This guide outlines the Individual registration process for US Citizens in the Harvard Supplier Portal.



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-inclass 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.

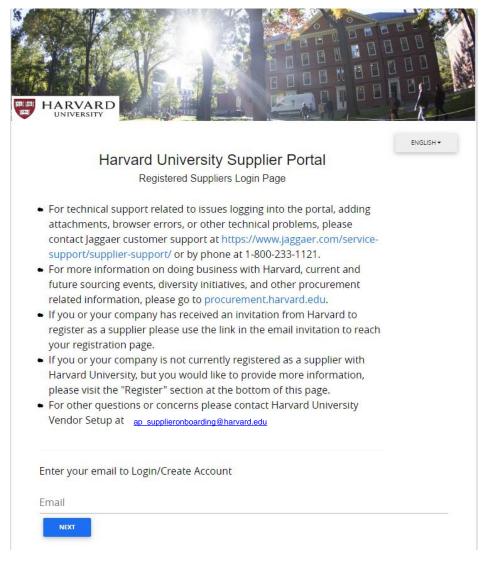
Harvard University

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/.

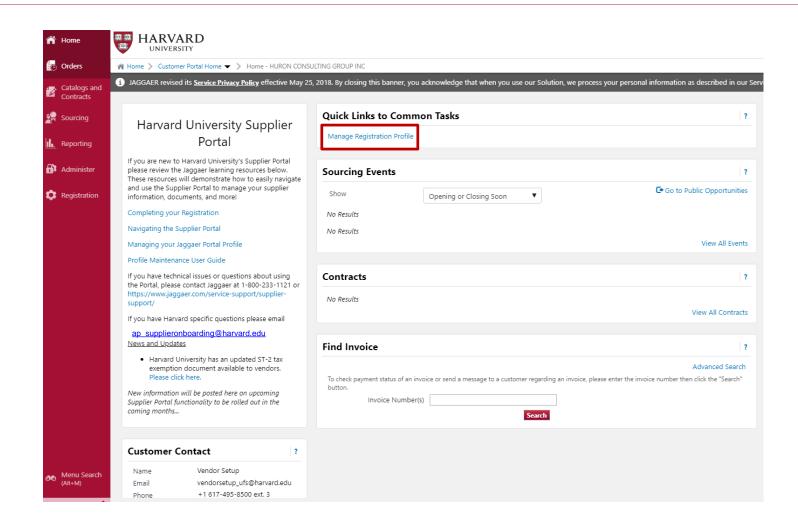
For Harvard specific support, including attaching appropriate documentation or completing registration information, contact +1 617-495-8500 ext. 3 (apsupplieronboarding@harvard.edu

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.

Once a Supplier has been invited to join the Harvard Supplier Portal, the Supplier receives an email. This email contains a link asking the supplier to begin registration.



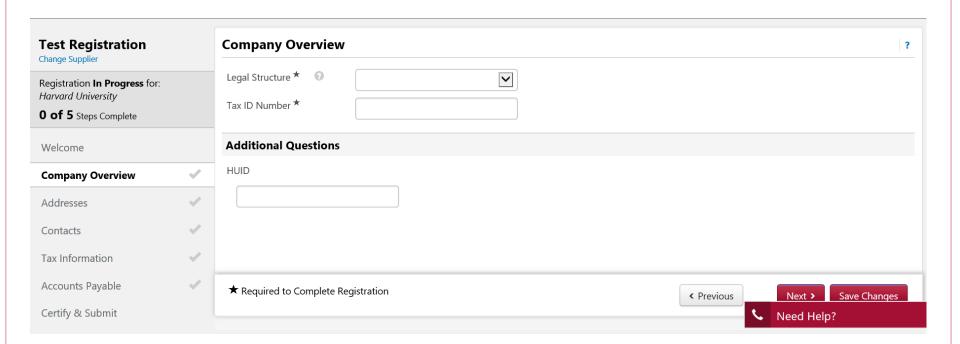
After selecting 'Register Now', suppliers are taken to the registration page where they can create a new user account or log into an existing account.



