

## B2P Fields – Full List

The table is intended to facilitate a quick assessment of how a given B2P field flows through the procurement life cycle (i.e. Requisition to Purchase Order to Receipt to Invoice to Check) and whether the field is integrated with Oracle and accessible in downstream HART reporting tools (ie. Exported).

Field Name	Field Entry	Field Type	Integration Treatment	Available on Document				
				Requisition	Purchase Order	Receipt	Invoice	Check
Requisition ID	Required - Auto-Assigned	Standard	B2P Only	✓				
Cart Name	Required - Auto-Assigned	Standard	B2P Only	✓				
Requisition Date	Required - Auto-Assigned	Standard	B2P Only	✓				
Requisition Description or Business Process	Optional	Custom	Exported	✓	✓		✓	
Product Description	Required	Standard	Exported	✓	✓		✓	✓
Ship To	Required	Standard	Exported	✓	✓	✓	✓	
Chart of Account Values	Required	Custom	Exported	✓	✓		✓	
Supplier Name	Required	Standard	Exported	✓	✓		✓	✓
Supplier Site	Required	Standard	Exported	✓	✓		✓	✓
Quantity	Required	Standard	Exported	✓	✓	✓	✓	
Unit Price	Required	Standard	Exported	✓	✓	✓	✓	
Attachments (Internal & EXternal)	Optional	Standard	B2P Only	✓	✓		✓	✓
Asset Number	Optional	Custom	Exported	✓	✓		✓	
Internal Note	Optional	Standard	B2P Only	✓	✓		✓	
EXternal Note	Optional	Standard	B2P Only	✓	✓		✓	
Prepared By (Requestor)	Required	Standard	Exported	✓	✓		✓	
Prepared For (Shopper)	Optional	Standard	B2P Only	✓	✓			
Approved By (Approver)	Optional	Standard	B2P Only	✓	✓			
Standing Amount Based PO	Optional	Custom	B2P Only	✓	✓	✓	✓	
PO Comments	Optional	Standard	B2P Only	✓	✓			
Deposit/Prepayment	Optional	Custom	B2P Only	✓	✓			
Deposit/Prepayment Instructions	Optional	Custom	B2P Only	✓	✓			
Deposit/Prepayment Amount	Optional	Custom	B2P Only	✓	✓			

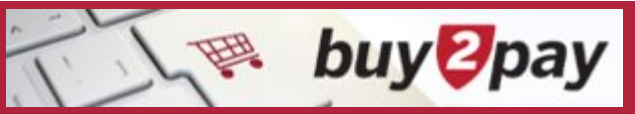
Field Name	Field Entry	Field Type	Integration Treatment	Requisition	Purchase Order	Receipt	Invoice	Check
Contract Number	Optional	Standard	B2P Only	✓	✓		✓	
Check Delivery	Optional	Custom	B2P Only	✓	✓			
Department Delivery Address	Optional	Custom	B2P Only	✓	✓			
Hold for Pickup TUB	Optional	Custom	B2P Only	✓	✓			
Wire Transfer Request	Optional	Custom	B2P Only	✓	✓		✓	
Invoice Number (B2P)	Required - Auto-Assigned	Standard	B2P Only				✓	
Supplier Invoice Number	Required	Standard	Exported				✓	✓
Invoice Amount	Required	Standard	Exported				✓	✓
Invoice Date	Required	Standard	Exported				✓	✓
Due Date	Required - Auto-Assigned	Standard	Exported				✓	✓
Accounting Date	Required - Auto-Assigned	Standard	Imported				✓	
Terms	Required - Auto-Assigned	Standard	Exported				✓	
Payment Number	Required - Auto-Assigned	Custom	Imported				✓	✓
Date of Payment	Required - Auto-Assigned	Custom	Imported				✓	✓
Payment Cleared Date	Required - Auto-Assigned	Custom	Imported				✓	
Withheld Amount	Required - Auto-Assigned	Custom	Imported				✓	
Discount Taken	Required - Auto-Assigned	Custom	Imported				✓	
Paid Amount	Required - Auto-Assigned	Custom	Imported				✓	
Pay Group	Required - Auto-Assigned	Custom	Imported				✓	
Receipt Number	Required - Auto-Assigned	Standard	B2P Only			✓		
Receipt Quantity/Amount	Required	Standard	B2P Only			✓		

## Supplier Purchase Order Document

See next page for Purchase Order example.

