REQUEST NEW SUPPLIER

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.

- Click on [Next >].

Questions – Company Overview

- 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

Note: For a PO Supplier this statement is not included.

For a PO Supplier, the goods/services is a freeform field, i.e. there is no drop-down.

Do not use this form for a PO supplier. This is the form for a Non-PO supplier such as for Guest Travel Reimbursements, Honorarium, Awards, etc.
**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

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

### Supplier Registration Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invited</td>
<td>New Supplier formally invited to register via link but has not started registration process.</td>
</tr>
<tr>
<td>In Progress</td>
<td>New Supplier received invitation link, started registration process but has not completed.</td>
</tr>
<tr>
<td>Complete</td>
<td>The Supplier completed registration and is under review by Purchasing Services Operations Center.</td>
</tr>
<tr>
<td>Approved</td>
<td>New Supplier has been approved by Purchasing Services Operations Center and is now available for use.</td>
</tr>
</tbody>
</table>

- 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**

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