Creating a Non-Catalog Request Quick Reference

Overview

Non-Catalog Request Workflow

1. **Select a vendor**: The local unit selects a vendor *outside* of the Marketplace to provide the desired good or service****.** The unit is responsible for doing all vendor research and determining that the vendor meets its criteria for supporting University business and any sponsored or donor requirements.
2. **Negotiate the price**: The unit negotiates all pricing for the good or service and obtains a quote, service contract or other price verification.
3. **Create the Non-Catalog request in HCOM**.
   a. ***In the case of a purchase for a service***: Shopper should set the local Bill-To address in Preferences so that invoices are sent directly to the local unit and not Central AP. For more information on how to set the local Bill-To address, see this Quick Reference: ***Set Local Bill-To Address***, at http://eureka.harvard.edu.
4. **After Final Approval, HCOM generates a Purchase Order**.
5. **Shopper obtains Purchase Order in HCOM and prints or saves it to his/her computer**.
6. **Shopper faxes, emails or otherwise contacts the vendor with the Purchase Order number.**

*Unlike a Marketplace Order, **the Non-Catalog order is created in HCOM and must be transmitted to the vendor by the Shopper after Final Approval.***

****Before processing a Non-Catalog Request**: **Your vendor must appear in the AP Vendor Database**. If the vendor is not listed, or the remit-to address has changed, click on the **Home link** from the Homepage and create a request for a new or changed vendor using the **Oracle Vendor Request Form**. For more information about the form, see the document **Using the Vendor Request Form** on http://eureka.harvard.edu

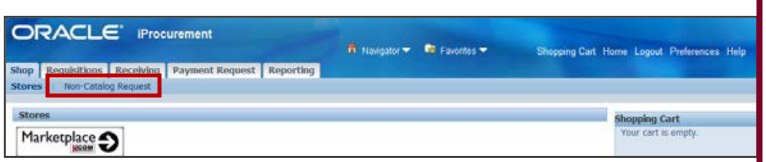
- **Log into HCOM** at:
  - **http://vpf-web.harvard.edu/applications**
  - Click Personal Homepage
  - Click Oracle Login via PIN
  - Login with HUID & PIN
  - Click HRVD^IPROCUREMENT.
- **When to use a Non-Catalog Request:** Use a Non-Catalog Request to create a Purchase Order when:
  - The vendor is not part of the Marketplace
  - The good or service is not part of the Marketplace
  - You wish to create a standing order

*See the **Standing Order Quick Reference** on http://eureka.harvard.edu for details on how to create and receive a standing order in HCOM.*

- **Non-Catalog Formats:** There are three types of Non-Catalog requests:
  - Goods billed by quantity
  - Goods/Services billed by amount
  - Services billed by quantity
- **Logout of HCOM** after working on Requisitions, click the **Logout** link**.**
- **Help Contacts:**
  - For technical issues, contact the HU IT Help Desk: dls@harvard.edu or x6-2001
  - For customer service issues, contact University Financial Services-AP Customer Service: ap_customerservice@harvard.edu or x5-8500, option 1

Accessing the Non-Catalog Request Form

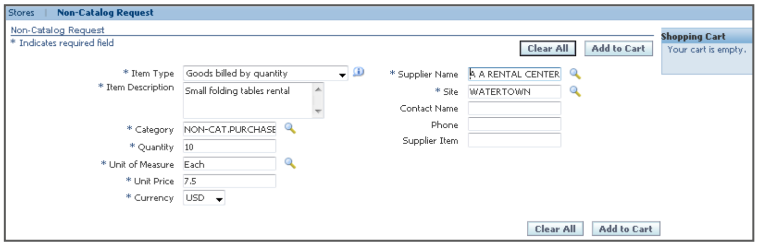
1. **From the HCOM Homepage, click on the Non-Catalog link:**



2. When the form opens, select the Item Description:

- If you select **Goods billed by quantity** or **Services billed by quantity**, review the remainder of the screen in **Option 1**
- If you select **Goods or services billed by amount**, review the remainder of the screen in **Option 2**

Option 1: Goods billed by Quantity or Services billed by Quantity



3. Completed the **Item Description**: include details about what is to be ordered as well as business purpose and date information. *Note that this information appears on the CREW Detail Listing Report.*

4. The **Category** field will be set to **NON-CAT PURCHASE** by default and cannot be changed.

5. Enter **Quantity**: Enter the number of items or, in the case of a service by quantity, number of hours, days, etc.

6. Review the **Unit of Measure**: The default is set to **Each**. If you wish to select a different value, click . Then type in the % symbol and click. Go. You will be able to page through many units of measure choices; select the choice you want by clicking .

