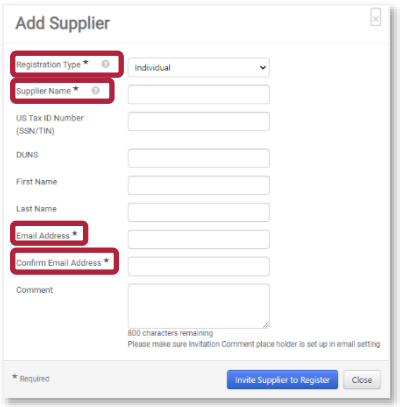
Non-US Citizen – Self-guided Registration

Inviting a Non-US citizen *(Harvard Administrator)*

1. Select **Invite New Supplier** in the **Supplier Tools** widget in the lower-left corner of the Buy-to-Pay Dashboard.

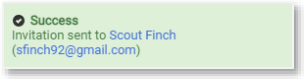
2. Complete the required fields (⋆), including:



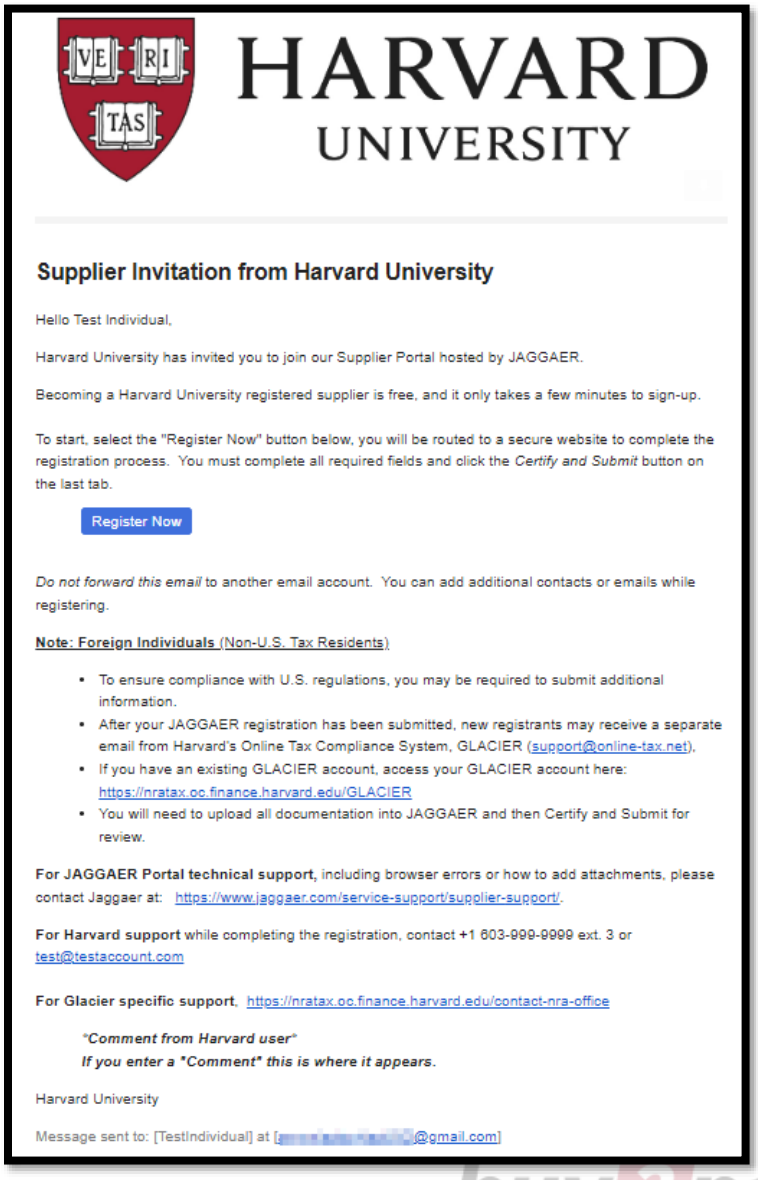
- **Registration Type** (Select **Individual**)
- **Supplier Name**
- **Email Address**
- **Confirm Email Address**

Please note: *First Name* and *Last Name* are NOT required but can be included if the Non-US Citizen has a separate contact.

