Quick Guidelines for Procurement Processes

iProcurement/HCOM Requisitions

HCOM (Marketplace transactions)

No additional paperwork/attachments needed

Non-Catalog Requisition

1. Attach quote to requisition
2. If creating a standing PO, specify that in the “Notes to Approver”
3. The PO should be transmitted to the vendor upon approval by either the purchaser or the approver

Payment Request

1. Attach invoice to the requisition in Oracle
2. Upon receiving email notification from Oracle (instructions on setting up notifications below) write the PR00##### number on all invoices, highlight, and send to Accounts Payable (1033 Mass Ave, 2nd Floor)
3. Only one invoice should be sent down to AP so coordinate accordingly with your approver

Non-Employee Reimbursement

1. Attached scanned documentation (including a signed NERF) to the requisition
2. Upon receiving email notification from Oracle, write the NR00##### number on the original paperwork, highlight and send to Accounts Payable (1033 Mass Ave, 2nd Floor)
3. Only one package should be sent down to AP so coordinate accordingly with your approver

Travel and Card Services

Purchasing Card (PCard)

1. Independent review of each transaction line needs to be completed by 5 PM on Tuesday
2. Original receipts should be provided to Valerie O’Kane (preferred). Scanned copies can be provided to Valerie, however the audit responsibility then falls upon the cardholder for record retention (7 years).

Vendor Setup (individuals and companies):

1. Invited via Buy2Pay with Legal Name and Email Address
2. For Foreign Individuals: upon the submission of your vendor request in Buy2Pay, the individual will receive an email with Glacier login information. They will be instructed to print out the generated forms, sign them, and send them directly to Harvard NRA office.
How to set up email notifications in Oracle

In order to set up your notifications in iProcurement, click on ‘Preferences’ in your iProcurement screen:

Select the type of message you’d like to receive (HTML or HTML with attachments is the most common selection) and click on ‘Apply’: