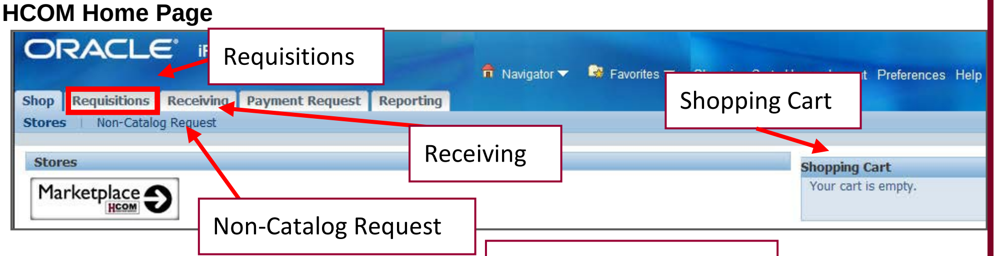
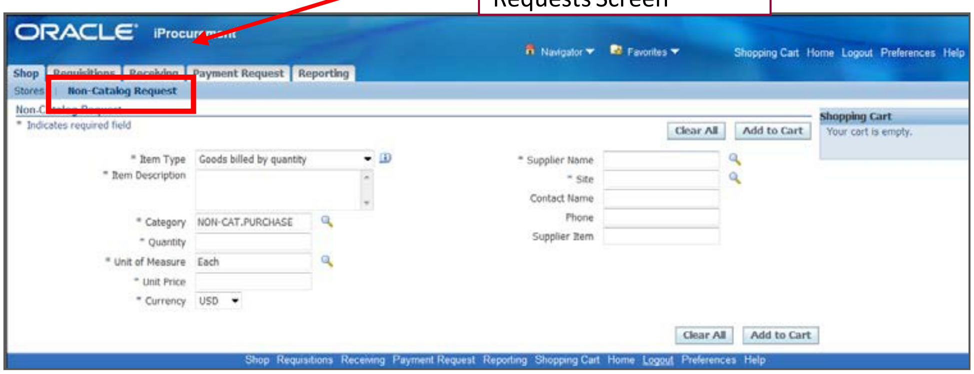
Standing Order Quick Reference

Non-Catalog Screen for Standing Orders

HCOM Home Page



Non- Catalog Request Screen



Overview

- **Log into HCOM** at:
  - o http://vpf-web.harvard.edu/applications
  - o Click • Personal Homepage
  - o Click Oracle Login via PIN
  - o Login with HUID & PIN
  - o Click HRVD^IPROCUREMENT .

- **Non-Catalog Purchase Prerequisites:**
  - All Pre-Order Research, Pricing and Item Details for a Non-Catalog Request is performed by the school/unit
  - The Unit will research vendors
  - The Unit will research pricing
  - The Unit will obtain a quote that will be used for the price and item detail information which will be used as the item description in the Non-Catalog Request Form

- **Access Non-Catalog Request:** Click on the Non-Catalog Request link for Non-catalog Requests and Standing Orders.

- **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

Creating a Standing Order in HCOM

What is a Standing Order: Standing Orders can be created to purchase pre-negotiated recurring services where payments are made throughout the fiscal year against static account coding using the Non-Catalog Request in HCOM. A standing purchase order can accommodate multiple invoices over an extended period of time.

1. Most Standing Orders are governed by a **contract** signifying the total amount of services to be performed by the vendor.
2. Track receipts of the Standing Order by invoice for services billed by amount or quantity
3. Invoices for services are delivered directly to your department, where you will identify the amount to be paid directly on the invoice.
4. Send the invoice to University Financial Services Accounts Payable, 1033 Massachusetts Avenue, 2nd Floor, Cambridge, MA 02138 for payment.

Overview: Procedure for Creating and Receiving a Standing Order:

1. Contact the vendor to request the service you need and obtain a service contract or quote from the vendor.
2. Create a Non-Catalog Request in HCOM and generate the Purchase Order.
3. Print a copy of the Purchase Order from HCOM.
4. Instruct the vendor to reference the Purchase Order number on all invoices for these particular services.
5. Fax or email the Standing Purchase Order to the vendor.
6. As invoices are delivered to the local unit, acknowledge receipt in HCOM.
7. Write the following information on the invoice:
   a. The **Purchase Order Number** of the Standing Order
   b. Indicate the **amount being paid** for each line on the invoice
8. Forward the invoice to UFS Accounts Payable, 1033 Massachusetts Avenue, 2nd Floor, Cambridge, MA 02138 to process the vendor payment.