3. Click **Invite Supplier to Register**. A **Success** message appears.



The Non-US citizen will receive an email from ap_supplieronboarding@harvard.edu notifying them of your invitation request. The email includes a **Register Now** link that will guide them through account creation and registration in the Harvard Supplier Portal.



HARVARD UNIVERSITY

Supplier Invitation from Harvard University

Hello Test Individual,

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

Becoming a Harvard University registered supplier is free, and it only takes a few minutes to sign-up.

To start, select the "Register Now" button below, you will be routed to a secure website to complete the registration process. You must complete all required fields and click the *Certify and Submit* button on the last tab.

Register Now

Do not forward this email to another email account. You can add additional contacts or emails while registering.

Note: Foreign Individuals (Non-U.S. Tax Residents)

- To ensure compliance with U.S. regulations, you may be required to submit additional information.
- After your JAGGAER registration has been submitted, new registrants may receive a separate email from Harvard's Online Tax Compliance System, GLACIER (support@online-tax.net).
- If you have an existing GLACIER account, access your GLACIER account here: https://nratax.oc.finance.harvard.edu/GLACIER
- You will need to upload all documentation into JAGGAER and then Certify and Submit for review.

For JAGGAER Portal technical support, including browser errors or how to add attachments, please contact Jaggaer at: https://www.jaggaer.com/service-support/supplier-support/.

For Harvard support while completing the registration, contact +1 603-999-9999 ext. 3 or test@testaccount.com

For Glacier specific support, https://nratax.oc.finance.harvard.edu/contact-nra-office

"Comment from Harvard user"
If you enter a "Comment" this is where it appears.

Harvard University

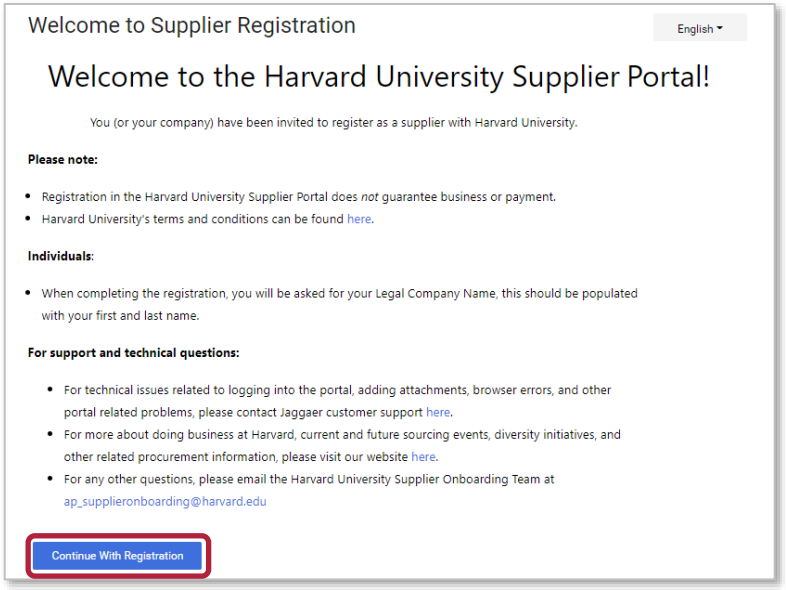
Message sent to: [TestIndividual] at [[redacted]@gmail.com]

Non-US Citizen – Self-guided Registration

Completing Registration *(Non-US Citizen)*

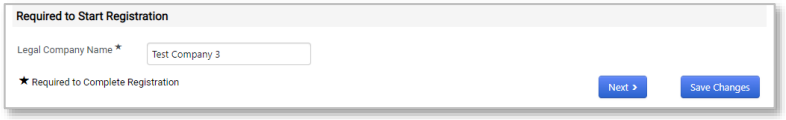
1. Click the **Register Now** button in the received invitation email (shown on last slide).
2. Review the Welcome Landing Page content and click **Continue with Registration**.