Item	Field Name	Field Entry
1	Product Description & Catalog Number	Required
2	Supplier Name	Required
3	Supplier Site	Required
4	Quantity	Required
5	Unit Price	Required
6	External Notes	Optional
7	Line Level External Notes	Optional
8	Prepared For	Required
9	Ship To	Required
10	Bill To	Required
11	Contract Number	Optional

# B2P Crosswalk



<p><b>HARVARD UNIVERSITY</b></p> <p>MA Sales Tax Exempt Cert Number: 342878208 Billing Inquires: (617) 495-8500</p>	<b>TEST PO-PLEASE DO NOT FULFILL</b>		<b>Harvard University Purchase Order</b>			
	Purchase Order Date Mar 27, 2020		PO/Reference No. 8000002584		Revision No. 0	
	<b>Contact Information</b> Owner Name: Andrea Thompson (8) Owner Phone: Owner Email: andrea_thompson@harvard.edu					
<b>Supplier Information</b> (2) Supplier Name: ABC BUSINESS COMMUNICATIONS LTD (3) Address: 100 GEORGE BORROW ROAD NORWICH, NR4 7HU GB		<b>Ship To</b> (9) ATTN: Department 1033 Massachusetts Ave Cambridge, MA 02138 United States ShipTo Address Code: H06205		<b>Bill To</b> (10) Harvard University Accounts Payable P.O. Box 381588 Cambridge, MA 02238 United States		
<b>Note to Supplier</b> (6)			<b>Additional Supplier Information</b> (11) Customer Account Number Quote number Contract: no value F.O.B. Destination Payment Terms: 0% 0, Net 30			
<b>Line No.</b>	<b>Product Description</b> (1)	<b>Catalog No.</b>	<b>Unit of Measure</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Ext. Price</b>
1 of 3	Item 1 Federally Sponsored Funds, Attachment A: <a href="https://procurement.harvard.edu/terms-and-conditions">https://procurement.harvard.edu/terms-and-conditions</a> Federally Funded (7)	1234	EA	100.00 USD	1 EA (4)	100.00 USD (5)
2 of 3	Item 2 Federally Sponsored Funds, Attachment A: <a href="https://procurement.harvard.edu/terms-and-conditions">https://procurement.harvard.edu/terms-and-conditions</a> Federally Funded	43423	EA	900.00 USD	2 EA	1,800.00 USD
3 of 3	Item 3 Federally Sponsored Funds, Attachment A: <a href="https://procurement.harvard.edu/terms-and-conditions">https://procurement.harvard.edu/terms-and-conditions</a> Federally Funded	3242	EA	1,000.00 USD	1 EA	1,000.00 USD
Total					<b>2,900.00 USD</b>	
<b>Terms and Conditions</b>				<b>PO Comments</b>		
The Parties hereby acknowledge and agree that the terms and conditions found at the following website: <a href="http://hwpi.harvard.edu/files/procurement-vendors/files/pro_purchaseorderconditions.pdf">http://hwpi.harvard.edu/files/procurement-vendors/files/pro_purchaseorderconditions.pdf</a> are hereby incorporated herein and shall not be amended by the Parties without written amendment.				There are no clauses associated with this Purchase Order.		



## **Field Columns & Descriptions**

Below are a list of description and columns headers that describe the information that appears in Buy-to-Pay.

### **Field Name**

The name of the field as it appears in B2P and in Oracle derived Hart Reports, if applicable.

### **Field Entry**

Classification to describe the expected user experience.

#### ***Optional***

The field is *not* required to be populated by the B2P User, but is available to support local department processes, as needed.

#### ***Required (Manual, Auto-Assigned)***

The field is required to be populated either by the user or is auto-assigned by the B2P system.

### **Field Type**

The field is part of the default experience or customized to meet data entry requirements for Harvard business processes.

#### ***Standard Field***

Field is part of the standard experience for a given document type. (e.g. supplier, remit to, ship to, external note, etc.)

#### ***Custom Field***

Field was designed for Harvard-specific data entry for approval review, reporting, or down stream business processes. (e.g. requisition description or business purpose, wire transfer request, etc.)

## **Integration Treatment**

#### ***Exported***

The field is exported to Oracle as part of a purchase order issuance or invoice completion. Exported fields will ensure the B2P data is available in the HART Reports. Please note, completed purchase orders and invoice documents are the only B2P documents that facilitate exportable field data.

