Using The Expanded Search Supplier List

The “Search Supplier List” used in Invoice Inquiry, PO Manager, & Requisitioner has been expanded, and the payment method & terms are now displayed for each active pay site. You can find the navigation path below for each of the responsibilities:

Invoice Inquiry>Suppliers
PO Manager>Inquiry>Suppliers
Requisitioner>Supplier List

Once you search for the Supplier as you normally would, you click on the “Y” in the “Pay Sites” column to drill down and view the active pay sites for that particular Supplier.
You will see the 2 new columns at the end: “Payment Method” & “Terms”.

FYI: There are 5 possibilities that will appear in the Payment Method column:

- ePayables
- Paymode
- Check
- Wire
- EFT (EFT is ACH/Direct Deposit)

If you have any questions related to the new Supplier Search functionality in BEN Financials, please contact BEN Helps at 6-HELP (215-746-4357), or enter a ticket via BEN Helps Online Support at http://BENHelps.finance.upenn.edu. If you have a question related to the way a Supplier is set up, please contact SupplierSupport@upenn.edu.