# University of Pennsylvania

Procurement Card (P-card) Application Process

(full time staff only)

1. Complete the required Purchasing Card Knowledge Building training and quiz at
   http://knowledgelink.upenn.edu. Search for training name "**Purchasing Card Knowledge Building.**" Be sure that you take the "Purchasing Card Knowledge Training COURSE UP.87022.ITEM.CRD003" and NOT the "Student Program Card Training", the latter course will not count.

   - Having trouble accessing KnowledgeLink? See the troubleshooting tips on Page 3.
   - Problems with the quiz? See the troubleshooting tips on Page 4.
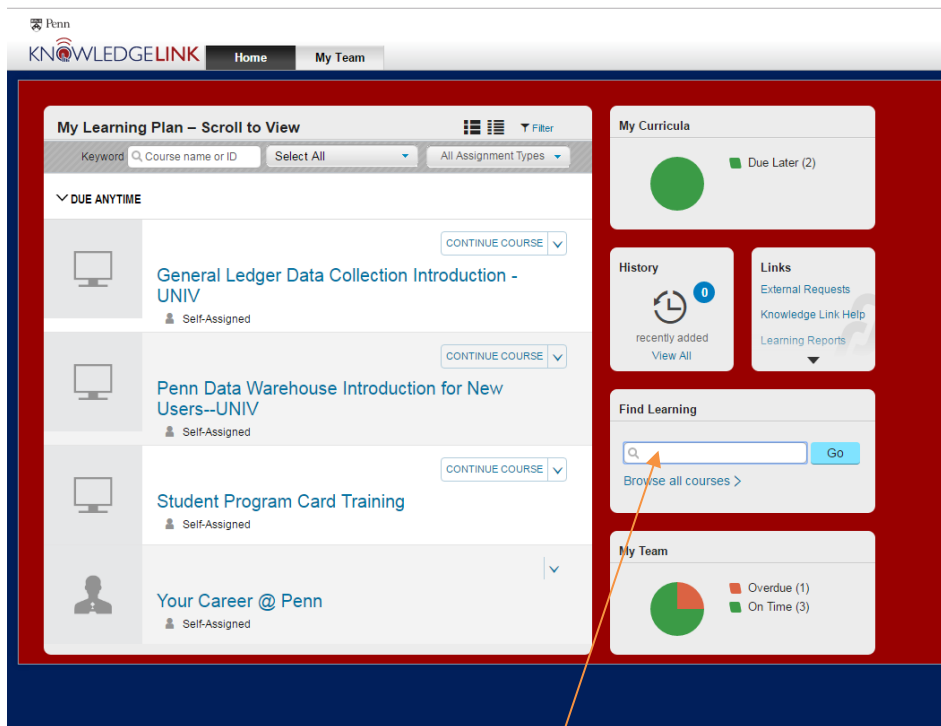
Enter "Purchasing Card Knowledge Building" here

Note for the quiz: When you finish answering all the questions you will get a link in the training window to print a training confirmation or certificate near the top of that window. This will open a window with your test results on top of the training window. At this point the quiz results have **_not_** been recorded in Knowledge Link. The training window is still active in a window underneath. You must go back to the

training window and scroll to the bottom where you will find a button to record your results. Once you click that button your results are recorded. If you close that window (the training window) without clicking that button at the bottom your results are not recorded. Because of auditing requirements, all cardholders need to have their training recorded in Knowledge Link.

2. Send the info sheet on Page 5 of this document and a screen shot showing your successful completion of the training to your Financial Coordinator. **YOU MUST SEND BOTH OF THESE ITEMS BEFORE YOU PROCEED TO STEP 3**

3. Once your FC has confirmed receipt of your form and passing screenshot, please fill out the Pcard application at the link below. Select "Online Card Application" then "Purchasing Card"

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

Important Notes for completing the application:

- For "PaymentNet User ID" – enter your PennKey. If your PennKey is less than six letters add on letters to make it at least six.
- For "Cardholder Address", enter the OSA address: 3417 Spruce Street, 200 Houston Hall, Philadelphia, PA 19104-6306
- "Home Address" is your permanent address.
- On the Administrative Information Screen – in the Approval Section where they ask for "Business Administrator" please enter Angela Reason

You can find a guide to completing the JP Morgan application HERE.

You will be notified by email when we have your card is available. (If it has been longer than ten business days, contact Angela Reason (areason@upenn.edu)

Tips for Accessing Knowledge Link

Anyone who has never used Knowledge Link before will need to log into Knowledge Link, log out, then wait one to two hours before logging in again and attempting to access Procurement Card training. Knowledge Link will not work on a tablet. You must use a computer or laptop.

Here is the link for Knowledge Link: http://knowledgelink.upenn.edu/

The full name of the course is: **Purchasing Card Knowledge Building** (COURSE UP.87022.ITEM.CRD003)

Please be sure that whatever browser you are using to access Knowledge Link will allow pop-ups for your training session in Knowledge Link. There is also a link on the Knowledge Link Gateway page that will check to see if your browser is ready for Knowledge Link. Please use it if you are having difficulty with accessing or completing the training.

KnowledgeLink quiz troubleshooting

Some people are getting a score of 0% even though they have answered all of the questions correctly. If you have completed all the steps, such as clicking that final button in the training window (see Page 1), try logging out of KnowledgeLink, wait an hour or two, then log back in and check your training history. You could also try a different browser.

If none of this works please submit a help ticket, the link is on [this page](#) where it says "For assistance with other University-related training issues, please submit an electronic support request to the Knowledge Link Helpdesk."

P-Card Information Sheet

(staff only)

Your Name _____

Penn email _____

Penn ID# _____

Department _____

Title _____

*** FSC ONLY***

Budget Code:_____