

# Harvard Supplier Portal - Non-US Citizen Registration

1. You will receive an email from [ap\\_supplieronboarding@harvard.edu](mailto:ap_supplieronboarding@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**.

Welcome to Supplier Registration ENGLISH ▼

Welcome to the Harvard University Supplier Portal!

You or your company have been invited to register with Harvard University for business operations.

All suppliers are required to complete the mandatory sections of the registration process before Harvard University can create purchase orders or process any sort of payment.

For technical issues related to logging into the portal, adding attachments, browser errors, and other portal related problems, please contact Jaggaer customer support [here](#).

For more about doing business at Harvard, current and future sourcing events, diversity initiatives, and other related procurement information, please visit our website [here](#).

For other questions or concerns please contact Harvard University Strategic Procurement at [procurement@harvard.edu](mailto:procurement@harvard.edu), or [vendorsetup\\_us@harvard.edu](mailto:vendorsetup_us@harvard.edu)

Please note: Registration in the Harvard University Supplier Portal does not guarantee business or payment.

Harvard University's terms and conditions can be found [here](#).

[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**.

Your Contact Info

First Name \* Last Name \* Title

Phone Number \* ext.

International phone numbers must begin with -

Preferred Time Zone \*  
EDT/EST - Eastern Standard Time (US/Eastern) ▼

Your Login

Email \*  
HarvardUniversityTestJZD@gmail.com Confirm Email \*

Password \* Re-Enter Password \*

Account Recovery Question \*  
What was the name of your elementary school? ▼

[CREATE ACCOUNT](#)

# Harvard Supplier Portal - Non-US Citizen Registration

- Complete the (5) section questionnaire including Company Overview, Addresses, Contacts, Tax Information, and Accounts Payable.

**John Z Doe** Welcome to Supplier Registration

Registration In Progress for Harvard University  
0 of 5 Steps Complete

Welcome

All suppliers are required to complete the mandatory sections of the registration process before Harvard University can create purchase orders or process any sort of payment. For technical issues related to logging into the portal, adding attachments, browser errors, and other portal related problems, please contact Jaggar customer support [here](#). For more about doing business at Harvard, current and future sourcing events, diversity initiatives, and other related procurement information, please visit our website [here](#). For other questions or concerns please contact Harvard University Strategic Procurement at [procurement@harvard.edu](mailto:procurement@harvard.edu), or [vendorsupport@harvard.edu](mailto:vendorsupport@harvard.edu). Please note: Registration in the Harvard University Supplier Portal does not guarantee business or payment. Harvard University's terms and conditions can be found [here](#).

**Required to Start Registration**

Legal Company Name \*

\* Required to Complete Registration

Next > Save Changes

- 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**.

**John Z Doe** Company Overview

Registration In Progress for Harvard University  
1 of 6 Steps Complete

Welcome

**Company Overview**

Legal Structure \*

Tax ID Number

**Additional Questions**

HU ID

\* Required to Complete Registration

< Previous Next > Save Changes

- 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. Your Tax Reporting Location must be a foreign address. **Receives Payment** – Your preferred location for receiving payment.

**Add Address**

**Basic Information** (Step 1 of 3)

What would you like to label this address? \*

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) \*

Takes Orders (fulfillment)

Receives Payment (remittance)

\* Required to Complete Registration

< Previous Next >

- 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.

**Add Address**

**Basic Information** (Step 1 of 3)

What would you like to label this address? \*

Example: Headquarters, Houston Office

Which of the following business activities take place at this address? (select all that apply) \*

Takes Orders (fulfillment)

Receives Payment (remittance)

\* Required to Complete Registration

< Previous Next >

- Enter in the required information including, preference for receiving communications (email), Email Address, Country, Address Line 1, City/Town, State/Province, and Postal Code.

**Add Address**

**Address Details** (Step 2 of 3)

How would you like to receive purchase orders for this fulfillment address?

Email Address

Confirm Email

Country \*

Address Line 1 \*

Address Line 2

Address Line 3

City/Town \*

State/Province \*

Postal Code \*

Phone

International phone numbers must begin with +

Toll Free Phone

International phone numbers must begin with +

Fax

International phone numbers must begin with +

\* Required to Complete Registration

< Previous Next >

# Harvard Supplier Portal - Non-US Citizen Registration

10. Add your contact information, including, Contact Label (Self), First Name, Last Name, Email and Phone. Click “Save Changes”

**Edit Contact**

Contact Label \*

Which of the following business activities apply to this contact?  Remittance

First Name \*

Last Name \*

Position Title

Email \*

Phone \*

Toll Free Phone

Fax

Primary  Yes  No

\* Required to Complete Registration Save Changes Close

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.

