

Individual Registration Decision Tree

After completing a [Supplier Search](#) and if the supplier is NOT already in B2P
There are a few options on how to invite a supplier – the best way depends on the supplier and why you are paying them. All suppliers will require a tax form. All Non-US Payees need to complete their registration with Harvard's Online Tax determination System.

US Citizen

[Supplier Invitation](#)

Non-US Payee – No Entry (NE)

[Supplier Invitation](#)

Foreign Individual – Business Expense
Reimbursement (BER)

Please note: this method is only available if the
supplier hasn't already been and are being paid for
Reimbursements only

[Supplier Request](#)

Non-US Payee – (account setup in the tax
determination system)

Requesting a Non-U.S. Payee Registration - Harvard requires non-U.S.
individuals and entities to also register in the tax determination system. An
email will be sent directly to the Individual or Entity to complete once this
request form is approved.

[Supplier Request](#)

If you see an error message re: duplicate and if the supplier is not listed: email
ap_supplieronboarding@harvard.edu with

- Name
- Email
- Include the registration type: Individual / Company

