FOREIGN CURRENCY
NON-PO PAYMENT REQUEST

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

The process steps for creating and submitting Foreign Currency Non-PO Payment Requests are the same as the Non-PO Payment Requests except there is an added tab for Instructions and there are additional fields added in the Questions tab.

When the FC payment request is submitted, it will go through a workflow to the Tax Office for review and then workflow to Accounts Payable for processing. Accounts Payable will process the FC payment and adjust the USD amount in the Penn Marketplace prior to the payment being processed into BEN Financials.

- Select the Foreign Currency Non-PO Payment Request template when requesting payment to be made in Foreign Currency.
  - Note: This should only be used if the Supplier will not accept payment in USD.

- The first tab includes instructions for when a FC payment request should be submitted.

Instructions
- This form is to be used for requesting payment for foreign currency invoices. This should be submitted as an exception, (supplier can only invoice in local currency) as Penn prefers to process and pay invoices in USD. Click on [Next >].

Supplier *
- Select a Supplier. Click on [Next >].

Questions
- Please attach Payment Support documentation *
  - Attach supporting documentation requesting the invoice be paid in Foreign Currency
  - Click on [Upload]

Foreign Currency *
- Select from the dropdown the appropriate country

Foreign Currency Amount *
- Enter the amount to be paid in Foreign Currency

If available provide last 4 digits of International Bank Account Number/IBAN
- Optional field. Enter the last 4 digits of the Supplier’s bank account number or IBAN. This will help Accounts Payable verify the correct bank account is paid.

Estimated USD Grand Total of Requested Payment. Use Translation website to calculate USD estimate (see below). USD amount will be finalized by AP at the time of payment and fed to BEN. *
- Enter estimated US dollar amount by using the Currency Converter: [https://www1.oanda.com/currency/converter/](https://www1.oanda.com/currency/converter/)

Codes
- Please Note: If multiple line amounts need to be applied to different accounts, all lines need to be translated into USD.

Please Contact Accounts Payable
Phone: (215-898-2626)
E-mail: DoFAPSupp@pobox.upenn.edu