7. Enter Unit **Price**. Enter the price per unit.

8. Confirm **Currency**. The default is **USD**, for US Dollars. All Non-Catalog Requests should be in USD. If you need to place an order in foreign currency, see the **Non-Catalog Requests in Foreign Currency** section on pg. 9 of this document.

9. **Search for the Supplier and Site:** Type in part of the vendor name and click . Select vendor by clicking . Both Supplier and Supplier Site fields will be filled in.

10. **Optional: Add Contact Name:** If you have the information. Note that based on the vendor selected, this field may be filled in for you.

11. **Optional: Add Phone number:** If you have the information. Note that based on the vendor selected, this field may be filled in for you.

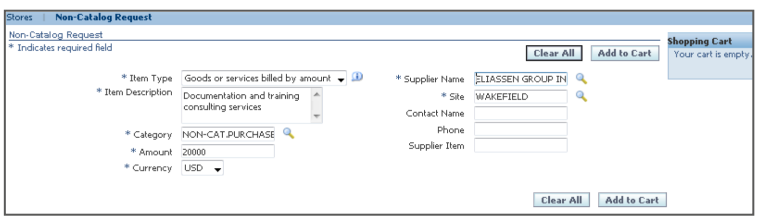
12. **Optional: Add Supplier Item**: If you are using a vendor catalog and there is an item number for the good, you can add the number in this field.

13. **Click** Add to Cart.

To add additional lines, type in new Item Description, Quantity and Unit Price, and click Add to Cart.

14. When finished, **click** View Cart and Checkout.

Option 2: Goods or Services billed by Amount



3. Completed the **Item Description**: include details about what is to be ordered as well as business purpose and date information. *Note that this information appears on the CREW Detail Listing Report.*

4. The **Category** field will be set to **NON-CAT PURCHASE** by default and cannot be changed.

5. Enter **Amount**: Enter Total dollar amount of purchase.

6. Confirm **Currency**. The default is **USD**, for US Dollars. All Non-Catalog Requests should be in USD. If you need to place an order in foreign currency, see the **Non-Catalog Requests in Foreign Currency** section on pg. 10 of this document.

7. **Search for the Supplier and Site:** Type in part of the vendor name and click . Select vendor by clicking . Both Supplier and Supplier Site fields will be filled in.

8. **Optional: Add Contact Name:** If you have the information. Note that based on the vendor selected, this field may be filled in for you.

9. **Optional: Add Phone number:** If you have the information. Note that based on the vendor selected, this field may be filled in for you.

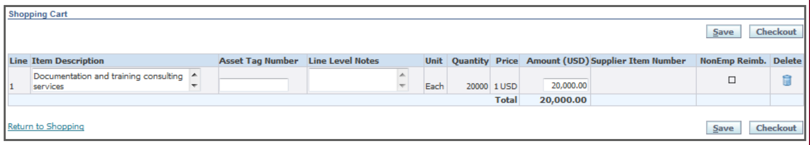
10. **Optional: Add Supplier Item**: If you are using a vendor catalog and there is an item number for the good, you can add the number in this field.

11. **Click** Add to Cart.

To add additional lines, type in new Item Description and Amount, and click Add to Cart.

12. When finished, **click** View Cart and Checkout.

Checkout: Shopping Cart Screen



1. If applicable, edit **Item Description**

2. Add an Asset Tag Number: If applicable to your school and to the Non-Catalog Request.

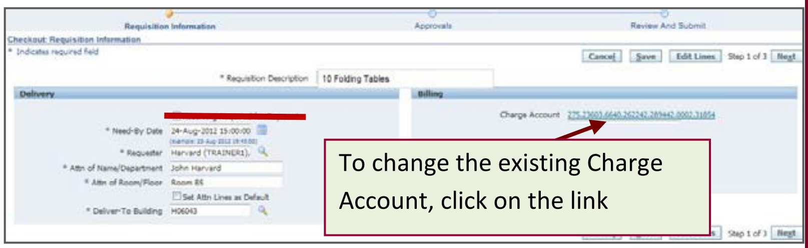
3. Add Line Level Notes: Add additional business purpose information to the Line Level Notes section. This information is helpful to Approvers. This information does not appear on the **CREW Detail Listing Report**.