   Please Note: Portal login may be required if your email address is on file for another supplier account.



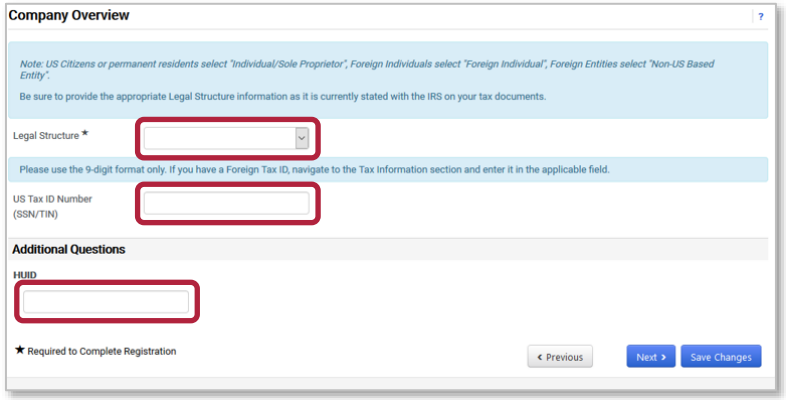
3. Enter your full legal name as the Legal Company Name. Click **Save Changes**, if desired.

   Then, click **Next**.



4. Provide the following information:
   - Select **Foreign Individual** as the legal structure
   - Enter a US-issued SSN or ITIN (if available)
   - Enter your HUID (if available)

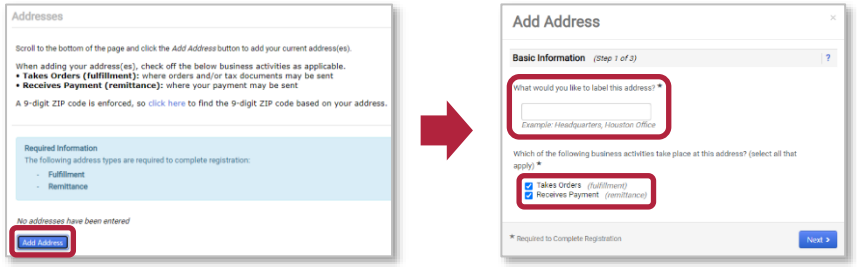
   Click **Save Changes**, if desired. Then, click **Next**.



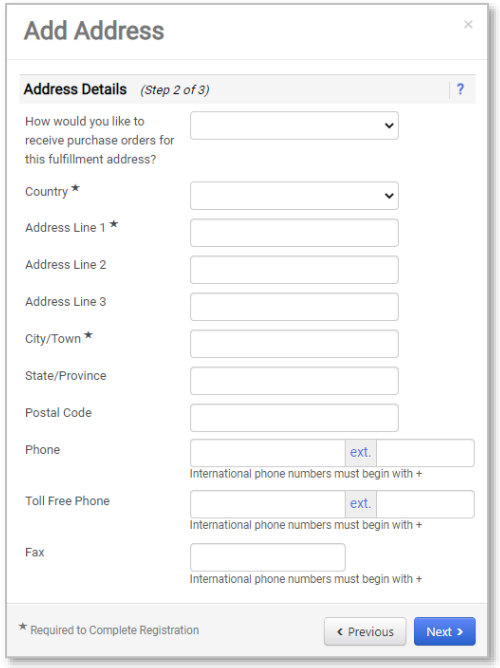
Non-US Citizen – Self-guided Registration

