

Business Expense Reimbursement (BER) supplier request

Use the Supplier Request form to request a new supplier with the BER supplier type.

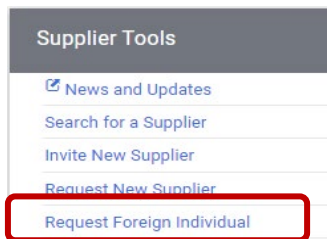
BER suppliers are active for 90 days and can **only** be used for:

- A Non-US Individual (Non-US payee)
- Reimbursements Only (not honoraria or services)
- Harvard affiliates *cannot* be setup as BER

See [BER Supplier Process](#) & [Reimbursement Resources](#) websites for further information.

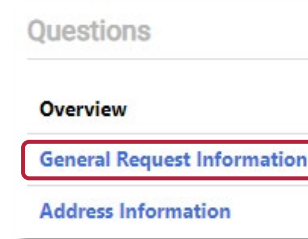
A supplier search should be done prior to submitting this request to prevent duplicate supplier setup.

1. Select **Request Foreign Individual** (for Non-US payee) in the **Supplier Tools** widget on the Buy-to-Pay homepage.



2. Enter the **Supplier name** and click **Submit**.

3. Click **General Request Information** and complete the required fields marked with a star:




The following questions are dynamic and critical!

- In the request type, select: **New Individual**
- In the email address field: Enter **supplier's** email address

Audience: Supplier Portal Users

Business Expense Reimbursement (BER) supplier request


4. Complete all required fields marked with a **star**. Click  for help or more information.

- Supplier Name: **Enter Name** (if not prepopulated)
- Citizenship: **Individuals – Non-US Citizen**
- Is this a Temporary Vendor? **No**
- Will this foreign individual be receiving reimbursements-only? **YES**

▼ Individual Information

Citizenship 

Individual – Non US Citizen

Is this a Temporary Vendor? 

☐ Yes ☒ No



Will this foreign individual be receiving reimbursements-only (BER Supplier Only)? 

☒ Yes ☐ No

On the next page:


- Enter foreign address on next page.
- Enter any other required fields.


My Supplier Requests


Questions - Address Information  


Template: Supplier Request (Prod Mirror)
Request Status: Incomplete

Instructions

Questions 

General Request Inform... 

Address Information 


Requester Contact Inform... 


Review and Complete

Supplier Request Workflow

▼ Addresses

This address is your fulfillment and tax reporting address. Any additional payment or foreign addresses should be added using the option at the bottom of this page.

Address Label * 

Address Type * 

Country *


5. Click **Submit**.


To check status:

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





Orders

Search

My Orders

Procurement Requests

Form Name	Request Number	Form Purpose	Form Status	Created Date/Time	Pending Approver	Form Type	Requestor	Submitted Date	Completed Date
Supplier Maintenance Request	512957	Generic Request	Incomplete	12/14/2020 11:27:21 AM		Supplier Maintenance Request	TSM User		

NEXT: Once your BER supplier is activated, **create** a Non-Employee Reimbursement requisition (NR).

See [BER Supplier Process](#) & [Reimbursement Resources](#) websites for further information.