You can delete lines from the Shopping Cart by clicking on the next to the line.

4. Click on Checkout

Checkout: Requisitions Description Screen—Goods Request

You can edit all fields on this screen.



1. Enter Requisition Description to summarize entire order.

2.

3. Need By Date, Requestor and Deliver-To Building fields all fill in from Preferences: You can override any of these values.

- To confirm **Deliver-To Building**: Click to see current address.

If address is incorrect: Select **Address** from **Search by** drop-down menu; type **%** and enter either street number or name, add a second **%** and click Go. Select correct address by using

4. Fill in **Attn of Name/Dept**.

5. Fill in **Attn of Room/Floor**

*If these fields will be the same most of the time, check off **Set Attn Lines as Default** checkbox.*

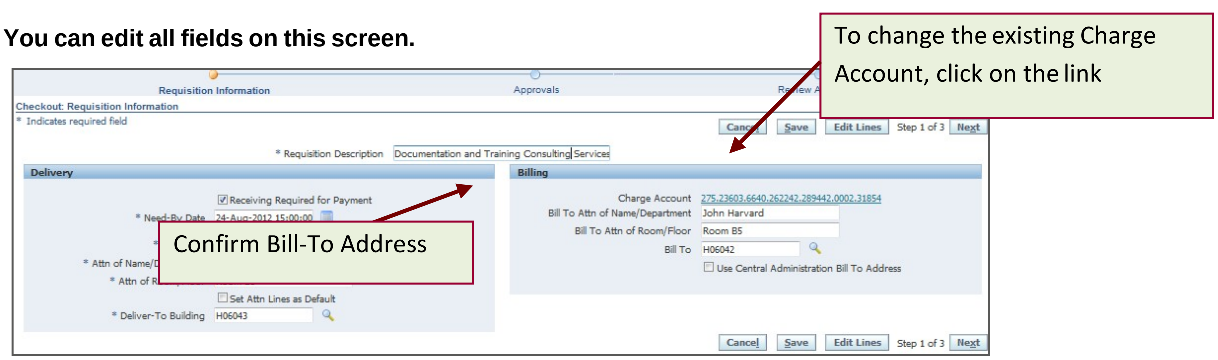
6. Confirm Charge Account is correct: Default account will appear from Preferences.

7. Click Next.

Checkout: Requisitions Description Screen—Services Request

In addition to the fields above, the Checkout screen will also include the Local Bill-To Address field

You can edit all fields on this screen.



All fields will be the same as above except for the Local Bill-To address fields, which will be filled in if the Shopper has set the Local Bill-To Preference

1-6. Follow steps 1-6 above

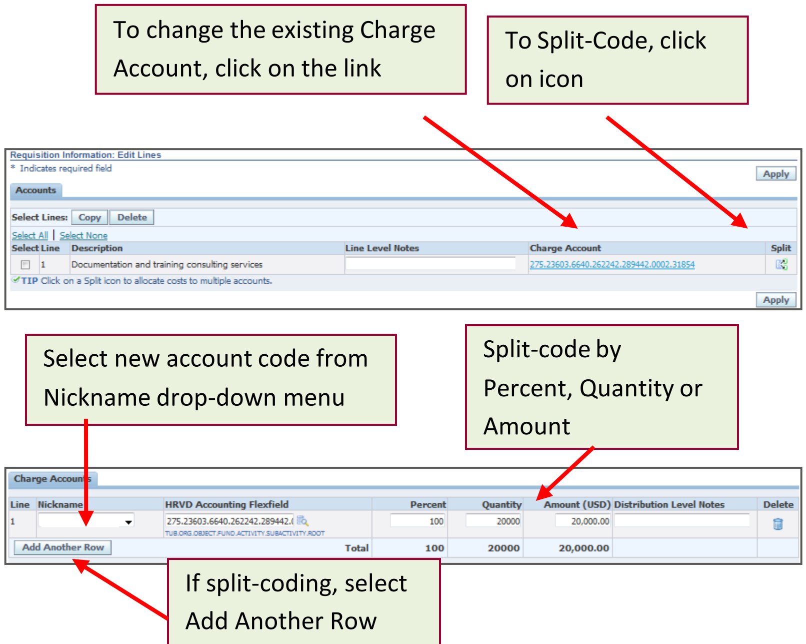
7. Confirm Bill-To address is correct.

