HARVARD
Faculty of Arts and Sciences
ADMINISTRATIVE OPERATIONS

B2P: PURCHASE ORDERS vs PAYMENT REQUESTS

B2P users will create **Purchase Orders (POs)** for goods and services prior to receiving the items or completion of services.

Most Harvard-related transactions are anticipated before the purchase date.

There are exceptions where invoices are issued, because the goods and services are immediately required. Process these invoices as **Payment Requests** in the B2P system. The *Other* Payment Request option will be used for invoices not listed in the *Type of Transaction* fields.

Standing amount-based Purchase Orders can be easily created in B2P.

Consider running a Transaction Listing (TL) for the prior fiscal year for suppliers with repeat business and create a standing PO based on that dollar amount. Charge all incoming invoices against that PO.

For companies such as manufacturers, major suppliers, etc.

Obtain a quote or an agreement with the company on the items being purchased. Use the quote or agreement for the items to populate a PO and charge the invoice against the PO to issue payment when the items are received. Should the amount for the items change, process a change order request to adjust the PO.

For individual suppliers such as copy editors, translators, etc.

Obtain a quote or an agreement from the individual on their rates and how much work they will perform. Use the quote or agreement on their services to populate a PO and charge the invoice against the PO to issue payment when the services are received. Should the amount for the items change, process a change order request to adjust the PO. Please note that a signed, completed Independent Contractor Questionnaire (ICQ)or an IC Exception attestation form are required for work done by an Independent Contractor. Visit the FAS HR webpage on Independent Contractors for more information about the IC process.

If you would like more information about the purchasing best practices around using POs for goods and services, please contact Sean McQuarrie, FAS Director of Procurement Operations.