Supplier Portal Invitation

What is the Supplier Portal?

- The B2P Supplier Portal provides self-service for companies and individuals with the ability to update and maintain their company information including contacts, addresses, tax documentation, service offerings, diversity status and more.
- The B2P Supplier Portal will also provide future opportunities to interact with Harvard’s B2P environment including invoice submission, payment status inquiries, solicitation responses, and contract activity.
- An invitation to your supplier contact is the simplest, most efficient way to get your supplier started in the Supplier Portal.

Inviting a Supplier

1. Select Invite New Supplier in the Supplier Tools widget on the Buy-to-Pay Dashboard.

2. Complete the required fields ( ), including:
   - Registration Type (Select Company or Individual based on the entity type you’d like to invite)
   - Supplier Name
   - Email Address
   - Confirm Email Address

   Please note: First Name and Last Name are NOT required but can be included if the company contact is known.

3. Click Invite Supplier to Register. Possible duplicate suppliers appear onscreen. Browse through the Potential Matches that appear to avoid duplication. Select the existing supplier, as appropriate.

4. Click the Supplier Onboarding Team link at the top of the screen if your supplier does not appear.

5. A Success message appears if no Potential Matches are found.

6. The company or individual receives an email notifying them of your invitation request. The email – ap_supplieronboarding@harvard.edu – includes a Register Now link that guides them through account creation and registration in the Harvard Supplier Portal. An example of the email appears on the next page.
Supplier Invitation from Harvard University

Hello Test Company 2 representative,

Harvard University has invited you to join our Supplier Portal hosted by JAGGAER!

Becoming a Harvard University network supplier is free, easy and it only takes a few minutes to join. By selecting the "Register Now" button below, you will be routed to a secure website to complete the registration process.

*Comment from Harvard user*

Register Now

Upon successful completion of your registration, you will have access to your secure portal where you can add additional details about your organization, invite colleagues to become users in your site, and more.

Thanks for doing business with us!

Best,

Harvard University

Note: Foreign entities are required to submit additional documentation into JAGGAER. General information can be reviewed here: https://hratax.oc.finance.harvard.edu/foreign-entity-w8-forms

For technical support related to issues logging into the portal, adding attachments, browser errors, or other technical problems, please contact Jaggaer customer support at https://www.jaggaer.com/service-support/supplier-support/

For Harvard specific support, including attaching appropriate documentation or completing registration information, contact ap_supplieronboarding@harvard.edu or +1 617-495-8500 ext. 3.