Penn Marketplace Non-PO Payment Requests - Knowledge Building

1.1 Welcome

1.2 Knowledge Link Training Tips
1.3 Objectives

Objectives

- Learn how the role as a Preparer is an integral part of the Non-PO Payment Request process.
- Gain insight as to how Preparers can create and submit a Non-PO Payment Request.
- Discover how Preparers can set up default information, save ‘Favorites’ and other valuable tips when operating in the Penn Marketplace.

Please Note: This Knowledge Building training provides an overview as the Preparer of Penn’s Non-PO Payment Request process. This is Part 1 of 2 of the Preparer’s training modules. Only Approvers will complete an additional training module titled: Penn Marketplace Non-PO Payment Request - Application Training for Approvers.

1.4 Overview

Overview

- Procurement at Penn
- Benefits of Non-PO Payments Requests
- Roles
- Training Requirements
- Approval Hierarchy
- View My Profile - Favorites
- Non-PO Payment Request Overview
- Support/Resources
- Quiz
1.5 Procurement at Penn

Procurement at Penn

- For the procurement of goods and services at Penn, there are two approved methods of purchase:
  - Purchase Order (PO) – The first, and most preferred method of purchasing at the University is to establish a Purchase Order (PO).
  - Purchasing Card (P-Card) – Where permitted, smaller purchases (generally less than $1,000), which may not be feasible for PO issuance, may be ordered using a University issued Purchasing Card (P-Card).
- For payment transactions only, such as Guest Travel, Honoraria, etc. use Non-PO Payment Requests.

These training modules were developed to demonstrate how to submit, review and approve Non-PO Payment Requests.

1.6 Roles - Preparer

Roles - Preparer

- A Preparer is a person within a School and Center who can create and submit Non-PO Payment Requests.
- There is no limitation on the number of Preparers in any given School or Center. Anyone with a PennKey, designated by their School or Center, can be a Preparer.
- These individuals are tasked with accurately creating a Non-PO Payment Request for submission.
- A Preparer must complete web-based training modules, which is a prerequisite to gain access to the Non-PO Payment Request Form.
- Once training has been successfully completed and access to the system is provided, the Preparer can begin creating requests in the Penn Marketplace.
1.7 Roles - Approver

Roles - Approver

- An Approver is responsible for reviewing and approving a Non-PO Payment Request to authorize payment.
- Each Approver will be assigned a level in the 3-level Approval Hierarchy. Each level has a dollar-level approval limit, and can authorize payments up to that amount.
- An Approver may forward Non-PO Payment Requests to obtain supplemental approvals needed for compliance or business purposes.
- It is the responsibility of an Approver to review all of the information on the request and any attachments for complete and accurate information, a valid University business purpose, and compliance with all University policies before authorizing it for payment.

Note: An Approver is also a Preparer.

1.8 Training Requirements

Training Requirements

<table>
<thead>
<tr>
<th>Preparer and Approver</th>
<th>Penn Marketplace Non-PO Payment Requests - Knowledge Building</th>
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<tbody>
<tr>
<td>Preparer and Approver</td>
<td>Penn Marketplace Non-PO Payment Requests – Application Training for Preparers</td>
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<tr>
<td>Approver Only</td>
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Reminder: An Approver is also a Preparer.
1.9 Approving Org

Approving Org
- The Approving Org is the Org in which Approvers are assigned to facilitate the Non-PO Payment Request approval process.
- The Approving Org is selected during the creation of a Non-PO Payment Request.
- This can be set up as a default in 'View My Profile' under 'Code Favorites'.
- Approvers have authorized access to specific Approving Org workflow folders, a.k.a. ‘shared folders’.
- Approvers can work from the ‘shared folder’ or can ‘assign’ a Non-PO Payment Request to themselves from the shared folder.

After a Prepare/Approver has completed training and received access, the default Approving Org may be reviewed, updated and/or added under View My Profile.

1.10 Approval Hierarchy

Approval Hierarchy
- All Non-PO Payment Requests, all of which require at least one approval, will be prepared and then routed for approval to the Approving Org designated on the Request.
- The approvals required depends on the dollar amount and how each School or Center constructed its hierarchy.

Note: Upon approval at Level 1, a Request becomes an Invoice.
1.11 View My Profile - Favorites

A default 'Chart of Accounts' (COA) has been established in each Preparer's Profile.
- The default Chart of Accounts is as follows:
  - CNAC based on Home ORG
  - ORG based on Home ORG
  - BC as 1
  - FUND as 000000 as the General Unrestricted Fund
  - OBIC as "ZZZZ"
  - PROG and CREF as 0000 for Undetermined

After Preparers have completed their training, they may review, update and/or add their own default Approving Org and default COA.

1.12 Supplier Onboarding

All suppliers/payees must be active in the Penn Marketplace prior to creating a Non-PO Payment Request.

To become active in the Penn Marketplace, all new suppliers/payees need to be onboarded via the New Supplier Request form*.

Any user with a PennKey can submit the New Supplier Request form in the Penn Marketplace.

*Click here for Request New Supplier QRF.
1.13 Non-PO Payment Process Overview

1.14 Non-PO Payment Requests

Penn's electronic Non-PO Payment Request process is done via Penn Marketplace.

