AT A GLANCE

KEY SYSTEM DIFFERENCES

	HCOM	buy2pay
System Roles	Two roles: Shopper/Requestor and Approver. Shopper/Requestor creates carts (CoA required) and assigns to Approver.	Three roles: Shopper, Requestor, and Approver. Shopper creates carts (CoA optional) and assigns to a Requestor. Requestor submits into approval workflow (CoA required).
Assigning Approvers	Users select the first approver.	System routes requisition to approval folders/queues. If Approvers share a folder, they choose which requisitions to work on.
Numbering Scheme POs, PRs, and NRs	POs start with 4000 or 7000. PRs start with PR00. NRs start with NR00.	All POs start with 8000. PRs start with PR10. NRs start with NR10.
Amount-based POs and receiving by amount instead of quantity	User selects "billed by amount" from drop down list, which flips quantity and price to allow invoices to be received by dollar amount.	*Standing Amount Based PO* checkbox allows invoices to be entered by dollar amount instead of quantity (quantity and amount accurate, not flipped).
PO Change Orders	Can only change Quantity and Amount (not CoA).	Can change Quantity, Amount, CoA plus many other fields, except for supplier.
PO Closures	Only AP can close POs.	Requesters and approvers can close POs.
PO Distribution	Non-catalog POs must be delivered to supplier manually by users.	Non-catalog POs can be emailed by the system to suppliers based on the email used in supplier record, or as entered by Requestor.
Invoice Submission Process	Paper copies of invoices are mailed to AP.	NR and PR invoices must be attached to the requisition (no paper invoices should be sent to AP). All other invoices should be emailed to AP by department or supplier.
Receiving	Three fields with limited options.	Multiple detailed fields, attachments, and comments available.
Comments and Communication	Comments (notes) added by the user during specific step of creating or approving a requisition, submitting a change request, or receiving.	All users involved can add comments to a requisition or PO at any time. Comments visible to all users. Have ability to select users to share comments with and to invoke comment from users not in the workflow.
Attachments	Internal Attachments added by the user only at their step of creating or approving a requisition, submitting a change request, or receiving.	Add both internal and external (for suppliers) attachments prior to submitting to approval workflow. Internal Attachments can be added to requisition or PO at any time.
Reports / Search of Procurement Activity	Static reports and need to Search in multiple tabs to gather full details or take action.	Fluid, robust Document Search across B2P with enhanced ability to filter down and initiate actions from search results.