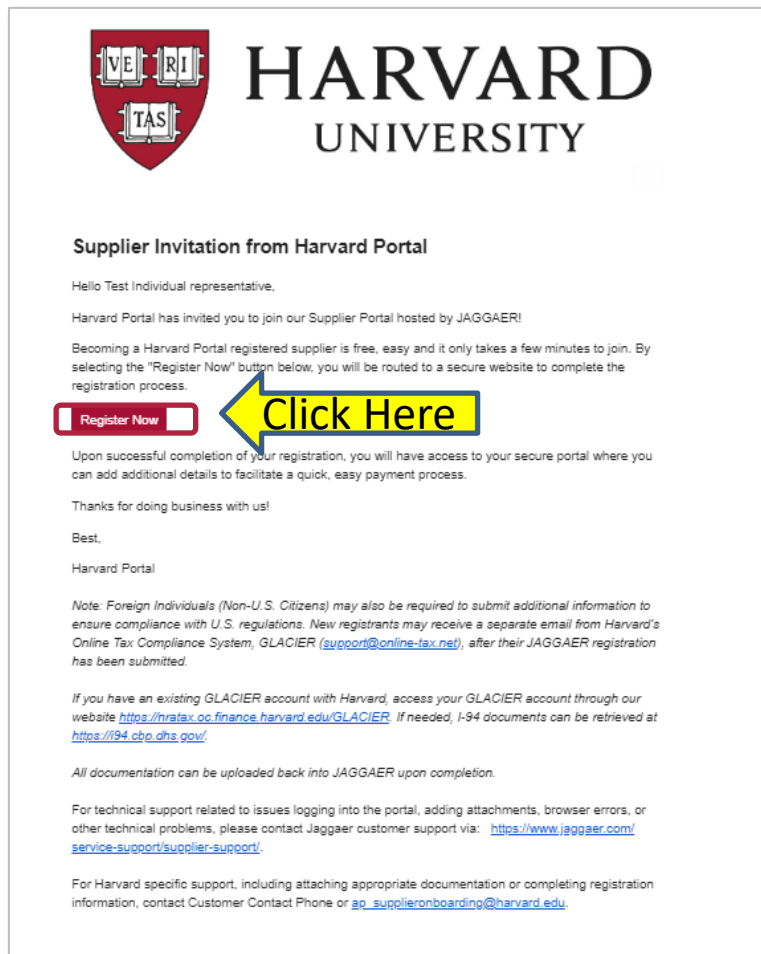


# Supplier Experience - Individual

This guide outlines the registration process for Individuals to register.



An email is sent from [ap\\_supplieronboarding@harvard.edu](mailto:ap_supplieronboarding@harvard.edu) to start the registration process.

Click on the **Register Now** button.

## NOTES:

- If you do not see the email – please check your spam folder.
- The email invitation contains a *unique* link allowing you to begin registration.
- Recommended Browsers are Chrome or Firefox

**IMPORTANT:** After all required sections are complete, please click the “Certify and Submit” as the last step.

# Starting the Registration process:

The registration page is where you create a new user account.

**Please note:** After you have credentials (password) you can log in using this url to update and manage your profile

<https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=HarvardFullSuite>

## Select Continue with Registration

Registration Checklist  
Registration FAQ  
Registration Tutorial

### Welcome to Supplier Registration

Welcome to the Harvard University Supplier Portal!

You (or your company) have been invited to register as a supplier with Harvard University.

**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](#).

**Individuals:**

- When completing the registration, you will be asked for your Legal Company Name, this should be populated with your first and last name.

**For support and technical questions:**

- 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 any other questions, please email the Harvard University Supplier Onboarding Team at [ap\\_supplieronboarding@harvard.edu](mailto:ap_supplieronboarding@harvard.edu)

[Continue With Registration](#)

- Enter your information
- Select **Create Account**

Supplier Registration [Registration Tutorial](#) English

### Welcome to the Harvard University Supplier Portal

**Your Contact Info**

First Name \* Last Name \*

Title

Phone Number \* ext.