#### ***Imported***

A value is returned from Oracle after payment has been made and is accessible on the corresponding invoice document.

#### ***B2P Only***

The field is *not* exported to Oracle and the data cannot be accessed in Oracle derived HART Reports.



## **Document Types**

The document may be a B2P only document, a supplier facing document, or a document that is integrated with Oracle to facilitate HART Reporting capabilities.

### ***Requisition***

The requisition document is *not* exported to Oracle and can only be accessed in B2P. Requisition documents are subject to Chart of Account Validation, but information regarding the requisitions is house entirely in B2P, including, approvals, transaction maintenance history, and document status. Only after a requisition has been fully approved is the requisition considered "complete". Once a requisition has reached "complete" status, a purchase order is issued which captures critical information to be passed to Oracle and to the supplier. For additional information on which requisition fields appear on the supplier purchase order, see Supplier Purchase Order Document in this document.

### ***Purchase Order***

Requisition that have been fully approved and achieved a status of "complete" are transitioned into purchase order documents. Critical data points carried from the requisition document to the purchase order document are automatically exported to Oracle and distributed to the supplier of record. The supplier purchase order distribution can be manual, automated depending or bypassed depending on the requisition type (e.g. marketplace, Non-Catalog, Payment Request, Non-Employee Reimbursement).

The Integration Treatment Columns illustrate which purchase order field are exported to Oracle and available in HART Reporting. The purchase order also serves as the central document with which invoice and receiving activity is processed against.

### ***Receipt***

The receipt document and it's associated fields are *not* exported to Oracle and can only be accessed in B2P. Receipts serve to facilitate 3-way matching requirements to evaluate the release or hold of an invoice. The matching status of an invoice requiring a receipt is *only* available in B2P.

### ***Invoice***

The invoice document is exported to Oracle, but only after it has been fully matched/approved and has completed invoice workflow. Invoice fields can be derived from the original requisition and/or resulting purchase order, including; supplier name, CoA values, document owner, etc. The status of invoices that are on hold (due to unreceived or PO tolerance issues) is only available in B2P. Invoice documents are also subject to Chart of Account validation, but information regarding the invoice document approvals, transaction maintenance history or document status are only available in B2P.

Match requirements for invoices are dependent on the original requisitions type (e.g. Non-Catalog Request, Payment Request, Non-Employee Reimbursement) and the dollar amount of the purchase order. Non-Catalog or Marketplace purchase order activity exceeding \$2,500 requires 3-way matching.



## ***Check***

The check document is *not* available in B2P, but payment information is accessible on the invoice document after payment has been completed. Information from the requisition can be passed to the purchase order and invoice and appear on the resulting check.

## Most Frequently Used B2P Fields

The below table is a list of the most frequently used (and inquired upon) fields in B2P. The complete list is at the beginning of this document.

The table is intended to facilitate a quick assessment of how a given B2P field flows through the procurement life cycle (i.e. Requisition to Purchase Order to Receipt to Invoice to Check) and whether the field is integrated with Oracle and accessible in downstream HART reporting tools (ie. Exported).

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				Requisition	Purchase Order	Receipt	Invoice	Check
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Product Description	Required - Manual	Standard	Exported	✓	✓		✓	✓
Chart of Account Values	Required - Manual	Custom	Exported	✓	✓		✓	
Supplier Name	Required - Manual	Standard	Exported	✓	✓		✓	✓
Supplier Site	Required - Manual	Standard	Exported	✓	✓		✓	✓
Quantity	Required - Manual	Standard	Exported	✓	✓	✓	✓	
Unit Price	Required - Manual	Standard	Exported	✓	✓	✓	✓	
Prepared By (Requestor)	Required - Auto-Assigned	Standard	Exported	✓	✓		✓	
Prepared For (Shopper)	Optional	Standard	B2P Only	✓	✓			
Standing Amount Based PO	Optional	Custom	B2P Only	✓	✓	✓	✓	
Invoice Number (B2P)	Required - Auto-Assigned	Standard	B2P Only				✓	
Supplier Invoice Number	Required - Manual	Standard	Exported				✓	✓
Invoice Amount	Required - Manual	Standard	Exported				✓	✓
Invoice Date	Required - Manual	Standard	Exported				✓	✓
Payment Number	Required - Auto-Assigned	Custom	Imported				✓	✓
Date of Payment	Required - Auto-Assigned	Custom	Imported				✓	✓