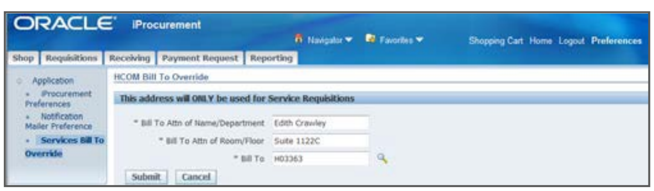
Set the Local Bill-To Address

When creating a Non-Catalog order for services, Shoppers are advised to change the bill-to address on the Purchase Order from University Accounts Payable to their local unit. The local unit will then receive the invoices and can verify invoice amounts to insure accurate payment processing.

To set the Local Bill-To Address:

1. Select **Preferences** from the HCOM homepage.

2. Click **Services Bill To Override**



3. Enter information for the following fields:
   a. **Bill To Attn of Name/Department**: Enter the name of the person to whose attention the invoices should come.
   b. **Bill To Attn of Room/Floor**: Enter the room/floor information of the person to whose attention the invoices should come.
   c. **Bill To**: Click to search for address. Select **Address** from **Search by** drop-down menu; type **%** and enter either street number or name, add a second **%** and click Go.

4. Click **Submit.**

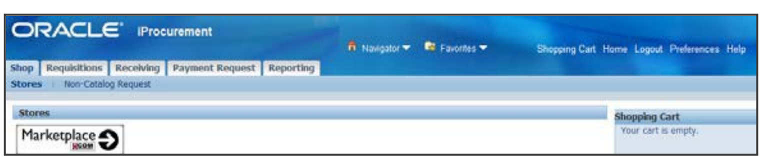
Please note: You only have to set this Preference once.

5. Click Shop to return to Homepage.

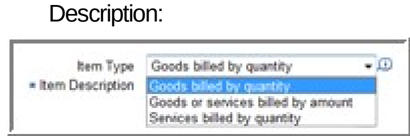
6. Click **Non-Catalog Request**.

Accessing the Non-Catalog Request Form

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

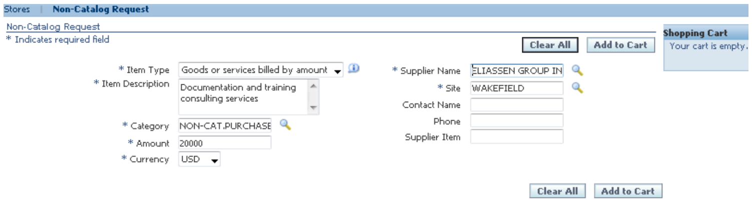


2. When the form opens, select the Item Description:



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

Option 1: 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.

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 next section..

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.

6. 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.

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

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

9. 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.

10. Click Add to Cart.

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

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

Option 2: Services billed by Quantity

1. 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.*

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

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

4. 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 .

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

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. X 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.

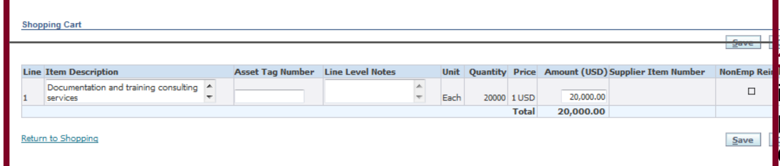
10. **Optional: Add Supplier Item**: If you are using a vendor catalog and there is an item number for the good, you can add the number in this field.

