1. You will receive an email from procurement@harvard.edu notifying you that you have been invited to register as a supplier in the Harvard Supplier Portal. The email includes a Register Now link which will guide you through account creation and registration in the Harvard Supplier Portal.

Supplier Invitation for Harvard Test Portal

Dear ABCDEFGHI Company,

Harvard Test Portal 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 Test Portal 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 Test Portal

If you have any technical questions, please contact at or for assistance and identify yourself as registering in the Harvard Test Portal Supplier Network.

2. Click Register Now found in the received invitation email.

3. Review the Welcome Landing Page content and click Continue with Registration.

4. Complete the required information to create a Supplier Network account, including First Name, Last Name, Phone Number, Email, Password, and Account Recovery Question. Then click Create Account.
5. Complete the (5) section questionnaire including Company Overview, Addresses, Contacts, Tax Information, and Accounts Payable.

6. In the Company Overview, select Foreign Individual. Enter a Tax ID Number, if applicable. Note: a Foreign Tax ID number can be entered later in the registration process. Enter a Harvard University ID, if applicable. Click Next.

7. In the Addresses Section, click Add Address, and complete the required information in the address entry window. Enter a name for your address (e.g. Home, Apartment) and select the applicable options. Takes Orders - Your Tax Reporting Location. Receives Payment – Your preferred location for receiving payment. Please note, if you have separate addresses for each, select each option separately and the entry process will allow you to enter separate address information. Your Tax Reporting Location must be a foreign address.

8. To add additional addresses, in the Addresses Section, click Add Address, and complete the required information in the address entry window. Enter a name for your address (e.g. Home, Apartment) and select the applicable options. Takes Orders - Your Tax Reporting Location. Receives Payment – Your preferred location for receiving payment. Please note, if you have separate addresses for each, select each option separately and the entry process will allow you to enter separate address information. Your Tax Reporting Location must be a foreign address.

9. Enter in the required information including, preference for receiving communications (email), Email Address, Country, Address Line 1, City/Town, State/Province, and Postal Code.
10. Add your contact information, including Contact Label (Self), First Name, Last Name, Email and Phone. Click “Save Changes”

11. In the **Tax Information** section, click **Add Tax Document** and select the appropriate Tax Document (e.g. W-8BEN, 8233). You will be required to name the document, select the tax document year, and upload a signed copy of your tax certificate.

12. Add a Foreign Tax ID, if applicable. Click “Next”.

13. In the **Accounts Payable** Section, select your preferred payment method. Click “Next”.

   - **Note:** Additional payment methods may be added in future Supplier Portal enhancements.
14. In the Visa Section, complete the required questions including Visa Type, Country Issuing Passport, Date of Birth, Visa Sponsored by Harvard. If you have already completed a GLACIER account registration, check the confirming boxes to unlock the GLACIER upload section. Please note, leaving this unchecked will mark your registration for an automated GLACIER account set up. An email notification will be sent, from GLACIER, after you have submitted your Supplier Portal registration.

15. In the Tax Information section, click Add Tax Document and select the appropriate Tax Document (e.g. W-8BEN, 8233). You will be required to name the document, select the tax document year, and upload a signed copy of your tax certificate.

16. In the Certify & Submit section, complete the required fields including, Preparer’s Name, Preparer’s Email Address, and the certification statement. Click “Submit”

17. You will receive the following email confirmation upon completion of your initial Supplier Portal Registration. Please keep this email for your records, as you will need to use the link to upload any relevant GLACIER documentation.

Completing GLACIER (Non-US Citizen)

1. A GLACIER email notification will be generated based on your responses to the VISA section of the Supplier Portal registration. If applicable an email will be generated from GLACIER.

For more information on Glacier, visit https://nratax.oc.finance.harvard.edu/Glacier.
Harvard Supplier Portal - Non-US Citizen Registration

Uploading GLACIER Documentation *(Non-US Citizen)*

1. Find your “Supplier Registration Complete” email notification or navigate to https://solutions.scienct.com/apps/Router/SupplierLogin?CustOrg=HarvardFullSuite

2. Once you’ve logged in using your original email address and password for the Jaggaer Supplier Network, navigate to the Visa Section of your registration by clicking Registration and Manage Registration. Click the Visa section and check the box for “Click here if you have completed the GLACIER Registration”.

3. Complete the relevant information in the GLACIER section, including Visa Start Date, Visa End Date, and Visa Sticker/Stamp (attachment). Additionally, a GLACIER Support Documentation Section has been provided to upload corresponding documents. Please note, all attachments are NOT required. If you cannot locate, the appropriate file attachment option, please use GLACIER Summary and Forms or Other Immigration Documents. Click “Save”. Your GLACIER information will be securely stored and transmitted to the Harvard Vendor Setup team for review and processing.