



## Enhancements to the Penn Marketplace

Monday, April 9, 2018

With a week remaining until Go-Live, final preparations are underway across campus to ensure a smooth and successful launch of the Enhanced Penn Marketplace on **Monday, April 16**. Please read this week's update for the most recent information about this initiative.

### Need-to Know Important Dates:

- **Sunday, April 8** – Multiple ship-to functionality on a single PO was removed in BEN
- **Wednesday, April 11 (5:00 pm)** – No **new** suppliers may be submitted on paper PDA forms to Accounts Payable; No new suppliers will be added into BEN
  - All supplier/payee onboarding will resume on Monday, April 16 in Penn Marketplace
- **Friday, April 13** –
  - (3:00 pm) All “in-process” Purchase Orders should be approved to avoid rejection from Purchasing Services – do not resubmit these rejected POs, recreate them
  - (5:00 pm) BEN Financials will be unavailable until Go-Live on Monday, April 16 at 8 am
  - (5:00 pm) Preparers and Approvers must have completed web-based training
- **Monday, April 16** –
  - (8:00 am) **Go-Live** - BEN Financials will be available
  - First wave of existing suppliers to be invited by Purchasing Services to register
- **Monday, April 23** – Historical paid invoices and invoice statuses become available to registered suppliers in the portal

### Knowledge Link Training:

Preparers and Approvers, who have been designated by their Schools or Centers as part of their Non-PO Payment Process, need to complete the web-based training by **Friday, April 13 at 5 pm** to gain access to the Non-PO Payment Request forms at Go-Live. If training is not completed on time, individuals will need to **submit a BEN Financials / Penn Marketplace Access Request e-Form** to request access once their training is completed.

If a user did **not** receive an email from Knowledge Link nor a notification from School or Center administration on being designated as a Preparer or Approver, they may not be designated as such. However, if the user thinks he or she should be a Preparer or Approver, **the user should contact his or her Business Administrator** to confirm his or her role.

### Student Awards

As a reminder, all students receiving awards from the University must be registered in Penn Marketplace. 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 and select their preferred payment method, including Direct Deposit (ACH). Once registered, the Preparer can create the Non-PO Payment Request. If the award, for instance, 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. The user can do a proxy registration for the student on the request form and upload their tax documentation. Once the student is registered, the Preparer can create the Non-PO Payment Request, and indicate on the Form that a "Will Call" check is needed.

## Reference Material & Ongoing Support:

### 1

#### TRAINING & QUICK REFERENCE GUIDES

- **Training modules** for Penn Marketplace are present in the catalog on Knowledge Link
- **Supplier Reference Guides** can be found on the [Supplier Resources](#) page on the Purchasing Services website
  - Includes Individual Registration and Business Entity Registration & PO Invoicing
- **Quick Reference Guides (QRGs)** can be found on the [Training](#) page on the Purchasing Services website under "Marketplace Enhancements"
  - Includes Request New Supplier, SP Payment Request, and Approve a Non-PO Payment Request
- **Other helpful resources** include the [News & Announcements](#) with all Penn Marketplace Enhancements Updates, [FAQs](#) for users and [Change Agent Resources](#) for presentations and fact sheets. Any Penn user with questions after the Penn Marketplace training can register for an upcoming **Q&A Session**. Clicking on this [registration link](#) will allow users to view the session schedule and register to attend.

### 2

#### ONGOING SUPPORT

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

Thank you for your continued collaboration and support on this effort as we approach Go-Live next week!

The Penn Marketplace Enhancements Project Team ([PennMarketplace@upenn.edu](mailto:PennMarketplace@upenn.edu))

***"I'm looking forward to all the documentation that is uploaded in the system. The Preparer can see that they are missing required documentation before they even submit it for approval."***

- Carol Henderson; Business Manager, Equity and Access Programs, VPUL