



PENN MARKETPLACE

Your Procure-to-Pay Portal

Business Entity/Independent Contractor Resource Guide

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Registration

These instructions are offered as guidance for completing your Business Entity/Independent Contractor Supplier Registration and Portal Information. Upon receipt of a Supplier/Payee registration invitation from University of Pennsylvania (support@sciquest.com), new suppliers may register in the supplier portal also known as Penn Marketplace, at which time you will receive your login credentials. Once you have been approved by Purchasing Services and your account has been created in Penn's financial system, you can login to update your information at <https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=UPENN>.



Supplier Invitation for University of Pennsylvania

Dear NEW COMPANY,

University of Pennsylvania

Please take a moment to complete your registration. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about your organization, invite colleagues to become users in your site, and more. Any users added to your site are required to follow federal guidelines and best practices associated with securing and protecting confidential banking information and data.

[Register Now](#)

Thank You,

University of Pennsylvania

If you have any technical questions, please contact Procurement Services Operations Center at SupplierSupport@upenn.edu or +1 215-898-7216 for assistance and identify yourself as registering in the University of Pennsylvania Supplier Network.



[Registration Checklist](#)

[Registration FAQ](#)

[Registration Tutorial](#)

Welcome to Supplier Registration

ENGLISH ▾

Thank you for your interest in doing business with the University of Pennsylvania. In order to become an approved supplier with the University, you must:


1. Review the University's standard terms and conditions: [PO Terms and Conditions](#)
2. Review the University's [Supplier Code of Conduct](#)
3. Complete the registration information in the Penn Marketplace portal, upload IRS Form [W-9](#) (Form [W-8](#) for foreign suppliers)

[CONTINUE WITH REGISTRATION](#)

Enter your login credentials and click Login. If you have forgotten your password, click on [Trouble logging in?](#) at the bottom of the login page.

Welcome to the University of Pennsylvania Penn Marketplace Supplier Portal.
Please log in with your provided login and password.

Any issues related to logging in or technical issues, including attachments, questions can be addressed by our third party software host, Jaggaer (formerly SciQuest) Supplier support team at 1-800-233-1121 or via a Support form: <http://go.sciquest.com/SupplierSupportRequest.html>.

 **Account created successfully.**

Please log in to complete registration.

Email

XXXXXXXXXX@gmail.com

Password

••••••••

LOGIN

[TROUBLE LOGGING IN?](#)

Exhibit A – Overview

Welcome	
Company Overview	✓
Business Details	✓
Addresses	✓
Contacts	✓
Diversity	✓
Insurance	✓
Payment Information	✓
Tax Information	✓
UPenn Terms and Condi...	✓
Certify & Submit	

You will be guided through a step-by-step registration process as indicated in the left-hand navigation path (Exhibit A). The green check mark indicates your completion of that section. A greyed-out check mark indicates there is missing information and needs your attention before your registration is complete and ready for submittal to Penn

Note: each step of the registration process is outlined below. As you move through the registration process, your information is automatically saved once you hit the “NEXT” button on the bottom on the screen.

Welcome

Here you will find information related to the registration requirements and information you will need during the registration process.

- Enter your Legal Company Name or Your Individual Name –
*Name as it will appear on Purchase Orders and Payments

COMPANY NAME

Registration **In Progress** for:
University of Pennsylvania

1 of 9 Steps Complete

Welcome

- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓
- UPenn Terms and Condi... ✓
- Certify & Submit

Registration FAQ | View History

Welcome to Supplier Registration ?

Thank you for your interest in doing business with the University of Pennsylvania. In order to become an approved supplier with the University, you must:

1. Review the University's standard terms and conditions: [PO Terms and Conditions](#)
2. Review the University's [Supplier Code of Conduct](#)
3. Complete the registration information in the Penn Marketplace portal, upload IRS Form [W-9](#) (Form [W-8](#) for foreign suppliers)

Required to Start Registration

Legal Company Name *

★ Required to Complete Registration

[Next >](#) [Save Changes](#)

- Click “Next” to continue

Company Overview

Enter details about your company:

- Does your business have a DUNS (Data Universal Numbering System) number? Y/N
- Enter your DUNS number as needed
- Enter your legal structure
 - The legal structure entered will determine whether any tax documents will be required as part of the registration process
- Enter your Tax ID Number (domestic or foreign suppliers). For independent contractors, enter your SSN.
- Website (If applicable)
- If you are doing business as an Independent Contractor, upload your required W-9

NEW COMPANY

Registration **In Progress** for:
University of Pennsylvania
1 of 9 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Insurance ✓

Payment Information ✓

Tax Information ✓

UPenn Terms and Condi... ✓

Certify & Submit

Registration FAQ | View History

Company Overview

The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our system.

Does your business have a DUNS number? * Yes No

The Data Universal Numbering System or DUNS Number is a nine-digit identification number assigned to over 100 million businesses worldwide.

Need a DUNS Number?
Visit [Get a D&B Number](#) to obtain more detailed instructions on applying for your DUNS Number.

Dun & Bradstreet Number (DUNS) *

Legal Structure *

Tax ID Number *

Website

★ Required to Complete Registration

< Previous Next > Save Changes

- When registering as an Individual/Sole Proprietor, please answer Additional Question

Builder, Bob

Registration **In Progress** for:
University of Pennsylvania
2 of 9 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Insurance ✓

Payment Information ✓

Tax Information ✓

UPenn Terms and Condi... ✓

Certify & Submit

Company Overview

The information entered on this page allows us to track general information about your company to ensure we have the most up-to-date information in our system.

Does your business have a DUNS number? * Yes No

Legal Structure *

Tax ID Number Type

Tax ID Number *

Website

Additional Questions

State in which services are rendered

★ Required to Complete Registration

< Previous Next > Save Changes

- Click “Next” to continue

Business Details

Information in this section is related to your company’s type of services/goods provided:

- NAICS (North American Industry Classification System)
 - Use the search feature to best determine your NAICS code by entering a keyword related to your type of business
 - Example: Search “ website design”

- 239XXX –
- Commodity Code
 - Select from the drop-down list for internal codes used by the University of Pennsylvania
- Click “Next” to continue

COMPANY NAME	Business Details
Registration In Progress for: <i>University of Pennsylvania</i> 1 of 9 Steps Complete	The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide. Additionally, this data is used to determine whether or not your business meets the small business size standards as defined by the U.S. Small Business Administration. The SBA standards are based on your NAICS code and annual revenue, or number of employees.
Welcome	
Company Overview ✓	Products and Services
Business Details ✓	NAICS Codes * <input type="text" value="No Primary NAICS Code Selected"/> <input type="button" value="Edit"/>
Addresses ✓	Below are the commodity codes that the University of Pennsylvania uses for describing the goods and services that you provide.
Contacts ✓	Commodity Codes * <input type="text" value="-"/> <input type="button" value="Edit"/>
Diversity ✓	
Insurance ✓	
Payment Information ✓	
Tax Information ✓	
UPenn Terms and Condi... ✓	
Certify & Submit	
Registration FAQ View History	★ Required to Complete Registration <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Save Changes"/>

Addresses

At least one fulfillment (order) and one remittance address is required to complete the registration. If there are multiple fulfillment (order) or remittance addresses, please indicate ONE as the primary address for both the fulfillment and remittance addresses.

- Click “**Add Address**”
 - In the required field “What would you like to label this address?” enter a title (label) for the address
 - Check appropriate boxes indicating which activities take place at this address. Select all that apply (Takes orders, fulfillment) or Receive Payments (remittance)
- Click Next to “**Address Details**”
 - From the drop-down box, select how you would like to receive Purchase Orders; Email or FAX
 - Complete the details of the address as required
- Click Next to “Primary Contact for this Address”
 - Enter a **Contact** or select **Not Applicable**
 - Additional contacts for remittance questions and sales rep should be included if applicable

- Assign the address to a location. For each unique fulfillment (order) address, you must create a unique location. You can associate the same remittance address to one or more locations
 - Use existing location, pick location from the drop-down box
 - Enter New location in the required field “What would you like to label this location”
- Click “Next” to continue

NEW COMPANY

Registration **In Progress** for:
University of Pennsylvania

2 of 9 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses** ✓
- Contacts ✓
- Diversity ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓
- UPenn Terms and Condi... ✓
- Certify & Submit

Registration FAQ | View History

Addresses ?

Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.

Please use no more than fifteen characters for your address label. The format should be [10 character long string]-[4 digit numeric value]

Example: CITY-0001

Be advised. When you add an address, it is automatically set as the Primary Address. Once you add additional addresses, you can determine which address you want to use as your Primary.

If you make a remit address inactive that is tied to a payment type we have on file, you will need to go back to that payment type and choose a new remit address. This will enable you to get paid appropriately.

If you see a yellow, warning icon, that means there is information that is required that you have not filled out. Please check your entries to make sure this is not the case. Otherwise you will receive an error message when you try to submit your registration.

Required Information

The following address types are required to complete registration:

- Fulfillment
- Remittance

No addresses have been entered

[Add Address](#) [Hide Inactive Addresses](#)

[< Previous](#)
[Next >](#)

Add Address ×

Basic Information (Step 1 of 3) ?

