Quick Guidelines for SEAS processes

1. **HCOM (Marketplace) transactions:**
   - No additional paperwork needed

2. **Non-Catalog requisitions:**
   - Attach quote to the requisition
   - If creating a standing PO, specify that in the ‘Notes to approver’

3. **Payment Request:**
   - Attach invoice in Oracle
   - Upon receiving email notification from Oracle (instructions on setting up notifications: see below) write the PR00... number on all invoices, highlight and send to Central AP, 1033 Mass Ave 2nd Fl.

4. **Non-Employee Reimbursement:**
   - Send original receipts and signed NERF to your contact in SEAS Financial Operations

5. **Web Reimbursement:**
   - Send original receipts and signed ERF to your contact in SEAS Financial Operations

6. **CitiBank Direct Pay:**
   - Send Card Statement with original receipts and signed cover sheet (or ERF) to your contact in SEAS Financial Operations

7. **Pcard:**
   - Independent review of each transaction line needs to be completed by noon on Thursday
   - Original receipts need to be kept by the reviewer with a printout of the week’s sweep

8. **Vendor Setup (individuals and companies):**
   - Submit a vendor request to your SEAS Financial Operations contact
   - Send an email to your SEAS FO with the request ID number and attach the W9.
   - If you don’t have the W9 please say so in your email and we will obtain a copy from the vendor
   - For foreign individuals: upon the submission of your vendor request, the individual will receive an email with Glacier login information. They will be instructed to print out the generated forms, sign them and send directly to Harvard NRA office via email, fax or regular mail.
   - Your vendor request will be approved when Central matches it with the backup documentation (W9 or Glacier)
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 is the most common selection) and click on ‘Apply’.