Supplier Onboarding

Back to School Reminders

August 2022
Onboarding Students or Other Individuals

New Students

- If registering in the portal:
  - All check marks must be in green
  - Click the “Certify & Submit” button
- If students are under 18 years old, their W9 / tax form must be signed by a legal guardian to be valid. Click here to learn more.

Returning Students

- Do not reinvite students if they already have access to the supplier portal
- Confirm if they are already in B2P
- For login issues, they can contact: Jaggaer Support
- Encourage students to confirm/update their profile
- A maintenance request can be submitted for an address change if they don’t have access to the supplier portal. Please indicate if the old address should be kept or deactivated.
- Foreign individuals may need to update their visa information in Glacier and B2P, if original visa has expired.

Escalation Process

- If you have an urgent request and need to register multiple “suppliers” (5+ US Individuals, 10+ Foreign individuals) at the same time:
  - Follow the standard registration process, located here.
  - Once you have invited or requested all the suppliers in your group, send an email to ap供应商onboarding@harvard.edu
    - include BULK REGISTRATION in the subject line
    - provide a list of the suppliers within the body of the email
  - Supplier Onboarding will review and disposition these requests together
General Onboarding Guidance

Need to know status of a supplier?

- Navigate to the supplier’s profile and click on View History at the bottom left of their profile. This feature shows you exactly what happened with the profile, along with a timestamp.

Entering a Maintenance Request?

- Tip: Include the Supplier name in the Form Name on the Details page.
- This helps identify the supplier without opening each request.

How long is a supplier setup for before being inactivated? Click here for more information.

<table>
<thead>
<tr>
<th>Vendor Type</th>
<th>Inactivation</th>
</tr>
</thead>
<tbody>
<tr>
<td>All vendors</td>
<td>18+ months no activity</td>
</tr>
<tr>
<td>Temporary</td>
<td>30 days</td>
</tr>
<tr>
<td>BER (see requirements)</td>
<td>90 days</td>
</tr>
<tr>
<td>Foreign Entity</td>
<td>3 years from date of W8 signature</td>
</tr>
<tr>
<td>Foreign Individual (1042-S)</td>
<td>Visa-dependent (auto-inactivation at time of Visa expiration)</td>
</tr>
<tr>
<td>1042-S, No Entry visa</td>
<td>90 days</td>
</tr>
<tr>
<td>1042-S, ADVTR</td>
<td>90 days</td>
</tr>
</tbody>
</table>
Helpful Links: General

• [Supplier Onboarding Policy & Inactivation Date Guidance](#)
• [Supplier Onboarding tip for individuals who are minors](#)
• [Supplier Onboarding Tips & Guidance](#)
• [Looking for a supplier's registration status?](#)
• Need a supplier to update their record? When to [re-invite vs share the link](#).
• [Supplier Requests vs. Maintenance Requests, what's the difference?](#)
• [B2P Quick Reference Guides and FAQs](#)
• [B2P Support](#)
• [NRA (Nonresident Alien Tax Compliance) office](#)
Helpful Links: NRA / Foreign Individuals

Resources to help with the GLACIER process:

- GLACIER link [https://www.online-tax.net](https://www.online-tax.net)
- The GLACIER email notification is sent from [support@online-tax.net](mailto:support@online-tax.net)
- The University has a site dedicated for GLACIER support [https://nratax.oc.finance.harvard.edu/GLACIER](https://nratax.oc.finance.harvard.edu/GLACIER)
- The NRA (Nonresident Alien Tax Compliance) office can help answer questions [https://nratax.oc.finance.harvard.edu/contact-nra-office](https://nratax.oc.finance.harvard.edu/contact-nra-office) and offers 1:1 appointments [https://nratax.oc.finance.harvard.edu/schedule_anAppointment](https://nratax.oc.finance.harvard.edu/schedule_anAppointment)

Individuals or Companies can use this site to log-in to their B2P registration: [https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=HarvardFullSuite](https://solutions.sciquest.com/apps/Router/SupplierLogin?CustOrg=HarvardFullSuite)