**PennDesign FAO**

**Penn Marketplace Enhancement Project**

***Penn Marketplace Enhancement (Formerly Supplier Portal Initiative (SPI)) Discussion Points:***

Brief overview of project and goals of project [More Info Here](https://cms.business-services.upenn.edu/purchasing/images/stories/project%20announcement_august%208%202017.docx)

* + Providing greater visibility into the status of onboarding, invoicing, and payment transactions for end users and supplier;
	+ Improve efficiencies through automation and supplier self-service; and,
	+ Enhancing Penn’s controls through improved, electronic procure-to-pay workflows

All vendors who have received payment within the last 18 months will receive an invite to register for the Supplier Portal on the Penn Marketplace from Penn Purchasing as we lead up to the Go-Live date (TBD)

* + Regardless if they make the decision to register at that time, those individuals who have been paid within the last 18 months will be available in the system to receive payments
	+ All new vendors, or any vendors requiring updates to their profiles such as change of address, will be **required** to register and maintain their vendor profile
		- New vendor onboarding will be initiated by the requesting department-the request is submitted to Penn Purchasing, who will work with the vendor to onboard
		- There will be a helpdesk for vendors to contact for both general and technical issues related to the system
	+ A few incentives for suppliers to register include
		- Ability to set up direct deposit for payments
		- Ability for business vendors to select shorter NET payment terms for those electing to go paperless
		- Ability for PO vendors to “flip” purchase orders into invoices online within the new system, versus generating and submitting invoices to A/P
		- Ability to track payment request with the increased visibility of the system
		- Access to help desk

While the process for onboarding vendors and vendor account management will change, the process to create requisitions to PO vendors will remain largely the same

* + - BEN Financials
		- Penn Marketplace

The NON-PO payment request will change:

* + Training will be required for all preparers of Non-PO payment request (formerly PDA)
		- Training will be available through Knowledge Link
	+ Onsite showcasing of the system will be scheduled closer to the system Go-Live date
		- Timeline of Go-Live
			* 2/15/18 system acceptance
			* 3/5/18 initial functionality Go-Live
			* 4/2/18 Non-PO payment request Go-Live

[Penn Marketplace Enhancement Info](https://cms.business-services.upenn.edu/purchasing/making-purchases/marketplace-enhancements.html) [Penn Marketplace FAQ Quick Link](https://cms.business-services.upenn.edu/purchasing/making-purchases/marketplace-enhancements/faqs.html)