Business Expense Reimbursement (BER) supplier request

The BER supplier type can only be used for:

- A Non-US Individual
- Reimbursements Only (not honoraria or services)
- Active for 90 days

See BER Supplier Process & Reimbursement Resources websites for further information.

1. Search for the supplier’s name to ensure they are not already active in B2P. See the Search Tip Sheet for more information.

2. If your supplier is not found, Select Request Foreign Individual in the Supplier Tools widget on the Buy-to-Pay Dashboard.

3. Provide the Supplier name and click Submit.

4. Click General Request Information and complete the required fields marked with a star:
   - Request type = New Individual
   - Enter Email address

The following questions are dynamic and critical!
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Complete all required fields marked with a star. Click 📋 for more information.

- Supplier Name (enter if not prepopulated)
- Citizenship = Individuals – Non-US Citizen
- Will this foreign individual be receiving reimbursements-only? = YES

6. Click Submit. An email will be sent to your Harvard University email address once the request has been approved.
7. The status of your request can be seen by accessing Orders > Search > Procurement Requests.

A list of requests and associated statuses are shown, including:
- Under Review: the request is being reviewed
- Incomplete: a request was started but not submitted
- Complete: the request is approved and completed

8. Once your BER supplier is activated, create an NR (Non-Employee Reimbursement requisition) to request payment.

See BER Supplier Process & Reimbursement Resources websites for further information.