

# 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

SP Payment Request (Ve...	
Form Number	122746
Purpose	Non-PO Payment Request
Status	Incomplete
Supplier	✓
<b>Questions</b>	✓
Codes	✓
Additional Information	✓
Review and Submit	

SP Payment Request (Ve...	
Form Number	122746
Purpose	Non-PO Payment Request
Status	Incomplete
Supplier	✓
Questions	✓
Codes	✓
<b>Additional Information</b>	✓
Review and Submit	

☞ 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

Non-PO Payment Requests ↻ ?

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 >]**

**Supplier**

Supplier\*

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**Remit-To Address**

Remit-To Address\*

## • 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

**Questions - Disbursement Information**

▼ **On This Page**

Additional Information (18)

Invoice Details (5)

▼ **Additional Information**

Please attach Invoice Support\*

No File Attached

What type of SP Payment is this? \*

**Questions - Disbursement Information**

▼ **On This Page**

Additional Information (18)

Invoice Details (5)

▼ **Additional Information**

Please attach Invoice Support\*

No File Attached

What type of SP Payment is this? \*

- Benefits
- Campus
- Legal/Sensitive
- Taxes
- Banks
- Funding
- Utilities
- Construction
- Risk Mgmt/Insurance
- Payroll
- Programs
- Mail
- Treasury
- Student
- Health System
- All

- Each SP Payment type has its own list of **Assigned Approvers**.

**What type of SP Payment is this? \***

Banks

**Assigned Banks Approver \***

- Sean Stickle
- Bruce Friedman
- Marie Witt
- Mike Popko
- Tom Slavinski
- John Horn

- Select the appropriate SP Payment Type
- Select the appropriate Approver from list
- Enter the Invoice Details
  - Supplier Invoice Number
  - Description of Payment
  - Grant Total of Requested Payment
  - Invoice Date
- Click on **[Next >]**

### • Codes

- Assign Approving Org
- Enter Note to Approver
- Enter COA account string to be charged
- Click on **[Next >]**

### • Additional Information – Special Routing Instructions

- If Will Call, click [checkbox]
- 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](mailto:DoFAPSupp@pobox.upenn.edu)) for further information/approval.*

- Click on **[Skip School & Center Hierarchy – FOR SP REQUESTS]**

*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.*

Additional Information	
<b>Special Routing Instructions</b>	
Will Call (Click For Will Call Criteria)	<input type="checkbox"/>
Prepaid	<input type="checkbox"/>
Skip School and Center Hierarchy - FOR SP REQUESTS	<input checked="" type="checkbox"/>

*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.*

- Click on **[Next >]**

### • Review and Submit

- Perform final review to ensure completeness
- Click on **[Submit]**
- Confirm by clicking on **[Yes]**

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