a. If you have not set the Bill-To address in Preferences, you can type it in.

b. If you want the invoice to go to UFS Accounts Payable, and not your local unit, check off the Use Central Administration Bill To Address

8. Click Next.

How to Change Charge Accounts (Goods or Services)



If you wish to allocate all Requisitions to same coding/split-coding, check

☐ Apply this Cost Allocation information to all applicable requisition lines

Changing Account Code Numbers

You can change the existing number or split-code

To change the existing Account Code:

1. **Click on Charge Account Link twice**

   Option 1: Select **Nickname** from drop down menu (if Preferences were set)

   Option 2: Type over existing value

   Option 3: Search for a value

To search for a value:

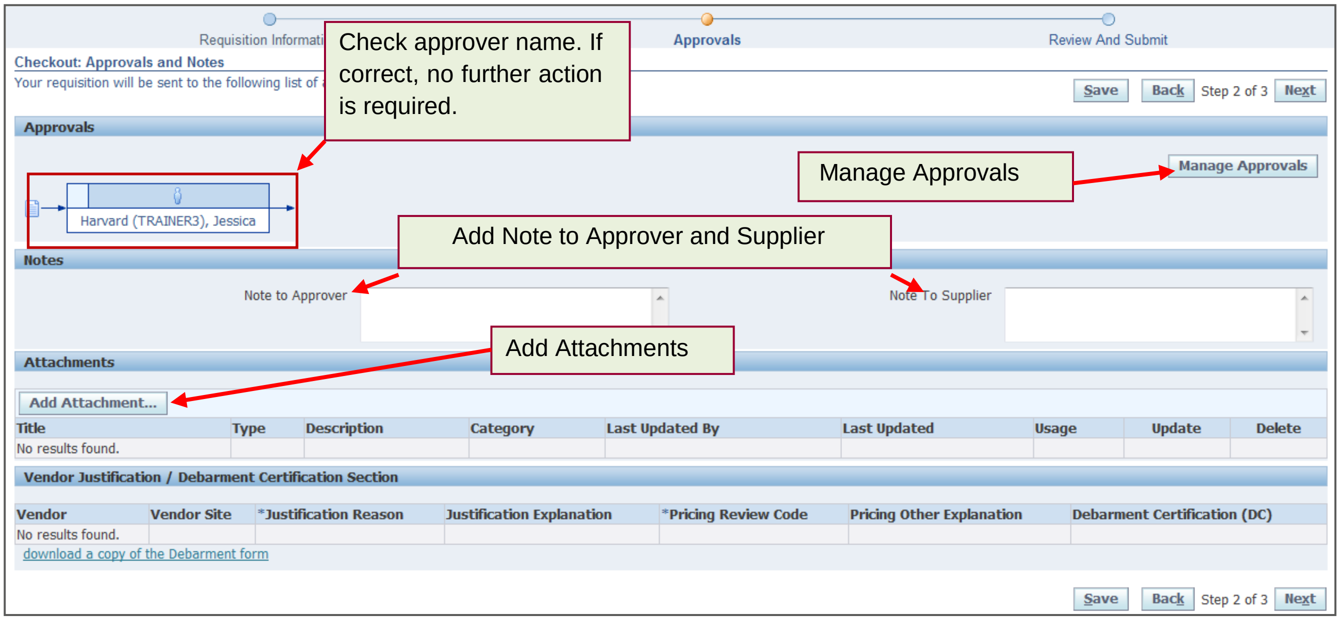
- Click
- Type in as much of the account string that you know and click Search.
- Select code by click radio button and then click Select.

To Split-Code:

1. Click .
2. Click Add Another Row.
3. Find the split-code value using one of the options above.
4. Split line by Percent, Quantity or Amount

Click Apply twice when changes are complete.

Requisition: Check Approvers Screen



Note: All fields on this screen are optional.

Actions you can perform on this screen are**:**

- **Manage Approvals (add an approver or change first approver)**
- Add a **Note to Approver** or **Supplier**
- Add or delete an **attachment**

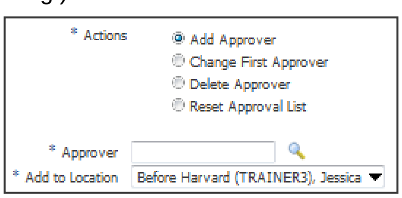
Manage Approvers

Default Approver: The name of your default Approver(s) will appear in the approval string at the top left of the screen.