International phone numbers must begin with +

EDT/EST - Eastern Standard Time (US/Eastern)

Preferred Time Zone \*

**Your Login**

You are creating a JAGGAER One Login account. Once the account is created, you will be able to use this to access all JAGGAER applications using the same credentials. If you already have an account, please provide the details below.

Email \*

Confirm Email \*

Password \* Re-Enter Password \*

I am a user in need of accessibility assistance

**Terms and Conditions**

I have read and accepted JAGGAER's [Terms and Conditions](#)

[Create Account](#)

**Please note:** fields with an asterisk are required

# Company Overview

(even if you are an individual)

**Test Registration**  
Change Supplier

Registration In Progress for:  
Harvard University  
**0 of 5** Steps Complete

Welcome

**Company Overview** ✓

Addresses ✓

Contacts ✓

Tax Information ✓

Payment Information ✓

Certify & Submit

Registration FAQ | View History

## Company Overview

Note: US Citizens or permanent residents select "Individual/Sole Proprietor", Foreign Individuals select "Foreign Individual", Foreign Entities select "Non-US Based Entity".

Be sure to provide the appropriate Legal Structure information as it is currently stated with the IRS on your tax documents.

Legal Structure \*

Please use the 9-digit format only. If you have a Foreign Tax ID, navigate to the Tax Information section and enter it in the applicable field.

Tax ID Number \*

### Additional Questions

HUID

★ Required to Complete Registration

Legal Structure \*  
Individual/Sole Proprietor  
C Corporation  
S Corporation  
Partnership  
Trust/Estate  
Limited Liability Company - C Corporation  
Limited Liability Company - S Corporation  
Limited Liability Company - Partnership  
Other  
Non-US Based Entity  
Foreign Individual

Click **Save Changes** and then **Next** at the end of each section

Next > Save Changes

## US Citizens or permanent residents (Green Card Holders)

- Select **Legal Structure** "Individual/Sole Proprietor"
- Enter your Tax ID number; either SSN or Employer Identification Number, use the 9-digit format
- If you have a HUID; include it.

**PLEASE NOTE:** Permanent Resident (Green Card Holders) will need to upload a copy of resident card in "Tax Information" section

## Foreign Individuals

- Select **Legal Structure** "Foreign Individual"
- Do not enter Tax ID here
  - If you have a Foreign Tax ID, navigate to the "Tax Information" section and enter it in the Foreign Tax Identification Number field
- If you have a HUID; include it.

# Address

You must provide **both** a Fulfillment (the tax reporting address) and Remittance (address where a payment is sent)

## Please note:

- Foreign individuals must enter a foreign address in Fulfillment address field. <https://nratax.oc.finance.harvard.edu/contact-nra-office>

## Click Add Address

**Test Registration**

Registration **In Progress** for:  
Harvard University

**2 of 6** Steps Complete

Welcome

Company Overview ✓

**Addresses** ⚠

Contacts ⚠

Tax Information ✓

Payment Information ⚠

Additional International In... ⚠

Certify & Submit

**Addresses**

- Scroll to the bottom of the page and click the *Add Address* button to add or edit an address.
- De-activate an existing address by clicking the arrow down next to "Edit" > Select "Make Inactive".
- Do not use "edit" button to update old address, instead "add new".
- Fulfillment Address** – Where orders and/or tax documents may be sent
- Remittance Address** – Where your payment may be sent
- [Click here](#) to find the 9-digit ZIP code for a US address

**Required Information**

The following address types are required to complete registration:

- Fulfillment
- Remittance

No addresses have been entered

**Add Address**

## Enter label for address (such as “home”, “office”)

**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

**Next**

## Enter Address Details

- Select **Mail** from the dropdown field, “How would you like to receive purchase orders for this fulfillment address?”
- Select **Country**
- Complete all required fields (marked with an \*)

### Add Address

**Add Address**

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

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

Country \*

Address Line 1 \*

Address Line 2

- If providing a PO BOX, use **Add Address** to also include your legal address as a separate address

**Address Label**

legal address

**Address Types**

Remittance Fulfillment

**Add Address**

- [Click here](#) to find the required 9-digit ZIP code

## Enter Primary Contact For This Address

**Add Address**

**Primary Contact For This Address** (Step 3 of 3)

You can also update and add Contacts later from the Contacts page.

