Supplier Inquiry Quick Reference Guide  4/18/17

- Logon to BEN Financials via...
  *Supplier a.k.a. Vendor
- U@Penn Portal
  [http://medley.isc-seo.upenn.edu/penn_portal/u@penn.php](http://medley.isc-seo.upenn.edu/penn_portal/u@penn.php)
- BEN Financials Homepage
  [http://benapps.isc-seo.upenn.edu](http://benapps.isc-seo.upenn.edu)

  Once you have logged on, click on Invoice Inquiry

  Under Invoice Inquiry, click on Suppliers

  The following screen will appear ...

  Enter a search criteria
  - Supplier Name
  - Supplier Number
  - Supplier Type

  For Supplier Name,
  - e.g. last name only or last name, first name
  
  Note the space after the last name and first name

  Click on [Go]

  Note the Supplier Number (this is the Vendor #)
  If applicable, enter this on the PDA Form in the Vendor Number field
  - Note: If more than one name appears i.e. two Daniel Smiths, be sure to verify the Supplier Name/Number using any of the following:
    - Penn ID (if available)
    - Last 4 digits of the Taxpayer ID (if available)
    - Pay Site (see below)

  Click on the ‘Y’ under the Pay Sites to view the address

  If more than one Site appears, be sure to include which Site, i.e. Philadelphia-1 or Philadelphia-2, on the PDA form

  If you don’t find the Name/Vendor Number of the person/company you are searching for, be sure to enter the complete address on the PDA Form, if applicable

  If the address is to be ‘UPENN’ for a student refund, just enter ‘UPENN’ in the address section of the PDA Form

BEN Helps 6-HELP (215-746-4357)
BEN Knows
[http://www.finance.upenn.edu/benknows/](http://www.finance.upenn.edu/benknows/)