

Harvard Supplier Portal – Company Registration

Supplier Experience

This guide outlines registration process for companies.



HARVARD UNIVERSITY

Supplier Invitation from Harvard University

Attention Sample Corporation representative,

Harvard University has invited you to register as a potential supplier. Our supplier network is a best-in-class Supplier Registration and eProcurement system that provides a one-stop, complete solution for buyer and supplier interaction.

Becoming a Harvard University network supplier is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about your organization, invite colleagues to become users in your site, and more.

[Register Now](#)

Thank You,

Harvard University

For technical support related to issues logging into the portal, adding attachments, browser errors, or other technical problems, please contact Jaggaer customer support at <https://www.jaggaer.com/service-support/supplier-support/>.


For Harvard specific support, including attaching appropriate documentation or completing registration information, contact +1 617-495-8500 ext. 3 or ap_supplieronboarding@harvard.edu


For more information on doing business with Harvard, current and future sourcing events, diversity initiatives, and other procurement related information, please go to procurement.harvard.edu.

Upon invitation, an email is received by the supplier. This email contains a link allowing the supplier to begin registration.

buy²pay

Harvard Supplier Portal – Company Registration



 HARVARD
UNIVERSITY

ENGLISH ▾

Harvard University Supplier Portal

Registered Suppliers Login Page

- For technical support related to issues logging into the portal, adding attachments, browser errors, or other technical problems, please contact Jaggaer customer support at <https://www.jaggaer.com/service-support/supplier-support/> or by phone at 1-800-233-1121.
- For more information on doing business with Harvard, current and future sourcing events, diversity initiatives, and other procurement related information, please go to procurement.harvard.edu.
- If you or your company has received an invitation from Harvard to register as a supplier please use the link in the email invitation to reach your registration page.
- If you or your company is not currently registered as a supplier with Harvard University, but you would like to provide more information, please visit the "Register" section at the bottom of this page.
- For other questions or concerns please contact Harvard University Vendor Setup ap_supplieronboarding@harvard.edu

Enter your email to Login/Create Account

Email

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.

Harvard Supplier Portal – Company Registration

Home Orders Catalogs and Contracts Sourcing Reporting Administer Registration

HARVARD UNIVERSITY

Home > Customer Portal Home > Home - HURON CONSULTING GROUP INC

JAGGAER revised its [Service Privacy Policy](#) effective May 25, 2018. By closing this banner, you acknowledge that when you use our Solution, we process your personal information as described in our Serv

Harvard University Supplier Portal

If you are new to Harvard University's Supplier Portal please review the Jaggaer learning resources below. These resources will demonstrate how to easily navigate and use the Supplier Portal to manage your supplier information, documents, and more!

- [Completing your Registration](#)
- [Navigating the Supplier Portal](#)
- [Managing your Jaggaer Portal Profile](#)
- [Profile Maintenance User Guide](#)

If you have technical issues or questions about using the Portal, please contact Jaggaer at 1-800-233-1121 or <https://www.jaggaer.com/service-support/supplier-support/>

If you have Harvard specific questions please email ap_supplieronboarding@harvard.edu

[News and Updates](#)

- Harvard University has an updated ST-2 tax exemption document available to vendors. [Please click here.](#)

New information will be posted here on upcoming Supplier Portal functionality to be rolled out in the coming months...

Quick Links to Common Tasks

- [Manage Registration Profile](#)

Sourcing Events

Show [Go to Public Opportunities](#)

No Results

No Results

[View All Events](#)

Contracts

No Results

[View All Contracts](#)

Find Invoice

[Advanced Search](#)

To check payment status of an invoice or send a message to a customer regarding an invoice, please enter the invoice number then click the "Search" button.

Invoice Number(s)

[Search](#)

Customer Contact

Name	Vendor Setup
Email	vendorsetup_ufs@harvard.edu
Phone	+1 617-495-8500 ext. 3

After logging in, the supplier is taken to their homepage where they can manage their registration.

Company Registration

Test Registration

[Change Supplier](#)

Registration **In Progress** for:
Harvard University

2 of 7 Steps Complete

Welcome

Company Overview

Business Details

Addresses

Contacts

Diversity

Tax Information

Accounts Payable

Certify & Submit

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.

Doing Business As
(DBA) [?](#)

Does your business
have a DUNS number?
★ [?](#)

Yes No

Legal Structure ★ [?](#)

Tax ID Number ★

★ Required to Complete Registration

[< Previous](#)

[Next >](#)

[Save Changes](#)

Companies will be guided through a series of pages with questions relevant to their legal structure.