Enter New Contact  Not Applicable

Contact Label \*

First Name \*

Last Name \*

Position Title

Email \*

Phone \*

Toll Free Phone

Fax

\* Required to Complete Registration

**Previous** **Save Changes**

### Test Registration

[Change Supplier](#)

Registration In Progress for:  
**Harvard University**

**0 of 5** Steps Complete

- Welcome
- Company Overview ✓
- Addresses ✓
- Contacts** ✓
- Tax Information ✓
- Payment Information ✓
- Certify & Submit

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

## 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](#)

### 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 [Next](#)

# Tax Information

(option 1)

You are required to provide a valid tax document.  
There are a two options on how to submit the tax document.

## OPTION 1 – preferred

Use the electronic signature and pre-populated form

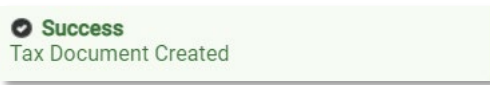
- Click **Add Tax Document** button
- Select correct tax document from dropdown

The screenshot shows a registration interface with a sidebar on the left containing 'Tax Information', 'Payment Information', and 'Certify & Submit'. The main area has a 'Required Information' section stating 'The following tax document are required to complete registration: W-9'. Below this, a message says 'No tax information has been entered' with a red box around the 'Add Tax Document' button. Navigation buttons for 'Previous' and 'Next' are at the bottom right.

- Complete the fields on the **Add Tax Document** pop-up box (Tax Document Name and Tax Document Year)
- Click **Sign Document**

The 'Add Tax Document' pop-up box shows 'Tax Type' as 'W-8BEN'. 'Tax Document Name' is 'Self Populated' and 'Tax Document Year' is '2022', both highlighted with red boxes. 'Signature Status' is 'Review Attachment' and 'Tax Documentation' is 'Sign Document', also highlighted with red boxes. There is a checkbox for 'Manually upload the document instead'.

- A Success message will briefly appear in green
- A new browser window with a pre-populated Adobe form will open.
  - If prompted, select Continue to acknowledge Adobe's Terms of Service.



- **Select Start**, review and validate the data in form is accurate and complete

The screenshot shows the Adobe W-9 form for Harvard University. The 'Start' button is highlighted with a red box. The form includes fields for 'Name' and 'Business name'.

- **Click to sign document**

The screenshot shows the Adobe signature page with a 'Sign Here' area. A red box highlights the 'Click here to sign' text. Below it are fields for 'Signature of beneficial owner' and 'Print name of signer'.

- If prompted, select Click to Sign on Adobe notification

The screenshot shows an Adobe notification window with a 'Click to Sign' button highlighted in a red box. The text includes 'By signing, I agree to this agreement, the Consumer Disclosure and to do business electronically with Harvard University.'

- Return to Registration window and click **Save Changes** to complete the Tax section.

The 'Edit Tax Document' pop-up box shows 'Tax Type' as 'W-8BEN', 'Tax Document Name' as 'test', and 'Tax Document Year' as '2022'. The 'Save Changes' button is highlighted with a red box. There is a checkbox for 'Manually upload the document instead'.

# Tax Information Section

(option 2)

**You are required to provide a valid tax document.**  
**There are a two options on how to submit the tax document.**

## OPTION 2:

If you already have a signed valid completed tax form

- Click **Add Tax Document**

The screenshot shows the 'Test Registration' page with a sidebar on the left and a main content area. The sidebar includes 'Test Registration', 'Registration In Progress for Harvard University', '0 of 5 Steps Complete', 'Welcome', 'Company Overview', 'Addresses', 'Contacts', 'Tax Information', 'Payment Information', and 'Certify & Submit'. The main content area is titled 'Tax Information' and contains instructions for required forms (W-9, W-8BEN, W-8EJ, W-8EXP) and foreign entities/individuals. A blue box at the bottom of the main content area is titled 'Required Information' and lists 'W-9'. At the bottom right of the page, there is a red box around the 'Add Tax Document' button.

