How to Resend an Approved PO from the Penn Marketplace:

Suppliers

Reporting

Administer

🗴 Setup

PO/Reference No.

Revision No.

Total

Supplier Name

Owner Name

Owner Phone

Owner Email

Purchase Order Date

4305732

7/25/2019

160.20

NOBEL BIOCARE USA INC 2 PO more info...

DEBRA LYNN 10023634 DUFFY

duffud@upopp.odu

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A Home	Your Procure-to-Pay Portal	Brian Caputo 🗸 All 4305732	0
📜 Shop	Fight Shopping Shopping Home ▼ Shopping and Requests	Quick Search	Alt+Q
orders	Shopping and Requests Dashboard Actions 👻	Document 4305732 - Purchase Orders	
🚺 Contracts	Announcements	PMI1018147 - Invoices	
	Changes to searching for invoices and non-PO payment requests in	the Penn Mar	
Payable	starting Monday, November 11		
Suppliers			
Beporting	Changes to Payment Processes with Penn Suppliers effective	October 1, 2019 🗸	
m. Reporting	🍹 Shop 🗢	? Supplier Requests ?	
ddminister 🗗	Search Everything Product Keywords, Description, Supplier, Manufacturer	Request New Supplier	
	Advanced Search	Mir Supplier Requests	
From the '	Available Actions" drop down menu located on the right about the PO details and select "Print	t Fax Version" and click "Go".	
🤳 SQ Admin P	rod 📙 Jaggaer 📙 BEN Financials 鑢 Interactive TIN Sessio 👬 UPenn-ISC Slack 🤳 Solutions Knowledgeb 🐼 Training Resources 🕱 PO Invoice Emailing O) 🐼 Secure Share 🐼 Penn Purchasing Log 🐼 Websit	e Login 🗢 Login
🚔 Home		Brian Caputo 👻 🛧 🍺 👰 🚛 1,972 📜 0.00 USD	Search (Alt+Q)
	Your Procure-to-Pay Portal		
📜 Shop	Documents > Document Search > Search Documents > Status - PO 4305732		
	< Back to Results 1 of 1 Results ▼ < >		
Documen	PO/Reference No. 4305732 Revision 0	Available Actions	Print Fax Version 🗸 G
Contracts	Supplier NOBEL BIOCARE USA INC		Add Comment
	Status Purchase Order Revisions PO Approvals Shipments Invoices Comments Attachments History		Cancel PO
Accounts Payable		-	Finalize Revision
	General Information ? Document Status		

A/P status

Workflow

Order routing method would

Distribution Date/Time

Open ✔ Completed

determined by the business office the last time it was distributed:

(7/25/2019 2:22 PM)

7/25/2019 2:22 PM

Email (Plain Text): support@sciquest.com

The system distributed the purchase order using the method(s) indicated below

Email (HTML Body): us.customerservice@nobelbiocare.com

Email (HTML Attachment): us.customerservice@nobelbiocare.com

view

Enter the Penn Marketplace and enter the PO # in the Quick Search box in the upper right corner. Select the Purchase Order from the quick search results.

The copy version of the PO will open in a new window (or another tab, depending on the browser) and from there you can go to print the copy of the PO or print as a PDF.

🐱 Supplier/Paye 🗙 Invoice Managem 🗙 Supplier Profile 🗙 🐱 Purchasing S 🗙	🐼 Register for E 🗙 🛛 🖌 Status - PO 4 🗙 🗾	Fax X J Supplier Profi X	nteractive TI $ imes +$					
🕈 🔄 🛈 🔒 https://solutions.sciquest.com/apps/Router/POFax?pold=96651929&tmstmp=1564426446448164 🖉 🦿 C 🔍 Search								
J SQ Admin Prod 📙 Jaggaer 📙 BEN Financials 🎒 Interactive TIN Sessio ‡ UPenn-ISC Slack J Solutions Knowledgeb 🐼 Training Resources 🕱 PO Invoice Emailing O 🐼 Secure Share 🐼 Penn Purchasing Log 🐼 Website LogIn 🗢 Login								
	University of Pennsylvania							
APenn	Purchase Order Date	PO/Reference No.	Revision No.					
	Jul 25, 2019	4305732	0					
UNIVERSITY of PENNSYLVANIA	Contact Information							
Penn Durchasing Services	Buyer Name	DUFFY, DEBRA LYNN						
3401 Walnut Street, Suite 440A	University Contact	KOFMAN, ARTUR						
Philadelphia, PA 19104-6228	Contact Email	akofman@upenn.edu						
	Contact Phone	215-573-6603						
Order acceptance instructions:								

INSTRUCTIONS TO SUPPLIER: The purchase order number must appear on all shipping labels, packing slips, and correspondence related to this order. Shipping and packing label must indicate the complete Ship-to-Location and Deliver-to Attention. The University will not accept collect shipments. Supplier is to prepay all transportation charges unless otherwise stated. Supplier can route all purchase order invoices to the University Bill to address or email to poinv@upenn.edu or flip the PO into invoice through the Supplier portal. If emailing PO invoices via email then all invoices must be sent using this method. Provide one (pdf only) file per invoice (# of files per email is unlimited).

Supplier Information	Shipping Information

HINT: On Windows hold the CTRL and P keys to print and on a MAC Click the File menu and select "Print", or just hit Command and P keys to print.

To email and/or save a PDF copy, change the Printer = Name to either "Adobe PDF" or "Microsoft Print to PDF" (on MAC select "Save as a PDF"). Click "Print" (or "Save" on a Mac) and a PDF document will be generated.

If you are resending a PDF copy of a PO to a supplier, you should include the instructions "Do not duplicate" as well as the PO number itself in the subject.

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🖌 SQ. Admin Pr(
	Printer			University of Pennsylvania					
	Name: Adobe PDF	✓ Prop.	ties	Purchase Order Date	PO/Reference No.	Revision No.			
	Statue: \\BSD-PrintServer\340	1 Walnut Exec Ricoh C4		Jul 25, 2019	4305732	0			
UN	Type: \\BSD-PrintServer\340	1 Walnut Purch Ricoh C 1 Walnut Reception Ric		Contact Information					
Penn Purchasing Se	Where: Adobe PDF		_	Buyer Name	DUFFY, DEBRA LYNN				
3401 Walnut Street,	Comment: Microsoft XPS Documer	nt Writer	file	University Contact	KOFMAN, ARTUR				
Philadelphia, PA 19	OneNote		/ nije	Contact Email	akofman@upenn.edu				
	Print range Send To OneNote 10	3		Contact Phone	215-573-6603				
	● <u>A</u> I	Number of copies:	+						
Order acceptance ir	O Pages from: 1 to: 1								
INSTRUCTION			Collate on all s	on all shipping labels, packing slips, and correspondence related to this order. Shipping and packing label must indicate the					
complete Shi	hi				erwise stated. Supplier can route all				
purchase ord		OK	nv@upe	nn.edu or flip the PO into invoice throug	n the Supplier portal. If emailing PO invo	oices via email then all invoices must be			
sent using thi		OK	s per en	nail is unlimited).					