



Enhancements to the Penn Marketplace

March 26, 2018

Welcome to this week's Penn Marketplace Enhancements Update, which details the latest news on the initiative. Please read this information carefully as it addresses **procedural changes** relevant to Penn staff before and after **Go-Live on Monday, April 16**.

Training Launches This Week:

Preparers and Approvers must complete web-based training assigned to them on Knowledge Link to gain access to the Non-PO Payment Request forms. Preparers and Approvers will receive a notification when the course is available, followed by an email from Knowledge Link directing them to their necessary course modules. **Preparers and Approvers should complete the training by Friday, April 13 at 5p.m.** If training is not completed on time, individuals will be required to **submit a BEN Financials access request e-form** to receive access once the training is successfully completed. Access to the new forms and/or the ability to approve forms in Penn Marketplace will not be granted until the assigned training has been completed.

Procedural Changes:

In Process Purchase Orders

All Purchase Orders (POs) that are "In Process" at the time the system is shut down for the Penn Marketplace Enhancements migration will need to be recreated. Therefore, to ensure proper processing, **please have all Purchase Orders approved by 3:00 p.m. on Friday, April 13**. All "In Process" POs from March 31 to April 13 that have not been approved will be rejected by Purchasing Services, and end users will need to resubmit a new request when BEN comes back online on Monday, April 16.

Multiple Ship-To Addresses

BEN currently allows POs to be created with "multiple ship-to" locations; but, this functionality currently does not exist in Jaggaer. Because POs will be transmitted to suppliers via Jaggaer technology in the portal, the multiple ship-to functionality will be removed from BEN on Sunday, April 8. PO Managers will need to create a separate PO for each delivery location.

Student Awards at Commencement

All students receiving awards from the University must be registered in Penn Marketplace. If the award is intended to be a surprise at the time of presentation, Penn staff can collect the student's W-9, or equivalent for foreign nationals, and complete the New Supplier Request Form. The user should indicate on the Form that it is a "proxy registration," and then upload the student's 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.

If the student is already informed of the award before presentation recipient, Penn staff should request that the student be onboarded to the Penn Marketplace by submitting a standard New Supplier Request. The student can then register in the portal via the invitation link from Purchasing. Once registration is complete, the Preparer can then create the Non-PO Payment Request. Payment will be issued to the student, using his/her preferred payment method.

Discussing This Initiative with Suppliers:

Penn staff is often the first point of contact for suppliers, especially individual payees. Below are some brief talking points that Penn staff can use when speaking with suppliers.

What is the supplier portal?

Penn has launched a new supplier portal, which is part of the University's overall Penn Marketplace Enhancements initiative. This portal allows Penn's suppliers and payees to self-register online, manage their business or personal information, securely upload their tax documentation, and select a preferred payment method, including direct deposit (ACH).

Do suppliers and payees have to register in the portal?

After Monday, April 16, all **new** suppliers/payees will be required to register in the portal via an invitation link that will be sent to them via email. Registration must be completed before Penn can issue any payments to them. **Existing** suppliers will be sent invitation links to register in waves, beginning at Go-Live and continuing on for several months. They are not *required* to register, unless they wish to update their remit-to addresses, which must be done in the portal.

What are the benefits of registering in the portal?

There are many benefits for suppliers /payees to use the portal including:

- Suppliers can upload and **securely** manage their personal and tax documentation online, instead of sending it to Penn staff via email. Information can be updated at any time.
- Suppliers can select **electronic payment** methods, such as **direct deposit** or wire (foreign suppliers only), which ultimately lead to quicker payments than check.
- There will be **new electronic options for suppliers submitting PO invoices** in the portal. Suppliers can still submit PO invoices via mail or email however, electronic options, such as the PO-to-Invoice Flip process, reduce manual processing and allows Penn to approve and pay more quickly.
- Registered suppliers will have **visibility to their POs, invoices, and payment statuses** in the portal at any time.

What should suppliers do if they have additional questions or need guidance on the portal?

There are supplier reference and registration guides available on the [Doing Business with Penn](#) page of the Purchasing Services website. Suppliers can also contact the Supplier Support Team at 215.898.7216 or email SupplierSupport@upenn.edu for assistance.

Finally, Purchasing Services has recently shared information with Penn's existing PO suppliers about the portal. That communication is attached for reference.

Thank you for your support, cooperation, and collaboration as we approach Go-Live!

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“Come April I won’t have to search for my TAC card when I need to approve a PDA form.”