- Complete the fields on the **Add Tax Document** pop-up box (Tax Document Name and Tax Document Year)

- **Select** the box next to “Manually upload the document instead”

The screenshot shows the 'Add Tax Document' pop-up box. It has a title bar with a close button. The form fields are: 'Tax Type \*' (W-8BEN), 'Tax Document Name \*' (Self Populated), 'Tax Document Year' (2022), 'Signature Status' (Review Attachment), and 'Tax Documentation' (Sign Document). There is a checkbox for 'Manually upload the document instead' which is checked. At the bottom, there is a red box around the 'Save Changes' button and a 'Close' button. A footer note says '\* Required to Complete Registration'.

- **Select File** and upload document

## Add Tax Document

The screenshot shows the 'Add Tax Document' pop-up box. It has a title bar with a close button. The form fields are: 'Tax Type \*' (W-8BEN), 'Tax Document Name \*' (empty), 'Tax Document Year' (dropdown), 'Signature Status' (Review Attachment), and 'Tax Documentation' (Select file). There is a checkbox for 'Manually upload the document instead' which is checked. At the bottom, there is a red box around the 'Save Changes' button and a 'Close' button. A footer note says '\* Required to Complete Registration'.

- Click **Save Changes** box to complete the section

The screenshot shows the 'Edit Tax Document' pop-up box. It has a title bar with a close button. The form fields are: 'Tax Type \*' (W-8BEN), 'Tax Document Name \*' (test), 'Tax Document Year' (2022), 'Signature Status' (AdobeSigned), and 'Tax Documentation' (Signed Document). There is a checkbox for 'Manually upload the document instead' which is unchecked. At the bottom, there is a red box around the 'Save Changes' button and a 'Close' button. A footer note says '\* Required to Complete Registration'.

# Payment Information

<b>Testing Vendor</b>	<b>Payment Information</b>
Registration In Progress for: Harvard Portal 0 of 5 Steps Complete	
Welcome	
Company Overview ✓	
Addresses ✓	
Contacts ✓	
Tax Information ✓	
<b>Payment Information</b> ✓	
Certify & Submit	

**For Individuals:**  
**Zelle is a fast and easy way for individuals to receive money electronically.**

- Provide Harvard University with the email address that is or will be associated with your Zelle account **(must be a US bank account)**
- Harvard will use email address only when communicating payment information.
- The Zelle app does not work overseas even if you do have a US phone number and US bank account.

**Register now via the following link:**  
<https://enroll.zellepay.com/>

What payment method do you prefer? \*

Zelle ▼

By checking this box, the payee hereby confirms and agrees that: \*

- The e-mail address entered below is associated with a U.S. bank account of the payee into which the payee authorizes payment.
- The payee understands that digital disbursement is processed by Zelle utilizing network banks and is made available by Harvard to the extent permitted by law, the payee releases and indemnifies Harvard from any liability in connection with any delayed, undelivered, or undeliverable digital disbursement.
- The payee consents to the sharing of the e-mail address entered above and any other information entered onto this Supplier portal for the purpose of processing digital disbursements. The payee further consents to the disclosure of information regarding the payee to the federal, state or foreign authority or governmental body, to the extent required by legal disclosure obligations (including, without limitation, with respect to counter-terrorism financing laws).

Payment Distribution Email Address \*

★ Required to Complete Registration

< Previous   Next >   Save Changes

- Select **payment method**

If selecting Zelle as the payment method, provide a payment distribution email address and **select** the box to attest to the statement.

**Please note:** the Payment Distribution Email Address needs to be the email associated with bank account.

Wires can not be selected as a form of payment.

Select "Paper Check via Mail." If a wire is required, please coordinate with the school/department you are doing business with.