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

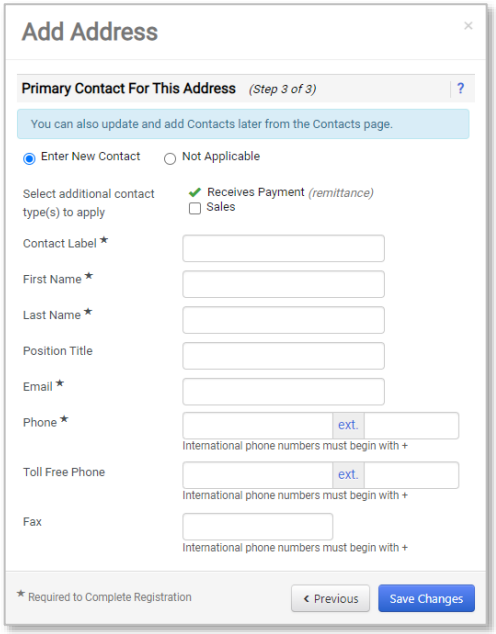
6. Use the **Add Address** button to add any active addresses. Label the address and select the checkboxes, as appropriate. Then, click **Next**.



7. Fill in the **Address Details**, including the **Country**, **Address Line 1,** and **City/Town**. Click **Next** when finished.



8. Enter **your** contact information in the **Primary Contact For This Address** section of the **Add Address** window, including:



- Contact Label
- First Name
- Last Name
- Email
- Phone

Then, click **Save Changes**.

Repeat Steps 6 – 8 to add additional addresses.

Click **Next** when finished adding addresses.

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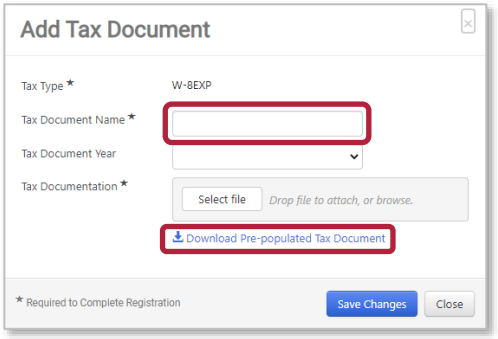
Non-US Citizen – Self-guided Registration

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

10. The **Tax Information** tab appears. Click the **Add Tax Document** button. A drop-down list appears. Select the appropriate document type.

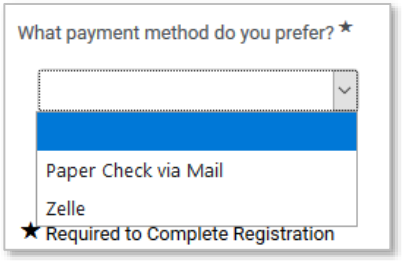
11. The **Add Tax Document** window opens. Complete the required fields (★) and select a file to upload. You can download a **Pre-Populated Tax Document**, as needed.*



* Repeat Steps 10 and 11 as needed to add additional Tax Documents.

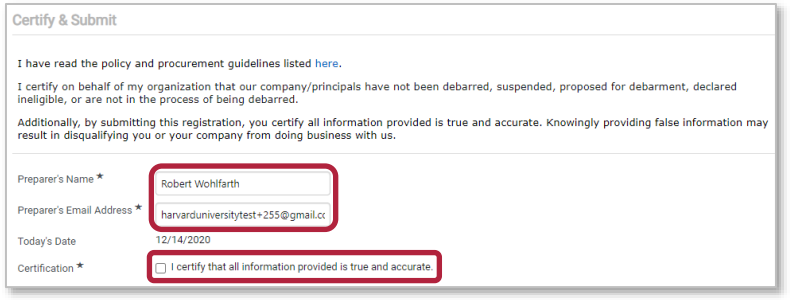
12. Click **Save Changes** after uploading the Tax Document(s) and click **Next**.

