

Billing

General process overview

1. [Enroll/register](#) as a customer in Harvard Oracle.
2. After kits are delivered to you, you will receive a final quote (PDF) with a detailed breakdown of line items, total cost, etc..
**This is only for your reference. NO action needed.*
3. An electronic invoice, with the #PO number you issue/intent to reference, will be sent to the pre-selected email address.
4. In the same email, you will be provided with a list of payment options and instructions. You can move forward with the option that works best for you.

FAQs

1. I made an error on my Customer Enrollment Form but already submitted it. Can I make changes?

Yes. In order to do so, please reach out to the HCMCC financial associate Efe Agho at eagho@hsph.harvard.edu.

2. Who should I register as my financial contact?

PI(s), grant manager(s), project manager(s) who are 1) relatively constant throughout the project; 2) responsive in emails are preferred.

3. Who will receive the invoice for my kit order?

In order to complete the Customer Enrollment Form, you must delegate a financial contact who is the recipient of kit invoices.

4. Can I change my financial contact?

Yes. In order to do so, please reach out to the HCMCC financial associate Efe Agho at eagho@hsph.harvard.edu.

5. I have received my final quote but have not received an invoice. How can I obtain my invoice?

If you still have not received your invoice at least 10 days after receiving your final quote, please contact the HCMCC team at: hcmcc@hsph.harvard.edu

5. Will my invoice be sent by regular mail or email?

All invoices are sent via email from harvard_accountsreceivable@harvard.edu. We recommend adding this email address to your safe sender list to ensure receipt of communications.

6. How do I read my invoice?

Harvard University
University Financial Services
Central Accounts Receivable
1033 Massachusetts Avenue
Cambridge MA, 02138
617-495-3787



Use to access AR Portal

Invoice
Invoice
123456

Use to access AR Portal

Terms	Billing Date	Due Date	Purchase Order	Customer Number
30 NET	23-Oct-2020	22-Nov-2020		90210

For questions regarding this invoice please call:

Invoice Department	Phone	Customer Site			
Dept of Immunology and Infectious Diseases	617-432-5065	DR BRUCE BANNER			
Invoice Description	UOM	Qty	Price	Total	
Bruce Banner Generic Kit for GRN 09/21/2020		10	100.00	1,000.00	
Bruce Banner Generic Kit for GRN 08/21/2020		20	100.00	2,000.00	
Bruce Banner Generic Kit for GRN 02/21/2020		25	100.00	2,500.00	

\$ 5,500.00

Special Instructions

Invoice No: 123456
Purchase Order No:
Customer Account No: 90210
Due Date: 22-Nov-2020
Amount Due: 5,500.00

Designated Financial Contact

PETER PARKER
GREEN RESEARCH INSTITUTE
DR BRUCE BANNER
GI ONCOLOGY RESEARCH
555 SUNSHINE AVE
BOSTON, MA 02215

Harvard University
P.O. Box 4999
BOSTON, MA 02212

7. How do I pay my invoice?

Preferred payment: pay by Credit Card or ACH

The following payment options and instructions are included with your invoice:

Remit payment in US funds drawn on a US bank. Do not mail cash.

To pay by Credit Card or ACH:

Please visit: <https://ARPortal.huit.harvard.edu>

If you need assistance with your payment, please call Central Accounts Receivable at 617-495-3787, Monday to Friday from 8:00am-4:00pm ET.

To pay by Check:

Please make your check payable to Harvard University and mail it with your remittance stub to:

Harvard University
Central Accounts Receivable
P.O. Box 4999
Boston, MA 02212-4999 USA

To pay by EFT:

Please provide the following remittance information to the issuing bank:

Bank Name: Bank of America
Bank Address: 100 Federal Street, Boston, Massachusetts, U.S.A 02110 USA
Bank ABA: See below
Bank Account: 2227-0003
Number: Account President and Fellows of Harvard College
Name: Memo: Invoice and/or customer account number is necessary for proper payment application.

Include one of the following:

Bank ABA #: **ACH Payments** - 011000138
 Wire Payments - 026009593
 International SWIFT code - BOFAUS3N

Duns#: 135026651 (for invoices billed through Harvard University, Central Accounts Receivable office only)