# Additional International Information

(required for foreign individuals)

If you don't see this tab, and you have Visa information, please review your Legal Structure on the Company Overview section

**Test Registration**  
Registration **In Progress** for:  
Harvard University  
2 of 6 Steps Complete

Welcome  
Company Overview ✓  
Addresses ▲  
Contacts ▲  
Tax Information ✓  
Payment Information ▲  
**Additional International I..** ▲  
Certify & Submit

### Additional International Information

If you did not or will not enter the U.S., select NE as your visa type.

Visa type \*  
[Dropdown menu]

Country Issuing Passport  
[Dropdown menu]

Date of Birth  
[Date field] mm/dd/yyyy

Visa Sponsored By Harvard?  
[Dropdown menu]

Please enter your immigration document start date  
[Text field]

Visa Start Date  
[Date field] mm/dd/yyyy

Please enter your immigration document end date.  
[Text field]

Visa End Date  
[Date field] mm/dd/yyyy

Please note, if you have not completed a GLACIER Registration, you will receive an email from the GLACIER system after completing the Harvard Individual Registration. You may be required to return to the Harvard Portal to upload GLACIER support documentation *after* you have completed the GLACIER registration process.

Click here if you have completed the GLACIER Registration

#### GLACIER INFORMATION

Visa Sticker/Stamp (In Passport)  
[Select file] Drop file to attach, or browse.

#### GLACIER SUPPORT DOCUMENTATION

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

GLACIER Summary and Forms \*  
[Select file] Drop file to attach, or browse.

Foreign individuals will need to provide additional information such as Visa type.

- If you did not or will not enter the U.S., select “NE: No Entry” as your Visa Type.

GLACIER:

- If you have completed your GLACIER documents, **select** the box to reveal the fields and upload the required documents
- If you don't have GLACIER documents and it is required, after Certifying and Submitting registration you will receive an email with GLACIER login information. After you complete your GLACIER profile, please upload your required GLACIER documents into the Additional International Information section of your Buy2Pay profile and resubmit your registration.

For additional Glacier Assistance:

<https://nratax.oc.finance.harvard.edu/GLACIER>



# Certify & Submit and Next Steps

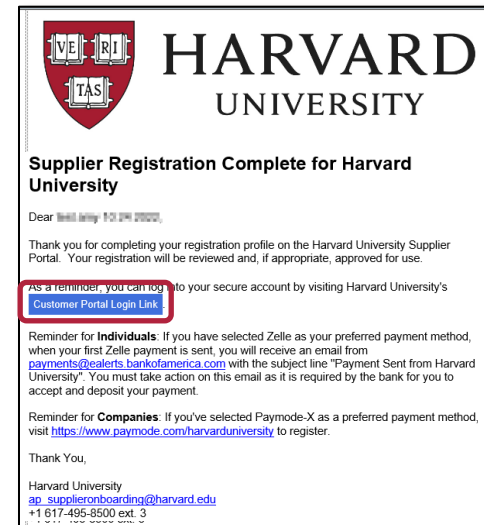
When all sections are completed (as indicated by checkmarks):

- **Select** the Certification box to certify that all information provided is true and accurate
- **Click Submit**

## What's next?

Once submitted you will receive an email confirmation.  
The registration will be reviewed by Harvard.

If additional information is required, Harvard will notify you via email.



The email includes a link to the Customer Portal.  
Using this link, you can continue to manage your supplier profile.

**Test Registration**  
[Change Supplier](#)

Registration In Progress for Harvard University  
7 of 7 Steps Complete

**Welcome**

Company Overview

Addresses

Contacts

Tax Information

Payment Information

Additional International In...

[Certify & Submit](#)

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

**Certify & Submit**

I have read the policy and procurement guidelines listed [here](#).

I certify on behalf of my organization that our company/principals have not been debarred, suspended, proposed for debarment, declared ineligible, or are not in the process of being debarred.

Additionally, by submitting this registration, you certify all information provided is true and accurate. Knowingly providing false information may result in disqualifying you or your company from doing business with us.

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