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**Subject:** Upcoming Supplier Request & Reminder Changes – Effective April 14, 2025  
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***The following correspondence is being sent on behalf of the Procurement Services department:***

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## Upcoming Supplier Request & Reminder Changes – Effective April 14, 2025

As part of the Finance Forward program, the Procurement Transformation initiative aims to streamline processes and make it easier to get work done the first time. To that end, below are some key changes that will be implemented on **April 14, 2025**:

1. The “Request New Supplier” forms (PO and Non-PO forms) in Penn Marketplace will be merged and streamlined.
2. Automated reminders will be sent to prospective suppliers to complete their registration three times a week for 60 days.
3. Supplier invitations/registrations with no activity for 12 months will be closed.

Requestors are encouraged to submit any in-process New Supplier Request forms before April 14, 2025, to avoid using outdated forms without the new functionality.

### What’s Changing in Detail?

Although there are several changes detailed below, the updated form will be very familiar and intuitive.

#### **1. Supplier Request Forms**

- Streamlined Dynamic Forms: The PO Supplier Request Form and Non-PO Supplier Request Form will be combined into one “Request Form” in Penn Marketplace. Requestors will now select the nature of the transaction with the supplier/payee and that will determine the subsequent required fields and, ultimately, whether the supplier is invited to register as a PO or Non-PO supplier.
- Proxy Registration: Requestors will be asked if they are requesting a supplier as a proxy and if it’s for a refund. If a refund is selected, no W9 is required. Note: Proxy registrations should only be used in exceptional cases as it requires Requestors to collect sensitive tax information and defaults the supplier to check payment.

- Automatic Routing to Sourcing Managers: If "Services & Goods excluding Limited Engagement" is selected as the nature of the transaction, the Requestor will be prompted to select the appropriate PO Commodity. The Request will route automatically by commodity to the correct Sourcing Manager, reducing manual steps and time.

## **2. Supplier Reminders & Invitation Cancellation**

- Updated Sender: Supplier invitations will now be sent from [UPenn@sciquest.com](mailto:UPenn@sciquest.com) to reduce the likelihood of the emails ending up in the supplier's spam folder.
- Automated Reminders: Invited suppliers will receive automated reminders to complete their registration on Mondays, Wednesdays, and Fridays for 60 days.
- Inactive Registrations: Invitations or in-progress registrations with no activity for 12 months will be closed. Requestors will need to submit a new Supplier Request Form to re-initiate onboarding.

## **What's Not Changing?**

- Request Form Location and Tracking: The "Request New Supplier" form will remain in Penn Marketplace and requests can still be tracked on the dashboard.
- SPQ/SPE Forms: Requestors will still need to upload the SPQ/SPE forms for Independent Contractors. These questions will not be integrated into the new Request Form **at this time**.
- Vendor Maintenance Requests: School/Center Requestors can still contact Vendor Management through [BEN Helps](#) to request a re-send of the supplier registration invitation.

## **Ask of Requestors before April 14, 2025**

- Requestors are encouraged to finish and submit any in-process New Supplier Request Forms before go-live on April 14, 2025 to avoid using outdated forms. New Supplier Requests that have been submitted before go-live but which are not yet approved will NOT be affected.

## **Have Questions?**

For any questions on Supplier Requests, please contact [BEN Helps](#).