

**PennDesign**  
**Penn Marketplace (PMP) Student Award Guidelines**

OBJECT CODE FOR AWARDS IS: 5344 PROGRAM CODE FOR ACCOUNTS USING ORG/FUND OTHER THAN OWN: 5002

**Student Award Payment Process:**

- 1.) Identify the student who will be receiving the award –Check to see if the student is available for payment in PMP system. If available, proceed to step 3. If not available, please complete step 2.
- 2.) Select from the following options for onboarding your award recipient in the PMP Supplier Portal
  - a. Act as a proxy and register student in the PMP Supplier Portal on their behalf\*
  - b. Request the student register in the PMP Supplier Portal on their own behalf
- 3.) Once the student is registered in the PMP Supplier Portal you will be able to proceed with creating a Non-PO Payment Request to have their award payment issued to them
- 4.) Follow through each screen in the Non-PO Payment Request function within PMP completing the information as required and uploading all requested documentation
- 5.) If you prefer to supply a check in person be sure to select the will call box when the option appears
- 6.) Submit for approval

**Option A**

Please be advised that with this option students will not have the ability to accept payment via direct deposit and should they prefer that method of payment, or should they need to make any changes to their personal information, they will be required to register in the PMP Supplier Portal. In addition to the award letter, please collect from the student the required tax documentation to upload in your Non-PO Payment Request. Please utilize the Penn Marketplace New Supplier Request function and select *add as a proxy*, to register the student as an available supplier in the PMP payment system.

**Option B**

We suggest incorporating language within the award letter that alerts the student to be on the lookout for a registration invitation from the university for the PMP Supplier Portal. Please advise them to register so that they may receive their award payment. Once you distribute the letters, you will submit a *New Supplier Request* in the PMP and this will trigger the registration invitation email to be sent. From there, you can follow the progress of onboarding for each student and once onboarding is complete, you may submit a Non-PO Payment Request for their award in the PMP. Please be advised that while the student will submit their W-9 or W-8 during the onboarding process with this option, you will need to collect any other applicable documents and submit along with their award letter during the creation of Non-PO Payment Request.

**Forms for US Citizens**

Award Letter

W-9 *\*only applicable to collect when Option A selected*

**Forms for International Citizens**

Award Letter

Foreign National Information Form (FNIF)

I-20

Copy of Visa

Copy of Passport

Copy of I-94

W-8 *\*only applicable to collect when Option A selected*