11. **Click** Add to Cart **.**

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

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

Checkout: Shopping Cart Screen



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

2. **Asset Tags are not relevant to Standing Orders; skip this field.**

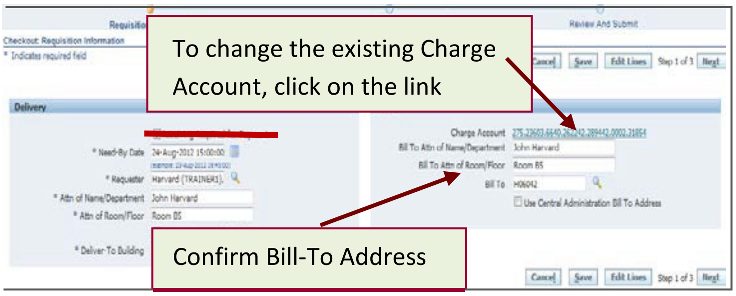
3. **Add Line Level Notes:** Add additional business purpose information to the Line Level Notes section. This information is helpful to Approvers. This information does not appear on the **CREW Detail Listing Report**.

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

4. **Click on** Checkout

Checkout: Requisitions Description Screen—Services Request

You can edit all fields on this screen.



1. **Enter Requisition Description to summarize entire order.**

2. **Receiving Required** box no longer available.

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.*

*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. **Confirm Bill-To address is correct**.

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

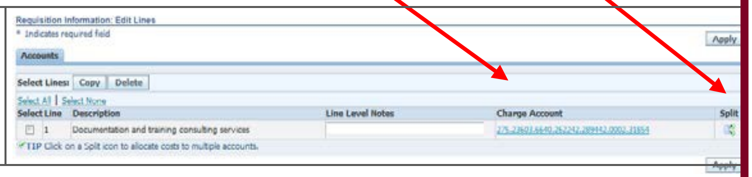
   b. If you want the invoice to go to UFS Accounts Payable, and not your local unit, check off the
   Use Central Administration Bill To Address

8. **Click** Next.

How to Change Charge Accounts (Goods or Services)

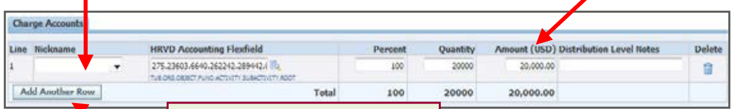
To change the existing Charge Account, click on the link

To Split-Code, click on icon



Select new account code from Nickname drop-down menu

Split-code by Percent, Quantity or Amount



If split-coding, select Add Another Row

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:

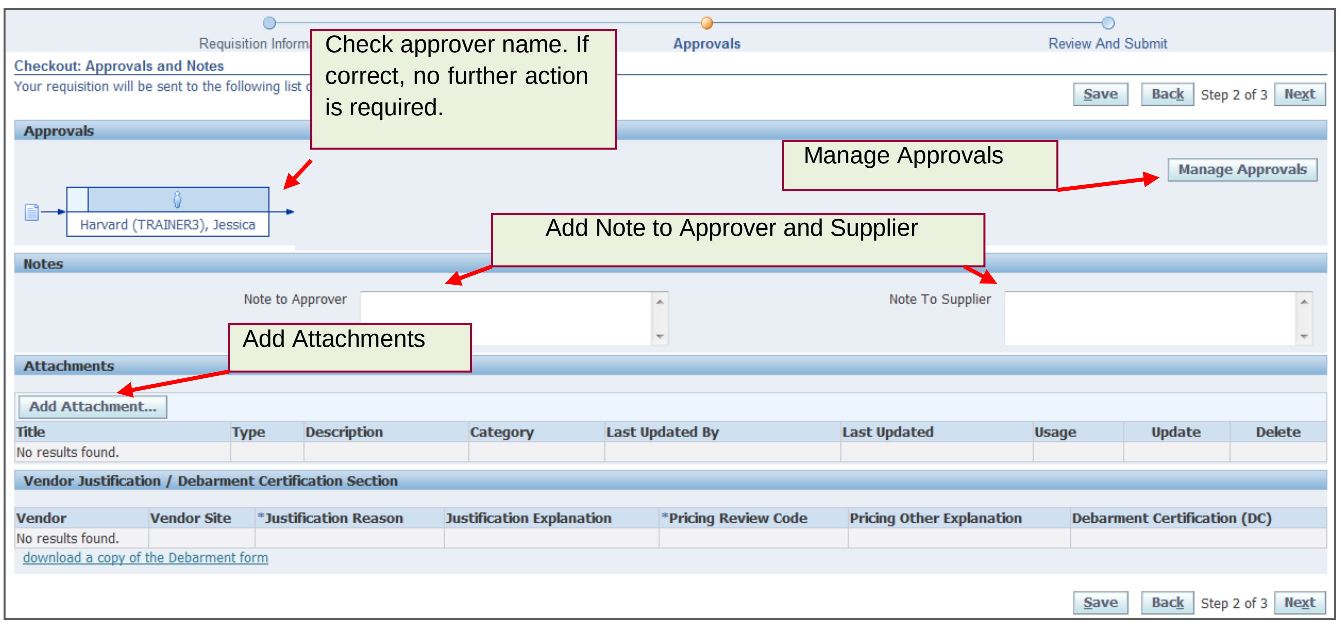
- Click
- Type in as much of the account string that you know and click Search.
- Select code by click radio button and then click Select.

