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 Marketplace vendors have direct link to Harvard system so you are searching and choosing directly from the vendors’ 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.