Processing Invoices in TUMarketplace

How to get someone paid
TUMarketplace should be used to pay invoices from vendors and consultants, travel reimbursements to visitors and students, stipends and honorarium.

On TUPortal.temple.edu, click on the link the TUMarketplace, located on the left side of the website under TUApplications.

In TUMarketplace, under the search field you will see in small print a hyperlink to “Forms”. Click on the link.
On the next page, you will see under Organization Forms, “Accounts Payable Invoice Payment Form”.

Click on the hyperlink and you will be redirected to the following form:

**General Information**

- **Is this request a fee or award for an employee/faculty?**
- **Does Vendor accept a PO?**
- **Is this payment related to a PO (Yes/No)?**
- **Is this request for a Student Refund?**

**Invoice Information**

- **Invoice Number (If none enter N/A)**
- **Invoice/PO # or Direct Pay Date**
- **Invoice Amount**
- **Payment Due Date**

**Payment Description**

- **Describe Payment being Requested**

**Does the account code to be charged start with a (7)?**

**Vendor Information**

- **Enter Supplier**
- **Supplier Search**
- **Address Line #1**
- **Address Line #2**
- **City**
- **State**
- **Zip Code**

**Vendor Additional Information**

- **Payment Type**
- **Is this payment for an Independent Contractor?**
- **Is this invoice related to non-employee travel reimbursement?**
- **Is Special Handling Required?**

- **If Special Handling is Required, please describe in detail.**
- **Special handling may result in a $25.00 service charge.**

---

**NOTE:** Invoices/Supporting Documentation must be attached or request will be returned. Please attach the invoice, as well as any other pertinent documents to the internal notes field of the requisition. All attached documents, including the W-9, should be saved as separate files.
You will proceed to fill out all fields in the form.

Under Vendor Information, you can either search for the Vendor or enter the Vendor’s information manually.

When performing a search you will enter keywords in the search field and click on the magnifying glass.

A list of vendors Temples has paid in the past will appear and you will click on “Select” to the right of the name.
If you cannot find your Vendor, you will select “Enter Manually”.

You will then fill in the necessary information. You do not need to provide a DUNS number. However, you will need to provide either a valid email or fax number for AP to process the payment.
Under “Vendor Additional Information” you may need to provide additional tax forms in order for the payment to be processed.

If the payment is for a non-US Citizen or Non-Permanent resident, you will need to submit a filled out W-8BEN for the individual. Form can be found at: https://www.irs.gov/pub/irs-pdf/fw8ben.pdf

If the payment is to a new Vendor, you will need to submit a W-9 form, which can be found at: https://www.irs.gov/pub/irs-pdf/fw9.pdf

Note: If you are seeking to reimburse someone for travel you can select Yes that the vendor has a W-9 on file.

When you are finished, click on “GO” to “Add and go to Cart” on the upper right of screen.
You will then proceed to check out like any other transaction.

Add the appropriate FOAP in the Accounting Codes section. Then under “Internal Notes and Attachments” you will upload:

1. Proof that payment is needed, i.e., Bill, Invoice, T&E form with receipts, commitment letter.
2. Appropriate Tax Form, i.e., W-8BEN or W-9.

Once you upload the necessary documents, click on “Place Order” on the upper right corner of screen.