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: Checkout: Approvals and Notes 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**

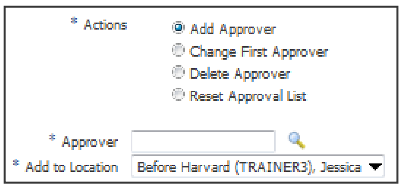
Manage Approvers

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.)

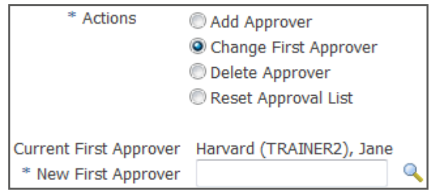


- **a.** Enter Approver's last name and click .
- **b.** Select name by clicking . Click Select at bottom of page.
- **c.** Select whether the Approver should appear before or after the default Approver.
- **d.** Click Submit.

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.

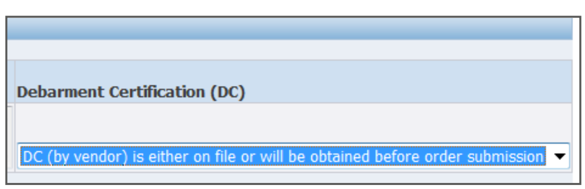
To **delete** an Attachment, click . When you have completed the changes, click Next.

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.

Click Submit to submit Shopping Cart.

Confirmation Screen

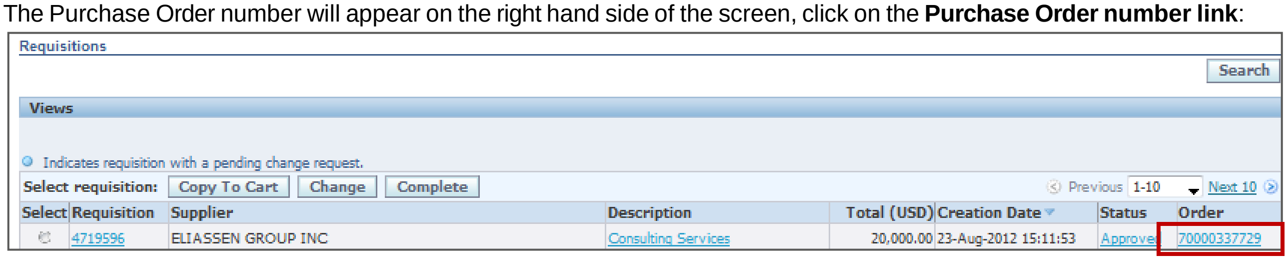
You will receive a Requisition Number. HCOM will forward the Requisition to your Approver. The Approver will receive an email that the Requisition is awaiting his/her approval.

