HCOM FOR PURCHASERS

Go to **http://www.harvie.harvard.edu**
and log in
top right pull down menu, go to Administrative Systems
top left box, go to Personal Homepage
Oracle Log In
HRVD^IPROCUREMENT
**click top left   Marketplace

*NOTE: **Marketplace** has two parts – **Punch-out** comprising of ~25 vendors who give deep discounts and are directly linked to the Harvard system., and **Catalog** with close to ~500 vendors.*

NOTE: all Market place vendors have direct link to Harvard system so you are searching and choosing directly from the vendrors' catalog.

either search for item that you want across the top search field or go to "Punch-out" vendor
once you have found what you want, "add to cart"
once done with the cart, submit to Oracle (back to Harvard system)
submit the Purchase Order (PO) for approval

once approved, you will receive an email confirming such
no other action is needed as the PO is sent directly to the vendor upon approval.

if you cannot find what you want but can get it from a company who is not a Marketplace vendor, then choose **Non-Catalog above the Marketplace logo on the initial page

Item Type: choose "Goods or services billed by amount"
Item Description: put in detail
Amount: put in cost of item(s)
Supplier Name: if you cannot find the vendor's name, ask Gina
Contact Name, Phone and Item refer to teh vendor's information

Add to cart -> View Cart and Checkout
Put in line level notes i.e. description
Checkout

click "Receiving Required"
you will come up as requester if default has been set up
put in description up top
change 33 digit account as necessary (see back of this sheet for object codes)
Bill To Att …: Rowland
Bill To Att….: Joe Fitzgerald
Bill To: X04555
Unclick the "Use Central Administration Bill To Address"
Next
Next
Submit

once approved, you will receive an email
you need to go back into Oracle and find the PO, print it and send/email/call the vendor

NOTE: in non-catalog PO's, the PO is NOT automatically sent to the vendor.

TO PRINT OUT A PO
Go to iProcurement = HCOM

Click on the Requisitions Tab on the top right
Click on the Search button on the top right
Press Clear
Choose "Anytime" from the pull down menu in the second field
Fill in the PO number in the Field named "Order Number"
Click on the Flashlight to the right of the field
Select the PO by clicking on the round select button
Press Select on the bottom right
Press GO
Click on the colored button "PDF" to the very right of the
information showing
This is the PO which you can print

NOTE:
The PO should be checked against what has been received on the
system.

TO CHECK THE RECEIVING HISTORY IN A PO

Click on the Receiving Tab on the top right
Choose "View Receipts" from the choices listed near the top
Press Clear
Choose "Anytime" from the pull down menu in the second field
Fill in the PO number in the Field named "Order Number"
Click on the Flashlight to the right of the field
Select the PO by clicking on the round select button
Press Select on the bottom right
Press GO
This will show the history of receipts on the system

NOTE:
The receiving has to match the PO quantities to enable the invoice be paid without question.

TO PRINT AN INVOICE FROM THE SYSTEM

Click on the Requisitions Tab on the top right
Click on the Search button on the top right
Press Clear
Choose "Anytime" from the pull down menu in the second field
Fill in the PO number in the Field named "Order Number"
Click on the Flashlight to the right of the field
Select the PO by clicking on the round select button
Press Select on the bottom right
Press GO
Click on the colored PO Number link to the right under the header "Order"
Click on the colored "Scanned Invoice Image" link in blue
This will show you the invoice.

NOTE:
The PO, receiving on the system and the invoice all need to match.