

Vendor Setup for Direct Payments:

First, check to see if the vendor is already set up in the Penn Marketplace system. Using a PennID **that is set up with the "Expense" tab in Concur**, go to:

[Penn Marketplace login](#), Shop-> Browse by -> Supplier. Search for the name (click to see the address on file to confirm it's the correct vendor). **If there is a "PO" image next to the vendor's name, they are a "PO-Qualified Vendor", otherwise they are a "Non-PO Qualified" vendor.**

If no name appears, follow the below setup steps. These steps can be done at the same time as Step 1 in the PO Processing Instructions below (by sending an email with all the info at once):

<u>COMPANIES (excluding LLCs)</u>	<u>LLCs, SOLE PROPRIETORS, AND INDIVIDUALS</u>
<p>1. Request a new vendor setup: Create an email to wga.finance.general@gmail.com, with the following chart filled out in the body:</p> <p><u>FAQ:</u></p> <ul style="list-style-type: none"> The University HR will decide if they are approved and what designation the business will receive ("PO Qualified" or "Non-PO Qualified".) 	<p>1. Request a new vendor setup: Create an email to wga.finance.general@gmail.com, with the following chart filled out in the body AND the attached "Service Provider Questionnaire Form":</p> <p><u>FAQ:</u></p> <ul style="list-style-type: none"> The Service Provider Questionnaire Form will determine if the University will do business with this vendor. The WGA will fill out its own eval, and then University HR will decide if they are approved and what designation the business will receive ("PO Qualified" or "Non-PO Qualified".)

NEW VENDOR REQUEST	
Description of Goods/Services to be purchased:	
Supplier Name	
Is this request for a foreign supplier?	
Country Name	
Full Address	
Vendor Contact Name	
Vendor Contact Email	
Vendor Phone Number	

<p>2. Receiving setup forms: Penn Marketplace will send an invitation packet to the vendor with all the required info for vendor setup. The vendor will fill out the forms and send</p>	<p>2. Receiving setup forms: Penn Marketplace will send an invitation packet to the vendor with all the required info for vendor setup. The vendor will fill out the forms and send</p>
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<p>them back to the email address the email came from.</p>	<p>them back to the email address the email came from.</p>
<p>3. Payment Method Setup: The vendor will receive online access to their profile. They must select their payment terms and enter their bank details. MAKE SURE THEY REQUEST IMMEDIATE PAYMENTS (if they want it instead of net terms). The Purchasing Department reviews the registration (5-20 business day turnaround for both packet submission and the registration review) and the vendor completes setup.</p> <p><u>FAQ:</u></p> <ul style="list-style-type: none"> • Immediate Payment terms may not be approved. If not, the vendor will get net terms assigned to them by the purchasing department (likely net 30 or net 45) <p>If the company was an LLC/Sole prop/indiv, HR needs to review the profile as well, and it will take longer</p>	<p>3. Payment Method Setup: The vendor will receive online access to their profile. They must select their payment terms and enter their bank details. MAKE SURE THEY REQUEST IMMEDIATE PAYMENTS (if they want it instead of net terms). The Purchasing Department and the HR Department will review the registration (10-30 business day turnaround for both packet submission and the registration review) and the vendor completes setup.</p> <p><u>FAQ:</u></p> <ul style="list-style-type: none"> • Immediate Payment terms may not be approved. If not, the vendor will get net terms assigned to them by the purchasing department (likely net 30 or net 45)
<p>4. DRAFT</p>	<p>4. DRAFT</p>

PO Processing once in the System / if currently in the System:

