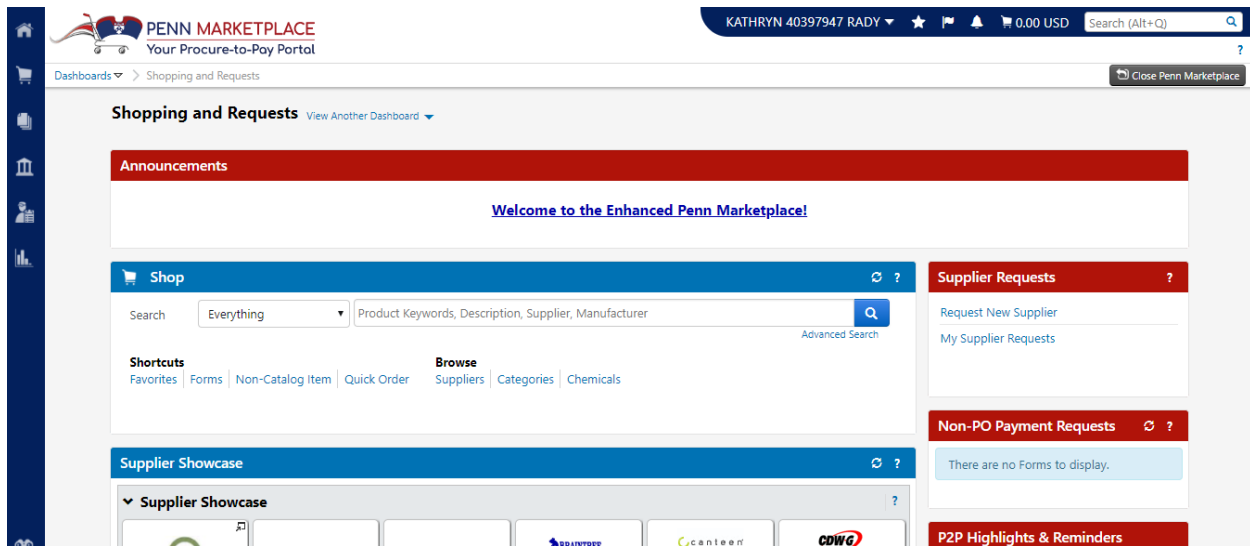


Status Notices Found on My Supplier Request Dashboard

One of the objectives of implementing enhancements to the Penn Marketplace is to provide greater visibility to Penn end users regarding the status of onboarding requests and supplier registrations. To provide that visibility after Go-Live, each Penn user will have entrée to a dashboard called the My Supplier Request dashboard. On that dashboard will be a list of the user’s New Supplier Requests and the status of each of those requests. Assuming that the New Supplier Request has been approved by the Penn Operations Service Center, the dashboard will also show the status as to where the new supplier is in the registration process. This document is intended to act as a legend to provide an explanation for each request status.

The My Supplier Requests Dashboard

The My Supplier Requests dashboard can be found in two places on the Penn Marketplace homepage. First, it can be accessed by the “My Supplier Requests” link under the “Supplier Requests” section of the homepage.



The dashboard can also be accessed by scrolling down on the homepage to the “My Form Requests” section and clicking on the “Supplier Request” link.

The screenshot shows the Penn Marketplace dashboard. The top navigation bar includes the user name 'Kathryn Rady', a search bar, and a currency indicator '0.00 USD'. The main content area is divided into four panels: 'My Form Requests' (99 Total Documents, with 45 Supplier Requests highlighted in a red box), 'My Draft Carts' (No results found), 'My Purchase Orders' (There are no POs to display), and 'My Invoices' (There are no Invoices to display).

Supplier Request Status

On the My Supplier Request dashboard, a user will see a number of potential statuses in the “Request Status” column. Each notice offers an update about where a Request is in the approval process. Below are definitions for each status:

- **Incomplete** –The user has started New Supplier Request; however, it has not been submitted.
- **Under Review** – The Request has been submitted in the Penn Marketplace and is under review by the Purchasing Services Operations Center.
- **Returned** - The user’s New Supplier Request has been returned to the user by the Purchasing Services Operations Center for editing. It can be resubmitted.
- **Rejected** –The user’s New Supplier Request has been rejected by the Purchasing Services Operations Center. The request cannot be edited or resubmitted by the user.
- **Approved** – The Request has been approved by the Purchasing Services Operations Center and a Supplier record has been created in the Penn Marketplace.

The screenshot shows the 'My Supplier Requests' dashboard. It includes a filter section for 'Request Status' with checkboxes for Approved, Rejected, Under Review, Incomplete, Returned, and Completed. Below the filter is a table of requests. The 'Request Status' column is highlighted with a red box.

Requested Supplier	Template	Request Status	Status Last Updated	Created	Supplier Profile	Registration Status	
Kat's Cupcakes	New BEN Buys Supplier (US Suppliers)	Approved	9/13/2017 1:40 PM	9/13/2017 12:03 PM	Kat's Cupcakes	Profile Complete	Actions
Elmer's Carrot Company	New BEN Buys Supplier (US Suppliers)	Approved	9/14/2017 3:03 PM	9/14/2017 1:25 PM	Elmer's Carrot Company	Profile Complete	Actions

Registration Status

Assuming that the New Supplier Request has been approved by the Penn Operations Service Center, the user will also see a number of different notices under "Registration Status." Below are the definitions for each status in the registration process:

- **None** – The supplier has not been invited yet. If the user requested the supplier by proxy, there will always be a status of None as no invitation should be sent to the supplier.
- **Invited** - The new supplier has been formally invited to register via a link but has not started the registration process.
- **In Progress** - The new supplier received the invitation link, started the registration process, but has not completed it.
- **Profile Complete** - The supplier completed its registration and it is under review by the Purchasing Services Operations Center.
- **Approved** - The new supplier has been approved by the Purchasing Services Operations Center and will be sent to sync with BEN.*

*Please note that once a supplier registration has been Approved, it can take up to an hour before the supplier's information syncs with BEN Financials and the supplier is available for the user to create a Purchase Order (PO) or Non-PO Payment Request in Penn Marketplace.

PENN MARKETPLACE
Your Procure-to-Pay Portal

Kathryn Rady ★ 🚩 39 🛒 0.00 USD 🔍 Search (Alt+Q)

Suppliers > Requests > My Supplier Requests > My Supplier Requests

My Supplier Requests

Filter Supplier Requests

Request Status * Approved Rejected Under Review
 Incomplete Returned Completed

Apply

Requested Supplier	Template	Request Status	Status Last Updated	Created	Supplier Profile	Registration Status	
Kat's Cupcakes	New BEN Buys Supplier (US Suppliers)	Approved	9/13/2017 1:40 PM	9/13/2017 12:03 PM	Kat's Cupcakes	Profile Complete	Actions
Elmer's Carrot Company	New BEN Buys Supplier (US Suppliers)	Approved	9/14/2017 3:03 PM	9/14/2017 1:25 PM	Elmer's Carrot Company	Profile Complete	Actions