



Penn Marketplace Enhancements Update

Monday, July 2, 2018

Welcome to this *Penn Marketplace Enhancements Update*, which provides relevant information on changes to Penn Marketplace. Please review the information below as it can enhance your experience and broaden your knowledge when using the system.

Viewing Payment Statuses

Part of the value proposition for the enhanced Penn Marketplace was providing users without BEN Financials access, and suppliers more visibility into payments and payment statuses. We are excited to announce that users can now view payment statuses, as well as payment method, record number and record date for paid Non-PO Invoices, PO Invoices, and Credit Memos. Importantly, **registered suppliers can also view payment statuses** for their invoices in the supplier portal.

Users can view payment statuses by searching for an invoice using either the Document Search option under the Documents icon or the Search for Invoices option under the Accounts Payable icon on the left-hand navigation of Penn Marketplace. Once the search results have appeared, the payment status of the invoice appears under the Other Detail column. The user should click on the Penn Marketplace ID Number link to view the invoice and the payment method, record number, and record date which appear in the Payment Overview Section.

Please note that any Non-PO invoice approved in Jaggaer after 4 p.m. does not get posted to BEN until noon the following day (excluding Sunday).

Payment statuses include:

- **In Process** - The invoice has been created but has yet to be processed.
- **Payable** - The invoice has been processed and marked as Payable (OK to pay).
- **Paid** - The invoice has been processed and marked as paid.
- **Cancelled** - The invoice was cancelled.

PENN MARKETPLACE
Your Procure-to-Pay Portal

Accounts Payable > Invoices > Search for Invoices > Buyer Invoice History

Search Details

Filtered by

Date: Invoice Creation Date
Type: (System)
Date: All Dates
Range: [remove all]

Invoice Type
 Non-PO Invoice
Payment Status
 Paid

Save New Search Export Search

Refine Search Results

Document counts are unavailable for total results over 10000

Date Range

Results Per Page: 20 Sort by: Best match Page 1 of 500

Penn Marketplace ID Number	Supplier Invoice No.	Supplier Name	PO No.	Invoice Date/Time	Other Detail	Invoice Total
PMI0346663	1251048235	UNITED PARCEL SERVICE		Created: 6/14/2018 10:10 PM Due: 6/11/2018 Discount:	Source: Invoice Import Type: Non-PO Invoice Pay Status: Paid	71.16 USD
PMI0346440	6227548736	LENOVO GROUP		Created: 6/14/2018 9:44 PM Due: 6/16/2017 Discount:	Source: Invoice Import Type: Non-PO Invoice Pay Status:	2,410.80 USD
PMI0346360	0000254374238G	UNITED PARCEL SERVICE		Created: 6/14/2018 9:35 PM Due: 6/9/2018 Discount:	Source: Invoice Import Type: Non-PO Invoice Pay Status:	1,479.57 USD

PENN MARKETPLACE
Your Procure-to-Pay Portal

Accounts Payable > Invoices > Search for Invoices > Summary - Supplier Invoice No. 6227548736 (Doc. No. PMI0346440)

Penn Marketplace ID Number: PMI0346440
Supplier Invoice No.: 6227548736
Supplier Name: LENOVO GROUP

Available Actions: Add Comment Go

Buyer Invoice Approvals Matching Comments Supplier Messages Attachments History

Summary Payment Overview Codes

The invoice contains one or more non-PO invoice lines. They are excluded from the matching.

Invoice Overview	Payment Overview	Addresses															
<p>Invoice Type: Invoice</p> <p>Pay Status: Paid</p> <p>Penn Marketplace ID Number: PMI0346440</p> <p>Supplier Invoice No.: 6227548736</p> <p>Supplier Name: LENOVO GROUP</p> <p>Supplier No.: 309642</p> <p>Invoice Date: 5/17/2017</p> <p>Discount Date: no value</p> <p>Due Date: 6/16/2017</p>	<p>Payment Information</p> <p>Payment Method: Check</p> <p>Record No.: 3521920</p> <p>Record Date: 6/15/2018</p> <p>Discount, tax, ship, handling (DO NOT USE)</p> <p>Discount, tax, shipping & handling</p> <table border="1"> <thead> <tr> <th>Allocation</th> <th>Sum of All Header-level</th> <th>Sum of lines</th> </tr> </thead> <tbody> <tr> <td>Discount</td> <td>0.00 USD</td> <td>0.00 USD</td> </tr> <tr> <td>Tax 1</td> <td>0.00 USD</td> <td>0.00 USD</td> </tr> <tr> <td>Tax 2</td> <td>0.00 USD</td> <td>0.00 USD</td> </tr> <tr> <td>Shipping</td> <td>0.00 USD</td> <td>0.00 USD</td> </tr> </tbody> </table>	Allocation	Sum of All Header-level	Sum of lines	Discount	0.00 USD	0.00 USD	Tax 1	0.00 USD	0.00 USD	Tax 2	0.00 USD	0.00 USD	Shipping	0.00 USD	0.00 USD	<p>Remit To</p> <p>PO BOX 643055 PITTSBURGH, PA 15264-3055</p> <p>United States Address Id 435583 3rd Party Address ID PITTSBURGH-1</p>
Allocation	Sum of All Header-level	Sum of lines															
Discount	0.00 USD	0.00 USD															
Tax 1	0.00 USD	0.00 USD															
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Reminder on Supplier Terms

As a reminder, suppliers registering on the supplier portal will select a preferred payment method, which will determine their payment terms. Suppliers electing to take advantage of Penn's preferred electronic payment offerings, will be able to retain **Net 30 terms** by selecting direct deposit (ACH) or wire (for international suppliers) or **Net 10 terms** by selecting ePayables (for business entities only). The suppliers electing to take payment via check will be paid in **Net 45 days**. **All individuals will remain on Immediate Pay regardless of the payment method selected.** All payment options and supplier terms are presented at the time of registration.

Importantly, the terms for new suppliers to the University will begin upon **invoice receipt date** as opposed to the date marked on the invoice. Penn will transition **all of its existing suppliers** to invoice receipt date, within approximately six months.

Requesting New Limited Engagement Suppliers

To help ensure compliance, users completing the New Supplier Request Form for new Limited Engagement suppliers are now required to upload the signed Limited Engagement Agreement on the Request. Because this is also needed as transactional collateral, the Preparer is **still required** to upload the Agreement on the Non-PO Payment Request.

Deactivated Suppliers

All of Penn's active suppliers as of April 11, 2018 were brought over to Penn Marketplace and are available for users to do business with immediately after Go-Live. If users need to do business with a supplier who had been previously deactivated, they should complete a New Supplier Request so that the supplier can be sent an invitation to register.

After Supplier Support receives and approves the supplier's registration, Purchasing will add the supplier back into the database with a new supplier number assigned. This will be the number that users should use going forward. The old supplier information is still visible in BEN – please note a “#!” will be appended to the beginning of the (old) supplier name. In the months ahead, the previous supplier record will be merged with the supplier's new record.

Refund-Only Suppliers

When completing a New Supplier Request for a new payee getting a refund, the Proxy option should **not** be utilized. Unlike all other new suppliers, users will **not** be required to upload a W-9 to have a refund-only supplier onboarded.

Thank you for your continued collaboration on Penn Marketplace!

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