

# SUBMITTING A NON-PO PAYMENT REQUEST

Last updated April 15, 2018

Preparers should have all documentation supporting the transaction available in a format to be uploaded and attached to the Non-PO Payment Request.

## From the Penn Marketplace Homepage

- Select the appropriate Non-PO Payment Request
  - For SP Payments Request please refer to the SP QRG

**Non-PO Payment Requests** ↻ ?

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[Non-PO Payment Request](#)

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[Non-PO Credit Memo Request](#)

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[SP Payment Request](#)

- Non-PO Payment Requests have 5 sections to complete & review
  - Supplier** – Select Supplier and Remittance Address
  - Questions** - Select the Payment Type(s), attach supporting documentation, and enter Invoice Details
  - Codes** - Select the Approving Org and Chart of Account string
  - Additional Information** - Special Routing Instructions
  - Review & Submit** – Final review of request before submitting

- Supplier** – begin typing the Supplier’s name and select the supplier for this payment transaction.

- If the Supplier is not in the Marketplace, submit a “New Supplier Request”. Once the Supplier is active you will receive an email notification and may enter the Non-PO Payment Request.

**Supplier**

Supplier \*

BALL, AARON

BALL, ALINA S

BALL, DEBORAH

BALL, KAREN D

BALLARD SPAHR LLP

BALLEISEN, EDWARD J

BALLEN, SHEILA ✓

BALLENGEE, JAMES M

BALLET HISPANICO OF NEW YORK INC

★ Required

- Select the Remittance Address
- Click **[Next >]**

Next >

**Supplier**

Supplier \*

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**Remit-To Address**

Remit-To Address \*

240 WEST GRAVERS LANE  
PHILADELPHIA, PA 19118

United States

- Questions** – select the Payment Type(s), attach supporting documentation, and enter Invoice Details for this transaction
  - Use checkbox(es) to select Payment Type(s)

**Additional Information**

What type of Non-PO Payment Request is this? \*

<input type="checkbox"/> Awards/Rewards	<input type="checkbox"/> Legal	<input type="checkbox"/> Postage/Mail	<input type="checkbox"/> Stipends
<input type="checkbox"/> Honoraria	<input type="checkbox"/> Library	<input type="checkbox"/> Refunds - Misc	<input type="checkbox"/> Subscriptions/Dues
<input type="checkbox"/> Guest Travel	<input type="checkbox"/> Limited Engagement	<input type="checkbox"/> Refunds - Research	<input type="checkbox"/> Telecom Payment On Behalf

**Additional Information**

What type of Non-PO Payment Request is this? \*

<input type="checkbox"/> Awards/Rewards	<input type="checkbox"/> Legal	<input type="checkbox"/> Postage/Mail	<input type="checkbox"/> Stipends
<input checked="" type="checkbox"/> Honoraria	<input type="checkbox"/> Library	<input type="checkbox"/> Refunds - Misc	<input type="checkbox"/> Subscriptions/Dues
<input checked="" type="checkbox"/> Guest Travel	<input type="checkbox"/> Limited Engagement	<input type="checkbox"/> Refunds - Research	<input type="checkbox"/> Telecom Payment On Behalf
<input type="checkbox"/> Human Subject Advance	<input type="checkbox"/> Outside Tuition	<input type="checkbox"/> Rent/Lease	<input type="checkbox"/> Other
<input type="checkbox"/> Human Subject Payment	<input type="checkbox"/> Permits	<input type="checkbox"/> Royalties (Non-Tech Transfers)	

- Click **[Upload]** to attach supporting documentation
  - Documentation requirements vary by Payment Type
  - Multiple documents may be required for single payment type

**Please attach Payment Support documentation. ★**

No File Attached

**Please attach a scanned Invoice Image. ★**

No File Attached

- Foreign Nationals and Non-US Entities must attach supporting which corresponds to where the work is performed

- **Invoice Details** - enter information about the payment
  - Invoice Number
  - Description of Payment – detailed explanation of business reason/purpose of payment
  - Grand Total of Request Payment
  - Invoice Date
  - Click **[Next >]**
- **Codes** – select Approving Org, enter Note to Approver, & enter Chart of Account string (account to be charged)

- Approving Org & Note To Approver
  - Approving Org defaults from Profile; click **[edit]** to change.
  - Note to Approver - Penn requires a Note; click **[edit]** to enter
    - ☞ *The business purpose and program supporting this activity and any additional approval needed, i.e. Dean, Chair, PI, Program Director, etc.*
- Chart of Accounts - defaults from Profile, click **[edit]** to change
- Click **[Next >]**

- **Additional Information**
  - Use checkbox if Will Call
  - ☞ *“Prepaid” and “Skip School...” available only for SP Payments Requests. Refer to the SP QRG.*
  - Click **[Next >]**

- **Review & Submit** – Final review of request before submitting

- Final review of Requests.
  - Green checks show progress. Click any section to review that section.
  - Click **[Next >]** to submit

### Forms Approvals – View the Workflow

- *Form Approvals show where the Request is in the workflow process.*



- *Form Approvals shows past and future steps.*
- *‘view approvers’ shows Approvers assigned to that Org Approver Level and their contact information.*

**Additional Questions? Please Contact Us**  
 Phone: BEN Helps (215-746-4357)  
 E-mail: [DoFAPSupp@pobox.upenn.edu](mailto:DoFAPSupp@pobox.upenn.edu)

