



## Using The Expanded Search Supplier List

The “Search Supplier List” used in Invoice Inquiry, PO Manager, & Requisitioner has been expanded, and the payment method & terms are now displayed for each active pay site. You can find the navigation path below for each of the responsibilities:

Invoice Inquiry>Suppliers

PO Manager>Inquiry>Suppliers

Requisitioner>Supplier List

Once you search for the Supplier as you normally would, you click on the “Y” in the “Pay Sites” column to drill down and view the active pay sites for that particular Supplier.

**Simple Search**

Note that the search is case insensitive

Supplier Name

Supplier Number

SupplierType

Supplier Name ▲	Supplier Number	Taxpayer ID	SupplierType	Pay Sites	P.O. Sites	Minority Owned	Local Community	Woman Owned	Small Business	Limited Engagement	Contract
CELLCONTROL, INC	605810	*****1139	CORPORATION/BUSINESS ENTITY	<a href="#">Y</a>	<a href="#">N</a>		N	N	N		N

You will see the 2 new columns at the end: "Payment Method" & "Terms".

Pay Sites										
Name	Addr1	Addr2	City	State	Zip Code	Phone	Fax	Email Address	Payment Method	Terms
Baton Rouge Off	7117 Florida Blvd Suite 200		Baton Rouge	LA	70806	(225)2150099			EFT	Net 30

FYI: There are 5 possibilities that will appear in the Payment Method column:

- ePayables
- Paymode
- Check
- Wire
- EFT (EFT is ACH/Direct Deposit)

If you have any questions related to the new Supplier Search functionality in BEN Financials, please contact BEN Helps at 6-HELP (215-746-4357), or enter a ticket via BEN Helps Online Support at <http://BENHelps.finance.upenn.edu>. If you have a question related to the way a Supplier is set up, please contact [SupplierSupport@upenn.edu](mailto:SupplierSupport@upenn.edu).