What would you like to label this address? *

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) *

- Takes Orders (fulfillment)
- Receives Payment (remittance)

* Required to Complete Registration [Next >](#)

Add Address

×

Address Details (Step 2 of 3)

?

How would you like to receive purchase orders for this fulfillment address? *

Email

Email Address *

Confirm Email *

Country *

Address Line 1 *

Address Line 2

Address Line 3

City/Town *

State/Province

Postal Code

Phone

 ext.

International phone numbers must begin with +

Toll Free Phone

 ext.

International phone numbers must begin with +

Fax

International phone numbers must begin with +

* Required to Complete Registration

< Previous

Next >

Add Address

×

Primary Contact For This Address (Step 3 of 3)

?

You can also update and add Contacts later from the Contacts page.

Enter New Contact Not Applicable

Select additional contact type(s) to apply

- Takes Orders (*fulfillment*)
- Receives Payment (*remittance*)
- PO Failure

Contact Label *

First Name *

Last Name *

Position Title

Email *

Phone *

 ext.

International phone numbers must begin with +

Toll Free Phone

 ext.

International phone numbers must begin with +

Fax

International phone numbers must begin with +

* Required to Complete Registration

< Previous

Save Changes

Indicate Primary Fulfillment and Remittance if you have more than one.

[Hide Primary Settings](#)

Primary Fulfillment Yes No

Primary Remittance Yes No

Primary Contact For This Address (Step 3 of 3) ?

You can also update and add Contacts later from the Contacts page.

Enter New Contact Not Applicable

Select additional contact type(s) to apply

- Takes Orders (fulfillment)
- Receives Payment (remittance)
- PO Failure

Contact Label *

First Name *

Last Name *

Position Title

Email *

Phone * ext.
International phone numbers must begin with +

Toll Free Phone ext.
International phone numbers must begin with +

Fax
International phone numbers must begin with +

* Required to Complete Registration

[< Previous](#) [Save Changes](#)

Contacts

Add contact information for fulfillment, PO failure, and remittance to complete your registration if it was not entered in the previous step.

- Click **“Add Contact”**
- Enter a title (label) for the contact and all pertinent information
- Click **“Next”** to continue

Contacts

 ?

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.

Contact Label	Contact Types	Name	Email	
Main	Remittance (Primary) Fulfillment (Primary)	Homick, Vira	homickv+newco@gmail.com	Edit ▼


[Add Contact](#) ▼

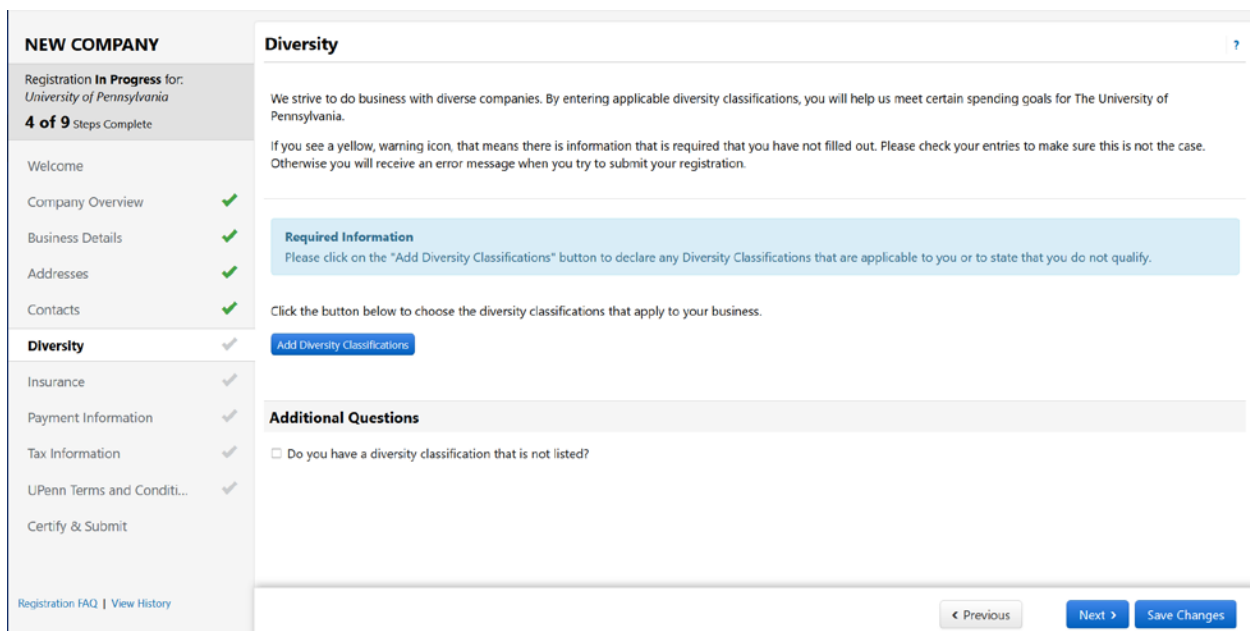
- Fulfillment
- PO Failure
- Remittance

[Show Inactive Contacts](#)

Diversity

Penn Purchasing Services is committed to providing local and diverse businesses as much opportunity to compete for business as practically possible. As such we engage extensively with internal and external partners to help advance Penn’s economic inclusion goals.

- Click “ Add Diversity Classification” – Enter multiple diversity codes as applicable
 - This  yellow warning symbol indicates you must specify your diversity information in the additional selections provided to complete this step.
 - Complete and upload additional information if you are a certified diverse supplier
- If you have a diversity classification that is not listed click on the box and free form your classification in the OTHER DIVERSITY box.
- Click “Next” to continue



The screenshot shows a registration form for a new company. On the left is a sidebar with a progress indicator: 'NEW COMPANY', 'Registration In Progress for: University of Pennsylvania', '4 of 9 Steps Complete'. The sidebar lists steps: Welcome, Company Overview, Business Details, Addresses, Contacts, Diversity (checked), Insurance, Payment Information, Tax Information, UPenn Terms and Condi..., and Certify & Submit. The main content area is titled 'Diversity' and contains the following text: 'We strive to do business with diverse companies. By entering applicable diversity classifications, you will help us meet certain spending goals for The University of Pennsylvania. If you see a yellow, warning icon, that means there is information that is required that you have not filled out. Please check your entries to make sure this is not the case. Otherwise you will receive an error message when you try to submit your registration.' Below this is a blue box labeled 'Required Information' with the text: 'Please click on the "Add Diversity Classifications" button to declare any Diversity Classifications that are applicable to you or to state that you do not qualify.' There is a blue button labeled 'Add Diversity Classifications'. Below that is the text: 'Click the button below to choose the diversity classifications that apply to your business.' The 'Additional Questions' section has a checkbox labeled 'Do you have a diversity classification that is not listed?'. At the bottom right are buttons for '< Previous', 'Next >', and 'Save Changes'.

Additional Questions

Do you have a diversity classification that is not listed?

If you do not classify as any of the diversity classes that were provided, please indicate below what your diversity classification should be.

OTHER DIVERSITY (Please provide description) *

< Previous

Next >

Save Changes

Diversity Classification

Additional Information

 [Minority Business Enterprise \(MBE\)](#)

Add Diversity Classifications

- If Minority Business Enterprise (MBE) was selected click on MBE link and indicate Ethnicity from drop down.

Edit Diversity

×

Diversity Classification *	Minority Business Enterprise (MBE)
Ethnicity *	<input type="text" value="African American"/>
Are you certified by a certifying agency? *	<input type="radio"/> Yes <input type="radio"/> No

* Required to Complete Registration


Save Changes

Close

- If certified by an agency, please include additional information and upload current certificate.

Edit Diversity

×

Diversity Classification *	Minority Business Enterprise (MBE)
Ethnicity *	<input type="text" value="African American"/>
Are you certified by a certifying agency? *	<input checked="" type="radio"/> Yes <input type="radio"/> No
Certification Type *	<input type="text"/>
Expiration Date *	<input type="text" value="mm/dd/yyyy"/> 
Certification Number	<input type="text"/>
Upload Certificate *	<input type="button" value="Select file"/>

* Required to Complete Registration

Save Changes

Close

Insurance

Penn requires outside parties providing services to the University or using University facilities to provide evidence of insurance. With the acceptance of the [University's PO terms and conditions](#), and upon request, Supplier shall furnish to Buyer a current certificate of insurance for each of the policies required. Alternatively, you can upload the appropriate insurance requirements in the portal.

- Click “Add Insurance” and enter all the required information
- Repeat for additional insurance
- Click “Next” to continue

Additional Insurance Requirements

If you provide catering services to the University, you will be required to carry the following insurance coverage: General Liability, Automobile Liability, and Worker’s Compensation Insurance. Upload the ACORD Certificate of Liability Liquor Liability insurance if you will serving alcoholic beverages.

Company Overview ✓
Business Details ✓
Addresses ✓
Contacts ✓
Diversity ✓
Insurance ✓
Payment Information ✓
Tax Information ✓
UPenn Terms and Condi... ✓
Certify & Submit

Registration FAQ | View History

No Insurance has been entered.
[Add Insurance](#)

Additional Questions

Your registration response indicates that you provide catering services to University of Pennsylvania. Purchasing Services has the responsibility of maintaining the University's approved caterers list and therefore must obtain all required insurance certificates prior to accepting your company on into our approved database. Please upload your current **ACORD** insurance certificate that meets or exceeds the listed University insurance requirements.

