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.

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

• Log into HCOM at:
  o http://vpf-web.harvard.edu/applications
  o Click Periodic Homepage
  o Click
  o Login with HUID & PIN
  o Click HRVP^PROCUREMENT.

• When to use a Non-Catalog Request: Use a Non-Catalog Request to create a Purchase Order when:
  o The vendor is not part of the Marketplace
  o The good or service is not part of the Marketplace
  o 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:
  o Goods billed by quantity
  o Goods/Services billed by amount
  o 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
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 ☣️. 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. Enter 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 . Select correct address by using .

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

4. Click .

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.

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 .
How to Change Charge Accounts (Goods or Services)

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
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.)

- Enter Approver's last name and click search.
- Select name by clicking select at bottom of page.
- Select whether the Approver should appear before or after the default Approver.
- 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.

- Click the **Change First Approver** radio button.
- Type in New First Approver’s last name and click search.
- Select name by clicking select at bottom of page.
- Click submit.

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

**Add Attachment:**

- Click add attachment.
- Type in Description.
- Select Type and add attachment:
  - **File:** select radio button next to File and click browse. Select file from local computer.
  - **URL:** select radio button next to URL and type URL of website into URL field.
  - **Text:** select radio button next to Text and type text into Textbox.
- Click apply.

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

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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.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Vendor Site</th>
<th>Justification Reason</th>
<th>Justification Explanation</th>
<th>Pricing Review Code</th>
<th>Pricing Other Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>DELL</td>
<td>COMPUTER CORP. DALLAS</td>
<td>Selected Source (Please give explanation)</td>
<td>Fair market Price</td>
<td>Pricing based on current catalog or price list</td>
<td></td>
</tr>
</tbody>
</table>

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 .
3. Click 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 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:

![Requisitions Tab](image)

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

![Purchase Order Screen](image)

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

![Standard PO Screen](image)

6. Click on PO_xx [where XX=number].puff document link:
7. The Purchase Order will open:

```
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

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

<table>
<thead>
<tr>
<th>Customer #</th>
<th>Supplier #</th>
<th>Payment Terms</th>
<th>Freight Terms</th>
<th>FOB</th>
<th>Transportation</th>
<th>Ship Via</th>
</tr>
</thead>
<tbody>
<tr>
<td>112591</td>
<td>Net 30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Line #</th>
<th>Part Number / Description</th>
<th>Quantity</th>
<th>UOM</th>
<th>Unit Price (USD)</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Supplier Item: Documentation and training consulting services</td>
<td>20000</td>
<td>Each</td>
<td>1.00</td>
<td>20,000.00</td>
</tr>
</tbody>
</table>
```

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.