Company Registration

Test Registration
[Change Supplier](#)

Registration **In Progress** for:
Harvard University
2 of 7 Steps Complete

Welcome

Company Overview ✓

Business Details ✓

Addresses ✓

Contacts ✓

Diversity ✓

Tax Information ✓

Accounts Payable ✓

[Certify & Submit](#)

Business Details

Products and Services

NAICS Codes ⓘ *No Primary NAICS Code Selected* [Edit](#)

★ Required to Complete Registration

[← Previous](#) [Next >](#) [Save Changes](#)

The company representative will identify product and service offerings using NAICS codes.

Company Registration


Test Registration


[Change Supplier](#)

Registration **In Progress** for:
Harvard University

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Welcome

Company Overview 

Business Details 

Addresses 

Contacts 

Diversity 

Tax Information 

Accounts Payable 

Certify & Submit

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.

Required Information

The following address types are required to complete registration:

- **Fulfillment**
- **Remittance**

No addresses have been entered

[Add Address](#)

[Hide Inactive Addresses](#)

[< Previous](#)

[Next >](#)

The company representative will provide fulfillment (tax reporting) and remittance (payment) addresses.

Company Registration

Test Registration

[Change Supplier](#)

Registration **In Progress** for:
Harvard University

2 of 7 Steps Complete

- Welcome
- Company Overview
- Business Details
- Addresses
- Contacts**
- Diversity
- Tax Information
- Accounts Payable
- Certify & Submit

Contacts

Please enter contact information for any individuals at your organization who may provide valuable information or help to our company. This will help us ensure we are always contacting the correct individual. Contacts can be linked to one existing address. Any required contact types are listed below.

Required Information

The following contacts are required to complete registration:

- **Remittance**
- **Sales**

No contacts have been entered

Add Contact ▼

[Hide Inactive Contacts](#)

< Previous Next >

The company representative will provide a remittance (payment) and sales contact.

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Registration **In Progress** for:
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Welcome

Company Overview 

Business Details 

Addresses 

Contacts 

Diversity 

Tax Information 

Accounts Payable 

Certify & Submit

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](#)

[< Previous](#)

[Next >](#)

The company representative will provide diversity certifications, if applicable.

Company Registration

Test Registration

[Change Supplier](#)

Registration **In Progress** for:
Harvard University

2 of 7 Steps Complete

- Welcome
- Company Overview ✓
- Business Details ✓
- Addresses ✓
- Contacts ✓
- Diversity ✓
- Tax Information** ✓
- Accounts Payable ✓
- Certify & Submit

Tax Information

Tax information is used for payment and the tax document should be uploaded using a PDF format.

Required Information

The following tax document are required to complete registration:

- **W-9**
- **W-8BEN-E**
- **W-8ECI**
- **W-8EXP**

No tax information has been entered

Add Tax Document ▼

< Previous

Next >

The company representative will provide a valid tax document.

Company Registration

Test Registration Change Supplier	Accounts Payable
Registration In Progress for: <i>Harvard University</i> 2 of 7 Steps Complete	PAYMENT OPTIONS Paymode-X are digital disbursements solutions offered through Bank of America Merrill Lynch that Harvard University Accounts Payable uses to replace paper checks. To learn more about Paymode-X, visit: https://oc.finance.harvard.edu/how-to/accounts-payable/electronic-payments If using a Digital Disbursements payment method, please note the disclaimer below. Disclaimer: Harvard University has no responsibility to the payee or any other person, and Harvard makes no warranty or representation that the bank deposit account associated with payee identifier is in fact a bank account owned or controlled by recipient. Bank deposit account information is managed by the payee through the Digital Disbursements (Zelle) platform. Do not enter any banking information in Harvard's Supplier Portal directly.
Welcome	PAYMENT TERMS Please note, the following payment terms are associated with each payment method unless otherwise agreed to in a written agreement with Harvard University: Paymode-X: Net 30 Paper Check: Net 30
Company Overview ✓	
Business Details ✓	
Addresses ✓	
Contacts ✓	
Diversity ✓	
Tax Information ✓	
Accounts Payable ✓	What default payment method do you prefer? ★ <input type="text"/>
Certify & Submit	

★ Required to Complete Registration

< Previous

Next >

Save Changes

The company representative will choose their preferred payment method.

Harvard Supplier Portal – Company Registration

Company Registration


Test Registration


[Change Supplier](#)

Registration **In Progress** for:
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7 of 7 Steps Complete

Welcome

Company Overview 

Business Details 

Addresses 

Contacts 

Diversity 

Tax Information 

Accounts Payable 

Certify & Submit

Certify & Submit

Preparer's Name *

Test 5

Preparer's Email Address *

robert_wohlfarth@harvard.edu

Today's Date

5/7/2019

Certification *

I certify that all information provided is true and accurate.

★ Required to Complete Registration

Submit

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.