13. The **Payment Information** tab appears. Select your payment method and click **Next**.

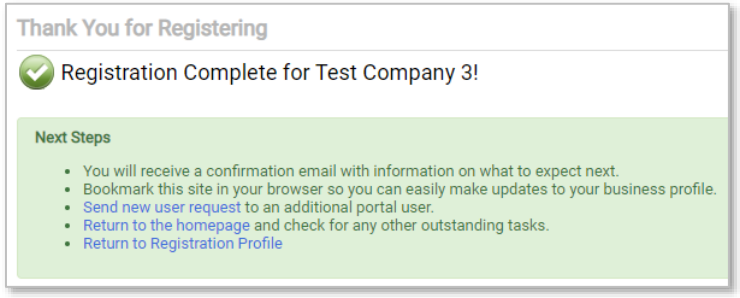


14. The **Certify & Submit** tab appears. Verify and/or modify the **Preparer's Name** and the **Preparer's Email Address**.

    Select the **Certification** checkbox and click **Submit**.



15. The **Thank you for Registering** message appears. The registration is complete.



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Non-US Citizen – Self-guided Registration

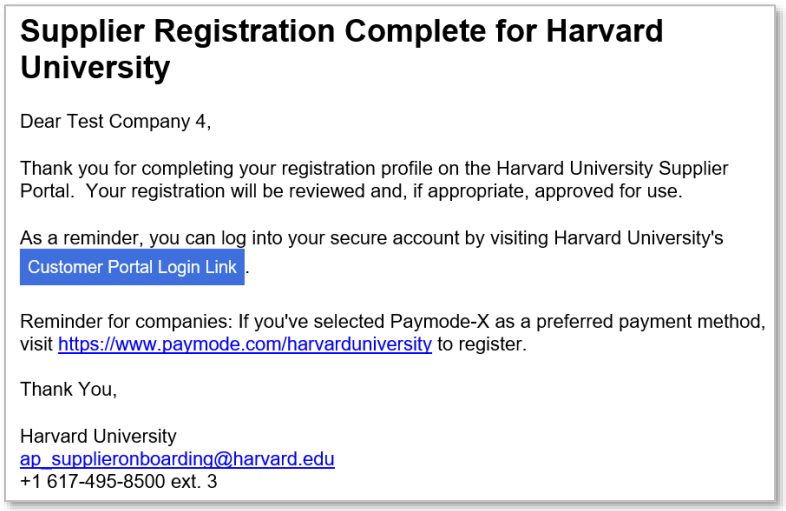
Completing GLACIER *(Non-US Citizen)*

1. A GLACIER email notification from support@online-tax.net is generated, if applicable, based on your responses to the **Additional International Information** tab of the Supplier Portal registration.

Visit https://nratax.oc.finance.harvard.edu/Glacier for more information on Glacier.

Uploading GLACIER Documentation *(Non-US Citizen)*

1. Locate 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 Test Company 4,

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.

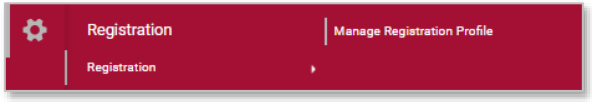
Reminder for companies: If you've selected Paymode-X as a preferred payment method, visit https://www.paymode.com/harvarduniversity to register.

Thank You,

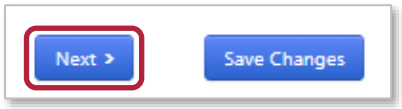
Harvard University
ap_supplieronboarding@harvard.edu
+1 617-495-8500 ext. 3

Uploading GLACIER Documentation (Non-US Citizen)