If you need to add an approver or change the default approver, click Manage Approvals The **Manage Approvals** radio buttons appear.

Add Approver

Select the **Add Approver** radio button to *add an additional approver(s)* to this Requisition, if needed. (**Note**: The button is selected on opening.)



a. Enter Approver's last name and click .

b. Select name by clicking . Click Select at bottom of page.

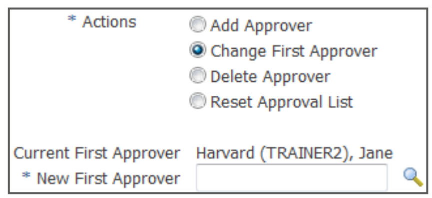
c. Select whether the Approver should appear before or after the default Approver.

d. Click Submit.

If you wish to reset the First Approver, select the **Reset First Approver** *radio button and click* Submit.

Change First Approver

If this is not the Approver that should approve the Requisition, use **Change First Approver** to *replace* the existing Approver.



a. Click the **Change First Approver** radio button**.**

b. Type in New **First Approver's** last name and click .

c. Select name by clicking . Click Select at bottom of page.

d. Click Submit.

If you wish to reset the First Approver, select the **Reset First Approver** *radio button and click* Submit.

Note: You cannot delete a default approver.

Add Notes – Add text in the **Note to Approver** or **Note to Supplier** field.

Add Attachment:

a. Click Add Attachment... .
b. Type in **Description**
c. Select **Type** and add attachment:
   a. **File**: select radio button next to File and click Browse... select file from local computer.
   b. **URL**: select radio button next to URL and type URL of website into URL field
   c. **Text**: select radio button next to Text and type text into Textbox.
d. Click Apply.

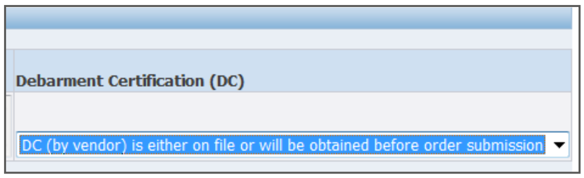
To **delete** an Attachment, click . When you have completed the changes, click Next.

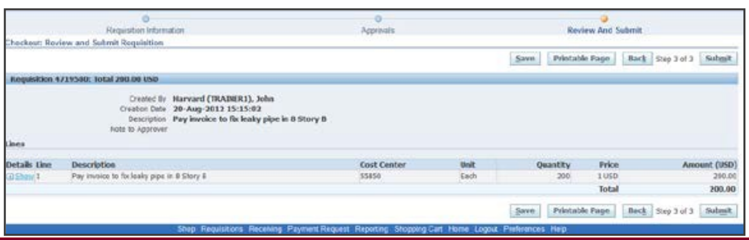
Vendor Justification Section

If you are making a grant payment and the cost of the item is more than $4,999.99, you must complete the **Vendor Justification** section.

Select the appropriate **Justification Reason** and **Pricing Review Code** from the list of values. Enter **Justification Explanation** and **Pricing Other Explanation** where applicable.

If the item is more than $24,999.99, use the horizontal scroll bar to navigate to the **Debarment Certification** column and select the appropriate **Debarment Certification** information in the list of values.





Checkout: Review & Submit Screen

Optional: You can print this screen:

1. Click **Show** link next to all Requisition Lines to see account coding.
2. Click Printable Page.
3. Click Submit to submit Shopping Cart.

Confirmation Screen

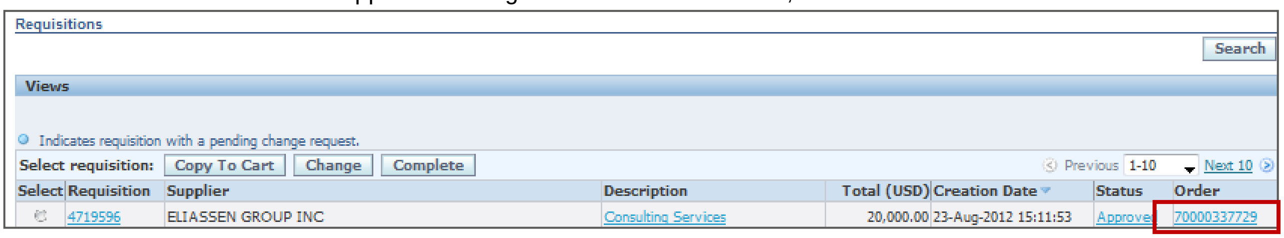
You will receive a Requisition Number. HCOM will forward the Requisition to your Approver. The Approver will receive an email that the Requisition is awaiting his/her approval.

