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To: SRBA-SCHOOLCENTER-L@LISTS.UPENN.EDU; SRBA-CENTRALADMIN-L@LISTS.UPENN.EDU
Subject: What's New in AP?
Date: Tuesday, June 28, 2022 11:57:00 AM

The following correspondence is being sent on behalf of the Account Payable department in the Office of the Comptroller:

Elimination Of Paper PO Invoices Received Via Postal Mail

The Accounts Payable Office of the University of Pennsylvania is in the process of moving to a paperless environment. Effective July 1, 2022, we will no longer accept paper invoices sent through intramural or US postal mail. We encourage suppliers to send invoices via email – POINV@upenn.edu or submit their invoices using the PO Flip functionality in the Penn Marketplace.

Benefits:

- No more waiting for AP to receive invoices in the mail. By emailing or flipping PO's, the invoice will be sent directly to our working queues which will allow your invoices to be processed quicker.
- Environment Friendly – Reducing paper waste is good for the environment
- Supplier paper and postage savings

Instructions for Emailing Invoices and PO Flips

Email:

Send PO invoices via email: POINV@upenn.edu

- Must send in PDF format: one file per invoice, number of files per email is unlimited
- PO number must be included on the invoice, not in the body of email or subject
- **DO NOT** send other attachment formats with the invoices such as excel spreadsheets. This will cause the email/invoice to be rejected.
- **DO NOT send inquiries to this email box, this email address is not monitored.**
Supplier or payee inquiries should be sent via our Penn web form: <https://www.finance.upenn.edu/supplier-payee-submission-form/>

PO Flips:

Note: You must be registered in the Penn Marketplace to use PO Flips. Suppliers who register can log in and use the PO Flip functionality to submit an invoice corresponding to the PO. PO Flips allow suppliers to select their specific PO, then turn that PO into an invoice. The invoice will reflect the same information as on the PO and may be adjusted by the supplier before it is submitted. This functionality eliminates the need for the supplier to create an invoice and email it to AP to be manually keyed in and paid. If you are not already registered with our Penn Marketplace please reach out to your Penn Buyer and ask to be invited.

Please use this link for instructions for using the PO Flip option:

https://cms.business-services.upenn.edu/purchasing/images/stories/pdfs/submitting_po_invoices_through_the_penn_supplier_portal.pdf

Elimination Of AP Email Address & Phone Support Line

The Accounts Payable Office of the University of Pennsylvania will be eliminating the APSUP email address (dofapsupp@pobox.upenn.edu) and the AP phone support line (215-

898-2626) effective July 1, 2022.

For future inquiries:

If you are a **Penn employee** please log in to BEN Helps (<https://benhelps.upenn.edu/support/home>) and search your question using our solution articles. You can also submit a ticket.

If you are a **Penn supplier or payee** please use the following options.

1. If you are not already registered with our Penn Marketplace please reach out to your Penn Buyer and ask to be invited. Once registered you will have the opportunity to view your PO's and invoices/payment statuses. We also encourage you to sign up for electronic payment.
2. If you have inquiries please use the following form (<https://www.finance.upenn.edu/supplier-payee-submission-form/>).

We appreciate your assistance in helping us provide best-practice support.

Should you have any questions please reach to our Disbursements Management Team:

Lisa Smith (smithlis@upenn.edu)

Renee Nowaczyk (reeneow@upenn.edu)

Mike Popko (mpopko@upenn.edu)