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

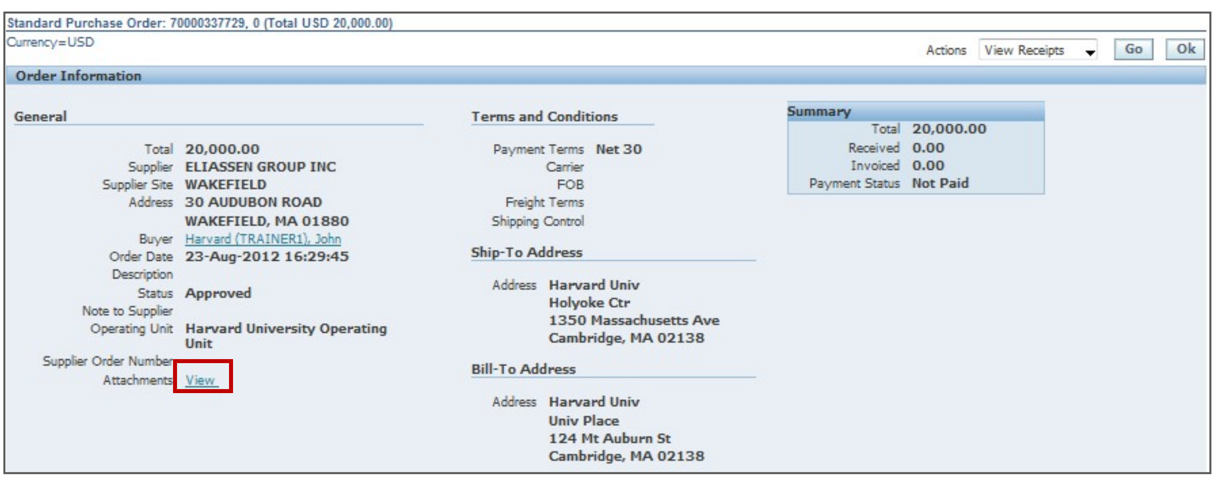
After Final Approval

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**:

Requisitions | Notifications | Approvals

Shop: Stores > Requisition 4719596 > View Order Details >

Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
PO_127_70000337729_0_US.pdf	File		Documents	AUTOINSTALL	23-Aug-2012	One-Time			
Undefined	Short Text	PAYMODE INFO ADDED	Miscellaneous	50314286	15-Jul-2006	One-Time			

Return to Standard Purchase Order: 70000337729, 0 (Total USD 20,000.00)

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 purchase orders under $2,500, but it does not affect two-way match or payment

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 a Standing Order

Rules of Thumb

- If only a portion of the Purchase Order is to be paid, receive only what was invoiced

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

Receiving an Invoice

1. Click the **Receiving** tab.
1. Click the hyperlinked number of the **Requisition** to receive.
2. Click the Receive button.
3. Click the **Select** checkbox beside each line item to receive.
4. 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
5. Click the Next button.
6. 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*.
7. Click the Next button.
8. Review the information entered. If everything is correct, click the Submit button.
9. Make sure the invoice contains the PO number; write in if necessary.
10. Send the received invoice to University Accounts Payable, 1033 Massachusetts Avenue, 2nd Floor, Cambridge, MA 02138.

Receiving an Invoice-Split-Coded Order

For a Split-coded Standing Order, be aware that the system will deduct the expenses equally along the coded lines**.**

To see the spit-coding account codes:

1. Click on the Requisition Number link you wish to view.
2. Click on the icon to open the **Details** screen.
3. Click on the **Show Additional Information** link to see the account coding.
4. Document any pertinent information.
5. Click the **Return** link to return to the Receiving Screen.
6. Continue the receiving process as documented in the last section.
7. On the invoice, indicate what percentage of each line should be paid to each to each account code.

Changing Standing Orders After Final Approval

HCOM Shoppers have the ability to change a Non-Catalog Order after approval.

Here is how the process works:

1. The **Shopper** initiates the change request.
2. If the change results in a price increase, the change request will be re-routed through the Approval Hierarchy for authorization. If the change request results in a price decrease, the change request will be automatically processed.

- The Shopper can then fax, email or otherwise contact the vendor with the PO information.

What can be changed: Here are the fields that a Shopper can change for each Item Type on a Non-Catalog or Payment Request:

- Need by Date
- Quantity
- Price*
- Cancel PO Line

*Note that it is not possible to change price on a Non-Catalog Order for Goods or services billed by quantity; change the Quantity field.

Note: A Purchase Order change is best made after the approval but before the order is faxed, emailed or communicated to the vendor. If you need to make a change to a Purchase Order after the vendor has received the Purchase Order, you must contact the Vendor first and confirm the change before following the steps below to make the changes in HCOM.

Note: Review the *Change a Non-Catalog Order or Payment Request After Approval Quick Reference* for more information—find this on Eureka at http://eureka.harvard.edu.