

Updated 03/09/2022

How Procurement Systems Correlate to HART

B2P

- The Vendor prints out as the AP-Vendor Name in HART Detail Listings
- The Description prints out as the Line Description in HART Detail Listings
 - 254 Character Limit in B2P

Add Non-Catalog Item

Existing Supplier

Non-Catalog Non-Catalog **prints out as AP-Vendor Name**

• No preferred fulfillment center selected for supplier.

Distribution Methods

The system will distribute purchase orders using the method(s) indicated below:

Fax

Email (HTML Attachment)

Item

Description *	Catalog No.	Quantity *	Price *	Packaging
<input type="text"/> <small>254 characters remaining</small>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA - Each

Additional Details

Add Internal Attachments

prints out as Line Description

★ Required fields

Save Save And Add Another Close

Concur

- Concur Reimbursee prints out as the HUID Name in HART Detail Listings
- Business Purpose prints out as Line Description in HART Detail Listings
 - Only allows for 64 characters to be entered into the Business Purpose
 - Utilize to the best of your ability to fit all the Who, What, Where, When, Why's then utilize the comment field and backup documents (e.g. attachments) to provide a more in depth idea of what is being purchased and why (if needed)

New Expense Available Receipts

Expense Type: Laboratory Supplies (6800)

Transaction Date:

Business Purpose **prints out as Line Description**: tbd

Enter Vendor Name:

City of Purchase

Payment Type: Out of Pocket

Amount: USD

Personal Expense (do not reimburse)

Comment:

PCARD

- Card Holder prints as HUID Name in HART Detail Listing
- Vendor prints as AP-Vendor Name in HART Detail Listing
- Business Purpose prints as Line Description in HART Detail Listing
 - Allows for 240 characters

Reviewer: Theresa Ross [Main Menu]	Harvard University Review Card Purchases and GL Coding [Logout]	Date: 09-MAR-22 [Main Menu]
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Transaction Date: **Feb 17, 2022**
Transaction Amount: **\$579.27**
Vendor: **SAMTEC INV 15994693**
NEW ALBANY
IN
47150
PO #:
Business Purpose: (Tag: E19178) ...
Lock transaction:

Group/Card:

Posting Date: **Feb 17, 2022**
Sweep Date: **Mar 10, 2022**
Reference Number: **4936599**
Reviewed: **Yes** By: **Jason Green**
Review Date: **Mar 08, 2022**

Card Holder prints as HUID Name

Vendor Prints as AP-Vendor Name

Business Purpose prints as Line Description

Distribute by: Percentage Amount

Line	Tub	Org	Object	Fund	Activity	Subactivity	Root	Percent	Amount	Copy	Delete
1	370	31460	6812							<input type="button" value="Copy"/>	<input type="checkbox"/>

Total must equal: \$579.27