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



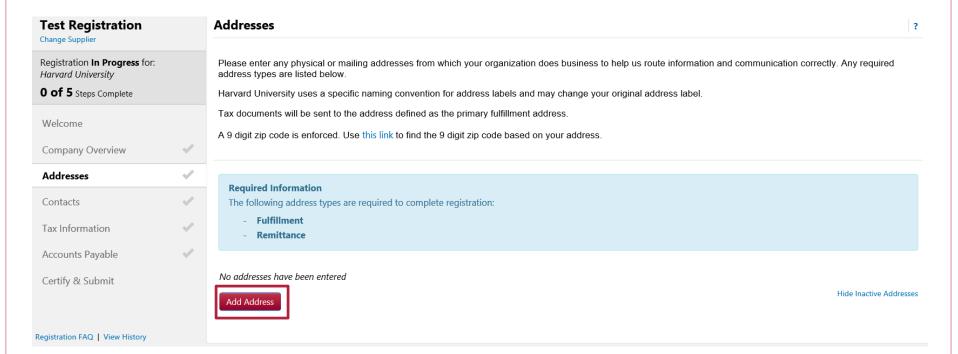
Individual Registration



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



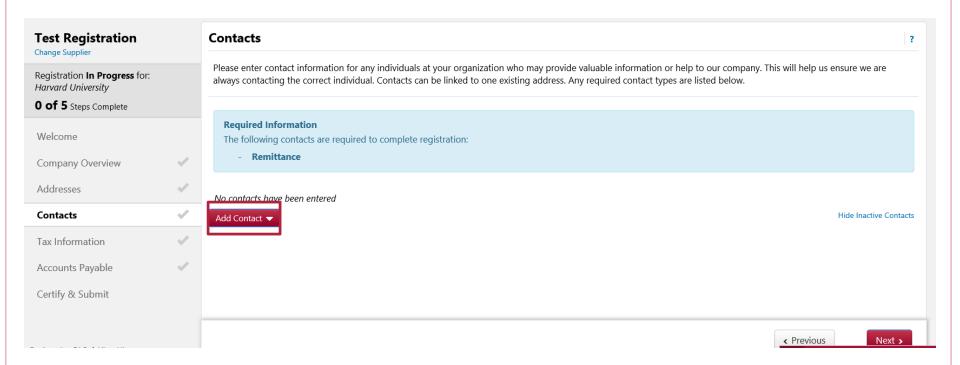
Individual Registration



The supplier will add a fulfillment (tax reporting) address along with a remittance (payment) address.



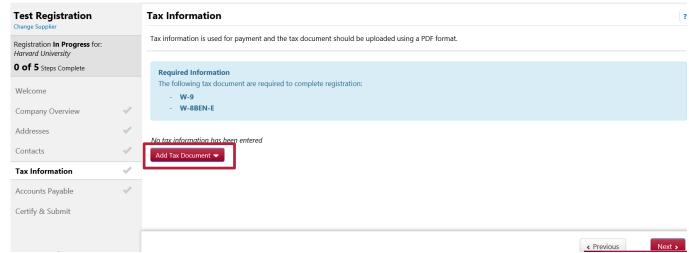
Individual Registration



A remittance (payment) contact is required. This includes an email address and phone number.



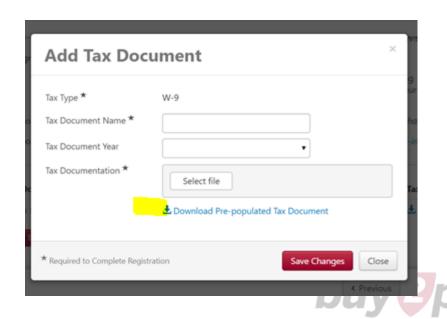
Individual Registration



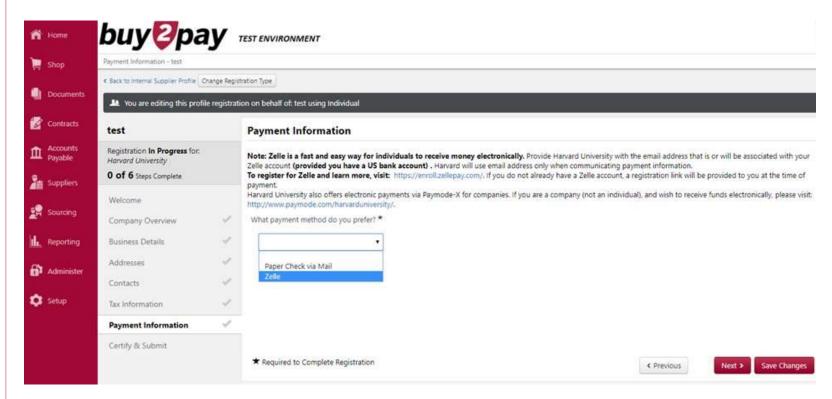
The individual is required to provide a valid tax document per IRS requirements.

If the individual does not have a W-9, the Supplier Portal can create a W-9 based on information the individual has already entered into the system.

To obtain a pre-populated W-9, click on **Add Tax Document**. A pop up screen will appear with the option to **Download Pre-populated Tax Document**. This W-9 can be downloaded, digitally signed, and uploaded back into the Supplier Portal.



Individual Registration



The individual will choose their preferred payment method from the drop down list.

Zelle is an electronic payment method for Individuals. Individuals with a **U.S. based bank account** and email address can choose Zelle as their preferred payment method in their Supplier Portal profile.

Individuals without a U.S. based bank account are not eligible.

Companies are not eligible for Zelle, but Harvard University offers Paymode-X for electronic payments to companies.

Submitting Registration

Test Registration Change Supplier		Certify & Submit	
Registration In Progress for: Harvard University		Preparer's Name * Preparer's Email Address *	Test 5 robert_wohlfarth@harvard.edu
7 of 7 Steps Complete Welcome		Today's Date	5/7/2019
Company Overview	*	Certification ^	☐ I certify that all information provided is true and accurate.
Business Details	•		
Addresses	-		
Contacts	•		
Diversity Tax Information	7		
Accounts Payable			
Cartifu & Submit		★ Required to Complete Re	egistration

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.

