OBJECTIVE

Harvard University is implementing Buy2Pay, a procurement tool which centralizes and streamlines the buying and paying processes for goods or services purchased for the University. Buy2Pay will replace the current procurement tool, Harvard Crimson Online Marketplace (HCOM), with an expected roll-out in the spring of 2020.

In advance of the full system roll-out, the Supplier Portal is going live April 29, 2019. This module allows new suppliers to self-register in Harvard’s procurement system, provides users with visibility into the supplier approval workflow, automates some compliance requirements, and facilitates the implementation of future modules of Buy2Pay.

OVERVIEW

Why

The Supplier Portal is ready to go live and will allow the Harvard procurement community to take advantage of some of the Buy2Pay features before full system roll-out. The Supplier Portal will also assist Strategic Procurement in auditing the HCOM supplier database, which sets the foundation for the implementation of additional modules in the Buy2Pay system.

Who

Select Harvard University employees who are designated by their Department Administrator to invite new suppliers into the database or to set up suppliers who need a proxy.

What

The Supplier Portal changes the workflow for how an end user enters a new supplier into the procurement system by removing paper-based data collection and manual data entry from the user’s responsibility. With the Supplier Portal, users will send new suppliers a link to a secure, online portal where the suppliers enter their payment and tax details. This module also allows users to view the status of the suppliers’ onboarding workflow. The Supplier Portal runs automated checks for duplicate or incorrect supplier data, and real-time automated debarment checks during supplier setup.

When

The entire University will cut over to the Supplier Portal on April 29, 2019. To facilitate the cutover, the existing online Vendor Request Form (VRF) used in conjunction with HCOM will be de-activated as of April 26, 2019.

If you are currently working with a new supplier or anticipate submitting a VRF in April 2019, the FAS recommends working with your supplier to submit the VRF prior to April 19, 2019 to ensure enough time for Strategic Procurement to approve the supplier and add the supplier’s information to HCOM. Alternatively, you can wait to enter a new supplier into the database until after April 29, 2019 to take advantage of the new self-service Supplier Portal.

Where

Users will log in to the Supplier Portal online and the link will be made available on the Strategic Procurement website and the FAS Administrator Resource website.
FEATURES

• **Supplier self-service** – End users can send new suppliers a link to a secure portal where suppliers can input their payment information and securely upload their tax documentation. The fields in the automated portal are dynamic based on the type of supplier profile selected, so suppliers will be prompted to provide only applicable information. If a supplier requires a more hands on approach, white-glove service referred to as “Proxy Registration” is available where end users can enter information into the database on behalf of suppliers.

• **End user visibility for supplier approvals** – End users will have a view of the supplier onboarding workflow within their Buy2Pay dashboard. Any end user can see the setup status of any supplier.

• **Automated Debarment checks** – The Supplier Portal automatically checks if a supplier is on the debarred suppliers list and records a timestamp in the procurement record.

• **Improved database management** – When setting up a new supplier, The Supplier Portal will check the supplier’s name against existing records and will return a list of possible duplicate suppliers before sending a new request. With this feature, the end user can review possible duplicate suppliers and can choose to override the proposed duplicates and send the invitation request.

• **Robust supplier database search** – End users can search the supplier database across a variety of fields, including supplier commodities provided, supplier location, and supplier diversity requirements to fulfill various purchasing requirements.

BENEFITS

• Provides a self-service portal for suppliers to enter and maintain their contact and payment information

• Enables compliance through online collection of supplier documentation and automated validation (including debarment checks)

• Accommodates a proxy or “white glove” approach for suppliers who need departments’ help with their registration

• Allows some end users to experience the look and feel of the Buy2Pay system

RESOURCES

• **Procurement Policy** ([University Financial Policy Office](#))
• **Vendor Justification Form**
• **Procure-to-Pay Manual** – updated to include guidelines regarding the formal bid process and contract template language

QUESTIONS

For questions about FAS-related purchases or onboarding a new supplier, email fasprocurement@fas.harvard.edu. For general questions about the Procurement Policy or other University financial policies, contact the University Financial Policy Office ([financialpolicy@harvard.edu](mailto:financialpolicy@harvard.edu)).