior identified Independent Contractors who do not have the SPE and SPQ submitted should send to Supplier Support to append to profile in Penn Marketplace

**Non-Po Payment Request Process**

- Invoice numbering
- Validation error corrections
- Favorites
- Terms
- Banking
- Discarding forms
- Description field character limitation
- Limited Engagement forms
- Limit Will Call checks
Questions (Session 2: 03/13/19)
Questions and Answers

Q. I have a PO vendor with a PO # but couldn’t find them in Jaggaer?

A. All active vendors will be in both BEN and the Penn Marketplace. PO invoices can be submitted 5 different ways:
   I. Electronically via cXML
   II. Vendor initiated PO flips within the Marketplace
   III. Vendors sending PO invoice to AP’s email box (poinv@upenn.edu), one pdf file per invoice!
   IV. Via normal mail (please encourage vendors to use the email box)
   V. Via Schools and Centers (this is a no-no, PO invoices need to come to AP directly from the vendor)

All POs are generated in BEN and sent through the Marketplace to the supplier.

Q. How clear are the payment options for the supplier/payee?

A. They are very clear. The supplier/payee will see the payment options at the start of registration and their related terms, and will need to make a choice. Supplier/Payee will also have a link to the registration guide.
   Check – 45 Days
   ACH – 30 Days
   ePayables – 10 Days
   Individuals/Independent Contractors – immediate
Questions and Answers

Q. Why does the address not show up after entering a supplier name on the Non-PO Payment Request? It just says Home.
A. The Remittance address will show up upon selection of site name.

Q. How can suppliers/payees reset their password?
A. On the log in screen they can click the Forgot your password link and reset their own.

Q. When I search “my suppliers” the order of the view is oldest to newest, can we change that to newest to oldest?
A. We will log this back to Jaggaer. This has been corrected and you can search by newest to oldest on created date.

Q. What is the criteria for a use of proxy new supplier request?
A. The preference is to not proxy the on-boarding of new suppliers/payees. Having them self register is the safer and fastest way to get them paid. Their W-9/SSN are protected and they can set themselves up for ACH. Schools and Centers will need to decide whether the self-registration will be problematic and will create a negative experience for them or they are good to self register. Elderly, VIP and disabled payees are proxy examples. See link to proxy how to video: https://cms.business-services.upenn.edu/purchasing/making-purchases/marketplace-enhancements/training/reference-guides.html
Questions and Answers

Q. Are we planning to broaden the scope of the Greenphire card?
A. Yes, we already have (e.g., guest travel per diem, student athletes, prospective student visits), plan to continue to stretch/pilot the program.

Q. What does the email invite look like?
A. Email comes from University of Pennsylvania. Do Not Reply @ sciquest.com, if they don’t receive the invite they can check their Junk box, or we can resend the invite. Sometimes we might ask for an alternative email address.

Q. I submitted a new supplier request and realized I entered the wrong email address, how do I correct it?
A. Reach out to Supplier Support and ask them to correct before the invite is sent out, or it can be resent to the correct email address.

Q. An individual does not want to provide Penn with a W-9 for travel reimbursements?
A. Let the individual know they can register in the portal and securely load their W-9.
Questions and Answers

Q. Can I identify more than one goods/service when submitting a new supplier request?
A. Only I can be selected, choose the one that is more prominent. On the Non-PO Payment Request you will have the opportunity to choose multiple types.

Q. I just received an invoice and the work is already done?
A. Remind your faculty they must onboard a new supplier and secure a PO before any work is done. If it is a limited engagement, they must be onboarded first before you submit a Non-PO Payment Request. See independent contractor webpage. https://www.hr.upenn.edu/policies-and-procedures/processes-and-procedures/service-provider-classification

Q. I’ve used an individual in the past submitting Non-PO Payment Requests. I am now being asked for a new forms, SP??
A. I believe you are referring to the Service Provider Questionnaire or Evaluation forms, see link above. These should be signed off by your School or Center’s HR Lead.
Questions and Answers

Q. I submitted a Non-PO Payment Request but how do I track it?
A. After you submit it you can go back into the form and review the Forms Approvals. Once approved at level 1 you can click the PMI... # on the form and that will take you to the invoice screen. You can then click the Approvals tab to follow the workflow.

Q. Can we give suppliers a guide to help them register?
A. See link to Supplier Resources https://cms.business-services.upenn.edu/purchasing/supplier-resources/supplier-resources/reference-guides.html

Q. How do I see my supplier requests and Non-PO Payment Requests?
A. You can scroll down from the main menu to your dashboard and review My Form Requests.