Certificates of insurance for General Liability and Auto Liability must name the TRUSTEES OF THE UNIVERSITY OF PENNSYLVANIA as an additionally insured with respect to services provided under purchase order agreement.

Please be advised that you are not permitted to provide catering services on the University of Pennsylvania campus without completion of your registration and upload of insurance certificates.

List of required Insurance certificates:

1. **General Liability insurance: (REQUIRED)** - Comprehensive general liability with broad form property damage - \$1,000,000 per person, per occurrence and property damage.
2. **Automobile Liability Insurance: (REQUIRED)** - Comprehensive liability on all autos \$1,000,000 per person, per occurrence and property damage.
3. **Workers Compensation Insurance: (REQUIRED)** - \$500,000 limit - Statutory limit covering all officers, employees, or agents.
4. **Liquor Liability Insurance (if applicable):** - \$1,000,000 minimal limit

ACORD Certificate of Liability *

Select file

← Previous Next → Save Changes

Payment Information

Please provide a single preferred method of payment associated to the remittance address.

- Payment methods include: ePayables – 10 days, ACH – 30 days, and Check – 45 days
- All *individuals* will **remain** on immediate terms; therefore, this change primarily impacts PO suppliers that are business entities

- Click “Add Payment Information” Select from drop-down box: ePayables (Virtual Payment), ACH, or Check
- Add Payment Information (ACH)
 - Create Payment Title of your ACH account
 - Enter Electronic Remittance Email for notification
 - Enter Bank Account Details
 - Enter Bank – Bank name, Account Holder’s Name, Account type, Routing Number, and full address
- Add Payment Information (ePayables)
 - Enter payment title of the ePayables account
 - Enter Electronic Remittance email address
- Add Payment Information (Check)
 - Enter Payment title
- Click ”Next” to continue

NEW COMPANY	Payment Information
Registration In Progress for: <i>University of Pennsylvania</i> 5 of 9 Steps Complete	Information on this page is used to determine how and where you will receive payment. Please enter an email address if you wish to receive an email notification regarding payments including invoice, date, and amount.
Welcome Company Overview ✓ Business Details ✓ Addresses ✓ Contacts ✓ Diversity ✓ Insurance ✓	<p>ePayables - Penn has partnered with Bank of America to offer a card payment program. This payment method reduces the amount of time to pay suppliers. Payment terms are fixed at net 10 days/approved invoice. Payments will be processed as credit card transactions. Standard merchant fees will apply.</p> <p>ACH – Automated Clearing House, is an electronic network for financial transactions in the U.S. ACH payments are made directly to the supplier bank account set up on the Penn portal. Payment terms are fixed at net 30 days/approved invoice.</p> <p>Wire – A method of electronic fund transfer. This method of payment is reserved for Penn's international suppliers, to their bank account set up on the Penn portal. Payment terms are fixed at net 30 days/approved invoice. Special approval must be granted by Purchasing for any domestic U.S wires.</p> <p>Check – Penn's least favored method of payment. Suppliers are encouraged to change to a more efficient electronic payment method. Payment terms are fixed at net 45 days/approved invoice.</p> <p>Individual Payee – Payment Terms are set to Immediate pay upon receipt of approved invoice.</p> <p>If you see a yellow, warning icon, that means there is information that is required that you have not filled out. Please check your entries to make sure this is not the case. Otherwise you will receive an error message when you try to submit your registration.</p>
Payment Information ✓ Tax Information ✓ UPenn Terms and Condi... ✓ Certify & Submit	<div style="background-color: #e0f0ff; padding: 5px;"> Required Information At least one payment type is required to complete this section. </div> <p><i>No payment information has been entered.</i></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Add Payment Information ▾</p> <ul style="list-style-type: none"> Direct Deposit (ACH) Check (Check) Wire Transfer ePayable </div>
Registration FAQ View History	<div style="display: flex; justify-content: space-between;"> < Previous Next > </div>

- For Direct Deposit

Add Payment Information ×

Payment Title [★]

Payment Type [★] Direct Deposit (ACH)

Direct Deposit Format

Remittance Address [★]

Electronic Remittance Email [★]

Currency [★]

Active Yes No

Bank Account

Country [★]

Bank Name [★]

Account Holder's Name [★]

Account Type [★]

Address Line 1

Address Line 2

Address Line 3

[★] Required to Complete Registration

- For Check

Add Payment Information ×

Payment Title [★]

Payment Type [★] Check (Check)

Remittance Address [★]

Electronic Remittance Email

Currency [★]

Active Yes No

[★] Required to Complete Registration

- For Wire Transfer – International Suppliers/Payees

Add Payment Information ×

Payment Title *

Payment Type * Wire Transfer

Remittance Address *

Electronic Remittance Email *

Currency *

Contact Name

Purpose
200 characters remaining

Active Yes No

Bank Account

Country *

Bank Name *

Account Holder's Name *

Account Type *

* Required to Complete Registration

- For ePayables

Add Payment Information ×

Payment Title *

Payment Type * ePayable

Remittance Address *

Electronic Remittance Email

Currency *

Active Yes No

* Required to Complete Registration

Tax Information

Please complete appropriate tax forms as governed by the IRS. For more information as to how to complete a W-9 or W-8 form, please visit www.irs.gov.

Domestic and Foreign Suppliers, and Independent Contractors must provide a current tax document.

You can upload a complete and signed tax document by clicking "Upload" or you can e- Certify using your supplier portal password in lieu of posting a signed document.

By using the system-generated tax document, your previously entered registration information will prepopulate into the appropriate areas of the tax document.

- Click "Add Tax Document"
 - Select your document type from the drop-down list
- Click "Download Pre-Populated Tax Document"
 - Save the completed file on your computer (Note: do not insert signature – follow the remaining instructions for your signature)
- Enter Tax Document Name – Ex. W-9-2018
- Enter Tax Document Year from dropdown list
- Click "Upload" to upload your Tax Documentation
 - Enter title
 - Click "Browse" to locate the file on your computer to include
 - Click "Add"
- Click "Save Changes," then "Next" to continue

Tax Information

Tax information is used for payment and the tax document should be uploaded using a PDF format.

Required Information

At least one tax document is required to complete this section.

No tax information has been entered

Add Tax Document ▼

W-9

Add Tax Document


Tax Type * W-9

Tax Document Name *

Tax Document Year

Tax Documentation *

Select file Done ✓

W- 9 2018.docx  100% ✕

[Download Pre-populated Tax Document](#)

* Required to Complete Registration

Save Changes

Close

Accept University of Pennsylvania's Purchase Order Terms and Conditions

NEW COMPANY

Registration **In Progress** for:
University of Pennsylvania

7 of 9 steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓

UPenn Terms and Condi... ✓

Certify & Submit

[Registration FAQ](#) | [View History](#)

UPenn Terms and Conditions

I, the undersigned as an authorized representative of the company listed above, agree to the [University of Pennsylvania Purchase order Terms and Conditions](#), unless a contract stating complete alternate terms of agreement has been executed by authorized representatives of the parties, reference herein and certify that the information provided to the University of Pennsylvania is current and accurate. I agree to allow the University of Pennsylvania to access my company's tax compliance status with the City of Philadelphia using the city's Tax Clearance System.

Do you agree with the University of Pennsylvania's Terms and Conditions listed above? *

Yes No

* Required to Complete Registration

< Previous

Next >

Save Changes

If you are proposing alternate terms, select your file and upload for review by Purchasing Services.

NEW COMPANY

Registration **In Progress** for:
University of Pennsylvania

7 of 9 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓
- UPenn Terms and Condi...** ✓
- Certify & Submit

[Registration FAQ](#) | [View History](#)

UPenn Terms and Conditions

I, the undersigned as an authorized representative of the company listed above, agree to the [University of Pennsylvania Purchase order Terms and Conditions](#), unless a contract stating complete alternate terms of agreement has been executed by authorized representatives of the parties, reference herein and certify that the information provided to the University of Pennsylvania is current and accurate. I agree to allow the University of Pennsylvania to access my company's tax compliance status with the City of Philadelphia using the city's Tax Clearance System.

Do you agree with the University of Pennsylvania's Terms and Conditions listed above? *

Yes No

If you are proposing alternate terms of agreement, please attach the document here with changes highlighted. *

Select file

★ Required to Complete Registration

< Previous Next > Save Changes

Certify & Submit

Once all required fields have been successfully completed and you have agreed to the certification statement, you will be prompted to enter the Preparer's Name, Title and Email address for validation and

- Click the box for "I certify that all information is true and accurate"
- Click "Submit"

You will receive an email from Penn when you have successfully completed all the registration information. Your registration information will be reviewed by the supplier support team for approval into the University's supplier database. If additional information is needed, you will be contacted by the Supplier Support team. Penn's approval of your registration should be completed within two business days. Once you have been approved, you will see the supplier number in your profile page on the portal under your company name.

