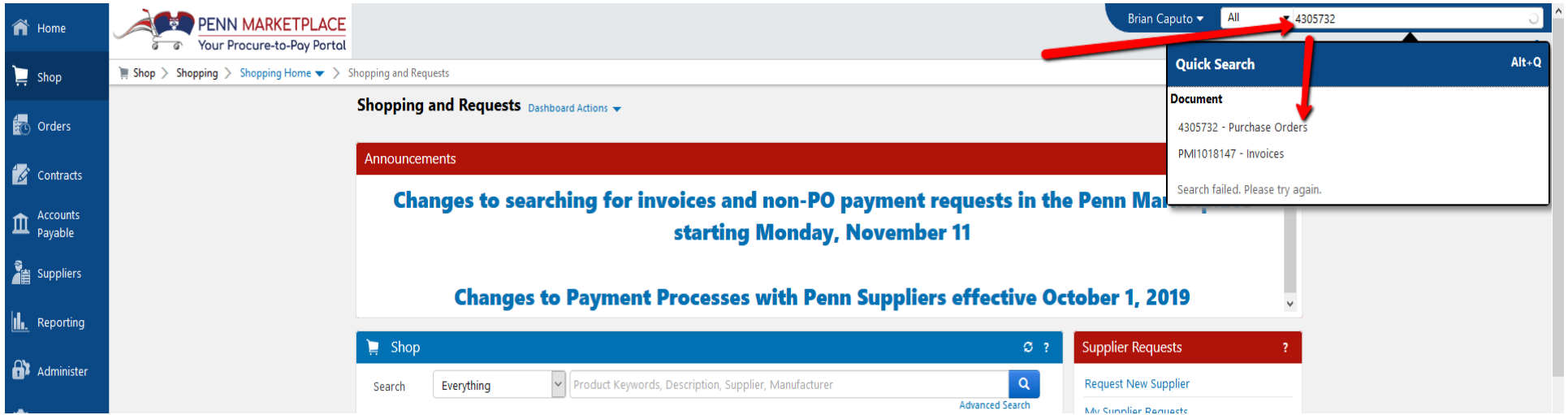
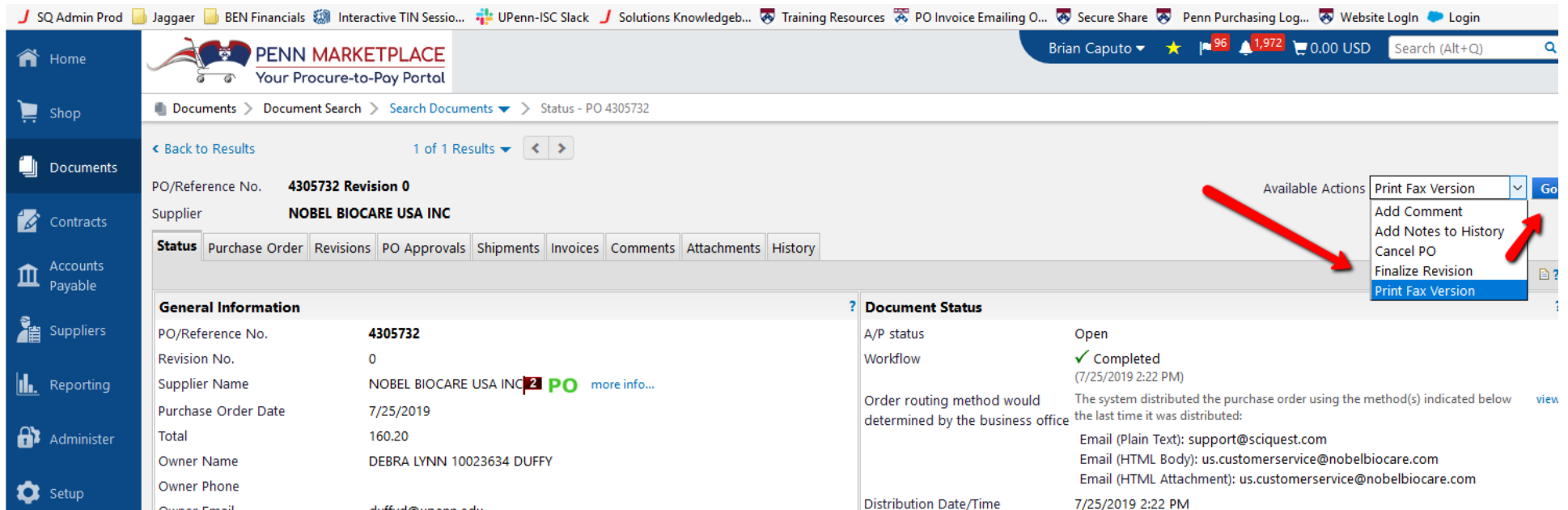


