**Supplier Invitation Supplemental Email Template**

When inviting a supplier to the Harvard Supplier Portal, it may be helpful to send an informational email prior to inviting the supplier to let them know to expect the invitation and request that they complete the registration process in a timely manner to ensure payment. An email template can be found on page 2, and can be personalized as needed.

**Note to FAS Administrators** – you will need to personalize the email template found on page 2 for the type of supplier you are inviting: **US Individual**, **Non-US Individual**, or **Company**. PDF instructions and online instructions are provided below for each type of supplier.

* If you are inviting a **US Citizen**, attach the “**Harvard Supplier Portal US Individual Self Guided Registration.pdf”** instructions and use the following link for instructions: <https://adminops.fas.harvard.edu/files/fasadministrativeoperations/files/harvard_supplier_portal_us_individual_self_guided_registration_0.pdf>  
   
* If you are inviting a non-US Citizen, attach the **“Harvard Supplier Portal Non-US Citizen Self Guided Registration.pdf”** instructions and use the following link for instructions: <https://adminops.fas.harvard.edu/files/fasadministrativeoperations/files/harvard_supplier_portal_non-us_citizen_self_guided_registration_0.pdf>  
  
* If you are inviting a **Company**, attach the “**Harvard Supplier Portal Company Self Guided Registration.pdf”** instructions and use the following link for instructions: <https://adminops.fas.harvard.edu/files/fasadministrativeoperations/files/harvard_supplier_portal_company_self_guided_registration_1.pdf>  
  

Additional Buy2Pay user guides and resources for FAS Administrators can be found on the [Administrative Operations Buy2Pay Project Website](https://adminops.fas.harvard.edu/buy2pay-project-resources). Please contact the Vendor Setup team within Central Procurement at [ap\_supplieronboarding@harvard.edu](mailto:ap_supplieronboarding@harvard.edu) for supplier set up questions.

**Subject Line:** Registerwith theHarvard Supplier Portal for Invoice Payment

Dear <Supplier Name>,

Harvard University uses an online portal, the **Harvard Supplier Portal**, to register suppliers and facilitate issuing payments for goods and services provided to the University. Suppliers, including individuals, must register in order to receive payments. Harvard University **cannot issue payment** for goods and services until you complete this registration process.

To begin the registration process, 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. If you do not see this email in your inbox today, please check your junk or spam folder. If you do not see the email in your junk or spam folder, please reply with an alternate email address and we will resend the invitation.

Attached to this email are step-by-step instructions on how to register in the Harvard Supplier Portal. Registration instructions are available online here <insert appropriate instructions hyperlink and attach appropriate PDF instructions>.

For Supplier Portal support, including completing registration or attaching appropriate documentation, contact Harvard Strategic Procurement at [**ap\_supplieronboarding@harvard.edu**](mailto:ap_supplieronboarding@harvard.edu) or +1-617-495-8500, extension 3.

Sincerely,

Your name here

# # #

End of Email