Enhancements to the Penn Marketplace

Go Live is Here!
Monday, April 16, 2018

We are excited to announce that this morning, the Penn Marketplace Enhancements went live. This initiative originated from feedback received from the field and Penn's Procure-to-Pay (P2P) Champions regarding ways to improve the overall P2P process. Today's launch represents a journey lasting over two years to see this change come to fruition.

Since its early days, this initiative's objectives for Penn and its suppliers have been:

- **To provide greater visibility** into the status of onboarding, invoicing, and payment transactions for end users and suppliers;
- **To improve efficiencies** through automation and supplier self-service; and,
- **To enhance Penn's controls** through improved, electronic procure-to-pay workflows.

The Project Team, comprised of the Steering Committee, Core Team, and School and Center Change Agents, has created a system that is flexible to address the myriad of scenarios that occur at Penn while at the same time keeping these objectives at the forefront of design. We sincerely thank the Project Team as well as many other contributors across campus for their collaboration and support of the Penn Marketplace Enhancements initiative to achieve this major milestone!

Sincerely,
David Ishmael, Mark Mills, and Tom Slavinski

Please review the remainder of this communication carefully as it covers important procedural changes as we move into this exciting new phase of Penn Marketplace.

Non-PO Payment Hierarchy Maintenance

As individuals come to, move around, and leave the University, the Non-PO Payment Hierarchy for each School or Center will require updates and maintenance. **All changes** to the Non-PO Payment Hierarchy or the SP Payment Hierarchy can be made by having the new Preparer or Approver submit the BEN Financials / Penn Marketplace Access Request e-Form after completing the appropriate training**.** When adding a new Preparer or Approver, he or she is required to complete the necessary training for the defined role. Once the training is complete and the e-Form is approved by the supervisor selected on the form, access to the necessary forms will be granted to new Preparers or Approvers by the School/Center Access Administrator.

Student Awards

As a reminder, all students receiving awards from the University must be registered in Penn Marketplace as a non-PO payee. If the student is already informed of the award, Penn staff should submit the New Supplier Request in Penn Marketplace. The student can then register in the portal via the invitation link from Purchasing Services and select his or her preferred payment method, including Direct Deposit (ACH). Once registered, the Preparer can create the Non-PO Payment Request. If the award is intended to be a surprise at Commencement, Penn staff can collect the student's W-9, or equivalent for foreign nationals, and complete the New Supplier Request Form in Penn Marketplace as a proxy registration for the student. Once the student is registered as an active non-PO payee, a Preparer can create the Non-PO Payment Request, and indicate on the form that a "Will Call" check is needed.

Supplier Onboarding Moving Forward

As you may be aware, no new supplier requests could be submitted on the Purchasing website as well as with paper PDA forms as of 5:00 p.m. Wednesday, April 11. Beginning with Go-Live today, new onboarding requests for PO suppliers as well as non-PO payees can only be submitted using the **New Supplier Request** link on the enhanced Penn Marketplace dashboard. Faculty, staff, and students with a valid PennKey may submit a New Supplier Request. After submitting your Request, its status and the status of the supplier's registration can be tracked using the *My Supplier Requests* screen.

Supplier Access to the Portal

Although Penn Marketplace users will be able to transact normal business today with all active suppliers, there will be an ongoing process to invite suppliers to register in the portal. The first wave of supplier invitations will be sent out this week to suppliers that use cXML for electronic PO and invoice submissions. Subsequent supplier invites will be going out on approximately a weekly basis, initially targeting high-transaction volume suppliers and continuing to address all suppliers subsequently.

Ongoing Support

- Penn users should contact BEN HELPS (215.746.4357) or enter a ticket with BEN HELPS (http://BENHelps.finance.upenn.edu) to receive assistance.
- Suppliers can contact Supplier Support at 215.898.7216 or **SupplierSupport@upenn.edu**.

Thank you for your continued collaboration and support on this effort as we transition to the new and improved way of conducting business at Penn!

The Penn Marketplace Enhancements Project Team (PennMarketplace@upenn.edu