Q. I submitted a Non-PO Payment request but would like to edit it?
A. First check to see where the form is in the workflow. Identify who’s queue it is in and reach out to them and ask them to return the form. If already approved at Level 1, ask the approver to make the edit. If it is rejected you will need to start the form all over again.
Questions and Answers

Q. I can’t assign a cart to myself?
A. To finish the process and pick up your cart you must be signed in to BEN Buys.

Q. At my School we have a lot guest speakers. Is there a way to mass load them?
A. Purchasing has some options, you should reach out to Supplier Support.

Q. Do we have a fake registration to go through and see what the supplier is dealing with?
A. No, see link on previous page (Supplier Resources), we’ll consider adding additional screen prints.

Q. What is the plan for Penn Marketplace’s record retention?
A. At least 7 years.

Q. How do I request a new PO supplier?
A. The Request New Supplier form is used for both PO and Non-PO Suppliers.
Questions and Answers

Q. How and when will PO suppliers be able to update their payment method/terms?
A. Purchasing is sending out invites to embedded suppliers in waves, based on volumes. If you would like to have a PO supplier invited you can reach out to Supplier Support.

Q. Before I submit a Non-PO Payment Request can I see a summary of the form (similar to an Amazon summary before confirming the purchase)?
A. We have that on our list with Jaggaer.

Q. Can I see the supplier’s terms?
A. You can see them in BEN (supplier inquiry). You can also look up the invoice in the Marketplace and see when the invoice is due or whether it was paid.

Q. Can I proxy a foreign suppliers?
A. The preference is to have foreign suppliers self-register, if not they will receive a check. See the quick reference guide for handling foreign suppliers. [https://cms.business-services.upenn.edu/purchasing/making-purchases/marketplace-enhancements/training/reference-guides.html](https://cms.business-services.upenn.edu/purchasing/making-purchases/marketplace-enhancements/training/reference-guides.html). Foreign Supplier/Payees can be proxied if they can receive a check easily. Alternatively we can invite them after we create a profile shell because you proxied them and they would be able to enter the portal and add their banking information.
Questions (Session 1: 02/01/19)
Questions and Answers

Q. When searching for Penn suppliers, will it tell you if the supplier is a Contract supplier?
A. Yes. Select Shop > Browse by > Suppliers. The Preference column will reference the supplier type (Please refer to the Legend).

Q. When the supplier selects the payment method, does it tell them the payment terms?
A. Yes. The payment terms are referenced for each payment method at the start of the registration process.
Questions and Answers –cont.

Q. Does the W9 have to be for the current year?
A. No. You may use a W9 from previous years as long as there has been no changes (name, address or tax id change).

Q. If a company has several entities, do you add them as a new supplier?
A. It depends on the Tax Id. If all of the entities have the same Tax Id, the additional entity will be added to the original supplier record as a new pay site with the new name referenced at the site level. If the Tax Id is different, the supplier will be added with a new supplier number.

Q. What do you do if the supplier is in the system as an Independent Contractor but they provide documentation for a Limited Engagement?
A. If we have the SPE and SPQ, we will not need the Limited Engagement agreement unless the individual’s services has now been deemed as a limited engagement based on the changed ORS guidelines for paying people providing certain services under grants.
Questions and Answers –cont.

Q. Are there common errors that suppliers encounter when registering?
A. Yes. Some of the common errors are missing tax documents, diversity classification, payment method, duplicate Tax Id’s and selecting the appropriate the NAICS or commodity code.

Q. What email address is used when sending registrations?
A. The emails are sent from University of Pennsylvania donotreply@sciquest.com

Q. Where are the SPE and SPQ forms located?
A. These forms are located on the Human Resources website. https://www.hr.upenn.edu/policies-and-procedures/processes-and-procedures/service-provide-classification

Q. Can you discard a supplier registration if you choose not to use them?
A. Central Administration can only discard if it is an incomplete request, otherwise we can also deactivate the supplier. However, you can cancel a requested supplier invitation by contacting SupplierSupport@upenn.edu.
Q. How do you request training for Requisitioners and Non-PO payment requests?
A. Please refer to Knowledge Link for training instructions and on the Purchasing website at [https://cms.business-services.upenn.edu/purchasing/making-purchases/marketplace-enhancements/training.html](https://cms.business-services.upenn.edu/purchasing/making-purchases/marketplace-enhancements/training.html)

Q. What can be done to get a supplier to deliver packages to the correct labs?
A. Verify the shipping address in your profile and confirm with the supplier. If the problem continues, contact PurchasingSupport@upenn.edu.

Q. What documentation is required for Guest Travel reimbursements on Non-PO payment requests?
A. You will need the receipts, the completed and signed GTR worksheet along with the following.

   US Citizen – W9 (payee provides during registration)
   Foreign Supplier
      – W8 (payee provides during registration)
      – Passport (payee provides during registration)
      – Foreign National Information Form
      – Stamp of entry (I-94)
      – Business Justification