The Office of Research Services is in receipt of a fully executed copy of the above referenced subcontract. Enclosed is the principal investigator's copy. Please create a purchase order in BEN Financials. Once PO # is assigned, please notify subcontract/vendor what it is so that it can be referenced on the invoices submitted for payment. The vendor is Children's Hospital of Philadelphia. When you access BEN Financials to create the PO you will be able to determine both the vendor number and the appropriate site. Vendor numbers can also be retrieved from the BEN Buys Approved Supplier list at:

http://www.purchasing.upenn.edu/buyinfo/suppliers/ben_suppliers.php

Please contact your School's BEN Financials Access Administrator if you have questions about creating a purchase order in BEN Financials or about vendor numbers and sites. Please contact me if you have questions about the subcontract terms and conditions.

Thank you for your cooperation.