NEW COMPANY

Registration **In Progress** for:
University of Pennsylvania

9 of 9 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Insurance ✓
- Payment Information ✓
- Tax Information ✓
- UPenn Terms and Condi... ✓

Certify & Submit

[Registration FAQ](#) | [View History](#)

Certify & Submit ?

Please type your initials in the box below acknowledging that you are an authorized official of the registering supplier or an individual representing yourself as a supplier/payee, and that all information is correct. It is the supplier's/individual's responsibility to ensure that the information provided is accurate and kept current. Inaccurate information may result in payment delays.

Additionally, by submitting this registration, you certify that all information provided is true and accurate. Knowingly providing false information may represent fraud and could disqualify you or your company from doing business with Penn.

Preparer's Initials *	<input type="text" value="N C"/>
Preparer's Name *	<input type="text" value="NEW COMPANY"/>
Preparer's Title *	<input type="text"/>
Preparer's Email Address *	<input type="text"/>
Today's Date	3/9/2018
Certification *	<input checked="" type="checkbox"/> I certify that all information provided is true and accurate.

[Submit](#)

★ Required to Complete Registration

Thank You for Registering

Registration Complete for NEW COMPANY!

Next Steps

- You will receive a confirmation email with information on what to expect next.
- Bookmark this site in your browser so you can easily make updates to your business profile.
- [Send new user request](#) to an additional portal user.
- [Return to the homepage](#) and check for any other outstanding tasks.
- [Return to Registration Profile](#)

Click "Manage Registration Profile"

Welcome to the Penn Marketplace Supplier Portal!!

Supplier Registration is required for new suppliers is a prerequisite for doing business with the University of Pennsylvania, and should not be interpreted as a method of becoming a preferred supplier.

Suppliers that were previously registered with the University but have had their information deactivated due to lack of use (supplier information is end dated in our system if the supplier has not been used within 18 months) will need to register again and provide updated information.

Registered UPENN suppliers and payees may access the secure portal at any time to maintain payment information, update contact, insurance and tax information.

Companies/Individuals may use the portal to access and review purchase orders, generate and submit electronic invoices to the University.

When viewing your invoices, you will see a status next to each of them. Below is an explanation of each of the statuses you might see:

- **In Process** - The invoice has not been processed, but has been created.
- **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 canceled.

For registration questions, please contact Procurement Services Operations Center at SupplierSupport@upenn.edu.

Quick Links to Common Tasks

- [Manage Registration Profile](#)

Create Invoice / Credit Memo

Type Invoice Credit Memo

Invoice No.

Invoice Date
mm/dd/yyyy

Supplier

PO Number

Currency

Find Invoice

[Advanced Search](#)

To check payment status of an invoice or send a message to a customer regarding an invoice, please enter the invoice number then click the "Search" button.

Invoice Number(s)

When you have been approved, you will see the BEN supplier number indicating you are an approved supplier at Penn.

ZESTO PIZZA AND GRILL
Supplier Number: 560449
[Change Supplier](#)

Registration **Complete** for:
University of Pennsylvania

Welcome to Supplier Registration

Thank you for your interest in doing business with the University of Pennsylvania. In order to become an approved supplier with the University, you must:

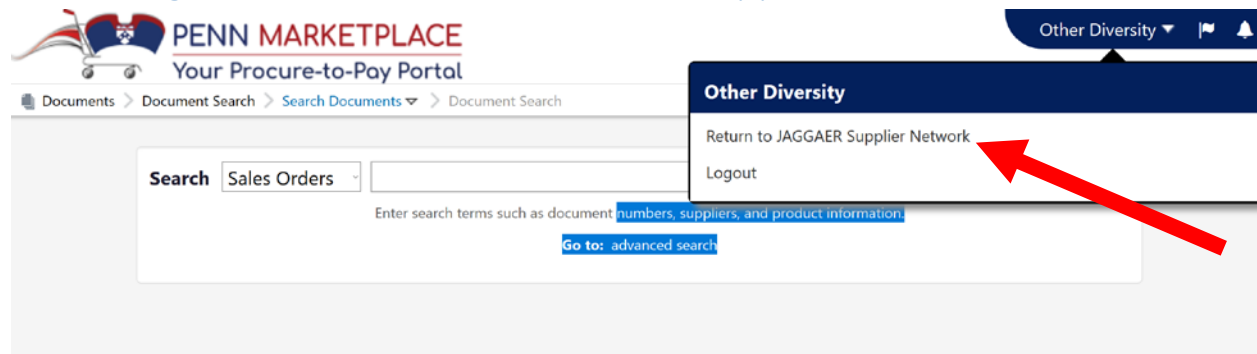
1. Review the University's standard terms and conditions: [PO Terms and Conditions](#)
2. Review the University's [Supplier Code of Conduct](#)
3. Complete the registration information in the Penn Marketplace portal, upload IRS Form W-9 (Form W-8 for foreign suppliers)

Welcome

Company Overview	✓
Business Details	✓
Addresses	✓
Contacts	✓
Diversity	✓
Insurance	✓
Payment Information	✓
Tax Information	✗
UPenn Terms and Condi...	✓

[Registration FAQ](#) | [View History](#)

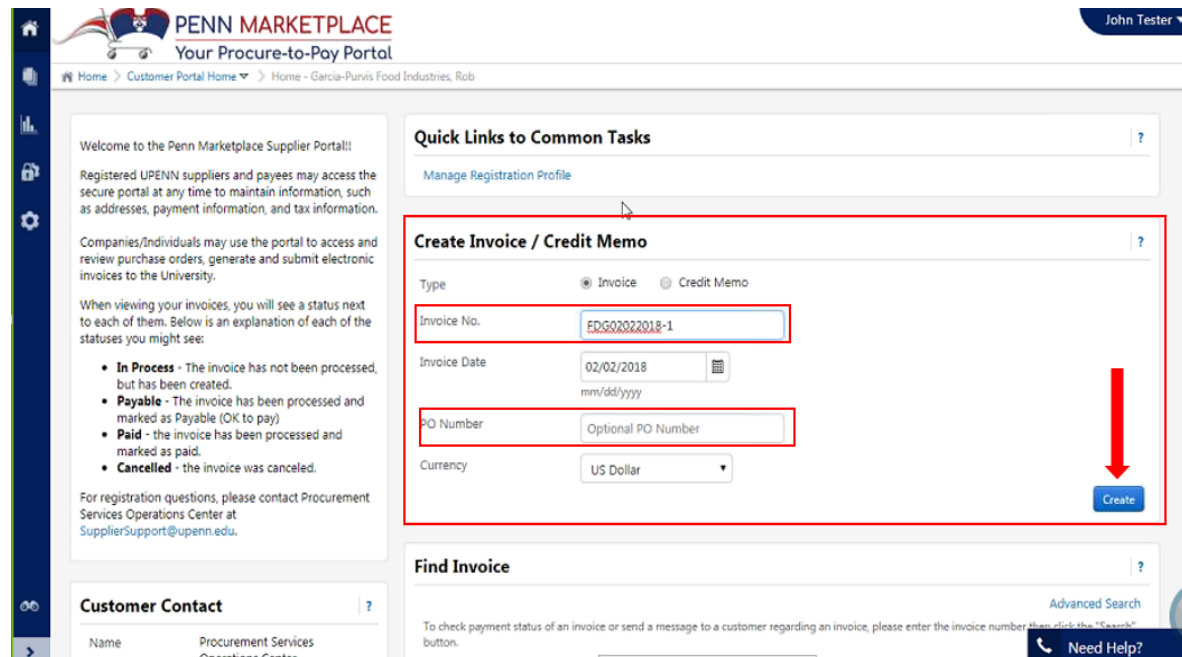
Reviewing Profile Information in Penn's Supplier Portal



The screenshot shows the top navigation bar of the Penn Marketplace Supplier Portal. The logo on the left reads "PENN MARKETPLACE Your Procure-to-Pay Portal". On the right, there is a user profile dropdown menu labeled "Other Diversity" with a downward arrow, a chat icon, and a notification bell icon. Below the main navigation, a secondary menu is open, showing "Return to JAGGAER Supplier Network" and "Logout". A red arrow points to the "Return to JAGGAER Supplier Network" link. Below the navigation, there is a search bar with a dropdown menu set to "Sales Orders" and a search input field. Below the search bar, there is a text prompt: "Enter search terms such as document numbers, suppliers, and product information." and a "Go to: advanced search" link.

