Supplier Experience
This guide outlines registration process for companies.

Upon invitation, an email is received by the supplier. This email contains a link allowing the supplier to begin registration.
After selecting ‘Register Now’, suppliers are taken to the registration page where they can create a new user account or log into an existing account.
After logging in, the supplier is taken to their homepage where they can manage their registration.
Companies will be guided through a series of pages with questions relevant to their legal structure.

### Test Registration

- Change Supplier

### Company Registration in Progress for:

- Harvard University

#### 2 of 7 Steps Complete

#### Welcome

### Company Overview

The material collected on this page allows Harvard University to retain general information about your company ensuring the most up-to-date information is provided to Harvard’s purchasing community.

For individuals, the legal company name will be your full name.

This is just some helpful text:

<table>
<thead>
<tr>
<th>Business Details</th>
<th>Addresses</th>
<th>Contacts</th>
<th>Diversity</th>
<th>Tax Information</th>
<th>Accounts Payable</th>
<th>Certify &amp; Submit</th>
</tr>
</thead>
</table>

- **Doing Business As (DBA):**

- **Does your business have a DUNS number?**
  - Yes
  - No

- **Legal Structure:**

- **Tax ID Number:**

★ Required to Complete Registration
The company representative will identify product and service offerings using NAICS codes.
The company representative will provide fulfillment (tax reporting) and remittance (payment) addresses.

Please enter any physical or mailing addresses from which your organization does business to help us route information and communication correctly. Any required address types are listed below.

Harvard University uses a specific naming convention for address labels and may change your original address label.

Tax documents will be sent to the address defined as the primary fulfillment address.

A 9 digit zip code is enforced. Use this link to find the 9 digit zip code based on your address.
The company representative will provide a remittance (payment) and sales contact.
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Company Overview
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Diversity

We strive to do business with diverse companies. By entering applicable diversity classifications, you will help us meet certain spending goals for our organization.

Click the button below to choose the diversity classifications that apply to your business.

Add Diversity Classifications

The company representative will provide diversity certifications, if applicable.
The company representative will provide a valid tax document.
The company representative will choose their preferred payment method.
After providing all required information and clicking the certification button, the representative will submit the registration for review by the Harvard vendor onboarding team.
Completing Registration

Supplier Registration Complete for Harvard University

Dear Test Registration,

Thank you for completing your registration profile on the Harvard University Supplier Portal. Your registration will be reviewed and, if appropriate, approved for use.

As a reminder, you can log into your secure account by visiting Harvard University's Customer Portal Login Link.

Reminder for companies: If you've selected Paymode-X as a preferred payment method, visit http://www.paymode.com/harvarduniversity to register.

Thank You,

Harvard University
ap_supplieronboarding@harvard.edu
+1 617-495-8500 ext. 3

After completing the registration, the supplier will receive an email with a link to the Harvard Supplier Portal. Using this link, they can continue to manage their supplier profile.