**SUBMITTING A NON-PO PAYMENT REQUEST**

Last updated April 15, 2018

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

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**From the Penn Marketplace Homepage**

- Select the appropriate Non-PO Payment Request
  - For SP Payments Request please refer to the 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.

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- Select the Remittance Address
- Click [Next >]

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**Questions** – select the Payment Types(s), attach supporting documentation, and enter Invoice Details for this transaction
  - Use checkbox(es) to select Payment Type(s)

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- Click [Upload] to attach supporting documentation
  - Documentation requirements vary by Payment Type
  - Multiple documents may be required for single payment type

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- Foreign Nationals and Non-US Entities must attach supporting which corresponds to where the work is performed
- **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)

  - Approving Org & Note To Approver
    - Approving Org defaults from Profile; click [edit] to change.
    - Note to Approver - Penn requires a Note; click [edit] to enter
      The business purpose and program supporting this activity and any additional approval needed, i.e. Dean, Chair, PI, Program Director, etc.
  - Chart of Accounts - defaults from Profile, click [edit] to change
  - Click [Next >]

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

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

  - Non-PO Payment Request
    - Review and Submit
    - Form Number: 130044
    - Purpose: Non-PO Payment Request
    - Status: Complete
    - Supplier: Complete
    - Questions: Complete
    - Codes: Complete
    - Additional Information: Complete

  - 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.
  - Form Approvals shows past and future steps.
  - ‘view approvers’ shows Approvers assigned to that Org Approver Level and their contact information.

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