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| **HCOM Field** | **Where to View HCOM Field Information** |
| **Item Description** (marketplace fills in automatically/non catalog you fill in - required) | * CREW Reporting   + Detailed Listing   + Committed Funds Report * HCOM Reporting wherever line item description is viewed   + PO Line and Distribution Report   + Receiving Details Report   + PO Transaction Summary Report * HCOM Requisition Search |
| **Business Purpose** (required) –only seen in Payment Requests | Acts as the line item description – appears in the following:   * CREW Reporting   + Detailed Listing   + Committed Funds Report * HCOM Reporting wherever line item description is viewed   + PO Line and Distribution Report   + Receiving Details Report   + PO Transaction Summary Report * HCOM Requisition Search |
| **Line Level Notes** | * HCOM PO Line and Distribution Report * HCOM Requisition Search |
| **Requisition Description** (required) | * HCOM PO Line and Distribution Report * HCOM Requisition Search |