Click Continue Shopping **or** Shop **to return to Homepage.**

After Final Approval

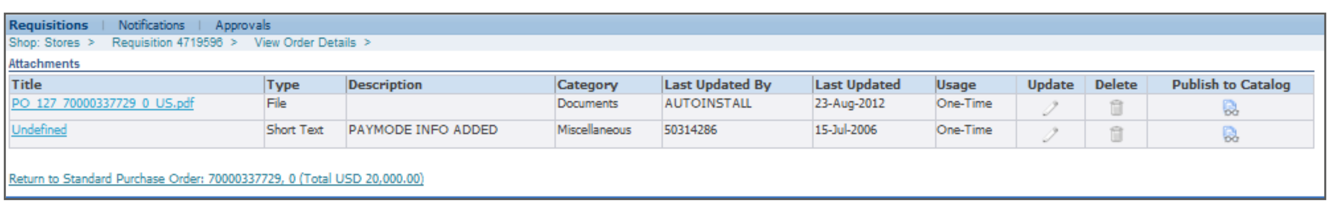
1. Shopper will receive an **email** indicating that Requisition is Approved and Purchase Order is created. **The purchase order number for all Non-Catalog Orders begins with a 7**.
2. Shopper **logs into HCOM** to retrieve the Purchase Order.
3. From the Homepage, click on the **Requisitions Tab**:

4. The Purchase Order number will appear on the right hand side of the screen, click on the **Purchase Order number link**:



5. **The Standard PO** screen will open. Click on the **Attachments link** next to **View:**

6. Click on **PO_XX [where XX=number] .puff document link**:



7. The Purchase Order will open:

Click on Sign to add text and place signature on a PDF File.

HARVARD UNIVERSITY

Bill To: John Harvard
Room B5
Harvard Univ
Univ Place
124 Mt Auburn St
Cambridge, MA 02138
United States

Billing Inquiries: 617-495-8500
MA Sales Tax Exempt # E042-103-580

Type	Standard Purchase Order
Purchase Order	70000337729
Revision	0
Order Date	23-AUG-2012
Created By	John Harvard (TRAINER1)
Created by Email	
Revision Date	

Supplier: ELIASSEN GROUP INC
30 AUDUBON ROAD
WAKEFIELD, MA 01880

Ship To: John Harvard
Room B5
Harvard Univ
Holyoke Ctr
1350 Massachusetts Ave
Cambridge, MA 02138

Customer #	Supplier #	Payment Terms	Freight Terms	FOB	Transportation	Ship Via
	113591	Net 30				

Confirm To/Telephone	Requestor	Need By Date
	John Harvard (TRAINER1)	24-AUG-2012

Line #	Part Number / Description	Quantity	UOM	Unit Price (USD)	Amount (USD)
1	Supplier Item: Documentation and training consulting services	20000	Each	1.00	20,000.00

8. **To print**: click on the **Print icon**. **To Save**: Click on **File, then select Save As**
9. **Fax or email the Purchase Order to the vendor.**

Receiving Requirements

- Receiving is required for:
  - All purchases >$2,499.99
- If you are a Shopper/Approver with Self-approval privileges, Self-approval is not allowed for purchases over $2,499.99 or sponsored purchases regardless of the amount
- Receiving functionality is still available for all orders, but does not affect two-way-match or payment for all purchase orders less than $2,500

Receiving against a Service Invoice

Receiving Invoices for Services

When processing an invoice for services note the following:

- If you created the Non-Catalog Request choosing **Goods or services billed by amount**, be sure to receive the dollar amount of the invoice.
- If you created the Non-Catalog Request **choosing Services bill by quantity**, be sure to receive the correct quantity on the Receiving Tab.

If you receive the dollar amount against a Services billed by quantity order, you may over-receive the amount, resulting in the invoice being placed on price hold.

Receiving Services by Amount:

1. Click the **Receiving** tab.
2. Click the hyperlinked number of the **Requisition** to receive.
3. Click the Receive button.
4. Click the **Select** checkbox beside each line item to receive.
5. In the Receipt Quantity column, indicate the quantity that was invoiced.
6. Click the Next button.
7. If desired, enter **Receipt Comments**.
8. Click the Next button.
9. Review the information entered. If everything is correct, click the Submit button.

