

REQUEST NEW SUPPLIER

Last updated March 26, 2018

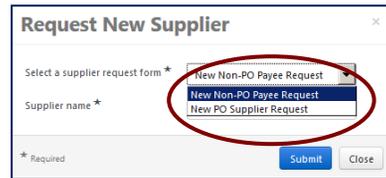
For the creation of Purchase Orders and/or to submit a Non-PO Payment Request, a Supplier/Payee must be in the Penn Marketplace database.

From the Penn Marketplace Homepage

- Under Supplier Requests, click on **Request New Supplier**.

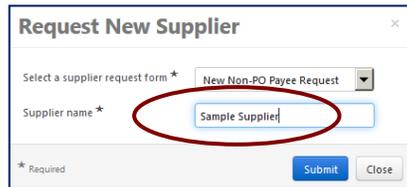


- Select either:
 - ✓ New Non-PO Payee Request
 - ✓ New PO Supplier Request*

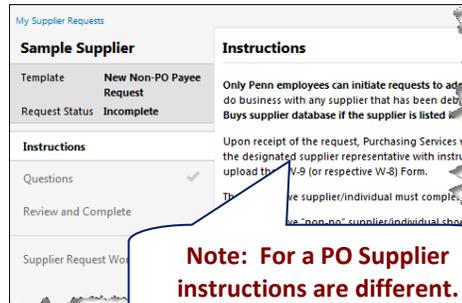


**Independent Contractors are covered under the PO Supplier Request*

- Enter the Supplier Name.
- Click on **[Submit]**.



- Read/Print the Instructions.
 - Note the check marks. This lets you know where you are in the process.



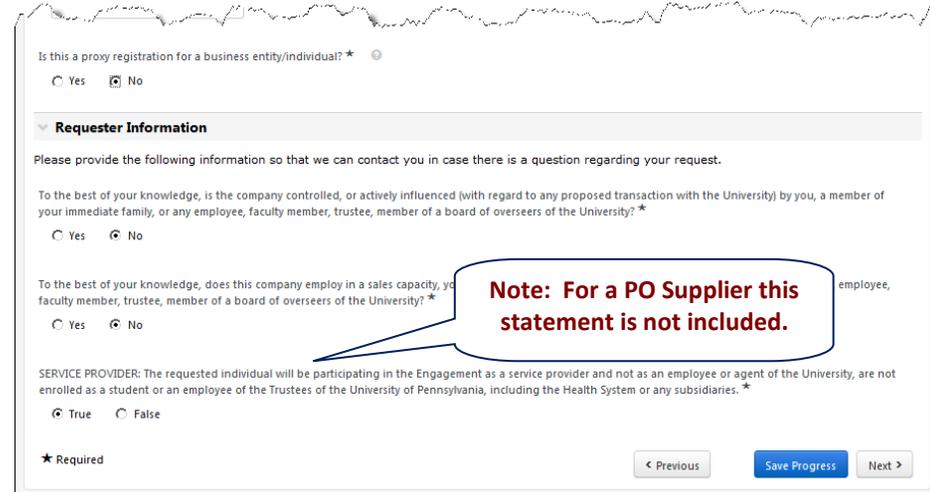
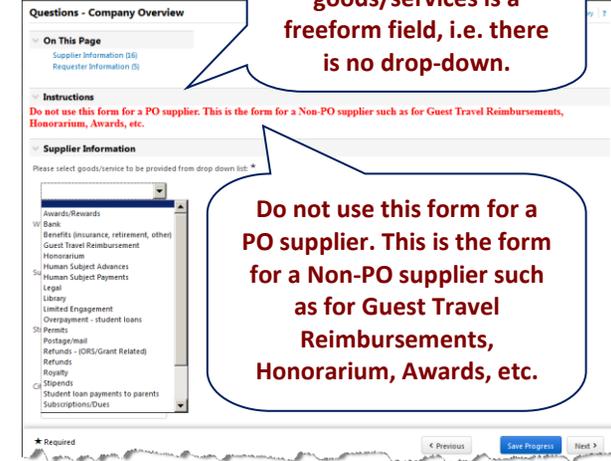
Note: For a PO Supplier instructions are different.

- Click on **[Next >]**.

Questions – Company Overview

Note the message in red!

- Select the goods/services to be provided from the drop-down list, e.g. Honorarium, Human Subject Payments, etc.
- Indicate whether the Supplier/Payee will be used more than once
- Complete the remaining fields, including Street Address, City, State, Zip Code, etc. and Supplier Contact
- Answer the question 'Is this a proxy registration for a business entity/individual?'
- Answer the Requester Information.
- Click on **[Save Progress]**, **[< Previous]** or **[Next >]**, as needed

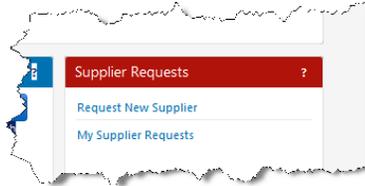


- Click on Certification checkbox.
- Click on **[Complete Request]**.

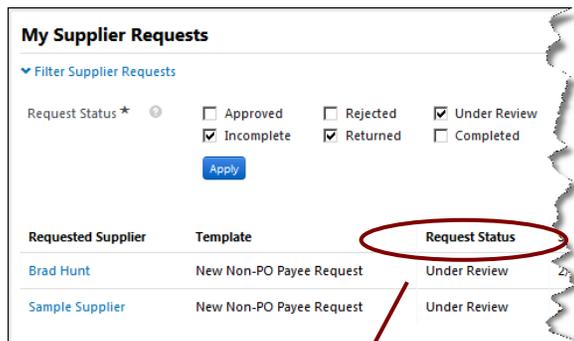
MY SUPPLIER REQUESTS

From the Penn Marketplace Homepage

- Under Supplier Requests, click on **My Supplier Requests**
- Filter the Supplier Requests by the following options:
 - Approved
 - Rejected
 - Under Review
 - Incomplete
 - Returned
 - Completed
- Click on **[Apply]**



Note the Request Status and Registration Status fields



Supplier Request Status	
Incomplete	The user has started New Supplier Request; not completed.
Under Review	Request submitted and is under review by Purchasing Services.
Approved	Request approved by Purchasing Services Operations Center; Supplier and record created in Penn Marketplace.
Rejected	Request rejected by Purchasing Services Operations Center.
Returned	Request returned by Purchasing Services Operations Center for further review and/or information.



Supplier Registration Status	
Invited	New Supplier formally invited to register via link but has not started registration process.
In Progress	New Supplier received invitation link, started registration process but has not completed.
Profile Complete	The Supplier completed registration and is under review by Purchasing Services Operations Center.
Approved	New Supplier has been approved by Purchasing Services Operations Center and is now available for use.

- Action drop-down is 'View' when the Request is 'Under Review', 'Approved' or 'Completed'
 - ☞ The Action dropdown selection is **Edit** or **Delete** if Request is 'Incomplete', 'Rejected' or 'Returned'
- Click on **View** to access the **Supplier Request Workflow**



Additional Questions? Please Contact Us
Phone: BEN Helps (215-746-4357)
E-mail: SupplierSupport@upenn.edu