**Add Tax Document**

Tax Type \*

Tax Document Name \*

Tax Document Year

Tax Documentation \*

[Download Pre-populated Tax Document](#)

\* Required to Complete Registration Save Changes Close

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

**John Z Doe**

Registration In Progress for: Harvard University

4 of 6 Steps Complete

Welcome

Company Overview

Addresses

Contacts

**Tax Information**

Accounts Payable

VISA

Certify & Submit

[Registration FAQ](#) | [View History](#)

**Tax Information**

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

Tax Document Name	Tax Type	Tax Document Year	Tax Documentation
Example	8233	2019	<a href="#">View Document</a> <input type="button" value="Edit"/>

**Additional Questions**

Foreign Tax Identification Number

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

Note: Additional payments methods may be added in future Supplier Portal enhancements.

**John Z Doe**

Registration In Progress for: Harvard University

4 of 6 Steps Complete

Welcome

Company Overview

Addresses

Contacts

Tax Information

**Accounts Payable**

VISA

Certify & Submit

[Registration FAQ](#) | [View History](#)

**Accounts Payable**

What payment method do you prefer? \*

\* Required to Complete Registration

# Harvard Supplier Portal - Non-US Citizen Registration

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.

The screenshot shows the 'VISA' registration step for John Z Doe. The progress bar indicates '5 of 6 Steps Complete'. The left sidebar lists navigation options: Welcome, Company Overview, Addresses, Contacts, Tax Information, Accounts Payable, and VISA (which is highlighted). The main form area contains the following fields: 'Visa type \*' (dropdown), 'Country Issuing Passport' (dropdown), 'Date of Birth' (text input with a calendar icon, format mm/dd/yyyy), and 'Visa Sponsored By Harvard?' (dropdown). Below these fields is a checkbox labeled 'Click here if you have completed the GLACIER Registration' and a note '\* Required to Complete Registration'. At the bottom right are buttons for '< Previous', 'Next >', and 'Save Changes'.

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"

The screenshot shows the 'Certify & Submit' registration step for John Z Doe. The progress bar indicates '6 of 6 Steps Complete'. The left sidebar lists navigation options: Welcome, Company Overview, Addresses, Contacts, Tax Information, Accounts Payable, VISA, and Certify & Submit (which is highlighted). The main form area contains the following fields: 'Preparer's Name \*' (text input with value 'John Z Doe'), 'Preparer's Email Address \*' (text input with value 'HarvardUniversityTest+JZD@gmail.com'), 'Today's Date' (text input with value '5/8/2019'), and 'Certification \*' (checkbox with label 'I certify that all information provided is true and accurate.'). Below these fields is a note '\* Required to Complete Registration' and a 'Submit' button.

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.

## Supplier Registration Complete for Harvard University

Dear John Z Doe,

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  
[vendorsetup\\_ufs@harvard.edu](mailto:vendorsetup_ufs@harvard.edu)  
+1 617-495-8500 ext. 3

## 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.sciquest.com/apps/Router/SupplierLogin?CustOrg=HarvardFullSuite>

### Supplier Registration Complete for Harvard University

Dear John Z Doe,

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  
[vendorsetup\\_ufs@harvard.edu](mailto:vendorsetup_ufs@harvard.edu)  
+1 617-495-8500 ext. 3

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”.

**John Z Doe** | **VISA**

Registration Complete for: Harvard University

Welcome

Company Overview

Addresses

Contacts

Tax Information

Accounts Payable

**VISA**

Registration FAQ | View History

Visa type \*

Country Issuing Passport

Date of Birth

Visa Sponsored By Harvard?

Click here if you have completed the GLACIER Registration

★ Required to Complete Registration [Save Changes](#)

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.

**GLACIER INFORMATION**

Please enter your immigration document start date

Visa Start Date

mm/dd/yyyy

Please enter your immigration document end date.

Visa End Date

mm/dd/yyyy

Visa Sticker/Stamp (In Passport)

Select file

**GLACIER SUPPORT DOCUMENTATION**

Using the guidelines found in the Glacier Tax Summary Report, provide the appropriate forms below.

GLACIER Summary and Forms

Select file

Form DS-2019

Select file

Form I-20

Select file

Form I-94

★ Required to Complete Registration [Save Changes](#)