

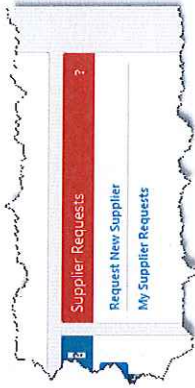
REQUEST NEW SUPPLIER

Last updated March 26, 2018

For the creation of Purchase Orders and/or to submit a Non-PO Payment Request, a Supplier/Payee must be in the Penn Marketplace database.

From the Penn Marketplace Homepage

- Under Supplier Requests, click on Request New Supplier.



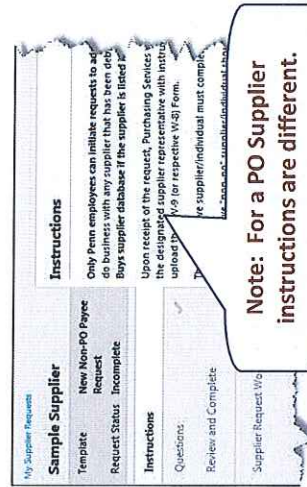
- Select either:
 - ✓ New Non-PO Payee Request
 - ✓ New PO Supplier Request*

*Independent Contractors are covered under the PO Supplier Request

- Enter the Supplier Name.
- Click on [Submit].



- Read/Print the Instructions.
 - Note the check marks. This lets you know where you are in the process.



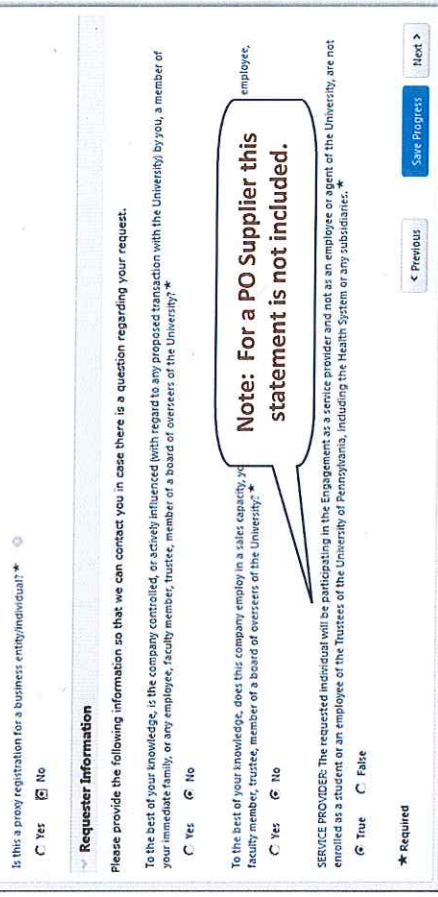
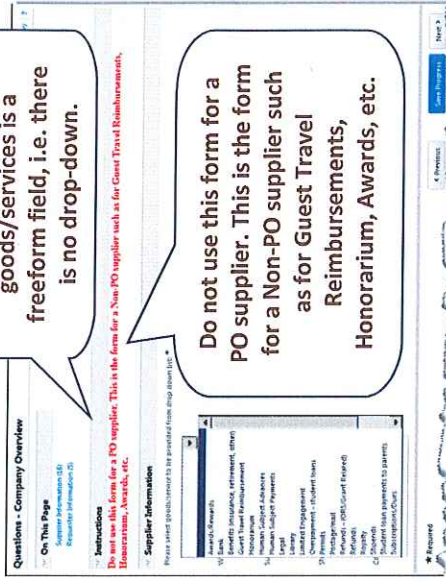
- Click on [Next >].

Note: For a PO Supplier instructions are different.

Questions – Company Overview

Note the message in red!

- Select the goods/services to be provided from the drop-down list, e.g. Honorarium, Human Subject Payments, etc.
- Indicate whether the Supplier/Payee will be used more than once
- Complete the remaining fields, including Street Address, City, State, Zip Code, etc. and Supplier Contact
- Answer the question 'Is this a proxy registration for a business entity/individual?'
- Answer the Requester Information.
- Click on [Save Progress], [< Previous] or [Next >], as needed



- Click on Certification checkbox.
- Click on [Complete Request].