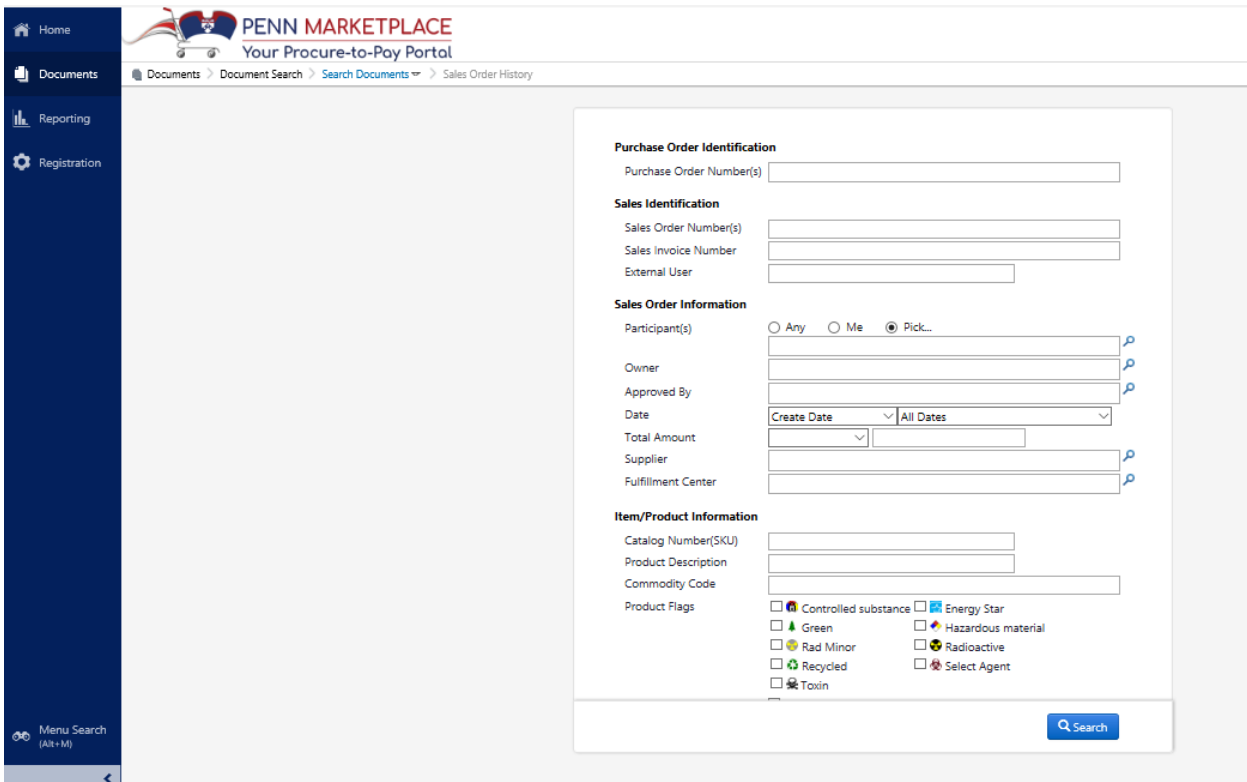
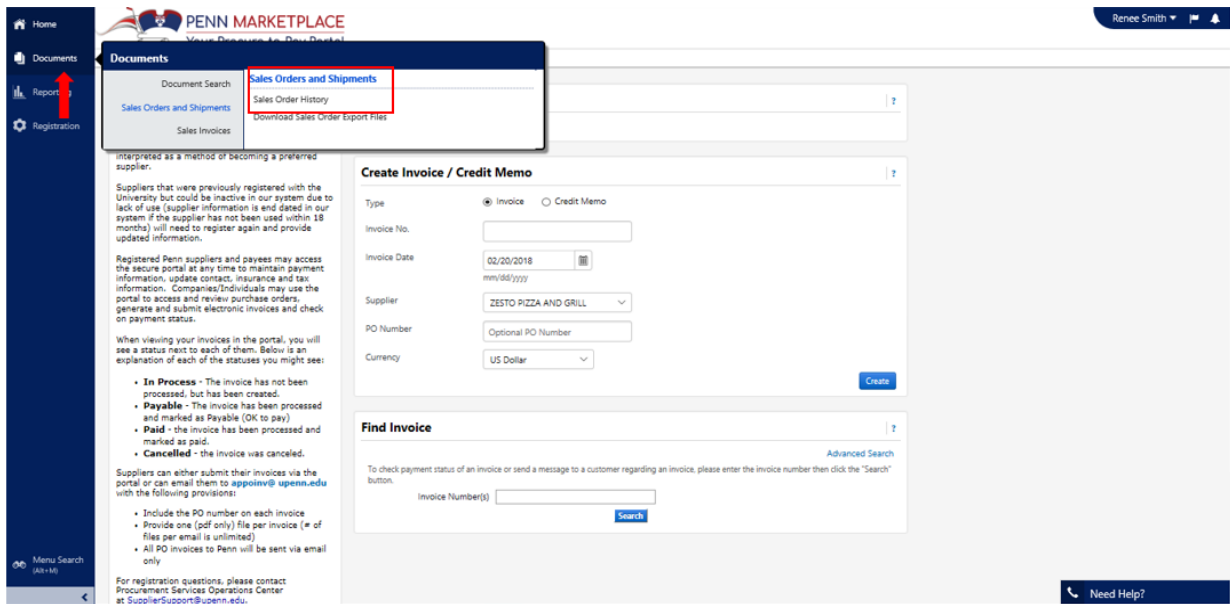
Supplier PO-Flip functionality

- **Creating a PO Invoice from the Supplier Homepage (Option 1)**
 - Suppliers can create an invoice from the supplier portal homepage by using the Create Invoice/Create Credit Memo widget in the center of the homepage.
 - To create the invoice, the supplier must enter an Invoice Number of their choosing and enter the PO Number and then click "Create."
 - Suppliers should note that although the PO number is labeled "optional," Penn requires that this field be filled in accurately to create a PO Invoice. **Non-PO Invoices cannot be submitted to Penn through the supplier portal.**



The screenshot shows the "Create Invoice / Credit Memo" form in the Penn Marketplace Supplier Portal. The form is titled "Create Invoice / Credit Memo" and has a "Type" dropdown menu set to "Invoice". The "Invoice No." field contains "FDG02022018-1". The "Invoice Date" field contains "02/02/2018" and has a calendar icon. The "PO Number" field contains "Optional PO Number". The "Currency" dropdown menu is set to "US Dollar". A red arrow points to the "Create" button. The form is surrounded by a red border. Below the form, there is a "Find Invoice" section with a "Need Help?" button.

- PO-Flip functionality – from Sales Order History tab (Option 2)
 - Select “Document”> “Sales Order and Shipments” > “Sales Order History” and search by the different criteria available



- The Sales Order History displays the list of Sales Orders including details such as “Status,” “Invoice/Credit Memo No.,” and “Order Total.”

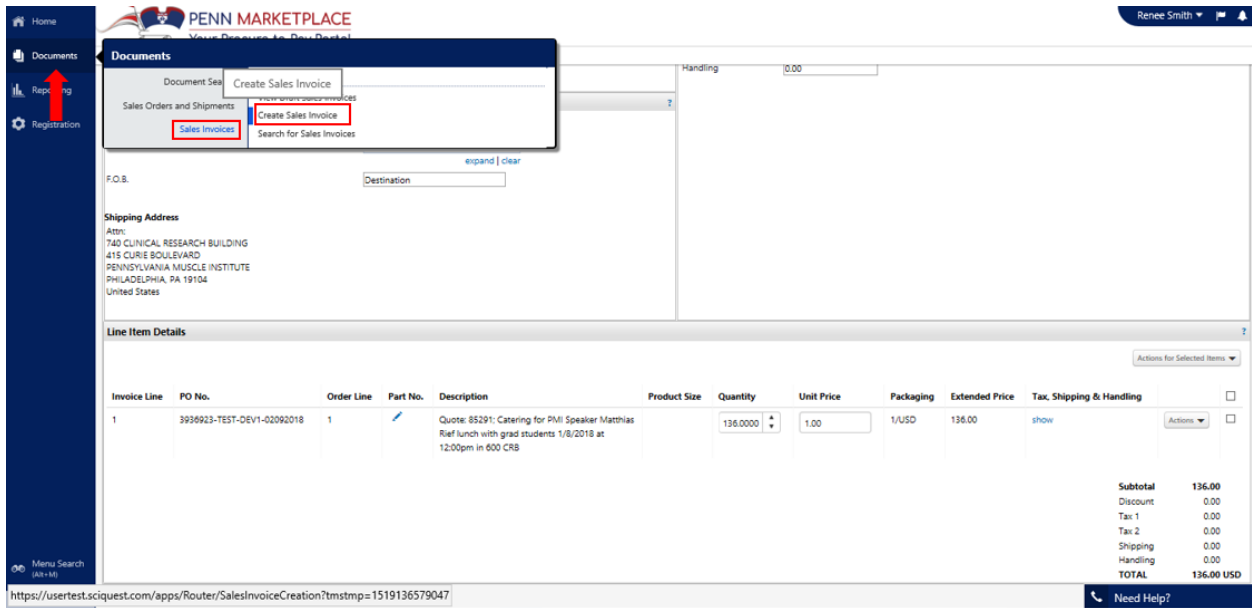
- If there are invoices that have been submitted against a specific sales order, they will appear in the “Invoice/Credit Memo No” column, click on the hyperlink to see further details, including invoiced amount against this particular Sales Order on this specific invoice.
- Use the search/filter options on the left-hand navigation to further refine the search results.