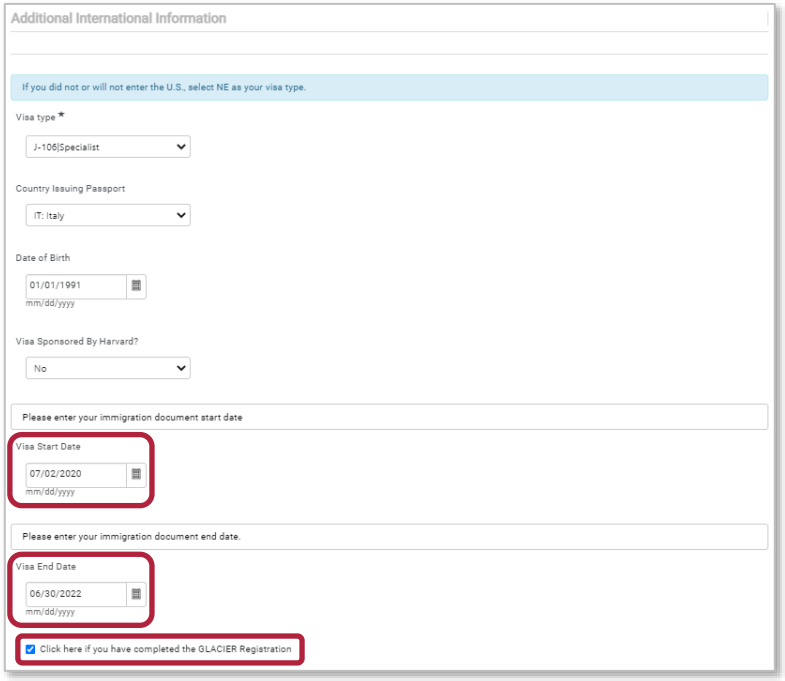
1. Login in to the Jaggaer Supplier Network using your original email address and password. Select **Registration → Manage Registration Profile** from the left menu bar.



2. Click **Next** at the bottom of the **Welcome** screen.



3. Click the **Additional International Information** tab and complete the relevant information, including the **Visa Start Date** and **Visa End Date**.



4. Select the **Click here if you have completed the GLACIER Registration** checkbox (see the highlight in the image above).

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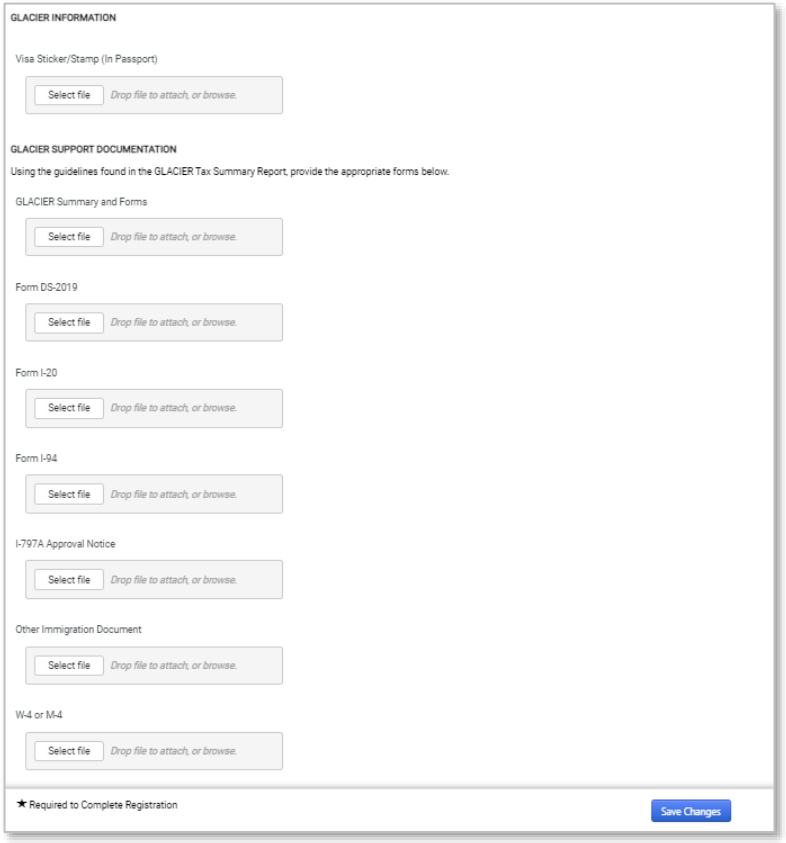
Non-US Citizen – Self-guided Registration

Uploading GLACIER Documentation *(Non-US Citizen)*

5. Scroll down to the **Glacier Information** section and complete the relevant information, including, Visa Sticker/Stamp (attachment).



6. 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.

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