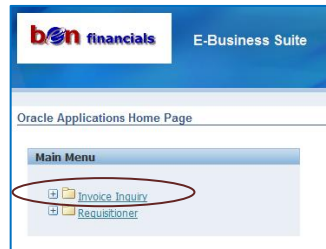


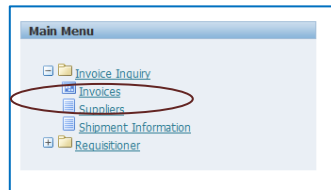
Supplier* Inquiry Quick Reference Guide 4/18/17

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

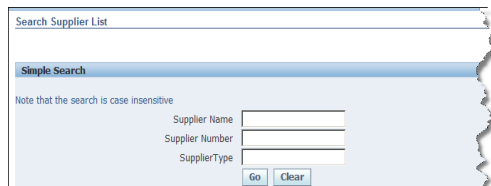
- Once you have logged on, click on **Invoice Inquiry**



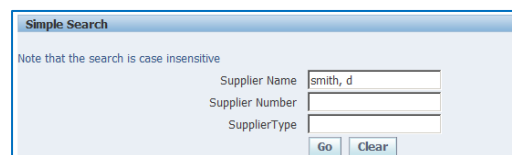
- Under Invoice Inquiry, click on **Suppliers**



- 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]**

Supplier Name	Supplier Number	Taxpayer ID	Supplier Type	Pay Sites	P.O. Sites	Minority Owned	Local Community	Woman Owned	Small Business
SMITH, DAADMA	63195430	281746	EMPLOYEE	Y	N		N	N	N
SMITH, DAHMIR	491161	*****	Individual	Y	N		Y	N	N
SMITH, DAVID	460771	*****	Individual	Y	N		N	N	N
SMITH, DALLAS ASHLEY	40610137	*****	Student	Y	N		N	N	N
SMITH, DAMEIA	507138	*****	Individual	Y	N		Y	N	N
SMITH, DAMIAN	413142	*****	Individual	Y	N		N	N	N
SMITH, DANA	39987296	512908	Student	Y	N		N	N	N
SMITH, DANE F	225835	*****1659		Y	N		N	N	N
SMITH, DANE FARNSWORTH	10043333	365724	Student	Y	N		N	N	N
SMITH, DANIEL	457774	*****	Individual	Y	N		Y	N	N

Tip: Use the Browser Back button to begin a new search or return from the Pay Site, etc.

- 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)

Name	Addr1	Addr2	City	State	Zip Code	Phone	Fax
PHILADELPHIA-1	423 NORTH 32ND STREET, APT 1		PHILADELPHIA PA		19104		

[Return to Supplier list](#)

- 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/>