

# Non-US Citizen – Self-guided Registration

## Completing Registration (*Non-US Citizen*)

1. Click **Register Now** found in the received invitation email.
2. Review the Welcome Landing Page content and click **Continue with Registration**.

Welcome to Supplier Registration

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\\_ufs@harvard.edu](mailto:vendorsetup_ufs@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**

3. Complete the required information to create a Jaggaer 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 \*  
HarvardUniversityTest+JZD@gmail.com

Confirm Email \*

Password \* Re-Enter Password \*

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

**CREATE ACCOUNT**

4. 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

Company Overview ✓

Addresses ✓

Contacts ✓

Tax Information ✓

Accounts Payable ✓

Certify & Submit

Registration FAQ | View History

Welcome to the Harvard University Supplier Portal!

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Required to Start Registration

Legal Company Name \*  
John Z Doe

★ Required to Complete Registration

**Next >** **Save Changes**

5. 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 ✓

Addresses ✓

Contacts ✓

Tax Information ✓

Accounts Payable ✓

VISA ✓

Certify & Submit

Registration FAQ | View History

Legal Structure \* Foreign Individual

Tax ID Number  
if applicable

Additional Questions

HUID  
if applicable

★ Required to Complete Registration

**Next >** **Save Changes**

6. 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.

Add Address

Basic Information (Step 1 of 3)

What would you like to label this address? \*

Home  
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 >**

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- 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.

**Add Address**

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

What would you like to label this address? \*

Home  
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 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

Email Address HarvardUniversityTest@gmail.com  
Confirm Email HarvardUniversityTest@gmail.com  
Country \* Netherlands  
Address Line 1 \* Test Address  
Address Line 2  
Address Line 3  
City/Town \* Test  
State/Province \* Drenche  
Postal Code \* Test  
Phone ext. International phone numbers must begin with +  
Toll Free Phone ext. International phone numbers must begin with +  
Fax International phone numbers must begin with +

\* Required to Complete Registration **Next >**

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

**Edit Contact**

Contact Label \* Self

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

First Name \* John Z  
Last Name \* Doe  
Position Title  
Email \* HarvardUniversityTest@gmail.com  
Phone \* +1 212-555-1234 ext. International phone numbers must begin with +  
Toll Free Phone ext. International phone numbers must begin with +  
Fax ext. International phone numbers must begin with +  
Primary  Yes  No

\* Required to Complete Registration **Save Changes** Close

- 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 \* 8233  
Tax Document Name \* Example  
Tax Document Year 2019  
Tax Documentation \*  
Select file Done  
85341.png 100% X  
Download Pre-populated Tax Document

\* Required to Complete Registration **Save Changes** Close

# Non-US Citizen – Self-guided Registration

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

The screenshot shows the 'Tax Information' section for John Z Doe. The left sidebar indicates '4 of 6 Steps Complete' and lists sections: Welcome, Company Overview, Addresses, Contacts, Tax Information (highlighted), Accounts Payable, VISA, and Certify & Submit. The main content area has a heading 'Tax Information' and a sub-heading 'Additional Questions'. Under 'Additional Questions', there is a field for 'Foreign Tax Identification Number' with the text 'if applicable' entered. Above this field is a table with columns: Tax Document Name, Tax Type, Tax Document Year, and Tax Documentation. The table contains one row with 'Example' as the name, '8233' as the type, and '2019' as the year. There is a 'View Document' link and an 'Add Tax Document' button. At the bottom, there are navigation buttons: '< Previous', 'Next >', and 'Save Changes'.

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

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

The screenshot shows the 'Accounts Payable' section for John Z Doe. The left sidebar indicates '4 of 6 Steps Complete' and lists sections: Welcome, Company Overview, Addresses, Contacts, Tax Information, Accounts Payable (highlighted), VISA, and Certify & Submit. The main content area has a heading 'Accounts Payable' and a question 'What payment method do you prefer? \*'. A dropdown menu is open, showing 'Paper Check via Mail' selected. At the bottom, there is a note '★ Required to Complete Registration' and navigation buttons: '< Previous', 'Next >', and 'Save Changes'.

13. 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' section for John Z Doe. The left sidebar indicates '5 of 6 Steps Complete' and lists sections: Welcome, Company Overview, Addresses, Contacts, Tax Information, Accounts Payable, VISA (highlighted), and Certify & Submit. The main content area has a heading 'VISA' and a question 'Visa type \*' with a dropdown menu. Below that is 'Country Issuing Passport' with a dropdown menu. Then 'Date of Birth' with a date input field showing 'mm/dd/yyyy'. Below that is 'Visa Sponsored By Harvard?' with a dropdown menu. At the bottom, there is a checkbox 'Click here if you have completed the GLACIER Registration' and a note '★ Required to Complete Registration'. Navigation buttons at the bottom are '< Previous', 'Next >', and 'Save Changes'.

14. 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.
15. 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' section for John Z Doe. The left sidebar indicates '6 of 6 Steps Complete' and lists sections: Welcome, Company Overview, Addresses, Contacts, Tax Information, Accounts Payable, VISA, and Certify & Submit (highlighted). The main content area has a heading 'Certify & Submit' and a question 'Preparer's Name \*' with a text input field containing 'John Z Doe'. Below that is 'Preparer's Email Address \*' with a text input field containing 'HarvardUniversityTest+JZD@gmail.c'. Then 'Today's Date' with a date input field showing '5/6/2019'. Below that is 'Certification \*' with a checkbox 'I certify that all information provided is true and accurate.' checked. At the bottom, there is a note '★ Required to Complete Registration' and a 'Submit' button. Navigation buttons at the bottom are '< Previous', 'Next >', and 'Save Changes'.

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16. 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>.

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## 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](#)