Receiving a Non-Catalog Order

Rules of Thumb

- If all the goods you ordered are delivered, receive all the goods
- If only a portion of the goods are delivered, receive only what was delivered
- If all the goods are delivered and you need to return one or more items, receive all the items and process the returns

Refer to the **Holds, Receiving, and Returns Quick Reference** for more information on receiving goods.

Receiving an Order:

10. Click the **Receiving** tab.
11. Click the hyperlinked number of the **Requisition** to receive.
12. Click the Receive button.
13. Click the **Select** checkbox beside each line item to receive.
14. In the Receipt Quantity column, indicate the quantity that was invoiced.
15. Click the Next button.
16. If desired, enter **Receipt Comments**.
17. Click the Next button.
18. Review the information entered. If everything is correct, click the Submit button.

Receiving from an Invoice

1. Click the **Receiving** tab.
2. Click the hyperlinked number of the **Requisition** to receive.
3. Click the Receive button.
4. Click the **Select** checkbox beside each line item to receive.
5. In the Receipt Quantity column:
   i. Indicate the dollar amount that was invoiced if the Purchase Order was created via Goods or services billed by amount **-or-**
   ii. Indicate the quantity that was invoiced if the Purchase Order was created via Services billed by quantity
6. Click the Next button.
7. Best practice: enter **Receipt Comments** and include vendor invoice number in the comments. This will allow you to retrieve the invoice number information later using the *Receiving Details Report*.
8. Click the Next button.
9. Review the information entered. If everything is correct, click the Submit button.
10. Make sure the invoice contains the PO number; write in if necessary.
11. Send the received invoice to University Accounts Payable, 1033 Massachusetts Avenue, 2nd Floor, Cambridge, MA 02138.

Special Considerations

Non-Catalog Requests in Foreign Currency

All Non-Catalog Requests should be paid in US dollars. If you do need to pay a non-catalog request in foreign currency, follow these steps to convert them to US dollars:

1. Convert foreign currency amount into US dollars, basing the rate conversion on the invoice date. Use the UFS Currency Calculator and add an additional 10% to this total to cover currency fluctuations.
2. Create a Non-Catalog Request. In the Amount field, enter the invoice total as US Dollars (+10%).
3. Submit the Non-Catalog Request for approval. Follow normal Non-Catalog Request procedures to submit the request for processing.

Note: If the exchange rate has fluctuated in excess of $9.99 above the Non-Catalog Request price (conversion rate +10%), the request will go on price hold and the final approver will be contacted for approval before payment is issued.

Confidential Information

Any data deemed confidential according to the guidelines of the Health Insurance Portability and Accountability Act (HIPAA) or Harvard's High Risk Confidential Information (HRCI) guidelines should be omitted or removed from Purchase Orders and Invoices. Examples of this type of information include:

- Social Security Numbers
- Credit card numbers
- Driver's license numbers
- Health insurance ID numbers

It is the local unit's responsibility to ensure these standards are met on their own POs and associated invoices. UFS AP does not pre-audit for confidential data on invoices. Vendor invoices containing confidential information must be received at the local unit and confidential information must be removed prior to forwarding these invoices to UFS AP for processing.

Other points to keep in mind concerning confidential information and HCOM:

- An individual's Social Security Number should not be requested via email, as this is a violation of the Harvard Security Policy
- Individuals should not enter the Social Security Number of independent contractors anywhere in HCOM.
- Correspondence containing confidential data elements should not be stored locally and should be destroyed following proper procedures for destruction of confidential data.

In an effort to further secure the personal information of Harvard employees and to safeguard Harvard University's assets, the University Technology Security Officer, the University Archivist, and the Office for Strategic Procurement has selected DataShredder as the provider for a campus wide Data Destruction Program. DataShredder has designed the Data Destruction Program to conform to current industry standards surrounding document destruction, and allow Harvard to meet confidentiality requirements imposed by sponsored agencies granting funds to the University. DataShredder Inc. will provide secure processes, competitive prices, and flexible options for document and records destruction, in accord with Harvard's Enterprise Security Policy.

If you work with or store personal information, you must ensure that it is destroyed to the specifications of the law. Please see the Procurement site for security, the General Records Schedule, and environmental policy for more information.