SUBMIT A NON-PO PAYMENT REQUEST

Preparers should have all documentation supporting the transaction available in a format to be uploaded and attached to the Non-PO Payment Request.

From the Penn Marketplace Homepage

- Select the appropriate Non-PO Payment Request
  - For an SP Payment Request please refer to the SP Payment Request QRG (SP QRG)
- Non-PO Payment Requests have 5 sections to complete & review
  1. **Supplier** – Select Supplier and Remittance Address
  2. **Questions** - Select the Payment Type(s), attach supporting documentation, and enter Invoice Details
  3. **Codes** - Select the Approving Org and Chart of Account string
  4. **Additional Information** - Special Routing Instructions
  5. **Review & Submit** – Final review of request before submitting
- **Supplier** – begin typing the Supplier’s name and select the supplier for this payment transaction.
  - If the Supplier is not in the Marketplace, submit a “New Supplier Request”. Once the Supplier is active you will receive an email notification and may enter the Non-PO Payment Request.
- **Select the Remit-To Address**
- **Click [Next >]**

- **Questions** – select the Payment Types(s), attach supporting documentation, and enter Invoice Details for this transaction
  - Use checkbox(es) to select Payment Type(s)
  - Click [Upload] to attach supporting documentation
    - Documentation requirements vary by Payment Type
    - Multiple documents may be required for single payment type
  - Foreign Nationals and Non-US Entities must attach supporting documentation which corresponds to where the work is performed.

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- **Invoice Details** - enter information about the payment
  - Invoice Number
  - Description of Payment – detailed explanation of business reason/purpose of payment
  - Grand Total of Request Payment
  - Invoice Date
  - Click [Next >]

- **Codes** – select Approving Org, enter Note to Approver, & enter Chart of Account string (account to be charged)

- **Additional Information**
  - Use checkbox if Will Call
    - “Prepaid” and “Skip School...” available only for SP Payments Requests. Refer to the SP QRG.
  - Click [Next >]

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- **Review & Submit** – Final review of request before submitting

- **Final review of Requests.**
  - Green checks show progress. Click any section to review that section.
  - Click [Next >] to submit.

- **Forms Approvals** – View the Workflow
  - Form Approvals show where the Request is in the workflow process.
  - Forms Approvals shows past and future steps.
  - ‘view approvers’ shows Approvers assigned to that Org Approver Level and their contact information.

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Additional Questions? Please Contact Us
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