# How to Resend an Approved PO from the Penn Marketplace:

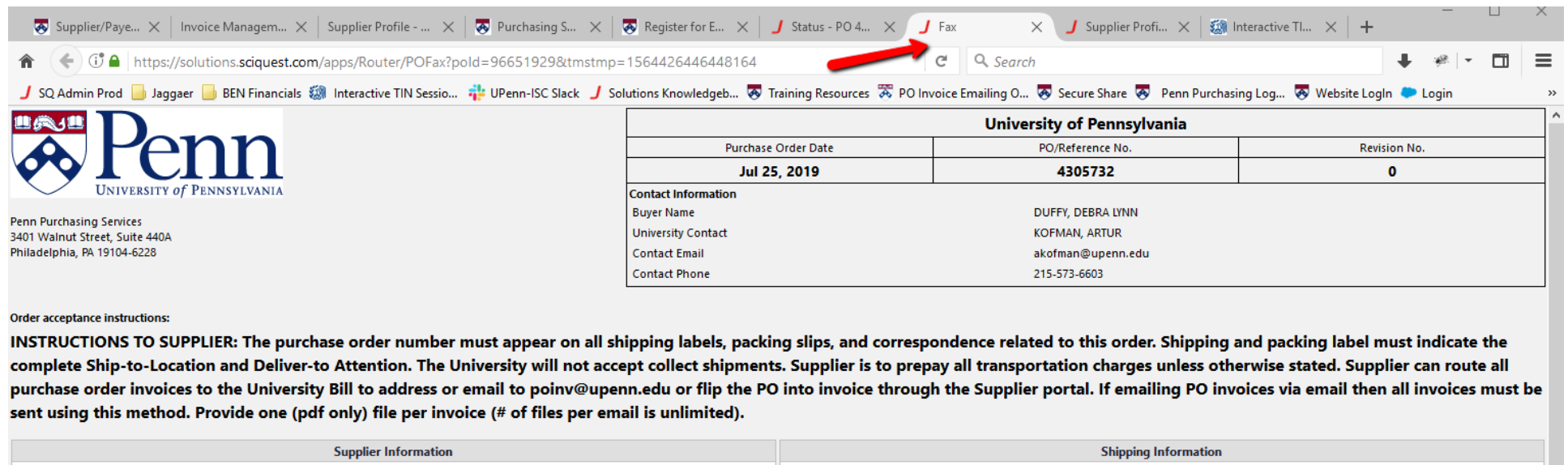
Enter the Penn Marketplace and enter the PO # in the Quick Search box in the upper right corner. Select the Purchase Order from the quick search results.



From the “Available Actions” drop down menu located on the right about the PO details and select “Print Fax Version” and click “Go”.



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... X Invoice Managem... X Supplier Profile - ... X Purchasing S... X Register for E... X Status - PO 4... X Fax X Supplier Profi... X Interactive TI... X +

https://solutions.sciquest.com/apps/Router/POFax?pold=96651929&tmstmp=1564426446448164

University of Pennsylvania

Purchase Order Date	PO/Reference No.	Revision No.
Jul 25, 2019	4305732	0

Contact Information

Buyer Name	DUFFY, DEBRA LYNN
University Contact	KOFMAN, ARTUR
Contact Email	akofman@upenn.edu
Contact Phone	215-573-6603

Order acceptance instructions:

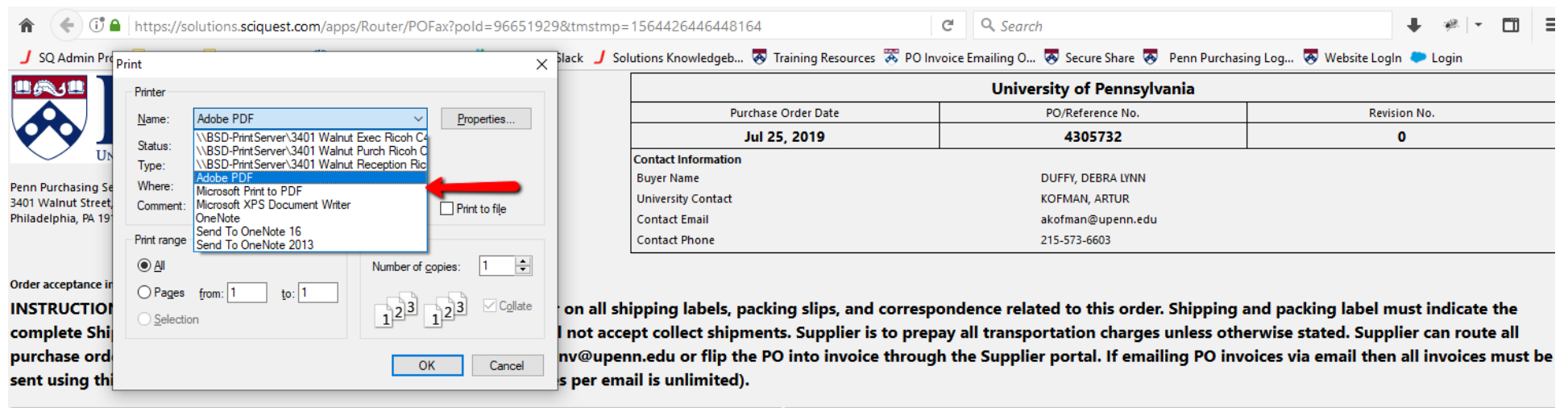
**INSTRUCTIONS TO SUPPLIER: The purchase order number must appear on all shipping labels, packing slips, and correspondence related to this order. Shipping and packing label must indicate the complete Ship-to-Location and Deliver-to Attention. The University will not accept collect shipments. Supplier 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.



Print

Printer Name: Adobe PDF

Status: \\BSD-PrintServer\3401 Walnut Exec Ricoh C

Type: \\BSD-PrintServer\3401 Walnut Purch Ricoh C

Where: Adobe PDF

Comment: Microsoft Print to PDF

Print range: Send To OneNote 16, Send To OneNote 2013

Number of copies: 1

Print to file:

INSTRUCTION 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).