



Note: (a) Form to be used for local units wishing to develop a feed for processing invoice requests. (b) Prior to completing this form, please read through the Accounts Receivable Standard Invoice Interface File Specification. Please e-mail robert_ortega@harvard.edu, to obtain a copy.

Date* [] Tub Organization Values []
Department* [] School* []
Business Owner []
Phone Number [] E-mail Address []
Technical Owner []
Phone Number [] E-mail Address []

1. Are you currently using the OracleAR system to bill external customers? [] Yes [] No

If no, briefly describe your current billing process.

Current Process: []

2. If you are currently using the Oracle AR System do you plan to increase the volume of the Invoices that you are currently entering manually? [] Yes [] No

3. For what goods and/or services will you be billing through Oracle AR?

[] Yes [] No Items*: []

4. Who will you be invoicing? Check all that apply. Note: AR is used only for billing external customers-Student billings and interdepartmental billing are separate billing systems within the University.

[] Faculty/Staff [] Individuals [] Colleges/Universities [] Corporations [] Hospitals [] Other, Explain

Other: []

5. Please provide estimated Number and Frequency of Feed Files per month. Number*: [] Frequency*: []

6. Please provide estimated Number of Invoices per file. Number*: []

7. Please make any comments you may have in the space provided below.

Comments: []

^Please e-mail this document to Robert Ortega, Manager, Accounts Receivable at robert_ortega@harvard.edu.

^Accounts Receivable will acknowledge receipt of this request within three business days.

^The appropriate technical and functional managers shall review and follow up on your request.

Robert Ortega
Manager, Accounts Receivable/Cash Receipts
1033 Massachusetts Ave., Second Fl.