Order No.	PO No.	Date/Time	Supplier	Fulfillment Center	Customer	Owner	Status	Invoice/Credit Memo No.	Order Total
1721786	3937036-TEST-DEV1-02092018	PO Date: 1/8/2018 12:00 AM Created: 2/10/2018 3:08 PM Completed:	ZESTO PIZZA AND GRILL	Network Fulfillment Center 1	UPenn	KAREN L 35852250 DEMOS	Partially Invoiced	CREDITTEST TESTZESTOPIZZA1	292.30 USD
1721740	3936923-TEST-DEV1-02092018	PO Date: 1/8/2018 12:00 AM Created: 2/10/2018 3:06 PM Completed:	PHILADELPHIA CATERING COMPANY	Network Fulfillment Center 1	UPenn	IKEILA 10283752 TURNER			136.00 USD
1721695	3936921-TEST-DEV1-02092018	PO Date: 1/8/2018 12:00 AM Created: 2/10/2018 3:06 PM Completed:	PHILADELPHIA CATERING COMPANY	Network Fulfillment Center 1	UPenn	IKEILA 10283752 TURNER			310.20 USD
1721609	3936701-TEST-DEV1-02092018	PO Date: 1/8/2018 12:00 AM Created: 2/10/2018 3:05 PM Completed:	ZESTO PIZZA AND GRILL	Network Fulfillment Center 1	UPenn	RENEE 18802569 JOHNSON	Over Invoiced	TESTINGCREDIT TESTINV1 ZESTOTESTING	129.70 USD
1721594	3936673-TEST-DEV1-02092018	PO Date: 1/8/2018 12:00 AM Created: 2/10/2018 3:04 PM Completed:	ZESTO PIZZA AND GRILL	Network Fulfillment Center 1	UPenn	NANCY 10080390 O'REILLY	Partially Invoiced	SAW123 TESTZESSAW	66.00 USD
1721530	3936555-TEST-DEV1-02092018	PO Date: 1/8/2018 12:00 AM Created: 2/10/2018 3:02 PM Completed:	PHILADELPHIA CATERING COMPANY	Network Fulfillment Center 1	UPenn	MARIA 11872909 CRUDELE			127.00 USD
1721521	3936499-TEST-DEV1-02092018	PO Date: 1/8/2018 12:00 AM Created: 2/10/2018 3:02 PM Completed:	PHILADELPHIA CATERING COMPANY	Network Fulfillment Center 1	UPenn	VICTORIA 10200092 REINHARDT	Partially Invoiced	PHILTEST	1,300.00 USD
1721512	3936452-TEST-DEV1-02092018	PO Date: 1/8/2018 12:00 AM Created: 2/10/2018 3:02 PM Completed:	ZESTO PIZZA AND GRILL	Network Fulfillment Center 1	UPenn	DETRICE A 10032463 JOHNSON			183.39 USD
1721491	3936400-TEST-	PO Date: 1/8/2018 12:00 AM	ZESTO PIZZA AND GRILL	Network Fulfillment Center 1	UPenn	STEVEN A 27089534 FALA	Partially		

- To create a PO Invoice from the Sales Order History screen, check the box next to the specific Sales Order to create an invoice. Once checked, click on the drop-down menu and select “Create Invoice” and “Go.”
- Supplier can only create one PO Invoice at a time. Multiple Sales Orders (also known as purchase orders) cannot be selected.

Order No.	PO No.	Date/Time	Supplier	Fulfillment Center	Customer	Owner	Status	Invoice/Credit Memo No.	Order Total
1721786	3937036-TEST-DEV1-02092018	PO Date: 1/8/2018 12:00 AM Created: 2/10/2018 3:08 PM Completed:	ZESTO PIZZA AND GRILL	Network Fulfillment Center 1	UPenn	KAREN L 35852250 DEMOS	Partially Invoiced	CREDITTEST TESTZESTOPIZZA1	292.30 USD
1721740	3936923-TEST-DEV1-02092018	PO Date: 1/8/2018 12:00 AM Created: 2/10/2018 3:06 PM Completed:	PHILADELPHIA CATERING COMPANY	Network Fulfillment Center 1	UPenn	IKEILA 10283752 TURNER			136.00 USD
1721695	3936921-TEST-DEV1-02092018	PO Date: 1/8/2018 12:00 AM Created: 2/10/2018 3:06 PM Completed:	PHILADELPHIA CATERING COMPANY	Network Fulfillment Center 1	UPenn	IKEILA 10283752 TURNER			310.20 USD
1721609	3936701-TEST-DEV1-02092018	PO Date: 1/8/2018 12:00 AM Created: 2/10/2018 3:05 PM Completed:	ZESTO PIZZA AND GRILL	Network Fulfillment Center 1	UPenn	RENEE 18802569 JOHNSON	Over Invoiced	TESTINGCREDIT TESTINV1 ZESTOTESTING	129.70 USD
1721594	3936673-TEST-DEV1-02092018	PO Date: 1/8/2018 12:00 AM Created: 2/10/2018 3:04 PM Completed:	ZESTO PIZZA AND GRILL	Network Fulfillment Center 1	UPenn	NANCY 10080390 O'REILLY	Partially Invoiced	SAW123 TESTZESSAW	66.00 USD
1721530	3936555-TEST-DEV1-02092018	PO Date: 1/8/2018 12:00 AM Created: 2/10/2018 3:02 PM Completed:	PHILADELPHIA CATERING COMPANY	Network Fulfillment Center 1	UPenn	MARIA 11872909 CRUDELE			127.00 USD
1721521	3936499-TEST-DEV1-02092018	PO Date: 1/8/2018 12:00 AM Created: 2/10/2018 3:02 PM Completed:	PHILADELPHIA CATERING COMPANY	Network Fulfillment Center 1	UPenn	VICTORIA 10200092 REINHARDT	Partially Invoiced	PHILTEST	1,300.00 USD
1721512	3936452-TEST-DEV1-02092018	PO Date: 1/8/2018 12:00 AM Created: 2/10/2018 3:02 PM Completed:	ZESTO PIZZA AND GRILL	Network Fulfillment Center 1	UPenn	DETRICE A 10032463 JOHNSON			183.39 USD
1721491	3936400-TEST-	PO Date: 1/8/2018 12:00 AM	ZESTO PIZZA AND GRILL	Network Fulfillment Center 1	UPenn	STEVEN A 27089534 FALA	Partially		

- Creating a PO invoice from Sales Invoice Document Search (Option 3)
 - The supplier should go to left-hand navigation and select “Documents,” and then select “Sales Invoices,” and finally “Create Sales Invoice.”



- Enter an invoice number and the PO number and click “Create” to create the invoice.

Create Invoice / Credit Memo

Type Invoice Credit Memo

Invoice No.

Invoice Date mm/dd/yyyy

Supplier

PO Number

Currency

Submitting the PO Invoice to Penn

- Add invoice number, select an option in the Remit-to Address Drop Down if it appears, and adjust the quantity or price, if necessary, at the bottom of the page.
- Optional fields such as uploading Supplier Attachments, inputting a Supplier Account Number, or adding Tax, Shipping, and Handling can be completed by the supplier if needed.
- Once the information on the invoice has been completed, select “Send to Customer” in the upper right-hand corner to submit the invoice to Penn for approval and payment.
- After invoice is submitted, confirmation of the details will appear.

PENN MARKETPLACE
Your Procure-to-Pay Portal

Customer: **UPenn**
 Invoice Date: 2/20/2018
 PO Number: 3936923-TEST-DEV1-02092018
 Sales Order Number: 1721740
 Supplier Attachments:

Buttons: Save, Send To Customer

Invoice Info
 Create Date: 2/20/2018
 Invoice No.:
 Invoice Date: 2/20/2018
 Invoiced By: Renee Smith
 Supplier: PHILADELPHIA CATERING COMPANY
 Customer: UPenn
 Supplier Account No.:

Billing Address
 ACCTS PAYABLE-UNIV OF PENN
 ROOM 440 FRANKLIN BUILDING
 3451 WALNUT STREET
 PHILADELPHIA, PA 19104-6281
 US US

Remit To Address
 Remit To Address:
 Remit To Location List:
 125 S 40TH STREET
 PHILADELPHIA, PA 19104
 United States

Order Info
 Sales Order Number: 1721740
 PO Number: 3936923-TEST-DEV1-02092018

Payment Terms
 Due Date: 3/22/2018
 Payment Terms: 0 % 0 30
 Discount: 0.00
 Tax 1: 0.00
 Tax 2: 0.00
 Shipping: 0.00
 Handling: 0.00

Tax, Shipping & Handling

Need Help?

If the supplier sees a dropdown in the "Remit-to Address" section, the supplier should select their correct remit-to address. If a supplier does NOT see a dropdown in this section, the supplier has already assigned a primary remit-to address in their supplier profile and there is no need to enter any further information, unless the supplier needs update their primary remittance address for this specific invoice.

