SP PAYMENT REQUEST

Last updated March 27, 2018

A Supplier/Payee must be active in the Penn Marketplace Supplier list in order to create and submit a Non-PO Payment Request.

The process steps for creating and submitting SP Payment Requests are the same as Non-PO Payment Requests except for steps in 2 sections:

- Questions – Selection of Payment Type & Approver
- Additional Information
  - Pre-paid
  - Skip School and Center Hierarchy – FOR SP REQUESTS only

Check marks indicate the Section where you are in the process.

Select from
- Non-PO Payment Request
- Non-PO Credit Memo Request
- SP Payment Request

- Supplier
  - Begin typing the Supplier Name
  - Select the Remit-To Address
  - Click on [Next >]

- Questions
  - Attach Invoice Support documentation
    - Click on [Upload]
  - Selecting the SP Payment Type differs from Non-PO Payment Type checkbox selection.
    - Select SP Payment Type using a drop-down list

- Each SP Payment type has its own list of Assigned Approvers.
o Select the appropriate SP Payment Type
o Select the appropriate Approver from list
o Enter the Invoice Details
  ▪ Supplier Invoice Number
  ▪ Description of Payment
  ▪ Grant Total of Requested Payment
  ▪ Invoice Date
o Click on [Next >]

• Codes
  o Assign Approving Org
  o Enter Note to Approver
  o Enter COA account string to be charged
  o Click on [Next >]

• Additional Information – Special Routing Instructions
  o If Will Call, click [checkbox]
  o If Prepaid, click [Prepaid]
    Note:
    ● Prepaid SP Payment Requests should only be used by Central University Administration personnel initiating transactions already paid outside of Accounts Payable.
    ● Please contact Mike Popko (DoFAPSupp@pobox.upenn.edu) for further information/approval.
  o Click on [Next >]

• Review and Submit
  o Perform final review to ensure completeness
  o Click on [Submit]
  o Confirm by clicking on [Yes]

Note: ‘Skip School & Center Hierarchy – FOR SP REQUESTS’ must be checked for SP Payment Requests or the hierarchy workflow will NOT send the SP Payment Request to the Payment Type Approver selected in Questions.

Note: Preparers with access to the SP Payment Request Form will see the checkboxes for Prepaid & ‘Skip School & Center Hierarchy – FOR SP REQUESTS’ on ALL Request Forms [Non-PO Payment, Non-PO Credit Memo, and SP Payment]. Only use the SP Special Routing Instructions options with the SP Payment Request form.

Additional Questions on SP Payment Requests?
Please Contact Accounts Payable
Phone: BEN Helps (215-746-4357)
E-mail: DoFAPSupp@pobox.upenn.edu