<u>FOR PO-QUALIFIED VENDORS (FASTER Process)</u>	<u>FOR NON-PO-QUALIFIED VENDORS (SLOWER Process)</u>
<p>1. Requesting a PO to charge against: For existing vendors, create an email to wga.finance.general@gmail.com, with info in the body saying:</p> <ul style="list-style-type: none"> • Amount • Name of vendor or Supplier Number • Date of Event • 26-digit Budget Code of WGA club • Business Purpose: e.g. "WGA – Requested by Club ###" • Statement on if this is a deposit (for future event) or an invoice (for completed events) • Other Documents: <ul style="list-style-type: none"> • If amount is under \$10,000: None • Any amount \$10,000+ requires a contract signed by the vendor for the university to countersign. <p><u>FAQ:</u></p> <ul style="list-style-type: none"> • In the rare case that edits to the contract are necessary, the purchasing department will edit the contract and countersign it – they will not ask for edits from the vendor. It is then up to the vendor to accept it or edit further and start the signature process again. 	<p>1. Requesting a PO to charge against: For existing vendors, create an email to wga.finance.general@gmail.com, with info in the body saying:</p> <ul style="list-style-type: none"> • Amount • Name of vendor or Supplier Number • Date of Event • Budget Code of WGA club • Business Purpose: e.g. "WGA – Requested by Club ###" • <u>Highly detailed description about the services being purchased, in paragraph form.</u> • Statement on if this is a deposit (for future event) or an invoice (for completed events) • Other Documents: <ul style="list-style-type: none"> • <u>An invoice attachment is always required.</u> • Any amount \$10K plus requires a contract signed by the vendor for the university to countersign. <p><u>FAQ:</u></p> <ul style="list-style-type: none"> • <u>Due to the length of this process, do not try to pay partial deposits one by one, just pay the whole amount at once</u> • In the rare case that edits to the contract are necessary, the purchasing department will edit the contract and countersign it – they will not ask for edits from the vendor. It is then up to the vendor to accept it or edit further and start the signature process again. • Common examples of Non-PO Qualified vendors are Videographers, Eateries, etc
<p>2. Creating a PO to Charge Against: The WGA requests that the University generate the PO in the University's "Penn Marketplace" system, and then the WGA will then respond to the initial email with the PO number, confirming its creation and total amount that</p>	<p>2. Creating a PO to Charge Against: The WGA employee then generates the PO in the University's "Penn Marketplace" system and requests approval for a PO. Once received, the WGA will then respond to the initial email with the PO number, confirming its</p>

<p>can be charged against the PO. An official PO email will also be sent directly to the vendor’s contact info by the system.</p>	<p>creation and total amount that can be charged against the PO. An official PO email will also be sent directly to the vendor’s contact info by the system.</p>
<p>3. Charging against the PO using an invoice: The vendor must create an invoice, even if it is for a deposit. The vendor must then send the invoice via email to: POINV@upenn.edu. The email must be formatted as follows:</p> <ul style="list-style-type: none"> • Subject and body of email: Has no effect on payment. Only the attachment matters. • Attach the invoice. The PO number must be included on the invoice - putting it in the subject or body of the email won’t make a difference • Must send in PDF format: one file per invoice, number of files per email is unlimited if they are sending multiple invoices • DO NOT send other attachment formats with the invoices such as excel spreadsheets. This will cause the email/invoice to be rejected. <p><u>FAQ:</u></p> <ul style="list-style-type: none"> - There will be no notice if a PO is rejected, and the WGA cannot see this either! Make sure these instructions are followed exactly. - Supplier or payee inquiries should be sent to the Penn web form: https://www.finance.upenn.edu/supplier-payee-submission-form/ 	<p>3. Charging against the PO using an invoice: Because the invoice was already provided in step one, there will already be an invoice to charge against. The invoice goes through multiple rounds of approvals across university departments. This process can take very long (could be 7 days, could be up to a month for bigger amounts).</p> <p><u>FAQ:</u></p> <ul style="list-style-type: none"> • This is why the extra information about services rendered is so essential – many departments will be looking at this! • If an invoice is rejected, the WGA will be able to see it and respond to the email chain with the reasons why and next steps.
<p>4. Payment: Payment will be sent either by check or epayments – it depends on how the vendor set up its profile during the registration process. Generally, it takes a week to process, at which point the WGA can see when the payment is scheduled. Make sure the vendor requests immediate payment during setup, not Net 30 or Net 45 (the default options during setup)!</p>	<p>4. Payment: Payment will be sent either by check or epayments – it depends on how the vendor set up its profile during the registration process. Generally, it takes a week to process, at which point the WGA can see when the payment is scheduled. Make sure the vendor requests immediate payment during setup, not Net 30 or Net 45 (the default options during setup)!</p>
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