Shipping Info

Notes:

F.O.B.:

Destination:

Shipping Address
 Attn:
 740 CLINICAL RESEARCH BUILDING
 415 CURIE BOULEVARD
 PENNSYLVANIA MUSCLE INSTITUTE
 PHILADELPHIA, PA 19104
 United States

Line Item Details

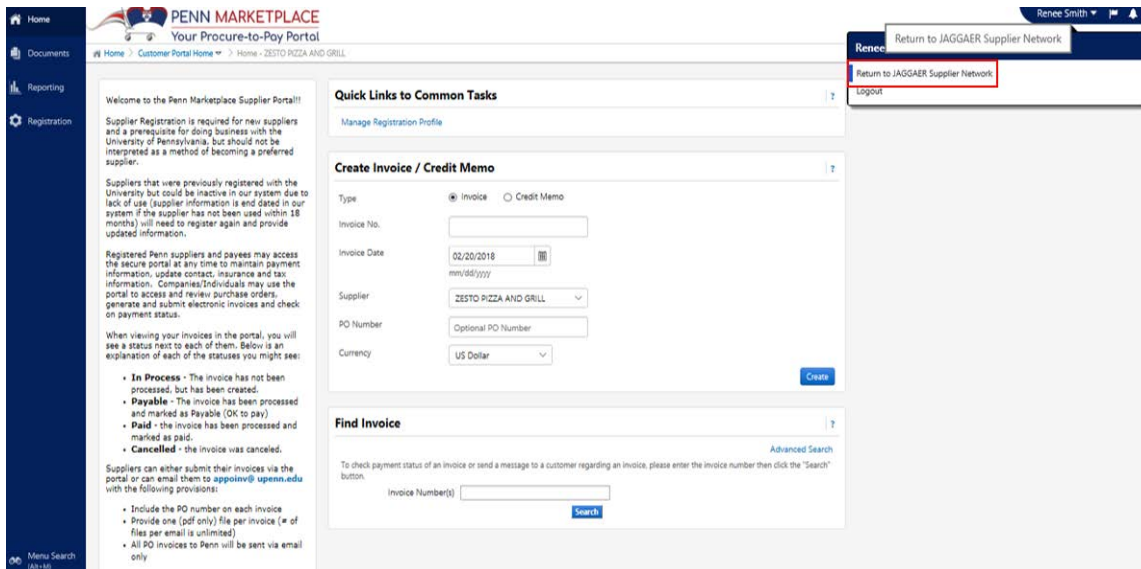
Invoice Line	PO No.	Order Line	Part No.	Description	Product Size	Quantity	Unit Price	Packaging	Extended Price	Tax, Shipping & Handling
1	3936923-TEST-DEV1-02092018	1		Quote: 85291; Catering for PMI Speaker Matthias Rief lunch with grad students 1/8/2018 at 12:00pm in 600 CRB		136.0000	1.00	1/USD	136.00	show

Subtotal: 136.00
 Discount: 0.00
 Tax 1: 0.00
 Tax 2: 0.00
 Shipping: 0.00
 Handling: 0.00
TOTAL: 136.00 USD

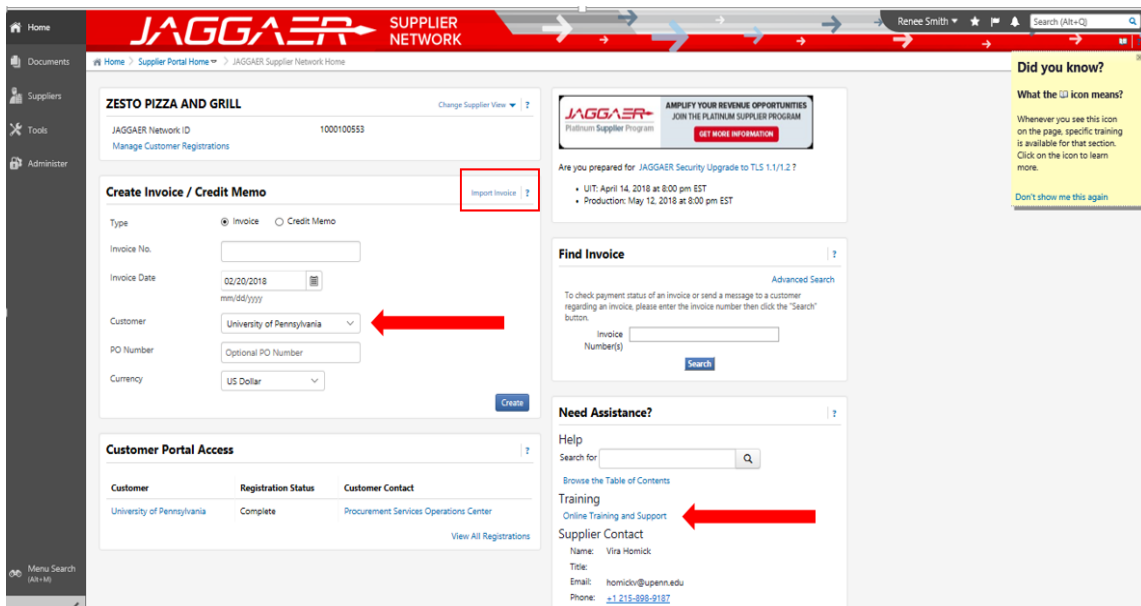
Need Help?

Submitting Invoices via CSV Upload

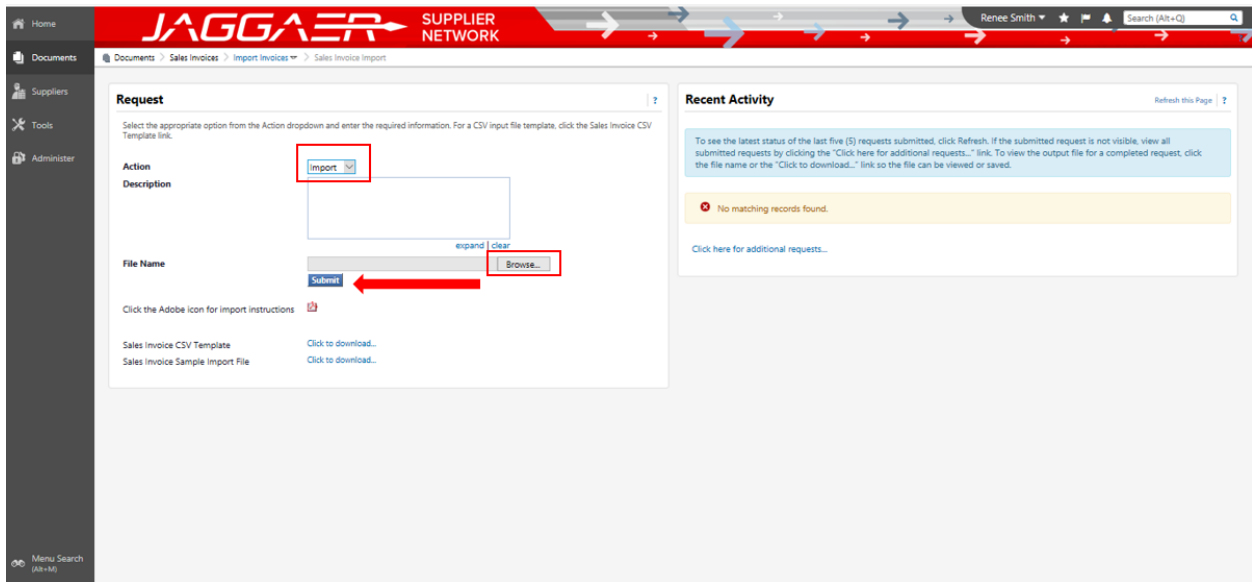
- There is an option to submit a CSV-file upload with multiple invoices through the **Jaggaer supplier network page** screen.
- Once the supplier has been set up for this submission type to do CSV uploads, you can enter the Jaggaer Supplier Portal by selecting the user's name in the upper right-hand corner and clicking on "Return to Jaggaer Supplier Network" option.



- From the Jaggaer Supplier Network homepage, locate the “Create Invoice” widget and select the customer to “University of Pennsylvania” and click on “Import Invoice.”
- Additional training materials or help resources, can be found in Jaggaer’s **Training & Support** library by clicking on the link in the lower right-hand corner.

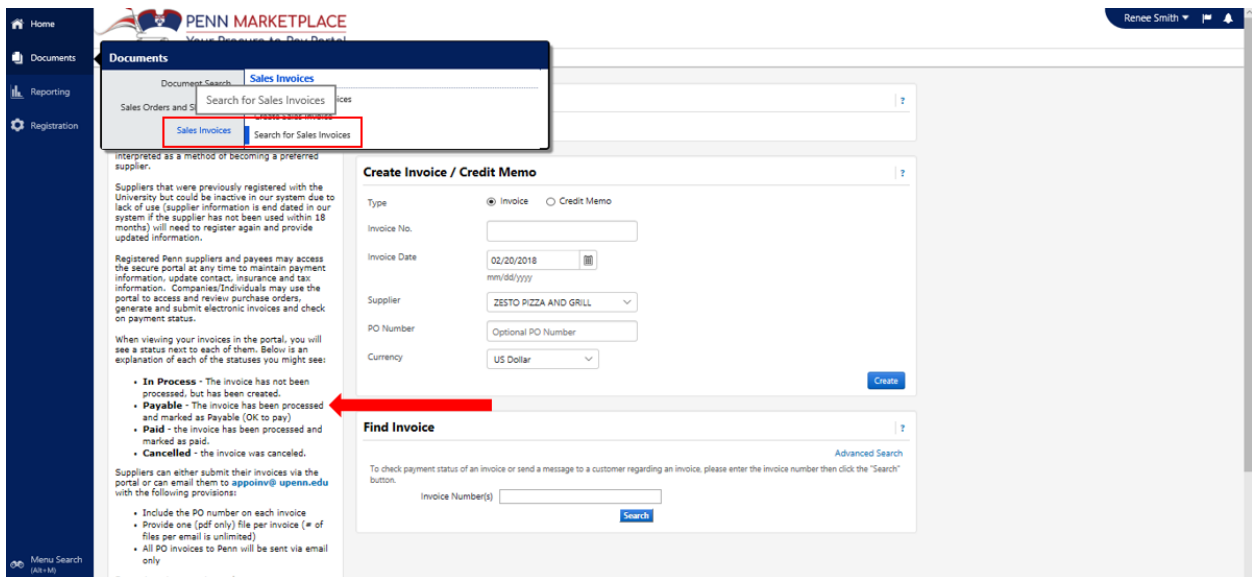


- Once “Import Invoice” is selected, select “Import” from the drop-down menu on the Request>Action box, add a description, and then upload the CSV file. The supplier also has the option to download the CSV Template and look at the Sales Invoice Sample Import File for guidance.
- Once uploaded, the supplier can click “Submit” to submit the file to Penn.



