Supplier Experience

This guide outlines registration process followed by suppliers and individuals.

Supplier Invitation from Harvard Portal

Hello Test Individual representative,

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

Becoming a Harvard Portal registered supplier is free, easy and it only takes a few minutes to join. By clicking the “Register Here” button below, you will be routed to a secure website to complete the registration process.

Register Now

Upon successful completion of your registration, you will have access to your secure portal where you can add additional details to facilitate a quick, easy payment process.

Thanks for doing business with us!

Best,

Harvard Portal

Note: Foreign individuals (Non-U.S. Citizens) may also be required to submit additional information to ensure compliance with U.S. regulations. New registrants may receive a separate email from Harvard’s Online Tax Compliance System, GLACIER (https://taxes.fas.harvard.edu), after their JAGGAER registration has been reviewed.

If you have an existing GLACIER account with Harvard, access your GLACIER account through our website (https://taxes.fas.harvard.edu/GLACIER). If needed, 1099 documents can be retrieved at https://taxes.fas.harvard.edu/

All documentation can be uploaded back into JAGGAER upon completion.

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

For Harvard specific support, including attaching appropriate documentation or completing registration information, contact Customer Contact Phone or ap_supplieronboarding@harvard.edu.

Individual Email

Upon invitation, an email is received by the supplier. This email contains a link allowing the supplier to begin registration.

Supplier Invitation from Harvard Portal

Hello Test Company representative,

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

Becoming a Harvard Portal network supplier is free, easy and it only takes a few minutes to join. By clicking the “Register Here” button below, you will be routed to a secure website to complete the registration process.

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 Portal

Note: Foreign entities are required to submit additional documentation into JAGGAER. General information can be reviewed here: https://taxes.fas.harvard.edu/form/rentals/forms.j

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/customer-support.

For Harvard specific support, including attaching appropriate documentation or completing registration information, contact Customer Contact Phone or ap_supplieronboarding@harvard.edu.
After selecting ‘Register Now’, suppliers are taken to the registration page where they can create a new user account or log into an existing account.
After logging in, the supplier is taken to their homepage where they can manage their registration. This area will also include future B2P functionality.
Individuals will be guided through a series of pages with questions relevant to their legal structure.
A fulfillment (tax reporting) address along with a remittance (payment) address will be added.
A remittance (payment) contact is required. This includes an email address and phone number.
The individual is required to provide a valid tax document. A pre-populated tax document is available if the individual does not have their tax document. A digital signature feature is also available via the "Sign Document" button.
Supplier Experience

Individual Registration

If the supplier requests Zelle as their payment method, they will be asked to provide their payment distribution email address and attest to a statement.

Testing Vendor

Payment Information

For Individuals:
Zelle is a fast and easy way for individuals to receive money electronically.

- Provide Harvard University with the email address that is or will be associated with your Zelle account (must be a US bank account).
- Harvard will use email address only when communicating payment information.
- The Zelle app does not work overseas even if you do have a US phone number and US bank account.

Register now via one of the following links:
https://enroll.zellepay.com/
https://www.chequechange.com/

What payment method do you prefer? *

- Zelle

By checking this box, the payee hereby confirms and agrees that:

i. The e-mail address entered below is associated with a U.S. bank account of the payee into which the payee authorizes payment to be deposited;
ii. The payee understands that digital disbursement is processed by Zelle utilizing network banks and is made available by Harvard as a courtesy to its suppliers. To the extent permitted by law, the payee releases and indemnifies Harvard from any liability in connection with any delayed, undelivered or late payment resulting from use of digital disbursement.
iii. The payee consents to the sharing of the e-mail address entered above and any other information entered onto this Supplier Portal with Zelle and network banks for the purpose of processing digital disbursements. The payee further consents to the disclosure of information regarding the payee by Zelle or any network banks to any federal, state or foreign authority or governmental body, to the extent required by legal disclosure obligations (including, without limitation, anti-money laundering and counter-terrorism financing laws).

Payment Distribution Email Address *

Required to Complete Registration
Foreign individuals will provide additional information such as their visa type. The individual can also provide their GLACIER information if required.
Similar to individuals, companies will be guided through a series of pages with questions relevant to their legal structure.
The company representative will identify product and service offerings using NAICS codes.
The company representative will provide fulfillment (tax reporting) and remittance (payment) addresses.
The company representative will provide a remittance (payment) and sales contact.
Supplier Experience

Company Registration

The company representative will provide diversity certifications, if applicable.
The company representative will provide a valid tax document. A pre-populated tax document is provided if the company does not have their tax document.
Supplier Experience

Company Registration

The company representative will choose their preferred payment method.
After providing all required information, the representative will submit the registration for review by the vendor onboarding team.
After completing the registration, an email will be sent to the supplier contact with a link to their supplier portal. Using this link, they can continue to manage their supplier profile.