

Harvard Supplier Portal – US Citizen Registration

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



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.

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.

buy²pay

Harvard Supplier Portal – US Citizen 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 at 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 – US Citizen 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 [Service Privacy Policy](#).

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.

Individual Registration

Test Registration
[Change Supplier](#)

Registration **In Progress** for:
Harvard University

0 of 5 Steps Complete

Welcome

Company Overview ✓

Addresses ✓

Contacts ✓

Tax Information ✓

Accounts Payable ✓

Certify & Submit

Company Overview [?](#)

Legal Structure ★ ⓘ

Tax ID Number ★

Additional Questions

HUID

★ Required to Complete Registration

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

[Need Help?](#)

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

Individual Registration

Test Registration

[Change Supplier](#)

Registration **In Progress** for:
Harvard University

0 of 5 Steps Complete

Welcome

Company Overview ✓

Addresses ✓

Contacts ✓

Tax Information ✓

Accounts Payable ✓

Certify & Submit

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

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](#)

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

Individual Registration

Test Registration
[Change Supplier](#)

Registration **In Progress** for:
Harvard University

0 of 5 Steps Complete

- Welcome
- Company Overview ✓
- Addresses ✓
- Contacts** ✓
- 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**

No contacts have been entered

[Add Contact](#)

[Hide Inactive Contacts](#)

[< Previous](#) [Next >](#)

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

Harvard Supplier Portal – US Citizen Registration

Individual Registration

Test Registration

[Change Supplier](#)

Registration **In Progress** for:
Harvard University

0 of 5 Steps Complete

Welcome

Company Overview ✓

Addresses ✓

Contacts ✓

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

No tax information has been entered

Add Tax Document ▼

< Previous

Next >

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.

The screenshot shows a pop-up window titled "Add Tax Document" with a close button (X) in the top right corner. The form contains the following fields and options:

- Tax Type ***: A dropdown menu with "W-9" selected.
- Tax Document Name ***: An empty text input field.
- Tax Document Year**: A dropdown menu.
- Tax Documentation ***: A file upload area with a "Select file" button.
- A blue link with a download icon: "Download Pre-populated Tax Document".
- At the bottom left, a note: "* Required to Complete Registration".
- At the bottom right, two buttons: "Save Changes" (in red) and "Close".

< Previous

Harvard Supplier Portal – US Citizen Registration

Individual Registration

The screenshot shows the 'buy2pay TEST ENVIRONMENT' interface. On the left is a navigation menu with items: Home, Shop, Documents, Contracts, Accounts Payable, Suppliers, Sourcing, Reporting, Administer, and Setup. The main content area is titled 'Payment Information - test' and includes a breadcrumb trail: '< Back to Internal Supplier Profile' and 'Change Registration Type'. A status bar indicates 'You are editing this profile registration on behalf of: test using Individual'. Below this is a progress indicator for 'test' showing 'Registration In Progress for: Harvard University' and '0 of 6 Steps Complete'. A list of steps follows: Welcome, Company Overview, Business Details, Addresses, Contacts, Tax Information, Payment Information, and Certify & Submit. The 'Payment Information' step is active. The main content area contains a note about Zelle, a registration link, and a question 'What payment method do you prefer? *' with a dropdown menu showing 'Paper Check via Mail' and 'Zelle'. At the bottom are buttons for '< Previous', 'Next >', and 'Save Changes'. A star icon indicates a required field.

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](#)

Registration **In Progress** for:
Harvard University

7 of 7 Steps Complete

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

Certify & Submit

Preparer's Name ★

Preparer's Email Address ★

Today's Date |

Certification ★ I certify that all information provided is true and accurate.

★ Required to Complete Registration

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.