Searching Sales Invoices and Payment Statuses

- Select “Documents” >”Sales Invoices” > “Search for Sales Invoices” on left-hand navigation path
- Invoice status definition is listed on the homepage.



- Select search criteria for sales invoices.

[Home](#)
Renee Smith

PENN MARKETPLACE
 Your Procure-to-Pay Portal

[Documents](#) > [Document Search](#) > [Search Documents](#) > Invoice search

Purchase Order Identification

Purchase Order Number(s)

Invoice Identification

Sales Invoice Number

Sales Invoice Invoiced by

Invoice Information

Date

Payment Method

Record No

Total Amount

Supplier Account Number

With Retainage

Has Trade In

Invoice Type

Invoice Credit Memo

Payment Status

In Process Payable

Paid Cancelled

Dispute

Message Category

Invoice Payment

Other Dispute

[Need Help?](#)

[Home](#)
Renee Smith

PENN MARKETPLACE
 Your Procure-to-Pay Portal

[Documents](#) > [Document Search](#) > [Search Documents](#) > Invoice search

[Back to Edit Search](#) | [Start New Search](#)

Showing 1 - 55 of 55 Results All Dates

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

Invoice Number	Customer	Created By	Sales Order No	PO No	Invoice Date	Submit Date	Type	Invoice Status	Total
PO16	UPenn	Renee Smith	1721491	3936400-TEST-DEV1-02092018	2/14/2018	2/14/2018 12:52 PM	Invoice	Status: Payable Paid Date: Payment Method: Check	50.00 USD
TESTINV1	UPenn	Renee Smith	1721609	3936781-TEST-DEV1-02092018	2/13/2018	2/13/2018 8:19 AM	Invoice	Status: In Process Paid Date: Payment Method: Check	129.70 USD
ZESTOTESTING	UPenn	Renee Smith	1721609	3936781-TEST-DEV1-02092018	2/13/2018	2/13/2018 8:11 AM	Invoice	Status: In Process Paid Date: Payment Method: Check	259.40 USD
TESTZESSAW	UPenn	Renee Smith	1721594	3936673-TEST-DEV1-02092018	2/13/2018	2/13/2018 2:20 PM	Invoice	Status: Payable Paid Date: Payment Method: Check	5.00 USD
CREDITTEST	UPenn	Renee Smith	1721786	3937036-TEST-DEV1-02092018	2/13/2018	2/13/2018 8:17 AM	Credit Memo	Status: Payable Paid Date: Payment Method: Check	-100.00 USD
TESTINGCREDIT	UPenn	Renee Smith	1721609	3936781-TEST-DEV1-02092018	2/13/2018	2/13/2018 8:14 AM	Credit Memo	Status: In Process Paid Date: Payment Method: Check	-129.70 USD
SAW123	UPenn	Renee Smith	1721594	3936673-TEST-DEV1-02092018	2/13/2018	2/13/2018 9:54 AM	Invoice	Status: Payable Paid Date: Payment Method: Check	20.00 USD
TESTZESTOPIZZA1	UPenn	Renee Smith	1721786	3937036-TEST-DEV1-02092018	2/13/2018	2/13/2018 8:08 AM	Invoice	Status: Payable Paid Date: Payment Method: Check	292.30 USD

Search Details

Search Terms

Customer(s)
UPenn

Filtered by

Date Type: Sales Invoice Date
Date Range: All Dates [\(remove all\)](#)

Supplier
 ZESTO PIZZA AND GRILL

Refine Search Results

Date Range

Sales Invoice Invoiced by
Renee Smith (18)
Brian Caputo (14)
Vira Hornick (1)

PENN MARKETPLACE
Your Procure-to-Pay Portal

Home Documents Reporting Registration

Documents > Document Search > Search Documents > Sales Invoice Summary TESTINV1

Back to Search Results 2 of 55 Results Document Number(s) TESTINV1

Invoice No. TESTINV1
Customer UPenn
Invoice Date 2/13/2018
Payment Status **In Process**
PO Number 3936781-TEST-DEV1-02092018
Sales Order Number 1721609
Supplier Attachments add attachment...

Invoice Messages History

General Information	Billing Information	Customer Invoice Information
Invoice Info Create Date 2/13/2018 Document Delivery Date 2/13/2018 Invoice No. TESTINV1 Invoice Date 2/13/2018 Invoiced By Renee Smith Supplier ZESTO PIZZA AND GRILL Customer UPenn Supplier Account No. no value Order Info Sales Order Number 1721609 PO Number 3936781-TEST-DEV1-02092018	Billing Address ACCTS PAYABLE-UNIV OF PENN ROOM 440 FRANKLIN BUILDING 3451 WALNUT STREET PHILADELPHIA, PA 19104-6281 US US Remit To Address 125 S 40TH STREET PHILADELPHIA, PA 19104 United States	Invoice Number PM0055670 Payment Method Check Payment Grand Total 129.70 Payment Status In Process Invoice Submit Date 2/13/2018 Payable Date 2/13/2018
Payment Terms Due Date 2/23/2018 Payment Terms 0% 0, Net 10 Discount Date 2/13/2018	Tax, Shipping & Handling Discount 0.00 USD Tax 1 0.00 USD Tax 2 0.00 USD	

Need Help?

Payment Terms	Tax, Shipping & Handling
Due Date 2/23/2018 Payment Terms 0% 0, Net 10 Discount Date 2/13/2018 Estimated Discount Amount 0.00 USD	Discount 0.00 USD Tax 1 0.00 USD Tax 2 0.00 USD Shipping 0.00 USD Handling 0.00 USD

Shipping Info

Notes no notes
F.O.B. Destination

Shipping Address
Attn: SUITE 1200
125 S 31ST ST
GENE THERAPY PROGRAM
PHILADELPHIA, PA 19104
United States

Line Item Details

Invoice Line	PO No.	Order Line	Part No.	Description	Product Size	Quantity	Unit Price	Packaging	Extended Price	Tax, Shipping & Handling
1	3936781-TEST-DEV1-02092018	1		Lunch PO for Hire Buddy Order No 251		129.7	1.00	1/USD	129.70	show

Subtotal	129.70
Discount	0.00
Tax 1	0.00
Tax 2	0.00
Shipping	0.00
Handling	0.00

Need Help?

Other Training Resources

To access additional tutorials and training, click on “Supplier Name,” then click on “Return to Jaggaer Supplier Network” to gain access to video training material covering many supplier-related activities including Supplier Registration and Creation of an Invoice from a Sales Order (PO-Flip process).

JAGGAER SUPPLIER NETWORK Other Diversity Search (Alt+Q)

Tools > Online Training and Support > View Online Training and Support > Online Training and Support

Getting Started - Introductory information for the JAGGAER Supplier Network

Registration and Profile Management - Introductory information around registering for the JAGGAER Supplier Network and maintaining your profile.

What's New in this Release? - Summary of changes from the most recent product release.

Product Release Information - Learn about upcoming product changes and important dates.

Training Videos

- The JAGGAER Supplier Network Overview
- The Shopping Experience
- Beginning the Supplier Network Registration
- **Completing a Customer-Specific Registration**
- Navigating the Supplier Portal
- Managing the Network Profile

Invoicing 101 - Learn about the invoicing and communications functionality in the JAGGAER Supplier Network.

JAGGAER Supplier Network Handbook - Learn about sourcing, e-auctions, invoicing, 2nd Tier Reporting, and supplier scorecards.

Training Videos

- Reporting 2nd Tier Spend
- Completing a Questionnaire for a Customer
- Responding to a Sourcing Event
- **Creating an Invoice from a Sales Order**
- Managing Invoices
- Importing Invoices in Bulk

Reference Materials

- Sales Invoice Import Guide
- Sales Invoice CSV Template
- Sales Invoice Sample Import File

Supplier Catalog Management Handbook - Find detailed information regarding uploading and maintaining product and price information for your customers.

Hosted Content Impacts on Product Search - See how your hosted content translates into a customer's product search.

Product Search at a Glance - See how customers view your products in their application.

Training Videos

- Preparing the Content and Price Files
- Submitting Content and Price Files
- Assigning Categories and UNSPSC Codes
- Extracting Content and Price Files
- Working with Content and Price Files in Excel

Reference Materials

- Hosted Catalog Sample Data
- Catalog Management Templates