- **Preparers and Approvers**
  - To access additional information about Preparers and Approvers, please visit the FAQs on the Penn Purchasing Services website.
  - Preparers and Approvers are the only Penn users who can create and approve Non-PO Payment Requests.
  - Designated by the Schools and Centers, Preparers and Approvers must complete web-based training to gain access to the Non-PO Payment Request form in Penn Marketplace.
1.15 Non-PO Payment Requests

There are three types of Non-PO Payment Requests:

- Non-PO Payment Request
- Non-PO Credit Memo Request
- SP Payment Request (SP Preparers and Approvers Only)

1.16 Non-PO Payment Requests

Each Non-PO Payment Request has five (5) sections to be completed before submitting for approval:

1. Supplier - Select the Supplier and Remit-To Address
2. Questions - Includes Policy and Usage, Invoice Details and Attachments
3. Codes - Approving Org, Note to Approver, and Chart of Accounts
4. Additional Information - Special Routing Instructions, i.e. Will Call
5. Review and Submit - Required Fields Complete and [Submit]; ‘Add to Favorites’ here

'Send Approvals shoues where the Request is in the workflow hierarchy.'
1.17 Non-PO Payment Requests

Preparers will have the ability to ‘Add to Favorites’ frequently used Non-PO Payment Requests.

Tip: When using a ‘Favorite’, be sure to remove any previously attached documentation and add new documentation as required.

1.18 Status of Non-PO Payment Request

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete</td>
<td>Request has been saved; not yet submitted to Approver</td>
</tr>
<tr>
<td>Under Review</td>
<td>Request in Approver queue awaiting review</td>
</tr>
<tr>
<td>Approved</td>
<td>Request has been reviewed and approved</td>
</tr>
<tr>
<td>Returned</td>
<td>Request has been reviewed by Approver and returned to Preparer with a note explaining why it was returned*</td>
</tr>
<tr>
<td>Rejected</td>
<td>Request has been canceled by the Approver with a note*</td>
</tr>
</tbody>
</table>

* The Note from Approver can be found in the ‘History’ of the Non-PO Payment Request which will be reviewed in the Application training.
1.19 Forwarding

Forwarding a Non-PO Payment ‘Invoice’

- Approvers have the ability to forward Non-PO Payment ‘Invoices’ to other Penn employees as supplemental approvers, such as Grant Approvers or Principle Investigators (PI), as needed for compliance or business purpose.
- When forwarding, the Approver is confirming the review and approval of the Invoice prior to this supplemental approval. Once the supplemental Approver approves the Invoice, the Invoice will follow the established Penn Approval Hierarchy.
- If an Invoice is “Forwarded” by an Approver, the Approver agrees to allow the individual to whom they are forwarding the document to approve on the Approver’s behalf with the same authority.

Only Approvers in the Approval Hierarchy are required to complete Non-PO Marketplace training. Individuals, such as PIs, who have an Invoice forwarded to them for approval can refer to the Approve a Non-PO Payment Request QRIS.

1.20 Supplier Paid in Foreign Currency

Suppliers Being Paid in Foreign Currency

- The University highly encourages suppliers to accept payment in USD.
- In instances when suppliers must be paid in foreign currency for a Non-PO Payment Request, that transaction must be processed on a paper PDA-FC form.
- For an existing supplier, the Penn user should complete the PDA-FC form, available on the Accounts Payable website, and submit the form with TAC approval to Accounts Payable.
- When working with a new supplier, the Penn user should gather the appropriate documentation and submit it with the completed PDA-FC form to Accounts Payable to be processed.
1.21 Support/Resources

- Penn Marketplace
- FAQs
- Training
- Change Agent Resources
- BEN Helps
  - Phone 6-Help or 215.746.4357
  - BEN Helps Online Support via ticket
- Financial Policy Manual
- Documentation

1.22 Accessing the Penn Marketplace

- All Preparers and Approvers must complete the required training prior to gaining Access to Non-PO Payment Requests
  - BEN Users can enter the Penn Marketplace via BEN Financials
  - Non-BEN Users can access via the Penn Marketplace link on the Penn Purchasing Services homepage.
1.23 Readiness Checklist

Readiness Checklist

- Complete all applicable training requirements
- Ensure your desktop has a Penn-supported web browser and is configured to allow pop-ups
  - Additional information can be found at Supported Computing Products
- When appropriate, confirm access in the Penn Marketplace

1.24 Quiz Instructions

Quiz Instructions

- Are you ready for the Quiz?
  - If you would like to review the material before proceeding to the quiz, use the navigation bar on the left to return to a specific topic or page
- All questions must be answered correctly for successful completion
  - You may retake the quiz as needed by clicking on [Retry Quiz] on the Results page at the end of the quiz
1.25 Next Steps

• Complete Knowledge Building Quiz with 100% score
• Complete the following course in Knowledge Link:
  Penn Marketplace Non-PO Payment Requests
  Application Training for Preparers

For Approvers Only
  Penn Marketplace Non-PO Payment Requests
  Application Training for Approvers

Once you have completed the course, close the session.