

PROCUREMENT

PURCHASING General Penn Purchasing information:

<https://cms.business-services.upenn.edu/purchasing/>

REQUESTING AN ORDER:

- [Order Request Form](#)
- Email purchasing@seas.upenn.edu

Information required for efficient processing of purchasing requests:

- Requisitioner Name
- Delivery Address
- Quantity
- Vendor / Vendor Number/ web-site
- PI/Advisor approval
- Grant/Funding info

Equipment Orders need additional information to process:

- BLDG-FLR-RM – Where will the equipment be located
- Category Code – Moveable Scientific Equipment or Moveable Computer Equipment
- Responsible Organization – 130X
- Custodian of Item – PI Name
- Tagging Contact – Name of person placing the order (This is to know who to contact about tagging the equipment)

Requesting a New Supplier

Penn Faculty and Staff may submit a request for a new Approved Supplier through the following links:

- [Penn Marketplace Request a New Supplier](#)
- [Individual Service Provider](#)

BECOMING A REQUISITIONER:

It is **strongly encouraged** for lab administrators, department administrators, and faculty who wish to expedite their orders to become a requisitioner. Please contact Kim Howatt (kimsul@seas.upenn.edu) for additional information.

[Requisitioner training](#) in Workday Learning along with all prerequisites. Once training is completed, please submit a [Ben Financials Access Request eform](#).

OTHER POLICIES:

It is University policy that all Penn-owned servers and workstations run centrally managed endpoint detection and response (EDR) software.

The University EDR solution is Crowdstrike:

<https://www.isc.upenn.edu/ITPC/security-policy>, section 6.2.8.

CETS can obtain a variance from the policy if Crowdstrike interferes with the business/research use of the computer. The faculty member should contact CETS; we will work with them to craft a variance request.

CATERING REQUESTS

Please use the PEFS portal for submitting catering/event requests:

[Catering or Event Request Form](#)

Catering@Penn: for details on best catering practices and a list of approved caterers:

<https://cms.business-services.upenn.edu/purchasing/making-purchases/find-a-supplier/caterers.html>

The University of Pennsylvania does not have a liquor license. Therefore, the host of an event must provide their own wine & spirits, and it must be purchased within Pennsylvania at a [Pennsylvania Liquor Control Board](#) store or from [Specialized Wine & Spirits](#). Only Approved Caterers with liquor liability insurance are permitted to provide bar service and serve alcohol at events on campus.

PROCARD APPLICATION/GUIDELINES

Please contact Kim Howatt for additional guidance. (kimsul@seas.upenn.edu)

For all individuals who will make purchases on behalf of the University using a Purchasing Card, or who will be required to access PaymentNet (the online Purchasing Card Management System) for financial, reporting, or auditing purposes, should take this training in Workday Learning:

[Purchasing Card Knowledge Building - FTD](#)

Once training is completed: form to request Purchasing card: - login with PennKey:

<https://cms.business-services.upenn.edu/purchasing/making-purchases/purchasing-basics/card-programs.html>

RECONCILING RECEIPTS ON PROCARD:

Receipts must be entered into PaymentNet. Below is the link to the log in and instructions on how to manage receipts into PaymentNet. If you are having difficulty accessing PaymentNet please contact Kim Howatt, and she will send a temporary access code.

[PaymentNet Login & Instructions](#)