

Processing an Invoice



To pay an HCOM-related invoice:

- If the PO is still open in HCOM, supplier should continue to follow their standard process
- If the PO is closed in HCOM:
 - For one-time invoices, create a PR in **B2P** and attach the invoice
 - For an ongoing transaction, create a new PO in B2P

Note: Do not use AP_Invoices@Harvard.edu for HCOM related invoices as this is only for B2P invoice processing



To pay a B2P-related invoice, *think paperless!*

- POs: Email Invoice & PO#
to: AP_Invoices@Harvard.edu
- PRs: Attach invoice to PR in B2P. *DO NOT send hard copy (paper) to AP*
- Suppliers may email B2P-related invoices directly to AP_Invoices@Harvard.edu.

Note: Suppliers must use AP_CustomerService@Harvard.edu for invoice inquiries

- Non-Employee Reimbursements (NRs): Enter an NR in B2P, attach required documentation. *DO NOT send hard copy (paper) to AP*
- Packing slips are not required in B2P, but you may attach them to receipts if needed in your area